

**STILLWATER COUNTY PLANNING BOARD  
MINUTES OF MEETING**

Wednesday, May 1, 2019 at 7:00 p.m.  
Stillwater County West Annex  
Planning Department  
431 Quarry Rd

**BOARD MEMBERS PRESENT:** Curtis Jacobs (President), Gary Enstrom, Bob VanOosten, Carolyn Hutson, Karen Heyneman, and Rita Westrum

**BOARD MEMBERS NOT PRESENT:** Jerry Edwards (Vice-President), and two vacant position to be appointed

**STAFF:** Forrest Mandeville, Contracted Planner and April Limburg

**OTHERS:** Rick Westrum

**I. CALL TO ORDER.** Curtis Jacobs (President) called the meeting to order at 7:05 p.m.

**A. Public Comments.** None at this time.

**B. Disclosures of Conflicts of Interest and Ex Parte Communications.** None at this time

**II. MINUTES:**

Gary made a motion to approve the February 6, 2019 meeting minutes. Karen seconded; motion carried.

**III. NEW BUSINESS:**

**A. Fire Review Fees:** Forrest gave an overview on the fire review fee process and why the fees are collected. The Board discussed the idea of have the review fee go back to the fire departments via a cash in lieu type fund. The Board also discussed the process of the cash in lieu for parkland fund as a way to create general guidelines and to keep the request form simple. The main concern is the balance of the funds considering the funds have been collected since 2007. Bob mad a motion to the Commissioners the Board is open to give the funds to the department upon approval of the request. Gary seconded; motion carried.

**B. Dry Hydrants.** Forrest gave an overview of the dry hydrant process and why they required. The Board discussed the idea of the fire departments inspect the dry hydrants in there district considering there isn't a dry hydrant liaison. The Board also discussed having the fire review fee as a contingency on the departments inspecting the dry hydrants. The main concerns with the Board are how to make sure the hydrants are inspected, who repairs them if need, and who is informed after inspection is done. The Board supports the idea and would like to have some feedback on how the inspection will work, maintenance to be done, and so on. Gary made a motion to the Commissioner to look in to the idea of give the fire review fee contingent on the

departments inspecting the dry hydrants. Rita seconded; motion carried.

**IV. OLD BUSINESS.**

Nothing at this time.

**V. ADJOURN:** Gary made a motion to adjourn the meeting at 8:255 pm. Bob seconded, with all in favor motion carried.

The next meeting will be on Wednesday, June 5, 2019, at 7:00 p.m. in the Stillwater County West Annex conference room located at 431 Quarry Rd.

April Limburg  
Administrative Support