



## REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 8/5/2024  
Agenda Section: Consent Agenda

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**Department:** Administration

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**Agenda Item:** Approve Boards and Commissions Minutes from June/July 2024

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**Approval Required:** Simple Majority Vote

### **BACKGROUND**

The meeting minutes from the June/July 2024 Boards and Commissions have been prepared.

- June 11, 2024, Library Board Meeting
- July 16, 2024, EDC Meeting
- July 22, 2024, Planning and Zoning Commission
- July 22, 2024, Park Commission

### **FINANCIAL IMPLICATIONS**

### **STAFF RECOMMENDATIONS**

Staff recommends the City Council approve the meeting minutes.

### **COUNCIL ACTION REQUESTED**

Motion to approve the Boards and Commission Minutes from June/July 2024.

Library board minutes - June 11, 2024

**Members present:** Board members Nicole Hardy, Natalia Lynch, Terri Grimes, Stacey Paulbeck, Shannon Wheeler. Also attending were Linda Olson, Ann Hutchins, and Joelle Tvedt. Meeting was called to order at 4:32 pm by Nicole Hardy. The Meeting was held in the media room at the library.

**Minutes of the Previous Meeting:** Stacey moves to approve, Shannon seconds.

**Financial Statements:** Linda notes a significant increase in price for TDS services; Emily (city clerk) is working on re-negotiations. Terri had concerns about donations to summer reading program; Linda is working on tending those concerns. Terri moved to approve the financial statements, Natalia seconded.

**Library coordinator:** Linda reports. TDS: Noted was the TDS re-negotiations to account for increase in prices (mentioned in financial statements). Volunteer Training: Linda is working on a Mental Health workshop with the Chief of Police to establish guidelines for when a volunteer should call the police regarding patron behaviors (circumstances/scenarios, what information to provide). With regards to mental health, Natalia brought up potentially including Northern Pines, which has a mobile unit. New city billing system: all invoices are now entered electronically and sent to Emily at city hall. 20th Anniversary Celebration: Linda has been working with Friends of the Library to plan the anniversary celebration to be held in September; topics include music, food, drawings, and raffle — including a custom crocheted afghan. Tickets for the afghan raffle will be for sale. Winter reading program: Linda reports that 217 forms were turned in across 58 different readers, 1085 books were read, and 3 grand prizes were awarded. Thank you to the Friends of the Library for providing grand prizes. Plans are being made for next year's program. Call for volunteers: Linda reports that the library needs volunteers for the Friday AM and Wednesday PM shifts.

**Story Time and Summer Reading Program.** Terri reports. Story Time: Terri reports 8-15 kids every week for story time. We'll hold off on using name tags for children until fall, after seasonal visitors depart. Volunteers can choose to use sticky name tags. Summer reading program: 125+ kids and about 25 adults for summer reading program. Robotics was a big hit (first session) as was the plumber and electrician (second session). Dave, the architect, will be third session and will be bringing drafting materials. Completing the summer reading program book list has incentives. Terri reports that the Summer Reading Program of 2025 will be her final year and she is looking for volunteer(s) to shadow — it's about 30 hrs/week in the fall, slows in the winter, about 30 hrs/week in the spring, and then about 10 hrs/week in the summer.

**Friends of the library.** Ann reports. Back Lot Clean Up: Thank you notes will be sent to those volunteers that assisted with the clean up. No planned future work days (yet) — future goals are to take down a couple more trees and get the horse shoe pits ready. Joelle suggested encouraging students to volunteer next May during the Day of Caring. Summer Authors: 3 authors coming this summer for author talks; Jeff Howard, Phil Hunsicker, Barbara Mack. Information on the visiting authors will be on facebook, signage in the library, and maybe in newspapers. Santa's Bobbin': Friends of the library is responsible for the children's program for Santa's bobbin' into town. Discussion about music, maybe Jolly Pops.

**Chess Night.** Chess night is not taking off, but may be because of other activities during the summer. We will re-evaluate in December.

**AED training:** Nearly all volunteers have now attended one of the two AED training sessions in January and June.

**Community Education:** Joelle reports that there is no presentation scheduled for Anton Truer, author of *The Assassination of Hole in the Day*. The intention was to have a community-wide read followed by an author presentation. Book copies are available at the library. The presentation will be scheduled if funds are secured. Stacey mentioned the idea of better utilizing the community education book for library activities.

**Terri motions to adjourn at 5:30 pm, Stacey seconded.**

**PEQUOT LAKES PARK COMMISSION MINUTES**  
**MONDAY, July 22, 2024 - Draft**  
**City Hall**

Members Present: Commissioners Boucher, Lind, Simar, Clement and Chair Adams.  
Absent: Commissioner Churack

Also Present: Angie Duus, City Administrator; Julie Meister, Administrative Assistant, Nick Roy, Public Works Supervisor, Tyler Gardner, Pequot Lakes Mayor

Location: Pequot Lakes City Hall

1. Call Meeting to Order

Chair Nancy Adams calls the meeting to order at 5:01 p.m.

2. Consider Agenda

Added Items: Picnic Table at Gildner Park & Tree Inventory Status

**COMMISSIONER CLEMENT MOVES TO ACCEPT THE AGENDA.  
COMMISSIONER LIND SECONDS THE MOTION. MOTION CARRIES 5-0.**

3. Park Commission Minutes

**COMMISSIONER LIND MOVES TO APPROVE THE MINUTES FROM THE  
JUNE 24, 2024 MEETING. COMMISSIONER CLEMENT SECONDED THE  
MOTION. MOTION CARRIES 5-0.**

4. Holiday Decoration Update

Chair Nancy Adams inquires on where to get additional funding for Holiday lights other than the \$2500 from Community Action. Mayor Tyler Gardner offers to donate \$500 from his business. Check will be made to Community Action. Ms. Adams will let Commissioner Churack address how the total donations will be spent. Discussion ensued on where the Board could find funding to purchase a lift.

5. Bands in the Park

Administrative Assistant Julie Meister updates that attendance is good despite the weather we have been dealing with on these Saturday nights. Ms. Meister also updates on the positive evaluations already received on all the bands to date and expresses we have a nice variety of bands selected.

6. Community Garden Update

Administrative Assistant Julie Meister announces we are in receipt of our new Community Garden Sign on will have it displayed very soon. Chair Adams wonders if we should keep the garden to eight plots or look to expand for next season. Ms. Meister inquiries about offering a raised bed option. Ms. Adams wonders if we could use the one available spot as a raised bed option by where the longer hoses currently are. Public Works Supervisor Nick Roy expresses about putting a shed there to hold some gardening tools. Ms. Adams and Ms. Meister state they both carry their gardening tools with them in their vehicles. Further discussion ensued on cost, placement and reaching out for advice from Whitney Macgee on using the extra plot space for a raised garden for the 2025 season.

**CHAIR ADAMS MOVES TO EXPAND THE COMMUNITY GARDEN FOR ONE RAISED BED. COMMISSIONER CLEMENT SECONDED THE MOTION. MOTION CARRIES 5-0.**

7. DNR Grant for the Park Update

City Administrator Angie Duus provides an update from the last Council meeting that Barrato Brothers is the main contractor. Barrato Brothers are planning on having site work done after Labor Day of this year and completing all improvements by Memorial Day in 2025. Mayor Tyler Gardner updates on the City's understanding that the trail and the parking lot will be done this year. Ms. Duus states that site utilities and potentially the slab for the picnic and bathroom shelter will also be completed this year. Mayor Gardner states the goal is that the only work left for the Spring would be to erect the building. Public Works Supervisor Nick Roy comments on getting the electrician contact from City Engineer Tim Houle and will work to see if they can get a bid from them for the Trail Lights so we don't have circuits breaking. Mr. Roy will research electrical in addition to this project.

8. Community Sign Update

Administrative Assistant Julie Meister updates the sign has been removed. Public Works Supervisor Nick Roy details on the removal of the sign and now is currently working and meeting with Matt Bangston on running a new service and needing more power, meeting with the Digital Sign contact to mark where all the footings will be placed. On July 29<sup>th</sup> the footings will be installed and on the 6<sup>th</sup> of August the Digital Sign will go up.

9. Splash Pad Update

Public Works Supervisor Nick Roy states everything is done and is working. Discussion ensued on the number of children taking advantage of Splash Pad.

10. Repair of the Popcorn Wagon

Chair Nancy Adams expresses gratitude again to Commissioner Dave Lind for fixing the door to the Popcorn Wagon. Mr. Lind notes it does need a lot of work and the screws used to fix the door are very temporary. Ms. Adams suggests we could take the wheels off and attempt to sell them. Discussion ensued on the iconic value of the popcorn wagon. Mr. Lind states it won't fit in his garage to work on over the Winter. Mayor Tyler Gardner suggests reaching out to Rich Harris and wonders if this would be a project he would want to tackle. Ms. Adams asks for Mayor Gardner to reach out to Rich. Discussion ensued on the location of the keys to the Popcorn Wagon. Discussion further ensues on the structure and the cleaning process of the Popcorn Wagon. Mayor Gardner confirms that Rich Harris will look at the Popcorn Wagon and will pick up keys from the library.

11. Dog Park Shelter Update

Public Work Supervisor Nick Roy provides images of the shelter at the Crosslake Dog Park. Chair Nancy Adams comments on the design being very simple and ponders the general look of it. Discussion ensued on the cement under the benches and under the structure along with the placement of the structure. Ms. Adams asks Mr. Roy to find out how much this structure will cost.

12. Clean-up with Boy Scouts at Sibley Park Update

Chair Nancy Adams turns to Commissioner Sam Clement to inquire when the next Boy Scout meeting is. Mr. Clement will again present this project to his troop at their meeting on Monday July 29. Commissioner Keith Simar speaks to Mr. Clement and instructs that it would be a small project to give them a sense of

what is involved to increase their comfort level. Mr. Simar will also attend the Boy Scout meeting on the 29<sup>th</sup> and work with Mr. Clement and his troop.

13. Park Vacancy

Commissioner Sam Clement wonders on the status of asking Michael Jackson. Commissioner Dave Lind has not yet heard back from Mr. Jackson. Chair Nancy Adams will continue to work on potentially finding someone.

14. Other Business

**14.1 Additional Benches inside the fence at Adam's Family Playground –**

Administrative Assistant Julie Meister references an email received from a community member who recently attended the playground and is requesting additional benches to be placed near or in the playground itself. The offered seating in the picnic shelter is too far away. Chair Nancy Adams provides additional remarks she's received on benches by the Splash Pad and wonders on the reserved benches still not displayed. Public Works Supervisor Nick Roy provides update on benches being installed tomorrow by the Splash Pad. Discussion ensued on placing a bench on the woodchips in the playground. Ms. Adams requests of Mr. Roy that a bench be placed in the woodchips in the playground.

**14.2 Mayor Idea; Sketch drawing; South Block of Park-**

Mayor Tyler Gardner provides a rough sketch of the South Block where we have typically positioned the Car Show and vendor set-up. He's been feeling for a while now of making it like a campground set up with a big gravel loop with pull off spots for vendors and electrical posts in some locations. Mayor Gardner expresses to make it look like we mean for it to be there. Discussion ensued on additional implements on the provided map and where would the cars go. Additional discussion ensued on power being used in that area of that park. Chair Nancy Adams feels we should reach out to Denise Simpson with the Lions, Community Action and the Chamber to get their input and the Board should look at possibly adding this as a project to invest in for 2025. Ms. Adams also describes a previous project where the idea was to have the flags go along the walking path all through the South to Woodman and wonders if those drawings contained more ideas for making it look like a park. Ms. Adams inquires about how we could find these drawings. City Administrator Angie Duus states they are in boxes at City Hall. Ms. Adams to add this to our Agenda to work on for next year and will go through the boxes. Ms. Adams also adds in addition to the Park

Commission we will also work with the Lions, Chamber, Community Action and Public Works Supervisor Nick Roy on the South end of the park project.

**14.3 Picnic Table Replacement at Gildner Park –**

Chair Nancy Adams comments on the picnic table being in very poor condition. Mayor Tyler Gardner adds additional testimony of personally observing the table not being stable and acting like a titer-totter. It's the picnic table on the North side by the parking lot. Public Works Supervisor Nick Roy will address the issue.

**14.4 Status on Tree Inventory –**

Commissioner Keith Simar comments on being by there when the young forester was placing metal tags with numbers on the trees and spoke with him and indicates he works with GPS/GIS system and was assured that we will be provided all the data in a format that would work with our system. Chair Nancy Adams to reach out to the forester for an update on status. Discussion ensued on the next steps with funding of equipment and what trees the Park Commission should plant. Additionally, Ms. Adams expresses on knowing someone who elected to inject their trees and they stated they would not recommend doing it again due to it not being a guarantee. Ms. Adams further observes that the Kentucky Coffee Tree is on the grant's acceptable list of trees but notes that they are already planted along the road by Olson Road and are already not doing well. Commissioner Keith Simar comments that the Kentucky Coffee Tree is well out of our natural growing range. Ms. Adams wonders why we would use our money to plant that specific tree and questions the additional money that is available to write a grant for a lift that would be tied to caring for trees. Public Works Supervisor Nick Roy to research the cost of a lift and Ms. Adams will call the person who oversees this grant's funding.

**14.5 Lights in Picnic Shelter –**

Commissioner Sam Clement comments when he was the Park Board representative at last Saturday's Band in the Park, he noticed that there are a few lights out in the band shelter. Mr. Clement also suggests the possibility of adding a dance floor in front of the band shelter. Mr. Clement thinks possibly a 10X20 foot dance floor. Discussion ensued on what material would be used to make this dance floor and possible placement. Ms. Adams suggests we can further discuss.

11. Adjournment



**THERE BEING NO FURTHER BUSINESS COMMISSIONER LIND MOVES TO  
ADJOURN MEETING AT 5:53 PM. COMMISSIONER CLEMENT SECONDED  
THE MOTION. MOTION CARRIES 5-0**

Respectfully Submitted,

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Julie Meister, Administrative Assistant

**MEETING OF THE PEQUOT LAKES  
ECONOMIC DEVELOPMENT COMMISSION  
TUESDAY, JULY 16, 2024 (DRAFT)**

Members Present: Chair Lottman; Commission Members Hallan, Becklin, Holley and Lewica

Members Absent: NA

Others Present: Traci Pederson, Zoning Administrator; Scott Pederson, City Council Liaison; Angie Duus, City Administrator (at 8:02am); Andy Schwartz, City Water/Wastewater Operations Manager; Mark Jurchen; Kurt Stumpf; Tyler Glynn and Halie Majerus, BLAEDC; Devon Krueger, R&J Broadcasting Inc.(at 8:26am)

1. Call Meeting to Order

The meeting was called to order by Chair Lottman at 8:00 a.m.

2. Consider Agenda

**COMMISSION HOLLEY MOVED TO APPROVE THE AGENDA AS IS. COMMISSION HALLAN SECONDED THE MOTION. MOTION CARRIED 5-0.**

3. Approve EDC Minutes

**COMMISSION LEWICA MOTIONED TO APPROVE THE EDC MINUTES FOR BOTH MAY 21, 2024, AND JUNE 18, 2024. COMMISSION HOLLEY SECONDED THE MOTION. MOTION CARRIED 5-0.**

4. School Update

Kurt Stumpf stated they're working on enrollment and staffing for the upcoming school year.

