



MINNESOTA BUILDING PERMIT TECHNICIANS ASSOCIATION

November 200 5 Volume 7 – Issue 6

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What's In Here?

Announcements ~ Page 1
Draft Minutes ~ Page 2
Meeting Notice & Agenda ~ Page 7
Pieces from the President's Desk ~ Page 9
Testing Information ~ Page 10
Newsletter Editor Information ~ Page 11
Articles/General Information ~ Page 11
Just for Fun - Page 22

**** HAPPY HOLIDAYS! ****

ANNOUNCEMENTS

Thank you to Jackie Gritz and the City of Arden Hills for hosting the September meeting! We appreciate your support!!



THANK YOU!

We would like to extend a gracious thank you to AMBO for their generous \$500 donation to help with the costs that were incurred to send one of our officers to represent MBPTA at the ICC conference in Detroit. AMBO has always been a great supporter of MBPTA. It was a wonderful

opportunity to again have one member of MBPTA represented at a national conference.

We would also like to thank MAHCO (Minnesota Association of Housing Code Officials) for supporting our ICC seminar, "Basic Code Enforcement" that will take place on Tuesday, November 29, 2005 at Majestic Oaks Golf Club in Ham Lake (our Annual Meeting will take place immediately following the seminar). MAHCO has offered all of the monies generated from the seminar to go to MBPTA. Thank you MAHCO for your generosity!

DRAFT MINUTES

Tuesday, September 13, 2005

City of Arden Hills

The meeting was called to order at 9:45 a.m. The following officers were present at this meeting: President Carri Villella; Vice President Cecy Lukoskie; Secretary Barb Benesch; and Treasurer I Patty Schaeffer. The following members and guests were present: Members Aaron Borcken, Michele Engberg, Jackie Gritz, Robbie Hiltz, Lisa Wolfe, Jennifer Harmer, Connie Duellman, Linda Singer, Barb Williams, and Judy Williams. Guests present were Ron Axel and Patti Wasmund.

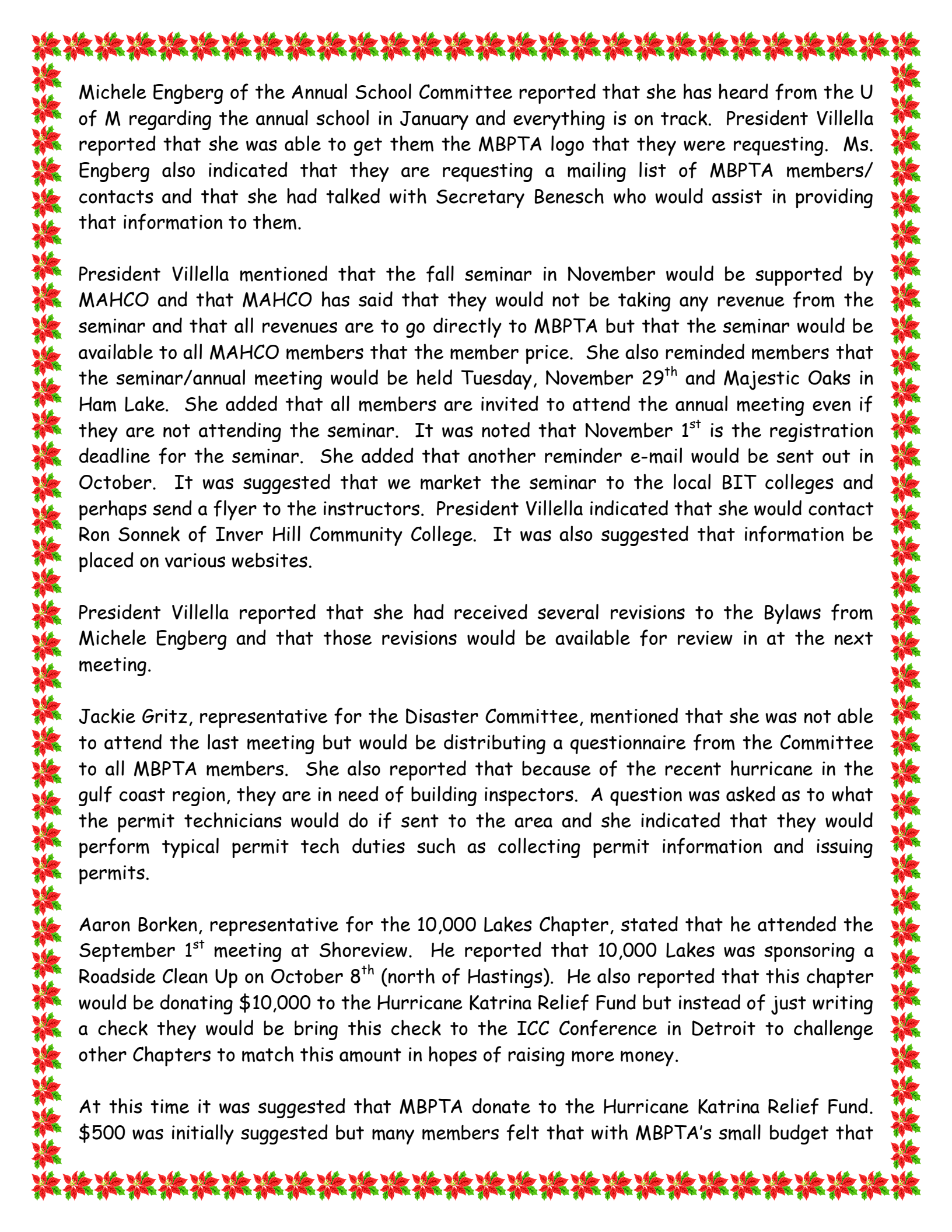
Introduction of all persons present took place.

Robbie Hiltz made a motion, seconded by Barb Williams, to adopt the July 26, 2005 minutes as presented. The motion passed unanimously.

Treasurer Schaeffer gave the Treasurer's Report giving the balance of our account. She listed the expenses for July totaling \$73.71 and reported that there were no checks written in August. Total deposits since the last report totaled \$60. Treasurer Schaeffer also reported there has been no activity in September to date.

Committee Reports: President Villella reported that Vice-President Cecy Lukoskie would be attending the ICC Conference in Detroit Michigan since President Villella was unable to attend. She thanked Vice-President Lukoskie for doing so. Roger Axel of AMBO suggested that Cecy bring the MBPTA banner and some flyers along to display at the AMBO booth in Detroit.

President Villella indicated that due to an emergency, she was not able to attend the Advisory Board Committee meeting, but was able to pick up the information from the meeting. She, therefore, had no report at this time.



Michele Engberg of the Annual School Committee reported that she has heard from the U of M regarding the annual school in January and everything is on track. President Villella reported that she was able to get them the MBPTA logo that they were requesting. Ms. Engberg also indicated that they are requesting a mailing list of MBPTA members/contacts and that she had talked with Secretary Benesch who would assist in providing that information to them.


President Villella mentioned that the fall seminar in November would be supported by MAHCO and that MAHCO has said that they would not be taking any revenue from the seminar and that all revenues are to go directly to MBPTA but that the seminar would be available to all MAHCO members at the member price. She also reminded members that the seminar/annual meeting would be held Tuesday, November 29th at Majestic Oaks in Ham Lake. She added that all members are invited to attend the annual meeting even if they are not attending the seminar. It was noted that November 1st is the registration deadline for the seminar. She added that another reminder e-mail would be sent out in October. It was suggested that we market the seminar to the local BIT colleges and perhaps send a flyer to the instructors. President Villella indicated that she would contact Ron Sonnek of Inver Hill Community College. It was also suggested that information be placed on various websites.

President Villella reported that she had received several revisions to the Bylaws from Michele Engberg and that those revisions would be available for review at the next meeting.

Jackie Gritz, representative for the Disaster Committee, mentioned that she was not able to attend the last meeting but would be distributing a questionnaire from the Committee to all MBPTA members. She also reported that because of the recent hurricane in the Gulf Coast region, they are in need of building inspectors. A question was asked as to what the permit technicians would do if sent to the area and she indicated that they would perform typical permit tech duties such as collecting permit information and issuing permits.

Aaron Borcken, representative for the 10,000 Lakes Chapter, stated that he attended the September 1st meeting at Shoreview. He reported that 10,000 Lakes was sponsoring a Roadside Clean Up on October 8th (north of Hastings). He also reported that this chapter would be donating \$10,000 to the Hurricane Katrina Relief Fund but instead of just writing a check they would bring this check to the ICC Conference in Detroit to challenge other Chapters to match this amount in hopes of raising more money.

At this time it was suggested that MBPTA donate to the Hurricane Katrina Relief Fund. \$500 was initially suggested but many members felt that with MBPTA's small budget that



\$300 would be more appropriate at this time and another contribution could be given if desired at a later date.

Aaron Borken made a motion, seconded by Patty Schaeffer, to donate \$300 to the Katrina Hurricane Relief Fund. The motion passed unanimously. It was noted that the check should be sent to Pat Parsley at AMBO.

Roger Axel at this time mentioned that because some AMBO members had backed out from attending the ICC Conference in Detroit, more funds were available to MBPTA if needed.


Aaron also reported that 10,000 Lakes had a scholarship available just as last year of \$5,000 and that an additional \$1,000 scholarship was available specifically for BIT students. He also mentioned that MAHCO had a scholarship available for housing inspection students.

Aaron also mentioned that 10,000 Lakes, in conjunction with AMBO, would be holding a chapter education on October 20, 2005. The education will consist of Residential Cold Weather Masonry Techniques, and Foundation Damp proofing and Waterproofing. Further information can be found on the 10,000 Lakes website.

President Villella informed members that Mr. Sivigny was not able to make the meeting and reminded members that he was forced to cut his presentation short at the last meeting due to time constraints. She also reminded members that the ICC Upper Great Plains Regions resolution was adopted by MBPTA and that the change to include other Chapters, not just Minnesota, was also approved by MBPTA. Mr. Axel said that the new language would make the organization more receptive to regional members. The \$500 start up fee to become a member of the ICC Upper Great Plains Regional was also discussed and, although many of the members felt it was important that MBPTA be a part of this organization, they felt that we needed more information before making a decision. It was thought that perhaps Vice-President Lukoskie could attend an Upper Great Plains meeting in Detroit in hopes of obtaining further information regarding the benefits and advantages of membership, which she could bring to a future meeting.

Robbie Hiltz made a motion, seconded by Aaron Borken, to table this item until the November annual meeting. The motion passed unanimously.

President Villella indicated that the proposed changes to the Bylaws would be available at the November meeting.



President Villella reminded members that she would not be running for MBPTA President next year due to personal commitments. She announced that two nominations were received for Cecy Lukoskie as President and that Cecy has accepted the nomination. She added that this would mean that the Vice-President position would be open. She further explained the nomination process and encouraged members to become involved and consider an officer or committee member position.

The MBPTA goal statement was discussed in length. The proposed statements were read aloud and several statements were considered with changes. The statement that was agreed upon is as follows: "The goal of the Minnesota Building Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership." The meeting continued as President Villella wrote the statement on a piece of paper and passed it around for review for a vote to be taken later in the meeting.

Barb Williams provided a sample of how the MBPTA website would look. She inquired as to what information we wanted to provide on the website and suggestions included minutes, agenda, bylaws, membership list and various educational and informational links. The next step would be to select a provider to host the website. Several suggestions were provided such as GovOffice, a website management system for government agencies, and the hosts of both the 10,000 Lakes and MAHCO websites were suggested. Further information will be provided at a future meeting.

Possible 2006 goals of MBPTA were discussed. Several goal suggestions were: boosting membership, job position standardization (Permit Technician listed in the Stanton Survey), back ups for committee representatives, boost member participation, the MBPTA website, and the creation of an education committee to schedule meetings topics and speakers. It was suggested that the association set specific goals that correspond with our goal statement. It was also suggested that a list of committees and a description of what each committee does be created in order to provide committee volunteers information on what would be required of them if they did serve on a committee.

President Villella indicated that all members present had reviewed the goal statement. Robbie Hiltz made a motion, seconded by Cecy Lukoskie, to approve the following goal statement: "The goal of the Minnesota Building Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership."

The motion passed with one nay vote.

The membership dues/meeting dues for 2006 were discussed. The following changes to the proposed 2006 application were suggested: To change the voting representatives from 4 to 2 for cities with a population of zero to 75,000 and to change the voting representatives from 8 to 4 for those cities with a population of 75,000 or more. It was also suggested to move "Individual Governmental Member" to just below "Governmental". There were also several grammatical and formatting changes that were suggested. Robbie Hiltz volunteered to make the suggested changes. Because we wanted this application available for the next meeting, it was suggested that a motion be made to approve the application with the proposed changes.

Michele Engberg made a motion, seconded by Cecy Lukoskie, to approve the existing classifications and dues amounts as shown on the 2006 application and also the proposed grammatical and formatting changes. The motion passed unanimously.

A meeting time change was discussed. President Villella reminded members that often times meetings would run through the lunch hour forcing some members to leave the meeting early or at times items on the agenda would need to be tabled until the next meeting. It was suggested that future meetings start at 9:30 a.m. instead of 10:30 a.m. It was recognized that this earlier start time might be a deterrent for "out of town" members. But after further discussion, it was decided that the 9:30 a.m. start time was strongly supported by those members present and would best serve the association at this time. President Villella noted that the business portion of the meeting would last from approximately 9:30 a.m. to 11:00 a.m. with the educational portion lasting from approximately 11:00 to 12:00 noon.

Robbie Hiltz made a motion, seconded by Michele Engberg, to approve the 9:30 a.m. meeting start time. The motion passed unanimously.

2006 meeting dates and locations were discussed. President Villella reminded members that the bylaws require that at least six business meetings a year are held in addition to the annual institute. There is also an officers meeting that takes place in January of each year.

The following are tentative dates for the 2006 MBPTA meetings:

February 28	City of Shoreview
March 28	City of New Hope
May 23	City of Elk River
July 25	City of Hastings
September 26	City of St. Louis Park
September 28	Annual Business Meeting - TBD

Roger Axel distributed the AMBO Educational Institute program brochure and briefly explained its contents. Mr. Axel added that the both the education and hotel for the AMBO Institute were in one location which would hopefully be a draw for out of town participants and that attendees were encouraged to bring their families. He added that there is an approximately 8:30 a.m. start time and noted that further information could be obtained on both the ICC and AMBO websites or that he could be called directly.

(Aaron Borken added that at the 10,000 Lakes meeting, since it was discovered that the MBPTA fall outing was cancelled partially due to lack of support, it was suggested that all Building Officials support their permit tech staff and encourage participation.)

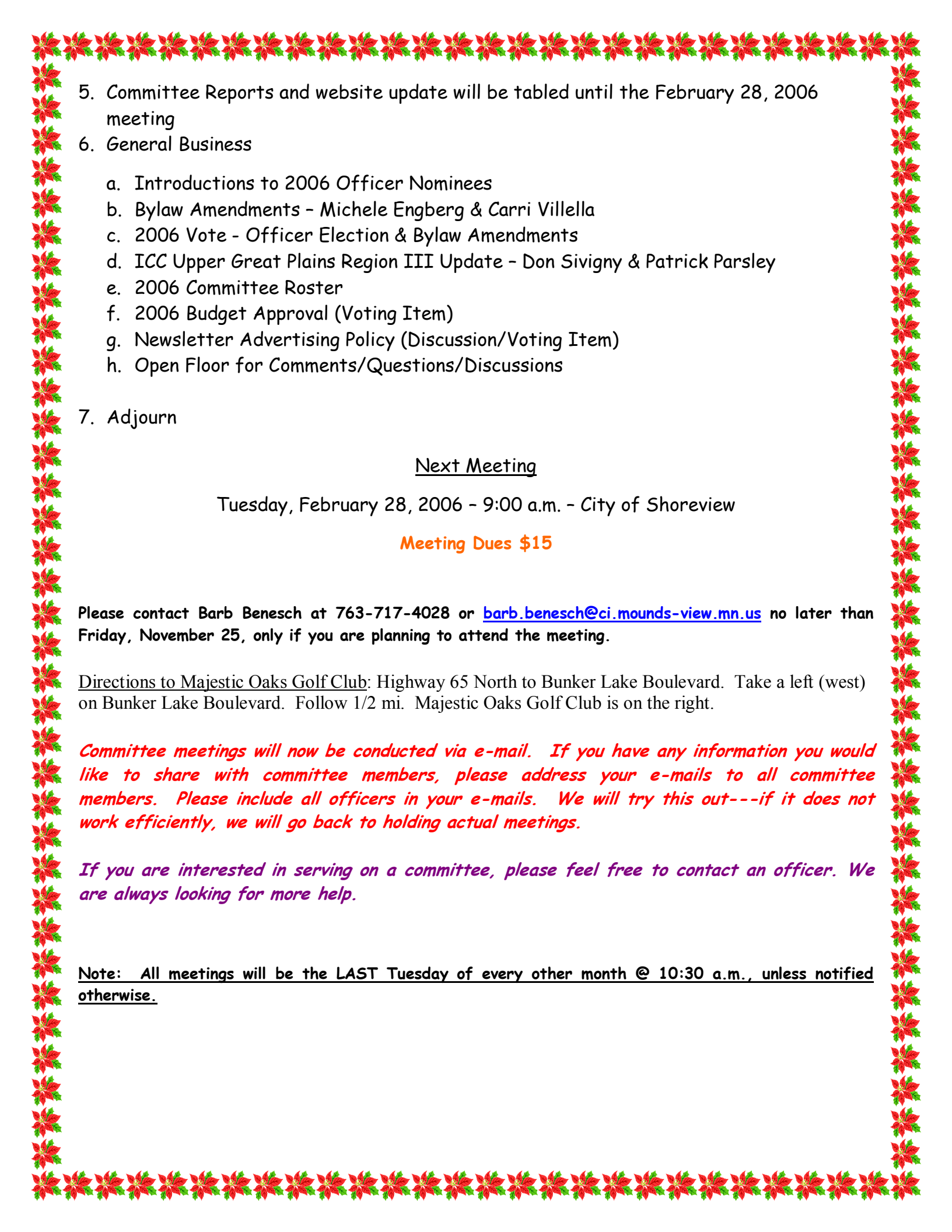
President Villella inquired as to the cost for a booth at the trade show at the Institute. Mr. Axel explained that vendors are charged \$750 and that AMBO's cost is \$45. He has received approval to charge MBPTA only \$40-\$45 for a booth. (It was noted the electrical power would be provided in the booth area for a computers or other devices that may be needed). He would find out more information regarding this at their board meeting this Monday. President Villella suggested that a committee be formed to create a tabletop display (or a traveling booth so to speak) that MBPTA could use at not only AMBO's institute in February, but other events as well, to assist in the marketing and advertisement of MBPTA. It was suggested that the booth be added to the 2006 budget and that e-mail be sent to solicit volunteers for the "traveling booth" committee.

It was again mentioned that Building Officials should be encouraged to support permit technician participation in MBPTA.

There being no further business, Robbie Hiltz made a motion, seconded by Jackie Gritz, to adjourn the meeting at 11:53 a.m.

MEETING AGENDA
ANNUAL MEETING & ELECTIONS
Tuesday, November 29, 2005
Majestic Oaks, Ham Lake, MN
4:00 p.m.

1. Call to Order
2. Introductions
3. Approval of Minutes from September 13, 2005
4. Treasurer's Report

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5. Committee Reports and website update will be tabled until the February 28, 2006 meeting
 6. General Business
 - a. Introductions to 2006 Officer Nominees
 - b. Bylaw Amendments - Michele Engberg & Carri Villella
 - c. 2006 Vote - Officer Election & Bylaw Amendments
 - d. ICC Upper Great Plains Region III Update - Don Sivigny & Patrick Parsley
 - e. 2006 Committee Roster
 - f. 2006 Budget Approval (Voting Item)
 - g. Newsletter Advertising Policy (Discussion/Voting Item)
 - h. Open Floor for Comments/Questions/Discussions
 7. Adjourn

Next Meeting

Tuesday, February 28, 2006 - 9:00 a.m. - City of Shoreview

Meeting Dues \$15

Please contact Barb Benesch at 763-717-4028 or barb.benesch@ci.mounds-view.mn.us no later than Friday, November 25, only if you are planning to attend the meeting.

Directions to Majestic Oaks Golf Club: Highway 65 North to Bunker Lake Boulevard. Take a left (west) on Bunker Lake Boulevard. Follow 1/2 mi. Majestic Oaks Golf Club is on the right.

Committee meetings will now be conducted via e-mail. If you have any information you would like to share with committee members, please address your e-mails to all committee members. Please include all officers in your e-mails. We will try this out---if it does not work efficiently, we will go back to holding actual meetings.

If you are interested in serving on a committee, please feel free to contact an officer. We are always looking for more help.

Note: All meetings will be the LAST Tuesday of every other month @ 10:30 a.m., unless notified otherwise.

2006 MBPTA Meeting Dates and Locations:

February 28	City of Shoreview
March 28	City of Elk River
May 23	City of New Hope
July 25	City of Lino Lakes
September 26	City of St. Louis Park
September 28	Annual Business Meeting - TBD



'PIECES' FROM THE
PRESIDENT'S DESK

Farewell,

I hope this edition of "Pieces" finds everyone winding down from the busiest time of year.

As most of you are aware, I will not be running for 2006 President, it is time the torch is passed on. Therefore, this is my last "Pieces" article I will be writing this term.

I wanted to thank everyone for giving me the chance to lead this group of wonderful individuals, as I always say, I am forever learning. I have learned so much more than I could have imagined over the course of the past year. I have learned from mistakes I have made and I have learned from my successes as well. The past year has been challenging at times and I feel that I have grown professionally because of my experiences as your leader.

I would like to extend a special thank you to the other officers that served in 2005 along with myself. Their support and assistance has been appreciated and never forgotten. I would like to give an extra-special thank you to Barb Benesch, as our 2005 Secretary, our newsletters wouldn't look as good as they do (way to go on the new design!), and I would have been an unorganized mess! THANKS BARB!

I would also like to give an extra special thank you to Michele Engberg. There has been many times throughout my tenor as an officer in years past, or just serving on educational committees that Michele and I have bumped heads. We both have the same intentions for our association; we want the best for the members. But at times wanted to take things in different directions. I wanted to thank you Michele, you have taught me much, something's believe it or not, you've taught me about myself, and how to not take things so personal and I have also learned that when a member isn't satisfied with a decision our board has made,

it isn't a personal attack upon me. Thank you for your help teaching me that. You do such a great job on the annual institute; you have really helped to make it successful, especially over the past two years!

I am hoping that the individual that "reigns" after me, will enjoy it as much as I have, and you never know, I may run again in the future! I just need a couple years to dedicate to my new marriage, and concentrate on my education, certification, and also get some things better organized in my own position here at Lino Lakes. I am still eager to serve on the State Advisory Board Committee, and I will still be in touch with the 2006 officers as Past President.

Thank you again to all those that have supported me throughout my time as MBPTA's 2005 President, and also when I was Vice President in 1999, 2000, and 2004, and Secretary in 2003.

Good luck to everyone in 2006!

Yours Truly,
Carri

MBPTA TESTING

Go to: www.iccsafe.org/certification/pt.html for further information.

Required References

- 2003 International Building Code (Chapters 1,2,3,6,12,34)
- 2003 International Zoning Code
- 2002 Legal Aspects Of Code Administration
- You Can Build It! - CABO 1989

MBPTA has received a resource Guide for Training and Education from the ICC regarding Professional Development Services. If you would like to take a look at this guide, please contact Barb Benesch. It will also be available for review at our meetings.

ICC is also asking for our input and recommendations for 2006 training courses and seminars. If you have any recommendations, please let me know and I can forward them to ICC.

More information regarding training and seminars can be found at www.iccsafe.org/training/hire.html



ICC Contacts

1-888-ICC-SAFE (422-7233)

When calling this number you will have the option to push "0" for an operator, get a "dial-by-name" directory or push "3" for a list of departments.

Web address: www.iccsafe.org

NEWSLETTER EDITOR

INFORMATION



As those of you who get this newsletter by e-mail know, it is sent in a WORD format. If you get this newsletter by e-mail and would prefer it in some other format such as .pdf, just let me know and I will make sure it is sent to you that way.

As always, **please make sure you send all RSVP's and mailing list information to Barb Benesch.** You only need to RSVP if you are coming to the meeting. You need not respond if you will not be able to make it (unless you are an officer).

Thank you to all of you who have notified me of a co-worker that has moved on and no longer need to be on our e-mail list.

If you are currently receiving a hard copy through the mail, and you have access to e-mail, please let me know and I will get you on the e-mail list.



We would love to receive articles for this newsletter! If you have any information, ideas or tidbits you would like to share, let us know. If your city is hiring for a position, we will post that as well. The newsletter is usually sent out a couple of weeks prior to our next meeting. I can be reached at:

Barb Benesch, Secretary

Fax (651) 765-1660

Phone (763) 717-4028

E-mail barb.benesch@ci.mounds-view.mn.us

ARTICLES/GENERAL INFORMATION

2005 Annual ICC Conference



MBPTA Vice President, Cecy Lukoskie, attended the 2005 International Code Council Conference in Detroit, Michigan. Cecy represented the Minnesota Building Permit Technician Association by



attending a number of seminars and events that provided important educational information and networking opportunities.

As part of the opening event on Sunday, September 25th Cecy visited the Henry Ford Museum. The education program, code hearings, and activity were held at the COBO Conference/ exhibition Center in Downtown Detroit. Cecy expressed how wonderful it was to meet and network with people from Minnesota and other states. Representatives from other states were very interested in what we are doing here in Minnesota in regards to our organization and programs. Cecy met Mr. Steve Burger from Goodyear, AZ who teaches a class for Permit Technicians in preparation for certification. He expressed that he would like to come to Minnesota and hold a class for MBPTA. He only charges for transportation and expenses. Building official chapters have expressed that they may be able to help with those expenses.

Cecy met Laura Scott and Patty Bond with ICC. Laura and Patty are the Managers of ICC's Chapter Programs and Relations. Their responsibilities include coordination of chapter benefits and services to chapters of the International Code Council. They mentioned that they have read our newsletters and feel it one of the best out there, and they are impressed with our organization. Proves that they are paying attention at the national level.

Ron Nienaber, Building Official for the City of Maple Grove, Minnesota, was the recipient of the Bobby J. Fowler Award. The Fowler award is the highest honor given by ICC each year. Nienaber was recognized for his outstanding service and commitment to public safety through effective code development and the advancement of professionalism among code officials.

Cecy also had the honor of hearing General Wesley Clark speak to the group. General Wesley Clark encouraged delegates to support the ICC Foundation's Project H.E.R.O. during the General Assembly Luncheon. Project H.E.R.O. assists disabled veterans in making their homes accessible once they return from duty. Clark said, "We need you to help us with this project. This could be one of the greatest things that the Foundation and ICC has ever done."

The Hurricane Katrina check was presented at the business meeting and at the annual banquet. The check was impressive, as only that state of New York had a larger check (\$18,000 to our \$17,000). The International Code Council CEO James Lee Witt and President Frank Hodge thanked us for our generous donation.

Thank you, Cecy, for attending the conference and for your continued commitment to MBPTA!!!



MBPTA COURSE INFORMATION

If you would like information regarding the Building Permit Technician program, you can obtain information by visiting the Inver Hills Community College website at www.inverhills.edu or the North Hennepin Community College website at www.nhcc.edu/schedule/. The courses are under "Building Permit Technology."

50TH ANNUAL INSTITUTE FOR BUILDING OFFICIALS

In 2006 the University of Minnesota will host the 50th Annual Institute for Building Officials. In addition, the Association of Minnesota Building Officials (AMBO) will be offering a program. Please watch for further information regarding these programs.

50th Annual Institute for Building Officials
January 4 - 13, 2006
Continuing Education and Conference Center,
U of M, St. Paul, MN; and

The Association of Minnesota Building Officials (AMBO) Conference
February 5-10, 2006
Northland Inn, Brooklyn Park, MN

Note: MBPTA is considering having a booth at the AMBO Institute. If anyone has a creative side and would like to help participate in creating a "snazzy" booth, please e-mail Carri at cvillella@ci.lino-lakes.mn.us. The Institute is in February 2006 but we could start working on it now so we have time to put something very nice together.

DO YOU HAVE YOUR MBPTA CERTIFICATION?

If so, we'd like to know about it. Please contact us so that we can place your name in our newsletter. If you have any comments about your experience, please let us know. You deserve to be recognized by MBPTA for your important accomplishment!

REVISION OF THE MBPTA GOAL STATEMENT

Here it is---MBPTA's new goal statement:

"The goal of the Minnesota Building Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership."

2006 ~ MBPTA Committee Roster

Planning/Education - The planning & Education committee mainly corresponds through e-mail. Meetings only occur if necessary. The object of this committee is to plan the education at the five

(5) regularly scheduled meetings throughout the year and the annual seminar that is held in the fall that corresponds with the Annual Business Meeting for MBPTA.

Carri Vilella - City of Lino Lakes - (651) 982-2420 - cvillella@ci.lino-lakes.mn.us
Barb Benesch - City of Mounds View - (763) 717-4028 - barb.benesch@ci.mounds-view.mn.us
Cecy Lukoskie - City of Shoreview - (651) 490-4683 - clukoskie@ci.shoreview.mn.us
Kathy Pepin - City of Coon Rapids - (763) 767-6476 - pepin@coon-rapids.mn.us
Michele Engberg - Goodhue County - (651) 385-3114 - michele.engberg@co.goodhue.mn.us
Judy Williams - White Bear Township - (651) 429-5827 - judy.Williams@ci.white-bear-township.mn.us

Bylaws - The Bylaws committee corresponds mainly through e-mail. The sole responsibility of this committee is to ensure the bylaws are being followed and to suggest changes prior to the Annual Business Meeting.

Carri Vilella - City of Lino Lakes - (651) 982-2420 - cvillella@ci.lino-lakes.mn.us
Michele Engberg - Goodhue County - (651) 385-3114 - michele.engberg@co.goodhue.mn.us

State of Minnesota Education Advisory - This individual serves on the State of Minnesota Education Advisory Committee. This committee meets at various locations approximately every four (4) to six (6) weeks. This is an advisory committee to the State of Minnesota Building Codes and Standards Division and to the Colleges. This committee makes recommendations for changes with the Building Inspection Technology courses and recommends instructors for those courses.

Carri Vilella - City of Lino Lakes - (651) 982-2420 - cvillella@ci.lino-lakes.mn.us
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(NEED AN ALTERNATE)

Annual Institute - The Annual Institute Planning Committee shall meet once a month from February through August of each year to plan for the Annual Educational offering that is held typically at the beginning of each year.

Michele Engberg - Goodhue County - (651) 385-3114 - michele.engberg@co.goodhue.mn.us
Cecy Lukoskie - City of Shoreview (651) 490-4683 - clukoskie@ci.shoreview.mn.us
Kathy Pepin - City of Coon Rapids - (763) 767-6476 - pepin@coon-rapids.mn.us
Brian Weidema - MAC - (612) 467-0425 - bweidema@mspmac.org

Disaster - This individual will meet approximately every four (4) to six (6) weeks to discuss preventative measures for Natural Disasters.

Jackie Gritz - City of Arden Hills - 651-634-5120 - jackie.gritz@ci.arden-hills.mn.us
(ALT) Karen Larson - City of Wayzata - 952-404-5301 - Karen@wayzata.org

10,000 Lakes Representative - This individual will attend the 10,000 Lakes Chapter Meetings every month and keep the members of MBPTA informed.

Aaron Borken - City of St. Louis Park - (952) 924-2588 - aborken@stlouispark.org
(ALT) Jennifer Harmer - City of Elk River - 763-635-1063 - jharmer@ci.elk-river.mn.us
(ALT) Lisa Wolfe - City of Elk River - 763-635-1063 - lwolfe@ci.elk-river.mn.us

- (C) = Chair
- (CC) = Co-Chair
- (ALT) = Alternate

Attention MBPTA Members:

Please review the Committee roster. If you are currently serving on a committee and would like to remain or would like to be removed from the committee, please contact me. Volunteers are needed on the Annual Institute committee. The 2006 Executive Board will make appointments for chair and vice chair at the beginning of the year. Thank you.

BYLAWS

Minnesota Building Permit Technicians Association (MBPTA) A Chapter of the International Code Council (ICC)

Article I

Name

The name of this association shall be
Minnesota Building Permit Technicians Association (MBPTA)

Article II

Purpose and Objectives

Section 1 - Purpose

The goal of the Minnesota Building Permit Technicians Association is to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership.

Section 2 - Objectives

This association is organized...

- a. To support and to participate in educational seminars and training programs relating to permitting procedures and practices and to the administration and the enforcement of applicable regulations.
- b. To support Building Permit Technician Vocational Certification programs and efforts to standardize the qualifications and the professionalism of careers related to administration of building, land use, and development regulations.
- c. To promote the value and the recognition of permit technicians, to provide sufficient qualified personnel, to establish minimum standards, and to secure appropriate recognition and proper place in the administrative organization.
- d. To apply the distinctive knowledge and skills of permit technicians for the benefit of the community and for the public welfare.
- e. To do all such things as are incidental to or desirable for the attainment of the above objectives.

Article III

Membership and Dues

Section 1 - Membership

The membership shall consist of members who are involved with the administration and the enforcement of building, land use, and other related development codes for any political subdivision or municipality.

Section 2 – Membership Classifications

There shall be the following classifications of members.

- A. **Individual Governmental Membership.** An *Individual Governmental Member* of the organization shall be a bona fide employee of any political subdivision or municipality or state agency. An *Individual Member* shall not lose his or her membership due to retirement or unemployment.
- B. **Governmental Membership.** A *Governmental Member* shall be a governmental unit, department, or agency that is engaged in the administration, formation, or enforcement of laws, ordinances, rules, or regulations that relate to public health, safety, and welfare in the built environment.
- C. **Agency Membership.** An *Agency Membership* shall be a governmental agency involved with the administration of building, land use, and other related development codes of any political subdivision or municipality.
- D. **Corporate Membership.** A *Corporate Member* shall be an organization such as an association, society, testing laboratory, institute, university, college, company, manufacturer, or corporation interested in the purposes and the objectives of the MPBTA.
- E. **Courtesy Membership.** A *Courtesy Membership* is extended to the Association's ICC (International Code Council) Liaison. This member pays no dues and has no voting rights.
- F. **Special Membership.** Any application for membership not covered by this article shall be submitted in writing and shall be considered a special case and so handled by vote of the Executive Board.

