

**ENVIRONMENT AND LAND USE COMMITTEE**  
**Department of Land Management**  
**MEETING MINUTES**  
**December 3rd, 2008 10:00 AM**  
**COUNTY BOARD ROOM**

Chairman Halderson called the meeting to order at 10:10 AM as a quorum was not present until this time.

Committee members present: Paul Halderson, Gerry Van Tassel, Chuck Zauner, Dave Quarne, Michelle Haines and Richard Kiekhoefer. Gary Monson and Todd McRoberts were absent.

Staff/Advisors present: Kevin Lien, Virginette Gamroth, Andrea Sveen and Vickie Stalheim.

Others present: Deloras Vind and Personnel Director Jami Kabus.

Halderson stated that the Open Meeting Law had been complied with through notifications and posting.

**Approval of Agenda** – Kiekhoefer made a motion to approve the agenda as presented, Van Tassel seconded, motion carried unopposed.

**Approval of Minutes** – Zauner made a motion to approve the November 5th, 2008 regular session meeting minutes, Quarne seconded, motion carried unopposed.

**Resolution – Merger of Fee and Grant Revenue into Non-lapsing Account**

Lien stated that he sent the Merger of Uniform Dwelling Code and Revenue Generated by the Department of Land Management resolution, which the Committee had approved at the last meeting, to the County Clerk's office for the County Board meeting. Paul Syverson reviewed the resolution and had conferred with Corporation Counsel and recommended some changes to the resolution including the title. Zauner made a motion to forward the revised Merger of Fee and Grant Revenue into Non-lapsing Account Resolution on to County Board in December, Van Tassel seconded, motion carried unopposed.

**2008 Budget Update** – Stalheim provided a projected, year end budget report to the Committee for their review. Stalheim reminded the Committee this is just a rough estimate and additional planning or legal fees have not been figured into these budget figures. Stalheim stated \$12, 500 is an expense for 2008 – as that will earmark that money for remodeling in 2009. Stalheim reiterated that during the budget hearings Exec./Finance Committee had told Lien and Stalheim that this money for remodeling could be carried over.

**LWRM & TRM Projects/Contracts/Pay Requests-** Stalheim presented the following for approval:

**Targeted Runoff Management (TRM)**

<u>NAME</u>	<u>TYPE</u>	<u>AMOUNT</u>
Anthony Monson	Pay Request	\$118,790.23
Tennessee's 3 T Dairies	Contract	\$150,000.00
Tennessee's 3 T Dairies	Pay Request	\$150,000.00
Ronald Solberg	Pay Request	\$ 41,200.00
Donald Hertzfeldt	Pay Request	\$ 30,028.80

## Land & Water Resource Management (LWRM)

<u>NAME</u>	<u>TYPE</u>	<u>AMOUNT</u>
Sylvan Lebakken	Contract	\$2,905.00
Sylvan Lebakken	Pay Request	\$2,905.00
Andmar Assoc.	Contract	\$3,394.50
Andmar Assoc.	Pay Request	\$3,394.50
Tenneson's 3 T Dairies	Contract	\$9,639.99
Tenneson's 3 T Dairies	Pay Request	\$9,639.99
James Hovre	Contract	\$3,167.50
James Hovre	Pay Request	\$3,167.50
Jeff Sosalla	Contract	\$6,434.51
Jeff Sosalla	Pay Request	\$6,434.51

Halderson questioned which staff members took care of TRM projects. Stalheim responded that Mark Carlson does all the engineering and Stalheim stated she does the paperwork with the State. Some discussion followed regarding our award of TRM grants. Lien stated that the State changed the formula as to how they rate projects. Van Tassel made a motion to approve the payments as presented, Haines seconded, motion carried unopposed.

**Planning Update** – Sveen reminded the Committee of the public hearing scheduled for December 4<sup>th</sup>, 2008 at the Unity Town Hall located on D. Sveen has talked with Burnside and Pigeon about starting the revisions on their Land Use Plans in January and she is also waiting to hear back from Town of Lincoln. Lien stated that staff from the Dept. has been asked to attend the next Town of Caledonia meeting as they have some issues they want to discuss regarding driveways and building inspection.

**Surveyors Report** – Lien referred the Committee to the Survey information and three bills in their packets. Lien reported Joe is finishing up in Preston. Lien reported the Surveyor will meet the budgeted amount for 2008 and the remonumentation is on track. Quarne made a motion to approve the Survey bills as presented, Kiekhoefer seconded, motion carried unopposed.

**Petty Cash** – Stalheim reported that Lien has submitted a petty cash voucher for \$48.77 for items purchased for DLM meetings. Van Tassel made a motion to pay the voucher, Quarne seconded, motion carried unopposed.

**Staff Reports** – Personnel Director Jami Kabus was present and requested dates from the Committee that would work for interviews for the Director position. Kabus added there were eight applicants and three persons would be interviewed for the position. Van Tassel requested a list of all applicants be provided to the Committee. Discussion followed regarding who would be involved in the interviewing process. It was decided that Kabus would schedule the interviews and whoever could attend from the Committee would be present.

Lien addressed the letter that he had received from Corporation Counsel regarding meeting quorums. Lien read from Corporation Counsel's letter which stated, "for most types of business the Committee is a seven member group. In those situations where certain ag related topics are on the agenda the law requires an eighth member to be added to the Committee. In those situations where the Committee membership involved an eighth member the quorum would be five. In all the situations where required Committee membership is seven; five County Board members and two citizen's members, in those situations four members in attendance would constitute a quorum."

**Next Regular Meeting Date** was set for Wednesday, January 7<sup>th</sup>, 2009 at 10:00 AM in the County Board Room.

Zauner made a motion to adjourn the meeting at 10:35 AM, Van Tassel seconded, motion carried with no opposition.

Respectfully submitted,  
Virginette Gamroth, Recording Secretary

Michelle Haines  
Secretary