



MINNESOTA BUILDING PERMIT TECHNICIANS ASSOCIATION

Volume 14, Issue 1

January/February 2011

“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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MEET YOUR 2011 OFFICERS

LEFT TO RIGHT: MAY VANG (SECRETARY I), KATIE SCHLUNDT (TREASURER I),
MICHELE ENGBERG (VICE PRESIDENT), AND BARB WILLIAMS (PRESIDENT)



The 2011 Officers met on January 5th in Inver Grove Heights (see Officers notes - page 10)

OFFICERS

President

Barb Williams - City of Otsego
8899 Nashua Avenue NE
Otsego, MN 55330
763-441-2593 • fax 763-441-8823
barb@ci.otsego.mn.us

Vice-President

Michele Engberg - Goodhue Co.
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Red Wing, MN 55066
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michele.engberg@co.goodhue.mn.us

Secretary I

May Vang - City of New Brighton
803 Old Highway 8 NW
New Brighton, MN 55112
651-638-2043 • fax 651-638-2044
may.vang@newbrightonmn.gov

Treasurer I

Katie Schlundt—City of Roseville
2660 Civic Center Dr
Roseville, MN 55113
Work 651-792-7089 •
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katie.schlundt@ci.roseville.mn.us

Secretary II

Position Vacant

Treasurer II

Position Vacant

PHOTOS FROM THE 55TH ANNUAL INSTITUTE • JANUARY 10, 2011

**BUILDING CODE -
INTENT AND PURPOSE:
“WHY DO WE DO THAT?”**

Matt Simoneau,
City of Blaine



...answer:

- ◆ HEALTH
- ◆ SAFETY
- ◆ WELFARE



more photos
on page 5

See page 5 for 2011 Annual Institute & Region III Education photos & details...

Message from your President...



ANNUAL MBPTA MEMBERSHIP DUES VARY BY SIZE AND TYPE OF YOUR CITY AND/OR ORGANIZATION. MEMBERSHIPS START AS LOW AS \$50 PER YEAR. THE 2011 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
- Scholarships for Higher Learning Programs for Members and Children of Members

Mail your completed membership form and check to:
Katie Schlundt
City of Roseville
2660 Civic Center Dr
Roseville, MN 55113

Make checks payable to:
MBPTA

Hi all!

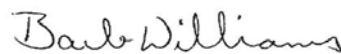
So unless you've been living under a rock, you've heard all the 'doom and gloom' forecasted for the 2011 housing industry.

Our department budgets and even our jobs are under microscopic scrutiny yet again. You almost feel 'guilty' asking to attend meetings and seminars because of the additional strain your absence puts on your co-workers.

Maybe we're looking at it wrong. Understandably, we have to work within our city's budgets and even some travel restrictions, but education is paramount to safety – our industry's core. I'm not suggesting we march into our respective boss's offices and demand they allow us to attend the MBPTA meetings or annual institutes, but if we are sincerely passionate, we not only become champions of the building safety industry, we can become contagious.

With education playing such a huge role in achieving building safety, I feel we are obligated to push our local officials harder. It really is that important. Who knows, maybe we could breach a gap, leading them to a greater understanding of our industry's objective.

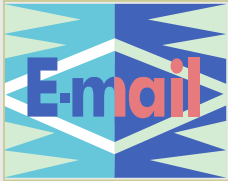
-Stay warm!



MBPTA President



RSVP May Vang at
[may.vang@
newbringtonmn.gov](mailto:may.vang@newbringtonmn.gov)
if you are
attending the
February
meeting in



MBPTA
MEETINGS
ARE THE
LAST
TUESDAY OF
EVERY
OTHER
MONTH AT
9:30 A.M.,
UNLESS
NOTIFIED
OTHERWISE.

**Next Meeting: Tuesday, February 15, 2011
City of Minnetonka at 9:30 a.m.**

*Following the regular meeting is the 1st Education Committee
Meeting for 2011... please join us! Lunch will be provided.*

AGENDA

CITY OF MINNETONKA

TUESDAY, FEBRUARY 15, 2011

9:30 A.M.

1. CALL TO ORDER
2. INTRODUCTIONS OF MEMBERS, GUESTS AND NEW OFFICERS
3. APPROVAL OF MINUTES: NOVEMBER 23, 2010 ABM (OTSEGO)
4. APPROVAL OF TREASURER'S REPORT
5. COMMITTEE REPORTS
 - A. EDUCATION COMMITTEE
 - I. U OF M – MICHELE ENGBERG
 - II. REGION III – ROGER AXEL
 - B. COMMUNICATIONS COMMITTEE – BARB WILLIAMS / MAY VANG
 - C. STATE ADVISORY BOARD – LINDA SINGER / MICHELE ENGBERG
6. GENERAL BUSINESS
 - A. 2011 MBPTA OFFICERS
 - I. TREASURER II VACANCY
 - II. SECRETARY II VACANCY
 - B. COMMITTEE VOLUNTEERS NEEDED – *ALL COMMITTEES*
 - C. VOLUNTEER EVENTS
 - D. PERMIT TECH – QUESTION & ANSWER REVIEW
 - E. AWARD PRESENTATION TO PAST SECRETARY BARB BENESCH
AND PAST TREASURER PATTI WASMUND
 - F. OPEN FLOOR FOR COMMENTS / QUESTIONS / DISCUSSIONS
7. ADJOURNMENT

CARING FOR OUR COMMUNITY:

- ◆ CASH OR CHECK DONATIONS FOR FOOD TO "HUNGER SOLUTIONS OF MN" ARE BEING ACCEPTED. PLEASE MAKE YOUR CHECKS PAYABLE TO "HUNGER SOLUTIONS OF MN" AND THANKS FOR GIVING.



MBPTA NEWS & UPDATES



(Pictured above is Roger Axel, one of our Education Presenters at the MBPTA meetings)

2011 MBPTA MEETINGS:

- February 15 - Minnetonka (directions on pg 11)
- March 29 - Roseville
- May 24 - New Hope
- July 26 - New Brighton
- September 27 - Circle Pines
- October 25 - TBD (Fall Education Day)
- November 29 - Otsego (ABM Meeting)

Beginning February 1, 2011



All firms doing work in pre-1978 housing or child-occupied facilities must meet the EPA LEAD requirements:

Visit www.epa.gov for more information

What Activities Are Subject to the Lead Renovation, Repair and Painting Program? In general, any activity that disturbs paint in pre-1978 housing and child-occupied facilities, including:

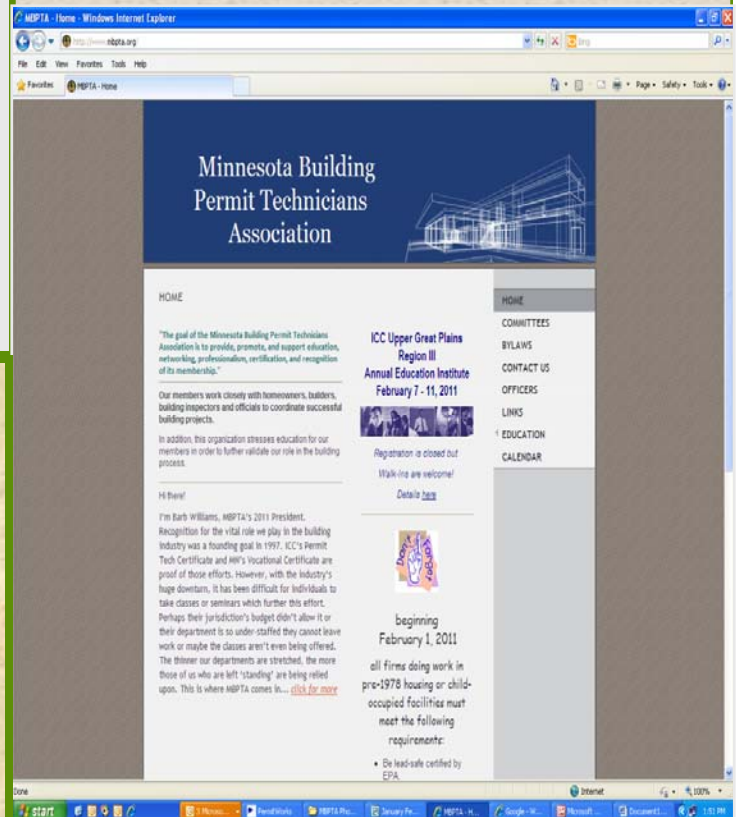
- Remodeling and repair/maintenance
- Electrical work
- Plumbing
- Painting preparation
- Carpentry
- Window replacement

www.epa.gov/lead/pubs/sbcomplianceguide

VISIT OUR NEW AND IMPROVED WEBSITE AT WWW.MBPTA.ORG !

THINGS YOU CAN FIND WHEN VISITING:

- ◆ Links to ICC, AMBO...etc
- ◆ Links to other Permit Tech websites
- ◆ Exam Details and Fees
- ◆ How to Become a Certified Permit Tech
- ◆ Study Guides and Materials
- ◆ Upcoming Events and Education
- ◆ MBPTA's Lending Library
- ◆ Links to MN Dept of Labor & Industry
- ◆ Building Code Resources
- ◆ MBPTA 2011 Event Calendar



THANK YOU BARB WILLIAMS (AKA PRESIDENT WILLIAMS) FOR GIVING OUR WEBSITE A FACE LIFT.





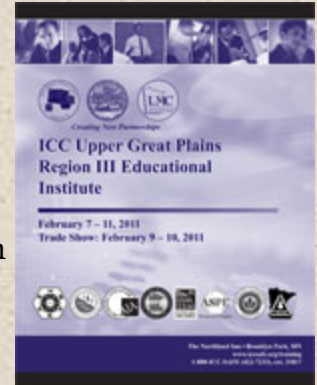
EDUCATION HIGHLIGHTS



ICC Region III / AMBO Institute

Date: February 7th through February 11

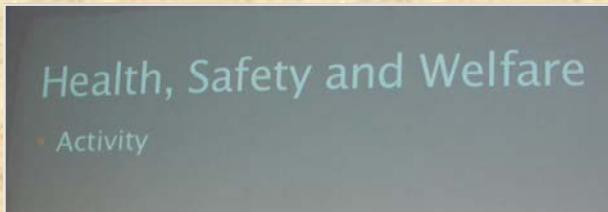
Where: The Northland Inn
Brooklyn Park, Minnesota



Planning for this week-long institute is in high gear! If you missed Bill Joynes in the Fall, you can catch him in February. Bill will present a full day of professional development to include ethics for the workplace. Barb Hoese will be returning in the professional development track. Specialty programs will include a number of offerings that tackle energy conservation and green building. Peter Kulczyk will be among the green-building presenters. In addition to sessions for professional development and green building, there are tracks for plumbing, mechanical, fire, housing, and building. Look for Russell Thornburg and Greg Karow to address residential code topics. Look for Steve Thomas, Doug Thornburg, and Greg Karow to address IBC topics.

VISIT [HTTP://WWW.ICCSAFE.ORG/EDUCATION/COURSES/DOCUMENTS/REGIONIII.PDF](http://www.iccsafe.org/education/courses/documents/regioniii.pdf) TO DOWNLOAD OR VIEW THE ENTIRE BROCHURE OF ALL THE COURSES BEING OFFERED.

More photos from 2011 January Annual Institute...



Group Activity...health, safety, or welfare?

More fun discussions... :)



Food and snacks

**Meeting Minutes
(Annual Business Meeting)
Tuesday, November 23, 2010
Otsego City Hall**

The meeting was called to order at 9:40 am by President Williams. The following officers were present: President, Barb Williams; Vice-President, Michele Engberg; Secretary I, Barb Benesch; and Secretary II May Vang. The following members and guests were present: Debi Close, Roger Axel, Katie Schlundt, Connie Duellman, Britt Pease, Matt Simoneau, Megan Bonnema, Patty Boysen, Scott Holm, Jeanne Witczek, and Tom Joachim.

Introductions took place.

Cast Ballots for 2011 Election & Bylaws

Secretary I Benesch distributed ballots for the 2011 officer election and bylaws vote. She announced current nominations for each position and also requested additional nominations if any. She explained that Secretary II Vang accepted a nomination for Secretary II but has agreed to accept a nomination for Secretary I if there were no other accepted nomination. Benesch was nomination for Secretary I but gracefully declined. Vang was moved to the Secretary I nomination and removed from Secretary II. With no further nomination being made, members voted by paper ballot. Ballot were turned in and tallied as the meeting proceeded.

Minutes

Secretary I Benesch explained to members that at the last meeting a non-member seconded the motion to approve the July 27, 2010 minutes and therefore they needed to be "re-approved". Member Witczek made a motion, seconded by Member Pease to approve the minutes of July 27, 2010 as presented. The motion passed unanimously. There were no corrections to the September 28, 2010 minutes. Member Benesch made a motion, seconded by Member Schlundt, to approve the September 28, 2010 minutes as presented. The motion passed unanimously.

Treasurer Wasmund was absent so the treasurer's report was tabled until the next meeting.

Committee Reports

Education

U of M - Vice-President Engberg recapped the education that would be offered at the 2011 Annual Institute for Building Officials and urged everyone to attend.

Region III - Member Axel gave a brief update on the Region III Institute which will be held in February. He added the fire marshal participation at this year's institute. Engberg added that there is a lot of code related and professional development education for those that are not into the more technical sessions. Axel continued by saying that the Northland Inn, the location of the institute, has had some major renovations this past year and is looking very nice. He concluded by noting that the brochures for the institute were recently sent via U.S. mail.

Member Axel informed members of an upcoming contractor continuing education training sponsored by AMBO and 10K Lakes entitled, "Concepts of Green Building Practices" that will be held on several dates and at several locations throughout the metro area in January, February and March of 2011. He had copies of the brochure and noted that it was also available on both the AMBO and 10K Lakes website. President Williams added that the February ICC conference also includes a session on "green" building.

Communications Committee

President Williams announced that the MBPTA website received a "face lift". She gave a "hands on" demonstration and showed members how to navigate through the revamped site. She asked members to contact her with any concerns, corrections or updates. Member Pease wanted to make sure that pertinent and current membership information such as the membership application, minutes and newsletters were posted on the site.

President Williams thanked Secretary II Vang for her job on the recent newsletters and also thanked Secretary I Benesch for assisting Vang with taking over that task.

Member Pease suggested possibly decreasing the size of the newsletter by placing some of the repetitious information on the website instead of in the newsletter. Members agreed.

State Advisory Board

Vice-President Engberg reported that the MNSCU Advisory board met last week. She added that Matt Simoneau and Scott Holm, members of the board, were present to discuss the proposed changes in the BIT curriculum. It was suggested that the discussion take place after the meeting was adjourned.

General Business

Permit Tech Questions

President Williams reviewed the Permit Tech questions and answers that were in our November/December newsletter. Some discussion ensued regarding some great questions that were in this edition. It was suggested that the source of the answers to each question also be referenced in the newsletter.

Region III Membership and 2011 Budget

Because Region III membership is required as an ICC Chapter and annual dues is part of that membership, it was decided that this item be reviewed as part of the 2011 budget and not as a stand-alone item.

Because the board received the final proposed 2011 budget just yesterday, it was the consensus of the board to table this item until the next meeting. Member Pease made a motion, seconded by Member Benesch, to table consideration of the 2011 budget until officers had a chance to review it. The motion passed unanimously.

Open Floor for Comments/Questions/Discussions

Member Axel brought up a question regarding a plumbing contractor who recently attempted to pull a permit to install an RPZ in the City of New Hope even though his license came up as a restricted plumbing license. He inquired as to how many of the permit techs followed through with checking licensure for contractors. Further discussion ensued regarding methods of checking and verifying state contractor licensure.

2011 Meeting Dates and Locations

President Williams prepared a calendar for the group showing proposed MBPTA meeting dates. President Williams suggested that the February meeting date be moved up because Secretary Vang would be on vacation during the regular February 22nd meeting date. It was the consensus of the board to move the meeting to February 15th. The following meeting locations were offered:

February 15	City of Minnetonka
March 29	City of Roseville
May 24	City of New Hope
July 26	City of New Brighton
September 27	City of Circle Pines
November 29 ABM	City of Otsego

Some discussion took place regarding the location of our 2011 fall seminar. The Board expressed some dissatisfaction with the Mermaid Entertainment Center in that they were not equipped to supply common supplies and equipment needed for our presentations and that if we used certain equipment of theirs, such as a microphone, there was an additional fee to use it. Looking into other venues was discussed such as City community centers. It was suggested that a mass e-mail be sent to solicit ideas and information.

2011 MBPTA Officers and Bylaws

Secretary I Benesch announced that the votes had been tallied and the results for 2011 Officers are:

President	Barb Williams
Vice-President	Michele Engberg
Secretary I	May Vang
Treasurer I	Katie Schlundt
Secretary II	Vacant
Treasurer II	Vacant

(The Bylaws with no changes were also approved).

Adjournment

There being no further business, Member Witczek made a motion, seconded by Member Pease, to adjourn the meeting at 10:42 a.m.

Respectfully Submitted,

Barb Benesch
MBPTA Secretary I

PERMIT TECH QUESTIONS

2-15-11

1. If tests are required due to insufficient evidence of code compliance, they may be performed by:
 - A. The building official
 - B. The manufacturer
 - C. An approved agency
 - D. The builder

Ref. International Building Code (IBC) 104.11.2

2. The building official can deem a structure unsafe if it is:
 - A. Not secured against entry
 - B. Inadequately ventilated
 - C. Dangerous to public welfare
 - D. All of the above

Ref. IBC 115.1

3. A load-bearing wall is any metal or wood wall that supports more than _____ pounds in addition to its own weight:
 - A. 50
 - B. 100
 - C. 200
 - D. 500

Ref. IBC Chapter 2, Definitions

4. Landscaping must be completed within 1 year of:
 - A. Occupancy
 - B. The issuance of the Certificate of Occupancy
 - C. The issuance of the building permit
 - D. None of the above

Ref. International Zoning Code, 805.1

5. A public duty doctrine may be adopted by a state in order to:
 - A. Enforce code compliance
 - B. Protect the building official
 - C. Protect the contractor
 - D. Determine if a city has met a specific obligation

Ref. Legal Aspects of Code Administration, p. 107

Annual Officers' Meeting

The 2011 MBPTA officers met the afternoon of Wednesday, January 5, 2011 in Inver Grove Heights for the annual organizational meeting.

Many items were discussed. The Board looks forward to a great year ahead!

Present at the Meeting Barb Williams, President; Michele Engberg, Vice President; May Vang, Secretary; Katie Schlundt, Treasurer; Britt Pease, Past President; Barb Benesch, Past Secretary

Officer Contact Numbers - Officers shared contact phone numbers.

MBPTA Calendar - Barb Williams distributed a calendar. The calendar is available on-line and can be accessed through the MBPTA Website.

Education Committee - There will be a meeting of the Education Committee immediately following the regular February MBPTA general membership meeting. Current Education Committee members will be contacted relative to their continuing participation on the committee as well as to their attendance at this very critical meeting. A meeting announcement and invitation to the Education Committee meeting is planned for the next MBPTA Newsletter. All MBPTA members are welcomed and encouraged to volunteer to be involved with the Education Committee or to offer comments and suggestions to the Committee.

February Meeting - A speaker will be sought for the February membership meeting. It is hoped that someone can address requirements and implementation of the new Lead Certification verification rules.

Committee Structure - The Board agreed that it would be beneficial to review the organizational committee structure. The goal would be to better "share the load" of the existing tasks with more members. Discussion ensued. Specific areas that could use additional support include tracking membership lists, doing email blasts, tracking and updating meeting locations/hosts/education topics, newsletter, marketing, communications, tracking and utilizing ICC Chapter rewards, and so forth. The officers would like to continue discussion with the general membership at the February meeting.

Bylaws - The Bylaws Committee does an annual review of the Bylaws. Because standing committees are part of the current organizational Bylaws, the Bylaws Committee will want to be aware of any specific proposals that may evolve to make adjustments to the existing committee structure.

New Treasurer Update - Treasurer, Katie Schlundt, will be meeting with the out-going treasure on Thursday 6 January 2011. An Audit is yet to be completed.

2011 Budget - The Board reviewed the Proposed 2011 Budget. Additional funding was proposed for the Annual Fall Education, for officer meetings, for committee meetings, and for marketing items. The Proposed Budget will be updated and brought to the February meeting for approval by the general membership.

ICC Region III Institute - Barb Williams had an update from Roger Axel on the ICC Region III/AMBO Institute coming in February at the Northland Inn. Numbers are very strong.

ICC Chapter Rewards - The current status of the ICC Chapter Rewards is not known.

ICC Liaison - Pat Parsley is the current ICC Chapter Liaison. Barb Williams will invite him to attend a regular MBPTA Chapter meeting.

Web Site - Everyone is encouraged to visit the updated Website and offer comments and suggestions.

Marketing Items - MBPTA brochures, membership forms and pens will be available at the MBPTA sponsored seminars at the 2011 Annual Institute for Building Officials at the University of Minnesota this month. The same items will be made available at the registration table at the Region III Institute at the Northland Inn in February.

A fleece jacket will be entered into a drawing at the next Fall Annual Education Day event. Secretary May Vang will seek quotes on ordering MBPTA pins.

Do-To List - Past President Pease shared a list of items that the officers can use as a tool to help track annual organizational duties and tasks.

Board Communications - Much of the officers' internal communication is done by email. However, it is felt that at least two face-to-face officer meetings per year will help the board pull together and stay better focused. Additionally, the board will plan brief recap meetings following each regular meeting of the organization.



SMOKE DETECTOR:

YOU'LL NEVER HAVE TO WORRY ABOUT CHANGING THE BATTERIES.

**ANSWERS TO PERMIT TECH QUESTIONS:
ANSWERS FROM PAGE 9**

- 1) C. An approved agency
- 2) D. All of the above
- 3) B. 100
- 4) A. Occupancy
- 5) B. Protect the building official



Is Spring around the corner... yet?

**DIRECTIONS TO CITY OF MINNETONKA
14600 MINNETONKA BLVD
MINNETONKA, MN 55345-1502**

From East: US-12 /I-394 E, EXIT 231A, merge onto I-494 S, take EXIT 17 toward MINNETONKA BLVD, turn LEFT on MCGINTY RD W/ CR-5 W, turn SLIGHT RIGHT onto WILLISTON RD to 14600 MINNETONKA BLVD.

From West: I-94 E to I-394 W, EXIT 231A, merge onto I-494 S, EXIT 17 toward MINNETONKA BLVD, turn LEFT on MCGINTY RD W/ CR-5 W, turn SLIGHT RIGHT onto WILLISTON RD to 14600 MINNETONKA BLVD.

From North: I-35 W to I-694 W, south on I-494, EXIT 17 toward MINNETONKA BLVD, turn LEFT on MCGINTY RD W/ CR-5 W, turn SLIGHT RIGHT onto WILLISTON RD to 14600 MINNETONKA BLVD.

From South: I-494 N, EXIT 17 toward MINNETONKA BLVD, turn LEFT on MCGINTY RD W/ CR-5 W, turn SLIGHT RIGHT onto WILLISTON RD to 14600 MINNETONKA BLVD.



**NEWSLETTER
EDITOR
INFORMATION**

As always, please make sure you send all RSVP's and mailing list information to May Vang. 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 your e-mail address changes or if you change places of employment, please let us know so that we can update our e-mail list! Thank you!!

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.

May Vang, Secretary I

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Fax (651) 638-2044

may.vang@newbrightonmn.gov