

**BELLE PLAINE CITY COUNCIL  
REGULAR SESSION  
JANUARY 5, 2015**

**1. PLEDGE OF ALLEGIANCE.**

Mayor Michael Pingalore led those present in the Pledge of Allegiance.

**2. CALL TO ORDER. 2.1. Roll Call.**

The Belle Plaine City Council met in Regular Session on Monday, January 5, 2015 at 6:30 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Michael Pingalore called the meeting to order with Councilmembers Gary Trost, Cary Coop, Scott Schneider and Paul Chard present.

Also present were City Administrator Holly Kreft, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, Community Development Director Chelsea Alger, Police Chief Tom Stolee, City Engineer Joe Duncan and City Attorney Bob Vose. Wanda Savage served as the video recording operator.

**OATH OF OFFICE.**

**Mayor Michael Pingalore  
Councilmember Paul Chard  
Councilmember Scott Schneider**

City Administrator Kreft administered the Oath of Office of Mayor Pingalore, who then administered the Oath to Councilmembers Chard and Schneider.

**3. APPROVAL OF AGENDA.**

Mayor Pingalore requested the addition of a closed session for the purpose of discussing the potential sale of a parcel of land located near the northwest quadrant of the TH169/CSAH 3 intersection.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the agenda with the addition of a closed session for the purpose of discussing the potential sale of a parcel of land located near the northwest quadrant of the TH169/CSAH 3 intersection. ALL VOTED AYE. MOTION CARRIED.

**4. APPROVAL OF CONSENT AGENDA.**

**4.1. Regular Session Minutes of December 15, 2014.**

**4.2. Work Session Minutes of December 1, 2014.**

**4.3. Resolution 15-001 Adopting Professional Appointments.**

**4.4. Resolution 15-002 Adopting Committee Appointments.**

**4.5. Resolution 15-003 Approving Retiree Monthly Insurance Benefit.**

**4.6. Resolution 15-004 Declaring the Official Intent of the City of Belle Plaine to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City.**

**4.7. Resolution 15-006 Appointing Olivia Turmes, Aiden Ladd, and Troy Gudmonson as Ice Rink Attendants.**

**4.8. Resolution 15-007 Re-Appointing Jacqueline Hillstrom as Seasonal Pool Manager.**

**4.9. Wellhead Protection Plan Phase II.**

Councilmember Chard requested consent agenda items "Resolution 15-003 Approving Retiree Monthly Insurance Benefit" and "Wellhead Protection Plan Phase #2" moved to the business portion of the agenda.

MOTION by Councilmember Coop, second by Councilmember Schneider, to move consent items "Resolution 15-003 Approving Retiree Monthly Insurance Benefit" and "Wellhead Protection Plan Phase

II" to the business portion of the agenda and approve the remaining consent items as follows: 4.1. Regular Session Minutes of December 15, 2014, 4.2. Work Session Minutes of December 1, 2014, 4.3. Resolution 15-001 Adopting Professional Appointments, 4.4. Resolution 15-002 Adopting Committee Appointments, 4.5. Resolution 15-004 Declaring the Official Intent of the City of Belle Plaine to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City, 4.6. Resolution 15-006 Appointing Olivia Turmes, Aiden Ladd, and Troy Gudmonson as Ice Rink Attendants and 4.7. Resolution 15-007 Re-Appointing Jacqueline Hillstrom as Seasonal Pool Manager. ALL VOTED AYE. MOTION CARRIED.

## **5. DEPARTMENT REPORTS.**

### **5.1. Community Services Department.**

Community Services Director Nelson Ladd was present. The Council acknowledged receipt of the Community Services Department report.

### **5.2. Public Works Department.**

Public Works Superintendent Al Fahey was present. The Council acknowledged receipt of the Public Works Department report.

### **5.3. City Engineer Report.**

City Engineer Joe Duncan was present. The Council acknowledged receipt of the City Engineer report.

### **5.4. Administration Report.**

City Administrator Holly Kreft was present. The Council acknowledged receipt of the Administration report.

## **6.1. CERTIFICATE OF APPRECIATION.**

### **1. Georgine Gansen, Serving Over 20 Years as Belle Plaine Librarian.**

Mayor Pingalore presented Georgine Gansen with a certificate of appreciation for serving over 20 years as the Belle Plaine Librarian.

## **6.2. RECOGNITION OF INVOLVED CITIZENS.**

No one spoke at the public forum.

Mayor Pingalore brought forward comments he received from residents about the increase of utility rates and explained the necessity of the rate increase.

## **7. PUBLIC HEARING.**

### **7.1. Preliminary Hearing – 2015 Street Improvement Project. The City Council will consider public comment on the proposed 2015 Street Improvement Project.**

Mayor Pingalore referenced a memo dated January 5, 2015 from City Administrator Kreft regarding the proposed 2015 street improvement project.

City Administrator Kreft explained that at the December 1, 2014 meeting, the City Council accepted the preliminary engineering report and called for the public hearing for the 2015 street improvement project. The hearing will provide the property owners the opportunity to discuss the merits and necessity of the

project with the Council. The project consists of West Forest Street and one block of Elk Street. Notices were mailed to a total of four property owners. Belle Plaine MHP LLC is the majority land owner with six parcels with front footages ranging from 200 feet up to 758 feet. Although they are the land owner, staff recommends that if the project moves forward to construction, the City host a neighborhood meeting with the renters in the mobile home park to inform them of the project and potential impacts.

The total proposed cost of the project is estimated at \$1,295,000. The majority of improvements are assessed at 30%, except service lines which are 100% and oversizing which is not assessed. Because the City is also a property owner with Fountain Park, the total cost will be 75% of City and 25% property owners. Once the public hearing has been completed, the next step in the process is to order the improvements and direct the City Engineer to prepare the final plans and specifications.

City Engineer Duncan provided a Power Point presentation that summarized the improvement project.

Mayor Pingalore opened the public hearing at 7:01 p.m.

Lee Stuewe, 400 West Forest Street, was opposed to the project and said the proposed special assessment against his property is too high. Mr. Stuewe stated he finished paying off the street assessment ten years ago as a result of the previous improvement project. He commented the per lineal foot assessment amounts varied on the previous street project. Mr. Stuewe also said he recently spent \$5,000 on his yard to address storm water drainage issues.

Stuart Haefner, 415 West Forest Street, explained he is also representing Belle Plaine MPH, LLC, owner of the mobile home park. He questioned the proposed sidewalk and its impact to the parked vehicles within the mobile home park. Mr. Haefner asked that sidewalks be addressed prior to preparation of the final plans. He also was opposed to his assessment amount for his two lots and explained that he had requested the City approve the combination of the two lots a few years ago but the request was denied.

MOTION by Councilmember Coop, second by Councilmember Schneider, to close the public hearing at 7:09 p.m. ALL VOTED AYE. MOTION CARRIED.

In discussion, Councilmember Chard explained that he understands the burden of the special assessments and reminded the property owners the City is paying over \$900,000 on the project. He believes it is important to install a sidewalk for the populous area and the close proximity to the potential future State trail. Councilmember Trost noted the difference in the assessable sidewalk front footage and the watermain footage for the Stuewe property. City Engineer Duncan will review this further. Mr. Haefner commented there are State regulations that prohibit the parking of vehicles too close to mobile home structures that may impact sidewalk design. Councilmember Schneider questioned whether a change in the street width should be considered. Discussion on the sidewalk design and street width will be further discussed at upcoming Public Works Committee meeting.

**1. Resolution 15-005 Ordering Improvements and Directing the City Engineer to Prepare Final Plans and Specifications for the 2015 Street Improvement Project.**

MOTION by Mayor Pingalore, second by Councilmember Chard, to approve Resolution 15-005 Ordering Improvements and Directing the City Engineer to Prepare Final Plans and Specifications for the 2015 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

**8. BUSINESS.**

**8.1. Presentation of Claims.**

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the Presentation of Claims. ALL VOTED AYE. MOTION CARRIED.

Councilmember Chard noted his opposition to the cost to replace the overhead doors at the Fire Department and believed they should have been repaired instead.

### **8.2. Schedule Interviews with Applicants for City Boards/Commissions.**

Mayor Pingalore referenced a memo dated January 5, 2015 from Community Development Director Alger regarding the scheduling of interviews.

Community Development Director Alger explained that City staff has advertised to seek candidates for the open positions on the various boards and commissions. Staff is recommending conducting interviews for the vacancies on the EDA (two) and Design Committee (three) only; being that the Planning Commission and Park Board do not have opposition and vacancies are being sought by the current appointee, or current well-standing members of other committees. As such, there will be eight interviews to conduct between the EDA and Design Committee. Staff recommends the interviews be held starting at 6:00 p.m. on Tuesday, January 13, 2015.

It was the consensus to proceed with interviews on Tuesday, January 13, 2015 starting at 6:00 p.m.

### **8.3. Resolution 15-003 Approving Retiree Monthly Insurance Benefit.**

Mayor Pingalore referenced a memo dated January 5, 2015 from City Administrator Kreft regarding the retiree monthly insurance benefit.

City Administrator Kreft explained the City offers qualifying retirees a monthly health insurance premium benefit. This monthly benefit is set annually by the City Council through a resolution as required by the City of Belle Plaine's personnel policy. From 2005 through 2014 the monthly benefit has been set at \$600.00 per month for retirees. No increase is proposed for 2015.

Councilmember Chard stated he would like the assurance this benefit is used for insurance premiums and not issued as a bonus check to retirees. He noted the potential future costs for this benefit. Finance Director Meyer explained that no employee is currently receiving the benefit however there are eligible employees. City Administrator Kreft explained the terms of the benefit are defined in the Personnel Policy and it would require a modification if changes are made. The resolution proposed this evening is to set the monthly benefit amount only. Councilmember Schneider suggested the Council take action on the proposed resolution and discuss the guidelines at an upcoming work session. Mayor Pingalore supports the current policy as written. Councilmember Trost was amenable to discussing this at a work session.

MOTION by Councilmember Schneider, second by Councilmember Coop, to approve Resolution 15-003 Approving Retiree Monthly Insurance Benefit. ALL VOTED AYE. MOTION CARRIED.

The Retiree Monthly Insurance Benefit will be added to an upcoming work session for further discussion.

### **4.9. Wellhead Protection Plan Phase II.**

Mayor Pingalore referenced a memo dated January 5, 2015 from City Administrator Kreft regarding the Wellhead Protection Plan Phase II.

City Administrator Kreft explained that in August of 2013, the City Council authorized completion of Phase I of the Wellhead Protection Plan. In October of 2014, the City Council reviewed the Wellhead Protection Plan Phase I and held the required public meeting. The Minnesota Department of Health approved Phase I in September of 2014, so the next step is to complete Phase II. Included with City Administrator Kreft's memo was a letter from City Engineer Duncan regarding details on the information that is required for Phase II along with the cost estimate not to exceed \$28,700.

Councilmember Chard questioned whether Phase II is a requirement or only a recommendation by the Minnesota Department of Health. City Engineer Duncan and Public Works Superintendent Fahey explained that it is required by MN DOH. The cost for the preparation of the Plan has been included in the 2015 budget.

MOTION by Councilmember Schneider, second by Councilmember Coop, to authorize Bolton and Menk to complete Phase II of the Wellhead Protection Plan at a cost not to exceed \$28,700. ALL VOTED AYE. MOTION CARRIED.

#### **4.10. CLOSED SESSION – Potential Land Sale.**

Mayor Pingalore recessed the regular session at 7:40 p.m. and announced the closed session. The purpose of the closed session was to discuss the potential sale of a parcel of land located near the northwest quadrant of the TH169/CSAH 3 intersection.

Mayor Pingalore called the closed session to order at 7:47 p.m. with Councilmembers Gary Trost, Paul Chard, Scott Schneider and Cary Coop present. Also present were City Administrator Holly Kreft, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, Community Development Director Chelsea Alger, Police Chief Tom Stolee, City Engineer Joe Duncan and City Attorney Bob Vose.

Those present discussed a request by a developer who may be interested in the purchase of a City-owned parcel of land located near the northwest quadrant of the TH169/CSAH 3 intersection.

MOTION by Councilmember Coop, second by Councilmember Schneider, to adjourn the closed session at 8:20 p.m. ALL VOTED AYE. MOTION CARRIED.

Mayor Pingalore reconvened the regular session.

#### **9. ADMINISTRATION.**

##### **9.1. Upcoming Meetings.**

- 1. Council Work Session, 6:45 pm, Monday, January 5.**
- 2. Public Works, 11:00 am, Tuesday, January 6.**
- 3. Public Safety, 4:30 pm, Tuesday, January 6.**
- 4. EDA, 5:00 pm, Monday, January 12.**
- 5. Planning Commission, 6:30 pm, Monday, January 12.**
- 6. Interviews with Candidates for Boards, 6:00 pm, Tuesday, January 13 (Tentative).**
- 7. City Offices Closed, Martin Luther King Day, Monday, January 19.**
- 8. Park Board, 5:00 pm, Tuesday, January 20.**
- 9. HRA, 6:00 pm, Tuesday, January 20.**
- 10. City Council, 6:30 pm, Tuesday, January 20.**

Mayor Pingalore reminded those present of the upcoming meetings as listed.

#### **10. ADJOURN.**

MOTION by Councilmember Coop, second by Councilmember Schneider, to adjourn the meeting at 8:21 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary