

**BELLE PLAINE CITY COUNCIL
REGULAR SESSION
MAY 2, 2016**

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, May 2, 2016 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, Henry Pressley and Paul Chard present.

Also present were City Administrator Holly Kreft, Public Works Superintendent Al Fahey, Community Development Director Cynthia Smith Strack, Police Chief Tom Stolee and City Engineer Joe Duncan. Wanda Savage served as the video recording operator. Finance Director Dawn Meyer and City Attorney Bob Vose were not present.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of April 18, 2016.

4.2. Work Session Minutes of April 18, 2016.

4.3. Resolution 16-044 Authorizing Summary Publication of Ordinance 16-06, Pertaining to the Transfer of Duties from HRA to EDA.

4.4. Resolution 16-045 Awarding Bid for 2016 Seal Coat Project.

4.5. Resolution 16-046 Re-Appointing Sean Moriarty and Robert Stier as Public Works Seasonal Employees.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve the consent agenda as follows: 4.1. Regular Session Minutes of April 18, 2016, 4.2. Work Session Minutes of April 18, 2016, 4.3. Resolution 16-044 Authorizing Summary Publication of Ordinance 16-06, Pertaining to the Transfer of Duties from HRA to EDA, 4.4. Resolution 16-045 Awarding Bid for 2016 Seal Coat Project, and 4.5. Resolution 16-046 Re-Appointing Sean Moriarty and Robert Stier as Public Works Seasonal Employees. 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 Department report.

5.2. City Engineer Report.

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

5.3. Administration Report.

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

6. 1. RECOGNITION OF INVOLVED CITIZENS.

No one spoke at the public forum.

7. PUBLIC HEARINGS.

7.1. Continued Public Hearing on Ordinance 16-03, Utility Task Vehicles. The City Council will consider public comment on Ordinance 16-03, An Ordinance Adding Section 508.00 Utility Task Vehicles, to Chapter 5 of the City Code.

Mayor Pingalore referenced a memo dated May 2, 2016 from City Administrator Kreft regarding Ordinance 16-03, Utility Task Vehicles.

City Administrator Kreft explained the Public Safety Committee has previously discussed adopting an ordinance regulating All-Terrain Vehicles (ATVs). The City Code previously had regulations, but they were inadvertently removed. Originally the language was going to address both Class I and Class II ATVs and mirror State Statute, but recent updates to the Statutes have created confusion with enforcement. After review by the City Attorney and Police Chief, staff is recommending the City adopt regulations relative to Utility Task Vehicles or commonly known as Gators. These are the type of vehicles that the City would like to allow via a City permit.

Mayor Pingalore opened the public hearing at 6:37 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember Chard, to close the public hearing at 6:38 p.m. ALL VOTED AYE. MOTION CARRIED.

7.1.1. Adoption of Ordinance 16-03, Pertaining to Utility Task Vehicles.

MOTION by Councilmember Coop, second by Councilmember Chard, to adopt Ordinance 16-03, Pertaining to Utility Task Vehicles. ALL VOTED AYE. MOTION CARRIED.

7.1.2. Resolution 16-028 Authorizing Summary Publication of Ord. 16-03.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-028 Authorizing Summary Publication of Ord. 16-03. ALL VOTED AYE. MOTION CARRIED.

8. BUSINESS.

8.1. Presentation of Claims.

- 1. Pay Request No. 2 by Chard Tiling & Excavating, Inc. for \$497,288.38 for the 2016 Street Improvement Project.**
- 2. Pay Request No. 4 by S.M. Hentges & Sons, Inc., for \$679,876.01 for the Enterprise Drive Overpass.**

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve the Presentation of Claims, Pay Request No. 2 by Chard Tiling & Excavating, Inc. for \$497,288.38 for the 2016 Street Improvement Project, and Pay Request No. 4 by S.M. Hentges & Sons, Inc., for \$679,876.01 for the Enterprise Drive Overpass. ALL VOTED AYE. MOTION CARRIED.

8.2. City Administrator Position.

Mayor Pingalore referenced a memo dated May 2, 2016 from City Administrator Kreft regarding the City Administrator position.

City Administrator Kreft explained that per the Council's direction at the April 18th work session, staff has reviewed the job description for the City Administrator. Staff is also in the process of updating all job descriptions as part of the wage study analysis. Those updates will be provided for review at the May 16th Council meeting.

8.2.1. Process for Filling Position.

The Council was in agreement with the proposed time line for filling the City Administrator position.

8.2.2. Resolution 16-047 Approving Revised Job Description for City Administrator Position.

The Council reviewed the revised job description for the City Administrator position.

MOTION by Councilmember Chard, second by Councilmember Coop, to approve Resolution 16-047 Approving Revised Job Description for City Administrator Position. ALL VOTED AYE. MOTION CARRIED.

9. ADMINISTRATION.

9.1. Upcoming Meetings.

- 1. Public Works, 11:00 am, Tuesday, May 3.**
- 2. Public Safety, TBD.**
- 3. EDA, 5:00 pm, Monday, May 9.**
- 4. Planning Commission, 6:30 pm, Monday, May 9.**
- 5. Park Board, 5:00 pm, Monday, May 16.**
- 6. City Council, 6:30 pm, Monday, May 16.**
- 7. Filing for City Offices Opens Tuesday, May 17.**

The Council was reminded of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Pressley, to adjourn at 6:45 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary