

Annual Meeting Minutes

January 9-10, 2023

Fairfield Inn

7100 Stone Ridge Drive

Weston, WI 54476

1. Call to order
President Kevin Stange calls the meeting to order at 10:07 AM on January 9, 2023.
2. Introductions
Luke Godshall is representing Ben Fiebelkorn in his absence.
3. Changes or additions to the agenda include Quick Books Software, 2nd Vice President vacancy, and WPDES.
Mrdutt/Gaedtke motion to approve changes. Motion Carried.
4. Review and approval of previous Executive Board meeting minutes
Motion by Thiele, Seconded by McMeekin to approve the October 19, 2022 Executive Meeting Minutes. Motion carried.
5. Treasurer's Report – Robin Schaffer, Secretary-Treasurer
Schaffer reports that the 2022 year end amounts are as follows: money market: \$18,299.10, checking \$9,611.68 of that \$1,212.70 is for the scholarship fund. The month of January will include expenses of paying for liability insurance, accountant for taxes, and expenses for annual executive board meeting. Motion by Mrdutt, seconded by Meuer to approve treasurer's report. Motion carried.
6. Audit of 2022 Financials – Audit Committee – Scott Godfrey
WCCA software has become outdated and unable to perform reports needed for the audit. Motion to table audit until next Executive Board Meeting made by Thiele, seconded by Mrdutt. Motion carried. All reports and financial records will be sent to the audit committee before the next executive meeting.
7. Update and Discussion on
2023 Leadership Summit
Lynn Markham discussed the draft agenda, the next meeting held on January 24, 2023 will finalize the agenda. Meetings have taken place over Zoom. The training is scheduled for February 21-22, 2023 and as of today there are 27 people registered, the training is capped at 30 registrations.
2023 Soils training
Registration is open for the Soil Training located at Treehaven.
Jansen reports training will be offered in the southern part of the state tentatively May 11-12 at the Arlington Research Station by Matt and Travis Wagner with DSPS. Currently reaching out to entities to handle the collection of fees for this training as this is not allowed by DSPS.
Jansen reports that he is more than willing and speaks on behalf of other DSPS POWTS Plan Reviewers that they will come to WCCA District trainings for soils if an open pit can be provided. Districts should talk with their local POWTS Plan Reviewer(s) to arrange these types of trainings for county staff.

DSPS usually plans soil trainings as two-day events to allow for classroom and field sessions. In Fall an advanced soil training may be offered that is more geared towards designing a septic system for a specific soil and site evaluation.

Review Ad Hoc Subcommittees

Stange has updated the committee list for 2023. Kjeseth reports that the Short Term Rental committee is filled and has met once. Nominating Committee is looking for a new chair and will be revisited at Spring Meeting/Conference. Discussion to place information about what each position of the executive board does and the time devoted and include it into the Conference Folders. Gaedtke makes motion to approve the Committee appointments, seconded by Kejeseth, motion carried.

Review Constitution for minor clean up

Stange sent out a draft writeup worked on by executive board members to be included in the Constitution stipulating that WCCA can partner with other agencies to provide trainings and collect fees. No changes were made to this revision and will be presented at Spring Conference Business Meeting for a vote. Motion by Gaedtke, seconded by Mrdutt to take revision to Spring Conference for a vote. Motion carried.

Quick Books software

Schaffer reports that current QuickBooks Software is from 2016 and it outdated so it does not perform the functions that are needed to manage WCCA finances. There are two options to update: move to quickbooks online for a monthly fee or purchase quickbooks desktop for a large up front cost. Motion by Kejeseth to approve the updating and purchasing of QuickBooks Online for a monthly rate, seconded by Fannin. Motion carried.

2VP discussion

The previously voted in 2nd VP had to step down from duties due to a work conflict. Chris Meuer has volunteered to fill the 2nd VP vacancy until Spring Conference and will be part of the nominees at Spring Conference.

8. Committee Assignments and Appointments for 2023 (See spreadsheet)

2 Vice President Candidates – Election for 2VP will be voted on at the Spring Conference Business meeting. Chris Meuer has indicated he would be a nominee, along with any other candidates who wish to serve as 2VP. Reviewed Executive Board representation on committees, Standing Committees, Ad Hoc Committees,

State Agency Liaisons and Others - review 2023 membership applications to contact members that would be interested in serving on any of these. Provide overview of committees at Spring Conference.

Break for Lunch 11:45 am – Resume meeting at 12:28 pm

9. Review and approve WCCA 2023 Operating Budget - Robin Schaffer

Budget was compared to 2022 expenses and income and the 2023 budget was discussed at Monday's meeting. Totals were calculated and reviewed at the start of the Tuesday morning meeting. On Tuesday Mrdutt makes motion to remove partial fees from conference registrations, seconded by Thiele. Motion carried. Thiele makes motion to raise secretary/treasurer stipend to \$4,000 per year and Program Conference Coordinator and Webpage Coordinator stipends to \$3,000 per year, second by Meuer, motion carried. Tuesday morning Thiele makes motion to approve 2023 Operating Budget as presented, second by Mrdutt, motion carried.

10. Committee and Project Reports

Program Coordinator/Conference Committee –

2022 Fall Conference survey results – Results of this survey show that POWTS content should be kept on one day instead of mixed with other topics on all days so counties can send staff according to content. Survey results favored making Spring conference longer than Fall Conference because it is a less busy time of year. Gaedtke has been working on a draft agenda for Spring Conference that can be adjusted to fit two or three days of content. Meuer makes motion to switch Spring Conference to three days and Fall Conference to two days, seconded by Mrdutt, motion carried.

2023 Spring Conference March 29-31, 2022 Fairfield Inn, 7100 Sone Ridge Drive, Weston (tentative 3-day conference) – Draft agenda will be finalized for three day content. Stange will reach out to Trish Saletri to see if she would like to be involved in raffles/prizes/games as she was a huge asset to 2022 Fall Conference in that regard. Professional of the Year Award and retirements will be offered for the Spring Conference.

2023 Fall Conference – Make sure dates of the conference do not overlap with other conferences/trainings offered by other agencies such as Land+Water. Potential Venues or Areas for the conference include La Crosse (Stoney Creek), Appleton area along with Landmark in Door County. McMeekin mentions the welcome speech can be geared towards explaining the importance of the Conferences to our members. Tuesday meeting discussion sets first choice dates for conference October 26-27 and second choice of October 1-20, third choice would be first week in December.

Scholarship Report – Scott Godfrey/Robin Schaffer – There is enough money raised at 2022 Fall Conference to offer 2-\$500 scholarships in 2023.

Nominating Committee – McMeekin is currently chair, but if anyone else is interested in this position, she will step down.

Audit Committee – Discussed under 6.

Web Page Committee – Dave Sadenwasser not present but indicated he would continue as Chair of the committee. Broken links will be updated and directory will be updated.

Legislative Committee/Report, Administrative Code Committee, NR 115 Shoreland/Wetland Committee, NR 116, Mining Committee, DSPS/POWTS Committee – not present, no updates

Meeting adjourned for Monday the 9th at 3:39 PM. Motion by Fannin, second by Kejeseth, motion carried.

Tuesday, January 10, 2023 meeting is resumed at 9:00 AM

11. State Agency and Affiliated Organization Reports

WI Department of Safety and Professional Services – Matt Janzen (Monday 9, 2023, afternoon) reports Jerry Swim is retiring from DSPS Plan Review the end of January 2023. Budget requests included moving two project positions for plan review to permanent positions to allow Wastewater Specialists to have more field time. There are many training opportunities for both County and Private licensed individuals offered by DSPS or partnered with other professional agencies (WOWRA): POWTS Academy, WOWRA in person and online sessions, First Supply, Wieser, POWTS Monthly Zoom Updates, DSPS Soils classes at Treehaven. Audits were sent to counties last week, there is a new way of reporting audits on Microsoft Forms, this year is a trial run for that. Office and field audits are to follow.

DSPS has granted POWTS Program the oversight on product review, Jake Shedivy is the main contact for this. There is a Premature Failure Database setup that counties are asked to report premature failures to so DSPS can have a better understanding of what is causing early failures and how to improve systems/products based on the patterns observed.

WI Department of Natural Resources – Kay Lutze, Dale Rezabek, Mike Wenholz, Brian Cunningham – not present, but Mike Wenholz offered a written update – Updates to the Model Shoreland Ordinance is in the works and should be finalized end of January. DNR staff would like to participate at the Spring Conference and provide local trainings for districts upon request.

WI Department of Ag, Trade and Consumer Protection – Ted Tuchalski – not present, but offered report – Revision of ATCP 78, 76 in the process.

UW Extension Local Government Center – Lynn Markham gave update on Monday – Have been giving trainings for BOA/ZC in person and virtually, there is a strong need for these trainings and Lynn would like to continue to provide them around the state. Becky Roberts and Brian Cunningham will have a series of online workshops for Planning Commissions. Many Shoreland Publications are available for handouts in county offices or can be shared digitally for counties to display on websites. Publications could be useful tools to provide in Short Term Rentals. Discussion on solar arrays and providing publications that explain what can and cannot be regulated by counties and what is state statute.

Wisconsin Wetlands Association, Wisconsin Counties Association, Wisconsin Land & Water Conservation Association, UW Stevens Point – center of Land Use Education – not present, no update

12. District Reports

Central – Mrdutt reports that a meeting is likely to happen before Spring Conference. The first meeting of the year is usually scheduled to be located close to Vernon County.

East central- Austin Dyb is the new District Rep and reports that they met last month. Main discussions were held about understaffing. Next meeting is scheduled for next week, they meet once a month.

Southeast- Luke Godshall reports in Fiebelkorn's absence that they met early December. Main discussions were on conferences and conference schedule concluding to keep to conferences per year are proposed. Kenosha County is updating permitting software from Trackit to the web-based version after interviewing 4-5 vendors and finding this was the best solution for their county.

Southwest- Thiele reports the district has not met.

West Central – Kejeseth reports that Mike Wenholz and Travis Holte were present at last month's meeting. Talked about wetlands and DNR aspect for wetlands. Next meeting in March at Marathon, a surveyor will be present to share on land information. June will have field meetings for soil trainings and look at KAFO digester.

Northwest – Schaffer reports in Behling's absence that there was a meeting last week. It included a session on GeoMat Training for County individuals and then offered GeoMat training for Private Sector in the afternoon. Continuing Education Credits were offered for attendees.

13. Plans and Goals for 2023

President's Goals

- Update Webpage
- Update County Directory
- Continue training opportunities

14. Conference Fee discussion on Tuesday:

Motion to switch conference fees Spring and Fall to reflect the switch the two days to fall and three days to spring amended by Kejeseth to reflect the new conference fees for 2023 as presented in the below spreadsheet, seconded by Meuer. Motion carried.

2023 Conference Fees		
	Spring	Fall
Full	200	175
Rookie	175	135
Partial	n/a	n/a
Late Fee	25	25

*spouse meals to be assessed per conference

Meeting adjourned at 10:22 AM January 10, 2023, motion to approve by Mrdutt, seconded by Dyb. Motion carried. Mrdutt/Dyb.

Present on Monday January 9, 2023: Scott Godfrey, Kevin Stange, Reed Gaedtke, Chris Mrdutt, Austin Dyb, Chris Meuer, Robin Schaffer, Lynn Markham, Amanda McMeekin, Jason Kejeseth, Matthew Jansen, Luke Godshall, Kenneth Theile, and Jean Fannin

Present on Tuesday January 10, 2023: Jason Kejeseth, Kenneth Theile, Luke Godshall, Chris Mrdutt, Chris Meuer, Austin Dyb, Kevin Stange, Reed Gaedtke, Scott Godfrey, and Robin Schaffer