

**South Dakota Planners Association  
Agenda  
Annual Business Meeting  
Wednesday, December 30 | 1:00 p.m. - 3:00 p.m. (Central Time) Conference Call**

Join Zoom Meeting

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1:00	1	Call to Order	Brown
1:00	2	Roll Call	Hanten
1:05	3	Consent Agenda	Brown, Hanten
		A. Minutes from October 16, 2019	
		B. Secretary/Treasurer's Report	
		C. 2021 Budget Allocation for AICP or Conference Registration Scholarships - \$7,500	
		D. Election of Officers – Retain same officers: Toby Brown - President; David Heinold - Vice President; Brandi Hanten - Secretary/Treasurer	
1:15	4	Western Planner Status	Vogt, Smith
1:35	5	Online Membership Renewal	Vogt, Hanten
1:45	6	Legislative Issues and Formation of Legislative Committee	Kays, Trebilcock, Watson
2:20	7	2021 Conference	Brown
2:40	8	Member Outreach	Heinold, Brown
3:00	9	Adjourn	All

# SOUTH DAKOTA PLANNERS ASSOCIATION

## South Dakota Planners Association Business Meeting Minutes for October 16, 2019

The SDPA Business Meeting was held on October 16, 2019 at 5:00 p.m. at the Swiftel Center located in Brookings, SD with SDPA President Toby Brown (Lincoln County) presiding. A list of attendees present for the meeting is attached.

Brown called the meeting to order at 5:00 p.m.

Brown continued with business as follows:

**1) Approval of the Agenda:**

- Sam Trebilcock (City of Sioux Falls) motioned to approve the Agenda without additions, Mike McMahon (City of Harrisburg) seconded. All members voting aye, motion carried.

**2) Approval of the Minutes:**

- Richard Haugen (Brookings County) motioned to approve the minutes from the October 17<sup>th</sup>, 2018 meeting, Brandi Hanten (City of Watertown) seconded. All members voting aye, motion carried.

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

- Brandi Hanten (City of Watertown) reported that the Wells Fargo Checking Account has a current balance of \$16,237.22 (as of 10/15/19) and the Wells Fargo Savings Account has a current balance of \$36,609.15 (as of 10/11/19). Hanten also reported that eighty-four people had registered for SDPA membership and thirty-four (41%) of the total membership had registered for the 2019 SDPA Conference.
- Amber Vogt (Lawrence County) motioned to approve the Secretary/Treasurer's Report, David Heinold (Minnehaha County) seconded. All members voting aye, motion carried.

**4) Western Planner:**

- Amber Vogt presented that the Western Planner Conference in Santa Fe was not profitable this year. The newsletter remains free for SDPA members. There was discussion on the need to get some tools and resources from state supporters. One idea that was brought up was to sponsor sessions at the Western Planner Conference. The Western Planner Conference will be held in Mandan-Bismarck on August 26-29, 2020.

**5) Conference 2020:**

- There was discussion to forgo the 2020 SDPA conference in exchange for a contract with NDPA and WP.
- Dave Mingo (City of Yankton) motioned to budget \$5,000 for members to attend WP Conference up to \$150 per application, Mike Struck (City of Brookings) seconded. All members voting aye, motion carried.

**6) Legislative Issues:**

- Todd Kays (First District Association of Local Governments) presented two issues that are likely to come up in the Legislature in the coming year. Tax rebates/grants for CAFO development and Wind Energy regulations.
- Amber Vogt (Lawrence County) mentioned road maintenance on older platted right-of-way. There was additional discussion on coordinating with SDML, SDACO, SD Assessors

# SOUTH DAKOTA PLANNERS ASSOCIATION

and the SD Geographers on legislative action items.

## **7) AICP Scholarships & Conference Scholarship/Grants:**

- AICP Scholarships: There was discussion about the need to develop an application and process for reviewing AICP scholarships.
- Todd Kays (First District Association of Local Governments) motioned to budget \$5,000 for members to apply for and take the AICP Exam through 2020, Luke Muller (First District Association of Local Governments) seconded. All members voting aye, motion carried.
- APA Attendance Scholarship/Grant: There was discussion regarding grants for members to attend a conference of their choosing. It was noted that SDPA was providing assistance to attend the 2020 Western Planner Conference. No action was taken.

## **8) Spring Workshop:**

- There was discussion on developing a spring 1-Day session built by the membership. There was consensus on setting up a one-day conference this spring in Oacoma. The board will find a speaker with expertise in a mutual interest topic.
- Future conferences: There was discussion about the need to create a strategy for all future conferences hosted by SDPA.

## **9) Communications:**

- There was discussion about communication with members and the need to develop a plan to do more member outreach. David Heinold (Minnehaha County) will work with Toby Brown (Lincoln County) on getting updates and resources to members in a variety of different mediums. This will result in SDPA using the website to post newsletter updates and helpful resources for members. There will be an update at the next annual meeting on communications efforts.

## **10) Election of officers:**

- The Vice-President was the only officer due for election. The current Vice-President has indicated a willingness to continue to serve in that position. Sam Trebilcock (City of Sioux Falls) motioned to approve the nominations for the current Vice-President (David Heinold), Neil Putnam (City of Mitchell) seconded. All members voting aye, motion carried.

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

- Introductions of those in attendance.
- David Heinold (Minnehaha County) mentioned that dinner and Planners Jeopardy will take place next door to the meeting.

There being no further business, Brown asked for a motion to adjourn. Mike Struck (City of Brookings) motioned to adjourn, David Heinold (Minnehaha County) seconded. All members voting aye, motion carried and the meeting was adjourned.

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

Sam Trabilcock	City of Sioux Falls
Michael McMeleon	Harrisburg
Eric Booth	Hughes County
Tom Nealon	1 <sup>st</sup> District
Ken Young	Rapid City
Amber Vogt	Lawrence County
Dave Mingo	City of Yankton
Mike Struck	City of Brookings
Mandi Anderson	Lake County
Scott Harmstead	NOPA / SRF Consulting Inc.
Staci Bungard	City of Brookings
Richard Hauger	Brookings County
Rae Lynn Maher	Brookings County
Trian McDoonig	Planning District III
Jennie Palmer	CSDEB
Janet Schmahl	Sully County
Tate Kay	1 <sup>st</sup> District
Luke Miller	1 <sup>st</sup> District
Kevin Hoekman	Minnehaha Co.
Neil Putnam	Mitchell
Jeff Bethke	Davison County
Mark Jennings	Davison County
Toby Brown	Lincoln County
Brandi Hanten	City of Watertown

**Treasurer's Report  
12/18/2020**

**Balances as of 12/18/2020**

<b>Checking</b>	\$ 11,724.25
<b>Savings</b>	\$ 36,616.88
<b>Total</b>	\$ 48,341.13

**Balances as of 10/15/2019**

<b>Checking</b>	\$ 18,197.22
<b>Savings</b>	\$ 36,609.15
<b>Total</b>	\$ 54,806.37

**Checking Account Summary**

10/15/2019	\$ 18,197.22	
10/16/2019	\$ 100.00	Campbell County Refund for 2019 SDPA conference
10/17/2019	\$ 73.69	Hy-Vee Brookings for SDPA conference food
10/17/2019	\$ 150.00	UPS SDPA conference printing
10/17/2019	\$ 750.00	Zach Peterson- Conference speaker (County \$250, \$250 SDML, \$250 SDPA)
10/18/2019	\$ 500.00	Jack Hieb- Conference speaker (\$250 SDML, \$250 SDPA)
10/21/2019	\$ 302.50	Subway 2019 SDPA conference
10/31/2019	\$ 360.00	Membership Dues Deposit
11/12/2019	\$ 5,124.84	Swiftel Center 2019 SDPA event venue
12/10/2019	\$ 211.94	Website- weebly
1/13/2020	\$ 410.00	Membership Dues Deposit
2/3/2020	\$ 20.00	Secretary of State
11/27/2020	\$ 10.00	Secretary of State
	\$ 11,724.25	

**Savings Account Summary**

10/15/2019	\$ 36,609.15	
10/31/2019	\$ 0.93	Interest Payment
11/29/2019	\$ 0.90	Interest Payment
12/31/2019	\$ 0.93	Interest Payment
1/31/2020	\$ 0.94	Interest Payment
2/28/2020	\$ 0.87	Interest Payment
3/31/2020	\$ 0.71	Interest Payment
4/30/2020	\$ 0.30	Interest Payment
5/29/2020	\$ 0.31	Interest Payment
6/30/2020	\$ 0.31	Interest Payment
7/31/2020	\$ 0.31	Interest Payment
8/31/2020	\$ 0.31	Interest Payment
9/30/2020	\$ 0.30	Interest Payment
10/30/2020	\$ 0.31	Interest Payment
11/30/2020	\$ 0.30	Interest Payment
	\$ 36,616.88	

## AGENDA ITEM

SDPA Annual Meeting

DATE: 12/30/2020

<b>Name:</b> Toby Brown	
<b>Item:</b> 2021 Budget Allocation for AICP or Conference Registration Scholarships	<b>Action Requested?</b> Yes, Action Requested
<b>Background (attach additional sheets for tables, images, etc.):</b> SDPA has previously allocated funds for members to take the AICP Exam or attend other Planning Conferences. The SDPA Board has established an application for the AICP Exam Scholarship and has established a requirement that a written narrative and funding participation request be submitted for the Conference Grant. No funds have ever been utilized. The SDPA Board is requesting a total budget allocation of \$7,500 for both AICP Scholarships or Conference Registration Scholarships.	
<b>Requested Action:</b> Motion to approve the Consent Agenda and allocate \$7,500 for AICP Scholarship or Conference Registration Scholarships.	
<b>Attachments/Enclosures?</b> Yes, AICP Exam Application.	



# AGENDA ITEM

SDPA Annual Meeting

DATE: 12/30/2020

<b>Name:</b> Toby Brown	
<b>Item:</b> Election of Officers	<b>Action Requested?</b> Yes, Action Requested
<b>Background (attach additional sheets for tables, images, etc.):</b> The current Executive Board consists of Toby Brown – President, David Heinold – Vice-President, and Brandi Hanten – Secretary-Treasurer. The current officers have indicated that they would like to continue in their respective offices.	
<b>Requested Action:</b> Motion to approve the Consent Agenda and retain the same officers.	
<b>Attachments/Enclosures?</b> No, No Attachments Included	