

# **Cherokee County Planning Commission**

## **Minutes for February 5, 2025 Meeting**

### **CONVENE**

Jake Conard, Cherokee County Counselor, called the scheduled meeting of the Cherokee County Planning Commission (the Commission) to order at 6:00 pm on Wednesday, February 5, 2025 in the break room of the Cherokee County Courthouse. Counselor Jake Conard, Commission member Roger Draeger, Commission member Brett Warstler, Commission member Randy Commons, Commission member Scott Boyes, Commission member John Lopp, Mayor Grant Spieth, Commissioner Myra Carlisle-Frazier, KODE tv station, and Lorie Johnson were in attendance.

### **ROLL CALL**

Jake Conard conducted a roll call with all 5 Commission members present.

### **ELECTION OF OFFICERS AND BOARD SECRETARY**

In the first order of business, John Lopp nominated Brett Warstler to serve as the Cherokee County Planning Commission Chair. Scott Boyes seconded the motion. The motion passed unanimously.

Chair Brett Warstler nominated John Lopp to serve as Vice-Chair of the Commission. Randy Commons seconded the motion. The motion passed unanimously.

Vice-Chair John Lopp made a motion to appoint Lorie Johnson as Secretary for the Cherokee County Planning Commission. Scott Boyes seconded the motion. The motion passed 4-1 with Brett Warstler, Randy Commons, John Lopp and Scott Boyes voting in the affirmative and Roger Draeger voting against.

### **ADOPTION OF BY-LAWS**

Having had appropriate time prior to the scheduled meeting to review by-laws, Chair Warstler asked for any questions, concerns, or requested changes to the by-laws as they were presented. Seeing none, Randy Commons made a motion to adopt the by-laws. John Lopp seconded the motion. The motion to adopt the by-laws passed unanimously.

## **REQUEST FOR PROPOSAL**

The Commission discussed a timeline and formal outline for a Request for Proposal (RFP) to obtain a firm to develop a county Comprehensive Plan.

John Lopp moved and Scott Boyes seconded a motion to adopt a Request for Proposal with the following timeline and requirements:

### **Timeline:**

**February 10, 2025:** Submit the adopted RFP to the Board of Cherokee County Commissioners for approval. Upon approval, the Board of Cherokee County Commissioners will publish the RFP on the county website and initiate a direct request for a proposal from Confluence and Foster & Associates.

**March 21, 2025:** All proposals must be received in the Cherokee County Clerk's Office by 2:00 pm.

**March 24, 2025:** All received proposals will be opened at the regularly scheduled meeting of the Cherokee County Board of Commissioners. Proposals will be passed on to the Cherokee County Planning Commission for review.

**April 2, 2025:** Cherokee County Planning Commission will review all proposals and prepare a recommendation for the Cherokee County Board of Commissioners.

**April 7, 2025:** Cherokee County Planning Commission will present their recommended proposal to the Cherokee County Board of Commissioners for final approval.

### **Requirements:**

1. The process must adhere to the Cherokee County Procurement Policy
2. All proposals must be mailed or delivered to the Cherokee County Clerk's office by 2:00 pm on March 21, 2025.
3. All proposals must be valid until June 30, 2025

The motion passed unanimously.

**MEETING DATES**

Scott Boyes made a motion to meet the first Wednesday of each month at 6:00 pm. Randy Commons seconded the motion. The motion passed unanimously. The next regularly scheduled meeting will be held Wednesday, March 5, 2025 at 6:00 pm in the courthouse break room.

**ADJOURN**

Randy Commons made a motion to adjourn. Roger Draeger seconded the motion. The motion passed unanimously.

**ATTEST: Resolved and ordered this 5<sup>th</sup> day of March 2025.**

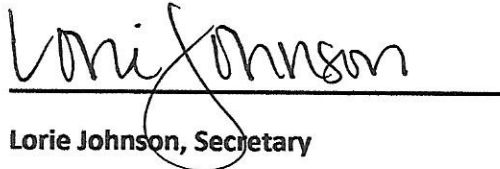
  
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Brett Warstler, Chair

  
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John Lopp, Vice-Chair

  
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Roger Draeger, Planning Commissioner 1

  
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Randy Commons, Planning Commissioner 3

  
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Scott Boyes, Planning Commissioner 4

  
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Lorie Johnson, Secretary