

**BELLE PLAINE CITY COUNCIL
REGULAR SESSION
FEBRUARY 3, 2014**

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 February 3, 2014 at 6:00 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 Interim City Administrator Dawn Meyer, Public Works Superintendent Al Fahey, Community Development Director Chelsea Alger, Police Chief Tom Stolee, City Engineer Joe Duncan and City Attorney Bob Vose. Zachery Schoenecker served as the video recording operator.

3. APPROVAL OF AGENDA.

MOTION by Councilmember Coop, second by Councilmember Trost, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of January 21, 2014.

4.2. Authorizing Re-Hab of Well #4.

4.3. Resolution 14-014 Adopting the Revised Edition of the General Records Retention Schedule.

4.4. Resolution 14-015 Appointing Kris Moloney as a Full-Time Officer with the Belle Plaine Police Department.

4.5. Resolution 14-013 Authorizing the Waiving Building Permit Fee and Plan Review Fee for Certain New Single Home Construction.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the consent agenda as follows: 4.1. Regular Session Minutes of January 21, 2014, 4.2. Authorizing Re-Hab of Well #4, 4.3. Resolution 14-014 Adopting the Revised Edition of the General Records Retention Schedule, 4.4. Resolution 14-015 Appointing Kris Moloney as a Full-Time Officer with the Belle Plaine Police Department, and 4.5. Resolution 14-013 Authorizing the Waiving Building Permit Fee and Plan Review Fee for Certain New Single Home Construction. 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. Councilmember Trost expressed concern for the lack of traffic safety with the underground work being performed on Enterprise Drive. The Council acknowledged receipt of the Public Works Department report.

5.3. City Engineer Report.

City Engineer Joe Duncan was present and reported that construction on the traffic light at TH169 and East Main Street ramp will begin in April. The Council acknowledged receipt of the City Engineer report.

5.4. Administration Report.

Interim City Administrator Dawn Meyer was present. She reported the City has received an appeal from a resident who has requested approval of a small appliance scrap and recycling business at his residence at 421 West Court Street, in the R-7, Mixed Housing District. The Zoning Administrator determined this was not a permitted use nor a conditional use. The resident has requested the Board of Zoning Appeals and Adjustments review his request and determine whether his proposed use is "same or similar" to those uses currently allowed by conditional use or special home occupation permit. The appeal will be forwarded to the Planning and Zoning Board of Appeal, and then to the City Council for final action. The Council acknowledged receipt of the Administration report.

6. RECOGNITION OF INVOLVED CITIZENS.

There was no public comment.

6.1. Fire Bill Appeal.

1. Pump & Meter Services for former BP Station, 521 E. South Street.

Interim City Administrator Meyer explained that on November 18, 2013 the Belle Plaine Fire Department was paged to respond to 521 East South Street for an emergency involving a gas line that was cut. The City billed the owner for the call per the City's policy and fee schedule. The property owner is responsible for the bill and the City does not reduce or dismiss fire bill charges unless there is a discrepancy regarding type of billing. The City has received a letter of appeal from the contractor hired to do the work. The contractor claims the gas line was not marked. The City of Belle Plaine is not responsible for locating gas lines, it is the responsibility of the property owner and contractor. Fire Chief Otto agrees with the billing information.

It was the consensus of the Council to re-affirm the fire bill invoice as is, with no reduction in the billing amount.

7. PUBLIC HEARINGS – NONE SCHEDULED.

8. BUSINESS.

8.1. Presentation of Claims.

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

8.2. Approving Large Assembly Permit for St. Patrick's Day Committee.

Mayor Pingalore referenced a memo dated February 3, 2014 from Interim City Administrator Meyer regarding a large assembly permit request by the St. Patrick's Day committee.

Interim City Administrator Meyer explained the St. Patrick's Day committee has requested a large assembly permit and road closure permit starting at 11:00 a.m., Saturday, March 15 through 1:00 a.m. Sunday, March 16. Police Chief Stolee, Public Works Superintendent Fahey and Interim City Administrator Meyer have reviewed the application and recommend approval with the conditions listed on the application, including liability insurance.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the large assembly permit for St. Patrick's Day committee, with contingencies listed on the permit as recommended by staff. ALL VOTED AYE. MOTION CARRIED.

8.3. Authorize the Replacement of the Billing Insert/ Folding Machine.

Mayor Pingalore referenced a memo dated February 3, 2014 from Public Works Superintendent Fahey regarding the replacement of the billing insert and folding machine.

