

CHAPTER 54. HEATING, VENTILATING, AND AIR CONDITIONING BOARD OF REVIEW

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54.01. Establishment. The heating, ventilating, and air conditioning board of review is established as a permanent board of the city.

54.02. Composition of Board of Review. The board shall consist of five members as follows:

- (1) A master warm air heating installer currently licensed by the city.
- (2) A master hot water and low pressure steam heating installer currently licensed by the city.
- (3) A mechanical engineer currently registered by the State of Minnesota.
- (4) A member of the public currently engaged or retired from the heating, ventilating or air conditioning work, sales or business.
- (5) A member of the public not engaged in heating, ventilating, or air conditioning work, sales or business.

54.03. Appointment and Compensation. All members of the board shall be appointed by the mayor with the advice and consent of the council and shall serve without compensation.

54.04. Term. Initially one member of the board shall be appointed for a term of one year, two members shall be appointed for a term of two years, and two members shall be appointed for a term of three years. Thereafter each member shall be appointed for three years. Each member shall serve for the appointed term and until a successor is appointed and qualifies. Members may be reappointed.

54.05. Oath of Office. Each member of the board before entering upon duties shall take and subscribe an oath of office as prescribed by the charter.

54.06. Vacancies. Vacancies occurring on the board shall be filled by appointment for the unexpired term by the mayor with the advice and consent of the council.

54.07. Removal. The mayor with the advice and consent of the council may remove any member of the board whenever the best interests of the city will be served thereby.

CHAPTER 54. HEATING, VENTILATING, AND AIR CONDITIONING BOARD OF REVIEW

54.08. Chairman and Secretary. At its regular annual meeting the board shall elect one of its members as chairman who shall serve until the next regular annual meeting. The chairman shall preside over meetings of the board. In the absence of the chairman one of the other members shall act as temporary chairman. The inspector shall act as secretary for the board and shall keep a record of all proceedings. In the absence of the inspector, the board may designate any person, including a member of the board, to act as secretary.

54.09. Regular Meetings. The board shall hold its first meeting at the city hall within 30 days after initial appointments are confirmed by the council. The first meeting shall be held at a time and date agreed upon by the members. At its first meeting the board shall select a regular annual meeting time and date, having due regard for expiration of the terms of its members. The board may also establish such other regular meeting times and dates as it deems necessary or advisable and may revise or change the same from time to time.

54.10. Special Meetings. Any member of the board may call a special meeting of the board at any time by giving notice thereof, in any manner, to the members at any time before the hour called. The failure to notify any member who is absent from the city or is from disability unable to receive notice shall in no way invalidate the proceedings at such special meetings.

54.11. Quorum. Three members of the board shall constitute a quorum to transact business.

54.12. Vote. Each member of the board, including the chairman, shall have one vote on all matters acted upon by the board.

54.13. Rules and Procedures. The board may adopt rules to govern its meetings and procedures.

54.14. Duties and Functions. The board is charged with the following duties and functions:

(1) To review the code from time to time and recommend desirable changes to the council.

(2) To review from time to time the administrative procedures followed by the inspector and the effectiveness of the enforcement of the code.

(3) To recommend to the building code board of appeals variations from the code with

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respect to modes of construction or materials which are equal to or better than.

(4) to examine applicants for certificates of competency and to issue such certificates to qualified applicants.

(1416, 9/18/67; 2038, 4/16/79; 3303, 1/4/00)