

**TUESDAY, JANUARY 24, 2012**

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-02 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole January 24, 2012, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CST. Chair Don Gray opened the meeting at 9:00 a.m. CST.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present: Jane Olive District #1  
Lyle Tjosaas District #2  
David Erickson District #3  
Don Gray District #4  
David Hanson District #5

Members absent: None

Also present: Jim Elmquist County Administrator  
Becky Lubahn Deputy County Clerk  
Mark Gamm Environmental Services  
Director  
Melissa DeVetter Zoning Administrator  
Jackie & Loren Torrens Canisteo Township Board  
Members

Environmental Services Director Mark Gamm and Canisteo Township Board Members Jackie and Loren Torrens met with the Board to discuss a proposed Agreement with Canisteo Township for zoning administration.

Agreement with  
Canisteo Township  
for Zoning  
Administration  
Discussed

It was reported that five townships in Dodge County have their own zoning ordinances. Over the years, there have been misunderstandings between the county and townships regarding zoning responsibility.

Several years ago the County Board instructed the Environmental Service Department to seek agreements or clarification with townships regarding the administration and enforcement of zoning.

Canisteo Township has shown the most interest in forming a cooperative arrangement to improve zoning administration. The essence of the proposed agreement with Canisteo Township is that:

- 1) Canisteo will amend its zoning ordinance to only include the issues where they would like to be stricter than the county.
- 2) Canisteo will pay the county to enforce Canisteo's stricter standards.
- 3) Citizens have "one stop" service for zoning.

Mr. Gamm reported that in order to proceed two things need to happen:

- 1) Canisteo holds a public hearing to amend its zoning ordinance
- 2) Dodge County and Canisteo Township enter into a Memorandum of Understanding.

Agreement with  
Canisteo Township  
for Zoning  
Administration  
Discussed -  
Continued

Commissioner Erickson observed that when the Planning Commission recommendations are made, they rarely have anything from Canisteo Township to approve. Mr. Erickson wondered if this was because Canisteo Township is handling their own zoning issues.

Jackie and Loren Torrens reported that there hasn't been a lot of stuff going on in Canisteo, just the normal stuff like adding a shed, etc.

Commissioner Olive wanted to know if an agreement with the county would simplify things.

Ms. Torrens stated that it would make it a one stop shop which was appealing to Canisteo Township.

Commissioner Erickson wanted to know what happens if a mistake is made by one of our staff members, how is it handled.

The Environmental Services Director reported that the County Attorney brought up this same point. Will Minnesota Counties Intergovernmental Trust (MCIT) still cover us if a mistake is made? According to our MCIT Representative Robert Goede, MCIT will cover us. Mr. Gamm also noted that the County Attorney has reviewed the proposed agreement and they have discussed the issues he saw with the agreement.

Commissioner Gray wanted to know how they address issues where the township is more restrictive and the county.

Mr. Gamm informed the Board that when the county has to enforce the townships stricter standards the township will be charged out at Environmental Services cost to perform the service.

The proposed annual \$500 agreement minimum was discussed.

Ms. DeVetter clarified that there will not be a charge for straight forward questions.

The possibility of other townships with their own zoning ordinances following suit was discussed.

Commissioners agreed that the Planning Commission should be informed of Canisteo's intent to work with Dodge County before a public hearing is held.

It was the consensus of the Board that they have been striving for this type of agreement between the county and townships and that they were supportive of a Memorandum of Understanding between Dodge County and Canisteo Township for zoning administration.

The Board stated that they appreciated the work of Mark Gamm, Melissa DeVetter and the Canisteo Township Board on the agreement.

Ms. Torrens commented that enforcement is a concern for Canisteo therefore they are interested in working with the county to develop an agreement.

Agreement with  
Canisteo Township  
for Zoning  
Administration  
Discussed -  
Continued

The Chair adjourned the meeting at 9:24 a.m. CST.

Meeting Adjourned

**ATTEST:**

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DON GRAY  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: