

**BELLE PLAINE CITY COUNCIL
REGULAR MEETING
FEBRUARY 5, 2018**

1. PLEDGE OF ALLEGIANCE.

Mayor Christopher Meyer 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, February 5, 2018 at 6:30 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Christopher Meyer called the meeting to order with Councilmembers Paul Chard, Ben Stier and Cary Coop present. Councilmember Theresa McDaniel was not present.

Also present were Interim City Administrator Meyer, Community Development Director Smith Strack, Public Works Superintendent Fahey, City Engineer Duncan and City Attorney Vose. Community Services Director Chevalier was present in the audience. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

Mayor Meyer added item 7.6. Community Center Discussion – talking points to the business portion of the meeting.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve the agenda with the addition of 7.6. Community Center Discussion – talking points. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

- 4.1. Regular Session Minutes of January 16, 2018.
- 4.2. Work Session Minutes of January 16, 2018.
- 4.3. City Administrator Interview Minutes of January 31, 2018.
- 4.4. Acceptance of Annual Planning Commission Report.
- 4.5. Approve Plan and Specifications for the easterly extension of Enterprise Drive.
- 4.6. Resolution 18-013 Appointing Derek Gussette as Seasonal Pool Manager.
- 4.7. Resolution 18-017 Authorizing purchase of a 2014 RAV 4 from forfeiture to use as a City Vehicle.
- 4.8. Resolution 18-015 Approve the hiring of Jake Nelson as a Part-time Police Officer.
- 4.9. Resolution 18-014 Amending the Council Committee Appointments with the addition of Theresa McDaniel to the Planning and Zoning Commission.
- 4.10. Authorize Execution and Submittal of SolSmart Solar Statement.
- 4.11. Resolution 18-016 Appoint Shannon Rose Office Assistant Public Works.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the consent agenda as follows: 4.1. Regular Session Minutes of January 16, 2018; 4.2. Work Session Minutes of January 16, 2018; 4.3. City Administrator Interview Minutes of January 31, 2018; 4.4. Acceptance of Annual Planning Commission Report; 4.5. Approve Plan and Specifications for the easterly extension of Enterprise Drive; 4.6. Resolution 18-013 Appointing Derek Gussette as Seasonal Pool Manager; 4.7. Resolution 18-017 Authorizing purchase of a 2014 RAV 4 from forfeiture to use as a City Vehicle; 4.8. Resolution 18-015 Approve the hiring of Jake Nelson as a Part-time Police Officer; 4.9. Resolution 18-014 Amending the Council Committee Appointments with the addition of Theresa McDaniel to the Planning and Zoning Commission; 4.10. Authorize Execution and Submittal of SolSmart Solar Statement; 4.11. Resolution 18-016 Appoint Shannon Rose Office Assistant Public Works. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Public Works Department.

Public Works Superintendent Al Fahey was present. The Council acknowledged receipt of the Public Works report. Fahey notified Council of the furnace in the warming house being out and scheduled for repair. Fahey also introduced the Office Assistant – Public Works, Shannon Rose to the Council. Fahey explained 61 applicants applied for the Office Assistant position. Applicants were carefully reviewed, scored and interviewed. Shannon Rose has accepted the job with a start date of March. Fahey believes Rose will be an asset to the Public Works team.

5.2. City Engineer Report.

City Engineer Joe Duncan was present. The Council acknowledged receipt of the City Engineer report. Duncan added that the 2018 street utility project is on the agenda and staff is working with adjacent land owners to secure an alternate access to Oakwood Drive during the construction process.

Mayor Meyer requested an update on the assessment issue with a property owner. Duncan acknowledged the process is still ongoing.

5.3. Administration Report.

Interim City Administrator Dawn Meyer was present. The council acknowledged receipt of the Administration report.

Mayor Meyer requested the outcome of item 10 on the Administration report a meeting with Mediacom regarding picture quality and live streaming for the local cable channel. Interim City Administrator Meyer reported Mediacom sent out an engineer who changed out equipment and the way the signal is sent. Meyer reported live feeds so far have been much improved.

6. PUBLIC HEARINGS – NONE SCHEDULED.

7. BUSINESS.

7.1. Presentation of Claims.

Councilmember Chard requested clarification on the ambulance garage expenses. Public Works Superintendent Fahey explained one claim is for a circuit board and the other is the repair of the garage door. Ridgeview will be reimbursing the city for these expenses. Fahey also explained one more bill will be coming for the repair of the bottom panels which Ridgeview also said they will reimburse for.

Councilmember Chard requested an update on the comp plan and requested an estimated cost. Community Development Director Smith Strack explained the comp plan needs to be submitted to the Metropolitan Council by the end of the year. A grant for \$38,000 was secured and to date expenses are at \$33,000. Smith Strack explained the City's contribution would be \$50,000 plus the grant funds. Interim City Administrator Meyer explained the total budget for the City was \$80,000. Mayor Meyer inquired about the City opting out of water. City Engineer Duncan explained the different elements of the project being transportation, sanitary sewer, water supply and storm water composites. Four separate elements that go along in concert with the plan Smith Strack is producing. Duncan further explained the plan was brought to the Public Works Committee and the recommendation to opt for the lower costing plan was recommended.

Councilmember Chard requested clarification on Bolton and Menk charges and what is being refunded by developers. City Engineer Duncan explained the process of labeling projects for billing. Referring to the Buesgens plat as a large number which is actually design work fees falling under a 2nd grant secured for the project. Duncan reports that project is right at max budget and the work is complete. Chard thanked Duncan for his explanation and requested some kind of note or tab for expenses which are being reimbursed showing the offset of numbers. Interim City Administrator Meyer explained in the past they

would abbreviate the name and add REIMB behind to signify a reimbursable expense and going forward could do that again. Chard acknowledged this process would be helpful.

