

**BELLE PLAINE CITY COUNCIL
REGULAR MEETING
MAY 7, 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, May 7, 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, Theresa McDaniel and Cary Coop present. Councilmember Ben Stier was not present.

Also present were City Administrator Dawn Meyer, Community Development Director Cynthia Smith Strack, Public Works Superintendent Al Fahey, City Engineer Joe Duncan, City Attorney Bob Vose, Ambulance Director Doug Sweeney, Ridgeview Ambulance Service Director Daryl Radde and Police Chief Tom Stolee. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

Councilmember Coop requested 4.8. Resolution 18-050: Resolution Approving Amendment of the Belle Plaine Design Manual Pertaining to Roofs in the Central Business District be moved to the Business portion of the meeting.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve the agenda with changes. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of April 16, 2018.

4.2. Work Session Minutes of April 16, 2018.

4.3. Resolution 18-048 Appointing Public Works Seasonal Employees.

4.4. Resolution 18-047 Adopting Special Assessment Delinquent Fire Bill Accounts.

4.5. Approve Large Assembly Farmers Market – BP Historical Society.

4.6. Resolution 18-049 Appointing Lifeguards.

4.7. Resolution 18-045 18-048 Authorize Policy for Donation of Surplus City Equipment.

~~4.8. Resolution 18-050: Resolution Approving Amendment of the Belle Plaine Design Manual Pertaining to Roofs in the Central Business District.~~

4.9. Resolution 18-052 Confirming the City of Belle Plaine as a Primary Election system and setting Primary Election Date.

4.10. Resolution 18-053 Authorizing and Directing Execution of Purchase Agreement for Lot 3, Block 1 Valley Business Park Third Addition.

4.11. Resolution 18-055 Awarding Bid for the 2018 Seal Coat Project.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the consent agenda as follows: 4.1. Regular Session Minutes of April 16, 2018; 4.2. Work Session Minutes of April 16, 2018; 4.3. Resolution 18-048 Appointing Public Works Seasonal Employees; 4.4. Resolution 18-047 Adopting Special Assessment Delinquent Fire Bill Accounts; 4.5. Approve Large Assembly Farmers Market – BP Historical Society; 4.6. Resolution 18-049 Appointing Lifeguards; 4.7. Resolution 18-045 18-048 Authorize Policy for Donation of Surplus City Equipment; 4.9. Resolution 18-052 Confirming the City of Belle Plaine as a Primary Election system and setting Primary Election Date; 4.10. Resolution 18-053 Authorizing and Directing Execution of Purchase Agreement for Lot 3, Block 1 Valley Business Park Third Addition; 4.11. Resolution 18-055 Awarding Bid for the 2018 Seal Coat Project. ALL VOTED AYE. MOTION CARRIED.

4.7. Resolution 18-045 was a duplicate number issued, revised number is 18-058.

5. DEPARTMENT REPORTS.

5.1. Ambulance Report.

Ambulance Director Doug Sweeney and Ridgeview Ambulance Director Daryl Radde were present. Radde spoke of the many assets to having an in house EMT. Radde stated in 2017 first quarter 68% of calls we responded to in 9 minutes. This year since adding the in house EMT 90% of calls have been responded to in 9 minutes or less. Radde thanked the Council for their continued investment into the Ambulance department in turn Ridgeview invested funds into a new ambulance for Belle Plaine. Tours of the Ambulance were given to the Council and staff before the meeting.

Mayor Meyer inquired as to how ambulance service will be managed during the 169 overlay project. Radde explained with construction underway some areas may be impeded however an ambulance is stationed to the north to help eliminate any delay in response.

5.2. Public Works Report.

Public Works Superintendent Al Fahey was present. Fahey reported well 4 is back online in time for the summer season. Also reporting the Public Works department is fielding calls for alleys and potholes, staff are working on fixing known issues. The Council acknowledged receipt of the Public Works report.

Mayor Meyer disclosed several residents commented on the City's investment into the Public Library. Fahey explained his hope to be done with the Library updates by the end of the week.

5.3. City Engineer Report.

City Engineer Joe Duncan was present. Duncan reported the seal coat bids were done for the first time online and going forward will continue to be done online. Duncan reported 90 notices were sent to Southern Oaks residents regarding water shut offs. The Council acknowledged receipt of the Engineer report.

Mayor Meyer inquired when the approved signage will be replaced as part of the 2018 Seal Coat project. Duncan explained signage replacement will take place after the detour is complete with a projected time line of after August 1st. Meyer inquired of the status on the NSI extension. Community Development Director Smith Strack explained that a final agreement has been made. Meyer inquired from Engineer Duncan if there is a reasonable timeline to complete the project this year. Duncan confirmed the project can be completed this year.

5.4. Administration Report.

City Administrator Meyer was present. Meyer reported the School Board referendum is Tuesday, May 7th. Meyer also reported the architect has completed measurements for the City Hall project, citing Public Work Superintendent Fahey is working with the architect and focusing on the Council Chambers as a first step to the City Hall safety updates.

6. PUBLIC HEARINGS.

6.1. Easement Vacation. The City Council will consider public comment on a request by Provence Development LLC, to vacate certain drainage and utility easements and a small portion of Plateau Lane as contained in Provence On The River First Addition located within the City of Belle Plaine, Scott County, MN.

Community Development Director Smith Strack explained a small portion of Plateau Lane right-of-way and certain drainage/utility easements platted under Provence on the River First Addition are proposed for vacation. The proposed vacations are illustrated on the attached sketch which was included in the council packet. Smith Strack explained Provence on the River Second addition lot layout/yard was adjusted to accommodate bluff standards and enhanced stormwater requirements which took effect post-concept plan review and approval. The adjustments necessitated proposed easement vacations.

Vacation of said easements are a separate and independent process. New right-of-way and drainage/utility easements will be dedicated with the final plat. Smith Strack noted that notice of the vacation requests has been published for two consecutive weeks, posted, and mailed to adjacent property owners and utility service providers. Further citing that the Planning Commission had reviewed the request at their April 9th meeting and recommended approval.

6.1.1. Resolution 18-051 Vacate Certain Drainage and Utility Easement and a Portion of Plateau Lane as Contained in Provence On The River First Addition.

Mayor Meyer explained a public hearing has been scheduled and the City Council will accept public comment on Resolution 18-051 Vacate Certain Drainage and Utility Easement and a Portion of Plateau Lane as Contained in Provence On The River First Addition.

Mayor Meyer opened the public hearing at 6:42 PM and asked for public comment. There was no public comment.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to close the meeting at 6:43 PM. ALL VOTED AYE. MOTION CARRIED.

MOTION by Councilmember Coop, second by Councilmember Chard to approve Resolution 18-051 Vacate Certain Drainage and Utility Easement and a Portion of Plateau Lane as Contained in Provence On The River First Addition. ALL VOTED AYE. MOTION CARRIED.

7. BUSINESS.

7.1. Presentation of Claims.

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

7.2. Resolution 18-045 Authorizing Transfer of old SCBA Tanks and Cascade System to Cologne Fire and Century College a 503c Non-profit Organization for Educational Use.

City Administrator Meyer explained Council approved the policy allowing for donation of surplus equipment to qualified organizations. Meyer noted Cologne Fire Department has requested Belle Plaine Fires six surplus SCBA bottles. The remaining SCBA surplus bottles and cascade system will be transferred to Century College. Century College approached the Belle Plaine Fire Department requesting SCBA equipment to use for teaching purposes.

MOTION by Councilmember Coop, second by Councilmember Chard to approve Resolution 18-045 Authorizing Transfer of old SCBA Tanks and Cascade System to Cologne Fire and Century College a 503c Non-profit Organization for Educational Use. ALL VOTED AYE. MOTION CARRIED.

7.3. Resolution 18-054 Authorizing Plans and Specifications of Maple Street and Utility Extension through Valley Business Park 3rd Addition Contingent on Approval of plat.

City Administrator Meyer explained the City received an offer for a parcel located in Valley Business Park 3rd Addition. A proposed purchase agreement was approved on the consent agenda earlier tonight. As part of platting and proposed sale it is appropriate for Maple Street to be extended to Diversified Drive and utilities be extended into each individual parcel. In order to move forward with a construction date of this year it is appropriate to authorize and order plans and specifications of Maple Street and utility extension. Meyer explained the final approval of plans, specifications and platting will be on the May 21st City Council agenda. Noting the City Engineer has estimated \$175,000 for complete project cost including engineering/administration.

MOTION by Councilmember Coop, second by councilmember McDaniel, to approve Resolution 18-054 Authorizing Plans and Specifications of Maple Street and Utility Extension through Valley Business Park 3rd Addition Contingent on Approval of plat. ALL VOTED AYE. MOTION CARRIED.

7.4. Resolution 18-050: Resolution Approving Amendment of the Belle Plaine Design Manual Pertaining to Roofs in the Central Business District.

Community Development Director Smith Strack explained in 2017 the building inspector brought metal roofs in the Central Business District to Smith Stracks attention questioning if the roofing was acceptable in the down town area. The Design Committee was asked for interpretation of design manual/code standards and appropriateness of the installation of a metal roofing product in the Central Business District. The Design Committee found Design Manual and Code standards did not address roofing materials in the Central Business District, The Design Committee found merit in having some authority to review potential roofing materials so as to ensure they blend in with other buildings and, to the extent possible, maintain the historic integrity of the Central Business District. Smith Strack explained the Design Committee developed code amendment language for consideration by the Planning Commission. The Planning Commission held a hearing on the proposed code amendment on March 12, 2018. Concerns were voiced by several Planning Commissioners pertaining to the language being too restrictive, prescriptive, and potentially prohibiting advancements in roofing materials. The Planning Commission recommended updating the Design Manual (guidelines) in lieu of updating the City Code (regulation). Smith Strack further explained on April 2, 2018 the Design Committee accepted the Planning Commission's recommendation and recommended approval of an amendment to the design guidelines. Smith Strack noted the Design Manual simply adds the following language to guidelines pertaining to roofs in the Downtown: Every effort shall be made to retain and preserve original roofing materials in the Central Business District. Original roof character shall be maintained by matching the original roof pitch, form, size, scale, shape, patterns, texture, and color. The amendment will allow the Design Committee an opportunity, if deemed warranted, to provide comment on roofing in the Downtown prior to issuance of a building permit.

Councilmember Coop inquired if a property owner came to the EDA for help on a roof using public money could it be turned down due to these guidelines. Community Development Director Smith Strack confirmed. Coop inquired if a property owner was paying for a new roof themselves could they put on whatever they wanted? Smith Strack explained the owner would still need a building permit which would go thru the code and design standards. Something that would be an anomaly in the downtown would go to the design committee for review. Coop inquired if the EDA can use the Design Committees guidelines to say no for a subsidy. Smith Strack confirmed, presumably the EDA would refer to the Design Committee if staff hadn't already done that. Mayor Meyer inquired what would send something to the Design Committee for review? Smith Strack explained most likely it would be a recommendation from staff of a potential inconsistency. Meyer also inquired about downtown windows or doors being changed inquiring if those items are being covered. Smith Strack explained anything from the front street would need to be permitted and inconsistent issues would move to the Design Committee for review.

MOTION by Councilmember Coop, second by councilmember McDaniel, to approve Resolution 18-050: Resolution Approving Amendment of the Belle Plaine Design Manual Pertaining to Roofs in the Central Business District. ALL VOTED AYE. MOTION CARRIED

8. ADMINISTRATION.

8.1. Upcoming Meetings.

- 1. Public Safety, 4:30 PM, Tuesday, May 8.**
- 2. Joint Meeting, Belle Plaine Township, 6:00 PM, Wednesday, May 9.**
- 3. Public Works, 1:00 PM, Thursday, May 10.**
- 4. EDA, 5:00 PM, Monday, May 14.**
- 5. Planning, 6:30 PM, Monday, May 14.**

- 6. Park Board, 5:00 PM, Monday, May 21.**
- 7. City Council, 6:30 PM, Monday, May 21.**
- 8. Work Session, 6:45 PM, Monday, May 21.**

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 6:56 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary