



City of Grand Forks Staff Report

APPROVED & ACCEPTED
by City Council

06/17/2019

Maureen Storstad
Maureen Storstad
City Auditor

Committee of the Whole – JUNE 10, 2019
City Council – JUNE 17, 2019

Agenda Item: Appointment / Reappointment to Board of Appeals, Board of Adjustments and Mechanical Board

Submitted by: Michael R. Brown, Mayor

Staff Recommended Action: Reappoint Kent Anderson, Lynn Vreeland, Stacey Kemp and Mark Peterson to the Board of Adjustment Committee, appoint Alicia Fadley and Steve Johnson to the Board of Appeals Committee also Appoint Derrick Lunski and Reappoint Dick Anderson to the Mechanical Board. All for one term to expire June 2022.

Committee Recommended Action:

- **Refer to City Council for the recommendation to approve**

Council Action: Approved unanimously on consent agenda

BACKGROUND:

The Building Inspection Division of the Engineering Department is responsible for various boards, members which are appointed by the Mayor and confirmed by the City Council. As outlined in the City Code, these board shall consist of five to six members generally associated with occupations and technical expertise or trade for at least five years. The board members shall serve overlapping three-year terms.

ANALYSIS AND FINDINGS OF FACT:

These are the Mayor's recommended appointment/reappointment for the Building Inspection Division's various boards presented for the City Council's approval. The Building Inspection Division has five boards under its direction and this item is being presented to you to update the membership on several of these boards. These are very technical boards and are required to be filled by professionals in their field.

SUPPORT MATERIALS:

- Please see the information sheet on the proposed board appointments of Alicia Fadley,

Steve Johnson and Derrick Lunski.

- Please see the attached appointment and reappointment with the expiring terms of Board members identified.
- A copy of the pertaining Grand Forks City Code Section for each board.



City of Grand Forks

255 North Fourth Street - P. O. Box 5200 - Grand Forks, ND 58206-5200

(701) 746-2631
Fax # (701) 787-3741

MEMORANDUM

TO: Mayor Michael Brown

FROM: Bev Collings, Building and Zoning Administrator

DATE: June 6, 2019

RE: Building Inspection Division - Board Appointments/Reappointments
Recommendations

This memorandum is being presented to you for the purpose of updating the various board appointments that are under the direction of Building Inspection Division of the Engineering Department.

It is my recommendation that the following individuals be appointed or reappointed to the specific boards. I have reviewed their qualifications and have worked with these individuals personally. They each have the necessary professional technical experience and qualifications.

Board of Adjustments (3 Year Term - ending June 2022): Reappointments – Kent Anderson, Lynn Vreeland, Mark Peterson and Stacey Kemp.

Board of Appeals (3 Year Term - ending June 2022): New appointments – Alicia Fadley and Steve Johnson.

Mechanical Board (3 Year Term - ending June 2022): New appointment – Derrick Lunski and Reappointment – Dick Anderson

Thank you for your time on this item and please feel free to call me (701) 746-2631 with any questions or comments.



Inspection Department

City of Grand Forks

255 North Fourth Street - P. O. Box 5200 - Grand Forks, ND 58206-5200

(701) 746-2631
Fax # (701) 787-3741

Board of Adjustments (3 Year Term - ending June 2022):

Reappointments –

Kent Anderson
Lynn Vreeland
Mark Peterson
Stacey Kemp

Board of Appeals (3 Year Term - ending June 2022):

New appointments –

Alicia Fadley
Steve Johnson

Mechanical Board (3 Year Term - ending June 2022):

New appointment –

Derrick Lunski

Reappointment –

Dick Anderson

ARTICLE 6. BOARD OF ZONING ADJUSTMENT**18-0601. Organization.**

- (1) A board of adjustment is hereby established.
- (2) The board shall consist of five (5) members appointed by the mayor and approved by the city council each to serve for a term of three (3) years. Vacancies occurring in said board shall be filled in a like manner. Vacancies for the unexpired term of any member shall be filled for such unexpired period only. Upon the request of the board, the city council shall appoint an alternate member who shall sit as an active member when and if a member of the board is unable to serve at any hearing.
- (3) The board shall choose its own chairman and in the chair's absence an acting chairman. All meetings of the board shall be held at the call of the chairman and at such other times as the board may determine.
- (4) Such chairman may administer oaths and compel the attendance of witnesses.
- (5) All meetings of such board shall be open to the public. Such board shall keep minutes of its proceedings showing the vote of each member on every question. If any member is absent or fails to vote, the minutes shall indicate such fact.
- (6) The concurring vote of four (4) members of the board shall be necessary to decide in favor of the applicant any matter upon which said board is required to pass under the provisions of this chapter.

18-0602. Powers and duties.

The board of zoning adjustment shall have power to grant variances in any exceptions to any of the provisions of this chapter to the extent of the following and no further.

- (1) To vary or modify the strict application of any of the regulations or provisions contained in this chapter in cases in which there are no practical difficulties or unnecessary hardships in the way of such strict application. No variance or modifications of the uses permitted within a district shall be allowed.

18-0603. - Appeals.

- (1) *Right to appeal.* Any person objecting to the ruling of any official on the administration of the provisions of the zoning ordinance shall have the right to appeal to the board of zoning adjustment.
- (2) *General rules and procedures for appeals:*
 - (A) Any appeals from the ruling of the zoning administrator concerning the enforcement and interpretation of any provision of this chapter shall be filed with the zoning officer within thirty (30) days after the date of the zoning administrator's decision thereon.
 - (B) Application for any adjustment permissible under the provisions of this article shall be made to the zoning administrator in the form of a written application. A fee shall be charged the applicant in accordance with section 18-1103. The zoning administrator shall set a time and place for a public hearing before the board of zoning adjustment on such application.
 - (C) At least ten (10) days before the date of the hearing, a notice of the hearing shall be published once in the official newspaper.
 - (D) After a public hearing has been held, the board of zoning adjustment shall thereupon make its decision upon the application, which decision shall be final. If the application is denied, no further action shall be taken upon it; if the application is granted, the board of zoning adjustment shall report its decision to the city council within fifteen (15) days of the hearing. In reporting its decision, the board of zoning adjustment shall report its findings with respect thereto and facts in connection therewith, and shall specifically and fully set forth any adjustment or variance granted and the conditions designated.
 - (E) In making any adjustment or variance under the provisions of this section, the board of zoning adjustment shall designate such conditions in connection therewith as will, in its opinion, secure substantially the objectives of the regulation or provisions to which the adjustment or variance is granted, as to light, air, and the public health, safety, comfort, convenience and general welfare. Unless stated to the contrary, variances or adjustments granted shall run with the land.
 - (F) In no event shall the board condition the grant of a variance upon the abridgement of any existing right.
 - (G) No permit shall be issued under the provisions of this section unless and until the application is approved by the board of zoning adjustment.

ALICIA FADLEY, ASSOC. AIA

ARCHITECTURAL DESIGNER

Alicia joined WSN full-time in 2016 after completing her master's degree in architecture. She is responsible for assisting with project design, specifications, estimates, client development, and client and public presentations. She also interprets design criteria, develops building designs, and works on site plans.

Project Experience

- Curling Club Renovation—
Grand Forks, ND
- CH Robinson Fit-out—Grand Forks, ND
- Valley Eldercare Center Interior
Renovations— Grand Forks, ND
- Valley Woodside Village Addition—
Grand Forks, ND
- Valley Wheatland Terrace Addition—
Grand Forks, ND
- Valley Country Estates Elevator
Addition—Grand Forks, ND
- 4000 Valley Square Landscaping—
Grand Forks, ND
- Valley Town Square Interior
Improvements—Grand Forks, ND
- 4000 Valley Square Headstart—Grand
Forks, ND
- 4000 Valley Square Mechanical
System Replacement—Grand Forks,
ND
- Crary Office Building Concept—Grand
Forks, ND
- PS Doors Interior Renovation—Grand
Forks, ND
- Little Falls HRA Apartment Renovation
Phase 5—Little Falls, MN



Education

Master of Architecture | North
Dakota State University, 2016

License/Certifications

American Institute of Architects:
Associate Member



Steve Johnson - Steve is a retired gentleman who has been a Grand Forks citizen for over thirty years. He holds an architectural degree from NDSU. After completing his education, he worked in architecture for several years. After that he then came to work for the City of Grand Forks in the Building Inspection Division as a Building Inspector for over twenty-seven years.

Steve has been certified as a Commercial Building Inspection for over twenty- five years from the International Code Council. He has held several positions over the years, on the North Dakota Building Officials Association - the last position being its president.

19-0501. - City mechanical board—Created.

A board to be known as the city mechanical board is hereby created for the purpose of licensing mechanical contractors and to adopt rules and regulations to govern the installation of mechanical equipment.

(Ord. No. 3528, § 2, 6-19-95)

19-0502. - Same—Members; terms.

The board shall consist of the city engineer and five (5) other members to be appointed by the city council for a period of three (3) years each or until their successors are appointed and qualified. The term of office of the five (5) appointive members shall expire on staggering schedules. The five (5) members appointed shall consist of two (2) master mechanical installers with at least five (5) years' practical experience and one (1) journeyman mechanical installer with at least five (5) years' practical experience and two (2) other persons in a related industry. A quorum shall consist of four (4) members.

(Ord. No. 3528, § 2, 6-19-95)

19-0503. - Same—Vacancies.

Vacancies shall be filled in the same manner and from the same class to which the retiring member belongs.

(Ord. No. 3528, § 2, 6-19-95)

19-0504. - Same—Compensation; number of meetings.

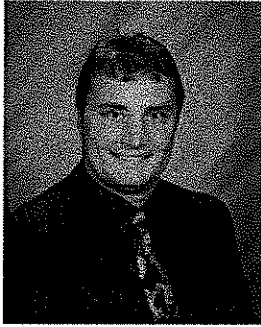
Compensation of each of the appointive members shall be twenty-five dollars (\$25.00) a meeting to a maximum of three hundred dollars (\$300.00) annually per member.

(Ord. No. 3528, § 2, 6-19-95)

19-0505. - Same—Duties.

The board shall select from its members a chair, prescribe rules for the management of its affairs, approve examination tests, and issue licenses to persons who pass the prescribed tests and examination. The Grand Forks City Council shall establish by resolution the examination fee for a master installer's examination and a journeyman mechanical installer's examination.

(Ord. No. 3528, § 2, 6-19-95; Ord. No. 4333, § XIV, 6-20-11)



Derrick Lunski
Senior Mechanical
Designer

Current Occupation

Senior Mechanical Designer at EAPC Architects & Engineers

Educational Background

1990 Bachelor of Science, Industrial Technology
University of North Dakota, Grand Forks, North Dakota
Licensed Journeyman Mechanical Installer: Grand Forks, ND since 1997
Licensed Journeyman Plumber: North Dakota since 1991
CBCP – Certified Building Commissioning Professional
CGD - Certified Geothermal Exchange Designer
NITC - Certified ASSE 6020 Medical Gas Inspector (former)

Affiliations

Member of the North Dakota Building Officials Association (NDBOA), International Ground Source Heat Pump Association (IGSHPA), American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), American Society of Plumbing Engineers (ASPE), Association of Energy Engineers (AEE), and National Fire Protection Agency (NFPA), International Code Council (ICC), North Dakota Healthcare Engineering Society (NDHES), and has attended workshops on Building Commissioning, ASHRAE 62.1, ASHRAE 90.1, Variable Frequency Drives: Applications, Fan Laws, LEED, Healthcare Facility Construction Management: Indoor Air Quality, Cleanroom Airflow Design, Medical Gas Design, Dehumidification Design, Hydronic Design, Fan Design, Geothermal Systems Design and Maintenance, Energy Recovery, Thermal Energy Storage, Airflow Measuring, Variable Flow Hydronic Systems, Fire Stopping and Fire Sealants, and Completed Professional Liability Education Programs.

Work History

2000-Present: Senior Mechanical System Designer, EAPC, Grand Forks, ND
1991-2000: Mechanical System Designer, SSR Engineers, Inc., Grand Forks, ND
1986-1991: Office Manager, Lunski Plumbing, Inc.
1989-1990: Electrical Mapping/Draftsman, Nodak Rural Electric, Grand Forks, ND

Professional Experience

Derrick has 28 years of mechanical design experience, serving clients throughout North Dakota, South Dakota, Minnesota, and Wyoming. His experience in mechanical systems design includes healthcare, commercial, institutional, industrial, power plants, and municipal projects for heating, ventilation, and air conditioning, hydronics, dehumidification systems, plumbing systems including potable water, sanitary, storm, gas, distilled water, RO water, compressed air, medical gas, nitrogen piping and geothermal heat pump systems and loop fields. Also, experienced with the Building Commissioning processes, Basis of Design, Owners Project Requirements, and conducting owner training.

Relevant Design and Construction Administration Experience

Assisted Living/Senior Housing, Civic/Public Buildings, Corporate Offices, Cultural Centers, Healthcare Facilities, Schools, Higher Education Facilities, Hospitality, Housing, HVAC/Energy Audits, Industrial/Power Generation Facilities, Religious Facilities, Retail Facilities, Wellness/Recreational Facilities, Water Treatment Plants, Government Buildings.

