

TO: Planning Commission Members
Honorable Mayor and City Council members
FROM: Angie Boettcher, Administrative Assistant
DATE: February 4, 2021
RE: Meeting Minutes from February 2, 2021

The Planning Commission met at 5:30 p.m., on Tuesday, February 2, 2021 in the City Council Chambers at City Hall.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone or Zoom. The following members were present: Jason Ludwigson, Dave Hanifl (via Zoom), Jerry Steffes, Anna Stoecklein, Dave Coleman, Mike Welch, Linda Larson (via Zoom). City Attorney Skip Wieser, City Council member Dale Williams, Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance.

1. The meeting was called to order by Chair Ludwigson. The first agenda item was to elect the Chair and Vice-Chairperson. Chair Ludwigson reviewed responsibilities of the Chair and Vice Chair.

Member Larson nominated member Stoecklein as Vice-Chair, seconded by Ludwigson.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Larson – Yes
Ludwigson - Yes
Stoecklein – Abstain
Hanifl – Yes
Welch – Yes
Steffes – Yes
Coleman - Yes

Member Hanifl nominated himself as Chair, seconded by Welch.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Hanifl – Yes
Welch - Yes

Stoecklein – Yes
Larson – Yes
Ludwigson – Yes
Steffes – Yes
Coleman - Yes

2. Agenda **item 2** (Review Rules and Bylaws of the Planning Commission), **item 3** (Review of City Code of Conduct), and **item 4** (Review of Social Media/Communication Policy) were reviewed by City Attorney Wieser. No action was necessary, informational only.

5. Chair Hanifl asked for a motion to approve the minutes from the January 5, 2021 meeting.

Following discussion Member Ludwigson made a motion, seconded by Stoecklein to approve the minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Ludwigson – Yes
Stoecklein – Yes
Coleman – Yes
Hanifl – Yes
Steffes – Yes
Larson – Yes
Welch - Yes

6. Member Ludwigson reviewed the city’s parking zoning ordinance. After discussion member Steffes made a motion, seconded by member Welch to table this item to a later date in order for Barb Thoman, GreenStep Cities Advisor, to come and speak directly to the commission.

Approved by consensus.

7. Member Ludwigson reviewed the work plan ideas for 2021. This was discussion only, no action taken.

8. Member Welch made a motion, seconded by Ludwigson to adjourn the meeting. All members in attendance voted in favor. Meeting adjourned at 6:24 p.m.