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

7.2. Presentation of Claims - 1/16/2018

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the Presentation of Claims 1/16/2018. ALL VOTED AYE. MOTION CARRIED.

7.3. Presentation and Acceptance of 2017 EDA Annual Report

Community Development Director Smith Strack explained the EDA Enabling Resolution approved by the City Council requires the EDA submit a formal annual report to the City Council summarizing activities. City Council has been provided a copy of the 2017 EDA Annual Report. Smith Strack explained the report includes general information about the Authority, tasks completed by EDA core function (organizational development, market development, infrastructure development, and business development), metrics for evaluating efforts, 2017 wins/accomplishments, and goals for 2018.

EDA members Rick Krant, Dick Coleman, Lisa Fahey along with Community Development Director Smith Strack presented a PowerPoint presentation of the 2017 EDA Annual Report to council.

MOTION by Councilmember Coop, second by Councilmember Stier, to accept the 2017 EDA Annual Report. ALL VOTED AYE. MOTION CARRIED.

7.4. Ordinance 18-02 An Ordinance Amending Section 204 of the City Code Pertaining to the Design Committee.

Community Development Director Smith Strack explained the Design Committee initiated review of language contained in Section 204 of the Code relating to the establishment and purpose of the Design Committee. The Committee finds code language does not reflect current Committee form or function. The Design Committee has drafted and reviewed proposed updated language which:

1. Removes inaccurate references to committee membership.
2. Clarifies the Design Committee is an advisory committee.
3. Expands purpose/duties to adequately represent current tasks including: making recommendations pertaining to design elements of public and private projects, administering Design Manual standards, promoting a sense of place and distinctive visual landscapes, recommending marketing/communications strategies, and promoting culture, heritage, and preservation of Downtown.

1. Adoption of Ordinance 18-02 Pertaining to the Design Committee.

MOTION by Councilmember Coop, second by Councilmember Stier, to adopt Ordinance 18-02 Pertaining to the Design Committee. ALL VOTED AYE. MOTION CARRIED.

2. Resolution 18-018 Approving Summary Publication of Ordinance 18-02.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 18-018 Approving Summary Publication of Ordinance 18-02. ALL VOTED AYE. MOTION CARRIED.

7.5. Resolution 18-019 Approving Plans and Specifications and Authorizing Advertisement for Bids of the 2018 Street Project.

Interim City Administrator Meyer explained at the July 17, 2017 meeting, the City Council accepted the preliminary engineering report and called for the public hearing for the 2018 street improvement project. The hearing was held on August 21, 2017. The project consists of the reconstruction of street and utilities in the Oakwood Subdivision, Block 102 & 104 Alleys and Full Depth Reclamation of several trails. Meyer further explained that the alley project was bid last fall, but rejected in favor of joining it with a larger project potentially yielding more favorable pricing. Meyer explained final plans and specifications have been prepared. Advertisement for bids will begin February 14th with the bid opening on Thursday, March 15, 2018 at 11:00 a.m. at City Hall. Results and recommendations will then be brought to the Council at the March 19th meeting.

Mayor Meyer requested clarification on the trails and whether or not they are included in the 2018 Street Project. City Engineer Duncan explained that as was discussed in the Public Works Committee meeting some trails are past the point of having the seal coat application and the city would be looking to improve the pavement services for those trails which would be included in this package. The trails that would receive an emulsion seal coat will still be part of the seal coat project later this year. Councilmember Chard asked if Duncan had an estimated footage. Duncan reported 8400 square yards based on a 9-foot trail. Duncan also explained that staff is looking at an option of reclaiming the trail material and placing a new material over the top which would raise trails that have settled over time. Duncan explained this process is an investment in the long term future of the trails.

MOTION by Councilmember Chard, second by Councilmember Coop, to approve Resolution 18-019 Approving Plans and Specifications and Authorizing Advertisement for Bids of the 2018 Street Project. ALL VOTED AYE. MOTION CARRIED.

7.6. Community Center Discussion – Talking Points.

Mayor Meyer explained he was invited to present at the February 13th Community Meeting and wanted to get details on where the City and School district is regarding contract and contributions. Interim City Administrator Meyer provided an update on the progress with the contract explaining the terms and requirements set by council. Community Services Director Chevalier was invited to the podium to provide an overview of the current details in the contract with the school district. Meyer explained that she is working with the district and believes they have accomplished the task and are reviewing the legal details. Meyer is hoping to have a contract available for council discussion at the March 5th work session.

8. ADMINISTRATION.

8.1. Upcoming Meetings.

- 1. EDA/Chamber Gala Palooza, 5:30 pm, Wednesday, February 7**
- 2. Public Works, 9:00 am, Thursday, February 8.**
- 3. EDA, 5:00 pm, Monday, February 12.**
- 4. Planning Commission, 6:30 pm, Monday, February 12.**
- 5. Public Safety Meeting, 4:30 pm, Tuesday, February 13.**
- 6. City Offices Closed, Presidents Day, Monday, February 19.**
- 7. Park Board, 5:00 pm, TUESDAY, February 20.**
- 8. City Council, 6:30 pm, TUESDAY, February 20.**
- 9. City Council Work Session, 6:45 pm, TUESDAY, February 20.**

The Council was reminded of the upcoming meetings as listed.

9. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Chard, to adjourn the meeting at 7:22 p.m.
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary