

# SOUTH DAKOTA PLANNERS ASSOCIATION

## South Dakota Planners Association Business Meeting Minutes for October 27<sup>th</sup>, 2022

The SDPA Business Meeting was held on October 27, 2022 at 4:00 p.m. via GoTo Virtual Meetings with SDPA President Toby Brown (Lincoln County) presiding. Vice President Sarah Hanzel (City of Rapid City), Secretary/Treasurer Brandi Hanten (City of Watertown), and Media Coordinator, Amber Vogt (Lawrence County) were also present. A list of attendees present for the meeting is attached.

Brown called the meeting to order at 4:05 p.m. and conducted agenda business as follows:

**1) Approval of the Minutes:**

Todd Kays (First District Association of Local Governments) motioned to approve the minutes from the December 30<sup>th</sup>, 2021 Annual Business Meeting, Sam Trebilcock (Sioux Falls) seconded. Motion carried unanimously.

**2) SDPA Secretary/Treasurer's Report:**

Hanten reported that the Wells Fargo Checking Account has a balance of \$6,538.48 and the Wells Fargo Savings Account has a balance of \$32,738.78 as of October 21<sup>st</sup>, 2022. 2022 was not a membership renewal year. SDPA did not host a conference in 2022 but collaborated with the Western Planners Conference in Bismarck/Mandan and contributed to the membership discount for attending the conference in the amount of \$3,350. The PayPal account that was used for online membership payment has now been closed since SDPA has fully converted to the new software/website that will process payment through Wild Apricot and GoDaddy. Kays motions to approve the Secretary/Treasurer's Report, Luke Muller (First District Association of Local Governments) seconded. Motion carried unanimously.

**3) Legislative Issues**

Todd Kay asked Brown if this item could be moved from item 8. to item 3. on the agenda due to time constraints. Kays is the chair of SDPA Legislative Issues Committee. Kays presented on current legislative issues impacting the state. Kays asked Luke Muller to explain some platting and subdivision ordinance amendments that have come to light involving slaughter houses in Sioux Falls. Kays spoke on moratoriums and whether or not communities and counties have any authority it relation to pipeline. No action required.

**4) Update of SDPA website:**

Amber Vogt, Media Coordinator, gave a presentation on new SDPA website. Vogt discussed that the website and membership is integrated now onto one website at sdplanners.org. Vogt explained we are going into a year of renewals make sure that your entity is not blocking emails and how we can utilize the website for conference registration next year under the "Events" page and the forum discussion capabilities on the website via sdplanners.org/forum. No action required.

**5) Western Planner Status:**

Vogt reflected on the 2022 Western Planner Conference in Bismarck/Mandan, North Dakota this year that SDPA participated in. Vogt gave an overview of SDPA representation on the Western Planner board. SDPA would reimburse travel expenses for one of the annual board meetings for appointed representative for Western Planners. Muller motions to approve the reimbursement, Bob Hill (Brookings County) seconded. Motion carried unanimously. Brown discussed that SDPA has a vacancy for a Western Planner Representative and stated that Jason Bieber (City of Sioux Falls)

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had expressed interest in filling that role for SDPA. Hill made a motion to nominate Jason Bieber as the Western Planner representative, Corissa Kaufmann (McCook County) seconds. Motion carried unanimously.

## 6) **2023 Budget Requests:**

### 1. **West River/East River Luncheon**

Brown stated he would like to see the Luncheon funds be narrowed down to include \$1,000 to be designated to both East and West River to hold luncheons. Robert Hill motioned for \$1,000 to be designated for a West River and East River Luncheon. Sam Trebilcock seconded. Vogt announced that the Black Hills Council and Black Hills planners have been coordinating a one day conference to be held West River on Friday, January 27<sup>th</sup>, 2023 and was wondering if these funds could be used for that. Brown stated that no one has stepped up on the East side yet but he was hoping Planning Districts could assist with coordinating that. No one spoke in opposition; *No vote taken.*

### 2. **AICP Scholarship**

Brown explained we've previously budgeted \$2,000 for SDPA members to apply for AICP scholarships in which members apply for. Trebilcock motions to approve \$2,000 for AICP scholarships, Vogt seconds. Motion carries unanimously.

### 3. **Membership Dues and Conference Registration Dues**

Brown added this item to the agenda and turned it over to Hanten to elaborate on. Hanten explained that SDPA currently has 95 active members and a biannual membership due of \$50.00. Hanten proposed having annual membership dues of \$50.00. 2023 would have been a typical membership year so there would not be a surprise expense to members. Vogt supports going to annual membership dues and also supports increasing conference costs. Kaufmann made the motion to have annual membership dues of \$50 for SDPA membership, Muller seconds. Kaufmann made a motion to her original motion to include that the annual membership dues of \$50 become due as of January 1<sup>st</sup>, 2023, Muller seconded the amended motion. Motion carried unanimously. Brown also discussed raising the conference registration fee. Currently, fees have been \$80 for SDPA members, \$100 for non-members, and \$70 for faculty/students. Brown expressed raising the conference fee to \$100 for members. Vogt motioned to raise the conference registration to \$100 for members \$125 for non-members. Brian McGinnis (3<sup>rd</sup> District Association of Local Governments) made a motion to raise conference registration to \$125 for members and \$150 for non-members, Kaufmann seconded. Motion carried unanimously.

## 7) **2023 Conference Location**

Brown stated that he received a proposal from the Convention Bureau in Mitchell, SD but was not sure if any local planners from that area were interested. Karen Wegleitner (Davison County) would gather information to see if the 2023 conference can be held in Mitchell, SD. Vogt made a motion for the City of Mitchell to host the 2023 SDPA conference as long as there are not any scheduling conflicts, Hill seconded. Motion carried unanimously.

## 8) **Election of Officers:**

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All officers are up for reelection. Brown announced that he is currently the President, Sarah Hanzel as Vice President, and Brandi Hanten as Secretary/Treasurer. Brown and Hanten are interested in holding their positions or being involved with the Executive Board in some capacity with Hanzel stepping down for her role on the Board. Hanten made a motion to nominate Amber Vogt for President. Adam Roach (Sioux Falls) spoke that he was interested in being on the Executive Board. Brown conceded to Vogt in running for President; Jana Mills (City of Watertown) seconded Amber Vogt becoming the President of SDPA. Motion carried unanimously. Hill made a motion for Brandi Hanten to become the Vice-President, Brown seconded. Motion carried unanimously. Trebilcock made a motion for Adam Roach to become the Secretary/Treasurer, Bieber seconded. Motion carried unanimously.

## 9) **Other Business and Comments:**

1. Brown thanked everyone for their support through his last two terms as President and mentioned he would like to see committees set up to assist the Board members with carrying out functions and outreach.
2. Vogt asked if we add "Retired" to membership dues. McGinnis stated making the retired membership the same as "Student or Faculty". Hill made a motion to approve, Hanten seconded. Motion carried unanimously.
3. Brown stated that the SDPA By-Laws should be updated. Trebilcock said he would get signed original by-laws to the Board and assist with updating.

With there being no further business, Brown asked for a motion to adjourn. Hill made a motion to adjourn, McGinnis seconded. Motion carried unanimously and the meeting adjourned at 5:40 p.m.

*Minutes submitted by SDPA Secretary/Treasurer Brandi Hanten (City of Watertown)*

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## **2022 SDPA Board Meeting Attendees:**

Toby Brown  
Amber Vogt  
Karen Wegleitner  
Brandi Hanten  
Sarah Hanzel  
Jana Mills  
Kristen Benidt  
Jason Bieber  
Ryan Miller  
Brian McGinnis  
Kelly Brennan  
Sam Trebilcock  
Eric Booth  
Luke Muller  
Adam Roach  
Bob Hill  
Richard Haugen  
Kip Harrington  
Todd Kays  
Corissa Kaufmann  
Kent Penney