

**Town of Lemonweir
Juneau County, Wisconsin
Resolution to Appoint UDC Building Inspector**

Resolution 2-2019-UDC501

WHEREAS, the State of Wisconsin has passed a Uniform Dwelling Code and mandates all municipalities adopt and enforce the Code; and

WHEREAS, the Town of Lemonweir at a regular Town Board meeting in February of 2009 adopted the Uniform Dwelling Code and had entered into a contract with Franek Inspect LLC to issue building permits, perform all necessary inspections under Wis Admin Codes- Comm 20-25 to enforce the Code and Chapter 11 of the Municipal Code; this contract was renewed as of January 1, 2018 to continue indefinitely or until Franek Inspect LLC determined they will no longer be able to provide the service.

WHEREAS, Franek Inspect LLC has notified the Town of Lemonweir in writing that as of May 1, 2019, Dennis Franek and Franek Inspect LLC will be retiring, and therefore terminating the building inspection services for the Town of Lemonweir.

WHEREAS, the town board has considered the offer for inspection services by General Engineering Company known as GEC and has accepted their services at the March 12, 2019, regular town board meeting; and **WHEREAS**, the contract will be valid as of May 1, 2019 and continue indefinitely or until GEC and/or the Town of Lemonweir determines they terminate the service by 30-day written notice; and **THEREFORE**, if during this time the contract scope is not followed the Town of Lemonweir has the right to secure another inspector/agency.

WHEREAS, GEC shall provide all necessary permit applications and forms under the UDC; and **WHEREAS**, there are fees associated with enforcement; **THEREFORE**, the Lemonweir Town Board hereby declares fees to be collected from permit applicants when applications are made for building permits for new home construction, construction of alterations or additions, the installation of mobile homes, manufactured homes and modular housing, by GEC according to the fee schedule presented by GEC at the time of contract acceptance and **WHEREAS**, the cost of the UDC Permit Seal will be added to the cost of the building permit and provided by the Inspection Agency.

WHEREAS, the GEC inspector will provide the town with copies of necessary files, attend any meeting requested by the Town Board or Plan Commission at an hourly rate of \$85.00 charged to the Town of Lemonweir; and the Inspector will maintain current credentials.

WHEREAS, the Town of Lemonweir authorizes Jeremy Phillis, Building Inspector—General Engineering Company (GEC) to act on the municipality's behalf as it relates to the implementation of 2015 Wisconsin Act 211 by the Wisconsin Department of Safety and Professional Services as of May 1, 2019.

WHEREAS, the town will grant a zoning permit and provide a copy to the inspector via email, US mail or fax prior to any building permit being issued. If a building permit is to be issued for a property located in the Extraterritorial Zone the applicant must provide a copy of the ET Zoning permit issued by the City of Mauston to the Inspector.

WHEREAS, the terms of this resolution/contract are accepted by GEC (Agency # 240384) and Jeremy Phillis, Inspector (UDC Cert #1422121) indicated by signature below.

Adopted this 16th day of April 2019 by the Town of Lemonweir Town Board.

Chairperson: /s/ Maia Harvat

Building Inspector: /s/ Jeremy P. Phillis Date: 5-15-19

Supervisors: /s/ C. Kinsman

/s/ Ma H. Vaughan

/s/ Paul B. Miller

/s/ _____

Attest: /s/ Cheryl Leach, Town Administrator

TOWN OF LEMONWEIR

N3935 19th Avenue
Mauston WI 53948
(608) 847-4786
e-mail: twnlemn@merr.com

May 9, 2019

General Engineering Company
Attn: Jeremy Phillis
PO BOX 340
Silver Lake Dr
Portage, WI 53901

Dear Jeremy,

Enclosed is the agreement for building inspection services between the Town of Lemonweir and GEC. The town board adopted the enclosed Resolution 2-2019-UDC501.

I would like to establish the following permit process with you so we are all on the same page:

1. No required building permits shall be issued without a zoning permit being issued beforehand.
2. No zoning permit or building permit shall be issued without a Sanitary Permit or Reconnection Permit for any structures for human occupancy when required.
3. The town will provide contact information for the building inspector for all new residences and any additions or alterations attached to an existing residence (home additions, porches, decks, attached garage, conversion of unfinished basements to living space or any other conversion to living space). Detached accessory structures do not require inspection services by the state or the town at this time; however we would ask that you provide assistance to town applicants asking for opinion or code questions on accessory structures. Any commercial buildings are required to have state inspections in accordance to code by the state inspector.
4. The building inspector shall provide all forms for building permits.
5. All fees for building inspection permits/services charged shall be collected by GEC directly from the applicant, to be retained by GEC. The town will not be asking for a percentage of building permit fees at this time. The town will collect and retain fees only for the zoning permits issued.

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Town Officers

Chairman:
Marv Havlik
547-9173

Town Administrator:
Carin E. Leach
847-4786

Assessor:
Patrick Hart
(608) 372-2964

Supervisors:

Robert L. Smith
547-5940

Matthew Vaughan
547-4076

Carl B. Miller
547-2525

Cindi Kingsbury
548-7332

6. Copies of all paperwork collected by the Town Zoning Administrator for the zoning permits also requiring building permits shall be forwarded to the building inspector via email, fax, in person or by regular mail and kept on file at the town hall office.
7. Copies of all paperwork for building permits issued including occupancy certificates shall be provided to the town by the building inspector.
8. Any state reporting requirements shall be handled by the building inspector unless the requirements are changed by the state. I believe I have already signed the Delegation of Authority for GEC.
9. Building permits required in the Extraterritorial Zone (ETZ) between the City of Mauston and the Town of Lemonweir shall follow the above guidelines with the exception that the City shall provide the zoning permit and paperwork to the town and the inspector. (The ETZ ordinance dictates that the City shall have jurisdiction for administering the ETZ ordinance for zoning permits; however it does not allow for the City to provide inspection services outside of the city limits therefore it falls to the town's inspector).
10. Please be aware that Lemonweir has three Mobile home parks. Two are located within the ETZ and one is not however any new mobile home changes are required to have building permits. We do not issue zoning permits for mobile homes in the parks but do issue zoning permits for accessory structures. Park Owners will be notified with the change of Building Inspection Services and your contact information.
11. I can provide a color ETZ map via email for you if you think it would be helpful. I don't have a color copier so any copies would be in black & white.

I think that covers everything. Please contact me if you have any questions or additions to add to the above. I look forward to working with you and appreciate your patience in the transition process.

Sincerely,



Carin E. Leach

Town Administrator/Clerk-Treasurer/Zoning Admin

608-847-4786

twnlemn@merr.com