

Annual Meeting Minutes

Marathon County Planning

210 River Drive

Wausau, WI

1. Call to Order

-The meeting was called to order by President Dan Everson at 8:59am.

2. Introductions

- a. Executive Board Members Absent: Rob Schierman (Bayfield County- 1st Vice President); Present: Dan Everson (Dane County- President), Scott Godfrey (Iowa County-Conference Coordinator), Andrew Baker (Rock County-SE DR), CeCe Tesky (Rusk County-Website Coordinator), Jennifer Croonborg-Murphy (Bayfield County-NW DR), Jeremy Johnson (Menominee County-NE DR), Terry Ochs (Dodge County-Past President), Brian Duell (Clark County-WC DR), Jeff Brewbaker (Wood County- Central DR), Brian Giebel (Calumet-EC DR), Adam Wiegel (Green County-SW DR), Dean Johnson (Marathon County-2nd Vice President), Heather Marquardt (Wood County-Secretary/Treasurer)

3. Changes or additions to the agenda

-Request by Johnson to push back Bill of Rights due to another commitment

4. Review and approval of the October 12, 2016 Executive Board meeting minutes

-Motion by JJohnson, Seconded by Wiegel to approve the October 12, 2016 Executive Board Business meeting minutes. Motion carried on a voice vote, abstained by Croonborg-Murphy due to not being present.

5. Old and New Business?

- a. Bill of Rights article

6. Treasurer's Report- CeCe Tesky/Heather Marquardt, Secretary-Treasurer

-Marquardt e-mailed the treasurer's report to the Board prior to meeting and was assisted by Tesky to briefly explain current financials and bank account ledger. \$15,000 current minimum in money market account was decided by WCCA in previous years. Board had no questions regarding the report. Motion by Tesky, Seconded by Wiegel to accept the Treasurer's Report. Motion carried on a voice vote with no objections.

7. Audit of 2016 Financials- Audit Committee- Terri Dopp-Paukstat

-Dopp-Paukstat, chair of audit committee, was not present. Everson audited 2016 financial materials with no questions and concluded everything was in order. Discussion was brought up of 2016 annual meeting expenditures, with solution of having meeting within one day. Everson stated Dopp-Paukstat will be stepping down as chair of audit committee. Motion by Wiegel,

Seconded by Brewbaker to approve 2016 audit carried out by Everson. Motion carried on a voice vote with no objections.

8. Review and approve WCCA 2017 Operating Budget- CeCe Tesky/Heather Marquardt

-A 2017 proposed budget was passed out to Board members. Tesky discussed changes made to budget. Revenue: Membership dues- \$6000 increasing to approximately \$6300 (given last year's memberships); miscellaneous revenue from \$0 to \$40. Expenses: Executive Board Meetings- facilities from \$275 down to \$200, meals from \$750 down to \$200, lodging from \$1,190 to \$0; Operations- Books/Subscriptions/Reference- from \$0 to \$40; Supplies- from \$300 to \$1200 for new laptop. This equates to an additional \$340 in total income, and a difference of +\$875 for expenses. The total amount of changes to the income and expenses is \$1215 being brought to the Board.

-Further discussion amongst the Board on amending some of the proposed pre-amended expense budget items included: Operations- Leadership Training from \$500 to \$1000; Exec board meetings- lodging \$0 to \$325; meals \$200 to \$400.

-Discussion was also had in regards to increasing dues/fees so net income is not negative, but to have a proposed positive net income at year's end. 2017 changes include increasing conference fees; Spring Conference from \$115 to \$125, Fall conference from \$125 to \$150 for full registration. Partial-day fees increasing \$35 to \$40 (half-day), not including meals. Based on last year's attendance to the conferences, these changes would bring in about \$1,000 more at the spring conference and about \$2,000 at the fall conference, for a total additional \$3000 in program income. Conference Speaker budget is increasing from \$500 to \$1000 per conference, for a total \$1000 budget increase per year.

-The end of the year Net Income is approximately \$670, with these amendments.

-Motion by Croonborg-Murphy, Seconded by JJohnson to amend the budget by increasing spring and fall conference fees. Motion carried on a voice vote with no objections

-Motion by JJohnson, Seconded by DJohnson to amend the 2017 budget by altering expenses. Motion carried on a voice vote with no objections.

-Agenda item for summer: raising membership dues

9. Committee Assignments and Appointments for 2017 (See Spreadsheet)

-Program committee, legislation/education chairs are automatically assigned.

-Land use steering committee- Ochs offered to apply when Dopp-Paukstat steps down. Godfrey described application process through WCA.

-Dopp-Paukstat is stepping down from leadership & outreach chair. Everson suggested 2 co-chairs.

-Marquardt to forward WCCA members with willingness to serve on committees, to board members.

- a. Executive Board representation on committees
 - The proposed committee appointments were projected on the screen for view of the Executive Board. There was discussion on proposed members to fill committees.
- b. Standing Committees
- c. Ad Hoc Committees
- d. Program Coordinator- Appointment Proposal Scott Godfrey
 - Godfrey offered to serve as Program Coordinator again.
 - Motion by Baker, Seconded by Giebel to approve Scott Godfrey as Conference Coordinator 2017. Motion carried on a voice vote with no objections.
- e. Web Page Coordinator- Appointment Proposal CeCe Tesky
 - Motion by JJohnson, Seconded by Croonborg-Murphy to approve CeCe Tesky as Web Page Coordinator 2017. Motion carried on a voice vote with no objections.
- f. State Agency Liaisons and Others- Proposed affiliations
 - Everson reached out to each member, and they are all currently active.

-Motion by DJohnson, Seconded by Brewbaker to approve 2017 committee assignments. Motion carried on a voice vote with no objections.

-Other specific items per committee highlighted in agenda item 10.

10. Committee and Project Reports

- a. Program Coordinator/Conference Committee-
 - i. Fall 2016 survey monkey findings
 - Ochs reminded conference coordinator to check responses
 - Godfrey told Board to contact him if there are questions they'd like to see on the next survey, or if they'd like a copy of the findings of previous surveys
 - ii. Draft Agenda 2017 Spring Conference March 30-31st 2017, Stoney Creek
 - Agenda to be drafted by early February from Schierman
 - February 10th, 2017 is deadline for district reps to email rob with silent auction items
 - iii. 2017 Fall Conference- Devil's Head, October 11-12
 - Everson suggested tour of Aldo Leopold nature center, Godfrey to work with Schierman for possibility of transportation and logistics.
- b. Raffle-Heather Marquardt
 - Tesky reported \$525 in profit (\$1175 total in, \$650 paid out). The money raised from raffle goes specifically toward scholarship fund. \$664 was raised by silent auction, bringing in almost \$1350 total for 2016 scholarship fund.
- c. Scholarship Report- CeCe Tesky
 - For anyone attending school at any age for any student, but preference given similarly related major. 6 applications reviewed in 2016. Everson suggested discussion on providing additional \$500 scholarship beginning in 2018. Applications are on website, with March 18th, 2017 deadline.
- d. Leadership Group Report and Planning for Spring Conference with UWSP CLUE- Terri Dopp-Paukstat and Lynn Markham
 - Dopp-Paukstat not present. Markham reflected on WCCA Zoning leadership session at CWES Jan. 9 & 10, 2017. 21 attendees ranging from <1 year to >10 years experience.

Workshop responses were handed out to the board, with positive reviews. A requested topic at the workshops was a session on application of GIS around the state, which will be a topic at the Fall Conference, 2017 according to Everson. Future funding was requested during winter seasons.

-Ochs reported with Dopp-Paukstat thinking of retiring soon, thought should go into mentoring a new chair for leadership sessions. Everson suggested having 2 people in charge.

- e. Annual Scholarship Fundraiser at Spring Conference- Raffle vs. Silent Auction/others?
 - One or the other raffle or silent auction (from donations) per conference. Raffle is usually in fall, silent auction in spring. Raffle in fall usually because of renewing raffle license, ordering tickets, etc. Godfrey responsible for raffles and silent auctions. March 1st, 2017 deadline to have donations to Godfrey with suggested minimum bid (if there is one). Godfrey to create promo-display-flyer to be added to folders and emailed with conference applications, and put on website.
- f. Legislative Committee/Report- Dean Johnson and Dan Bahr
 - i. Topics to include Property Rights Bill, Short Term Rental, Shoreland.
 - DJohnson projected legislative memos on the screen for viewing and discussion from the Board. Topics were designating groundwater management areas, authorizing a public restriction to placement of mobile cell towers, and lead-testing.
 - Bahr, WCA lobbyist, discussed and requested feedback, concerns (via e-mail) on the cell tower bill, for him to report to Jarchow. Everson requested that Bahr relay WCCA concerns back to Jarchow, Bahr agreed. Bahr stated code administrators should be judicious and cautious with enforcement, as legislatures want to focus on personal property rights, customer service, and government that works with people, who aren't over-regulating homeowners. DJohnson is contact within organization for legislative topics and communication; he requested quick feedback and ideas via e-mail in a condensed, bullet-point manner, from any legislative emails he sends to the Board; and suggested using district representatives as segways to gather feedback from organization members, rather than google groups as a means of communication on these topics. Everson suggested feedback be discussed at the district level in a professional manner. Godfrey & DJohnson will continue working with Bahr regarding legislature.
 - Ochs recommended districts reach out to NR115 subcommittee if assistance or clarification is needed.
- g. Administrative Code Committee- Jeremy Johnson
 - JJohnson stated no reason to meet, nothing to report.
- h. Nominating Committee- Jen Croonborg-Murphy
 - Croonborg-Murphy stated action will be at fall conference.
- i. Audit Committee- Terri Dopp-Paukstat (earlier item discussed)
- j. NR 113 Committee- disbanded
- k. NR 115 Shoreland/Wetland Committee- Dan Everson/Terry Ochs

-Everson stepping down as chair, Ochs replacing. Everson stated main focus of committee was to put shoreland guidebook together relating to NR115. Upon ¾ finished, changes came about in NR code, when it was put aside until legislative changes were completed. It is now being revisited- with question of 'who is going to use it?', since each county has ordinances and model. Everson's has presidential goal to complete guidebook this year.

-Kay Lutze, state Shoreland Coordinator gave updates via conference call. DNR has been trying to go to district meetings to see where counties are at; only 1 county has not submitted anything. Shoreland team is currently working on getting all counties certified. Lutze asked for any suggestions be e-mailed directly to her. Notes may be added to NR115 regarding statutory changes to clarify parts of the code, but not to change content. Notification of certification will come via e-mail & mail.

l. NR 116 Committee- Sue V. and Michelle Staff

-Sue VandenLangenberg replacing Michelle Staff as committee chair.

m. Mining Committee- Kevin Lien

-Everson read a communication from Lien regarding mining committee update to the Board; no proposed amendments to NR135 at this time was interpreted by Lien.

n. Working Lands Initiative Committee- disbanded

o. Awards/Scholarship Committee- (earlier item discussed)

p. Web Page Committee- CeCe Tesky

-Baker accepted chair position, decided to have just 3 instead of 4 on committee, with Tesky reaching out and working with those 3.

-Tesky provided update of pages she'd like to create to put on the webpage. District Rep deadlines for decoder: 10th of Feb, June, Sept & Dec.

q. DSPS/POWTS Committee- Chris Olson

-Tesky provided update: Rebuilding a relationship with DSPS is number one goal, as there have been a lot of retirements & change from Commerce to DSPS with many new people who may not know what WCCA does. Tesky has set up a time to meet with Division Administrator to have discussion and intro. WOWRA is very concerned about the idea to eliminate the need for licenses in certain professions to do work, & funding for replacing failing septic systems. Tesky to send out a survey what each county has in order to fund failing systems. Brewbaker suggested bringing back science and academic into DSPS, manufacturers, etc. & re-visiting experimental systems. Next meeting for POWTS Committee is March 29th, 2017.

r. POWTS Technical Advisory Committee- disbanded

-Dorment, not disbanded

s. Executive Guidebook- Karl Jennrich (disband?)

-Completed

-Motion by JJohnson, Seconded by Brewbaker to disband Executive Guidebook. Motion carried on a voice vote with no objections.

11. State Agency and Affiliated Organization Reports

a. WI Dept of Safety and Professional Services

-Matt Janzen of DSPS attended the meeting, updates from DSPS included personnel changes; Travis Wagner for SW territory, mobile resource out of Wautoma is now managing LaCrosse to Waushara to Rock Counties. Districts have recently been shuffled to keep reviewers offices in their own districts. New plan-reviewer & wastewater specialist for several NE counties, Tim VanderLeest out of Green Bay. Secretary Dave Ross is no longer Dept. secretary of DSPS; deputy (acting) secretary currently, Eric Esser. Code Council close to finalizing & closing; trying to work out locking devices, adding secondary containment for all systems. Next meeting has not been announced, potentially end of February. Change to continuing education courses- still put on by state employees, but held at tech schools, who also manage the logistics of the courses. Ed Taylor out of Hayward putting on night classes due to high interest in attendance for soil testing. Electronic audit & inspection audits for POWTS are on opposite 2-year cycles for each county that Matt encompasses. The WI fund budget has not yet been proposed for 2017, and counties are to assume it is still proposed.

b. WI Dept of Natural Resources

-Michelle Staff, state Floodplain Coordinator gave updates via conference call. Staff's report was projected on the screen to be viewed by the Board, and she touched on topics. Great Lakes coastal study- to be completed by summer of 2018. Floodplain management update- finalizing Cranberry Model Ordinance by end of January. Federal, State, Local transportation project- Staff communicated with Bahr, hot topic that would like to see completed, with Meg Galloway taking it to a higher level. Campground workgroup- creating it to talk about and explore accessory structures in campgrounds, hopefully being able to appoint a WCCA representative to support this group. 2017 spring conference- Staff is available to present updates. Dam safety program- 3 new water management engineers, shown on DNR Floodplain website. NR116 advisory committee- Scott Godfrey being added to this committee, particular to the floodplain/DOT issues.

c. WI Dept of Ag, Trade and Consumer Protection

-No Updates

d. UW Stevens Point – Center for Land Use Education

-Markham handed out a 'Wisconsin Land Use MEGATRENDS' booklet that highlights transportation background, impacts and policies in Wisconsin.

-Workshops coming up include BOA March 7th, 2017 in Appleton, Planning Commission workshop in Appleton later in spring; No date for Vilas County BOA workshop; NE district requested zoning workshop.

-Reviewers needed for draft of 'Impacts of structures close to the water' publication that was requested by Oneida county.

e. UW Extension Local Government Center

-No Updates

f. Wisconsin Wetlands Association

- Everson handed out WWA updates prepared by Kyle Magyera. Magyera not present. Districts asked to report interest in WWA offering field-based workshops.

g. Wisconsin Counties Association

-See earlier discussion with Dan Bahr.

- h. Wisconsin Land & Water Conservation Association
-Nothing to report.

12. Plans and Goals for 2017

- a. Executive Board Goals for 2017
 - Next meeting is March 29th, 2017 at Spring Conference, 7:00pm.
 - Everson opened discussion of Executive Board meetings for 2017, with 2 summer meetings to continue.
- b. President's Goals for 2017
 - Everson discussed his Presidential Goals & Objectives for 2017, as on the hand-out.

13. District Reports (option to move this to the Spring Conference Business Mtg)

Baker (SE): No report, but commented on Everson's #2 presidential goal, how to get interaction among new people. 2 meetings last year within district.

Croonborg-Murphy (NW): Nominated district representative at recent meeting, taking over for Tesky. Recent meeting in December for district- large attendance at meetings, focusing on team-building, with an aim to have more meetings; idea of pairing with NE district, or other departments such as land conservation.

JJohnson (NE): Meet 4 times per year with high attendance, structured with AM speakers and PM business meeting. March is joint with NC district.

Duell (WC): Meet 4 times a year with good attendance, usually incorporate a topic or speaker, & field trips in the summer meetings. Duell nominated district representative at recent meeting.

Brewbaker (Central): Recent meeting involved EAP assessment & interaction on different personalities. Attendance is a matter of subject, but hoping to partner with counties to work on this by offering field days in counties within the district.

Giebel (EC): Different meeting locations throughout 11 counties in district, working a lot with local town-zoning, giving advice and offering assistance. Dec-March meeting, topics are sometimes a struggle in this district

Wiegel (SW): Recently discussed general popular topics- cell towers, NR116, shoreland. Thinking about bringing in state representative, and inviting local citizens.

14. Adjourn

- Motion by JJohnson, seconded by Wiegel to adjourn annual meeting. Motion carried on a voice vote with no objections at 3:10pm.

Administrative Notes:

- 1) Lunch for Board members provided on January 19, 2017
- 2) Next Executive Board meeting: March 29, 2017, 7:00 PM, Stoney Creek Inn, Rothschild, WI

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