

TO: Village Council and Mayor Brown
FROM: Finance Committee, Rob Bartlett - Chair
RE: Building Department Organization Structure
DATE: May 14, 2021

The Finance Committee met on Friday, May 14, 2021 at 11:00 am to discuss a proposal from Assistant to the Building Administrator Aileen Beatty on an alternative versus using XPEX for plan reviews, building inspections and certifications. Present at the meeting were Finance Committee members Rob Bartlett, Kelly Rankin and Joe Stelzer, Mayor Bill Brown, Assistant to the Building Administrator Aileen Beatty and council member Marcy Lewis.

First, the committee would like to thank Ms. Beatty for taking the time to develop this alternative proposal. The Finance Committee had previously presented to Council a recommendation to hire XPEX, which Council approved. But the committee believes it is appropriate that we take the time to review all options before making a final decision.

Ms. Beatty reviewed with the committee the document she emailed to Council on May 10, and provided some additional perspective on how she arrived at her proposal. After much discussion and information sharing, the committee unanimously voted to recommend that we continue forward with the plan to hire XPEX. The reason for this is the committee felt that XPEX provided more depth and breadth of expertise in the construction field. Also, XPEX has internal backup capabilities which we do not have today if the people who does our plan reviews or building inspections is out for a significant period of time. Finally, in all of their interactions with XPEX, both the Mayor and Mrs. Rankin felt that XPEX was very customer service oriented and willing to make accommodations as necessary.

One additional recommendation from the Finance Committee is that the Mayor explore with Bill Fiedler, who does our building inspections today, if he would be interested in doing inspections of rental units going forward. If Mr. Fiedler is not interested, then XPEX will do the rental inspections.

If council agrees to this recommendation, the second reading of the resolution entering into contract with XPEX will proceed.

Respectfully Submitted,

Rob Bartlett, Chairman

Kelly Rankin, Vice-Chairman

Joe Stelzer, Member