

# BOARD MINUTES

January 15, 2010

## MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Golden Valley City Hall

Board members, committee members, and liaisons present: Avatal Barnea, Lance Bernard, Jean Coleman, Adam Fulton, Chuck Froseth, Andy Gitzlaff, Loren Gordon, Mark Grimes, Wayne Hurley, Cynthia Kirchoff, Lyssa Leitner, Gina Mitchell, Andrew Mack, Chris Moates, Bob Patton, Bruce Peterson, Anita Rasmussen, Suzanne Rhees, Carissa Schively Slotterback, Peg Schmid, Jeff Smyser, Cathy Waldhauser, Cynthia Yuen, and Bryan Gadow, conference co-chair

12:00 p.m. Lance opened the meeting.

- I. **Agenda:** An item on the program committee workplan was added to the agenda with the 2010 workplan item. Chuck Froseth mentioned that he will be out of town for the May meeting and suggested changing the location with another date. Motion to approve with addition by Wayne.. Seconded by Anita. Motion passed.
- II. **Approval of November 2009 Minutes:** The minutes were distributed and reviewed. It was noted that the social committee and the networking committee were combined with Loren Gordon as chair and Jay Blake, Julie Wishnack, and Al Cottingham as members. The minutes with changes were moved by Gina, seconded by Bruce, and passed.
- III. **Election results:** Peg reported that the electronic voting went well and about 110 members voted which is about the same as paper balloting in prior years. There were no complaints. Electronic voting saved about \$1,000 per election.
- IV. **Information items:** Jean explained the information reporting to the new Board members and thanked the members for their diligent reporting over the last year. Jeff noted that the application registration deadline for the May AICP exam has been extended to January 20.
- V. **Conference update:** Byian reported that he and Breanne have visited the Mankato conference facilities. There are active volunteers and subcommittees. The conference theme shall be "Planning in a new decade." Session solicitations will be coming out in early February. The Events committee will meet in March to plan multiple activities for Wednesday evening. The conference committee asked the Board's input on whether or not to solicit organizations such as local businesses to support social events. There was discussion about whether or not to allow businesses not related to planning exhibit in the hall. Adam reminded the Board that the budget anticipates a \$5,000 profit. It was suggested that the conference committee draft a policy on exhibitors where planning related vendors get priority. The draft policy will be reviewed at the next Board meeting. Lance will get the APA policy as an example.
- VI. **Treasurer's Report:** Adam presented the treasurer's report and the year end budget report noting that it was a good year. 2009 outcomes include a \$12K positive balance on the budget because of nearly \$9K profit from the national conference and membership credits above estimate. Expenses on the newsletter and Presidential leadership line were under budget. We have a balance of \$81K in accounts.

The big question for 2010 is whether membership will be maintained. Also administrative fees from APA are increasing. Adam highlighted the special budget item in the 2010 budget and asked members to review the budget and send him any questions. Jeff Smyser noted that the GTS collaboration may have costs that will come out of the PDO budget line. Bruce made a motion to approve the treasurer's report. Wayne seconded the motion. Motion passed.

VII. **New member orientation:** Lance commented that we are touching on items throughout the agenda that new members should note: reports, budget, workplan, etc.

VIII. **Financial audit:** Adam observed that the chapter has never had an audit. An informal audit was done two years ago by three members. An audit is not required by the state until we reach \$350K in revenue. We are not near that amount; however, an audit could be a good idea for transparency and because last year we had an unusual year because of national conference costs and income. The cost would be over \$2,000. Adam has asked APA for advice. Several members noted that an audit is a protection for the Treasurer. An internal audit is an option. The Board asked Adam to bring back a quote on costs.

IX. **Chapter Leadership Award nomination:** Lance said the leadership award is an opportunity every year for the Chapter President to nominate chapter members. Jean said that the Executive Committee recommends that Andrew Mack and Bob Patton be nominated for the volunteer leadership category. Jean noted that the entire Legislative Committee deserves to be nominated because of the great work they have done over the past two years, but the nomination is generally for an individual and we are pushing it by nominating two co-chairs. Bruce moved to approve the nomination. Anita seconded and the motion passed.

X. **Legislative Education Coordinator:** Andrew asked the Board to approve the contract for the recommended Legislative Education Coordinator, Tom Jensen. Bob reported that the Legislative Committee received five applications which were reviewed by a subcommittee of Lance, Bob, and Suzanne. The subcommittee invited two candidates to be interviewed. One withdrew before the interview, so Tom Jensen was the only candidate interviewed. Tom has worked for the Met Council, the State Senate research department, the Federal Aviation Administration, and now works on ARRA grant administration. Tom has been offered the position contingent on Board approval. Peg noted a discrepancy in section 3.4 of the contract where the text says "three thousand" followed by "(\$4,000). Andrew confirmed that the correct amount should be \$4,000 and the text will be corrected. Suzanne moved to approve the contract with the amount of \$4,000 in section 3.4 and to approve offering the position to Tom Jensen. Gina seconded the motion. Motion passed.

XI. **Appointment for MIDS project:** Lance postponed this discussion because the MPCA is not yet ready to appoint an advisory group for the Minimal Impact Design Standards project.

XII. **2010 Workplan:** Lance introduced the 2010 workplan. Jean distributed the Program Committee workplan as an addition. Lance reviewed highlights of the workplan including:

Increasing citizen planner involvement due to the increase in citizen planner members as a result of recruitment and the West Central Initiative Funds' subsidy. Mike has posted a welcome on the website blog and Peg has sent a welcoming letter to the contact for each new member planning commission. Suggestions for increasing involvement and services included: adding conference sessions targeted at citizen planners; posting web content directed at citizen planners; and making sure that the legislative tracking includes topics of interest to citizen planners. Cathy mentioned that APA MN conducted a needs survey of

citizen planners several years ago that should be reviewed. There was discussion of how to communicate with citizen planner members. Lance, Mike, and Cathy will work on revising the citizen planner section of the workplan.

Increasing student planner activities. Lance mentioned that student planners will be interviewing long-standing members for future newsletters and web highlights. Cynthia said that the first interviews may be with FAICP candidates. Carissa noted that there is a ton of information on each of the candidates in the FAIP applications.

Conference – There were a couple of comments about the conference. We should consider awards for long-standing members.

Adam suggested that more Board members consider attending events such as Brown Bags. It was suggested that a different Board member introduce the speaker at each Brown Bag. Students were encouraged to plan for Brown Bags on campus.

Lance will make changes based on the discussion and change section III 2 to state Board meetings will be every other month. Chuck moved to approve the 2010 workplan with the changes suggested. Adam seconded and the motion passed.

XIII. **2012 Conference location:** Peg informed the Board that she has spoken with the person in Bemidji responsible for the new event center that will open in 2010. There is no catering or lodging yet in place. A proposal for the facility was sent, but was quite high, about four times the amount for facilities at Duluth. Peg attributed this to inexperience of the bidder in this market. Peg suggested we may want to push a conference in Bemidji out to 2013 because hotels and catering will surely be in place at that time. Andrew responded that hotels will likely be in place earlier than 2013. It was felt that it is premature to make a decision now and we should continue exploring options in Bemidji. Wayne and Andrew will work with Peg on further exploration.

XIV. **Joint APA MN/MACPZA legislative meeting:** Andrew reported on the joint meeting with the Minnesota County Planning and Zoning Association on the possibility of a shared effort on legislative initiatives. MACPZA has experience and credibility on legislative activities. They would like to explore joining with APA MN on land use law reform. By March, to coincide with the Planner's Day at the Capitol, Andrew will develop a workplan with key assignments and a schedule. Andrew noted that we are still being cautious about taking positions on any legislation. The main interest is in gaining consistency between the county and municipal land use laws. Dialogue and consensus are key to any action by APA MN on legislative reform.

XV. **Sponsorship of consistency legislation:** Andrew reported on a joint meeting with the Minnesota Association of County Planning and Zoning Administrators (MACPZA). The meeting was to explore possible joint work on legislative initiatives. MACPZA has credibility on legislative work. The meeting resulted in an informal agreement to pursue enabling legislation reform over the next few years if supported by the respective organizational boards. Andrew will develop a workplan with key assignments which the Legislative Committee hopes to highlight at the March Planners' Day at the Capitol. The Committee is still being cautious about taking positions on any legislation and it recognizes that consensus and dialogue are necessary for the Chapter to participate in enabling law reform.

The only legislative item being discussed for this session is consistency legislation on appeals periods between county and municipal statutes. The Legislative Committee voted to support a change in MN Statutes Section 462 to a 60 day appeals period on land use

decisions. The action being requested is to have the Chapter sponsor a bill and undertake the tasks necessary to getting a legislative sponsor. The Legislative Committee decided it was important to change this provision now and not wait for the entire enabling legislation reform package. There were questions from Board members on the time frame for advocating; about whether or not we should be lobbying; and about whether or not the City of Minneapolis should take the lead since they were the first to be concerned about the issue. Adam made a motion to support the Legislative Committee efforts to introduce a bill on changing MN Statutes Section 462 to a 60 day appeals period on land use decisions and that the Legislative Committee should track time spent on this proposal. Anita seconded and the motion passed.

XVI. **Letter supporting state rail plan:** Andy Gitzlaff introduced a draft letter supporting the state rail plan noting that this is the type of issue the Chapter should support based on the adopted Legislative Platform. The letter is also a way of raising the profile of the Chapter. Bruce made a motion to approve the letter as drafted and authorize the President to sign. Lance seconded the motion and the motion passed.

XVII. **New business:** Andrew asked if there is a way for the League of Minnesota Cities and Association of Minnesota Counties to offer courses for certification maintenance credit under the Chapter umbrella. Jeff responded that there are criteria for CM courses, and anyone interested in offering CM credit courses should contact him.

Peg reminded everyone to use the official name of the Chapter – Minnesota Chapter of APA or APA Minnesota is preferred.

The July meeting will be in Duluth, and the May meeting will be in the metro area.

Meeting adjourned at 2:04 PM upon motion.