



**PERSONNEL/EMPLOYEE RELATIONS COMMITTEE  
MEETING AGENDA  
JANUARY 12 @ 5:30 P.M.  
Arlington, MN 55307**

Dial(for higher quality, dial a number based on your current location):

US: +1(470)8692200 (US East)

+1(646)3573664

+1(773)2319226 (US North)

+1(312)2630281

+1(623)4049000 (US West)

+1(650)2424929

+1(720)9027700 (US Central)

+1(213)2505700

+1(346)9804201

+1(469)4450100 (US South)

Meeting ID: 148 666 9443

International numbers available: <https://meetings.ringcentral.com/teleconference>

1. Call to Order
2. Approval of Agenda
3. Discussion regarding staff working hours
4. Recommendation for P&Z stipend
5. Review of updates to personnel policy (IT updates)
6. Any other business relating employee relations
7. Adjourn

### III. Planning & Zoning Administrator

1. Schedule appropriate Planning and Zoning meetings, typically a minimum of one meeting per month, and other meetings as needed to properly conduct the Planning and Zoning business.
2. Prepare agendas for the Planning and Zoning meetings. Record the Planning and Zoning meetings and transcribe summary minutes of said meetings.
3. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests and requests for subdivision approval.
4. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed.
5. Inform property owners of ordinance violations and initiate zoning enforcement procedures directed.
6. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed.
7. Coordinate development review process with City Staff, the City Engineer and Building Official.