



Minnesota Building Permit Technicians Association

Volume 11, Issue 6

November 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."

President

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Bpease@ci.andover.mn.us

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Treasurer I

Robin Roscoe – MN Department
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443 Lafayette Road
St. Paul, MN 55155
651-284-5804 *fax 651-284-5749
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2009 MBPTA Officer Nominations Now Being Accepted!

President **Vice-President**
Secretary I **Secretary II**
Treasurer I **Treasurer II**

(Please e-mail your nominations to
barb.benesch@ci.mounds-view.mn.us)
2009 MBPTA Bylaws Changes - See Page 11



Happy Holidays From MBPTA!



2008 Code Council Annual Conference
Minneapolis, Minnesota
State of Minnesota



NEXT MEETING: Tuesday, November 25, 2008 **City of Andover, 9:30 a.m.**

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, November 21st only if you are planning to attend.

Agenda

1. Call to Order
2. Introductions
3. Approval of minutes for September 30, 2008 meeting
4. Approval of Treasurer's Report
5. Committee Reports
 - A) Education – October Seminar – Britt Pease
 - B) Communications Committee – Barb Williams/Barb Benesch
 - C) State Advisory Board – Linda Singer/Michele Engberg
 - D) 10K Lakes Representative – Steve Nelson
 - E) Bylaws Amendments - Discussion
6. General Business
 - A) Regions III Membership & Member Representative - **Vote**
 - B) Review 2009 Proposed Budget - **Vote**
 - C) Election of Officers/Bylaws - **Vote By Written Ballot**
 - D) 2009 Meeting Dates & Locations
 - E) Awards Presentation
 - F) Open Floor for Comments/Questions/Discussions
7. Adjournment

Caring for our Community:

Cash or check donations for food to "Hunger Solutions of MN" www.hungersolutions.org. Please make your checks payable to "Hunger Solutions of MN" and thanks for giving.

~ 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

- \$180.00 computerized
- 60 multiple-choice questions—
- Open Book—2hour limit
- General Administration 39%
- Legal Aspects 22%
- Plans and Documents 25%
- Zoning and Site Development 14%

September Meeting

Our educational speakers for the September meeting were Tom Sendecky, Senior Investigator/Residential Building Construction Investigations and Jim Peterson, Section Chief/Plumbing Supervisor from the Minnesota Department of Labor and Industry. They held a question and answer session regarding the "Residential Building Contractor Program". We would like to extend a very big *THANK YOU* to both of them for their time and expertise.

A very big thank you also to Sara Brandel and the staff from the City of Eagan for hosting our meeting.

Thanks!

Directions to Andover City Hall

Andover City Hall
1685 Crosstown Blvd. NW
Andover, MN 55122

From North

Highway 65 to Crosstown Blvd. (Co. Rd. 18). Turn right (west) and follow Crosstown Blvd. NW to ½ block west of Hanson Blvd. City Hall is on the right.

From South

Highway 65 to Hanson Blvd. NW – Turn right on Hanson Blvd. NW (north) to Crosstown Blvd. NW. Turn left ½ block. City Hall is on the right.

From East

County Road 14 (main street) west to Hanson Blvd. NW. Turn right (north) to Crosstown NW. Turn left ½ block. City Hall is on the right.

From West

From Anoka East on State Hwy 10 to Round Lake Blvd. North on Round Lake Blvd. to Bunker Lake Blvd. NW. Take a right on Bunker Lake to Hanson Blvd. NW. North on Hanson Blvd. to Crosstown Blvd. NW. Left on Crosstown Blvd. ½ block. City Hall is on the right.



Hello everyone:



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 2009 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

Well once again another year has come and gone. I feel our organization has had a successful year with over 80 members! MBPTA had great exposure at the ICC/ABM conference in Minneapolis. The permit technicians had a "National Permit Tech" booth at the ICC Expo which gave us a chance to really promote MBPTA as well as meet other permit tech organizations from other states. The newest added ICC Certified Permit Technician group is from Atlanta, Georgia. It is great to see the numbers growing for ICC Certified Permit Technician Chapters in the United States. I have been contacted by other states including California asking "how do we start a permit tech chapter?" Patty Bond/Manager of Chapter Programs from ICC can provide the information to get a chapter started.

I'm also proud that MBPTA has started a certification support group. Anyone that plans on taking the exam can communicate through e-mail and future study groups. Through the efforts of the Code Council's Ad Hoc Permit Technician Committee, ICC has provided our chapter with "complimentary" Permit Technicians Certification study materials. These books were sent to MBPTA to start a lending library and promote ICC Certification throughout our chapter. Please let me know if anyone is interested in borrowing these books. I would like to see our number of certified permit technician's increase in 2009.

Our last MBPTA meeting was in September at the City of Eagan. Our speakers were Tom Sendecky (code enforcement division) and Jim Peterson (supervisor for plumbing division) from DOLI (Department of Labor & Industry). Topics discussed were on the "Residential Building Contractor Program", the ICEC Program and plumbing contractor license issues. Thank you so much Tom and Jim for taking the time to speak to our association. Thanks also to Sara Brandel and the staff from the City of Eagan for hosting our meeting.

The meeting on November 25th, 2008 is our last official meeting of 2008 and our Annual Business meeting. This meeting is held to elect 2009 officers, approve our by-law amendments and the 2009 budget. I have accepted the nomination to run for one more year as MBPTA President. Currently we have two positions open, Treasurer II and Secretary II. Remember there is still time to nominate someone for an officer position. We are all here to help newly elected officers and support them in any way possible. This is your organization and what you

contribute will only benefit the future of MBPTA, so please consider running for an officer position or volunteering for a committee position.

I have enjoyed representing our association and working with the board in 2008. Let's make 2009 an outstanding year for the Minnesota Permit Technicians!

Have a safe and happy holiday everyone.

Sincerely,

Britt Pease

President, MBPTA

DRAFT MINUTES - Tuesday, September 30, 2008 - Eagan City Hall

The meeting was called to order at 9:35 a.m. The following officers were present at this meeting: President Britt Pease, Vice-President Jeanne Witczek (arrived at 9:55 a.m.) Secretary I Barb Benesch, Secretary II Barb Williams and Treasurer I Robin Roscoe.

The following members and guests were present: Patty Boysen, Patti Wasmund, Jennifer Harmer, Lisa Kelleher, Michele Engberg, Connie Duellman, Connie Edwards, Peggy Fleck, Robbie Hiltz, Suzy Miller, Jackie Onischuk, Michele Iaria, Debbie Pawlenty, May Vang, Jennifer Lavandowska, Gail Keykal, Katy Okerstrom, Amy Woitalla, Greg Johnson, Roger Axel, Karen Zacho, Tom Sendecky, and Jim Peterson.

Introductions took place.

There were no corrections to the minutes. Member Patti Wasmund made a motion, seconded by Member Robbie Hiltz, to approve the minutes of July 29, 2008. The motion passed unanimously.

Treasurer I Roscoe gave the Treasurer's Report for August and September, 2008 noting expenditures of \$1,918.35 and deposits of \$1,490. Member Robbie Hiltz made a motion, seconded by Member May Vang, to approve the August-September, 2008 Treasurer's Report. The motion passed unanimously.

Committee Reports:

Education/Region III/U of M Annual Institute Updates

President Britt Pease announced that the 2009 Annual Education Institute's schedule has been finalized with the brochures being available now. The Institute will take place February 9 through 13, 2009 at the Northland Inn in Brooklyn Park, MN.

Member Michelle Engberg mentioned that the U of M's Annual Education Institute would have their schedule available by November.

Communications Committee

Member Barb Williams announced that a new discussion group through MSN User Groups® is now available to all members. Unlike the current MBPTA website (www.mbpta.org), it will have a discussion board similar to a 'chat' forum in order to post questions and answers without having to e-mail everyone. Each member will receive an 'invitation to join' the group. The website is <http://groups.msn.com/mbpta>

10K Lakes

No update available.

Bylaws

Member Patti Wasmund said that there were a few minor changes made to the bylaws that can be viewed on the September, 2008 newsletter.

Patti mentioned that any member wishing to submit bylaw changes can submit them to herself or Kathy Pepin.

General Business

Community Building Code Administration Grant Act

Greg Johnson, who serves on the ICC Board of Directors, the ICC Education Committee and is also a St. Paul building inspector, presented a resolution for the *Community Building Code Administration Grant Act* (CBCAG). He stated this is ICC's first national legislative initiative. When enacted and funded, it will provide competitively evaluated federal grants, locally matched, to jurisdictions who seek to build-up their local building and fire code administration and enforcement capabilities. He explained that, if passed, the Department of Housing & Urban Affairs would disperse the funds on a first come, first serve basis. The funds available would be \$100 million over a five-year period. Congress has passed it but it seems to have stalled in the Senate, possibly due to the current economy. They do have three co-sponsors in the Senate and have been very pleased with how far the initiative has come. They are seeking chapter approvals.

Member Michelle Engberg motioned to approve the resolution, seconded by Roger Axel. The motion was passed unanimously.

ICC Nomination Results

Greg recapped the ICC nomination results from their Annual Business Meeting which was recently held in Minneapolis. He reported that Adolf A. Zubia, Fire Chief for the City of Las Cruces, New Mexico, was elected President of the International Code Council Board of Directors; Ronald L. Lynn, Building Official and Director of Development Services for Clark County, Nevada, was elected Vice President of the Board; James L. Brothers, Director of the Decatur, Alabama, Building Department, was elected Secretary/Treasurer of the

Board; John Darnall and John LaTorra were re-elected to three-year terms on the Board. Other Board members elected to three-year terms were: Patrick Parsley, Building Official for the City of Fairmont, Minnesota; Ravi Shah, Director of Urban Development for the City of Carrollton, Texas; and Cindy Davis, Building Official and Zoning Officer for Butler Township, Pennsylvania.

He also reported that voting members approved Amendment 1-2008 to the Code Council Bylaws. The measure would provide six seats on the Board of Directors that would be elected from geographical areas of the country. Membership did not approve proposed bylaw changes to add two public interest seats to the Board.

Bylaw Changes

Greg mentioned that MBPTA bylaw changes (unless editorial) must be reported to ICC's Chapter Coordinator Patty Bond or Chapter Manager of Relations Laura Scott.

Chapter President Recognition

Chapter President and Past Chapter President pins were presented by Greg Johnson to both Britt Pease and Katy Okerstrom. Past President Cecy Lukoskie was not present to receive her pin but was recognized for her valuable contributions to the organization. Member Johnson will present her pin at another meeting.

Open Floor Comments/Discussion/Comments

President Pease thanked the ICC Annual Business Meeting's National Permit Booth volunteers. She said that the people who stopped by the booth were very interested in the permit technician certification program and wanted more information about it. This was her first national conference and was amazed at the networking opportunities. She also said she thought that the entire meeting was a great success which Roger Axel verified through the many great comments he personally received.

There was concern expressed about the lack of attendees for our Annual Education (to be held on October 30th at the Mermaid Entertainment Center in Mounds View, MN). Currently, there are 25 registrants. It had been previously understood that in order to receive free ICC books needed for the meeting, there would need to be 50 registrants. Greg Johnson and Roger Axel think that number has been lowered to 30. Member Axel made a phone call to verify that only 30 registrants are needed.

President Pease announced that ICC now has two new career pamphlets: Permit Technician and Code Enforcement. She encouraged the group to take one back to each of our supervisors to take a look at.

The last MBPTA meeting of 2008 will be in November at the Andover City Hall. This will be our Annual Business Meeting with elections for officers taking place. You may e-mail your officer nominations to barb.benesch@ci.mounds-view.mn.us or in person at the meeting. Secretary Benesch reminded members that you must first get approval by your nominee before making your nomination.

Adjournment

Member Robbie Hiltz made a motion, seconded by Robin Roscoe, to adjourn the meeting at 10:35 a.m. The motion passed unanimously.

Immediately following the meeting, Tom Sendecky, Senior Investigator/Residential Building Construction Investigations and Jim Peterson, Section Chief/Plumbing Supervisor from the Minnesota Department of Labor and Industry did a presentation on the "Residential Building Contractor Program" and a question and answer session took place.

ICC Contacts

1-888-ICC-

SAFE

(422-7233)

Web address:

www.iccsafe.org

ICC eNews:

[http://](http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html)

[www.iccsafe.org](http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html)

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[index.html](http://www.iccsafe.org/news/ePeriodicals/Chapters_eNewsletter/index.html)

ICC Chapter

eNews

[http://](http://www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html)

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[subscribe.html](http://www.iccsafe.org/membership/chapters/eNewsletter/eNew-subscribe.html)



2008 Code Council National
Conference
Minneapolis, Minnesota
Permit Technicians

Just For Fun

The Eiffel Tower grows every summer. It's true! During the summer the metal expands, adding six inches to the total height of the tower.

Summertime favorites iced tea and ice cream cones both were introduced at the 1904 St. Louis Exposition.

The modern day Popsicle was discovered by a young boy who left a stirring stick overnight in a batch of a popular drink he was mixing.

Ancient air conditioning methods: The Chinese: hand-powered rotary fans, the Romans: water-cooled walls, the Persians: evaporative ponds and fans, the Egyptians: rooftop ventilators.

A "ton" of air conditioning is the amount of cooling you would get from melting one ton of ice for a 24 hour period. On another note, One ton is the equivalent of 12,000 British Thermal Units (BTUs).



Congratulations Atlanta!

The International Code Council Board of Directors recently approved a new permit technicians chapter. The chapter, Atlanta Metro Permit Technician Association, is based in the Atlanta, Georgia area. The Chapter President is Jammie Newsome.

Don't forget our Toys-For-Tots drive at the November 25th meeting!



10,000 LAKES CHAPTER
INTERNATIONAL CODE COUNCIL



10K Lakes Holiday Party

When: Friday, December 19, 2008
6:00PM Social Hour
7:00PM Dinner Buffet

Where:



3565 Labore Rd
Vadnais Heights, MN 55110 (www.visitjimmys.com)

Fee: \$20 / person



Dinner: Grand Buffet – Caesar Salad, Grilled Vegetable display, Fresh Fruit Display, Broiled Walleye w/ Lemon Cream Sauce, Chicken Marsala, Wild Rice Blend and Vegetable Medley.

* After dinner, we will have a give exchange and subsequent stealing. If you want be part of the fun, bring one (1) gift apiece. White elephant gifts are very welcome. If gifts are gender-specific, please label. *

(Go to 10klakes.org for registration form)

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
Fax (763) 717-4019 * Phone (763)
717-4028
Barb.benesch@ci.mounds-view.mn.us
[barb.benesch@ci.mounds-
view.mn.us](mailto:barb.benesch@ci.mounds-view.mn.us)

Request for Changes to the MBPTA Bylaws

The following proposed changes were submitted by the Bylaws Committee and will be voted on by MBPTA members at the November meeting. Please review the proposed changes and forward any comments or suggestions to President Britt Pease at britt.pease@ci.andover.mn.us

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Article VII, Parliamentary Authority and Rules or Order  
Article VII, Officer and Their Election

Suggested Change: Renumber the Articles—It appears that there are 2 Article VII's.

Reason for Suggested Change: Correction.

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Article V, Section 3

Article VII, Parliamentary Authority and Rules or Order
Article IX, Section 4

Suggested Change: Change capitalization of "bylaws" to be consistent so that when referring to bylaws in general terms, lower case is used and when referring to "bylaws" when defining a committee or title, upper case is used.

Reason for Suggested Change: Consistency.

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Article II, Purpose and Objectives, Section 2, B

Article IX, Duties of Officers, Section 4, Secretaries

Suggested Change: Delete the crossed out "Secretary".

Reason for Suggested Change: Correction.

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Article II, Purpose and Objectives, Section 2, Objectives

Suggested Change: Change the letter "C" to read: "To promote the value and recognition of Permit Technicians and to secure a proper place in the administrative organization".

Reason for Suggested Change: To clearly state the objective and not be redundant. Qualified personnel and minimum standards are covered in objective B.

THE MBPTA FALL SEMINAR WAS A SUCCESS!

The MBPTA held the annual education seminar on October 30th, 2008. The seminar was on *2006 IRC: "Performing Residential Plan Review"*. Our ICC Instructor was Roger Axel. Many of you know Roger, he is the Building Official of New Hope as well as a member and supporter of the MN Building Permit Technicians Association. Roger has many years of experience as an combination inspector, plans examiner and adult educator. Thank you Roger so much for teaching our class. At the seminar there was a wide variety of attendees from different municipalities, including permit technicians, building & fire officials,



President Britt Pease and Secretary I Barb Benesch

building inspectors and private contractors. The event was held at the Mermaid Event Center in Mounds View where the event was held last year. The facility once again proved to be outstanding. Toys for Tots were collected and we received numerous toys as well as cash donations. Target gift cards were purchased with the cash donations. A big thanks to those who contributed to Toys for Tots and we continue to collect toys at the MBPTA Annual Business Meeting on November 25th, 2008 at the City of Andover. A special thanks to our MBPTA Board and Education Committee for their hard work in planning this event. Thank to everyone who attended, we look forward to continue education opportunities in 2009.



ICC National Conference Minneapolis, MN

Permit Tech Booth

Judy Pozarich
State of Washington

Laurie Anderson
City of Cloquet

Bonnie Lanz
State of Oregon

Britt Pease
MBPTA President

Barb Benesch
MBPTA Secretary I

Nettie Wagner
State of Washington



Samantha Morrow - State of Texas
Cecy Lukoskie - City of Shoreview

Laurie Anderson &
Britt Pease



Bonnie Lanz &
Judy Pozarich

Lisa Kelleher & Jennifer
Harmer - City of Elk River

"got Permit Techs?"

1st Row: Bonnie Lanz, Samantha Morrow, Jeanne Witczek & Eriene Oliphant
2nd Row: Cecy Lukoskie, Britt Pease, Lisa Kelleher & Jennifer Harmer



A.M.B.O. BOOTH

Roger Axel, City of New Hope
& John Tilton, City of St. Louis Park

