

**BIG LAKE PLANNING COMMISSION
REGULAR MEETING MINUTES**

DECEMBER 2, 2015

1. CALL TO ORDER

Chair Marotz called the meeting to order at 6:30 p.m.

2. ROLL CALL

Commissioners present: Ketti Green, Seth Hansen (arrived at 6:56 p.m.), Jennifer Joseph, Scott Marotz, Patricia May, David Schreiber, and Larry Sundberg. Commissioners absent: none. Also present: City Administrator Clay Wilfahrt, Community Development Director Hanna Klimmek, and Administrative Assistant Sandy Petrowski.

3. ADOPT AGENDA

Commissioner Green moved to adopt the agenda. Seconded by Commissioner May, unanimous ayes, agenda adopted.

4. OPEN FORUM

Chair Marotz opened the Open Forum at 6:30 p.m. No one came forward for comment. Chair Marotz closed the Open Forum at 6:31 p.m.

5. APPROVE PLANNING COMMISSION MEETING MINUTES OF OCTOBER 7, 2015

Commissioner Sundberg motioned to approve the October 7, 2015 Meeting Minutes. Seconded by Commissioner Joseph, unanimous ayes, Minutes approved.

6. BUSINESS

6A. INTRODUCTION OF COMMUNITY DEVELOPMENT DIRECTOR HANNA KLIMMEK

City Administrator Clay Wilfahrt briefly discussed the hiring process for the position of Community Development Director, noting that she will be supervising both Planning and Building staff as well as serving as Community Development Director.

Hanna Klimmek provided a brief background on her prior experience including working with Anoka County as Community Development Specialist for three years as well as having worked for seven years with the Central Minnesota Housing Partnership in their Community Development Department.

No action required or taken by the Commission.

6B. REVIEW OF CANDIDATES - PLANNING COMMISSION YEAR-END VACANCIES

Klimmek reviewed the updated memo handed out at the meeting on the upcoming Planning Commission vacancies and officer positions for 2016.

Expiration of Terms for Planning Commission Seats

Klimmek reported that both Commissioner Ketti Green's and Commissioner David Schreiber's terms will expire at the end of 2015. She stated that in the most recent past, when there have been more candidates than vacancies, interviews were conducted and the highest scoring candidates were recommended to the City Council for appointment. Another option would be for the Commission to select two (2) applicants to forward to the Council for consideration, without interviews being conducted.

Klimmek asked if the Commission would like to conduct interviews of the applicants at the January 6, 2016 regular Planning Commission meeting. If so, staff would draft several interview questions and, following the interviews, the Commissioners would rank the applicants and forward the names of the two (2) top scoring applicants to the City Council for appointment.

Commissioner Seth Hansen arrived at 6:56 p.m.

The Commission discussed their preference to either hold interviews or select two (2) candidates without an interview process. After a lengthy discussion, Commissioner Schreiber stated that he was not in favor of holding interviews because in the past when a Commissioner's term was ending, they were asked if they would like to remain on the Commission and that the vacancy was only posted if someone resigned prior to the end of their term.

Commissioner Schreiber asked whether or not the two Commissioners whose seats are up at the end of the year would be allowed to vote/rank the applicants. Administrator Wilfahrt explained that he believed that those candidates could not be participating in the ranking. Wilfahrt further stated that this is a procedural issue rather than a formal policy, noting that the Council does not have to ask for the Commission's input on making an appointment but prefers to receive the Commission's recommendation on filling any vacant/open seats.

The Commissioners were asked if they were in favor of or against posting notice and holding interviews for all future vacancies. Commissioner Schreiber stated that he would not be in favor. Commissioners Green, Hansen, Joseph, Marotz, May, and Sundberg stated that they were in favor.

Chair Marotz stated that it was the consensus of the Commission to post notice of all future vacancies and that interviews for candidates for the two (2) upcoming vacancies will be conducted at the February 3rd Planning Commission meeting, with the two (2) highest ranked applicants being forwarded to the City Council for appointment.

As a majority of the Commission prefers to conduct interviews of the four (4) applicants for the vacant seats, Klimmek stated that staff will formulate a list of questions for the upcoming interviews and forward the questions to all of the applicants and the Commissioners prior to the meeting.

Chair and Vice-Chair Positions

Klimmek stated that normally the Commissioners would be asked at this time to either volunteer for one of the officer positions or nominate other Commissioners for the positions. However, as the City Council won't be making appointments to the Commission until their January 13, 2016 regular meeting, staff is recommending that the Commission table the appointments to the 2016 officer positions until the February 3, 2016 Planning Commission meeting. It was the consensus of the Commission to table the appointment to the Chair and Vice-Chair positions until the February 3, 2016 meeting when a full Commission is in place.

7. PLANNER'S REPORT

Wilfahrt briefly discussed an upcoming ordinance text amendment to add Dispatch Centers as a permitted use in the B-2 Community Business District that will be coming before the Commission for consideration at the January 6, 2016 meeting.

8. COMMISSIONERS' REPORTS – None.

9. OTHER – None.

10. ADJOURN

Commissioner Green motioned to adjourn at 7:12 p.m. Seconded by Commissioner May, unanimous ayes, motion carried.