

**ELEVATOR SAFETY BOARD**  
**Meeting Minutes**  
**July 13, 2021**

**I. Call to order**

Chairperson Kris Kesterson called the meeting to order at 9:02 a.m. The meeting was held in-person and via Zoom.

**II. Roll call**

Members present: Kris Kesterson, Chairperson  
Kerry Dixon, Secretary (via Zoom)  
Wayne Sims, Vice-Chairperson  
Marvin Schumacher  
Kathleen Uehling  
Justin Carleton (via Zoom)  
Craig Clabaugh

Members absent: Amy Infelt

Ms. Caroline Barrett, Assistant Attorney General, participated.

**III. Approval of agenda**

Ms. Dixon moved to approve the agenda. Mr. Schumacher seconded the motion. The Board approved it unanimously.

**IV. Approval of minutes from June 22, 2021**

Mr. Schumacher moved to approve the minutes from June 22, 2021. Ms. Dixon seconded the motion and the board approved it unanimously.

**V. Items for Action**

- A. *Waiver application from Midlands Living Center concerning non-elevator equipment located in the machine room of an existing building (E2021-008)*

Ms. Kesterson recused herself as Chairperson and Mr. Sims assumed the Chairperson duties.

Mr. Steve Chamley, Midlands Living Center Administrator, spoke to the board regarding this variance request. This two-story building was built in 1972. They want to upgrade the elevator's solid state circuitry. They request to leave the phone line and phone board in the mechanical room as their phone vendor determined that it would be a burden to relocate the line.

Mr. Schumacher moved to approve the variance. Ms. Dixon requested to amend the variance to include the following conditions: 1) a sign reading "Authorized Personnel Only" must be placed on the door and 2) no new phone equipment may be added to the space.

Ms. Dixon seconded the motion and the board approved unanimously except for Ms. Kesterson who abstained.

Ms. Kesterson resumed the Chairperson duties.

*B. Waiver application from David Wood concerning a wired phone (E2021-009)*

Mr. David Wood, building owner, participated remotely. This elevator had not been maintained or permitted by the state under prior ownership. It was installed in 1990 during a major renovation. The county rezoned the building from commercial to multi-use. Mr. Wood lives on the third floor of this building. The basement and first floor he utilizes for his business. Mr. Wood clarified his business is not open to the public. He is currently renting out space on the third floor. The elevator has wiring for a phone that was disconnected and can be traced to a phone panel. His concern is the added expense and he maintains that since it is his private residence, it should be exempt. The board reiterated to Mr. Wood that it is a commercial elevator in a multi-tenant/multi-use building, and thereby, cannot be exempt.

Mr. Clabaugh moved to deny the variance due to the fact it is a multi-tenant building and Mr. Sims seconded the motion. The board members unanimously approved the motion.

*C. Waiver application from Barnard Elevator of Quincy concerning non-elevator equipment in the machine room of an existing building owned by the Burlington Housing Authority (E2021-010)*

Mr. Mike Barnard of Barnard Elevator and Mark Braun of VDA Consulting attended the meeting remotely. According to Mr. Barnard, this building was built in 1970. The elevator equipment has always been in a mechanical room shared with electrical, heating and air conditioning equipment. It would be difficult and expensive to move the equipment and build a new or enlarged penthouse. The mechanical room is locked and accessible only to authorized personnel. They would like to be able to modernize the elevator equipment without moving everything else.

Ms. Dixon moved to approve the variance with the following conditions: 1) the door must have a sign reading "Caution – Authorized Personnel Only"; 2) anything below 84 inches shall have warning tape and a "Low Overhead" warning; 3) existing clearance around the elevator equipment shall not be reduced; 4) new elevator control cabinets shall be locked with a group 1 key; and, 5) current equipment may be replaced but no additional non-elevator equipment may be added to the room.

Mr. Clabaugh seconded the motion and board unanimously approved.

**VI. Election of Officers**

Ms. Kesterson nominated Ms. Dixon for Secretary. There were no further nominations and Ms. Dixon was declared Secretary.

Ms. Dixon nominated Mr. Sims for Vice Chairperson. There were no further nominations and Mr. Sims was declared the Vice-Chairperson.

Mr. Schumacher nominated Ms. Kesterson for Chairperson. There were no further nominations and Ms. Kesterson was declared Chairperson.

**VII. Division of Labor**

Commissioner Rod Roberts had no updates for the board.

**VIII. Communications**

None.

**IX. Next meeting dates**

- August 24, 2021 at 9:00 am – to be held in-person with a remote option
- September 22, 2021 at 9:00 am – to be held in-person with a remote option

**X. Next meeting agenda**

- Waiver application from Jerry Hoefer on behalf of Runge Mortuary and Crematory

**XI. Public comments**

There were no public comments.

**XII. Adjournment**

Mr. Schumacher moved to adjourn the meeting. The board approved. The meeting adjourned at 9:43 a.m.

Respectfully submitted,



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Ms. Kerry Dixon, Secretary