



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: August 26, 2021

Subject: Approve Job Description – Code Inspector/Firefighter and Appoint Position

The City Council approved amendments to the City's rental housing ordinance and established new policies to strengthen oversight on rental housing. To assist in that oversight, the City Council has included funding for a new Code Inspector/Firefighter position in the proposed 2022 budget. City staff has identified funding from a vacant position in Administration that could be used to hire the position in September 2021.

Staff has developed a job description for the Firefighter/Fire/Housing/Code Inspector position. The Firefighter/Fire/Housing/Code Inspector position will conduct fire inspections, rental housing inspections, property maintenance and code enforcement inspections and follow-up with property owners to ensure compliance. The position will also be a daytime responder to the SBM Fire Department, assisting the Department with response to major calls during the work day.

Staff recommends approval of the job description and the appointment of Walter Morris to this new position.

Walter is currently the City's part time code enforcement officer, serving in that role over the past year. In that time, Walter has demonstrated great skill and ability in resolving code issues within the community. He has performed rental inspections, nuisance inspections, and code compliance in his current role. Walter is also a volunteer firefighter with SBM Fire Department, responding out of Station 4 in Blaine. He is close to qualifying to test for the Certified Building Official Limited license, which would allow him to provide building inspection support to Building Official Baker when he is on vacation or during busy times.

Building Official Baker and I have been impressed with his performance over the past year and would like to see him continue his service with the City in this role.

Staff also recommends approval of 21-36, Firefighter Declaration on a Dual Position for PERA of Minnesota. This would allow this position to participate in the Police and Fire Plan, which is consistent with daytime responding positions in both the City of Blaine and the City of Mounds View.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

