

**APPROVED MINUTES  
REGULAR SESSION**

4:00 P.M.

Wednesday, May 29, 2019  
Conference Room A, City Hall

**Commissioners Present:** Dan Hillary, Tom Giese, Dieter Muhlack, and Corey Valaskey

**Commissioners Excused:** None

**Commissioners Unexcused:** None

**Staff Members Present:** David Johnson and Jason Mouring

**CALL TO ORDER:** Chairperson Valaskey called the meeting to order at 4:13 p.m.

**CERTIFICATION OF COMPLIANCE WITH THE IOWA OPEN MEETING LAW:** Staff presented an Affidavit of Compliance verifying the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** Motion by Giese, seconded by Muhlack to approve the minutes of the May 16, 2019 meeting as submitted. Motion carried by the following vote: Aye – Hillary, Giese, Muhlack and Valaskey; Nay – None.

**APPEALS:** None

**ITEMS FROM PUBLIC:** None

**ITEMS FROM BOARD:** None

**ITEMS FROM STAFF:**

**Procedural rules – approval of minutes:** Staff Member Johnson explained the Board has the ability to establish procedural rules. He suggested the Board consider a rule to allow for the review and approval of draft minutes via email rather than waiting until a meeting is convened. Staff Member Johnson cited the Board desire to meet as needed and such a rule would allow for approved minutes to be posted and shortly after meetings making the Board more efficient and transparent. The Board discussed and supported the change.

Motion by Valaskey, seconded by Giese to establish a procedural rule to allow the Mechanical and Plumbing Code Board to review and approve minutes via email: Aye – Hillary, Giese, Muhlack and Valaskey; Nay – None.

**Adjournment**

Motion by Valaskey, seconded by Hillary to adjourn the May 29, 2019 meeting. Motion carried by the following vote: Aye – Hillary, Giese, Muhlack, and Valaskey; Nay – None.



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David Johnson, Building Services Manager

July 11, 2019  
Adopted