Section 3 – Membership Period

The membership period for all member classifications shall be for the fiscal year January 1 through December 31.

Section 4 – Membership Dues

Annual membership dues of the Association shall be reviewed at the annual business meeting and shall be established by a simple majority vote of the members in attendance.

- A. Dues shall be due and payable prior to January 31. Dues not paid within three (3) months of the due date are delinquent.
- B. Members delinquent in payment may be suspended by action of the Executive Board and may be reinstated only by favorable action of the Executive Board.

Article IV

Meetings

Section 1 – Regular Meetings

There shall be five regular meetings of the Association per year. One regular meeting shall be scheduled for each month of February, March, May, July, and September.

Section 2 – Annual Meeting

The annual meeting of the Association shall be held in the fall of each year. At the annual meeting, officers shall be elected, committees shall be appointed, and any proposed changes to the bylaws shall be brought to a vote. The annual meeting may also include items of business as determined by the Executive Board. A minimum of 30-calendar day's notice of the time and location of the annual meeting shall be provided to the membership.

Section 3 –Annual Education

There shall be an annual educational offering, typically in the winter of each year. The education may be an ICC sponsored event. The education may be in conjunction with the Annual Building Officials Institute, or included in an AMBO Institute, or co-sponsored with another appropriate organization.

Section 4 – Special Meetings

Special meetings may be called by the Executive Board. A minimum of ten (10) working days notice of the time and location shall be provided to the membership.

Article V

Nominating and Voting

Section 1 – Nominations

Nominations for officers may be made at any time between the meeting prior to the annual business meeting and up to one (1) week before the annual business meeting and should be submitted to the secretary of MBPTA for placement on the official ballot. A write-in option will be available on the ballot.

Section 2 – Voting

- A. Each *Individual Governmental Member* shall have one (1) and only one (1) vote. Each *Individual Member* shall be the same individual who is the voting member and the participatory member. These rights are not transferable.
- B. Each *Governmental Member* shall have two (2) or four (4) designated voting members in accordance with the population of the jurisdiction and the designations of the Dues Schedule. A *Governmental Member* shall, when admitted to membership, designate the individual(s) that may act as representative(s) for the purpose of voting, for other participatory activities, and for committee membership.
- C. An *Agency, Corporate, or Special Member* shall have one (1) vote and one (1) vote only. An *Agency, Corporate, or Special Member* shall, when admitted to membership, designate the individual who is to act as its representative for the purpose of voting, for other participatory activities, and for committee membership.
- D. A *Courtesy Member* shall have no voting rights.
- E. For the purpose of bringing matters for discussion, all members may make and second motions. All members shall be entitled to participate in meetings and discussions.
- F. To vote in any election, or to be elected to office, a person must have become a member of the organization at least thirty (30) days preceding the election.
- G. A quorum for a valid vote shall be a simple majority of those eligible members in attendance, for all business

Section 3 – Balloting and Election Results

- A. Election of officers and revisions of Bylaws shall be conducted by written ballot. Results are determined by a simple majority of ballots received.
- B. The President shall announce the results of all balloting and shall declare all elections.
- C. Formal notification of each election's results shall be prepared by the Secretary and mailed or electronically mailed to each member.

Article VI

Standing Committees

Section 1 – Standing Committees

The following *standing committees* shall be established and the committee members shall be annually appointed by the Executive Board:

- A. Education/Planning Committee;
- B. Bylaws Committee;
- C. Disaster Committee;
- D. 10,000 Lakes Chapter Representative(s);
- E. State of Minnesota Education Advisory Committee; and
- F. Annual Institute Planning Committee.

Section 2 – General

There shall be a designated chair for each committee. The Committee Chair or designee will report on the committee's activities to the general membership at each business meeting.

Section 3 – Education/Planning Committee

The Education/Planning Committee shall plan an educational component for MBPTA meetings.

Section 4 – Bylaws Committee

The Bylaws Committee shall annually review the bylaws and present any recommendations for changes to the Executive Board, which shall prepare a ballot for consideration at the Annual Meeting.

Section 5 – Disaster Committee

The Disaster Committee members shall attend meetings of the State Disaster Committee and report on the same at MBPTA meetings.

Section 6 – 10,000 Lakes Chapter Representatives

The 10,000 Lakes Chapter Representatives shall serve as the MBPTA liaisons to 10,000 Lakes Chapter meetings. The representatives shall attend 10,000 Lakes meetings and report on the same at MBPTA meetings.

Section 7 – State of Minnesota Education Advisory Committee

The State of Minnesota Education Advisory Committee members shall serve as MBPTA liaisons to the State Advisory Committee. The Committee members shall attend State Advisory meetings and report on the same at MBPTA meetings.

Section 8 – Annual Institute Planning Committee

The Annual Institute Planning Committee shall meet to plan for the annual educational offering as reference in Article IV, Section 3.

Article VII

Parliamentary Authority and Rules of Order

Parliamentary authority for the Association shall be Roberts Rules of Order, Revised, Latest Edition, insofar as such rules of order will not conflict with these Bylaws adopted by the organization.

Article VIII

Officers and Their Election

Section 1 – General

The officers of the Association shall be a President, a Vice-President, a Secretary, and two (2) Treasurers. Any member, in good standing with the Association, shall be eligible for any office. The officers shall be elected to a one (1) year term of office by the membership at the Association's annual meeting. Officers shall serve until the next annual meeting and election, or until their successors are appointed by the President to serve an unexpired term.

