

M O O R H E A D F I R E
D I V I S I O N S
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A N N U A L R E P O R T

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CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: James Antonen, City Manager
FROM: Gary L. Schulz, Fire Chief *GLS*
RE: 1990 Fire Department Annual Report

The total fire loss for 1990 was \$352,240.00, which is a decrease of approximately 35.3% compared with the total fire loss of \$544,270.00 in 1989. There were 1,375 emergency runs in 1990 as compared to 1,334 in 1989, which is an increase of approximately 3%.

Emergency medical responses for 1990 totaled 893, which is approximately 65% of the total emergency responses for the Moorhead Fire Rescue. I believe these increases show the need for the service and also the responsibility of the Moorhead Fire Rescue toward emergency medical responses.

I believe the continuous rise of emergency medical responses is due to many things. One, it shows a need for this service by the citizens of Moorhead, it shows the service is wanted by the citizens of Moorhead, and it also shows the dedication of the Fire Fighters who respond to these emergency situations.

There were no fire deaths in our community in 1990.

Listed below are some of the changes and events which occurred in our department in 1990:

March:

Dennis Neudecker, our full time Building/Plumbing/Heating Inspector resigned.

Lynn Bartlett resigned from her position as the Senior Office Associate for the Fire Department.

April:

Don Sakry, our Rental Housing Inspector, was hired as the full time Building/Plumbing/Heating Inspector.



April:

Dorene Hilde, the Senior Office Associate for the Rental Housing Program, was hired as the full time Senior Office Associate for the Fire Department.

May:

Don Gilbery was hired as our full time Rental Housing Inspector.

Tammy Weidner was hired as our full time Sr. Office Associate for the Rental Housing program.

August:

The Fire Chief, Marlan Anderson, resigned and Gary Schulz, the Fire Marshal, was appointed the Acting Fire Chief.

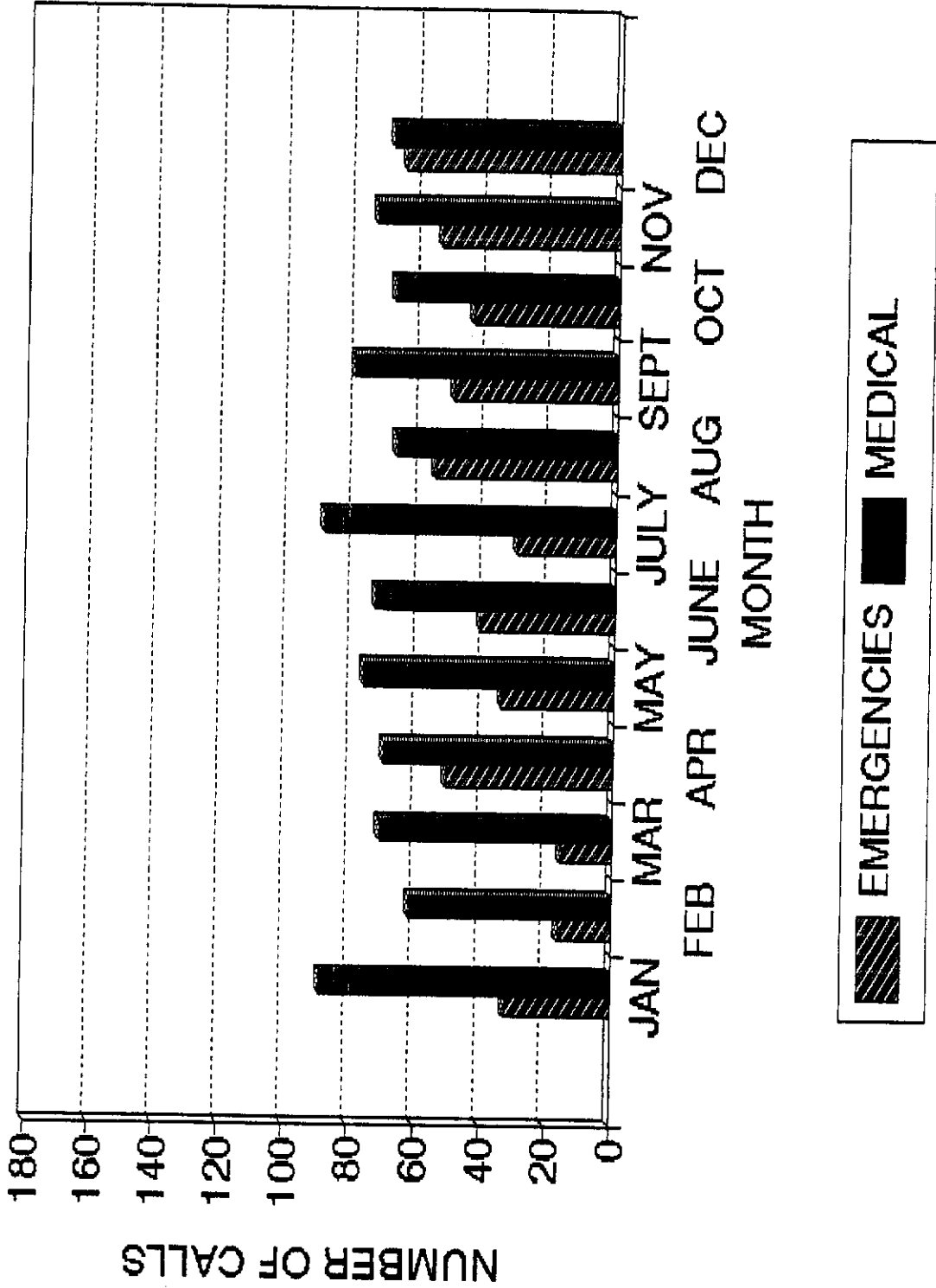
I feel a very special thanks must go to the Fire Fighters and Officers of the Moorhead Fire Department and also to all the employees of the Fire Administration Office. Without their experience, dedication and support, the Moorhead Fire Department and Codes Office could not operate as efficiently and effectively as it now does.

I would also like to thank Mayor Lanning, members of the Moorhead City Council, and the City Manager for the assistance and guidance given to our department.

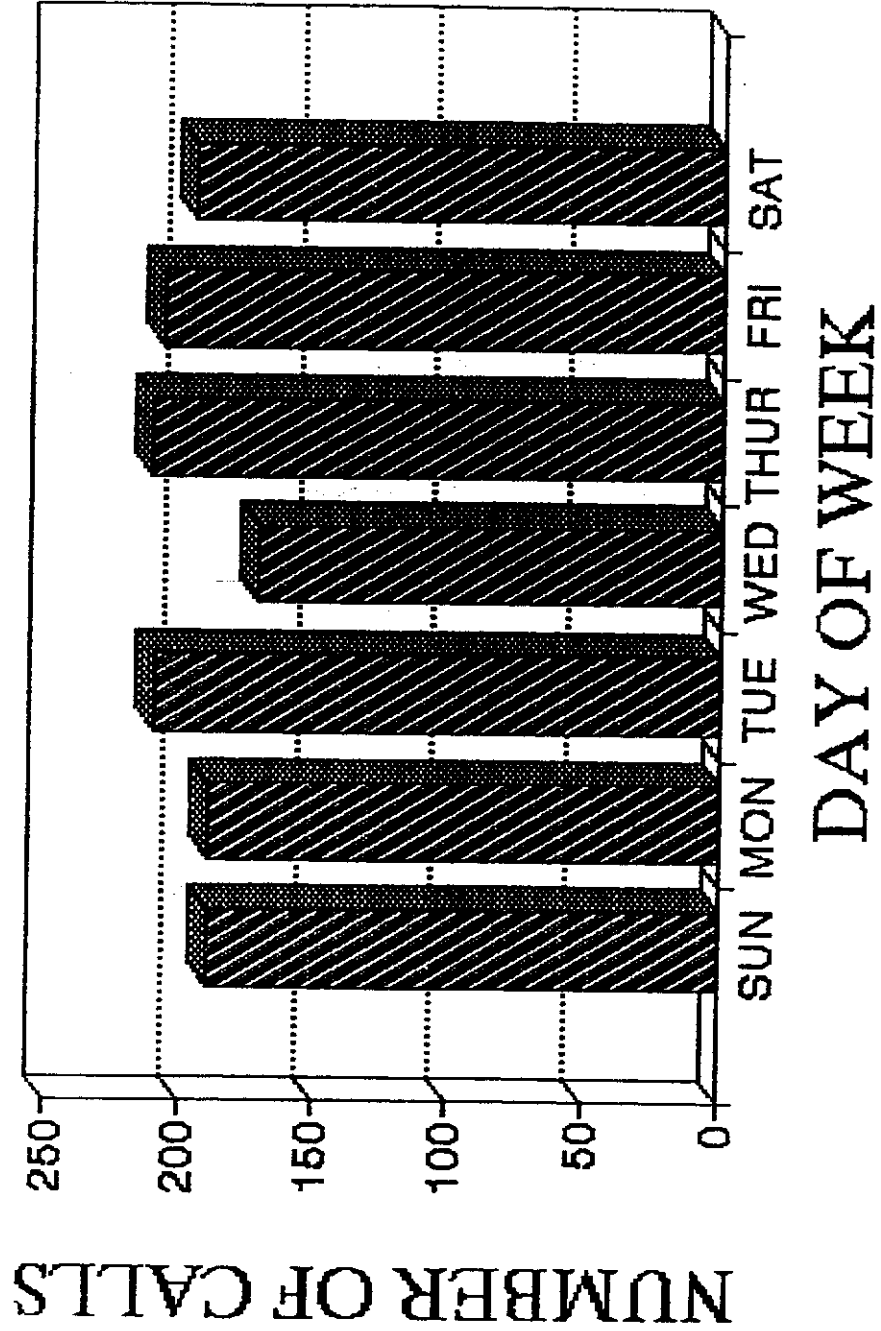
BREAKDOWN OF RESPONSES
ACCORDING TO PROPERTY USE

RESPONSES ACCORDING TO Property Use (Occupant)	NUMBER OF RESPONSES	ESTIMATED PROPERTY DAMAGE FROM FIRE
1. Private Dwellings (1-2 family) including mobile homes	17	\$273,000.00
2. Apartments (3 or more families)	8	13,670.00
3. Hotels & Motels	0	-0-
4. TOTAL RESIDENTIAL RESPONSES (SUM OF LINES 1 THROUGH 3)	25	\$286,670.00
5. Public Assembly (Church, restaurant, etc.)	1	\$ -0-
6. Schools & colleges	4	500.00
7. Health Care (Hospitals, Nursing Homes, etc.)	3	18,650.00
8. Stores & Offices	1	12,500.00
9. Industry, Utility, Manufacturing, etc.	2	1,500.00
10. Storage in Structures (vehicle storage garages, general storage, etc.)	2	11,600.00
11. TOTALS FOR STRUCTURE FIRES (SUM OF LINES 4 THROUGH 10)	38	\$331,420.00
12. Fires in highway vehicles (autos, trucks, etc.)	31	20,700.00
13. Fires outside of structures with value involved, but not vehicles (outside storage, timber, etc.)	15	20.00
14. Fires in brush, grass, with no value involved	15	-0-
15. Fires in rubbish, dumpsters	21	100.00
16. Other fires	0	-0-
17. TOTAL FOR RESPONSES (SUM OF LINES 11 THROUGH 16)	120	\$352,240.00
18. Rescue, Emergency Medical responses	893	-0-
19. False alarm responses (malicious or unintentional false calls, system malfunctions, bomb scares	178	-0-
20. Mutual aid or assistance responses	0	-0-
21. Hazardous Materials Responses (Spills, etc.)	18	-0-
22. Other Hazardous Responses (arcing wires, power line down, etc.)	17	-0-
23. All other responses (smoke scare, lock outs, animal rescues, etc.)	149	-0-
24. TOTAL FOR ALL INCIDENTS (SUM OF LINES 17 THROUGH 23)	1,375	\$352,240.00

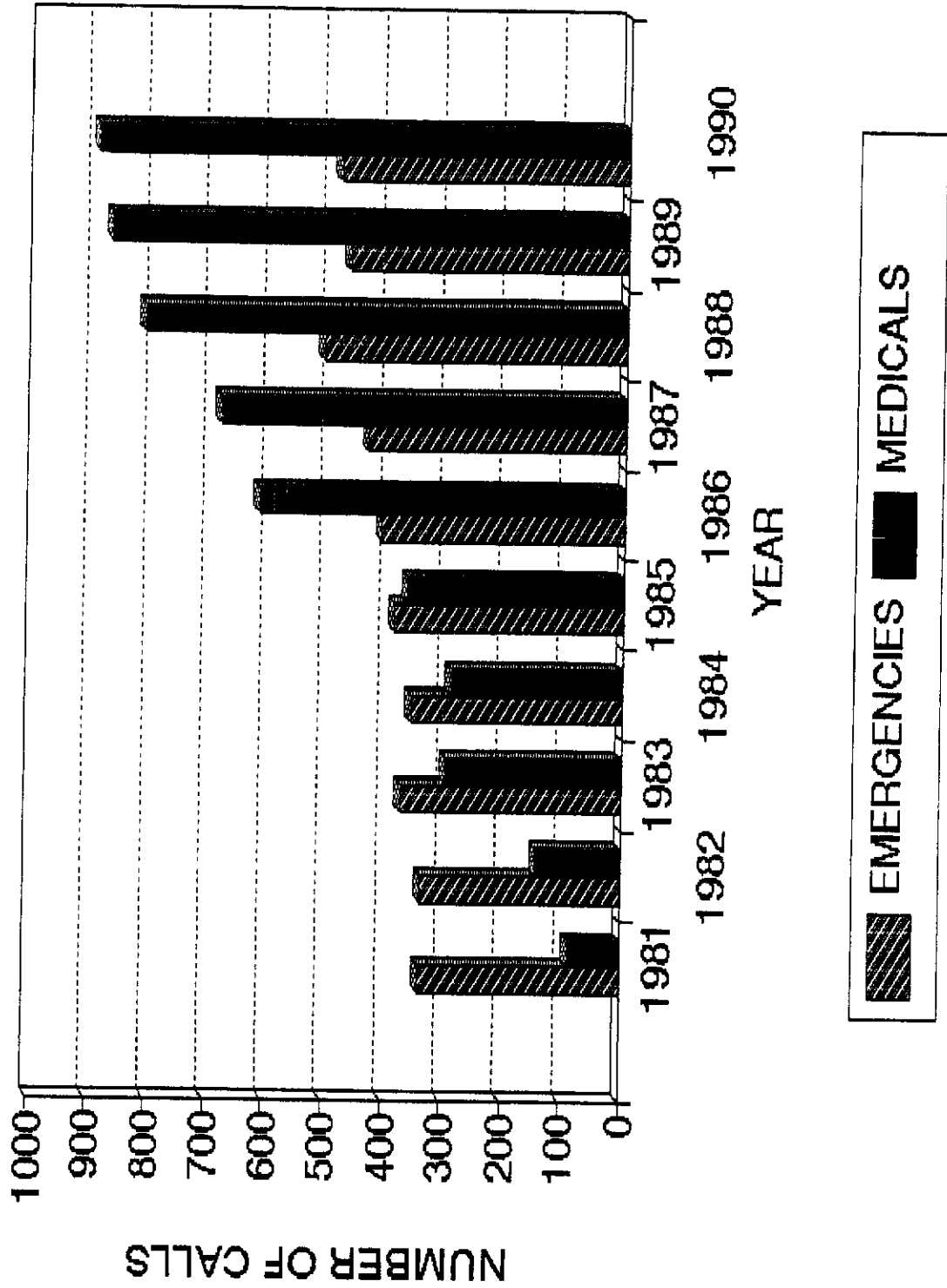
ALARM CALLS BY MONTH



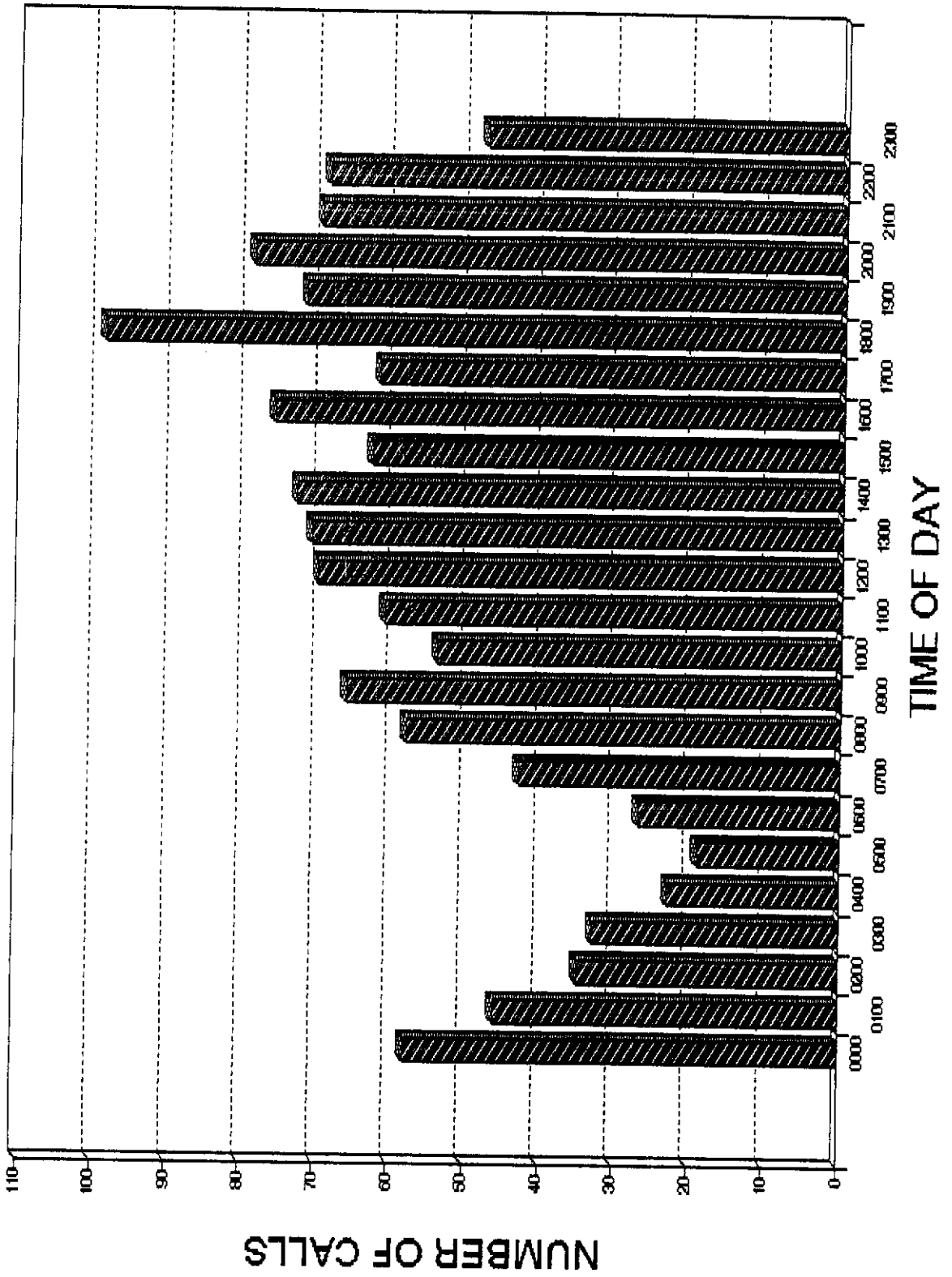
1990 CALLS BY DAY OF WEEK



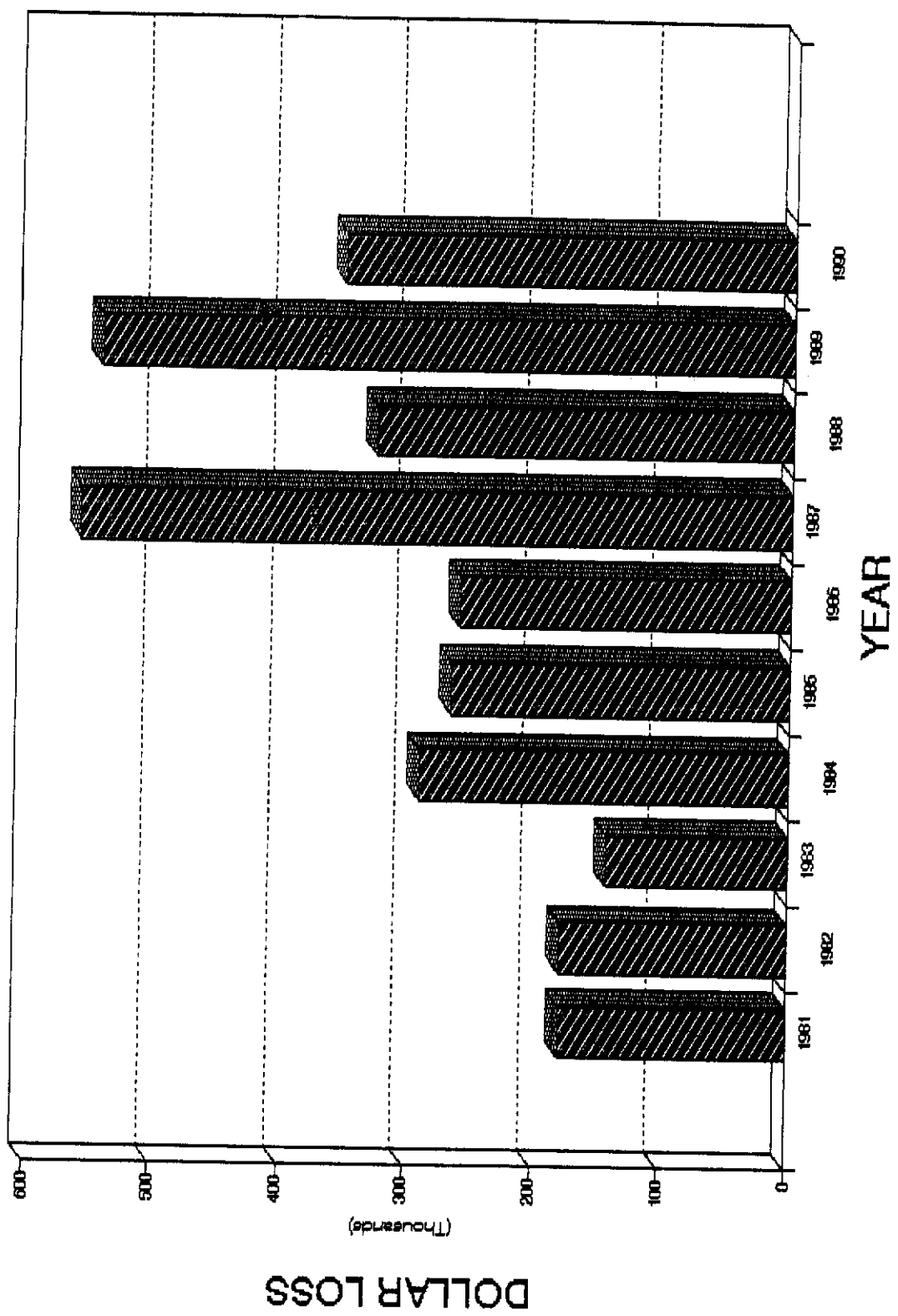
ALARM CALLS 1981 - 1990



EMERGENCY RUNS BY TIME OF DAY



TEN YEAR FIRE HISTORY



FIRE DEPARTMENT VEHICLES
1990

<u>APPARATUS</u>	<u>STATION</u>	<u>TYPE OF APPARATUS</u>	<u>DESCRIPTION</u>	<u>YEAR</u>
901	South	1250 Pumper	Pierce	1985
903	South	1250 Pumper	Seagrave	1970
904	North	1250 Pumper	Seagrave	1970
905	North	1250 Pumper	General	1979
908	North	Utility Truck	GMC	1989
910	North	Aerial Platform	Sutphen	1977
907	South	3/4 Ton Van	GMC	1985
912	North	Pick-up Truck	Ford	1989
900	North	4 Door Passenger (Chief's car)	Pontiac 6000	1987
902	North	4 Door Passenger (Fire Prevention)	Dodge Aries	1985
922	North	Pick-up Truck (Building Codes)	Dodge Ram	1986
923	North	4 Door Passenger (Env. Health)	Dodge Aries	1985
924	North	4 Door Passenger (Building Codes)	Pontiac 6000	1987

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Jim Antonen, City Manager
FROM: Gary L. Schulz, Fire Chief *GLS*
RE: 1990 Fire Prevention Annual Report

Enclosed is the total 1990 annual report for the Fire Prevention Division. These reports include the Fire Marshal, Assistant Fire Marshal, Housing Inspector and Fire Suppression Shift Inspectors.

In 1990 the incidents of arson dropped dramatically to 8 arson incidents. This is well below the 8 year average of 15 per year.

The statistics from the shift inspections of rental property indicate the shifts are becoming more familiar and more proficient at doing these inspections. This year's numbers indicate there were more inspections made with less manpower hours than in 1989.



1990 FIRE PREVENTION REPORT
COMMENTARY, FIRE PREVENTION: PUBLIC EDUCATION

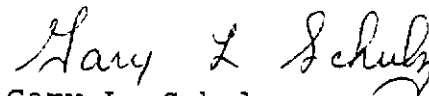
One major area of responsibility of the Fire Prevention Division is Public Fire Education. The Fire Prevention Division is available to speak about fire safety to any group wanting this information. There is a wide variety of public education classes given and also a wide variety of groups who request a fire safety speaker.

In 1990, as in other years, the variation in ages went from preschool to senior citizens with many groups in between. The variation in groups involved civic, educational, business and private groups.

The American people have a great apathy toward fire, believing that fire will always happen to someone else. We do not think of fire in our own lives and do not learn about or prepare for the ravishes of fire.

One of the top priorities for the Fire Prevention Division is to offer public fire education whenever and to whomever possible. It is our belief that a public educated towards fire safety will greatly reduce the American fire loss statistics. In many parts of the world this is a proven method in reducing losses due to fire. The ultimate goal of the Fire Prevention Division is to create a fire-safe environment for our citizens, a major step in this direction is public fire education.

Respectfully submitted,



Gary L. Schulz
Fire Chief

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
 (218) 299-5434

QUARTERLY FIRE PREVENTION REPORT

JANUARY 1, 1990 THRU DECEMBER 31, 1990

	<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	422	324	649	490	1,885
Fire Prevention Bureau Inspections	573	507	732	591	2,403
Written Violations	597	570	1,176	417	2,760
Verbal Violations	34	9	19	12	74
Corrections	518	434	879	721	2,552
Housing Inspections	183	85	464	278	1,010
Units Inspected	172	77	1,081	341	1,671
Commercial Inspections	384	412	242	134	1,172
Building Code Inspections	64	1	18	165	248
Day/Foster Care	5	7	5	14	31
Bar Inspections	0	0	386	270	1,165
New Inspections	286	223	346	322	1,456
Reinspections	281	507	37	42	154
Complaint Inspections	33	42			
<u>TIME SPENT IN THE FOLLOWING AREAS (HOURS):</u>					
Meetings & Conferences	72	72	127	65	336
Schools Attended	195	12	12	8	227
Fire Investigations	17	10	20	20	67
Fire Safety Classes Given	37	15	9	31	92
Fire Department Duties	225	470	587	461	1,743
Court Related Appearances	7	4	0	11	22
Plan Checks	10	4	9	4	27
TOTAL HOURS	563	587	764	600	2,514

Respectfully Submitted,

Gary L Schulz

Gary Schulz
 Fire Chief

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PUBLIC FIRE EDUCATION CLASSES

Public fire education again included the "Friendly Monster Program" in 1990. In this program, the Fire Fighter shows the students the fire fighting gear that is used during a fire situation so they become familiar with the gear. The Fire Fighter also teaches the students not to fear Fire Fighters or hide from them in a fire situation.

The teachers involved have high praise for the program, and automatically request a repeat of this program annually for their students. This program has now entered into the day care/preschool area.

The following statistics represent the entire public fire education classes given by the Moorhead Fire Prevention Division in 1990.

Respectfully submitted,


Gary L. Schulz
Fire Chief

PUBLIC FIRE EDUCATION CLASSES

<u>DATE</u>	<u>TYPE OF CLASS</u>	<u>LOCATION</u>	<u>TOTAL</u>
Jan. 16	Winter Fire Safety	Christ the King Church	10
Jan. 19	Home Fire Safety	Trinity Day Care	60
Jan. 25	Fire Safety for Custodians	Concordia College	25
Jan. 31	Friendly Monster Program	Growing Tree Pre-School	20
Feb. 1	Friendly Monster Program	Growing Tree Pre-School	
Feb. 13	Fire Safety in Business	Holiday Mall	20
Mar. 2	Friendly Monster Program	Park Christian	20
Mar. 2	Friendly Monster Program	Park Christian	14
Mar. 6	Building Maintenance Technician	Moorhead Technical College	18
Mar. 9	Friendly Monster Program	Park Christian	17
Mar. 9	Friendly Monster Program	Park Christian	15
Mar. 12	Building Safety for Res. Managers	Moorhead Technical College	10
Mar. 19	Friendly Monster Program	St. Joe's	51
Mar. 24	General Fire	Moorhead Library	18
Mar. 28	Friendly Monster Program	St. Francis deSales School	45
Apr. 6	Friendly Monster Program	Washington	25
Apr. 6	Friendly Monster Program	Washington	21
Apr. 6	Friendly Monster Program	Washington	23
Apr. 6	Friendly Monster Program	Washington	21
Apr. 10	Hotel/Motel Safety & Fire Ext.	Super 8 Motel	10
Apr. 12	Industrial Safety & Accident Prev.	MSU Construction Management	20
Apr. 12	General Fire Safety	Edison School	28
Apr. 12	General Fire Safety	Edison School	26
Apr. 12	General Fire Safety	Edison School	28
Apr. 12	Friendly Monster Program	Day Care 1128 24th Ave. S.	22
Apr. 12	Hotel/Motel Fire Safety	Moorhead State University	24
May 30	Fire Extinguishers	Moorhead Health Care	45
Jun. 11	Friendly Monster Program	Day Care	35
Jun. 19	Outdoor Fire Safety (Girlscouts)	Gooseberry	45
Jul. 5	Arson	Fargo Rotery	15
Jul. 10	Fireworks	Kelly Inn	20
Jul. 17	Building Safety for Tenants	Carriage House	50
Jul. 23	The Job of a Fire Fighter	N.D.S.U.	70
Aug. 7	Fire Safety on the Job	Plains Art Museum	10
Aug. 23	Dorm Fire Safety/Fire Extinguishers	Concordia College	130
Oct. 4	Friendly Monster Program	Riverside Elementary	50
Oct. 4	Friendly Monster Program	Riverside Elementary	50
Oct. 7	Home Safety	Our Saviors Church	20
Oct. 8	Friendly Monster Program	Washington Elementary	30
Oct. 8	Friendly Monster Program	Washington Elementary	30
Oct. 8	Friendly Monster Program	Washington Elementary	30
Oct. 8	Home Safety	Harbor School	10
Oct. 9	Friendly Monster Program	Our Redeemer	15
Oct. 9	Home Safety	Days Inn (Clay Co. Res.)	10
Oct. 10	Friendly Monster Program	Washington Elementary	30
Oct. 10	Friendly Monster Program	Washington Elementary	30
Oct. 10	Friendly Monster Program	Washington Elementary	30
Oct. 17	Rental Registration Program	Kvamme Realty	5
Oct. 22	Fire Safety for Baby-sitters	Voyager Elementary	25
Oct. 31	Friendly Monster Program	Day Care	20
Nov. 8	Friendly Monster	Day Care	20
Nov. 14	Fire Safety for Baby-sitters	Voyager Elementary	25
Nov. 15	Fire Alarm Response by Maint. Pers.	Moorhead State University	30
Nov. 27	Friendly Monster	Probstfield Elementary	25
Nov. 27	Friendly Monster	Probstfield Elementary	25

TOTAL: 1,521

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Friendly Monster Program DATE 3/19/90
 STUDENTS St. Joseph Kindergarten
 INSTRUCTOR Albert F. Bandvik, Assistant Fire Marshal

	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
1. Was the class information helpful to students in the area of fire safety and fire prevention?					X
2. Was the class information presented relevant to the education level of the students?					X
3. What was the appearance of the instructor?					X
4. Did the instructor make the class interesting for the students?				X	
5. Would you recommend this class to other students or request this class to be repeated next quarter, year, etc.?					X

6. Other questions or comments:
I have always felt that this program is an excellent way to educate the students about fire safety and about how firemen who are fighting fires look. Keep up the great work!

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Friendly Monster Program DATE 3-29-78

STUDENTS _____

INSTRUCTOR Albert F. Bandvik, Assistant Fire Marshal

	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
1. Was the class information helpful to students in the area of fire safety and fire prevention?					✓
2. Was the class information presented relevant to the education level of the students?					✓
3. What was the appearance of the instructor?					✓
4. Did the instructor make the class interesting for the students?					✓
5. Would you recommend this class to other students or request this class to be repeated next quarter, year, etc.?					

6. Other questions or comments:
Mr. Brandvik did an excellent job. He kept the childrens attention throughout the presentation they thoroughly enjoyed it!

EVALUATION OF CLASS GIVEN
BY MOORHEAD FIRE PREVENTION DIVISION

CLASS Friendly Minutes DATE 6-11-76
 STUDENTS Day care
 INSTRUCTOR AL Bandwitz

	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
1. Was the class information helpful to students in the area of fire safety and fire prevention?					✓
2. Was the class information presented relevant to the education level of the students?					✓
3. What was the appearance of the instructor?					✓
4. Did the instructor make the class interesting for the students?					✓
5. Would you recommend this class to other students or request this class to be repeated next quarter, year, etc.?					✓

6. Other questions or comments:

*all the children enjoyed the program
 all of us moms, older children and the young
 learned something new. Thank you for
 taking the time to come and making
 our lives a little safer*

Mary Eddy

RENTAL REGISTRATION/INSPECTION PROGRAM

The Rental Registration/Inspection Program which was initiated in July of 1986, has moved forward to address the problems listed as critical neighborhood issues by the citizen task force groups. I feel the program has met or improved many of the issues which are listed below:

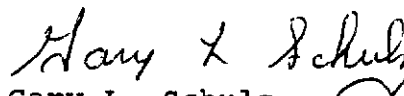
- Deterioration of housing
- Parking problems
- Absentee landlords
- Overcrowding of rental property

Priority areas were initially set for systematic inspection, and at this time all but 60 homes in the City of Moorhead have been inspected on a first time basis. Many more new rental properties have been added to our records through the Public Service Department records. Many of these had never been inspected until 1990.

There were 1,757 written housing inspections in 1990. The corrections made of all the housing violations in 1990 were 1,515. These figures indicate that when housing violations are found the inspectors are making every effort to have them corrected. There is always a certain amount of carry over of violations from calendar year to calendar year, but these two figures should always be nearly equal.

I believe the following statistics reveal the effectiveness of the Rental Registration/Inspection Program. This program is doing the job it was designed for -- systematic inspection of rental property, addressing life safety and other housing violations, and obtaining corrections of the noted violations.

Respectively submitted,



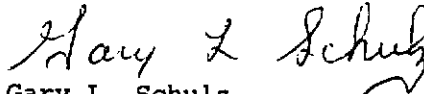
Gary L. Schulz
Fire Chief

FIRE PREVENTION REPORT
HOUSING INSPECTOR

JANUARY 1, 1990 THROUGH DECEMBER 31, 1990:

Fire Prevention Bureau Man Hours on Field Inspections.....	572
Fire Prevention Bureau Inspections.....	646
Written Violations.....	1,438
Verbal Violations.....	30
Corrections.....	1,237
Housing Inspections.....	645
Units Inspected.....	867
Commercial Inspections.....	1
New Inspections.....	276
Reinspections.....	364
Complaints.....	88
<u>Time Spent in the Following Areas (Hours) By Inspector:</u>	
Meetings and Conferences.....	0
Schools Attended.....	36
Court Related Appearances.....	10
TOTAL HOURS.....	46

Respectfully submitted,


Gary L. Schulz
Fire Chief

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1990
HOUSING INSPECTION REPORT
FEES COLLECTED

JANUARY 1, 1990 THROUGH DECEMBER 31, 1990:

Reinspection Fees.....	\$275.00
Late Registration Fees.....	150.00
TOTAL FEES COLLECTED.....	\$425.00

Respectfully submitted,

Gary L Schulz
Gary Schulz
Fire Chief

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
 (218) 299-5434

FIRE PREVENTION REPORT
 SHIFT INSPECTIONS

JANUARY 1, 1990 THROUGH DECEMBER 31, 1990:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>TOTAL</u>
Fire Prevention Man Hours on Field Inspections...	107	93	127	327
Fire Prevention Bureau Inspections.....	93	82	91	266
Written Violations.....	101	133	87	321
Verbal Violations.....	0	4	0	4
Corrections.....	86	110	82	278
Housing Inspections.....	93	79	91	263
Units Inspected.....	354	213	223	790
New Inspections.....	40	30	38	108
Reinspections.....	54	52	53	159
Complaints.....				
Commercial Inspections.....				
Building Codes Inspections.....				
Day Care Inspections.....				
Bar Inspections.....				
Classes Given.....				

Respectfully submitted,

Gary L. Schulz

Gary L. Schulz
 Fire Marshal
 gs\l\shift

fp\shift



CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Gary L. Schulz, Fire Chief
FROM: Martin Soeth, Training Officer *MS*
RE: 1990 Suppression Annual Report

Enclosed is the 1990 annual report of the duties and training performed by the Suppression Division, in addition to responding to alarms.

	Hours
Fire Suppression Tactics	531
Ventilation	50
Search and Rescue	51
L.P. Burn	70
Hydraulics	98
Medical	388
Pre Planning	380
Hazardous Materials	38
Auto Extrication	26
Foam Application	23
Hose Testing	135
Pump Testing	24
Hydrant Maintenance	
Fall checking/winter maintenance	360
Miscellaneous	240

FIRE DRILLS

The Moorhead Fire Department conducted fire drills at the following schools:

St. Francis deSales School
Probstfield Elementary
Thomas Edison Elementary
St. Joseph Elementary
George Washington Elementary
Robert Asp Middle School
Riverside

25



EMERGENCY MEDICAL TECHNICIANS

The Department's Emergency Medical Technicians completed a 24 hour National Registry of Emergency Medical Technicians refresher class with written and practical skills tested. The total number of emergency medicals and rescues for 1990 totalled 893.

TOURS

The Moorhead Fire Department provides tours of the headquarters and southside fire stations. In 1990, 35 tours were conducted to several hundred children and adults.

PREPLANNING

The Fire Department makes company inspections of commercial property in the City, and from these inspections a preplan is drawn. The Fire Department spent approximately 380 hours in 1990 in this activity, and Fire Fighter Clay Dietrich spent an additional 50 hours drawing the preplans to scale and entering the information into preplan books.

MAINTENANCE

Personnel of the Fire Department maintain the department's buildings, vehicles and equipment. This work is supervised by Jerome Shawstad, Gary Haaland and Don Bratlien, with assistance from the other members of the department. A total of 1,555 hours were spent on maintenance and repair in 1990.

BLOOD PRESSURE SCREENING

The Fire Department provided 295 blood pressure checks to the citizens of the community in 1990.

COURSES TAUGHT TO PUBLIC
BY TRAINING OFFICER IN 1990

<u>DATE</u>	<u>LOCATION</u>	<u>CLASS TITLE</u>	<u>SIZE</u>
01/30/90	Moorhead State University	Fire Extinguishers	32
01/30/90	Moorhead State University	Fire Extinguishers	33
02/06/90	Moorhead State University	Fire Extinguishers	30
02/06/90	Moorhead State University	Fire Extinguishers	28
03/21/90	Moorhead State University	CPR	35
03/21/90	Moorhead State University	CPR	30
06/05/90	Parks Department	First Aid	70
06/21/90	Moorhead Technical School	First Aid	30
08/31/90	Nutra Gold	Fire Extinguishers	15
09/18/90	Moorhead Technical School	Fire Extinguishers	75
09/18/90	Moorhead Technical School	Fire Extinguishers	100
09/19/90	Moorhead State University	Fire Extinguishers	14
09/24/90	Clay County	Fire Extinguishers	35
09/27/90	Moorhead State University	Fire Extinguishers	30
09/27/90	Moorhead State University	Fire Extinguishers	35
10/18/90	Legion	In Case of Fire	20
10/25/90	Group Home	Fire Extinguishers	8
10/25/90	Our Redeemer	Fire Extinguishers	13
11/30/90	American Crystal	Fire Drill	45
12/04/90	Moorhead State University (Library)	Fire Drill	40
12/18/90	Moorhead State University	Fire Extinguishers	38
12/20/90	Moorhead State University	Fire Extinguishers	35

NOTE: All classes were one hour in length.

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

CITY OF MOORHEAD
BUILDING CODES DIVISION
ANNUAL REPORT - 1990

TO: Fire Chief Gary Schulz:

Included herein is the Division's Annual Report which contains comparisons of permit activity in 1990 to previous years, comments about the past year and some projections for 1991.

TABLE: 1981-1990 COMPARISONS OF
CONSTRUCTION ACTIVITY BY
MAJOR CATEGORY-----page 30

TABLE: 1981-1990 PERMIT, VALUATION
AND REVENUE COMPARISONS-----page 31

COMMENTS: -----page 32 thru 35

Sincerely,



Richard Davidson
Building/Zoning Official

RD:gn



COMPARISONS OF MAJOR CATEGORY BUILDING ACTIVITY

YEAR	SINGLE FAMILY DWELLINGS	MULTIPLE DWELLINGS	NEW AND REMODEL COMMERCIAL	MISC BLDGS & RES REM	TOTAL PERMITS AND VALUATION
1981	(9) \$ 364,300	(3-54) \$1,735,550	(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
1984	(36) \$2,082,500	(7-94) \$2,672,000	(163) \$ 5,966,450	(250) \$ 993,330	(456) \$11,714,280
1985	(18) \$1,153,400	(4-66) \$1,739,800	(103) \$12,705,450	(200) \$1,109,425	(388) \$16,718,475
1986	(87) \$5,604,000	(8-38) \$ 982,000	(125) \$ 7,656,586	(225) \$ 986,385	(496) \$15,228,971
1987	(110) \$7,596,250	(12-101) \$3,358,000	(129) \$ 8,650,955	(249) \$1,344,325	(529) \$20,978,920
1988	(103) \$7,490,250	(10-38) \$1,093,000	(130) \$ 9,178,570	(322) \$1,248,161	(565) \$19,009,981
1989	(86) \$7,093,500	(8-66) \$1,984,000	(120) \$14,696,285	(220) \$ 860,635	(468) \$24,634,420
1990	(65) \$5,372,000	(9-64) \$1,204,000	(130) \$13,131,260	(205) \$1,222,756	(447) \$21,012,716

1981 THROUGH 1990 COMPARISONS OF VALUATIONS, PERMITS & REVENUE TABLE

YEAR	BUILDING PERMIT VALUATIONS	BLDG. PERMIT ISSUED	BUILDING PERMITS REVENUE	PLMB. PERMIT ISSUED	PLMB. PERMIT REVENUE	HTG. PERMIT ISSUED	HEATING PERMIT REVENUE	PLB & HTG LICENSE FEES	OTHER FEES COLLECTED	TOTAL SURCHARGE COLLECTED	TOTAL NO. OF PERMITS	TOTAL REVENUE
1981	\$28,416,479	388	\$50,255.00	83	\$4,328	199	\$4,225	\$2,720	\$10,275.00	\$5,755.00	670	\$77,558.00
1982	\$7,880,623	394	\$25,486.00	144	\$6,480	241	\$5,452	\$2,830	\$3,616.00	\$4,660.00	779	\$48,524.00
1983	\$8,146,675	404	\$41,547.00	140	\$6,657	237	\$4,795	\$3,980	\$9,103.00	\$4,331.00	781	\$69,878.00
1984	\$11,713,780	456	\$53,536.50	162	\$8,661	408	\$8,428	\$4,830	\$4,612.18	\$6,183.00	1,026	\$86,250.68
1985	\$16,956,075	427	\$61,098.00	118	\$6,511	349	\$6,309	\$4,600	\$9,184.81	\$8,260.80	894	\$95,963.61
1986	\$15,669,971	546	\$64,933.50	240	\$14,860	395	\$7,614.50	\$4,630	\$8,225.00	\$8,001.00	1,181	\$108,264.00
1987	\$21,318,920	564	\$79,310.00	220	\$17,483	396	\$9,185.50	\$4,390	\$15,634.37	\$10,965.00	1,180	\$136,967.87
1988	\$19,009,981	565	\$73,987.50	184	\$15,823.50	513	\$10,746.10	\$4,880	\$6,175.00	\$9,775.88	1,262	\$121,387.98
1989	\$24,634,420	468	\$84,571.00	191	\$15,885.50	514	\$11,395.00	\$4,390	\$2,420.00	\$11,932.00	1,173	\$130,593.50
1990	\$21,012,716	447	\$77,077.00	432	\$19,389	368	\$9,240.00	\$5,030	\$3,575.00	\$10,761.60	1,247	\$125,072.60

THE DEPARTMENT

The Moorhead Codes Office, which is located in the Main Fire Annex, consists of two full-time inspectors and a senior office associate.

Our principal responsibilities are the enforcement of various laws and ordinances enacted by the City and the State. These include:

- State Building Code - 1988 UBC
- State Mechanical Code - 1988 UMC
- State Plumbing Code
- State Handicapped Code
- State Energy Code
- State Floodproofing Code
- State Architectural Laws
- City Zoning Ordinance

Enforcement of these codes generally consists of review of proposed work to establish compliance with laws and ordinances, issuance of permits to do the work, and inspection of the work to insure compliance.

THE YEAR 1990

Permit activity was heavy in Moorhead in 1990 with 1,247 permits of all kinds being issued. This marked 1990 as the fifth straight year where more than 1,100 permits were issued. Only in 1988 (1,262) and 1977 (1,290) were more permits issued in one year.

Commercial construction dominated area building activity with \$13.1 million in commercial permits being written. The Hiway 10 strip contributed heavily to that total with \$4.1 million worth of construction started in 1990. Specific projects in that area included the completion of Easten Shopping center (\$1.4 million), a new Hardee's Restaurant (\$240,000), a new A & T Supply Store (\$435,000), expansion and remodeling of K-Mart (\$620,000), and a new Target Store (\$1,389,000).

Projects at Moorhead's schools, colleges, and universities also contributed to construction value with an addition to the Moorhead State University Bookstore (\$1,460,000), the Concordia Bell Tower (\$430,000), Concordia Memorial Auditorium Addition and remodeling (\$797,700), addition to South Junior High (\$475,000) and addition and remodeling at the Senior High (\$1,400,000) topping the list.

Other projects of interest that were started in 1990 include apartment buildings by Erickson Contracting, Wayne Welle Construction, Van Raden Homes, and Dale Buchholz Construction, a new Stop-N-Go Store (\$90,000), a chiropractic clinic (\$150,000), an addition to Eventide Nursing Home (\$1,755,000), and an addition to Trinity Church (\$570,000). Of historical note was the demolition of the Old Moorhead Armory.

New home construction slipped for the third straight year to 65 homes valued at \$5.4 million. The average construction value for a new home rose to \$82,646. This represents an increase of more than 28% since 1986.

Residential remodeling and garages contributed 6% of the value in 1990 but over 45% of all building permits issued. As many homeowners tackle their own remodeling projects, additional attention must be devoted to this area which occupies significant amounts of staff time.

Plumbing inspection was another area that kept staff members hopping in 1990. This was due to the installation of the sewer system in Oakport. We issued 149 plumbing permits in October and 123 in November which pushed the total permits issued for each month to 259 and 208. There had never been more than 200 permits issued in one month in Moorhead before this year.

Overall, 1990 represents the 7th straight year of high construction activity in Moorhead and expectations are that this activity will continue for at least the next two years. This contrasts with the boom of the late 70's that began and ended in only five years.

BOARD OF ADJUSTMENTS

The Moorhead Board of Adjustment heard seven requests for variances during 1990. Six of the requests were approved and one was denied.

Five of the requests dealt with side yard variances, one dealt with a rear yard, and one with a front yard variance.

No appeals were filed during 1990.

ONGOING SPECIAL PROJECTS

A filing system for the Codes Office began taking shape in 1990 with the first purchases of file cabinets and folders. The task of filing the tens of thousands of permits, letters, and other items of importance will be an ongoing process that could take several years.

Work on a new city zoning ordinance began again in late 1990. This important project should be completed in 1991.

Because of the multitude of tasks the Codes Office is responsible for administering and the heavy work load these tasks command, greater emphasis must be refocused on our primary responsibility which is the regulation of construction. Too much time has been spent in the past on complaints and special projects which left many building projects totally unsupervised. Priorities need to be rearranged so that our principal responsibilities are fulfilled.

The other major objective for 1991 is education. This objective is twofold in that both staff and the public will be targeted.

The codes we use are increasing in size as well as technical difficulty. This means we must educate ourselves so we are proficient in the use of codes and so we can assist in educating the public. Employee turnover makes education all the more important and the Codes Office is no exception with seven different people occupying three different positions in little more than a three year time period. Attendance at seminars, purchase of manuals and videotapes, and self study all play a role in the education process.

The public will be informed as much as possible of new code requirements through the use of newsletters and other mailings, staff participation in trade meetings, making available videos, manuals, and schedules of potential seminars, and interaction between staff and the public on a one to one basis.

These procedures have received positive response from the public in the past and will be continued and improved in the future.

INCOME AND EXPENSES

After a 17% increase in revenue in 1989, revenue dropped by nearly 7% to \$135,956 in 1990. Building permit fees generated \$77,344 in revenue or 57% of all revenue collected.

Expenditures totaled \$140,024 with the largest portion, 77%, attributed to personnel.

PERSONNEL STATUS

Dennis Neudecker, Moorheads' Building/Plumbing/Heating Inspector since November 1986, resigned in March to assume the job of Building Official for the City of Wayzata.

Don Sakry was hired to fill Dennis' position. Don had worked on a temporary basis with the Codes Office in past years. Don's temporary position was discontinued for 1990

SUMMARY

Continued growth best summarizes the 1990 construction year in Moorhead. This growth has continued at record or near record levels for five consecutive years and shows no short term indications of slowing down.

This growth continues stressing our small staff to the limits and encourages us to find more and more efficiencies and establish priorities to complete our work.

We hope to be stressing our in-house continuing education program and also provide information on a regular basis to the public.


The Codes staff looks to 1991 as a busy and challenging year.

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
(218) 299-5434

MEMORANDUM

TO: Gary L. Schulz
Fire Chief

FROM: 
Don Lawrence
Director of Environmental Health

RE: ENVIRONMENTAL HEALTH REPORT FOR 1990

The Environmental Health Report for 1990 consists of food/beverage, boarding/lodging, trailer courts, swimming pools, vending machines, nuisance control and plan review concerning new construction and remodeling of food, beverage and lodging establishments.

Seasonal events such as bake sales, limited food activities are also becoming popular. The two large events, Valley Fest and Octoberfest, were combined into one event--the Octoberfest. The food service activities consist of existing food service establishments as well as mobile or special event units.

Classes are given upon request. Materials cover areas such as food sanitation, food manager training, and rules and regulations concerning the operation of swimming pools.

The Moorhead's Mandatory Food Service Training Program, which was initiated in the mid 1970's, has become extremely popular. Last year we had a record number of persons taking the course. This would indicate that the program is quite successful.

The environmental program is in the process of being computerized. Information pertaining to inspections, etc., will be entered into the computer, and includes scores and other information which can be retrieved easily for reporting. A program will have to be developed for the vending machine inspection program due to an increase in number of inspections that can be anticipated for the upcoming year.

CITIZEN ACTION REQUESTS

The Citizen Action Requests for 1990 cover various areas: junk vehicles, communicable disease, indoor/outdoor air problems,



disposal of pesticides, etc. There has been a substantial increase in requests from last year. Ten letters were sent from the City Attorney's office regarding noncompliance. One criminal complaint charge was signed for noncompliance in the areas of nuisance violations.

MOSQUITO PROGRAM

The mosquito surveillance program was combined with those from Cass and Clay Counties with respect to centralizing counting and identification of mosquitoes. This program was included in the Metropolitan Mosquito Plan which was approved by the local governing bodies.

Two additional light traps have been added for a total of four traps: two in north Moorhead and two in south Moorhead. The traps are usually in operation from spring until the first frost in the fall.

The contents from the traps are collected and then separated, identified and counted. Separating is a process of removal of all insects from the mosquitoes and identification (looking primarily for the female mosquito *Culex Tarsalis*, which is capable of carrying the virus which causes sleeping sickness). As mentioned, the information gathered from the separation and identification of the mosquitoes is being used by Fargo, Moorhead, Cass and Clay Counties. The advantage of the program is a single system for identification of mosquitoes.

SEPTIC TANK ABANDONMENT INSPECTION PROGRAM

An additional program was added to the Division of Environmental Health in the fall of 1990. This program involved the abandonment of septic tanks in the Oakport Sewer Project. The Division of Environmental Health was given the responsibility of developing, designing, implementing and enforcing a septic tank abandonment program for the Oakport Project.

Much time and effort was involved in researching information that would pertain to the abandonment of septic tanks for such a large area. Basic criteria was developed by an engineering firm and implemented into a Joint Powers Agreement. This information was used as the basic guidelines for the inspections. A record keeping program was essential considering the high number of tanks to be abandoned. A program was developed for this purpose and implemented.

The number of tanks abandoned and recorded was estimated at 252. I believe there are an estimated 380 total tanks. Hopefully, this project will be completed by late spring/early summer of 1991.

Much thanks is given to Assistant Fire Marshal, Albert F. Bandvik, for his participation and support for the program. He has been a major contribution to its success.

Much thanks to the Dorene Hilde, Tammy Weidner and Gail Nelson for their time spent on correspondence and data entry for the Environmental Health Program.

CITY OF
MOORHEAD
FIRE DEPARTMENT

111 12th STREET NORTH, MOORHEAD, MINNESOTA 56560
 (218) 299-5434

ENVIRONMENTAL HEALTH REPORT

DIRECTOR

JANUARY 1, 1990 THROUGH DECEMBER 31, 1990

	<u>1ST QTR</u>	<u>2ND QTR</u>	<u>3RD QTR</u>	<u>4TH QTR</u>	<u>TOTAL</u>
Environmental Health Man Hours on Field Inspections	145	243	208	235	831
Environmental Health Inspections	146	279	268	245	938
Written Violations	153	130	225	337	845
Verbal Violations	0	0	0	0	0
Corrections	187	239	162	214	802
Boarding/Lodging Inspections	5	14	15	6	40
Hotel/Motel	5	2	2	3	12
Place of Refreshment/Bar	7	10	16	8	41
Restaurant	51	76	41	68	236
Mobile Home Park	1	0	5	0	6
Swimming Pools	23	32	51	21	127
Environmental Complaint/Nuisance Inspections	40	133	64	45	282
Mosquitoes (Collect/Count)	0	9	34	0	43
Vending	0	0	24	2	26
Other	14	3	16	92	125
<u>TIME SPENT IN OTHER AREAS (HOURS)</u>					
Meetings & Conferences	20	15	15	7	57
Schools Attended	15	4	8	8	35
Classes Given	4	16	10	7	37
Court Related Appearances	4	2	4	4	14
Plan Checks	31	10	11	24	76
<u>TOTAL HOURS</u>	74	47	48	50	219

Respectfully submitted,

Donald J. Lawrence
 Donald J. Lawrence

Director of Environmental Health

c:\eh\quarter

FIRE ADMINISTRATION • ENVIRONMENTAL HEALTH



BUILDING CODES • ZONING • HOUSING INSPECTION

DIVISION OF ENVIRONMENTAL HEALTH
1990 CITIZEN ACTION REQUEST

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
01/01/90	Information on Food Service			X
01/03/90	Information on Air Pollution			X
01/09/90	Junk Vehicle			
02/01/90	Junk Vehicle	X		
02/01/90	Garbage/Debris in Yard	X		
02/01/90	Dirty Apartment	X		
02/07/90	Information on Indoor Air			
02/07/90	Debris in Yard			X
02/28/90	Noise Complaint	X		
03/01/90	Information on Food Service			X
03/01/90	Information on Recycling			X
03/05/90	Complaint on Indoor Air	X		
03/05/90	Complaint on Pigeons	X		
03/08/90	Junk Vehicle	X		
03/19/90	Debris/Junk in Yard	X		
03/21/90	Gas Leak	X		
04/04/90	Junk Vehicle/Debris	X		
04/04/90	Junk Vehicle	X		
04/09/90	Debris/Junk in Yard	X		
04/09/90	Unsanitary Bathroom, Lunchroom	X		
04/09/90	Junk Vehicles	X		
04/09/90	Junk Vehicle	X		
04/09/90	Junk/Debris in Yard	X		
04/09/90	Garbage in Yard	X		
04/09/90	Dog Litter	X		
04/12/90	Dog Litter	X		
04/13/90	Trailer Court	X		
04/20/90	Debris/Junk in Yard	X	X	
04/23/90	Unsanitary Apartment	X		
04/23/90	Debris/Junk in Yard	X		
04/23/90	Dog Litter	X		
04/24/90	Abandoned Building	X		
04/24/90	Junk Vehicles	X		
04/24/90	Information on Beet Plant Odor			X
04/25/90	Information on Paint Disposal			X
04/26/90	Debris/Junk in Yard	X		
04/26/90	Information on Mobile Units			X
04/26/90	Junk Vehicles	X		
04/26/90	Nursing Home	X		
04/26/90	Information on Disposal of D.D.T.			X
04/27/90	Information on Food Service			X
04/29/90	Old Building	X		
05/01/90	Information on Use of Chemicals			X
05/01/90	Information on Food Service			X
05/03/90	Debris in Yard	X		
05/05/90	Unsanitary Bathroom	X		
05/05/90	Junk Vehicle	X		
05/07/90	Information on Recycling			X
05/09/90	Information on Chemical Disposal			X
05/10/90	Information on Paint Disposal			X
05/13/90	Dog Litter	X		

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
05/14/90	Dog Litter	X		
05/18/90	Food Service	X		
05/24/90	Unsecured Excavation	X		
05/24/90	Junk in Yard	X		
05/24/90	Old Building	X		
05/25/90	Debris in Yard	X		
05/29/90	Junk Vehicle	X		
05/29/90	Information on Beet Plant Odor			X
05/29/90	Pigeons	X		
05/29/90	Cockroaches in Apartment	X		
05/30/90	Junk Vehicles/Debris	X		
05/30/90	Junk Vehicle	X		
05/30/90	Information on Disposal of D.D.T.			X
06/05/90	Dog Litter	X		
06/05/90	Debris in Yard	X		
06/05/90	Odor	X		
06/06/90	Junk	X		
06/06/90	Information on Paint Disposal			X
06/08/90	Junk/Debris in Yard	X		
06/08/90	Weeds	X	X	
06/08/90	Rats	X		
06/08/90	Pigeons	X		
06/09/90	Junk Vehicle	X		
06/12/90	Debris in River		X	
06/12/90	Information on Mobile Units			X
06/14/90	Junk Vehicle/Debris	X		
06/14/90	Garbage/Debris in Yard	X		
06/14/90	Debris in Yard	X		
06/15/90	M.C.I.A.A.	X		
06/17/90	Information on Mobile Food Units			X
06/18/90	Debris/Junk in Yard	X		
06/23/90	Debris in Yard	X		
06/26/90	Tall Grass	X		
06/26/90	M.C.I.A.A. Smoking	X		
06/29/90	Old Building	X		
06/29/90	Debris in Yard	X		
07/03/90	Junk/Debris	X		
07/06/90	Junk Vehicle	X		
07/10/90	Motel	X		
07/10/90	Weeds	X	X	
07/11/90	Dog Litter	X		
07/11/90	Junk Vehicle	X		
07/11/90	Motel	X		
07/12/90	Animal Litter	X		
07/13/90	Garbage	X		
07/14/90	Junk Vehicle	X		
07/16/90	Motel	X		
07/16/90	Unsanitary Bathrooms	X		
07/16/90	Beet Plant Odor	X	X	
07/17/90	Information on Food Service			X
07/18/90	Information on Daycare			X
07/18/90	Junk Vehicle/Debris	X		
07/18/90	Debris/Junk in Yard	X		
07/19/90	Weeds	X	X	

<u>DATE</u>	<u>AREA</u>	<u>INVEST</u>	<u>INVEST REFER</u>	<u>REQST FOR INFOR</u>
07/23/90	Junk Vehicle	X		
07/23/90	Debris/Dog Litter in Yard	X		
07/25/90	Junk Vehicle	X		
07/31/90	Debris in Yard	X		
07/31/90	Junk Vehicle	X		
07/31/90	Junk Vehicle	X		
07/31/90	Garbage	X		
07/31/90	Junk Vehicle	X		
08/08/90	Weeds		X	
08/20/90	M.C.I.A.A. Smoking	X		
08/21/90	Information on M.C.I.A.A.			X
08/22/90	Cockroach Problem	X		
08/22/90	Cockroaches	X		
08/22/90	Information on Radon			
08/22/90	Information on Radon			X
08/22/90	Odor	X		
08/24/90	Drainage Ditch	X		
08/24/90	River Pollution	X	X	
08/24/90	Animal Abuse	X	X	
08/31/90	Junk Vehicle	X		
09/07/90	Abandoned House	X		
09/08/90	Contaminated Food	X		
09/09/90	Spoiled Food	X	X	
09/10/90	Debris/Junk in Yard	X		
09/11/90	Junk Vehicle	X		
09/18/90	Water Leak	X		
09/21/90	Debris	X		
09/25/90	River Pollution	X	X	
09/26/90	Information on Septic Tanks			X
09/28/90	Odor in Neighborhood	X		
10/07/90	Debris/Garbage	X		
10/10/90	Dumping of Waste	X		
10/12/90	Improper Disposal of Oil	X		
10/12/90	Junk Vehicle	X		
10/17/90	Food Service	X		
10/23/90	Contaminated Food	X		
10/30/90	Motel	X		
11/07/90	Mounds/Debris	X		
11/08/90	Wood Pile	X		X
11/08/90	Debris/Junk	X		
11/13/90	Mounds	X	X	
11/13/90	Food Service	X		
11/16/90	Junk Vehicle	X		
11/16/90	Junk Vehicle	X		
11/20/90	Junk Vehicle	X		
11/25/90	Abandoned Refrigerator	X		
11/29/90	Junk Vehicle	X		
12/07/90	Junk Vehicle	X		
12/12/90	Garbage	X		
12/12/90	Junk	X		
12/19/90	Junk/Debris	X		
12/31/90	Air Pollution	X		

COMPLAINTS REFERRED TO THE
OFFICE OF THE CITY ATTORNEY

<u>DATE</u>	<u>ATTORNEY LETTER</u>	<u>CRIMINAL COMPLAINT</u>	<u>AREA</u>
01/01/90	X		Junk Vehicle
04/23/90	X		Junk Vehicle
06/14/90	X		Old Building
06/29/90	X		Junk/Debris
07/30/90	X		Old Building
07/31/90	X		Junk in Yard
08/27/90		X	Building
09/20/90	X		Motel
09/28/90	X		Junk Vehicle
11/20/90	X		Junk Vehicle

LETTERS OF
APPRECIATION

MOORHEAD STATE UNIVERSITY

Moorhead, Minnesota 56563

09/05/1990

Dear Gary Schultz,

We at Night Watch Program would like to thank you for your time, and for the information you shared with us during our Fall training sessions.

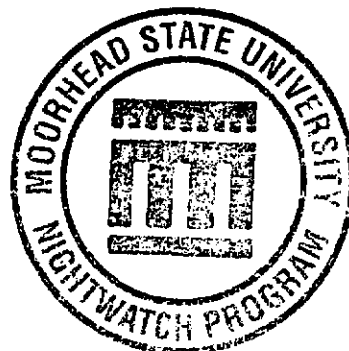
I have been informed by the staff members that they found your session very interesting and enjoyable.

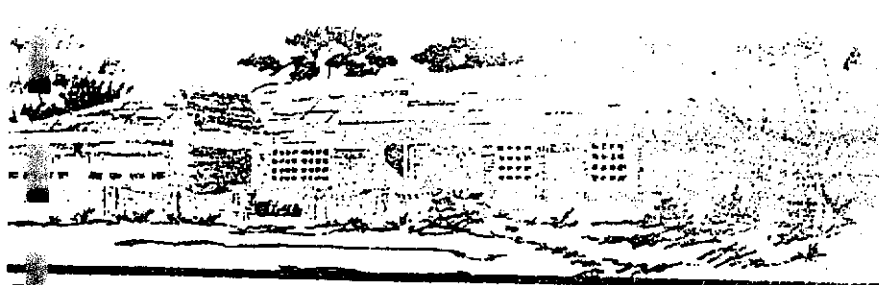
On this occasion we would like to once again assure you of our highest standards and will be looking forward to your continued cooperation. Thank you.

Feari Abdul Fazi



Administrative Services, Communications
and Public Relations





1001 center avenue
 suite - c
 moorhead, mn 56560
 218-236-6730

CLAY COUNTY RESIDENCE, INC.

October 18, 1990

Gary Schultz
 Fire Marshall
 Moorhead, MN

Dear Gary,

Thank you for speaking at our inservice on October 9. We greatly appreciate your assistance. We have tabulated the evaluations and would like to share with you the results regarding your presentation. The participants responded to questions by ratings from strongly agree (value of 1) to strongly disagree (value of 5). The response to your presentation are calculated as averages and are as follows:

Safety in the Home

The presenter was well prepared	1.0
The presenter was knowledgeable of subject	1.0
The presentation was interesting	1.0
I gained information that I can apply to my job	1.0
The session met my expectations	1.0

We plan to present future training for our staff as a part of on-going requirements and client needs. We hope that you might be comfortable having us contact you in the future for presentations or references on other speakers. Again our sincere thanks for your assistance in training our staff. All the presentations were enlightening and gave new information or new insights.

Sincerely,

Emily K. Hilgers, QMRP
 Administrator
 Clay County Residence, Inc.

November 10, 1990

Al Bandvik
Moorhead Fire Department
111 North 12th Street
Moorhead, MN 56560

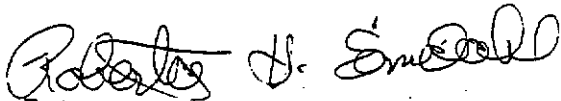
Dear Mr. Bandvik:

I want to thank you for your presentation last Thursday on fire prevention practices. I must say the children were quite impressed with your talk and were happy to receive the materials you brought for them. I'm sure many strong impressions were made here with your visit.

I know that your schedule only allowed 30 minutes for your visit, but we were appreciative for the extra time you made for us.

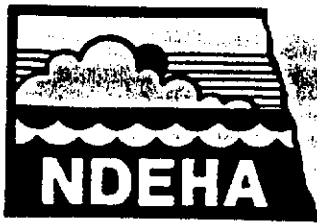
Again, thank you for making time to come talk with us. Perhaps we can come visit the main station when the weather allows.

Sincerely,



Roberta Hanson - Somdahl
Small Tykes Daycare - 236-5711

cc: Acting Chief Gary Schulz



NORTH DAKOTA ENVIRONMENTAL HEALTH ASSOCIATION

July 31, 1990

Mr. Donald L. Lawrence
Director of Environmental Health
City of Moorhead
Box 779
Moorhead, MN 56560

Dear Don:

The North Dakota Environmental Health Association is holding their annual educational Conference October 9 and 10, 1990, at the Holiday Inn in Grand Forks, ND. On behalf of the Program Committee, I wish to thank you for participating in our Conference. Your topic, "Food Manager Certification: Moorhead, MN," is scheduled for 2:00 - 2:30 p.m., Tuesday, October 9.

Enclosed is a speaker form, which we need for accreditation of our program. Please complete and return this form by August 1, 1990. A stamped, self-addressed envelope has been enclosed for your convenience.

Please feel free to call me at 746-2525 if you have any questions.

Sincerely,

Wallace D. Helland, R.S.
NDEHA Program Committee

WDH/brs
Enclosures

Don Lawrence
Environmental Health
111 - 12 St. N.
Moorhead, MN 56560

Dear Sir,

Thank-you for agreeing to speak with the Moorhead Brownie Girl Scouts at their 1990 Summer Day Camp. We have scheduled your presentation for 1:30 PM on Thursday, June 21st at the main shelter in Gooseberry Park. In the event of unsuitable outdoor weather the camp will be held in St. Joseph' gym. Your contact person at the sight is Cindy Mayerick, Camp Director. If you have any questions you may reach Cindy at 233-6778 or myself at 236-5481 .

Thank-you,

Andrea Caid
Andrea Caid

EVENTIDE

L U T H E R A N H O M E

1405 7th Street South
Moorhead, Minnesota 56560
(218) 233-7508

*Jim, Cliff, Scott,
Swede, Don, Bob & Rick
Thanks for
the great work!
Marnie*

May 17, 1990

Jim Antonen, City Manager
City of Moorhead
500 Center Ave.
Moorhead, MN 56560

Dear Jim,

I just wanted to let you know how much I appreciated the cooperation your city department heads have given us as we begin our construction project. Herb, Cliff, Scott, Swede, Don, Bob, and Rick were all most helpful as we went through the planning process.

With the complexity of the project it was nice to know that we could depend on the city to do its' part to install the storm sewers, lay water mains and move power cables in a timely manner. Rick has worked with our architects to iron out several potential problems to help us obtain state approvals.

Please convey my thanks to them for their help and effort to make the project planning and beginning enjoyable for us.

Sincerely,



Helen Frampton
President

cc: Mayor Morris Lanning

NDSU

Food and Nutrition Department
College of Home Economics
SU Station, P.O. Box 5057
Fargo, North Dakota 58105-5057
701-237-7474

June 8, 1990

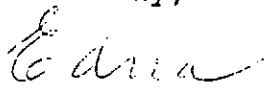
Don Lawrence
Director of Environmental Health
111 12th Street North
Moorhead, Minnesota 56560

Dear Don:

Just a short note to express my appreciation to you for coming to my Food Sanitation class and presenting the information on your certification program. From the information which the students handed in at the end of the period (I required them to do this), they obviously picked up on the points you made during your presentation. Because they had just taken the certification exam from the Educational Foundation of the NRA, they could relate to what you were saying about a certification exam.

Thanks again, Don. It is always good to visit with you.

Sincerely,



Edna T. Holm, Ph.D.
Associate Professor

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PC



NORTH DAKOTA ENVIRONMENTAL HEALTH ASSOCIATION

October 18, 1990

Mr. Don Lawrence
111 12th St. N.
Moorhead, MN 56560

Dear Don:

Thank you for participating in our 1990 Fall Educational Conference and Meeting. Your presentation was well received by our membership, and we hope you will consider speaking to us again in future conferences.

On behalf of the Program Committee and NDEHA, thanks again for your contribution to our Fall Conference.

Sincerely,

Wallace D. Helland, R.S.
NDEHA Program Committee

WDH/brs