

**CITY OF EYOTA
PLANNING COMMISSION MEETING MINUTES
APRIL 19, 2023**

Present: Members: Heather Tesdahl, Lonny Tesdahl, Ron Heins

Via Zoom: Su Spafford (from Wheaton, MN)

Council Reps: Jamie Ward, John Chesney

Secretary: Marlis Knowlton

Absent: Dick Winchell

Guests: none

Call to Order: Chair Su Spafford called the meeting to order at 7:04 p.m.

Approve Agenda: Knowlton requested agenda item 3 to approve the March meeting minutes be removed, the minutes are not completed.

Motion was made by Heather Tesdahl and seconded by Lonny Tesdahl to approve the agenda with item three removed. Votes via roll call: Ayes 4, Nays 0. Motion carried.

Minutes: Item removed

Training: Some members have been able to complete suggested training. Some had issues signing on to training. Continue to try to complete the training sessions.

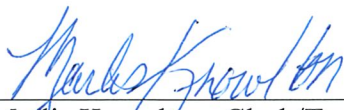
Request for Proposal (RFP) Document: Sample RFPs for contracted planner services had been sent out. Spafford reviewed some but questioned exactly what services are to be requested. All agreed the priority is for daily type needs: meetings, hearings, subdivision review, building plan reviews, etc. The plan to revise the Comprehensive Plan is going to need to wait until city hall is fully staffed again. Spafford will continue to work on developing an RFP for contracted planner's services.

Comprehensive Plan Updating Planning: The Commission wants to begin the process of updating the Comprehensive Plan. But needs to table the project until staff are available. Commission requested it be kept as an ongoing agenda item, so it is not forgotten.

Projects: Knowlton shared information on current projects.

Other Business: none

Adjourn: Motion was made by Lonny Tesdahl and seconded by Heins to adjourn the meeting. Votes via roll call: Ayes 4, Nays 0. Motion carried. Meeting declared adjourned at 8:02 p.m.



Marlis Knowlton, Clerk/Treasurer