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Minnesota Building Permit Technicians Association

Minutes

Tuesday, May 22, 2007

New Hope City Hall

The meeting was called to order at 9:35 a.m. The following officers were present at this meeting: President Cecy Lukoskie, Vice-President Britt Pease, Secretary Barb Benesch; Treasurer II Jennifer Harmer and Treasurer I Lisa Kelleher. The following members and guests were present: Connie Duellman, Eileen Ottney, Jackie Freppert, Jeanne Witczek, Michelle Engberg, Robin Roscoe, Roger Axel, Jan Rosemeyer, Patty Boysen, JoAnne Beckes, Tammy Siemsen, Carol Tempesta, Carri Levitski, Suzy Miller, Jennifer Bushee, Debra Hegedus, Gail Keykal, Sandy Rickerl, Steve Nelson, Aaron Borken, Karen Zacho, Julie Hultmann, Brandy Blauert, Tisha Winfield, Tori Leonhardt, Jen Lavandowska, Tina Beckfeld and Charlie Durenberger.

Before introductions took place, President Lukoskie explained that we had two different styles of MBPTA pins, celebrating 10 years, and that she would pass the samples around the room to view and we would vote on them later in the meeting. She also indicated that all members would be mailed a new pin and that they would also be available at our October seminar.

Introductions took place.

Treasurer I Harmer gave the Treasurer's Reports for April 2007, noting that expenditures for April were \$53.02 with no deposits, and May had no expenditures and a deposit of \$100. She also reported the balance in our account (copy of the reports are attached).

Michele Engberg made a motion, seconded by Jeanne Witczek, to approve the March 27, 2007, minutes without corrections. Motion passed unanimously.



Committee Reports:

Education/Planning - President Lukoskie reported that the MBPTA fall seminar location and class content has been arranged. The education is scheduled for October 23rd. She mentioned that the speaker, Linda Pieczynski, comes highly recommended. She added that her seminar, "Legal Strategies for Effective Code Administration", would appeal to not only permit technicians, but building officials and inspectors as well. She also added that Ms. Pieczynski would tailor the class to our needs and to our registrants. President Lukoskie mentioned that Ms. Pieczynski has written other books that are available for purchase. The books are entitled, "The Property Inspector's Guide: Codes, Forms and Complaints" and also, "The Building Official's and Inspector's Guide: Codes, Forms and Complaints".

There was some discussion regarding the books for our fall seminar and whether or not they would be free of charge. MBPTA has been informed that they are free to ICC "members", but it is unclear who qualifies as a "member".

President Lukoskie reminded members that Shoreview Building Official, Steve Nelson, would be providing our education for the July meeting at the City of Elk River with a presentation on the fundamentals of Roofing, Siding and Windows. Also, Doug Morem, Building Official at Goodhue County, will be at the City of Blaine for our September meeting. The education topic for this meeting has yet to be determined. President Lukoskie suggested that perhaps Met Council could provide education regarding S.A.C. charges at an upcoming meeting.

Annual School - Member Michele Engberg reminded members that the U of M education will be held January 17 and 18, 2008, and indicated that Steve Burger of ICC would be the speaker for the MBPTA education. She gave a brief description of the content of the class and informed members that books for the class are available at the U of M bookstore and will also be available at the seminar. There are five books needed for the class at a total cost of approximately \$200. The books needed are 2006 IBC, 2006 IRC, 2006 IZC, Legal Aspects of Code Administration, and Basic Code Enforcement. She also added that there were courses on Wednesday, January 16th pertaining to "career development day" that included writing, reporting, etc. We also discussed possibly having a booth at the education again next year.

Member Engberg continued with the Region III education update. She stated that a meeting was held on May 14th and that the committee had received a copy of our recent survey results regarding what permit techs would like to see for education at

the February 2008 Institute. She mentioned that contractor licensing and data practices are possible topics. She reminded members that our top choice from the survey was plan review, so that topic may be explored; however it was a concern as to whether or not we could utilize a full day on this topic.

Member Axel suggested that perhaps having a half-day seminar on one topic and another half-day with another topic. He also reported that the classes at the institute next year would be broken down in to one and two-day seminars to make it easier for people to attend. He added that there will again be a trade show and that a booth space would be available for MBPTA. President Lukoskie added that Joe Ryan, Chair for the Region III education committee, is asking for suggestions from us for education topics.

Bylaws - President Lukoskie recapped a discussion from the last meeting regarding combining all of the education committees into one. She suggested continuing the discussion at our July meeting. Member Levitski inquired as to whether or not the State Advisory Committee should also be included in the overall committee. She suggested having one "core" committee and then sub-committees or separate "chairs" for State Advisory, U of M, Region III and MBPTA's education.

Communications Committee - Secretary Benesch indicated that we need to work on updating our website. President Lukoskie added that she would like to get a photo of the board and various meeting photos and place them on the website.

10K Lakes - Member Borken informed members that the 10K Lakes Chapter is again accepting applications for \$1,000 scholarships. This opportunity is open to anyone involved in a BIT program. Member Axel added that two scholarships were awarded to individuals in BIT programs last year. Mr. Borken also mentioned that 10K Lakes roadside cleanup that is scheduled and also they are constructing a ramp for a person in need this evening. He mentioned that the 10K meeting next month would address the July Code adoptions. He noted that anyone who is interested in a scholarship application, he had some with him today.

State Advisory Board - Member Levitski attended the last committee meeting and reported that they had interviewed three instructors and that some of the BIT classes had been restructured. The board discussed whether or not class prerequisites should be required when registering for certain classes. She added that by fall semester, all BIT classes will be available on-line, and added that there will also be some web-enhanced classes offered. They are also considering offering

summer BIT classes for 2008, which would be on-line only. She asked that anyone having concerns with the on-line classes to contact her or Ron Sonnek.

Member Borken commented that he thought surveys/evaluations should be mandatory in all classes. Member Levitski stated that she would bring up his concern at the next State Advisory meeting.

General Business

Region III - A question was raised as to who made up the Region III board. Member Axel informed the group that the Region III board members consisted of building officials, fire department staff and permit technicians. An inquiry was made as to when meetings were held, and it was suggested that Region III meeting dates be placed in the newsletter.

Mr. Axel reminded members that the ABM will be held in Minnesota in 2008, and that they are desperately looking for people to help with the event. Vice-President Pease asked if Mr. Axel could explain to new members and guests what ABM is. He explained that ABM is ICC's Annual Business Meeting where they discuss the business and managerial aspects, code development processes, and educational offerings of ICC. He added that people from all over the world would be in attendance. Mr. Axel stressed the need for people to assist with the event. President Lukoskie added that there will be a meeting at this year's 2007 ICC Annual Educational Conference in Reno, Nevada, this fall to discuss scheduling a meeting for permit technician organizations at the upcoming ABM. Member Axel suggested that someone representing MBPTA attend this conference.

Roger Axel made a motion, seconded by Suzy Miller, to approve sending an MBPTA representative to the ICC annual education conference in Reno to promote the 2008 ABM here in Minnesota. Motion passed unanimously.

MBPTA Pin - President Lukoskie took a vote on which pin the members wanted. The pin with the gold banner at the bottom received an overwhelming majority and an order will be placed for the pins as soon as possible.

Combining Education/Annual School Committees - this item discussed previously in the meeting.

Caring for the Community - Member Borken indicated he had not received any feedback regarding the survey that was distributed to members regarding this

item. President Lukoskie explained that the majority of members who replied to the survey indicated that they would prefer to donate food or money to the food shelf and "Toys for Tots" in November. It was again suggested that a donation box be placed at each meeting for those that wish to donate money and that any amount received would be recorded in the newsletter.

Steve Nelson, Shoreview Building Official, again reminded members that 10K Lakes would be constructing a ramp for an individual in Fridley/Columbia Heights this evening and invited all to join them.

Open Floor - Member Levitski informed members that Don Sivigny from the Department of Labor and Industry is inviting MBPTA to join them at the State Fair booth again this year August 23rd through September 3rd. Shifts would run from 9:00 a.m. to 3:00 p.m. and 3:00 p.m. to 9:00 p.m. Ms. Levitski has volunteered the last two or three years and is asking others to join in since she will not be able to participate this year. Members can contact her for further information.

Member Jeanne Witczek from the City of Minnetonka announced that long-time colleague and affiliate of MBPTA, Sue Northernstold of the City of Minnetonka, will be retiring. Ms. Witczek invited members to attend a reception for her on May 31 from 2:00 p.m. to 4:00 p.m. at Minnetonka City Hall.

Carri Levitski made a motion, seconded by Gail Keykal, to adjourn the meeting at 10:45 a.m. The motion passed unanimously.

Immediately following the meeting Robin Roscoe and Charlie Durenberger, from the Minnesota Department of Labor & Industry provided education to the Members. Robin demonstrated how the on the online surcharge report functions, and Charlie held a question and answer session regarding contractor licensing.

Respectfully submitted,



Barb Benesch
MBPTA Secretary