Section 2 – Vacancy

In the event a vacancy is created in the Office of the President, the Vice-President shall immediately vacate her/his office and assume the Office of the President; the Secretary shall immediately vacate her/his office and assume the Office of the Vice-President, and at which time the Executive Board shall have the power to fill any vacated office with an *interim appointee* until a regular election is held. In the event a vacancy is created by any other officer of the Executive Board, the Executive Board shall have the authority to fill the vacancy until a regular election can be held.

Article IX

Duties of Officers

Section 1 – General

- A. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the Association shall be relinquished to the new officers by the retiring officers immediately upon leaving office.
- B. All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.
- C. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

Section 2 – President

The President shall preside at all meetings. With the approval of the Executive Committee, the President shall make appointments for a term of one (1) year to positions and committees. The President shall be an ex-officio member of all committees except the nominating committee. The President shall co-sign all binding agreements, and disseminate and communicate all information received that is pertinent to the organization. The headquarters of the organization shall be the office of the President.

Section 3 – Vice-President

The Vice-President shall perform the duties of the President in the absence or inability of that officer to serve and shall assist the President when called upon. In case of a vacancy in the Office of the President, the Vice-President shall temporarily assume the duties until the vacancy is filled.

Section 4 – Secretary

The Secretary shall keep a complete record of all proceedings of the organization and shall be the recording officer and the custodian of the records. The Secretary shall be responsible for the organization's correspondence including mailing or electronically mailing the agendas, minutes, and other correspondence to members. She/he shall keep readily available at all meetings such records as the Book of Minutes, a certified copy of the Bylaws, the roster of membership, a complete list of any standings of special committees, any current correspondence, and other records as necessary.

Section 5 – Treasurers

There shall be two Treasurers. The Treasurers shall present the budget to the membership at the annual meeting, keep accurate records at all times, receive monies, issue receipts, and deposit money promptly in an authorized account. All collections and expenditures for the Association shall be checked and signed by the Treasurers. The Treasurers' books and records shall be audited each year by the Executive Board prior to the Annual Meeting. The Treasurers shall present a written financial statement at each regular meeting and at such other times as required by the President, and provide all financial records if requested by the President or by the Vice-President.

Section 6 – Past Officers President

The Past President shall serve as consultants to new officers. The Past President shall remain on the Executive Board for a term of one (1) year.

Section 7 – Concurrent Offices

No person shall hold more than one (1) elective office at any one time.

Article X

Executive Board

Section 1 –Membership and Meetings

The Executive Board shall consist of the current officers and the Past President. The Executive Board shall meet as necessary and as called by the President in a location as determined by the President.

Section 2 – Duties and Authority

The Executive Board shall conduct routine business as required outside of regular meetings. A simple majority shall constitute a quorum. The Board shall refer recommendations to the general membership for action.

2006 PROPOSED Budget

Meeting Expenses - \$200.00 per Year
Fall Seminar & Annual Meeting/Elections - \$800.00 per Year
Awards for Annual Institute - \$350.00 per Year
Office Supplies - \$300.00 Per Year
Checks - \$100.00 per Year
Annual Officers Meeting - \$150.00
Bank Service Fees - \$84.00 per Year
ICC Conference (1 officer, Spring or Fall) - \$2,000.00 per Year
Media, Marketing & Advertising - \$500.00 per Year
Annual Institute - \$500.00 per Year

Building Clerk/Technician - City of Cambridge

Cambridge (pop. 7,000), located 40 miles north of the Twin Cities, is accepting applications for the position of Building Clerk/Technician. This position performs a variety of technical support and clerical duties within the Community Development Division and Building Department. Minimum qualifications include: H.S. diploma or GED, previous experience or working knowledge of personal computer, demonstrated skills and ability with both oral and written communications, and flexibility and ability to work under changing priorities and in peak workloads. Desired qualifications include: building inspection technology coursework, experience in working with Permit Works software and experience working in a Community Development Division/Building Department. Salary range is \$28,579-\$36,899. An application and job description may be obtained by contacting Rita Jensen at (763) 689-3211 or on the city's website at www.cambridge.mn.us. Deadline for applications is 4:00pm, Nov. 28.

Just For Fun

Which American president proclaimed Thanksgiving Day a national holiday? Abraham Lincoln, in 1863. Although the holiday originated in 1621, it took more than 200 years to really catch on.

In what year was the first Thanksgiving celebrated? 1621. Plymouth governor William Bradford invited neighboring Indians to join the Pilgrims for a three-day festival of recreation and feasting in gratitude for the bounty of the season.

What was on the menu at the first Thanksgiving meal? Venison, duck, goose, seafood, eels, vegetables, and, of course, turkey.

Who wanted the turkey to be the official bird of the United States? Benjamin Franklin. "I wish the bald eagle had not been chosen as the representative of our country!" said Franklin in a letter to his daughter. "The turkey is a much more respectable bird, and a true original native of America."

Who is the poinsettia named after? The poinsettia was named for Joel Poinsett, a U.S. ambassador to Mexico, who introduced it to the United States from Mexico in 1829.

In what year did Hershey's start wrapping its Kisses in holiday colors? Hershey's wrapped their Kisses in colored foil (other than silver) for the first time in 1962. Hershey's sold red, green,

and silver Kisses during the Christmas season that year in addition to its year-round silver-wrapped ones.

How many Kisses can Hershey's wrap in one minute? Today's machines can wrap up to 1,300 Hershey's Kisses a minute. Hershey's has the capacity to make approximately 33 million Hershey's Kisses per day, or more than 12 billion a year at their plants in Hershey, Pennsylvania, and Oakdale, California.

Why do people hang mistletoe in doorways? The ancient druids believed mistletoe had magic powers as well as medicinal properties. Later, the custom developed in England (and, still later, in the United States) of kissing under the mistletoe, an action once believed to lead inevitably to marriage.

HAVE A WONDERFUL HOLIDAY SEASON!

Minnesota Building Permit Technicians Association



2401 County Highway 10, Mounds View, MN 55112