Public Works Superintendent Fahey explained that staff has requested quotes from the two companies that manufacture folding and inserting machines for the monthly utility bills: Pitney Bowes and Neopost. Models from both manufacturers were tested and the Neopost DS75 best meets the needs of staff. The current method of folding and inserting invoices into envelopes is manual. Over the course of three days 2,300 or more envelopes are manually stuffed with an invoice and one or two additional inserts. The Neopost DS75 has a capacity of 3,600 pieces per hour and can automatically fold and insert up to three pieces per envelope with duplicate detection. The full billing cycle from reading meters to mailing the bills currently requires four days/32 hours to be completed. A folding and inserting machine will improve the efficiency of the full billing cycle and reduce the completion time to approximately 2.5 days/20 total hours. An added advantage to the reduced turn-around time is that water meters could be read later in the month which benefits the year-end auditing process. The folding and inserting machine would also benefit staff with increased efficiency of all mailings. The quotes submitted were the Neopost DS75 at \$11,809 (includes shipping & handling, installation & training) and the Pitney Bowes DI380 at \$10,096 (requires 3rd insert to be pre-folded).

Councilmember Trost was curious as to how the machine works. Councilmember Chard inquired about the warranty. Public Works Superintendent Fahey replied there is a 6-month warranty.

MOTION by Councilmember Coop, second by Councilmember Schneider, to authorize the purchase of the Neopost DS75 insert and folding machine at a cost of \$11,809, including shipping, and handling, installation and training. ALL VOTED AYE. MOTION CARRIED.

8.4. Resolution 14-016 Authorize Purchase and Installation of "Downtown" Signs.

Mayor Pingalore referenced a memo dated February 3, 2014 from Community Development Director Alger regarding the purchase of installation of "Downtown" signs.

Community Development Director Alger explained the EDA conducted two business open forums in 2013; one of which was focused on downtown businesses. One of the directives that came from this forum was a desire for better signage on 169, directly motorists to the downtown area. Over the last several months Staff has been working with MNDOT to address the matter, and has recently received approval for the installation of two signs near the TH169 and CR3/Meridian Street intersection. There will be an initial cost to the City of just over \$2,000. Staff presented the proposal to the EDA at their meeting on January 13, 2014 at which time they indicated support of installing the downtown signage and further recommended staff ask the Chamber of Commerce to participate in the cost. The next Chamber meeting is not until February 10, 2014, at which time the City will make a donation request. In the meantime, since there is a 60-day sunset on MNDOT's approval, the EDA recommended to proceed with the project, with the understanding that if the Chamber chooses not to participate the EDA will absorb the total cost. Any financial assistance received from the Chamber will offset EDA's cost.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 14-016 Authorize Purchase and Installation of "Downtown" Signs. ALL VOTED AYE. MOTION CARRIED.

Recess Regular Session.

Mayor Pingalore recessed the regular session at 6:25 p.m. and convened the closed session at 6:33 p.m.

8.5. Closed Session.

The Belle Plaine City Council met in closed session at 6:33 p.m. with Mayor Pingalore and Councilmembers Gary Trost, Cary Coop, Scott Schneider and Paul Chard present. Also present were Interim City Administrator Dawn Meyer, Public Works Superintendent Al Fahey, Community Development Director Chelsea Alger, City Engineer Joe Duncan and City Attorney Bob Vose.

8.5.1. Discussion on Property Land Acquisition.

The Council and staff discussed the acquisition of land for the proposed TH169 crossing.

Reconvene Regular Session.

Mayor Pingalore adjourned the closed session at 7:03 p.m. and immediately convened the regular session.

9. ADMINISTRATION.

9.1. Upcoming Meetings.

- 1. Public Works, 11:00 a.m., Tuesday, Feb. 4.**
- 2. EDA/Chamber Banquet, 5:30 p.m., Tuesday, Feb. 4.**
- 3. Public Safety, 4:30 p.m., Wednesday, Feb. 5.**
- 4. EDA, 5:00 p.m., Monday, Feb. 10.**
- 5. Design Committee, 6:30 p.m., Monday, Feb. 10.**
- 6. Planning Commission, 7:00 p.m., Monday, Feb. 10.**
- 7. City Offices Closed, Presidents Day, Monday, Feb. 17.**
- 8. Park Board, 5:00 p.m., Tuesday, Feb. 18.**
- 9. City Council, 6:00 p.m., Tuesday, Feb. 18.**

Those present were reminded of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Trost, second by Councilmember Coop, to adjourn at 7:04 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary