



*2024 Annual Meeting Minutes
Thursday, October 3, 2024, 11:30 A.M.
Willmar Conference Center, Willmar, MN*

I. Call to Order by President Johanson at 11:30AM

II. Roll Call was taken by Secretary Berg

According to Section 5 of the By-Laws, a quorum constitutes 1/3 of the regular members for the transaction of business at the Annual Meeting. Once a quorum has been established, it shall not be questioned during the meeting. The quorum is twenty-seven (27) regular members.

Forty-three (43) regular members in attendance. A quorum was established.

Aitkin - B	Andrew Carlstrom	Goodhue - F	Samantha Pierret	Otter Tail - C	Chris LeClaire
Beltrami - A	Brent Rud	Jackson - D	Valerie Cihak	Pipestone - D	Kyle Krier
Benton - C	Roxanne Achman	Kandiyohi - D	Eric Van Dyken	Pope - C	David Green
Big Stone - D	Darren Wilke	Lac qui Parle - D	Abby Van Kempen	Redwood - D	Nicholas Brozek
Blue Earth - E	John Considine	Lincoln - D	Dustin Hauschild	Rice - F	Trent McCorkell
Brown - E	Robert Santaella	Lyon - D	John Biren	Rock - D	Eric Hartman
Carlton - B	Chris Berg	Marshall - A	Josh Johnston	Sherburne - C	Lynn Waytashek
Clearwater - A	Daniel F. Hecht	Martin - E	Pam Flitter	Stevens - C	Bill Kleindl
Cook - B	Neva Maxwell	McLeod - D	Marc Telecky	Stearns - C	Angie Berg
Cottonwood - D	Alex Schultz	Meeker - D	Greg Schultz	Steele - F	Dale Oolman
Crow Wing - C	Chris Pence	Morrison - C	Amy Kowalzek	Watsonwan - E	David Haler
Dodge - F	Catherine Grondin	Murray - D	Jean Christoffels	Winona - F	Eric Johnson
Douglas - C	David Rush	Nicollet - E	John Biren	Wright - C	Barry Rhineberger
Freeborn - E	Trevor Bordelon	Nobles - D	Kathy Henderschiedt	Yellow Medicine -	Jolene Johnson
		Norman - A	Garry Johanson		

III. Approval of Agenda

MSP: Kathy Henderscheidt/Lynn Waytashek to approve the agenda as presented. Motion passed unanimously.

IV. Approval of Minutes from 2023 Annual Meeting

MSP: Chris Pence/Jean Christoffels approve the October 12, 2023, MACPZA Annual Meeting Minutes with a change moving Ameila at Houston at the regular voting member instead of the affiliate member. Motion passed unanimously. Approved minutes are hereby incorporated as **Attachment #1**.

V. Treasurer's Report – Eric Hartman

The Treasurer's Report was reviewed and is hereby incorporated as **Attachment #2**.

Financial report (9/19/24)

Checking Account Balance: \$7,511.15

Savings Account Balance: \$20,398.26

Certificate of Deposit: \$15,000

Membership Report

79 Voting Members

36 Affiliate Members

MSP: Amy Kowalzek/Dave Rush to accept the Treasurer's Report. Motion passed unanimously.

2025 Dues

The proposal is to increase the dues to \$180 for regular members and \$85 for affiliate members. That represents a \$10 increase for regular members and a \$5 increase for affiliate members. Dues have remained at the present level since 2021. MSP: Lynn Waytashek/Kathy Henderscheidt to approve Membership Dues for 2025. Motion passed unanimously.

2025 Dues

The budget was presented as approved by the Executive Board. Total Expenses and Revenue are \$36,415.00. MSP: Pam Flitter/Chris Berg to approve budget for Fiscal Year 2025. Motion passed unanimously.

VI. By Laws Committee

By Laws Committee Chair, Dan Hecht presented the revisions as incorporated as [Attachment #3](#)

MSP: Chris LeClair/Jean Christoffels

VII. Audit Committee Report

Dale Oolman presented the report. The review is completed quarterly report. The Audit Committee conducted a thorough review. All was found to be in order. Eric was thanked for all his hard work and keeping the association under budget.

MSP: Dave Rush/Pam Flitter to approve Audit Committee Report. Motion passed unanimously.

VIII. Approval and Adoption of the 2025 MACPZA Policy/Legislative Platform

Legislative Committee member Marc Telecky reviewed the 2025 Legislative Platform on behalf of the Committee and is hereby incorporated as [Attachment #4](#).

MSP: John Biren/Roxanne Achmann to approve the 2025 MACPZA Policy/Legislative Platform. Motion passed unanimously.

IX. Association of Minnesota Counties Update

Brian Martinson, AMC Policy Analyst provided the following legislative update.

Contract is up for 2025. AMC is streamlining the levels and categories based on the service provided to affiliates. There will be changes to the amount for MACPZA and will be within the range proposed in the 2025 budget.

The AMC Environment Committee established two priorities. These will go out to the districts for voting.

1. AMC supports funding and policy to support comprehensive and innovative solid waste management systems, including SCORE, C&D management, E-waste/Batteries, Solid Waste Capital Assistance Program, Waste-To-Energy and emerging technologies.
2. AMC supports policy and funding to build new and enhance existing flood mitigation and storage systems to minimize impact to private property, public infrastructure and protect water quality.

Legislative update:

- All members of the House of Representatives are up for reelection. 23 current members are not running. The House DFL has a majority but it only takes 4 seats to flip the entire body.
- Senate is not up for reelection. There is an open seat in the Senate due to a senator running for congress.
- If Walz becomes Vice President, Lt Governor Peggy Flanagan will become governor with the last elected presiding officer of the Senate then becoming lieutenant governor. Currently, that would be Sen. Bobby Joe Champion – the president of the Minnesota Senate.
- Big topics last year were affordable housing, building code and cannabis.
- BWSR has started WCA rule making for perennial and intermittent water courses. There is potential for significant impacts.
- DNR public water inventory. DNR has always had the authority to do this but but had no money. The legislature appropriated \$8 for the next 8 years. There will be public notice and public hearings. LIDAR and current maps will be used for reference. Waters might be added or removed. They are required to classify any new waterbody for shoreland designation. Counties will be required to add the lakes when they update their shoreland ordinance. New watercourses default to tributary status. Brian will send more information as it becomes available.

X. Elections, 2025-2026

Treasurer Hartman explained the proposal for President and Vice President. Due to the resignation of VP Gross, Garry has agreed to serve as President one additional year with Amy Kowalzek agreeing to start her President term one year early should she be voted in as Vice President (2026).

MSP: Marc Telecky/Chris LeClair to cast a unanimous ballot for Vice President: Amy Kowalzek, Morrison County; President: Garry Johanson, Norman County; Treasurer: Eric Harmann, Rock County (position held since 2019); Secretary: Angie Berg, Stearns County (position held since 2023).

Motion passed unanimously.

Conference

Next year's conference will be planned by members of District A.

XI. Other Business. None.

Adjourned at 12:10

MSP: Dave Rush/Neva Maxwell.

Respectfully Submitted,

Angie Berg, Secretary

MACPZA



*2023 Annual Meeting
Thursday, October 12, 2023, 2:00 P.M.
Grand View Lodge, Nisswa, MN*

Call to Order by President Johanson

Roll Call was taken by Secretary Berg

According to Section 5 of the By-Laws, a quorum constitutes 1/3 of the regular members for the transaction of business at the Annual Meeting. Once a quorum has been established, it shall not be questioned during the meeting. The quorum is twenty-seven (27) regular members.

Forty-two (42) regular members in attendance. A quorum was established.

Beltrami	Brent Rud	Kandiyohi	Eric Van Dyken	Pope	David Green
Benton	Roxanne Achman	Lac qui Parle	Abby Van Kempen	Renville	Scott Refsland
Big Stone	Darren Wilke	Lincoln	Dustin Hauschild	Rice	Trent McCorkell
Brown	Robert Santaella	Lyon	John Biren	Rock	Eric Hartman
Clay	Matthew Jacobson	Marshall	Josh Johnston	Sherburne	Lynn Waytashek
Clearwater	Daniel Hecht	Martin	Pam Flitter	Stearns	Angie Berg
Cook	Timothy Nelson	McLeod	Marc Telecky	Steele	Dale Oolman
Cottonwood	Alex Schultz	Morrison	Amy Kowalzek	Todd	Adam Ossefoort
Crow Wing	Chris Pence	Mower	Angela M Lipelt	Watonwan	David Haler
Douglas	David Rush	Murray	Jean Christoffels	Yellow Medicine	Jolene Johnson
Freeborn	Trevor Bordelon	Nobles	Kathy Henderschiedt		
Goodhue	Samantha Pierret	Norman	Garry Johanson		
Grant	Greg Lillemon	Olmsted	Kristi Gross		

Associate Members in Attendance: Jerney Edwards, Rice County; Amanda Lang, Brown County; Spencer Crawford, Nicolett County; Kyla Schlomann, Watonwan County, Neva Maxwell, Cook County; Chris Berg, Carlton County; Amelia Meiners, Houston County; Wendy Chirpich, Martin County; Mindy Williamson, Mower County.

Others attending: Brian Martinson, AMC Policy Analyst.

Approval of Agenda

MSP: Chris Pence/Kathy Henderschiedt to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes

Secretary Berg noted an amendment sent from Watonwan County to the minutes of the October 13, 2022, Annual Meeting. David Haler, regular member, and Kyla Schломann, affiliate member were both in attendance for the 2022 Annual Meeting. Samantha Pierret from Goodhue County should be listed instead of Ryan Bechel. MSP: Kathy Henderschiedt/Teresa Wickeham to approve the October 13, 2022, MACPZA Annual Meeting Minutes with the aforementioned corrections. Motion passed unanimously. Approved minutes are hereby incorporated as **Exhibit A**.

Treasurer's Report – Eric Hartman

The Treasurer's Report was reviewed and is hereby incorporated as **Exhibit B**.

Financial report

Checking Account Balance: \$8556.83

Savings Account Balance: \$33,372.55

Membership Report

79 Voting Members

36 Affiliate Members

2024 Dues

The proposal is to leave the dues at \$170 for regular members and \$80 for affiliate members.

MSP: Robert Santaella/Matt Jacobson to approve the Financial Report and Membership Dues for 2024. Motion passed unanimously.

Proposed Budget for 2024

The budget was presented as approved by the Executive Board. Total Expenses and Revenue are \$34,550.00 and is hereby incorporated as **Exhibit C**.

MSP: Trent McCorkell/Kyle Krier to approve budget for Fiscal Year 2024. Motion passed unanimously.

Audit Committee Report

Jean Christoffels presented the report. The Audit Committee conducted a thorough review. All was found to be in order. Eric was thanked for all his hard work and keeping the association under budget.

MSP: Jean Christoffels/Trever Bordelon to approve Audit Committee Report. Motion passed unanimously.

Approval and Adoption of the 2024 MACPZA Policy/Legislative Platform

Legislative Committee Chair/Past President Angie Lipelt reviewed the 2024 Legislative Platform on behalf of the Committee and is hereby incorporated as **Exhibit D**. A change was suggested by the Executive Board to re-word a portion of Legislative Priority #2 to the following "... taxpayers who may or may not have benefitted from the green solar energy generated."

Wastewater Treatment Priority 5: MACPZA supports process improvements and funding for the replacement or upgrade of community and cluster systems. Kristi Gross asked why these systems now need more funding. Angie Lipelt stated that many systems were installed before there were funding mechanisms in place.

MSP: Pam Flitter/Matt Jacobson to approve the 2024 MACPZA Policy/Legislative Platform with the aforementioned change. Motion passed unanimously.

Association of Minnesota Counties

Brian Martinson, AMC Policy Analyst provided a Legislative Update and is hereby incorporated as **Exhibit E**.

Funding from the 2023 session includes increases to: county feedlot program, natural resources block grant SSTS base funding and increases to SCORE.

Legislative Policy was reviewed: 100% carbon free energy by 2040; cannabis; fish kill reporting; environmental justice (cumulative air pollution impacts; air permit hearings; air emissions toxins reporting); solar gardens; HOA solar restrictions; sacred settlements.

Interim work includes: rulemaking, post closure care guidance, PUC solar permitting, drainage work group.

2024 Legislative Session begins on February 12, 2024, and is a policy and bonding year. Revenues for FY23 were estimated to be \$600 million over forecast. FY24, year to date receipts are \$400 million more than forecast.

The AMC Environment Committee established three priorities.

- 1) Drainage: AMC supports adhering to the current requirements for public notice of drainage work and hearings according to Minn. Stat. 103E and the Minnesota Drainage Manual. Updates or modernization of these requirements should not create additional reporting, add to county or system costs, or impact timely maintenance and repairs.
- 2) TFP: AMC supports state statute reforms to address the impacts of the U.S. Supreme Court decision in Tyler V. Hennepin that protect and prioritize our memorial lands that provide recreation, environmental benefits and management of timber and mineral resources. The state should also provide support to deal with properties that require public investment to deal with blight, troubled structures, excessive waste and/or contamination.

- 3) SCORE: AMC supports allocating 100% of the revenue generated by the Solid Waste Management Tax. (SWMT) to state and county waste management activities, including increased funding for SCORE grants to counties.

Conference

Next year's conference will be planned by members of District D.

Other Business. President Johanson presented concerns with end of life of solar and/or wind farms. Counties will continue to have discussion on this issue. Send questions to the Executive Board.

Adjourned

MSP: Tim Nelson/Chris Pence

Respectfully Submitted,

Angie Berg, Secretary
MACPZA

DRAFT

MACPZA 2024 Budget Comparison YTD Financial Report

Revenues:	Budget	Actual YTD	Percent YTD
Membership Dues	\$ 16,000.00	\$ 16,550.00	103%
Annual Conference Registration	\$ 13,200.00	\$ 7,375.00	56%
Spring Conference Registration	\$ 4,500.00	\$ 7,825.00	174%
Miscellaneous - Interest Income	\$ 10.00	\$ 15.40	154%
Transfer from Savings	<u>\$ -</u>	<u>\$ -</u>	
Total Revenue	\$ 33,710.00	\$ 31,765.40	94%

Expenses:	Budget	Actual YTD	Percent YTD
Board Meetings	\$ 1,500.00	\$ 741.62	49%
AMC Dues	\$ 11,510.00	\$ 10,816.11	94%
AMC Legislative Retainer	\$ 2,500.00	\$ 1,500.00	60%
Annual Conference Expense	\$ 13,200.00	\$ -	0%
Spring Conference Expense	\$ 3,500.00	\$ 2,278.33	65%
Miscellaneous	\$ 440.00	\$ -	0%
Bank Fees	<u>\$ 60.00</u>	<u>\$ 40.00</u>	67%
Total Expenses	\$ 32,710.00	\$ 15,376.06	47%

Checking Account Balance	\$7,511.15
Savings Account Balance	\$20,398.26
Certificates of Deposit	\$15,000.00
Undeposited Funds	<u>\$225.00</u>

Total Funds **\$43,134.41**

Membership

Voting	79	\$ 13,430.00	103%
Associate	39	<u>\$ 3,120.00</u>	
		\$ 16,550.00	

Spring Conference Registrations	50	2 day	\$ 7,500.00	174%
	4	1 day	<u>\$ 325.00</u>	
			\$ 7,825.00	

Fall Conference Registrations	32	Full Conf.	\$ 7,375.00	56%
		Half Conf.	<u>\$ -</u>	
			\$ 7,375.00	

Report Date: **9/19/2024**

MACPZA 2025 Budget

Revenues:	Budget
Membership Dues	\$ 17,365.00
Annual Conference Registration	\$ 14,000.00
Spring Conference Registration	\$ 5,000.00
Miscellaneous - Interest Income	<u>\$ 50.00</u>
Total Revenue	\$ 36,415.00

Expenses:	
Board Meetings	\$ 1,800.00
AMC Dues	\$ 15,000.00
Attorney Retainer	\$ 2,000.00
Annual Conference Expense	\$ 14,000.00
Spring Conference Expense	\$ 3,000.00
Miscellaneous	\$ 555.00
Bank Fees	<u>\$ 60.00</u>
Total Expenses	\$ 36,415.00

MINNESOTA ASSOCIATION OF COUNTY PLANNING AND ZONING ADMINISTRATORS, INC.

PREAMBLE

We, the duly appointed County Planning and Zoning Administrators of the various counties in the State of Minnesota, do hereby join together to form the Minnesota Association of County Planning and Zoning Administrators, Inc., in order that we might better serve the citizens and local and state government and so hereby establish this set of By-laws.

MISSION STATEMENT

It is the mission of the Minnesota Association of **County** Planning and Zoning Administrators (MACPZA) to: Promote and advance the art and science of environmental and land use planning by promoting quality education and professional development, providing a network for the exchange of ideas, and participating in the development of planning policy and legislation.

BY-LAWS

ARTICLE I. NAME

Section 1. This organization shall be known as the Minnesota Association of County Planning and Zoning Administrators, Inc., **7** (MACPZA).

ARTICLE II. OBJECTIVES OF MACPZA

Section 1. To encourage **7** and promote the professional performance of planning, zoning, and environmental protection responsibilities at the local government level.

Section 2. To promote the regular meeting and exchange of occupational related information by persons engaged in county planning and zoning activities.

Section 3. To encourage and provide opportunities for the professional development of Association members.

Section 4. To encourage effective and productive legislation, regulations, and administrative procedures in the planning and zoning field.

Section 5. To encourage county leadership and consistency in planning and zoning matters on a statewide basis.

ARTICLE III. MEMBERSHIP

- Section 1. Regular membership in ~~the Association~~ MACPZA shall be granted to any duly appointed County Planning and Zoning Administrator, or equivalent, regardless of actual title, whose dues are current. Each county is entitled to one (1) vote by the regular member or by the regular member's designee, who shall be an affiliate member. The Board of Directors shall consist of regular members.
- Section 1a. Affiliate membership in ~~the Association~~ MACPZA shall be granted to any person or organization supportive of ~~Association~~ MACPZA objectives, as stated in Article II above, who has paid his/her current dues. Counties may only be granted affiliate membership when in addition to a regular membership.
- Affiliate members shall be entitled to the same privileges as regular members, with the exception that they are not voting members, unless designated as in Section 1 above.
- Section 1b. The Board of Directors may appoint ex-officio members who are supportive of ~~Association~~ MACPZA objectives as stated in Article 11 above. Ex-officio members shall be non-voting and non-dues paying.
- Section 2. An Annual Meeting of ~~the Association~~ MACPZA shall be held at a time determined by the Board of Directors.

ARTICLE IV. DUES AND MEMBERSHIP

- Section 1. The annual dues for regular and affiliate members shall be set at the Annual Meeting.
- Section 2. The annual dues shall be paid on a calendar year basis.
- Section 3. Disbursement of funds will be made by check only, which must be signed by the Treasurer or the President. The signature card at the bank where the checking account has been established must be signed by both Treasurer and President.
- Section 4. No committee shall be authorized to create a financial liability to ~~the Association~~ MACPZA unless previously approved in nature and amount by the Board of Directors.

ARTICLE V. GOVERNING BODY AND ASSOCIATION ORGANIZATION

- Section 1. The Board of Directors of MACPZA shall consist of officers and a board representative from each designated voting area. The State of Minnesota shall be divided into six (6) voting areas and shall be known as Association Voting Districts.
- District Representative.**
Each Association Voting District shall, by a majority vote, elect one (1) individual to serve

as a District Representative to represent said Association Voting District as a member of the Board of Directors for a two-year period.

Alternate District Representative.

Each Association Voting District shall, by a majority vote, also elect one (1) individual to serve as an Alternate District Representative, to represent said Association Voting District as a member of the Board of Directors, in the absence of the District Representative.

Eligible Voting Members.

Eligible voting members within each Association Voting District shall be those members who have paid their current dues.

Representative Elections.

Districts A, C, and E shall hold their elections in January of the odd-numbered years with representatives to take office immediately following the election. Districts B, D, and F do the same in even-numbered years. The incumbent District Representatives and Alternate District Representatives shall remain in office until the end of the calendar year in which their term expires.

Representative Terms.

There shall be no limitation on the number of terms to be served by District Representatives and Alternate District Representatives. In the event of a vacancy of a Board of Directors District Representative, the Alternate District Representative shall fill the unexpired term of office and the Association Voting District shall hold a special election to fill the term of Alternate District Representative.

- Section 2. The Board of Directors shall regularly meet to conduct official business of ~~the Association~~ MACPZA as authorized by the membership and these By-Laws.
- Section 3. The Board of Directors may act on association MACPZA business via E-Mail when it's determined by the President there is a need to do so, provided that ratification of the business approved by the Board of Directors, via E-Mail, is approved at the next regularly scheduled Board of Director's Meeting.
- Section 4. The Board of Directors shall be authorized to pay expenses of committee members, officers, District Representatives and Alternate District Representatives for conducting official business of ~~the Association~~ MACPZA.
- Section 5. The Board of Directors shall meet at the call of President or at the written request of any three (3) Board members with the purpose stated. Notice of such meeting must be given in writing at least ten (10) days prior to the meeting.
- Section 6. (Quorum) A majority of the Board of Directors shall constitute a quorum for the transaction of business at Board Meetings. When a majority of the Board of Directors is not present, the committee chairperson of the Professional Development and/or By-Laws Policy Committee shall be allowed voting status at that meeting in order to

constitute a quorum. One-third (1/3) of the regular members shall constitute a quorum for the transaction of business at the Annual Meeting. Once a quorum has been established, it shall not be questioned during the meeting.

Section 7. The date of the Annual Meeting shall be set by the Board of Directors. Members shall receive at least thirty (30) days advance notice of this meeting.

ARTICLE VI. COMMITTEES

Section 1. Auditing Committee.

A. The Auditing Committee shall be composed of three members appointed by the Board of Directors in odd numbered years (beginning in 2011), one of which shall be a member of the Board of Directors. Each committee member shall serve a two-year term. The member of the Board of Directors shall serve as the chairperson of the committee.

B. The Auditing Committee shall review, on a quarterly basis, all the financial records of ~~the Association~~ MACPZA and shall report its findings to the Board of Directors at the next regular and/or special scheduled Board of Directors meeting.

Section 2. By-laws/Policy Committee.

A. The By-laws/Policy Committee shall be composed of three members, appointed by the Board of Directors in odd numbered years (beginning in 2011), one of which shall be a member of the Board of Directors. Each committee member shall serve a two-year term. The member of the Board of Directors shall serve as the chairperson of the committee.

B. The By-laws/Policy Committee shall review the By-laws of ~~the Association~~ MACPZA, on an annual basis, and make its findings and recommendations for amendments to the Board of Directors, which shall be voted on by the Association at the Annual Meeting. ~~Legislative Committee.~~

Section 3. Legislative Committee.

A. The Legislative Committee shall consist of seven members, appointed by the Board of Directors in odd numbered years (beginning in 2011), including one representative and an alternate representative from each ~~association~~ MACPZA voting district and the Immediate Past-President. Each committee member shall serve a two-year term. The Immediate Past-President shall serve as the chairperson of the committee.

B. The Legislative Committee shall identify and track legislation affecting the membership.

C. The Legislative Committee shall facilitate expert testimony on legislative issues

affecting the membership.

D. The Legislative Committee shall develop a legislative platform, on an annual basis, with input from the membership that shall be adopted at the annual meeting.

E. The Legislative Committee shall work with local, county and state legislators, state agencies and other governmental units and organizations to identify the need for new legislation or recommend changes to existing laws and rules that impact environmental and land use planning.

Section 4. Professional Development Committee.

A. The Professional Development Committee shall consist of seven members, appointed by the Board of Directors in odd numbered years (beginning in 2011), including one representative from each ~~association~~ MACPZA voting district and a representative of AMC. Each committee member shall serve a two-year term. The Professional Development Committee shall elect a chairperson from the members of the committee.

B. The Professional Development Committee shall advise members of the ~~the~~ ~~Association~~ MACPZA concerning opportunities for education and professional development.

C. The Professional Development Committee shall coordinate ~~the Association's~~ MACPZA's professional development activities in areas of environmental and land use planning and zoning administration.

Section 5. Executive Committee.

A. The Executive Committee shall be composed of the officers of MACPZA.

B. Any decision made by the Executive Committee shall be ratified by the Board of Directors at its next meeting.

C. The officers of the Executive Committee shall have the authority to negotiate contracts and to sign official documents and contracts that have been approved by the Board of Directors.

D. The Executive Committee shall carry out any action delegated to them by the Board of Directors.

Section 6. Nominating Committee

A. The Nominating Committee shall be composed of three members appointed by the Board of Directors in even numbered years, one of which shall be the Vice President. Each committee member shall serve a one-year term. The Vice President shall serve as the chairperson of the committee.

B. The Nominating Committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.

C. The candidates of the Nominating Committee shall be made known to the Association MACPZA in conjunction with the announcement of the annual meeting at which the election is to take place.

D. In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor.

ARTICLE VII. OFFICERS

Section 1. The Officers of MACPZA shall be President, Vice-President, Secretary and Treasurer. Officers shall be elected for a two-year term by the regular members at the Annual Meeting. There shall be no limitations on the number of terms to be served by either the secretary or the treasurer.

Section 2. Duties:

A. President. The President shall:

1. Preside at all meetings of the Association MACPZA.
2. Serve as chairperson of the Board of Directors.
3. Appoint all committees not otherwise provided for.
4. Sign all orders necessary to carry out the will of the Association MACPZA.
5. Serve as the official representative of, and on behalf of, the Association during his/her term of office.
6. Shall complete all forms necessary for all bank accounts to serve as a secondary signer/signature on all the Association's MACPZA's accounts.

B. Vice-President. The Vice-President shall:

1. Officiate for the President during his/her absence or upon his/her request.
2. Serve as Vice-President of the Board of Directors.
3. Perform such other duties as may be directed by the Board of Directors.
4. Automatically assume the office of President, should the presidential position become vacant during the term of office.
5. Serve as President for one (1) two-year term immediately following his/her term as Vice-President.
6. Serve as chairperson of the Nominating Committee.
7. Shall complete all forms necessary for all bank accounts to serve as a secondary signer/signature on the Association's MACPZA's accounts.

C. Immediate Past-President. The Immediate Past-President shall:

1. Serve for a two-year term immediately following his/her term as President.

2. Serve as a voting member of the Board of Directors.
3. Serve as chairperson of the Legislative Committee.

D. Secretary. The Secretary shall:

1. Prepare the minutes of the proceedings of ~~the Association~~ MACPZA and Board of Directors meetings.
2. Give notice of the Annual Meeting of ~~the Association~~ MACPZA and meetings of the Board of Directors and send official notices of such meetings.
3. Prepare the official correspondence of ~~the Association~~ MACPZA as directed by the Board of Directors.
4. Serve as custodian of the official records of ~~the Association~~ MACPZA.
5. Shall complete all forms necessary for all bank accounts to serve as a secondary signer/signature on ~~the Association's~~ MACPZA's accounts.

E. Treasurer. The Treasurer shall:

1. Keep record of all members of ~~the Association~~ MACPZA and supply a current list to the secretary.
2. ~~Shall~~ complete all forms necessary for all bank accounts to serve as the primary signer/signature of ~~the Association's~~ MACPZA's accounts and serve as the official custodian of all the monetary assets of ~~the Association~~ MACPZA, holding same subject to the direction and disposition of the Board of Directors.
3. Receive and record all funds collected by ~~the Association~~ MACPZA.
4. Discharge all financial obligations contracted by the Board of Directors in accordance with its official action as permitted by the By-Laws.
5. Maintain an awards record book, including all pertinent information.

ARTICLE VIII. ELECTION OF OFFICERS

- Section 1. The election of officers shall be held at the regular session of the Annual Meeting held in even numbered years. A majority vote of paid regular members in attendance shall be required to elect any officer.
- Section 2. Nominations for officers shall be made by a Nominating Committee appointed by the Board of Directors and shall consist of three members. Additional nominations for any office may be made by any regular member in attendance at the Annual Meeting.
- Section 3. The officers elected shall assume office at the beginning of the odd numbered calendar year following their election and shall serve until the end of an even numbered calendar year following their election.
- Section 4. The tenure of office for the President, Vice-President, and the Immediate Past-President

shall be limited to one (1) consecutive full term in each office. The tenure of office for the Secretary and Treasurer shall have no limitations on the number of terms in each office.

ARTICLE IX. OFFICER VACANCIES, RESIGNATIONS AND REMOVAL FROM OFFICE

- Section 1. Upon a vacancy in the office of **Association MACPZA** President, the Vice-President shall automatically assume this office and shall serve the balance of the term of office.
- Section 2. Officers who are not in attendance at three (3) consecutive Board meetings may be replaced by a majority vote of the Board of Directors.
- Section 3. A majority number of members of the Board of Directors may call a special meeting to consider the removal of an officer who, in the opinion of a majority of Board members, has been improperly performing his/her duties.
- Section 4. The Board of Directors shall appoint a replacement to any officer vacancies not otherwise provided for in these By-Laws.
- Section 5. All officers appointed to their position by the Board of Directors shall serve until the next Annual Meeting, at which time an election will be held for the term of office.

ARTICLE X. RULES OF ORDER

- Section 1. All business sessions of **the Association MACPZA** shall be conducted according to the latest edition of Robert's Rules of Order.

ARTICLE XI. AMENDMENTS

- Section 1. These By-Laws may be amended at the Annual Meeting by a two-thirds (2/3) vote of the paid regular members present, provided the proposed amendment(s) shall have been submitted in writing to the members thirty (30) days prior to the Annual Meeting and read to the members at the Annual Meeting.

ARTICLE XII. AWARDS

The following awards shall be authorized by the Board of Directors.

- Section 1. *Past Officer Award.* Shall be automatically granted to past officers upon completion of term of service to **the Association MACPZA**. The award may be in the form of a plaque, certificate, honorarium, or other appropriate means as determined by the Board of Directors.

Section 2. Exemplary Duty Award. This award is to be presented to MACPZA members or nonmembers, who have shown exemplary actions in their duty as a County Planning and Zoning Administrator, or in exemplary service to the benefit of County Planning and Zoning Administrators. Exemplary duty may be considered as new and innovative planning and zoning programs or techniques implemented in the individual's county where the individual played a major role in developing or implementing said program or technique. Nomination for this award shall be by a member colleague in a written narrative which states the exemplary action will be useful to other counties. The nomination for this award shall be presented to the Board of Directors. The award may be in the form of a plaque, certificate, honorarium or other appropriate means as determined by the Board of Directors.

Section 3. William Patnaude Honorary Life Membership Award. This award grants honorary life membership in MACPZA to past members who have shown service to MACPZA "above and beyond the call of duty"; or to non-members who have provided service, guidance, assistance, or leadership to MACPZA at no cost or nominal cost to ~~the Association~~ MACPZA. Nominations for this award by written narrative which describes why the award should be made, shall be presented to the Board of Directors. The award may be in the form of a plaque, certificate, honorarium, or other appropriate means as determined by the Board of Directors.

Section 4. Retirement Award. This award shall be presented to a MACPZA member who has retired or left public service as a Zoning Administrator, with the level of the award determined by the years of service.

Section 4-a. Award Category:

George Washington Award:

30 years or more of service

Gold Plaque

Certificate

Paid Life Membership

Jefferson Award:

21 -29 years of service

Silver Plaque

Certificate

Lincoln Award:

15-20 years of service

Bronze Plaque

Certificate

Members with 5-14 years of service: *Plaque*

Members with less than 5 years of service: *Certificate*

- Section 4b. Upon learning that a member of MACPZA is going to announce his/her retirement or has left public service, the Secretary shall prepare a report for submittal to the Board of Directors regarding the years of public service as a Zoning Administrator by said member. This report shall be reviewed at a regular Board of Directors meeting.
- Section 4c. The Board of Directors shall determine the appropriate award category and direct the Treasurer to expend the necessary funds in preparing the award.
- Section 4d. The award shall be officially presented by the President at ~~the Association's~~ MACPZA's Annual Meeting Banquet.
- Section 4e. ~~The Association~~ MACPZA shall cover the banquet costs for the retiree receiving an award and his/her spouse.
- Section 5. *Tina Rosenstein Outstanding Service Award.* This award, to be considered the highest award granted by ~~the Association~~ MACPZA, may be granted annually to a member who has shown outstanding dedication and service to the betterment of and in furthering the goals of ~~the Association~~ MACPZA. Nomination for this award shall be in written narrative form explaining the reasons why this person has been an asset to ~~the Association~~ MACPZA. The nomination for this award shall be presented to, and acted on, by the Board of Directors. The award, which shall be officially presented by the President at ~~the Association's~~ MACPZA's Annual Conference, may be in the form of a plaque or other appropriate means, as determined by the Board of Directors.
- Section 6. Awards Record Book. An awards record book shall be kept by the ~~Association~~ MACPZA Treasurer. The record book shall include all pertinent information (nomination narrative, minutes indicating approval and form of award) with regards to MACPZA awards.

ARTICLE XIII. EDUCATIONAL SCHOLARSHIP SUBCOMMITTEE

- Section 1. Upon request by a regular member, the Board of Directors shall establish an Educational Scholarship Subcommittee to oversee the awarding of educational scholarships to regular members of MACPZA, affiliate members of MACPZA or immediate family members (spouse or child) of MACPZA members pursuing degrees that will be applicable to MACPZA.
- Section 2. The Educational Scholarship Subcommittee shall be allocated an annual budget to be determined by the Board of Directors.
- Section 3. The Educational Scholarship Subcommittee shall receive and review written requests for educational scholarships.
- Section 4. Applicants requesting an educational scholarship for attendance at an educational program in the State of Minnesota or the Continental United States shall submit the following in writing: information on the program, including content and purpose, how

the applicant will benefit by attending the program and how MACPZA will benefit by having the applicant attend.

Section 5. Recipients of educational scholarships shall submit a written ~~report~~ report on the educational program for distribution to MACPZA membership.

Section 6. The Educational Scholarship Subcommittee shall make recommendations for scholarship awards to the Board of Directors.

These amended By-Laws were adopted by the Minnesota Association of County Planning and Zoning Administrators, Inc., at the Annual Meeting on ~~October 14, 2021~~ October --, 2024 and shall replace those By-Laws amended and adopted at the Annual Meeting on ~~October 12, 2017~~ October 14, 2021.

PRESIDENT MACPZA

Attest: SECRETARY MACPZA

2025 MACPZA Legislative Platform

Adopted:



MACPZA
Minnesota Association of County
Planning & Zoning Administrators

Introduction

MACPZA's Legislative Platform are statements of support or opposition to a variety of issues facing county planning and zoning administrators. Any MACPZA position will be consistent with those adopted by AMC, with a list of Association Priorities forwarded for AMC's Platform development. Adoption of these positions in no way bind any member county zoning administrator from supporting a position different from the Association's Legislative Platform.

Goals

MACPZA's legislative goals are to promote the health, safety, morals, and general welfare to better serve Minnesota citizens as well as local, state, and federal government. Through these legislative positions, MACPZA will support efficient and effective land use management and promote environmental protections for present and future generations. Finally, Federal and State agencies should respect the role of counties in land use management and environmental protection by treating counties as equal partners, while working toward common goals, in all discussions affecting county responsibilities during law, statute, rule and policy making processes.

Legislative Priorities

1. MACPZA supports changing funding for state mandated programs under the Natural Resources Block Grant to an aid program under the Minnesota Department of Revenue, eliminating redundant reporting requirements
~~MACPZA supports local government authority to regulate the time, place and manner of all cannabis businesses, MS law 2023 Chapter 60, within its jurisdiction.~~
- 1.2. MACPZA supports addressing green/renewable energy systems ~~solar and wind system~~ end of life handling, including full decommissioning, to ensure the financial burden does not fall onto local governments and local taxpayers who may or may not have benefitted from the energy generated.
3. MACPZA supports state (DNR) assistance with implementation of regional executive boards to address aquatic invasive species challenges and meet minimum standards developed by MAIRSC, MNDNR, MACPZA, and MLR.

Legislative Positions

Administration

- A.1. MACPZA supports requiring its inclusion during all federal and state agency discussions affecting county land use and environmental responsibilities.
- ~~A.2. MACPZA supports requiring all state mandates be adequately funded and maintained through non-county revenue sources.~~
- A.3. MACPZA supports increased funding for programs currently covered by the Natural Resources Block Grant (NRBG) funding and continued flexibility for the use of the funding to address local priorities. ~~MACPZA also supports administering and allocating current NRBG funding for mandated state programs through the Minnesota Department of Revenue, similar to County Program Aid. Allocations for mandated state programs through the NRBG should not be considered grants.~~
- A.4. MACPZA supports changing funding for state mandated programs under the Natural Resources Block Grant to an aid program under the Minnesota Department of Revenue, eliminating redundant reporting requirements renaming the Natural Resources Block Grant to Natural Resources funding, to more accurately represent the type of funding received from the State for administration of mandated programs.
- A.5. MACPZA opposes new all state mandates for enforcement, administration, and implementation of state programs without additional adequate state funding, and technical support from the state.
- A.6. MACPZA supports the clear and consistent application from state agencies of all mandated requirements.
- ~~A.7. MACPZA opposes reporting to the Board of Water and Soil Resources for programs administered through other agencies.~~
- A.8. MACPZA supports requiring state agencies to follow the established procedures for rulemaking and/or statute amendments versus guidance creation.
- A.9. MACPZA supports working with local government partners and the newspaper association to identify and modernize/modernizing state notice/publication statutes to be more reflective of current times/resources and meaningful readership.
- A.10. MACPZA supports production taxes for small solar facilities green energy production, including small solar facilities, to LGUs.

Land Use

- LU.1. MACPZA supports ~~requiring~~ clear and consistent definitions of expected and clearly communicated outcomes from all state agencies that are provided in a timely manner.
- LU.2. MACPZA supports requiring townships that elect which choose to adopt any level of land use regulations, to assume all land use control responsibilities outlined within Minnesota Statute Chapter 394, at least equal to that of the county in which the township lies.
- LU.3. MACPZA supports the concept of local comprehensive planning and land use controls which serves as a foundation to reflect social, geographic, ecological and cultural diversity of each unique community With respect to Minnesota's geographic and cultural diversity, MACPZA supports the locally controlled development,

~~adoption, and implementation of comprehensive land use plans to serve as the foundation for the county's zoning ordinances.~~

- LU.4. ~~MACPZA supports legislative changes to Minnesota Chapter 394 to allow the use of civil citations and correlated penalties as an option for counties to compel compliance with local zoning ordinances. MACPZA supports providing counties with the authority to adopt local enforcement mechanisms for local ordinances and regulations in accordance with M.S. Chapter 394~~
- LU.5. ~~MACPZA supports local government authority to regulate the time, place and manner of all cannabis businesses, M.S. 342.13, within its jurisdiction.~~
- LU. ~~MACPZA supports addressing affordable housing issues through local government measures with funding supports to do necessary planning and programing.~~

Wastewater Treatment

- WWT.1. MACPZA supports ~~modifications to the~~ SSTS licensing programs ~~to ensure~~ exams that are consistent with course materials and Minnesota Rules 7080-7083.
- WWT.2. MACPZA supports extending the state grant and loan assistance program to assist ~~commercial with establishments in~~ upgrading or ~~replacing replacement of any~~ non-compliant SSTS's.
- WWT.3. MACPZA supports ~~funding and simplifying~~ processes ~~es improvement and funding~~ for the replacement or upgrade of community and cluster systems.

Water Management and Protection

- WMP.1. MACPZA supports non-competitive state grant funding for priorities identified in completed comprehensive watershed management plans.
- WMP.2. MACPZA ~~supports funding for~~ ~~opposes mandatory inclusion of~~ counties in the MS4 permit program ~~without adequate funding.~~
- WMP.3. MACPZA supports state and federal funding to accelerate updating of floodplain maps and increased technical assistance and education.
- WMP.4. MACPZA supports state funding to the Minnesota Department of Natural Resources for purposes of establishing ordinary high water and 100-year flood elevations on public waters.
- WMP.5. ~~MACPZA supports sufficient and equitable funding for state mandated shoreland programs and supports a required, equitable-partnership approach with counties when the MN DNR is proposing new shoreland rules that local government units will be required to uphold and enforce on behalf of the state. MACPZA supports limiting shoreland rulemaking to only issues of agreement between state and local governments.~~

Wetland Management and Protection

- WTMP.1. MACPZA supports the de minimis exemptions as they were in 2006.
- WTMP.2. MACPZA supports maintaining WCA as a conservation program rather than a preservation program.

WTMP.3. MACPZA supports the review of the potential use of wetland replacement incentives to encourage wetland mitigation outside of those counties that contain 80% or more of their pre-settlement wetlands.

WTMP.4. MACPZA supports county approval of project specific wetland mitigation sites.

WTMP.5. MACPZA supports local approval of wetland mitigation siting outside of the established Permit to Mine boundary.

Non-Metallic Mineral Resources

NMMR.1. MACPZA supports the adoption of policies by the state and local governments that provide for the reclamation of non-metallic mineral mines when mining ceases.

NMMR.2. MACPZA supports increased state funding to accelerate the state-mapping program to accurately identify non-metallic mineral deposits that have the potential to be economically mined.

NMMR.3. MACPZA supports updating the Department of Natural Resource's Aggregate Mining Reclamation Manual including the development of reclamation standards for non-metallic mineral mines.