

**CITY OF LEXINGTON  
REGULAR PLANNING COMMISSION MEETING MINUTES  
January 8, 2014, - 7:00 P.M.  
9180 Lexington Avenue, Lexington, MN**

**1. CALL TO ORDER**

A. Roll Call

Chairperson Olsson called to order the Regular Planning Commission meeting of the City of Lexington on January 8, 2014 at 7:01 p.m.. Commissioners Present: Bautch, Hoska, Johnson, and Vanderbloomer. Also Present: Councilmember Hughes, Administrator Petracek, Accounting Coordinator Northcutt, and Administrative Coordinator Grote.

**2. ELECTION OF OFFICERS**

- A. Chairperson
- B. Vice Chairperson

*Vanderbloomer made a motion to continue with having Olsson as the Chairperson and Commissioner Hoska as the Vice Chairperson for 2014. The motion was seconded by Commissioner Bautch. Motion carried 5-0.*

**3. CITIZENS FORUM**

*No one was present to address the Planning Commission*

**4. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

*Motion made Chairperson Olsson, seconded by Commissioner Bautch, to approve the agenda as presented. Motion carried 5-0.*

**5. LETTERS AND COMMUNICATIONS:**

- A. Building Permits for December 2013

*The Board discussed the building permit for Blue Collar BBQ and the building they would be occupying. No action taken.*

- B. 2014 Calendar and Schedule of Meeting Dates

*A brief discussion was had by the Board about the 2014 calendar. No action taken.*

**6. APPROVAL OF PLANNING COMMISSION MINUTES**

*A motion was made by Olsson to approve the December 11, 2013 Planning Commission minutes. The motion was seconded by Commissioner Johnson. Motion carried 5-0.*

## 7. DISCUSSION ITEM:

### A. Distribution/review of Employee Handbook

*Northcutt distributed the revised Employee handbook to each of the Commissioners and explained that most of the policies in the handbook do not apply to members of the Planning Commission. She further explained that some of the policies do apply, and the need for her to discuss the handbook with the Board. She continued by briefly explaining the policies that do not pertain to the Board, and provided more detailed explanation for the following policies:*

- *Possession & use of dangerous weapons policy.*
- *Respectful workplace policy.*
- *Sexual harassment policy.*

*Discussion ensued about the employee handbook and the policies that pertain to the Planning Commission. Northcutt stated that each Commissioner will need to sign the “Acknowledgement of Receipt of Personnel Policies/Employee Handbook” document to confirm receipt and review of the employee handbook. Discussion ensued. No action taken.*

### B. Draft Dance/Entertainment Licenses Ordinance

*Olsson explained to the Board about the revised draft of the proposed ordinance that was included in the packet, and the revised ordinance that the office staff and police department provided suggested edits and comments about the new regulations. Discussion ensued. Petracek explained that Administrative Coordinator Grote was in attendance to provide some insight as to how the licensing process works as well as some suggestions to the proposed policy.*

*Grote asked that the Board to consider incorporating the entertainment license with the liquor license and business license. She is concerned that the way the entertainment license ordinance is written, a business would feel that they can do whatever they want once the license is issued. Discussion ensued.*

*The Board talked about the fees that would be charged for the license and whether non-profit organizations should be charged. Discussion ensued.*

*The Board talked about the written comments that were made by Captain Ron Johnson from the police department about some of the provisions in the proposed ordinance that need to be further defined that deals with security and parking issues that may arise if an entertainment license is issued to a business. Discussion ensued.*

*Ollson explained that he would take the comments from the Board and revise the proposed ordinance for the next meeting. Petracek stated that he would work with the police department to obtain some suggested language or clarification as to how they would handle the security and parking issues; he added that he would provide that information to Ollson for the revised ordinance. Discussion ensued. No action taken.*

**8. NOTE COUNCIL MINTUES**

- A. December 5, 2013
- B. December 19, 2013

No discussion was had about the December 5<sup>th</sup> and December 19<sup>th</sup> City Council minutes.

**9. PLANNING COMMISSION INPUT – *No input from the Planning Commission***

**10. ADJOURNMENT**

*Motion made by Commissioner Olsson to adjourn at 8:07 p.m. The motion was seconded by Commissioner Bautch. Motion carried 5-0.*

Respectfully submitted

Bill Petracek  
City Administrator