
**LEVANDER,
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ATTORNEYS AT LAW

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DAVID S. KENDALL
BRIDGET McCAULEY NASON
DAVID B. GATES
•
HAROLD LEVANDER
1910-1992
•
ARTHUR GILLEN
1919-2005
•
• ROGER C. MILLER
1924-2009

*ALSO ADMITTED IN WISCONSIN
◊ALSO ADMITTED IN NORTH DAKOTA
◊ALSO ADMITTED IN MASSACHUSETTS
◻ALSO ADMITTED IN OKLAHOMA

MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: October 1, 2014
**RE: Discuss Appointment and Contract for Interim Time Period for City of
Sunfish Lake Building Official – October 7, 2014 City Council Meeting,
Agenda Item 8(f)**

Section 1. Background. Minnesota Statutes § 326B.133 requires that the City designate a Building Official to administer the Building Code. On August 27, 2014, David Neameyer submitted his resignation as the Sunfish Lake Building Official and recommended that the Council appoint Mike Andrejka as the interim Building Official for the City of Sunfish Lake for a period of 60 days. At the September 2, 2014 Council meeting, the Council appointed Mike Andrejka as the interim Building Official for the City of Sunfish Lake for a period of 60 days. The Council requested that Mike Andrejka submit a resume and letter of recommendation for Council review at the October 7, 2014 Council meeting.

Attached to this memo is the resume of Mike Andrejka together with a letter of recommendation from the City of Mendota Heights Public Works Director/City Engineer.

Section 2. Letter Agreement for Interim Building Official Services. For the services provided by Mike Andrejka as interim Building Official, the City will make payments as set forth in the attached letter agreement for the interim time frame from August 27, 2014 through November 5, 2014.

If a permit file was opened before David Neameyer's resignation which required inspections during the interim period, the City will be paying David Neameyer pursuant to the contract that the City had with David Neameyer; David Neameyer, in turn, has made arrangements with Mike Andrejka for Mike Andrejka to make the inspections and Mike Andrejka and David Neameyer have mutually arrived at a compensation agreement whereby David Neameyer will pay Mike Andrejka for the inspection time and administration time for these particular files. With respect to these particular files, the City is paying David Neameyer and David Neameyer is paying Mike Andrejka.

With respect to new permit files opened during the interim time period, if Mike Andrejka and the Council in November enter into the Building Official contract, the work that Mike Andrejka performed during the interim period on these new files will be rolled over into the contract terms and Mike Andrejka's compensation for these new files will be part of the contract compensation formula whereby the Building Official receives 80% of the permit fees collected for building, plumbing and mechanical permits and 100% of the plan review fees collected for building, plumbing, and mechanical permits, if applicable. There will not be separate per hour payments in this particular situation.

On the other hand, if Mike Andrejka and the City do not enter into a Building Official contract, then with respect to the new files opened during the interim period, the City will pay Mike Andrejka \$75 per hour for the time that Mike Andrejka spent on the new permit files.

Section 3. Council Action. The Council is asked to consider the attached Letter Agreement between Mike Andrejka and the City of Sunfish Lake Relating to Interim Building Official Services.

Attachments

Employment

A TO Z HOME INSPECTION LLC, *SELF-EMPLOYED INSPECTOR, 1993-95, 2009 TO PRESENT*

- Contract building official for the City of Mendota Heights, 1/2014 to present
- Contract combination building inspector for the Cities of Lilydale and Apple Valley
- Perform home buyer and seller inspections
- Consult with Dakota Count Social Service clients who require home modifications for handicap accessibility
- Performed contract energy audits for a U.S. Department of Energy weatherization program

CITY OF SAINT LOUIS PARK, MN. *Housing/Building Inspector, 4/2011 to 10/2011*

- Inspected buildings to verify compliance with Minnesota State Building, Plumbing and Mechanical Codes
- Documented inspection results using city database program (PIMS)
- Conducted point of sale (POS) inspections to verify City Property Maintenance Code compliance

CITY OF INVER GROVE HEIGHTS, MN. *Combination Building Inspector, 4/2002 to 4/2009*

- Conducted residential and commercial building, plumbing, mechanical, and septic system inspections
- Performed commercial and residential plan review

CITY OF BLOOMINGTON, MN., *BUILDING and Plumbing Inspector, 3/2001 to 12/2001*

- Conducted residential and commercial building and plumbing inspections

MIKE ANDREJKA REMODELING, *Residential General Contractor, 1977 to 1994, 2000 to 2002*

- Designed and constructed residential remodeling projects

MINNEAPOLIS COMMUNITY DEVELOPMENT AGENCY, 1997 to 2000

Engineering Blight Analyst, 1999 to 2000

- Conducted inspections to establish building and site conditions in City Redevelopment Districts

Housing Rehabilitation Specialist, 1997 to 1999

- Inspected residential properties for structural, mechanical, plumbing and electrical deficiencies in a City loan/grant program
- Estimated rehab costs, prepared specs and documents for clients and bidding contractors

