



Minnesota Building Permit Technicians Association

Volume I I, Issue I

February 2008

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

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Congratulations to Our 2008 Officers!

President	Britt Pease, City of Andover
Vice-President	Jeanne Witczek, City of Minnetonka
Secretary I	Barb Benesch, City of Mounds View
Secretary II	Barb Williams, City of Otsego
Treasurer I	Robin Roscoe, State of Minnesota
Treasurer II	Jackie Freppert, City of Arden Hills

Congratulations to all of the officers! We all look Forward to doing are part in helping to support MBPTA in 2008!

Carbon Monoxide Alarms.....Now Required!

MINNESOTA STATUTE 299F.50, SECTION 1, GENERAL INFORMATION, 1.1 MN Statute 299F.50

Minnesota Statute 299F.50 requires approved carbon monoxide (CO) alarms in all single family homes and multifamily apartment units with effective dates as follows:



- ◆ All new construction single family homes and multi-family dwellings where building permits were issued on or after January 1, 2007.
- ◆ All existing single family homes effective August 1, 2008.
- ◆ All existing multi-family or apartment dwelling units effective August 1, 2009.





2008 MBPTA Membership

Annual MBPTA membership dues vary by size and type of your City or organization. The membership period is January 1 through December 31 of each year. The 2008 Membership Application can be found at:

WWW.MBPTA.ORG

Benefits of Membership Include:

- Quality Education and Training Opportunities
- Discounts on Seminar Rates
- Wide Variety of Networking Opportunities
- Continuing Education Credits for ICC Certification
- Scholarships for Higher Learning Programs for Members and Children of Members

Mail your completed membership form and check to:

Robin Roscoe
MN Dept. of Labor
& Industry
443 Lafayette Road
St. Paul, MN 55155

Make checks payable to:
MBPTA

VOLUNTEERS NEEDED!

MBPTA currently has openings on several committees.

Contact any MBPTA officer for further information.

My name is Britt Pease; I am the 2008 President of the Minnesota Building Permit Technicians Association (MBPTA). MBPTA was established in 1997 and I am proud to say, that in the decade since the founding, the organization has come a long way.

The original, primary goal of the organization was to have ICBO (now ICC) recognize the value of the permit technician profession. Evidence of success with that goal is found in the fact that ICC now has a Permit Technician Certificate. Additionally, a few years ago, MBPTA partnered with the State of Minnesota Education Advisory Committee in establishing a Minnesota college certificate program. A college certificate is now offered through North Hennepin Community College and through Inver Hills Community College. The certificate program expands the career knowledge of permit technicians and offers preparation for the ICC national certification test.

MBPTA's current goal is "to provide, promote, and support education, networking, professionalism, certification, and recognition of its membership." Superb educational opportunities exist for permit technicians; they include offerings at the Annual Institute for Building Officials planned in conjunction with the University of Minnesota, sessions at the Annual ICC Region III Institute planned in conjunction with the Association of Minnesota Building Officials (AMBO), an annual MBPTA ICC-sponsored education day, and educational offerings at monthly meetings. Meetings also provide invaluable opportunities for networking, sharing, and enhancing professional growth.

MBPTA is a Chapter of the International Code Council (ICC). Support for the Association includes ICC, other ICC Chapters, code-enforcement jurisdictions, building officials, building inspectors, and the State of Minnesota. MBPTA holds six meetings a year, publishes a bi-monthly newsletter, and hosts a Website. Members of the Association come from throughout the state. I invite **you** to join us for our second decade!

For additional information, please visit our Website at www.mbpta.org, contact any of our members, or attend a monthly meeting.

Sincerely,

Britt Pease

President, MBPTA

**NEXT MEETING: Tuesday, February 26, 2008,
9:30 a.m., City of Minnetonka**

**Attention
MBPTA**

Members:

If you would like serve on an MBPTA Committee, please contact any MBPTA Officer. Volunteers are needed--thank you!

We're on the web....visit us at
www.MBPTA.org

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."

Please contact Barb Benesch at:

**763-717-4028 or
barb.benesch@ci.mounds-view.mn.us**

by Friday, February 22nd only if you are planning to attend.

1. Call to Order
2. Introductions - Introduce our new 2008 MBPTA Board
3. Approval of minutes for November 27, 2007 meeting
4. Approval of Treasurer's Report
5. Committee Reports
 - A. Education - meeting to follow this meeting.
 - B. Annual School Update - Michele Engberg, U of M; Region III, Britt Pease
 - C. Bylaws Approval (to be signed by officers)- Britt Pease
 - D. Communication Committee - Barb Williams/Barb Benesch
 - E. 10K Lakes Representative - Aaron Borken
 - F. State Advisory Board - Linda Singer/Michele Engberg
6. General Business
 - A. Discussion & Approval of Code of Ethics
 - B. MBPTA Goal Presentation - Patti Wasmund
 - C. Open Floor for Comments/Questions/Discussions
7. Adjournment

Caring for our Community

Bring a non-perishable food item for the Minnesota food shelf. Or donate cash, \$1.00 will buy \$9.00 worth of food for the Minnesota food shelf.

Dear MBPTA members,

With this letter, I say that I have enjoyed my two-year term as your President and I appreciate having had the opportunity to work with you. Thank you for the support, guidance, and encouragement you have provided me during my time as President.

I have been both inspired and enlightened during my term with this very special group. This organization brings together outstanding and dedicated individuals of great diversity to educate themselves. It has been a privilege to be a member of this organization.

Over the years it has sometimes been overwhelming while participating and volunteering time to MBPTA projects while continuing my full-time employment. As our jobs have to come first, it is clear that board members need to commit a large part of their personal time in the service of our organization. That is why I commend everyone for their hard work and commitment to the Chapter.

During the next few years my personal time will be devoted to my family and friends. I am blessed to have been part of this dedicated chapter. I will always be involved with MBPTA and participate as much as time permits. You have elected some wonderful individuals for the 2008 board. Have faith that they will do everything they can with your best interest in mind. They deserve it.

Thank you for the opportunity to have served as your President.

Sincerely,

Cecy Lukoskie

Change in ICC Liaison for MBPTA Chapter

With the recent change to ICC's Board of Directors, there has been a change to our Chapter's assigned Board Liaison. Our chapter's current liaisons are as follows:

- ◇ **Board Liaison—Gregori Anderson**
- ◇ **Staff Liaison—Rita Swearingen**

The Board Liaison can attend chapter meeting when possible, provide guidance, and inform and advise chapters on the activities of the ICC. The Staff Liaison can also attend chapter meetings as well as enhance communication with ICC Board and staff and inform, counsel and assist our chapter on ICC matters.

MBPTA MEETINGS

**Just a reminder that if you are not a current member of MBPTA, the fee to attend a meeting is \$20.
Thanks!**

52nd Annual AIBO Institute at the U of M

A special thank you goes out to members Michele Engberg and Patti Wasmund for helping MBPTA with our booth displays.

New Lapel Pin Display and ICC Chapter Status Certificate Framed!



Patti Wasmund and Michele Engberg with our pin display at the U of M Institute MBPTA Booth

The pin cases recently debuted at the 52nd Annual AIBO Institute in January. The display looks great and helped attract many people to our MBPTA booth. Among those who stopped by were the Building Officials from Albert Lea, Cloquet, Minneapolis, St. Cloud and the University of Minnesota. Michele organized all of our special pins neatly in the cases and it looks great! Thanks also to Cecy Lukoskie and Steve Nelson for their contributions to the pin display.



Skills for Today's Exceptional Building Department class at the U of M Institute

Our framed ICC Chapter certificate added to the professional look of the booth. Thank you to Patti for framing the certificate for us, which looks awesome!



Britt Pease, Michele Engberg, Patti Wasmund and Barb Williams at the U of M Institute



Another thank you goes out to both Patti and Robin Roscoe

who staffed the MBPTA booth at the Region III Institute and for promoting our organization. And thank you to everyone else who assisted in making the institute a success this year!

REGION III EDUCATION UPDATE FROM PRESIDENT BRITT PEASE

The Regions III Education at the Northland Inn in Brooklyn Park was a success! Permit technicians attended classes throughout the week. Roger Axel received the "Brent Snyder Award" at the Regions III Banquet and Steve Nelson; City of Shoreview's Building Official, received the "Building Official of the Year" award. Roger reported that the Regions III attendees exceeding last year's numbers significantly.

REGION III SUMMIT MEETING & PRESIDENT DINNER

I attended the Regions III membership summit meeting on Thursday, February 7th followed by the Presidents dinner. I met Laura Scott who is ICC Vice President for Chapter Relations. An e-mail was sent to me from ICC to order our new banner with the ICC logo & our chapter name. She complimented MBPTA for being the first to respond to the e-mail and our banner is ordered. Rita Swearingen, ICC Regional Manager Government Relations was also in attendance. It was a great opportunity to meet and discuss our role in participating at the ABM this September in Minneapolis. MBPTA board members will be very involved with Regions III at the ABM. I spoke to Greg Johnson, our ICC Representative and he is expected to speak and attend the MBPTA March 25th, 2008 meeting.

MBPTA TRADE SHOW BOOTH WITH A SURPRISE VISITOR!

On Wednesday, February 5th, at the Region III Institute, a surprise visitor stopped by our MBPTA Booth. **Marlene Bach, who founded MBPTA in 1997**, visited our booth. She was very proud to see how our organization has grown and succeeded in the last 10 years! She is a building inspector at the City of Minneapolis and said she would be willing to speak at one of our future meetings in 2008. It was so great to see her at our Regions III booth! Thanks Marlene for founding and starting our organization and we look forward to seeing you again in 2008!

The MBPTA Booth looked great! On display we had our two pin display cases and our ICC chapter recognition award along with MBPTA brochures, membership applications, the president's letter and meeting location information. A huge thank you to Lisa Kelleher and Jennifer Harmer from City of Elk River (our former 2007 Treasurers) for working the booth on Wednesday, February 5th. Thank you also to Robin Roscoe who worked the booth on Thursday, February 7th in the morning. I covered the booth Thursday afternoon. The tradeshow booth was a great way to network and meet people who are interested in joining MBPTA.



Jennifer Harmer and Lisa Kelleher



Britt Pease and Marlene Bach

FORMER MBPTA PRESIDENT TO ATTEND NEWLY FORMED PERMIT TECHNICIANS AD HOC COMMITTEE MEETING



As mentioned in the last newsletter, the Code Council Board recently created an Ad Hoc Permit Technicians Committee in order to review the needs of permit technicians and how the Council can better serve them. The committee will focus on ways to increase membership among permit technicians, promote more permit technician chapters and review current certification to determine if it meets the needs of permit technicians. Look for a "Permit Tech Corner" in the next issue of *Chapter eNews* that will include testimonials and other information.

The next meeting of the Permit Technicians Ad Hoc Committee will be held February 19-20 in Palm Springs, California. Former MBPTA President, Cecy Lukoskie, is a member of the Ad Hoc committee will be representing MBPTA and Region III. The trip is being funded by ICC not the City of Shoreview or MBPTA. We are scheduled to have meetings February 19th and 20th. The purpose of the committee is as follows:

- 6.1 The scope of the committee is to review the needs of the permit technicians and how ICC can better serve them.
- 6.2 The committee will review the current certification to determine if it is meeting the needs of permit technicians, hiring practices and jurisdictional requirements.
- 6.3 The committee will study whether additional permit technician certifications are needed.
- 6.4 The committee will review current training offers and explore if additional training opportunities are needed.
- 6.5 Additional topics:
 - 6.5.1 Raise the awareness of what permit technicians do
 - 6.5.2 Promote new chapters
 - 6.5.3 Recruit new ICC members
 - 6.5.4 Encourage new permit technicians to become certified

At the meeting in St. Louis, individuals were placed in three groups: Certification, Needs of the Permit Tech, and Training. These groups were to research and compile information. All information from the three groups will be presented to the entire committee in Palm Springs for approval. All information will then be presented to the committee Chair, John Darnall, and then submitted to ICC for assistance. One of my duties was to put together a booth endowment request to ICC to promote the Permit Technician profession at the 2008 ICC Annual Business Conference Exposition in Minnesota.

For more information on newly formed ICC "Ad Hoc Permit Technician Committee" go to:

<http://www.iccsafe.org/government/PTC/index.html>

*Help Support
Minnesota Food
Shelves!*

Help Support those in need! Bring a non-perishable food item for the Minnesota food shelf or you can donate cash — \$1.00 will buy \$9.00 worth of food for the Minnesota food shelf.

*****Thank You!*****

ICC Contacts

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

Web address:

www.iccsafe.org

ICC eNews:

http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html

ICC Chapter eNews

<http://www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html>



WANTED!

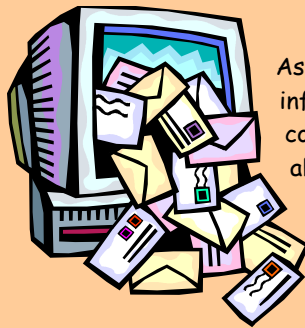
Permit Technician

The **City of Fridley** has an opening for a Permit Technician to perform customer service and clerical duties, including issuing permits and licenses; and securing inspections for Building Inspections, Division of Community Development. General knowledge of construction, building, maintenance, and Permit Works software preferred. This is a full-time position with an attractive benefit package. Hourly wage \$17.70 to \$22.60. For application materials, visit our website at www.ci.fridley.mn.us or contact us at City of Fridley, 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. **Application materials must be received by 5:00 pm, Feb. 22.** AA/EOE/ADA

**MBPTA Member
Marilyn Swanson
Retires!**

After 17 years of outstanding service, Marilyn Swanson has announced her retirement as "Senior Office Specialist" from the City of Hutchison. January, 11th was her last day.

Marilyn, we wish you all the best!



NEWSLETTER EDITOR INFORMATION

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).

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 put 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.

Barb Benesch, Secretary I

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Barb.benesch@ci.mounds-view.mn.us



eNews - The International Code Council's award-winning electronic newsletter, distributed monthly, keeps members and interested parties up to date with International Code Council programs and relevant industry activities. Read the current issue at www.iccsafe.org/news.

~ MBPTA EDUCATION ~

How to Become a Certified Permit Technician

Books needed for the test

- 2006 IBC (chapters 1-3, 6, 12 and 34)
- 2006 International Zoning Code
- 2002 Legal Aspects
- Basic Code Enforcement 8th printing
- You Can Build It has been removed from the exam

Additional Study Material
ICC Study CD

Exam Details and Fees

- \$170.00 computerized
- 60 multiple-choice questions—
- Open Book—2hour limit
- General Administration 39%
- Legal Aspects 22%
- Plans and Documents 25%
- Zoning and Site Development 14%

February Education

At City of Minnetonka

Susan Thomas who is the Principal planner at the City of Minnetonka will be giving a presentation using the International Zoning Code 2006. This book is used for the Permit Technician certification test.

City of St. Louis Park Holds Training Seminars Available to the General Public

~ 2008 SEMINARS ~

Wednesday, Feb. 13, 2008

Running With Scissors: Why Smart People
Do Dumb Things (And How to Avoid Them)

Friday, March 14, 2008

Verbal Judo

Friday, April 25, 2008

Courage: Do You Have It?

Thursday, May 15, 2008

We Live in a Mixed-Bag World

For more information visit: www.stlouispark.org/pdf/Training_07_08.pdf

February 26

City of Minnetonka

March 25

City of Arden Hills

May 26

City of New Hope

July 29

City of Otsego

September 23

City of Eagan

October

Annual MBPTA Education
(Location TBD)

November 25

ABM City of Andover

2008 Proposed
Meeting Dates
and Locations

DRAFT MINUTES -Tuesday, November 27, 2007— Shoreview City Hall

The meeting was called to order at 9:38 a.m. The following officers were present at this meeting: President Cecy Lukoskie, Vice-President Britt Pease, Secretary Barb Benesch; Treasurer I Jennifer Harmer and Treasurer II Lisa Kelleher. The following members and guests were present: Connie Duellman, Jeanne Witczek, Michelle Engberg, Roger Axel, Patty Boysen, Jackie Freppert, Kathy Pepin, Gail Keykal, Roger Axel, Barb Williams, Katie Schlundt, Aaron Borken, Patti Wasmund, Robbie Hiltz, Suzy Miller, May Vang, Jan Rosemeyer and Sarah Brandel.

Introductions took place.

President Lukoskie distributed the written ballots for the 2008 officer election. She introduced each nominee and reported that Robin Roscoe, nominee for Treasurer I, called and indicated that she would not be able to attend the meeting but if elected, she would accept the position. She also explained that the Secretary II position would be filled only if the 2008 Bylaws were approved.

Member Axel noted one correction to the minutes of September 25, 2007 on page 3; Secretary III should read Secretary II. Suzy Miller made a motion, seconded by Roger Axel to approve the minutes of September 25, 2007, as amended. The motion passed unanimously.

Treasurer II Kelleher gave the Treasurer's Reports for October 2007, noting expenditures of \$4,170.66 with no deposits, and November 2007 had expenditures of \$263.91 with \$760 in deposits. She also reported the balance in our account (copy of the reports are attached). It was suggested that next year the profits vs. the expenditures be shown on the report.

Robbie Hiltz made a motion, seconded by Jeanne Witczek, to approve the treasurer's report as presented.

Committee Reports:

Education/Planning - President Lukoskie reported that the seminar at the Mermaid in October was a success. Several comments were received regarding the comfort and food at the facility. President Lukoskie mentioned that we will again survey the members to see what kind of education they would be interested in for 2008.

Annual School - Michele Engberg noted that there wasn't much more to report except that the brochures are out and encouraged everyone to attend the upcoming education. She pointed out that the education being offered is precisely what was asked for by members as a result of a survey that was taken approximately one year ago. She also suggested that the MBPTA banner and pins be brought to the January Institute and suggested that a "pin case" be purchased to display the pins in a more professional manner. Vice-President Pease then mentioned that she had found a certificate that had been issued to MBPTA when we first became members of ICC and suggested it be reframed and also displayed at the booth at the Institute.

Kathy Pepin made a motion, seconded by Patti Wasmund, to purchase a display case not to exceed \$150. The motion Passed unanimously. Member Wasmund volunteered to mat the certificate and it was suggested to possibly enclose our two MBPTA pins with the framed certificate.

It was mentioned that a specific Permit Technician "track" was not noted in the U of M education brochure. Member Engberg explained that the specific category was omitted to encourage a broader response to the education. She then briefly described the education being offered at the Institute.

Member Borken added that the City of St. Louis Park is offering a couple of seminars and that we are invited to attend. He added that he would get the members further details regarding fees and seminar content.

Continued on next page....

Member Axel suggested that Member Borken e-mail him the flyer and we would see that it was placed on the Region III and 10K websites.

Member Axel briefly reviewed the Region III education that may be of interest to permit technicians. He mentioned that the brochure was sent to all members, but he had extra copies if needed.

Bylaws - President Lukoskie reviewed the proposed changes to the bylaws. Several members expressed the concerns and opposition with the Code of Ethics that was inserted into the bylaws. President Lukoskie explained that they were added as a comfort to the members. A lengthy discussion ensued regarding whether or not they should be removed. It was suggested that they could be adopted as a separate document apart from the bylaws.

Aaron Borken made a motion, seconded by Michele Engberg, to strike the proposed Article VII entirely from the bylaws.

Discussion continued on the proposed changes to the 2008 bylaws. Member Williams inquired as to why the specific months were removed from Article IV. President Lukoskie explained that it was too specific and limited the organization as to when we could hold our meetings.

Member Pepin proposed a correction to Article XI, Section 3; change will to "shall", omit "shall be contributed", change buy to "by" and move Registered with the State of Minnesota 1997 Article XII to read and follow ... successor permit technicians association "as registered with the State of Minnesota, Article XII 1997), as voted..."

Member Wasmund made a motion seconded by Kathy Pepin, to make the suggested changes to Article XI, Section 3, as stated.

Discussion continued on the bylaws with Article VI, Section 2. It was decided to change the proposed change to read, "All committee minutes shall include the Executive Board."

Combining the State of MN Education Advisory Committee, Annual Institute Planning Committee and the Education/ Planning Committee was also briefly discussed. It was decided to leave the change as proposed to combine two committees into one entitled, "Education Committee".

Patti Wasmund made a motion, seconded by Jeanne Witczek, to accept the changes to the bylaws as discussed and that any house-keeping changes be made by the Bylaws Committee. The motion passed unanimously.

10K Lakes - Member Aaron Borken announced that members were invited to the 10K Lakes holiday party at Dave & Busters where it was held last year.

State Advisory Board - No report. However, Member Axel noted that all BIT classes are now on-line and that they are trying to lower the number of credits required 65 to 60.

A short recess took place as members cast their written ballots. The ballots were then collected and tabulated.

General Business

Region III - President Lukoskie noted that the membership fee would remain at \$5 per person for 2008.

2008 Budget - Various questions were asked regarding items on the 2008 budget. Therefore, President Lukoskie explained each item individually.

After discussion took place, Suzy Miller made a motion, seconded by Kathy Pepin to approve the 2008 Budget. The motion passed unanimously.

Continued on next page....

Election of Officers and Bylaws Vote - President Lukoskie reported the results of the election noting that all nominees were elected. She reported the following members as MBPTA Officers for 2008:

President	Britt Pease, City of Andover
Vice-President	Jeanne Witczek, City of Minnetonka
Secretary I	Barb Benesch, City of Mounds View
Secretary II	Barb Williams, City of Otsego
Treasurer I	Robin Roscoe, State of Minnesota
Treasurer II	Jackie Freppert, City of Arden Hills

The 2008 Bylaws were adopted as revised.

2008 Meeting Dates and Locations - The following are the proposed meeting dates and locations for 2008:

February 26	City of Minnetonka
March 25	City of Arden Hills
May 20	City of New Hope
July 29	City of Otsego
September 30	City of Eagan
November 25	ABM City of Andover
Back Up	City of Mounds View

Awards Presentation - President Lukoskie presented awards to Jennifer Harmer, Treasurer I, and Lisa Kelleher, Treasurer II, for their dedication and commitment to MBPTA in 2006 and 2007.

Open Floor - Member Borcken announced that he was the recipient of a \$300 scholarship award by MAHCO.

At this time Roger Axel thanked the membership for their funding to assist him with his expenses at the ABM in Reno, Nevada. It was noted that he was a speaker at the President's Breakfast. He and President Lukoskie both commented on how busy the event was and the networking opportunities that existed for them. President Lukoskie also briefly explained the National Permit Technicians Ad Hoc Committee that was formed and that their first meeting, however informal, took place in Reno.

At this time President Lukoskie thanked the board members for their hard work and dedication and the members also expressed their gratitude to the outgoing officers and to those remaining on the Board.

Adjournment - Barb Williams made a motion, seconded by Roger Axel, to adjourn the meeting at 12:04 p.m. The motion passed unanimously

At our last MBPTA meeting in November we received cash donations and a grocery bag of food for the food shelf. We also received several toys and \$135 in cash/gift cards for the Toys-For-Tots drive.

Thanks to all of you for your generous donations and for supporting our community!

Just For Fun!

Our planner just recently took a cruise on the ship "Mariner of the Seas". Believe it or not....the ship travels only 15-18 inches on one gallon of fuel. It uses approximately 2,871 gallons of fuel per hour at full speed—and I thought my **mini van** was a gas hog!

