

**DLM PUBLIC ADVISORY COMMITTEE
REGULAR SESSION
2-28-07 1:00 P.M.
COUNTY BOARD ROOM**

MEMBERS PRESENT: Roland Thompson, Larry Amundson, Dennis Deitelhoff, Danny Foote, Dennis Frame, Tim Geiger, Wally Geske, Eric Gullicksrud, Gerald Hawkinson, Nan Horton, Chris Hovell, Sheree Nelson, Todd Quarne, Tom Schank, Willard Schank, Barb Semb and Larry Sonsalla.

STAFF/ADVISORS PRESENT: Reed McRoberts, Kevin Lien and Dave Appleyard.

Roland Thompson assumed the Chair of the Advisory Committee Meeting at the request of Peter Fletcher, who was unable to be in attendance.

Chairman Thompson called the meeting to order at 1:00 P.M.

Chairman Thompson announced that the open meeting law had been complied with through notifications and posting.

Amundson made a motion to approve the agenda as presented, seconded by Horton. Motion carried.

Hawkinson made a motion to approve the previous session minutes as printed, seconded by Quarne. Motion carried.

Chairman Thompson thanked County Board Chair, Barb Semb, for making herself available to respond to committee concerns pertaining to implementation of the County Unified Addressing System. Chairman Thompson stated that the Advisory Committee is concerned that the committee's prioritization of services placed the Unified Numbering System as a low priority although it was clear that the members of the advisory committee felt that this service was of a high priority and that the reason for the low priority rating was due to the frustration of local government officials over problems with implementation of the program rather than the value of the program to county citizenry. Chairman Thompson voiced concern that the low priority ranking may lead to the eventual elimination of the program when the low priority ranking is due to a personnel issue rather than the value of the service. Chairman Thompson stated that the Unified Numbering System is a very high priority for county citizens regardless of the low ranking by the advisory committee. This opinion was reinforced by other town board members on the committee. A committee member asked County Board Chair Semb what the county was doing to resolve the existing personnel issue. Semb responded that county personnel issues are beyond the purview of the advisory committee and she would not discuss county personnel issues with the advisory committee. Board Chair Semb stated that it is possible that the breakdown in implementation of the Unified Numbering System is the result of having several county employee's responsible for different elements of implementation with key implementation elements not being included or clearly identified within any position description. Board Chair Semb stated that she is looking into that possibility and if this is identified as a problem, position responsibilities shall be revised to clarify individual responsibilities. Appleyard stated that it may be of value to have a Memoranda of Understanding drafted that clearly identifies staff responsibilities in the implementation

of the County Unified Addressing System and to have this Memoranda approved by all standing committee's involved. Appleyard added that by going through this process, responsibilities are clearly identified and it becomes a simple matter to identify where the implementation breaks down if problems should continue. An Advisory Committee member stated that if DLM staff are doing the work of other Departments, then tax levy funds earmarked for this purpose should be removed from the other county department budgets and placed into the DLM Budget. Frame asked McRoberts if implementation of the Unified Addressing System was in his position description. McRoberts responded that it was not but that he has assumed some of the responsibilities because he is onsite anyway and it needed to be done and nobody was doing it. Several committee members stated that they had not ranked the program very high because it was not a responsibility of the DLM staff to do the work but was instead the responsibility of the Emergency Management Department. Several committee members stated that if DLM staff assume the workload then the county department that receives tax levy support to provide the service should transfer that funding to the DLM. A committee member stated that town boards view the problem as a personnel issue and stated that the County Board should address the issue. Board Chair Semb responded that if the town boards have specific complaints about a specific county employee they need to get the complaints to her in writing. Board Chair Semb stated that any complaints submitted can not be of a general nature, adding that they must be of a very specific nature. Chairman Thompson stated that the advisory committee needed to move on to the other agenda items. Chairman Thompson asked if the Advisory Committee wished to take any official action concerning the Unified Numbering System. Following discussion, Deitelhoff made a motion to move the Unified Numbering System from tier 2 priority to the core essential service category, seconded by Amundson. Motion carried.

The DLM Advisory Committee then undertook the prioritization of the service areas of the Land Conservation Department. Following review and lengthy discussion concerning enforcement of the County Metallic Mining Ordinance when and if necessary, Frame made a motion to designate Walk in Technical Assistance, NR151 Agricultural Performance Standards, NR151 Non-Agricultural Performance Standards, ATCP51 Livestock Facilities Siting and Expansion, Manure Storage Ordinance, NR120 Spot Checks, Nonmetallic Mining Reclamation and Farmland Preservation as Core Essential Services with the remaining services being designated as tier two with the Wildlife Tree and Shrub Program being the most important service of the tier two services, seconded by Quarne. Motion carried.

The DLM Advisory Committee then reviewed the draft position descriptions for the DLM Director and the two Supervisor positions. The committee members discussed the concept of the position descriptions having supervisory and program specific duties. McRoberts indicated that when a vacancy occurs the Division would like to promote from within before advertising outside of the Division. If a promotion from within should occur the program specific duties of the position description would be amended to reflect the program duties of the promoted person. The Division would then hire from outside to fill the program specific duties of the staff person that left the Division. County Board Chair Semb stated that the proposal complies with the county's position that the county only employ's working supervisors. The consensus of the committee was to incorporate the position description structure into the proposed Division administrative structure.

The DLM Advisory Committee then discussed the DLM Committee structure. The Advisory Committee reaffirmed its decision that the membership of the DLM Committee be comprised of:

- Seven (7) County Board Members, five (5) of which represent rural districts and two (2) of which represent urban districts.

- One (1) citizen member that represents the county livestock industry.
- One (1) citizen member that represents the county's town boards.
- The federal FSA Committee Chair or designee

Appleyard requested guidance from the Advisory Committee as to the extent of active involvement on the DLM Committee that shall be afforded the FSA Committee member. Appleyard stated that State Statutes mandate that the FSA Committee Chair or designee serve on the County Land Conservation Committee (LCC). Once the LCC is eliminated and replaced by an Environment and Land Use Committee, this provides the county with the opportunity to limit the active involvement of the federal FSA Committee Chair or designee to those issues that would normally be the responsibility of the LCC. Appleyard estimated that 90% of future agenda's would not involve issue's that would normally be assigned solely to the LCC. In response to a question from an Advisory Committee member, Appleyard stated that the quality of FSA Members to the LCC varied widely and that a FSA Member with a long service on the LCC was very detrimental to the LCC and was primarily concerned with personal benefit and the attempt to force the County LCC to change its policies, priorities and standards to those of the federal agencies. Based on the service record of this FSA Member to the LCC, Appleyard urged the Advisory Committee to limit future involvement of the FSA Member to only those issue's that State Statutes require FSA Member involvement. Two Advisory Committee members stated that the FSA Member should be given full membership and rights of membership on the new committee in order to provide greater agricultural voice to the committee. Other Advisory Committee members voiced their opinion that a federal agency representative should not be given the opportunity to have a vote on local zoning and land use issues. Following discussion, Gullicksrud made a motion to limit the FSA Committee member's involvement to those committee meetings and those committee agenda items that would normally be the sole responsibility of the LCC, seconded by Horton. Motion carried.

Due to time constraints, Chairman Thompson instructed Appleyard to place DLM Organizational Structure onto the next Advisory Committee agenda.

Chairman Thompson asked Appleyard to provide the Advisory Committee with a timeline as to where the committee is in the process and what needs to be done to implement the Advisory Committee's recommendations. Appleyard stated that the Advisory Committee should be able to complete its tasks in one or two more meetings. Appleyard would revise the existing Division of Land Management Plan to incorporate all of the recommendations of the Advisory Committee into the County Plan. The Advisory Committee would be reconvened in August or September to review the plan, make any desired modifications and approve the Plan. Representatives of the Advisory Committee would present the Plan to the County Executive/Finance Committee and to the Full County Board for Board approval. Individual staff position descriptions would be amended to reflect the recommendations of the Advisory Committee and the merging of all Departments. Staff would then work through the county budget process to develop a single budget for the Division of Land Management. Appleyard stated that everything must be done in a timely fashion so that the Division of Land Management shall be in place as of 1-1-08. County Board Chair Semb instructed staff to bring all amended staff position descriptions to the County Personnel Committee as per County Policy.

Chairman Thompson instructed Appleyard to confer with the Chair of the Advisory Committee in the development of the next Advisory Committee agenda.

Being no further business to bring before the committee, Hawkinson made a motion to adjourn, seconded by Quarne. Motion carried.

Chairman Thompson adjourned the meeting at 3:03 p.m.

Respectfully Submitted,

David W. Appleyard
Recording Secretary