METRO WEST INSPECTION SERVICES, *Combination Building Inspector, 1996 to 1997*

- Conducted residential and commercial building, plumbing, mechanical, and septic inspections
- Performed commercial and residential plan review

Professional Certification

CERTIFIED BUILDING OFFICIAL, *State of Minnesota*, Certificate: MN-1815

CERTIFIED BUILDING INSPECTOR, *International Code Council*, Certificate: 1030591-10

RESIDENTIAL ENERGY AUDITOR, *State of Minnesota*, Certificate: 2187

TIME OF SALE HOUSING EVALUATOR, *CITIES OF BLOOMINGTON, MINNEAPOLIS, ST PAUL, ROBBINSDALE, HOPKINS, SOUTH ST. PAUL, AND MAPLEWOOD*, Certificates: current

Education

BACHELOR OF SCIENCE DEGREE, ARCHITECTURAL TECHNOLOGY *Southern Illinois University, Carbondale, Illinois*

Significant Training

BUILDING INSPECTION TECHNOLOGY, *Inverwood Community College, Inver Grove Heights, Minnesota*

BUILDING INSPECTION INTERNSHIPS, *Champlin, Northfield, White Bear Lake, Minnesota 1995 to 1996*



CITY OF
MENDOTA HEIGHTS

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www.mendota-heights.com

September 18, 2014

City of Sunfish Lake
7378 Jordan Avenue South
Cottage Grove, MN 55106

Subject: Letter of Recommendation for Michael Andrejka

Dear Sunfish Lake,

It is with great pleasure that I offer an enthusiastic recommendation for Michael Andrejka for the position of your City's Building Official. Mike has been the contracted Building Official for the City of Mendota Heights since January of this year, and he filled in for several months on a temporary basis prior to being brought on board permanently.

Mike has been a great addition to our team in Mendota Heights. I have received numerous compliments from property owners and contractors about his customer service, professionalism, and knowledge of the Building Code. In addition he has forged excellent relationships with City staff in our Public Works, Planning, and Administration Departments. I am confident he will be able to do the same within the City of Sunfish Lake.

Mike has great organizational skills and I am confident that he can serve the City of Sunfish Lake as well as the City of Mendota Heights, while providing excellent service to both Cities. Please contact me if there are any questions, or if I can provide any further information about how Mike will be able to fit in with the Sunfish Lake team.

Sincerely,

John R. Mazzitello, PE, PMP, MBA
Public Works Director/City Engineer

City of Sunfish Lake

October 7, 2014

Mike Andrejka
A to Z Home Inspection, LLC
4835 – 37th Avenue South
Minneapolis, MN 55417

RE: City of Sunfish Lake / Interim Building Official

Dear Mike Andrejka:

The purpose of this letter is to confirm the compensation arrangements for your services as Building Official for the City of Sunfish Lake (City) during the interim period from August 27, 2014 through November 5, 2014.

The City's former Building Official David Neameyer ceased his duties as of August 27, 2014. At the September 2, 2014 Council meeting, the Council appointed you, operating through your company A to Z Home Inspection, LLC, as an independent contractor to perform Building Official duties for the City up to November 5, 2014. The expectation is that at the November 5, 2014 Council meeting the Council will make a decision as to whether to enter into a contract with you for Building Official duties. The expected contract will be substantially similar in its terms to that which was previously made with David Neameyer.

We want to address what monies are owed you for the interim time frame (from August 27, 2014 through November 5, 2014).

Based on the discussion that we have had and based on the statements of David Neameyer, we understand that if a permit file was opened before David Neameyer's resignation which required inspections during the interim period, the City will be paying David Neameyer pursuant to the contract that the City had with David Neameyer; David Neameyer, in turn, has made arrangements with you for you to make the inspections and you and David Neameyer have mutually arrived at a compensation agreement whereby David Neameyer will pay you for the inspection time and administration time for these particular files. With respect to these particular files, the City is paying David Neameyer and David Neameyer is paying you.

With respect to new permit files opened during the interim time period, if you and the Council in November enter into the Building Official contract, the work that you performed during the interim period on these new files will be rolled over into the contract terms and your compensation for these new files will be part of the contract compensation formula whereby the Building Official receives 80% of the permit fees collected for building, plumbing and mechanical permits and 100% of the plan review fees collected for building, plumbing, and mechanical permits, if applicable. There will not be separate per hour payments in this particular situation.

On the other hand, if you and the City do not enter into a Building Official contract, then with respect to the new files opened during the interim period, the City will pay you \$75 per hour for the time that you spent on the new permit files.

Please confirm by your signature below that you concur with the understandings and arrangements set forth above.

Very truly yours,

Molly Park
Mayor of Sunfish Lake

I concur with the understandings and arrangements set forth above.

Mike Andrejka

Dated: _____