

## MINUTES OF BUILDING CODE ADVISORY AND APPEALS BOARD

**DATE:** September 11, 2025

**TIME:** 4:00 p.m.

**PLACE:** Historic Federal Building

The meeting was called to order at 4:00 p.m.

Board Members Present:	Tom Townsend Adam Brown Nathan Wardle	Corey Valaskey Michael Shimkus	
Housing Staff Present:	Mike Belmont George Jackson	Ben Pothoff Tami Ernster	Shane Hoeper Kara Maxwell

### **Oaths of Office**

Board members Tom Townsend, Corey Valaskey, Adam Brown, Michael Shimkus and Nathan Wardle were sworn onto the Board.

### **Election of Officers**

Michael Shimkus motioned to elect Tom Townsend as Board Chair. Corey Valaskey seconded. Michael Shimkus motioned to elect Corey Valaskey as Board Vice Chair. Nathan Wardle seconded. Motion passed 4-0.

### **Adoption of Agenda**

Corey Valaskey motioned to move the Action Item on the agenda to Items From Staff. Nathan Wardle seconded. Motion passed 4-0. Corey Valaskey motioned to approve the agenda as amended. Michael Shimkus seconded. Motion passed 4-0.

### **Approval of Minutes of March 2, 2023 and April 6, 2023**

Michael Shimkus motioned to approve the minutes of March 2, 2023, and April 6, 2023. Nathan Wardle seconded. Motion passed 4-0.

### **Action Items**

There are no action items.

### **Code Adoptions**

Mike Belmont shared the proposed IPMC amendment for GFCI requirements and distributed a copy of the proposed Ordinance to the Board. Nathan Wardle motioned to recommend adoption of the amendment.

Corey Valaskey seconded. Motion passed 4-0.

### **Public Input**

No public input.

### **Items from the Board**

No items from the Board.

### **Items from Staff**

Mike Belmont shared that effective July 1, 2025, there is a newly required state law that all newly appointed officials of a government body must attend training on Iowa's Sunshine Law

within 90 days. Nathan Wardle shared he registered and the first date he could get was in October as the dates filled up quickly.

Mike Belmont shared potential building permit valuation methods and fee changes with the Board. The Board provided feedback that staff will review and discuss. The final proposed version of the proposed valuation method and fee change will be brought to the next BCAAB meeting.

**Adjournment**

Michael Shimkus motioned to adjourn the meeting. Corey Valaskey seconded. Motion passed 4-0. The meeting was adjourned at 4:51 pm.

Minutes prepared by:

Tami Ernster  
Permit Clerk

Respectfully submitted:



Michael Belmont  
Building Code Official