

June 1, 2015

The Planning and Zoning Commission met at 5 pm with Donna Schmitz, Guyla Husman and Scott Anshutz present. The meeting was called to order with a motion by Donna and a second by Guyla to approve the minutes of the last meeting. All members voted aye.

There were three building permits; Raeann Opp, approved by Scott and seconded by Donna, Delores Nelson, approved by Donna and seconded by Scott and the Credit Union for a sign approved by Guyla and seconded by Donna. All members voted aye.

The next item on the agenda was the council's decision on Bob McKee's request. The council has not taken any action as of this meeting however Scott will visit with the council at the next meeting.

Chairman Anshutz and committee member Donna Schmitz asked Guyla to report on any action taken from the nuisance committee. Guyla reported that she had not been contacted by the nuisance committee as of this date. Guyla stated that there are, however, many, many violations throughout the community and action should be taken before it becomes too overwhelming to control.

Zoning administrator duties discussion involved determining the job description of this position. The planning and zoning committee listed the following:

1. Authorize building permits on site unless a variance is required.
2. Issue conditional use permits
3. Work with the home inspection board
4. Mobile home park use and inspection
5. Chair the P & Z Committee
6. Receive \$300 per month and a \$25.00 per meeting fee

7. TBD
8. TBD
9. TBD

Suite B remodel discussion was held. The board will request bids for all work to be done in this room and shall consist of the following: Ceiling tile, paint, entry door, remove the old heater that is still hung on the wall but no longer functional, millwork, meeting table and chairs, computer desk and chair. All work will be given to local businesses that will include Dakota Flooring, Gregory Lumber, True Value, Jerry's Electric, and Krotter Lumber. The commission will collect all the estimates and will provide all the labor.

At this time the board adjourned the meeting with a motion by Donna and seconded by Scott. All members voted aye.