



BOARD OF DIRECTORS Minutes

Executive Board Meeting
Monday, December 7, 2009 1:00 p.m.
Hyatt Regency, Greenway E (Second Floor) – Minneapolis, MN

Members in Attendance:

Mark Erickson, Renville Co.	Mandy Landkamer, Nicollet Co.
Angie Knish, Mower Co.	Jean Christoffels, Murray Co.
Bill Patnaude, Beltrami Co.(A)	William Mayland, Benton Co. (C)
Larry Gasow, McLeod Co.(D)	Steve Just, Carver Co.(E)
Dale Oolman, Steele Co. (F)	Tim Nelson, Cook Co.

Alternates and Others in Attendance:

Terry Neff, Aitkin Co.(B)	Annalee Garletz, AMC
Gina Pointeir, SJA	Rick Frank, Houston Co.
John Ringle, Cass Co.	Maria Slavik, AMC
Kevin Ruud, Norman Co.	Don Adams, Stearns Co.
Dale Krystosek, BWSR	

Absent:

Bruce Benson, Carlton Co.(B)

Call to Order

The meeting was called to order by President Mark Erickson. After taking Roll Call and a quorum was established, President Erickson called for any additions or corrections to the agenda.

MSP: Bill Patnaude, Terry Neff to approve the agenda as presented.

MSP: Terry Neff, Bill Patnaude to approve the October 7, 2009, minutes as written and recorded.

Treasurer's Report

- Angie reported the account balances: checking \$1,108.01; savings \$26,827.84, adding that there was no investment report as the interest rate in savings was better than a CD.
- 11 of 87 counties are non-participating MACPZA Members; 7 of the 11 are from the Metro.

MSP: Bill Patnaude, Steve Just to approve Treasurer's Report as presented.

New Business

- Reminder to Board Members: Alternates only have voting rights if District rep is absent and only the individual with voting rights is eligible for lunch to be paid by MACPZA.
- Legislative e-mails will continue to be sent to all Executive Board Members and to the following individuals who have agreed to be appointed to the 2010 Legislative Committee: Dan Hecht, Tim Nelson, Terry Neff, Angie Berg, Marc Telecky, Pam Flitter, and Kristi Gross. These individuals will cascade the emails down to their respective Districts.

MSP: Bill Patnaude, Dale Oolman to appoint the above listed MACPZA Members to the 2010 Legislative Committee.

- The following individuals agreed to, and were appointed by President Mark Erickson to the 2010 Professional Development Committee: Tim Nelson, Gordon Olson, Marc Telecky, Tim Anderson, Steve Just, Lynn Waytashek, and Tracy Pooler. Mark will continue to search for a representative from District A to replace Dan Hecht.
- The following individuals agreed to, and were appointed by President Mark Erickson to the By-Laws/Policy Committee: Mark Erickson, Darren Wilke, and Bill Patnaude.
- Contracts with the Kelly Inn, St. Cloud, MN were reviewed for the following 2010 MACPZA Executive Board Meetings: February 5, April 9, June 4, and August 6.

MSP: Bill Patnaude, Larry Gasow to approve the four contracts with the Kelly Inn and to authorize President Erickson to sign the same.

- The following MACPZA Registration Policy for Conferences/Seminars/Trainings was reviewed:
 - *In order to be considered registered for a conference, seminar or training, the registration fee must be paid in full, either by check, a voucher authorizing payment, or by on-line registration billing, at least seven (7) days prior to the event.*
 - *Refunds will be granted, less a 20% cancellation fee, if notice of cancellation is received at least seven (7) days prior to the scheduled event. No refund will be granted if notice of cancellation is received less than seven (7) days prior to the scheduled event.*

MSP: Angie Knish, Steve Just to approve the MACPZA Registration Policy for Conferences/Seminars/Trainings as presented.

MACPZA Committee Reports

- Legislative
 - Primary focus is combining 394/462 Statutes; a small sub-group will be working on this task.
 - Joint meeting of MACPZA Legislative Committee and the MnAPA Legislative Committee; looking for areas of collaboration.
 - The Legislative Committee wants to hear from the different Districts as to topics that need to be funnel through this committee; want to be pro-active rather than re-active.
- Professional Development
 - Steve Just was asked to Chair this Committee till the end of the year; the committee will need to elect a chair for 2010.
 - The plans are to start with e-mail exchanges and then try to meet four times in 2010, focusing on updated Zoning Manuals and a Certification Program.
 - Certification will be the biggest and toughest project; will not be accomplished in 2010, but at least lay down the foundation.
 - Wind Energy Session
 - End of Session Wrap Up at the Spring Conference
 - Potential of co-hosting a seminar on Energy with MnAPA.
- By-Laws
 - If anyone has any proposed By-Law changes, submit them to Bill.

Old Business

- MACPZA Template Letter to MPCA – Annalee Garletz
 - A template letter to MPCA was drafted for each County to individualize to reflect their County’s interests/concerns with the SSTS changes and ordinance adoption requirements.
 - AMC, in cooperation with MACPZA, is prepared to draft a cover letter to be submitted with all individual letters from the counties. This cover letter will include a summary of the concerns of all the counties’ letters that must be submitted by January 15, 2010, to Annalee which will be sent to the Chair of the Finance & Policy Committee.
 - The letters should be on each county’s letterhead, with or without County Board Approval. It was suggested that each county cc their own State Legislators.

MSP: Bill Patnaude, Angie Knish to approve the Template Letter to MPCA content and procedures.

New Business

- MACPZA/AMC Agreement
 - The Board reviewed the agreement and had the following changes:
 - IV. Replace “Chair” with “President”
 - V. 1a. Delete from contract; MACPZA maintains their own mailing list.
 - V. 5. Replace “curriculum” with “Professional Development”
 - V. 9. Replace with the following: “Assist MACPZA Legislative Committee to develop recommendations on rule making and legislative items.”
 - VI. 2. Replace “Curriculum” with “Professional Development”
 - VI. 3. Replace with the following: “Assist in the preparation of the questionnaire for the county zoning office surveys.”
 - Cost of Memorandum of Understanding to remain the same.
 - A copy of the MACPZA Sexual Harassment Policy will be provided to the Executive Board for review.

MSP: Bill Patnaude, Terry Neff to approve the MACPZA/AMC Agreement, authorizing President Erickson to sign with the above noted changes.

AMC Updates – Annalee Garletz

- An update was given on some of the proposed AMC Policy Positions relating to the lifting of feedlot restrictions for 300 animal units, funding for evasive species, and PILT.
 - PILT Policy may have an impact on Comprehensive Plans; looking for more input from southern Minnesota. This is a tax issue as well as a land use issue; they are looking for a northern and a southern Zoning Administrator to serve on this committee.
- The Local Public Health Association of Minnesota is offering a Health Impact Assessment Training Opportunity to local public health employees and local planners, together as a team.
- There will be a Minnesota Legislative 101 Training, which will be open to State Association Members first.

Other Committee Reports

- SSTS Committee – Bruce Benson
 - No report.
- 394/462 Statute Review Committee
 - Initial document to combine has been completed and will be presented for legal review and examination by the sub-group; possibly the end of January or February.
- Website Committee
 - The MACPZA Website has been updated and AMC will keep it current. Counties are asked to submit pictures of their counties to be included on website.
- MACPZA/MnAPA Committee
 - Joint meetings have been held with a special meeting of both Associations' Legislative Committees to follow this MACPZA Executive Board Meeting.
 - Potential for co-hosting a seminar in the Spring that may include AICP Credits.
 - MnAPA is also interested in updating manuals that include both city and county zoning information.
 - If 394/462 are codified, then new training videos will be needed; may be able to partner with MCIT and League of Cities Insurance Trust for funding.
- 2010 Conference Committee – District D
 - District D will be meeting in December to begin looking for potential sites; a location must be submitted for the MACPZA Executive Board meeting in February.

Other

- MACPZA Annual Survey
 - Zoning Surveys will be conducted every other year, in odd numbered years.
 - Annalee asked that the Districts discuss the questionnaire in 2010 for any possible changes that would need to be made for the 2011 survey.

MSP: Bill Patnaude, Terry Neff to have MACPZA Surveys conducted in odd numbered years only.

- MACPZA Logo
 - When website was being revitalized, a new MACPZA logo was created.
 - The Board felt the present logo represents Zoning – land, air, water; leave as is.

The next meeting is scheduled for February 5, 2010, Kelly Inn in St. Cloud, MN.

MSP: Bill Patnaude, Terry Neff to adjourn.

Respectfully Submitted,

Jean M. Christoffels
Secretary