5. Meters for Outdoor Use

Andy Schwartz was present to talk through this process for the EDC, based on discussions from last month EDC meeting questions on a possible second meter. Andy stated there's a deduct meter that can be added to residential or commercial properties that measures 'outdoor' water usage that doesn't go back into the sanitary sewer – which would create another piece to your current utility billing. You'll still pay the water charge/portion, but your sewer charge/portion of the bill will differ in having the deduct meter. There's a fee for this to be hooked up (approx.. \$500 for parts + install, city doesn't install – Andy will go out to property after install to ensure properly done). This is generally used by commercial properties, but some residents with pools/gardens etc. are currently using a deduct meter. City will add some info in our monthly billing, so residents are at least aware of the program/process – we'll add this to our website as well.

6. Workforce Housing Update

Mark Jurchen stated he didn't have any updates this month.

7. BLAEDC Update

Tyler and Hailey were present to talk about and show what they have built for the new EDC website thus far. This is still in editing mode, with the plan to go 'live' in September 2024. Commission Lewica has been working with BLAEDC on the website. Hailey went over the current tabs and asked for feedback from EDC, she'll continue working on the site and bring an update to the group next month.

The idea is to get new testimonials, photos, and videos throughout the year, changing them at least once a year on the website.

The 'contact us' page is currently set to go to city hall staff – they'll filter the incoming emails and send them to those needed. This can be updated if the EDC would like them to go to another vs. city staff.

EDC would like to see a page that shows *city owned lots* that are available for purchase, as well as what's currently happening regarding growth in the community. The city owned lots should only be posted if they're for sale, not for rent.

EDC would like drone footage of the town, and school and then add HOTGL on the site. It was brought up to add the Library, Fire Tower, Parks, and Splash Pad to the site – promote them all regardless of a link to a web page for them or not.

Tyler is working on the business directory page to ensure it's accurate.

Chair Lottman asked if EDC members can have access to view the site in full detail before it goes live, to comb through it. Hailey will look into this access – should be able to give view rights before it goes live - after the Aug. EDC meeting. BLAEDC will be buying the domain soon, which should allow the access to be shared.

8. EDC Goals

A final version of 2024 EDC Goals was shared.

**COMMISSION HOLLEY MOTIONED TO APPROVE THE 2024 EDC GOALS.  
COMMISSION LEWICA SECONDED THE MOTION. MOTION CARRIED 5-0.**

9. City Council Update

Commission Holley recapped the July 1<sup>st</sup> Council meeting.

10. Other Business

Devon Krueger, from R&J Broadcasting, was present to talk with the EDC about an opportunity to pay for a sponsorship for radio/school sports (Patriots and

Lightening) for the 2024-25 school year (Aug. – May), with the first event the last week in Aug. With this sponsorship, during each school event that is on-air, the EDC will have two-30-second ads. Devon will work with EDC for ideas about what they'd like to have announced (a promotion/announcement/event/support) – this can be changed as often as needed.

Chair Lottman stated they could have a link to the station on their new EDC site. Lottman stated this decision should be placed on next month's agenda so EDC can work through what they'd like to have shared while on air. Commission Hallan stated this could be voted on now and work through the details with Devon in the coming weeks for scripts and advertisements etc.

Commission Becklin thanked Devon for a job well done over the years on the radio with all the school sports.

**COMMISSION HOLLEY MOTIONED TO APPROVE THE SPONSORSHIP FOR THE YEAR AT \$1600. COMMISSION BECKLIN SECONDED THE MOTION. MOTION CARRIED 5-0.**

Traci, Zoning Administrator, provided an update on Trailside Estates. Waiting for one signature on the Mylar and all Consent to Plat documents from each landowner's Mortgage company. Once all these are in, we bring it to Crow Wing County for recording. Then final staking with Stonemark in Aug., tentatively.

Community Shuttle: Commission Lewica is meeting with Commissioner Jon L. later this week on the topic. Julie from city hall office is connecting with someone from Crow Wing County. Traci talked with Faith in Action, they're hopeful to expand and help our residents sometime soon. More to come.

Angie Duus, City Administrator, let the EDC know of a new upcoming City Festival that was just approved. Our first one will be Aug. 17<sup>th</sup> when we'll have three different bands and vendors all throughout the park – this will go from noon – 9:00pm. We'll get flyers out to local and neighboring businesses soon. Then next year the idea is to have one a month – on Saturday's to be in conjunction with the already in place 'Bands in the Park'.

11. Adjourn

**THERE BEING NO FURTHER BUSINESS, COMMISSION LEWICA MOVED TO ADJOURN THE EDC MEETING. COMMISSION BECKLIN SECONDED THE MOTION. MOTION CARRIED 5-0.**

The meeting was adjourned at 9:19 a.m.

Respectfully submitted,

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Traci Pederson  
Zoning Administrator

**MEETING OF THE PEQUOT LAKES PLANNING COMMISSION  
MONDAY, JULY 22, 2024 DRAFT  
PEQUOT LAKES CITY HALL**

Members Present: Commission Members Greg Seils, Kent Johnson, Eric Larson, Paula Lang, Nathan Norton, and Paul Luger

Members Absent: Commission Chair, Andrew Ellering

Staff Present: Thomas Roloff, City Planner; Traci Pederson, Zoning Administrator; Laura Larson, City Council Liaison

Others Known Presence: Charlie Spanier, Dale Carlson

1. Call Meeting to Order

Commission Vice-Chair Johnson, called the meeting of the Pequot Lakes City Planning Commission to order at 6:00 p.m.

2. Consider Agenda

**COMMISSION MEMBER E.LARSON MOVED TO APPROVE THE AGENDA AS IS, COMMISSION MEMBER LANG SECONDED THE MOTION. MOTION CARRIED 6-0.**

3. Public Hearing(s)

**COMMISSION MEMBER E.LARSON MOVED TO OPEN THE PUBLIC HEARING. COMMISSION MEMBER LANG SECONDED THE MOTION. MOTION CARRIED 6-0.**

Public Hearing opened at 6:00 p.m.

**3.1 Lakes Tavern Sign Concept Plan, CUP 24-03, PID 29270772**

City Planner Roloff opened the hearing in providing our sign ordinance, commercial setbacks and performance standards, staff findings and conditions for the CUP in which the Planning Commission could add, subtract, or edit. The request from Charlie Spanier is to have a 4x42 (168 sq ft) rooftop sign on the existing building, double sided and illuminated at night. There's currently signs on the property, a CUP was filed as the request is for additional signage than what's allowed in our sign ordinance. Three conditions were noted in the report:

1. There shall be no more signage beyond what has been provided in this application placed on this parcel without amending the Sign Concept Plan & obtaining approval from the Planning Commission.
2. The proposed freestanding sign shall not exceed the dimensions of the proposal.
3. Lighting of the proposed sign must adhere to the standards outlined in Section 17-5.10 E – and must be turned off at the close of business each day.

Roloff opened it to the Planning Commission for any comments or questions. Commission E.Larson questioned condition #3 as did other Commission members. Roloff explained an interpretation of what #3 was referring to within the ordinance – which is more geared towards ‘open’ signs for businesses. There was discussion with Commission members and the applicant on this condition. Charlie, the applicant was willing to have a timer on the sign if that is what was decided by the Commission. Commission Johnson asked if the west side of the sign would be on during the night, where it was facing possible residential zones. It would be, but there aren’t homes in the vicinity in which this would be an issue. Commission Lang asked what repercussions there were if the lights were left on. Roloff stated if the lighting became an issue and a complaint came through, we’d connect with Lakes Tavern and work to resolve things – based on what the conditions were in the CUP. He stated having a CUP allows the Planning Commission to create reasonable conditions. Charlie stated he’s not looking for any issues, if a complaint were to come through, he’ll make things right. He’s just looking for the recognition of business with all the traffic going by at all times of the night. A variety of options for timing of the lights on/off were provided by Commission members. Commission Norton asked to strike the third condition completely, as many other businesses in town have lights all throughout the night. Striking it allows the applicant to keep the lights on or turn them off as he’d like.

