

MOORHEAD FIRE DEPARTMENT
DIVISIONS

1983 ANNUAL REPORT

TABLE OF CONTENTS

Chief's Report 1

Fire Prevention Report 3

Training Report. 5

Mechanic's Report. 7

Reports on Emergency Calls . . . 8

Fire Department Personnel. . . .14

Environmental Health Report. . .16

Building Codes Report.25

Moorhead Fire Department

111 - 12th Street North
MOORHEAD, MINNESOTA 56560
PHONE 299-5434

MARLAN V. ANDERSON
Fire Chief



Honorable Mayor and Members of the Moorhead City Council:

The 1983 Fire Department annual report represents the combined effort and cooperation of all members of the Fire Department and divisions within the Fire Department.

The total fire loss for 1983 amounted to \$142,713. This is a decrease of \$35,277, or approximately 25% less than 1982. The total number of emergency medical calls increased by 99% over last year's calls. There were no fire deaths in 1983.

An unusual event occurred in our department in 1983: Assistant Chief Raymond Rasmussen retired after thirty years of service, Fire Fighter Lewellyn Hulst resigned after thirteen years of service, and Fire Fighter Roy Simmons resigned after ten years of service. Three fire fighters were then hired: Eric Lee, Glenn Thomas and Clay Dietrich.

An arbitrator's decision granted a five percent increase in salary for the fire fighters, and when the money had to come out of the salary budget three men were laid off September 1 for the duration of 1983. They were then recalled January 1, 1984.

Reports from Fire Prevention, Fire Relief Association Building Codes and Environmental Health are included in this report.

I want to thank Mayor Lanning and members of the Moorhead City Council, with a special thanks to Chairperson Barbara Sipson, Mary Davies, Vic Fergen and Leo Eldred of the Public Safety Committee for the help and direction I have received this past year.

Respectfully submitted,

Marlan Anderson

Marlan Anderson
Fire Chief

Moorhead Fire Department

111 - 12th Street North
MOORHEAD, MINNESOTA 56560
PHONE 299-5434

MARLAN V. ANDERSON
Fire Chief



UPCOMING GOALS FOR MOORHEAD FIRE DEPARTMENT

1. Develop and train personnel in Fire Prevention, Health, Building Codes and Suppression to utilize the computer system.
2. To continue a thorough investigative procedure in close cooperation with organizations involved when a fire or explosion occurs.
3. To improve relationship between the Police and Fire Department management personnel.

City of Moorhead Fire Department

FIRE ADMINISTRATION
299-5434

BUILDING CODES
299-5424

ENVIRONMENTAL HEALTH
299-5328

ZONING
299-5424

HOUSING
299-5434

111 - 12th STREET NORTH
MOORHEAD, MINNESOTA 56560



1983 FIRE PREVENTION REPORT

The 1983 annual report for the Fire Prevention Bureau is approximately in line with the 1982 report. The man hours on inspections have decreased; this is the result of a greater time demand on the Fire Marshal for teaching, meetings and related building code items. The third quarter for 1983 did not have a shift inspector or forty hour man on duty. The numbers from the southside station are approximately the same.

We hope to increase these numbers this year since a forty hour inspector is now on duty and there will be a more complete inspection program by the southside station.

The number of inspections and violations are in line with other years. I feel the addition of the forty hour man and a more comprehensive program with the southside station will bring these numbers up to a suitable number of inspections made, violations corrected, and an increase in all other areas covered in this annual report.

Respectfully submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

City of Moorhead Fire Department

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QUARTERLY TOTAL FIRE PREVENTION REPORT

<u>JANUARY 1, 1983 THROUGH DECEMBER 31, 1983</u>	<u>1ST QTR</u>	<u>2ND QTR</u>	<u>3RD QTR</u>	<u>4TH QTR</u>	<u>TOTAL</u>
Fire Prevention Man Hours on Field Inspections.	338	238	522	367	1,465
Fire Prevention Bureau Inspections.	257	360	534	298	1,449
Written Violations.	107	212	185	152	656
Verbal Violations12	.21	.52	.13	.98
Corrections	132	203	277	252	864
Housing Inspections	129	240	376	179	924
Units Inspected99	220	341	207	867
Commercial Inspections.	119	.92	158	.84	453
Building Code Inspections	6	2	0	5	.13
Day Care Inspections.	7	.19	.15	.29	.70
Bar Inspections	4	.14	0	0	.18
<u>TIME SPENT IN THE FOLLOWING AREAS (HOURS):</u>					
Meetings & Conferences.22	.44	.65	.58	189
Schools Attended.64	.40	136	.13	253
Fire Investigations12	.18	1	.12	.43
Fire Safety Classes Given17	.42	.15	.12	.86
Fire Department Duties.40	.44	.40	.29	153
Court Related Appearances8	.10	.27	.21	.66
TOTAL HOURS	163	198	284	145	790

Respectfully Submitted,

Gary L. Schulz
Gary L. Schulz
Fire Marshal

(Time does not include office time or research)

TRAINING DIVISION

TRAINING RECEIVED IN ALL FACETS OF FIRE DEPARTMENT OPERATIONS

Fire Streams, Hose & Nozzles	223
Driving.	116
Hydraulics	199
River Rescue	7½
Structural Burns86
Ventilation.22
High Rise Plans.20
Medical Training64
Chemistry of Fire69
Masks.83
Equipment.65
Recruit Training	120
Miscellaneous.	384
Hydrant Maintenance.	157

1,615½ Man Hours

TRAINING RECEIVED BY DEPARTMENT MEMBERS FROM PEOPLE OUTSIDE OF THE DEPARTMENT

- Mills Mutual Grain Elevator Fire Fighting
- Midwestern Gas Company Pipeline Fires
- Dan Dugan -- Tank Transports
- Identification of Hazardous Materials -- State of Minnesota
- City Safety Seminar

BLOOD PRESSURES GIVEN DURING 1983: 1,023

DIRECTOR OF TRAINING

I spent 283 hours in preparation of material, developing visual aids, and attending meetings pertaining to training. Of those 283 hours, 65½ were off duty. I also attended two Minnesota Instructors Conferences during the year.

Respectfully submitted,



Martin Soeth
Director of Training

City of Moorhead Fire Department

FIRE ADMINISTRATION • BUILDING CODES • ENVIRONMENTAL HEALTH • ZONING • HOUSING
 299-5434 299-5424 299-5328 299-5424 299-5434

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MECHANICAL WORK

WORK PERFORMED BY JERRY SHAWSTAD, HEAD MECHANIC

Mechanical work performed on trucks, lawn equipment, snow blower, cars, water pump, etc.225 hours
Mechanical work performed on Fire Prevention equipment . .	65 hours
Fire station extra work: Building repair, overhead doors, washer, dryer, etc.	30 hours
Record keeping	80 hours

WORK PERFORMED BY CARROLL SIMPSON, ASSISTANT MECHANIC

Mechanical work performed on lawn equipment, water pump, cars, snow blower, etc.	65 hours
Mechanical work performed on Fire Prevention equipment . .	26 hours
Fire station extra work: Building repair, overhead doors, washer, dryer, etc.	30 hours
Record keeping	25 hours

OTHER MEMBERS ASSISTING IN MECHANICAL/BUILDING UPKEEP

M.S.A. mask work performed by Don Bratlien	80 hours
Other members of Fire Department	263½ hours

TOTAL HOURS 889½ hours

REPORT OF THE NUMBER OF ALARMS AND THE TOTAL DOLLAR AMOUNT
OF FIRE LOSS WITHIN THE CITY OF MOORHEAD

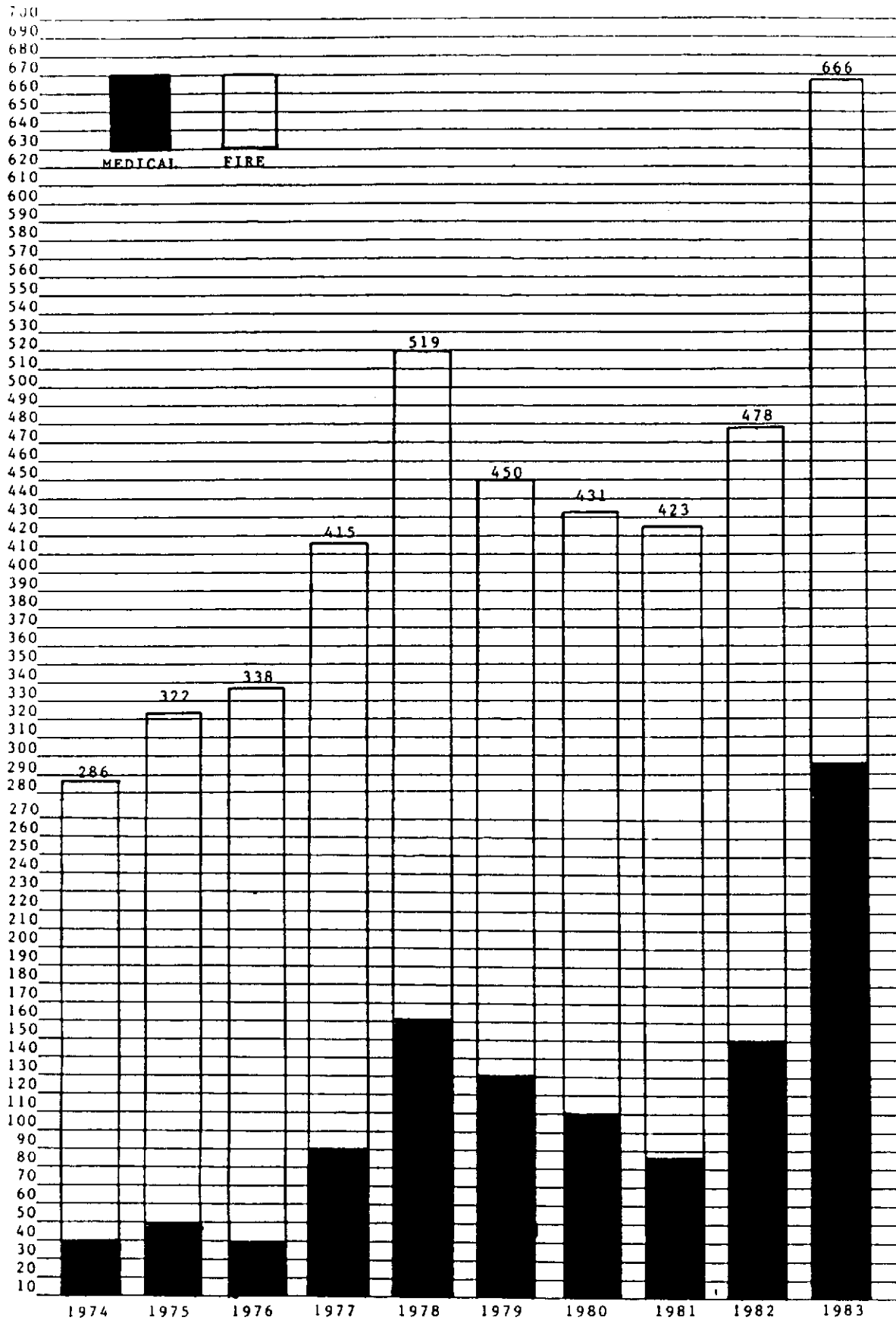
	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
PUBLIC ASSEMBLY	2	0	1	3	1	0	2	0	0	0	1	0	10
EDUCATION	8	5	6	6	1	2	1	0	3	4	5	1	42
INSTITUTION	2	0	0	2	0	2	3	0	2	0	0	2	13
RESIDENCE DWELLING	5	10	5	2	6	1	2	3	5	7	3	17	66
RESIDENCE APARTMENT	3	5	3	6	3	3	2	5	7	10	9	10	66
MERCANTILE STORE	0	1	0	1	2	0	1	0	1	0	1	1	8
OFFICES	0	0	1	0	0	1	0	0	1	1	0	4	8
INDUSTRIAL MANUFACTURE	1	0	0	0	1	0	0	1	1	0	1	0	5
SPECIAL PROPERTIES	0	0	3	1	0	0	0	0	0	0	1	1	8
MOBILE VEHICLES	1	3	4	4	4	5	8	4	4	1	3	6	47
MEDICAL EMT FIRST AID	19	25	30	21	26	22	21	30	27	22	14	39	296
RESCUE	0	0	1	0	1	0	0	1	0	0	2	0	5
INVESTIGATE	6	2	0	2	3	2	3	5	3	2	3	6	37
FALSE ALARM	1	0	0	1	0	2	1	1	0	1	1	2	10
MUTUAL AID	0	0	0	0	1	1	1	0	0	0	1	0	4
MISCELLANEOUS OTHER	0	0	1	6	8	4	7	4	2	4	3	2	41
TOTAL	48	51	55	55	57	45	52	54	56	54	48	91	666
TOTAL FIRE LOSS	\$4,050	\$4,000	\$5,665	\$5,700	\$53,050	\$400	\$2,300	\$3,450	\$6,850	\$1,300	\$42,098	\$13,500	\$142,713

FIRE LOSS:

STRUCTURAL: \$109,215
VEHICLE: \$ 33,498

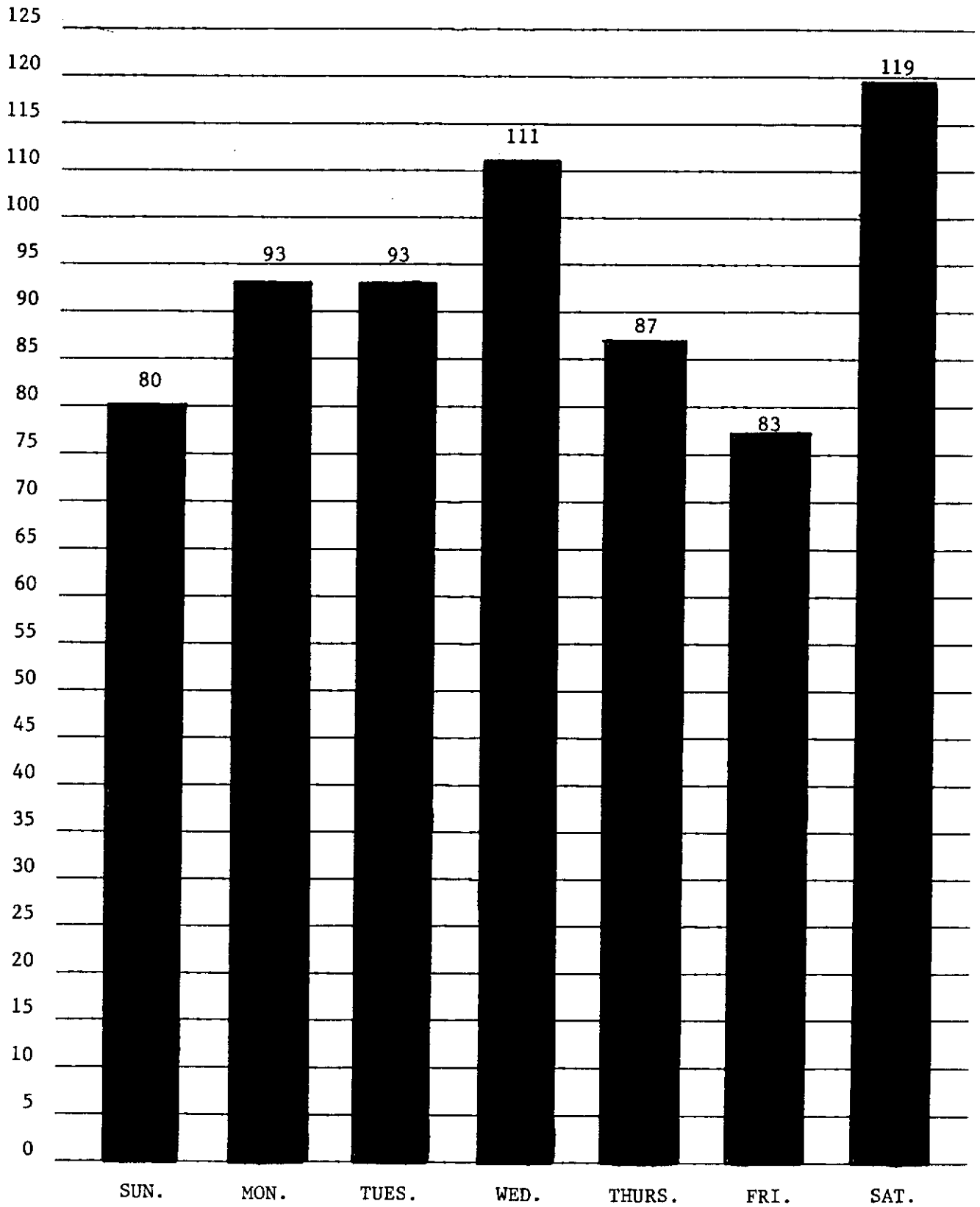
—————
\$142,713

NUMBER OF FIRE ALARMS IN MOORHEAD FOR THE LAST TEN YEARS



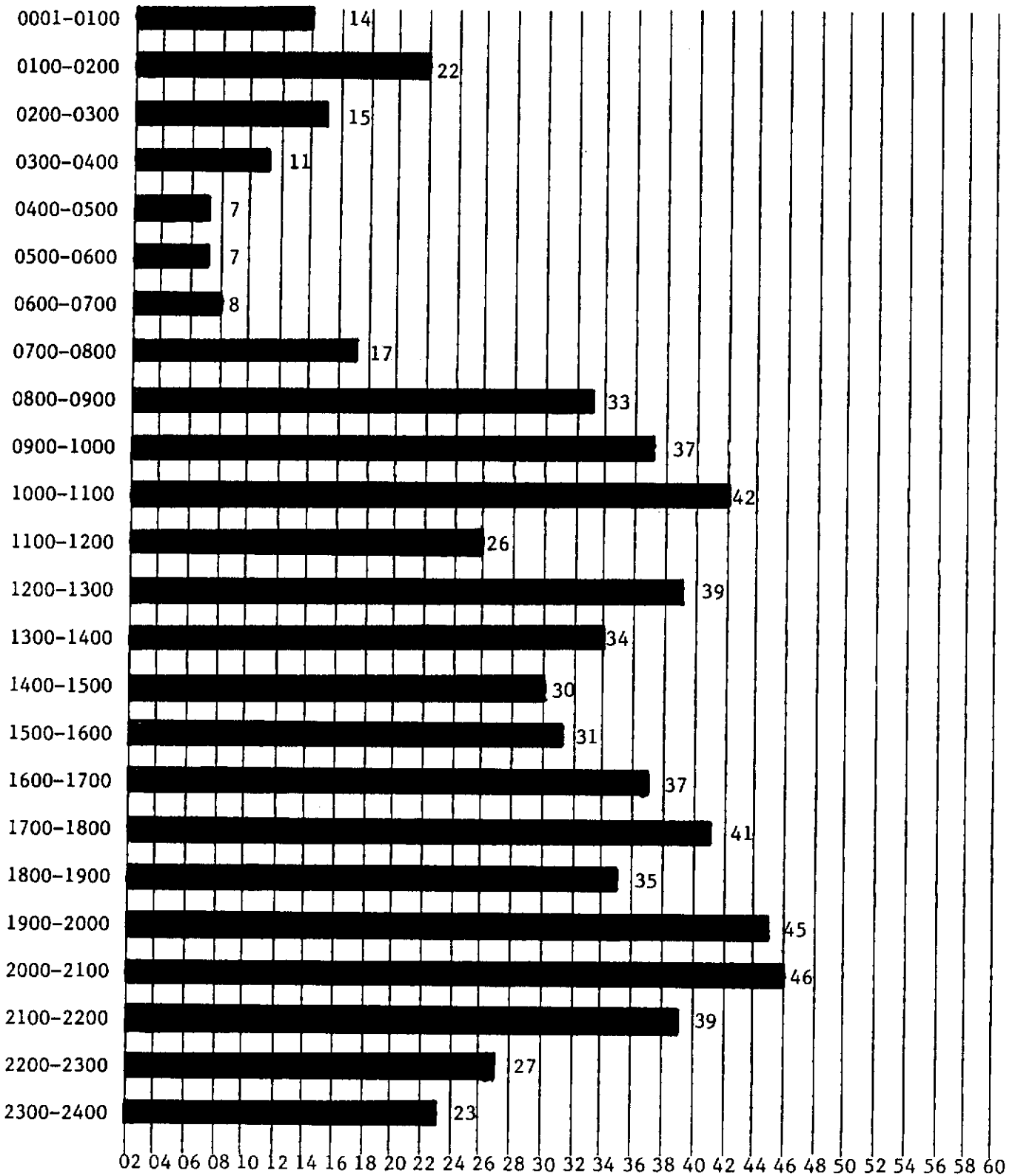
1983 CALLS

NUMBER OF EMERGENCY CALLS PER DAY OF WEEK

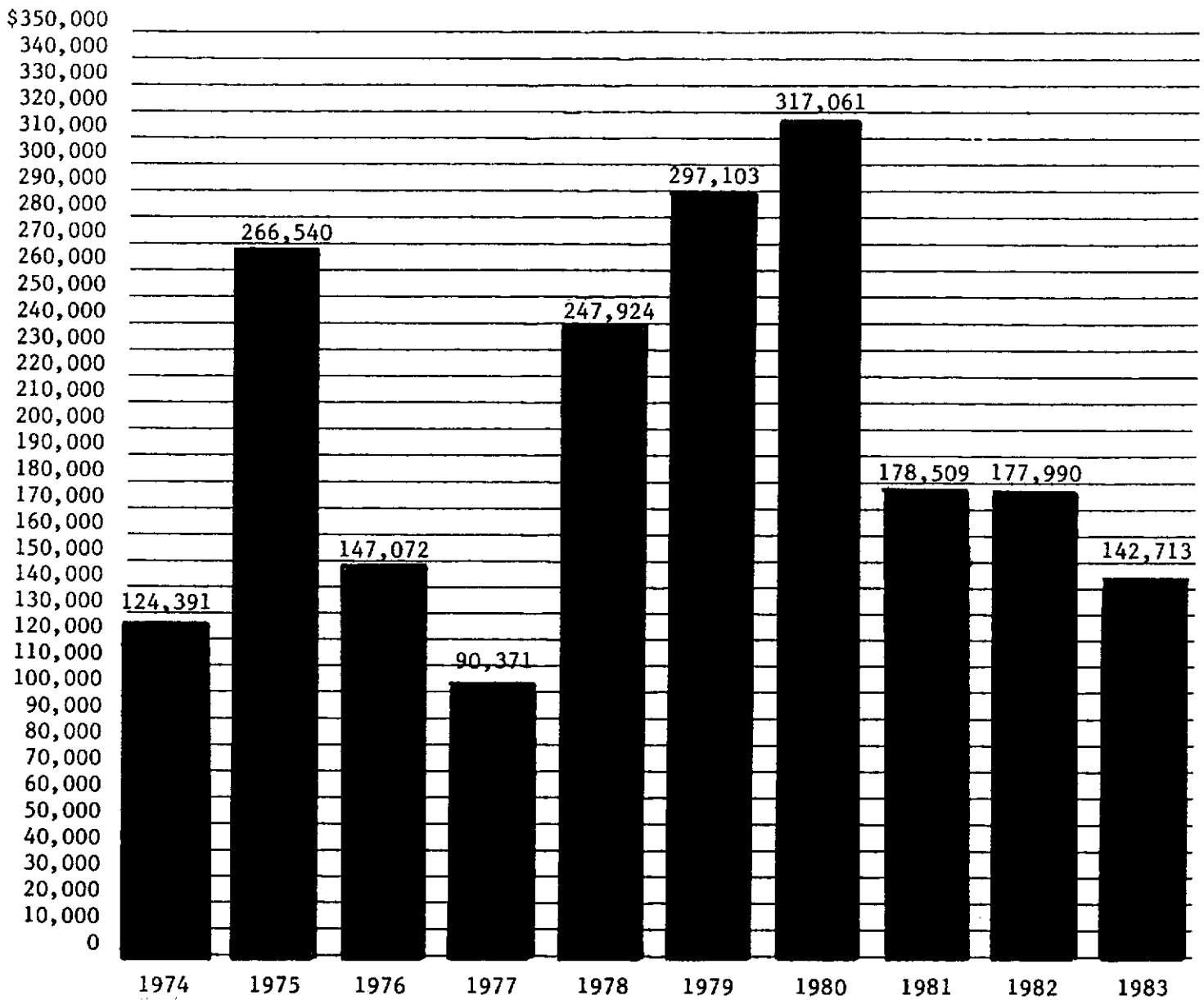


1983 CALLS

NUMBER OF EMERGENCY CALLS AT TIME OF DAY



FIRE LOSS FOR MOORHEAD FOR THE PAST TEN YEARS



INCENDIARY FIRES IN STRUCTURES AND VEHICLES

ALL FIRES WHICH WERE DELIBERATELY SET OR WHICH ARE SUSPECTED OF HAVING BEEN DELIBERATELY SET.

	NUMBER OF FIRES	NUMBER OF CIVILIAN FIRE CASUALTIES		ESTIMATED PROPERTY DAMAGE FROM FIRE
		DEATHS	INJURIES	
Structure fires of definite incendiary origin	8	0	0	\$46,298
Structure fires of suspicious origin but not definitely established as incendiary	0	0	0	0
Vehicle fires, incendiary & suspicious	0	0	0	0

ON-DUTY FIRE FIGHTER INJURIES

NATURE OF MOST SERIOUS INJURY OR ILLNESS	FIRE GROUND	OTHER RELATED	TRAINING	OTHER ON-DUTY
Burns & smoke inhalation (fire or chem.)	0	0	0	0
Burns only (thermal or chemical)	1	0	0	0
Smoke inhalation only (fire gas or other)	0	0	0	0
Wound, cut, bleeding	0	0	0	1
Dislocation, fracture	0	0	0	0
Heart attack	0	0	0	0
Shock	0	0	0	0
Strain, sprain	0	1	0	1
Internal injury not specified above	0	0	0	0
Other	4	1	0	0
TOTAL	5	2	0	2

FIRE DEPARTMENT PERSONNEL

1983

Marlan Anderson, Fire Chief
Raymond Rasmussen, Assistant Chief (Retired 2/1/83)
Larry Schons, Assistant Chief
Morris Kelsven, Assistant Chief
Gary Schulz, Assistant Chief (Fire Marshal)
Gene Wasfaret, Lieutenant
Dean Nelson, Lieutenant
Lloyd Emerson, Lieutenant
Ordell Leines, Lieutenant
Martin Soeth, Fire Fighter
Albin Nelson, Fire Fighter
Donald Johnson, Fire Fighter
David Pederson, Fire Fighter
Lewellyn Hulst, Fire Fighter (Resigned 5/1/83)
Don Bratlien, Fire Fighter
Lyle Gernand, Fire Fighter
Raymond Kline, Fire Fighter
Gary Haaland, Fire Fighter
Jerome Shawstad, Fire Fighter
Dalan Rasmussen, Fire Fighter/Inspector
Harlan Halbakken, Fire Fighter
Harold Bradsteen, Fire Fighter
Michael Sigdestad, Fire Fighter
Roy Simmons, Fire Fighter (Resigned 5/1/83)
Terry Beach, Fire Fighter
Daryl Hendricksen, Fire Fighter
Albert Bandvik, Fire Fighter
Carroll Simpson, Fire Fighter
Michael Saulsbury, Fire Fighter
Eric Lee, Fire Fighter (Terminated 9/1/83)
Glenn Thomas, Fire Fighter (Staff Reduction 9/1/83;
Recalled 1/1/84)
Clay Dietrich, Fire Fighter (Staff Reduction 9/1/83;
Recalled 1/1/84)

City of Moorhead Fire Department

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1983 ANNUAL REPORT

ENVIRONMENTAL HEALTH



EXPLANATION OF ACTIVITIES

A. Food, Beverage and Lodging covers restaurants, hot lunch programs, limited food service, bars, place of refreshment; Boarding and Lodging covers day care, rest homes and motels.

The complaints reported involving food ranged from adulterated products, sour milk, bugs in food, foreign objects in a food product, or complaints pertaining to food poisoning suspects, of which there were five. Some of the complaints involved products that were purchased in grocery stores. This would involve working with the Department of Agriculture.

The enforcement proceedings in the above stated areas would involve legal action that could cause closure. Orders are copies of inspections or letters that are issued to a licensed establishment. Reinspection consists of activities conducted on the premises; this could encompass a complete, nonscheduled inspection with rechecks or individual inspections involving one item. Not all inspections and reinspections require written orders.

Consultations are verbal corrections, comments, recommendations at the site or in the office, depending upon the nature. This could

involve plan review, new or old remodeling, research involving requirements, physical information regarding food products, or state and federal requirements, etc.

B. F.D.A. Standardization

The Minnesota State Department of Health Section H.R.R. (Hotels, Restaurants and Resorts) which has a contract with the City of Moorhead for the licensing of food, beverage and lodging recommended standardization regarding the interpretation of the federal food service regulations. This standardizing process began from the federal level to the state level, and from the state to the local governments that have contracts. The desired goal is to have the same interpretation of regulations at all levels of government. The standardizing was conducted outside of one zone area. Thirty food and beverage establishments were selected for inspection and took place over a period of five days.

C. Swimming Pools

Complaints could consist of persons who have been subjected to a burning of the eyes due to an imbalance of water chemistry, itching of the skin caused by a virus or bacterial activity, or just unsanitary conditions. Enforcement usually means pool closure or immediate corrections. This can be done verbally or in writing. Orders would include general maintenance and matters of procedure. Inspections/reinspections involve the testing of the water regarding ph (acid or alkaline) and chlorine, which is used in liquid or gas form as a disinfectant. The physical components, chemical storage area, maintenance records and testing equipment are inspected.

Many reinspections encompass the area of water chemistry and sanitary conditions. Consultations are done on the site and may not be needed for every inspection.

D. Nuisances

Complaints were received by this division and cover a rather broad area, including abandoned car bodies, abandoned refrigerators, air pollution (indoors and outdoors), noise, wood piles, wood pile storage ordinance, unsanitary housing, junk and debris, illegal dumping, enforcement of the Minnesota Clean Indoor Act (no smoking law).

Almost all correspondence regarding nuisance complaints are considered enforcement in nature. Usually several copies of ordinances are sent; then one could be sent from the office of the city attorney and if necessary a complaint will be signed.

Consultations are minimal, compared to inspections/reinspections. However, it is worth the time spent if compliance can be attained through consultation as opposed to enforcement. An example of time spent is illustrated by the following documentation: Thirty complaints were received from June 21 through August 10, and 149 inspections and rechecks were made. Fifteen enforcement orders were written, with 21 consultations, ten phone calls and four complaints were signed and issued. One particular complaint which has been long standing was resolved. A maximum fine was obtained, a jail sentence ordered, and part of it was served.

E. Other Activities: Administrative/Supervising/Projects

The food handlers certification correspondence involved notifying

all managers or owners of all food service operations covered by the ordinance. The mandatory certification class is being held for those that have not been trained. The City of Moorhead has had this program for about seven years and according to surveys conducted by the State Department of Health the program as intended does provide the food service industry with information that is helpful and practices a procedure communication.

The city sends out correspondence regarding the program and much correspondence is needed for notification and follow up. Licensing covers the areas of food, beverage and lodging as well as swimming pools. The time frame for sending out applications, reviewing, approving, disapproving and the following up of delinquent licenses can be up to three months, depending upon the amount of involvement required.

The gas odor complaint involving one of the licensed establishments was submitted to this office in February. The investigation of the complaint eventually led to the detection of a gasoline leak which had infiltrated into the sewer system, causing dangerous conditions. The area's groundwater had also been contaminated. The process which followed to alleviate the problem consisted of the elimination of the explosive conditions and the removal of the contaminated groundwater and materials. The bulk of the work was done from February to March; however, monitoring the site for hydrocarbons is still an ongoing process. According to PCA's requirements this has to be done prior to closing of the site.

In late August the State Department of Health was notified that an encephalitis outbreak could likely occur. The use of the chemical

malathion was made for aerial spraying. The program was originally funded by the state, but local participation was needed for flying information as requested. The issues of spraying and conflicting reports of viral activity became quite controversial. A report from the state should be available after the first of the year.

This division was fortunate to receive an assistant supplied by the Minnesota CEP department from June through August. Supervision and training was provided, covering environmental health areas. During this time three reports were prepared that covered nuisance control, types of complaints and method of compliance, swimming pool activities such as ph, chlorine levels that were in compliance and the number of high bacteria counts that were found. In the field of food service, items were checked that pertained to food product temperatures, salad bar facilities, construction, operation, hand washing facilities, and proper labeling if sulfiting agents were being used. The complete reports are on file in the division office.

One item of interest that should be mentioned occurred during the period when a particular brand of pain relievers was found to have been contaminated with a poisonous substance. A call was received regarding a foreign object that was found in a breaded mushroom. Upon investigation it was discovered that a hypodermic needle had found its way into a mushroom and the mushroom had been covered with breading to partially conceal a needle. The mushrooms were confiscated and various agencies were notified of the problem.

F. Continuing Projects

The gas spill will have to be monitored for hydrocarbons to

indicate whether the groundwater is contaminated with petroleum products or not. The hydrocarbon tests validate the absence of a petroleum product (E.P.A./P.C.A. standards). The Minnesota Pollution Control Agency will be notified and the site will be abandoned. This will include removal of the air vents and sealing off the monitoring wells.

In November a resolution was issued to establish a task force to formulate policies and procedures for the mosquito surveillance/control program. This division will be working with the State Department of Health regarding various aspects of the program. The subject of licensing trailer courts is still at staff level. Local licensing could be done according to the State Department of Health. This could be an advantage, since two divisions within this department conduct inspections involving fire and health regulations that apply to trailer courts.

G. Classes Given

Classes were given on request which covered various aspects of environmental health, and are primarily given to institutions.

H. Training Received

The training that I received consisted of classwork seminars or training in the field necessary to remain registered as environmental health personnel.

I. Environmental Health Areas Covered

The environmental health areas covered are areas which are licensed, inspected or received complaints.

Many thanks to Lynn Wagman and Marge Lokken, who have done excellent work for this division. Also thanks to Richard Fee, who inspected and compiled information necessary for the completion of the surveys that were conducted during the summer months.

Respectfully submitted,



Donald J. Lawrence
Director, Environmental Health

SUMMARY OF ACTIVITIES

A. Food, Beverage, Lodging

<u>Complaint</u>	<u>Enforcement</u>	<u>Orders</u>	<u>Inspection Reinspection</u>	<u>Consultation</u>
15	3 Close	184	285	228

B. F.D.A. Standards

30

C. Swimming Pools

<u>Complaint</u>	<u>Enforcement</u>	<u>Orders</u>	<u>Inspection Reinspection</u>	<u>Consultation</u>	<u>Samples</u>
2	18	14	310	104	217

D. Nuisances

<u>Complaints</u>	<u>Enforcement</u>	<u>Inspection Reinspection</u>	<u>Consultation</u>
71	66	372	54

E. Other Activities: Administrative/Supervising/Projects

Food Handlers Certification, Correspondence. 100 Estimate
 Division of Environmental Health Correspondence & Licensing. 300 Estimate
 Gas Spill Recovery/Monitoring. 2/12/83 -- Ongoing
 Mosquito Spraying. Aug. -- Sept.
 Supervising/Surveys. June -- Aug.

F. Continuing Projects 1983-1984

Gas Spill Monitoring
 Mosquito Program
 Trailer Courts Licensing

G. Lectures Given

	<u>Numbers</u>
Moorhead Hot Lunch Program . . . Subject: F.D.A. Regulations	1
N.D.S.U. Subject: Food Service Mgmt. Cert.	2
Eventide Subject: Food Poisoning, Handling	1
M.S.U. Subject: Food Service Mgmt. Cert.	1
M.S.U. Subject: Environmental Health	1
M.S.U. Subject: Day Care	1
St. Ansgar Subject: Food Poisoning, Handling	1

H. Training Received

M.E.H.A. Conference

Water School

Swimming Pool Seminar

I. Environmental Health Areas Covered

Grocery Stores

Food Service (Restaurant, Hot Lunch, etc.)

Beverage

Lodging

Boarding (Day Care)

Communicable Disease Complaints

Mobile Home Complaints

Swimming Pools

Toxic Spills

Food Handler Education

Food Manager Certification

P.C.A. Air Pollution

General Nuisance

 Nonresidential Materials

 Garbage, Debris

 Abandoned Car Bodies

CITY OF MOORHEAD
BUILDING CODES DIVISION
ANNUAL REPORT - 1983
BUILDING & ZONING

BUILDING CODES DIVISION STAFF

FLOYD A. FAGERLIE
ALBERT F. HAMMER
MARGE LOKKEN

CITY OF MOORHEAD BUILDING CODES DIVISION

ANNUAL REPORT - 1983

TO: FIRE CHIEF MARLAN ANDERSON
RESOURCE MANAGEMENT COMMITTEE
MAYOR AND MEMBERS OF THE CITY COUNCIL

Transmitted herein is the Division's Annual Report which contains various tables, tabulations, comparisons and comments as indicated in the Table of Contents. It can be used to analyze growth areas and type of construction patterns from past years, or just to relate to current activity.

BUILDING CODE DIVISION GOAL & OBJECTIVES	page 2
TABLE SHOWING MONTHLY CONSTRUCTION ACTIVITY DATA	page 3
TABLE: 1973 THRU 1983 - COMPARISONS OF CONSTRUCTION ACTIVITY BY MAJOR CATEGORY	page 4
TABLE: 1973 THRU 1983 - PERMIT, VALUATION, AND REVENUE COMPARISONS	page 5
SUMMARY OF INFORMATION IN TABLES	page 6
ZONING ORDINANCE ENFORCEMENT	page 7
GENERAL COMMENTS	page 8

Respectfully submitted,

Floyd A. Fagerlie
Floyd A. Fagerlie
Building & Zoning Codes Administrator

BUILDING CODE DIVISION GOAL AND OBJECTIVES

Building Codes and Standards establish uniform minimum regulations controlling design, construction, quality of materials, use of materials, and occupancy of structures in such manner as to provide a reasonable safeguard to life, health, property and public welfare.

GOAL:

To enforce the minimum standards of the various disciplines of the State Building Code, and to provide required and requested professional services to the design firm, contractors, suppliers, general public and the City Council for orderly disciplined growth which benefits the city on matters relating to new construction.

OBJECTIVES:

1. For department staff to continually improve their knowledge of the code and be aware of changing construction methods, new technology, and the new materials available.
2. For department staff to use their knowledge in construction practices, to better effect practical and uniform application of code requirements during enforcement and to utilize an appropriate degree of flexibility in unique circumstances.
3. To enforce the code fairly and equitably by using sound judgement at all times to not unduly provoke a hardship on anyone, and to protect against civil action being initiated against the city.
4. To perform assigned duties efficiently by disseminating information and explanations in a clear and concise manner to avoid misunderstanding thereby promoting a better image for the department and the city.
5. To keep the Governing Body periodically informed on matters that may affect the department or the jurisdiction.
6. To display respect and courtesy toward those with whom we associate in our daily contact.

BUILDING CODES DIVISION

MONTHLY 1983 BUILDING PERMIT AND VALUATION DATA

	SINGLE FAMILY DWELLINGS		MULTIPLE DWELLINGS		NEW COMMERCIAL		REM. & ADDN. COMMERCIAL		GARAGES, UTILITY BLDGS, MISC. REMODEL		DEMO OR MOVE	Mobile Homes	TOTAL PERMITS	TOTAL VALUATION
	No.	Valuation	No.	Valuation	No.	Valuation	No.	Valuation	No.	Valuation				
JANUARY					1	\$ 30,000	2	\$ 4,000	10	\$ 20,900			13	\$ 54,900
FEBRUARY					3	580,700	4	26,300	6	13,200	1-D	1	15	620,200
MARCH	1	\$ 35,000					4	10,700	11	55,100			16	100,800
APRIL	3	137,000	1(2)	\$ 75,000			6	50,000	30	132,800		1	41	394,800
MAY	2	94,700			1	70,000	4	61,300	23	133,100		1	31	359,100
JUNE			2(4)	150,000	2	210,000	7	744,700	21	98,100			32	1,202,800
JULY	3	160,000			1	225,000	7	79,700	20	65,150		1	32	529,850
AUGUST	5	265,000	2(14)	297,000	2	230,000	10	100,470	22	118,225	1-M	1	44	1,094,595
SEPTEMBER	1	50,000	1(2)	75,000	1	586,000	8	13,600	19	56,950	1-D	2	33	781,550
OCTOBER	5	250,400	1(2)	75,000	1	655,000	9	36,200	18	83,800		4	38	1,100,400
NOVEMBER	3	185,000			1	5,000	2	49,000	19	103,300		3	38	433,300
DECEMBER					1	300,000	10	91,000	5	30,500	1-D	1	18	411,200
SUB-TOTAL	23	1,177,100	7(24)	672,000	14	2,891,700	81	1,298,670	204	911,125	3-D 1-M	15	351	7,083,495
DILWORTH					2	499,300	6	164,200	24	126,380	1-D	7	40	789,880
GLYNDON	5	207,000					1	9,000	6	57,300		1	13	273,300
TOTAL-1983	28	1,384,100	7(24)	672,000	16	3,391,000	88	1,471,870	234	1,094,805	4(D) 1(M)	23	404	8,146,675

COMPARISONS OF MAJOR CATEGORY BUILDING ACTIVITY

Building Permits and related valuations fluctuate considerably from year to year. The peak years in number of permits issued was 1976, 1977 and 1979 whereas the peaks in valuation were 1977 and 1981 at which time each of those years had one project with a high valuation. Total number of building permits serviced each of the last 4 years are about the same.

YEAR	SINGLE FAMILY DWELLINGS	MULTIPLE DWELLINGS	NEW AND REMODEL COMMERCIAL	MISC BLDGS & RES REM	TOTAL PERMITS & VALUATION
1973	(68) \$ 1,872,000	(5) \$ 687,000	(57) \$ 3,842,000	(140) \$ 232,000	(270) \$ 6,633,000
1974	(48) \$ 1,360,000	-0-	(63) \$ 5,738,000	(139) \$ 311,000	(250) \$ 7,409,000
1975	(99) \$ 3,694,600	(11) \$3,882,800	(60) \$ 3,993,000	(168) \$ 747,500	(338) \$12,317,900
1976	(117) \$ 5,078,900	(27-356) \$5,936,300	(77) \$ 6,663,500	(311) \$1,017,000	(532) \$18,695,700
1977	(168) \$ 8,165,200	(27-163) \$3,179,500	(74) \$20,453,900	(273) \$1,172,300	(542) \$32,970,900
1978 MHD ONLY	(110) \$ 5,911,300	(42-221) \$6,038,400	(70) \$ 5,723,250	(223) \$ 971,250	(445) \$18,644,200
1979 MHD ONLY	(107) \$ 6,077,300	(41-210) \$5,357,500	(86) \$ 9,802,750	(295) \$1,102,173	(529) \$22,339,723
1980	(32) \$ 1,796,300	(27-200) \$5,902,400	(101) \$ 6,033,800	(256) \$1,070,500	(436) \$14,803,000
1981	(9) \$ 364,300	(3-54) \$ 364,300	(97) \$25,187,050	(279) \$1,129,579	(388) \$28,416,479
1982	(16) \$ 718,600	(10-84) \$2,701,000	(109) \$ 3,554,625	(259) \$ 906,398	(394) \$ 7,880,623
1983	(28) \$ 1,384,100	(7-24) \$ 672,000	(107) \$ 4,995,770	(262) \$1,094,805	(404) \$ 8,146,675

1973 THRU 1983 COMPARISONS OF VALUATIONS, PERMITS & REVENUE TABLE

YEAR	BUILDING PERMIT VALUATIONS	BLDG PERMIT ISSUED	BUILDING PERMIT REVENUE	PLBG PERMITS ISSUED	PLUMBING PERMIT REVENUE	HTG PERMITS ISSUED	HEATING PERMIT REVENUE	PLBG & HTG LICENSE FEES	OTHER FEES COLLECTED	TOTAL SURCHARGE COLLECTED	TOTAL NUMBER PERMITS	TOTAL REVENUE
1973	\$ 6,630,000	286	\$4,736	141	\$ 1,301	206	\$ 2,428	\$ 1,913	-0-	\$ 3,522	633	\$ 13,900
1974	\$ 7,430,000	271	\$4,668	84	\$ 917	271	\$ 2,003	\$ 2,161	-0-	\$ 3,851	626	\$ 13,600
1975	\$12,320,000	338	\$15,258	157	\$ 2,883	177	\$ 1,287	\$ 2,188	-0-	\$ 6,384	672	\$ 28,000
1976	\$18,700,000	535	\$23,420	255	\$ 5,135	263	\$ 2,707	\$ 3,046	-0-	\$ 9,692	1053	\$ 44,000
1977	\$32,970,868	542	\$38,806	337	\$ 7,465	411	\$ 4,201	\$ 4,245	-0-	\$10,609	1290	\$ 65,326
1978 (MID)	\$18,644,200	445	\$32,479	244	\$11,446	240	\$ 2,540		-0-	\$ 9,729	929	\$ 56,194
1979 MID ONLY	\$22,339,723	529	\$39,196.50	256	\$13,483	384	\$ 8,190		-0-	\$10,921	1169	\$ 71,790.50
1980	\$14,803,000	436	\$31,272.50	136	\$ 8,331	213	\$ 5,257	\$ 4,225	*	\$11,439	785	\$ 68,969.50 Codes Only \$ 59,720
1981	\$28,416,479	388	\$50,255	83	\$ 4,328	199	\$ 4,225	\$ 2,720	**	\$10,275	670	\$ 77,558
1982	\$ 7,880,623	394	\$25,486	144	\$6,480	241	\$ 5,452	\$ 2,830	\$ 3,616	\$ 4,660	779	\$ 48,524
1983	\$ 8,146,675	404	\$41,547	140	\$6,657	237	\$ 4,795	\$ 3,980	\$ 9,103	\$ 4,331	781	\$ 69,878

* 1980 - Other Fees Collected Column \$11,439 includes collection of - \$8,650 for gas surcharge & \$600 tree surcharge
 ** 1981 - Other Fees Collected Column \$10,275 includes \$6,943 surcharge rebate & \$3,000 Dilworth & Glyndon J-P Agreement

SUMMARY OF INFORMATION IN TABLES

The number of Building Permits issued in each of the four years from 1980-1983 has varied only slightly which would indicate a stabilization from the peak years of 1976-1979. Plumbing and Heating permits issued each of the last two years was considerably higher than our 1981 year.

The valuation of construction activity the past three years has remained close to \$8,000,000 each year (not counting the Waste Water Treatment Plant in 1981 for \$20,000,000). It was up slightly this year as were the permits issued so that is an encouraging indicator even if only moderate.

Revenue collected in the division in 1983 was over \$21,000 more than in 1982. This can be attributed to abolishing the obsolete 1973 permit fee schedule and updating ours to a 1979 schedule to get the services closer to a user pay philosophy.

The staff level for 1983 was cut to 2 from the previous manning level of 3 in 1982. Exactly as projected, the workload was about the same as a year ago so the same level of services could not be provided. Total number of documented field inspections on building, plumbing and heating in 1982 was 3066 whereas in 1983 the total documented was 2548. Of that count, inspections were made by fire inspectors on 13 heating permits and 2 wood burning permits. We had slightly more active carry-over permits on the first of the year also.

<u>NUMBER OF PERMITS ACTIVE 1-1-83</u>	<u>NUMBER OF PERMITS ACTIVE 1-1-84</u>
Building Permits - 84	Building Permits - 100
Plumbing Permits - 49	Plumbing Permits - 78
Heating Permits - 46	Heating Permits - 71
Total Active - 179	Total Active - 249

Projected workload for 1984: I do not expect a significant change either up or down in the number of permits to be issued in 1984 so the workload should be close to the same. We will continue to provide as timely a service as possible in responding to calls for inspections and giving assistance as needed on the projects under permits which have paid fees. Also, we will take care of answering and investigating complaints as expediently as time allows. Stops at construction projects to check for code compliance items however, will not be as frequent or as thorough as in previous years.

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BOARD OF APPEALS HEARINGS

There were no official Board of Appeals hearings requested in 1983. There was, however, considerable dialogue with some board members, especially Chairman Willis Stelter. We have been working on an approach to get certain changes in the handicap code at the state level. Additionally, there have been occasions when it has been necessary for me to seek Mr. Stelter's expert advice on architectural matters relating to building codes.

ZONING ORDINANCE ENFORCEMENT REPORT

Zoning enforcement does consume a considerable amount of staff time as there is a constant number of phone calls and counter inquiries that staff process daily. Marge Lokken, Senior Office Associate, has worked in the division for so long she is capable of answering many questions without referral to me or Al Hammer.

Counter and phone call inquiries on zoning matters average close to 8 per day. It is not uncommon to service 12 to 15 inquiries on the busier days. It is good, however, that all calls do not require a site investigation.

Without resourcing documentation for actual counts of each, the following are the most common types of phone calls and counter inquiries that are serviced in the office in the approximate order of frequency:

- People giving an address and inquiring what zoned district it is in.
- Calls and inquiries on requirements on fence or hedge locations.
- Questions, specifically on front yard and side yard setback requirements.
- Inquiries or proposals involving lot coverage.
- Inquiries on both specific and general zoning requirements in residential districts (both Multiple and R-1 and R-2).
- Parking requirement inquiries or parking complaints.
- Inquiries on specific and general requirements in Commercial and Industrial districts.
- Inquiries on zoning requirements when there is a sidelot or rear yard easement.

Examples of the most common zoning calls and inquiries that necessitate field investigation. Most matters in this category require additional follow-up with phone calls, correspondence or meetings with people involved. Occasionally there is a formal complaint filed and an appearance in court.

- Proposals for additions that must be checked for zoning propriety before permit issuance.
- Site investigation on drainage complaints and flood plain elevations.
- Complaints on fence or hedge encroachments.
- Berm parking, or front yard parking complaints.
- Inspection of structures before relocation.
- Checking on requests for Home Occupation Use before approval or rejection.
- Miscellaneous complaints that must be checked out to see if the complaints are justifiable.

There were four variance requests processed with the Board of Adjustment.

- 1) Approval of a 1-1/2 ft. sidelot variance for a residential addition at 116 North 12th Street.
- 2) Approved a front yard encroachment variance for a garage in a cul-de-sac at 2912 15th Avenue South.
- 3) Approved a sidelot variance of 1 ft. for a detached garage at 929 South River Drive.
- 4) Denied a request for the 1929 18th Avenue South property address to be used as a used car lot.

There were a number of inquiries on "Home Occupation Uses" that were processed. Some did not follow through after reading the standards. Three were denied. Two because the proposal was too commercial and the other because of improper facilities for a home beauty parlor. Approvals were: 3 for home beauty parlors, one silk flower arrangement, one for a home office, one for a piano sales and one a temporary use to liquidate some left-over stock from his discontinued business. Only one adverse incident has been encountered on "Home Occupation Uses" granted and that problem was remedied immediately by contacting the party involved.

GENERAL COMMENTS

The scope of services and other responsibilities of the Building Code Division staff is not limited to the issuance of permits and making field inspections. The inspection profession has become highly technical and the knowledge of construction by one from that profession is becoming increasingly more important each year.

The hours spent on pre-construction plan checking for the design professionals, contractors and homeowners are time, money and problem savers for the proposers and staff when projects are in progress.

The Building Code Division probably has more inter-department relationship than any single division in order to coordinate policy matters of other divisions affected by new or remodeling construction proposals before permit issuance.

- Planning and Community Development - Zoning and development matters.
- Engineer Department - Easement, site drainage, sewer line matters, curb cuts and use of their maps and aerial photos regularly.
- Public Service Department - Water and power availability.
- Fire Department - Some aspects in both new and remodeled construction and housing matters.
- Finance Department - Permit revenue collected and plumbing and heating licenses and bonds.
- Other divisions to lesser degrees.

There is also a continual need for outside studying and attending training seminars to keep abreast of changes in the building industry materials, methods and technology which benefits the locality. There is frequent attendance and participation necessary at informational meetings for civic, public, professional groups, and tradesmen to answer questions and disseminate information.

Documenting and record keeping is becoming more voluminous and time consuming every year because of public demand and the demands of Federal, State and Local Government offices and outside agencies. Accurate tabulations of receipts and construction categories are required periodically.

In conclusion, the items mentioned are only a small portion of the variety of services provided by the division. The Building Codes Division functions as a technical service oriented center in which the staff is utilized daily by the citizens of Moorhead for far more than issuing permits and making field inspections.