**COMMISSION MEMBER E.LARSON MOVED TO APPROVE THE CUP FOR LAKES TAVERN BASED ON THE 24 STAFF FINDINGS AND THE FIRST TWO CONDITIONS NOTED IN THE STAFF REPORT, STRIKING THE THIRD CONDITION COMPLETELY. COMMISSION MEMBER NORTON SECONDED THE MOTION. MOTION CARRIED 6-0**

### **3.2 Lakes Area Food Shelf Sign Concept Plan, CUP 24-04, PID 29230500**

City Planner Roloff once again provided our sign ordinance, commercial setbacks and performance standards, staff findings and conditions for the CUP in which the Planning Commission could add, subtract, or edit. Lakes Area Food Shelf shares land with Grace United Methodist Church but are separate entities. Because there’s already a sign on the property for the Church, this CUP was required as the applicant is requesting additional signage on the parcel than what’s allowed in our sign ordinance. The proposed freestanding on-premise sign is for a 59 in, 1-sided sign (19 sq ft), height of 137 in. No lighting on the sign. There were three conditions noted in the report:

1. There shall be no more signage beyond what has been provided in this application placed on this parcel without amending the Sign Concept Plan & obtaining approval from the Planning Commission.
2. Height for the freestanding sign shall not exceed 15 feet.
3. All setbacks shall be met for the placement of the proposed sign & property lines must be verified by the owner prior to the approval of a Land Use Permit for the proposed sign.

Roloff opened it to the Planning Commission for any comments or questions. There were no comments or questions from the Commission.

**COMMISSION MEMBER LANG MOVED TO APPROVE THE CUP FOR LAKES AREA FOOD SHELF BASED ON THE 23 STAFF FINDINGS AND THE 3 CONDITIONS NOTED. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0**

Dale Carlson, the applicant and a volunteer at Lakes Area Food Shelf was present – he took a moment to thank the Planning Commission for recommending the Council waive their CUP application fee. The Council did waive their fee at the July 1 meeting.

**COMMISSION MEMBER LANG MOVED TO CLOSE THE PUBLIC HEARING. COMMISSION MEMBER E.LARSON SECONDED THE MOTION. MOTION CARRIED 6-0.**

Public Hearing closed at 6:19 p.m.

4. Open Forum

Nothing tonight.

5. New Business

Nothing tonight.

6. Old Business

Nothing tonight.

7. Approval of Minutes

**COMMISSION MEMBER E.LARSON MOVED TO ACCEPT AND APPROVE JUNE 24, 2024 MINUTES AS IS. COMMISSION MEMBER SEILS SECONDED THE MOTION. MOTION CARRIED 6-0.**

8. Planning & Zoning Administrator's Updates

Zoning Administrator, Traci Pederson, went over the monthly report, which included permits issued and applied for along with ordinance violations and notification letters sent within the community (3 letters sent in which fines will begin). Pederson shared the Cannabis Moratorium Ordinance that was passed by the Council at their recent Special Meeting, held on 7/15/24. Links will be provided to Council and Planning Commission for the Office of Cannabis Management and LMC for all to read through, working to create our ordinance over the upcoming months.

9. Adjournment

**THERE BEING NO FURTHER BUSINESS, COMMISSION MEMBER  
E.LARSON MOVED TO ADJOURN. COMMISSION MEMBER NORTON  
SECONDED THE MOTION. MOTION CARRIED 6-0.**

The meeting of the Planning Commission adjourned at 6:22 p.m.

Respectfully submitted,

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Traci Pederson  
Zoning Administrator