BELLE PLAINE CITY COUNCIL
REGULAR MEETING
MAY 16, 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 16, 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 Cary Coop, Henry Pressley and Paul Chard present. Councilmember Gary Trost was not present.

Also present were City Administrator Holly Kreft, Finance Director Dawn Meyer, Community Development Director Cynthia Smith Strack, Police Chief Tom Stolee, City Engineer Joe Duncan and City Attorney Bob Vose. Wanda Savage served as the video recording operator.

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 May 2, 2016.
4.2. Work Session Minutes of May 2, 2016.
4.3. Resolution 16-064 Authorize Submittal of Minnesota Historical and Cultural Grant for the Restoration of the Episcopalian Church.
4.4. Resolution 16-048 Appoint Lifeguards and Water Safety Instructors.
4.5. Resolution 16-050 Adopting Social Media Policy.
4.6. Resolution 16-051 Adopting Public Data Policy.
4.7. Façade Loan Requests.
- **a. Resolution 16-038 Approving Façade Loan Request by Ann Miller, 201 East Main Street.**
- **b. Resolution 16-041 Approving Façade Loan Request by Don Savage, 117 West Main Street.**
- **c. Resolution 16-052 Approving Façade Loan Request by Jeff & Michelle Carlson, 104 West Main Street.**
- **d. Resolution 16-053 Approving Façade Loan Request by Jeff & Michelle Carlson, 118 North Meridian Street.**

4.8. Authorize the Purchase and Installation of Outdoor Warning Siren on Water Tower at Southridge Court.
4.9. Resolution 16-065 Modifying Signatory at the State Bank of Belle Plaine.
4.10. Resolution 16-066 Appointing Dawn Meyer as Interim City Administrator.

Councilmember Coop requested consent agenda item, Resolution 16-066 Appointing Dawn Meyer as Interim City Administrator, be moved to the business portion of the agenda.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve the consent agenda as follows: 4.1. Regular Session Minutes of May 2, 2016, 4.2. Work Session Minutes of May 2, 2016, 4.3. Resolution 16-064 Authorize Submittal of Minnesota Historical and Cultural Grant for the Restoration of the Episcopalian Church, 4.4. Resolution 16-048 Appoint Lifeguards and Water Safety Instructors, 4.5. Resolution 16-050 Adopting Social Media Policy, 4.6. Resolution 16-051 Adopting Public Data Policy, 4.7. Façade Loan Requests: Resolution 16-038 Approving Façade Loan Request by Ann Miller, 201 East Main Street, Resolution 16-041 Approving Façade Loan Request by Don Savage, 117 West Main Street, Resolution 16-052 Approving Façade Loan Request by Jeff & Michelle Carlson, 104 West Main Street, and Resolution 16-053 Approving Façade Loan Request by Jeff & Michelle Carlson, 118 North Meridian Street; 4.8. Authorize the Purchase and Installation of Outdoor Warning Siren on Water Tower at Southridge Court, and 4.9. Resolution 16-065 Modifying Signatory at the State Bank of Belle Plaine. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Community Services.

Athletic and Recreation Director Chad Eischens was present. The Council acknowledged receipt of the Community Services Department report.

5.2. Ambulance Department.

The Council acknowledged receipt of the Ambulance Department report.

5.3. Fire Department.

The Council acknowledged receipt of the Fire Department report.

5.4. Police Department.

Police Chief Tom Stolee was present. The Council acknowledged receipt of the Police Department report.

5.5. Community Development Department.

Community Development Director Cynthia Smith Strack was present. The Council acknowledged receipt of the Community Development Department report.

5.6. Administration Report.

City Administrator Holly Kreft was present. She thanked everyone for their support while she served as City Administrator. The Council acknowledged receipt of the Administration report.

6. PUBLIC FORUM - RECOGNITION OF INVOLVED CITIZENS.

Trace Selly, 1306 Quail Court, addressed the City Council to state that he applied for a new housing incentive grant in 2014 that was offered by the City. Mr. Selly claims he received misguided information about the application process and believes he is entitled to the grant.

Mayor Pingalore directed this issue to the EDA for their determination.

6.1. Project Evergreen – Disc Golf Improvements at Court Square.

Mayor Pingalore presented certificates of appreciation to Den Gardner of Project Evergreen for improvements at the disc golf course at Court Square.

6.2. EMS Week – May 15th – 21st

1. **Police Department.**
2. **Fire Department.**
3. **Ridgeview Ambulance.**

Mayor Pingalore presented certificates of appreciation to the Police, Fire and Ambulance departments on behalf of Scott County Emergency Services in honor of EMS week.

6.3. Holly Kreft, City Administrator.

Mayor Pingalore also presented an appreciation plaque to Holly Kreft in recognition of two years of service while serving as City Administrator. Mr. Prondzinski and Mr. Todd Hagen, members of the audience, acknowledged the fine work of Ms. Kreft as well.

7.0 PUBLIC HEARINGS.

7.1. Variance Request. The City Council will consider public comment on a request by Michael and Lisa Korba, 100 Oakwood Drive, Belle Plaine, MN for a variance from Section 1105.05, Subd. 5(3)(a), to reduce the minimum front yard setback 30 feet to 25 feet in the R-1, Single Family Residential District to accommodate an addition to an attached garage on the subject property.

Community Development Director Smith Strack explained that it is appropriate to open and continue the public hearing and table action until a recommendation from the Planning Commission is received.

Mayor Pingalore opened the public hearing at 6:50 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember Pressley, to TABLE action on the variance request by Michael and Lisa Korba, 100 Oakwood Drive, and continue the public hearing until such time a recommendation is received from the Planning Commission. ALL VOTED AYE. MOTION CARRIED.

7.2. Ridgeview Health Campus - Development. The City Council will consider public comment on a request by Ridgeview Medical, Waconia, MN, for a Minor Comprehensive Plan Amendment, Rezoning, Development Stage PUD, and Preliminary Plat for a medical clinic, wellness center and housing complex on the 100 block of West Commerce Drive.

Present were Vice President John Prondzinski and Project Manager Sara Aulizia of Ridgeview Medical, Basem Hammami of RSP Architects, Max Scheuer of The Lutheran Home Association and Mark Rousch of Alliant Engineering.

Community Development Director Smith Strack provided a Power Point presentation. Ridgeview Medical Center proposes a mixed use development at 165 Commerce Drive West. Phase I of the project includes a 12,900 square foot medical clinic, a 10,000 square foot fitness/wellness center, and a 54 unit senior independent living center. Phase II includes vertical expansion of the clinic. The project is being processed as a planned unit development (PUD) concurrent with platting. The development proposal is at the development stage for review purposes.

Vice President John Prondzinski and Basem Hammami provided a brief overview of the proposed project, including parking layout and design materials.

Councilmember Chard inquired about the height of the canopy. Mr. Hammami explained that it meets regulations. Mayor Pingalore inquired about the timeline for the additional stories to the medical clinic. Mr. Prondzinski explained the expansion will occur based on need. The expansion at the Delano facility, which is similar to Belle Plaine’s clinic, occurred five years after the initial opening date.

Mayor Pingalore opened the public hearing at 7:01 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember Pressley, to close the public hearing at 7:02 p.m. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-056, Authorize and Direct Submittal of Minor Comprehensive Plan Amendment to the Metropolitan Council.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-056, Authorize and Direct Submittal of Minor Comprehensive Plan Amendment to the Metropolitan Council. ALL VOTED AYE. MOTION CARRIED.

2. Ordinance 16-08, Rezone Property for 100 block West Commerce Drive.

MOTION by Councilmember Coop, second by Councilmember Chard, to adopt Ordinance 16-08, Rezone Property for 100 block West Commerce Drive. ALL VOTED AYE. MOTION CARRIED.

3. Resolution 16-057 Ridgeview Health Center Development Stage Planned Unit Development.

Mr. Prondzinski explained the parking layout, ensuring adequate space for future needs. City Engineer Duncan referenced compliance with the Engineer's review letter.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-057 Ridgeview Health Center Development Stage Planned Unit Development. ALL VOTED AYE. MOTION CARRIED.

4. Resolution 16-058 Ridgeview Health Center Preliminary Plat.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve 4. Resolution 16-058 Ridgeview Health Center Preliminary Plat. ALL VOTED AYE. MOTION CARRIED.

7.3. Ridgeview Health Campus- Business Subsidy. The City Council will consider public comment on a request by Ridgeview Medical, Waconia, MN for a business subsidy valued at $265,000 in connection with the construction of medical clinic with ancillary uses at 165 Commerce Drive West.

Community Development Director Smith Strack explained that Ridgeview Medical Center and the City of Belle Plaine have entered into a purchase agreement for the sale of property at 165 Commerce Drive West. The purchase agreement contemplates sale of the property for $1 equating to a land write-down in the amount of two hundred sixty-five thousand dollars and no/cents ($265,000) based on estimated market value of Lot 1 of the proposed plat, taxes payable 2015. The land write down qualifies as a 'business subsidy according to State Statute. Because the subsidy exceeds $150,000 in value, the City must hold a public hearing and enter into a business subsidy agreement with the recipient. The agreement ensures wage and job goals resulting from the project are met and retained. Failure to meet job/wage goals results in a reduction of the business subsidy. In exchange for the land write down Ridgeview Medical Center is to create a minimum of twenty (20) full-time equivalent jobs with a starting wage of no less than $12.69 (175% of the federal minimum wage), exclusive of benefits. The EDA reviewed and considered the business subsidy agreement and approved a resolution recommending the Council authorize and direct execution of the agreement.

Mayor Pingalore opened the public hearing at 7:18 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 7:19 p.m. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-059 Authorize and Direct Execution of a Business Subsidy Agreement with Ridgeview Medical Center.

City Attorney Vose explained the Julie Eddington of Kennedy and Graven reviewed the agreement for compliance with State Statute. The subsidy agreement includes job creation and wage goals.

MOTION by Councilmember Coop, second by Mayor Pingalore, to approve Resolution 16-059 Authorize and Direct Execution of a Business Subsidy Agreement with Ridgeview Medical Center. ALL VOTED AYE. MOTION CARRIED.

7.4. Annual Liquor License Renewals. The City Council will receive and consider public comment on the annual liquor license renewals for the period July 1, 2016 through June 30, 2017.

City Administrator Kreft explained the annual renewal date of the liquor licenses is July 1, 2016 and a public hearing has been scheduled as required for the renewals. The attached resolution lists the liquor establishments slated for renewal. Police Chief Stolee has performed the necessary background checks and recommends approval.

Mayor Pingalore opened the public hearing at 7:20 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 7:21 p.m. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-060 Approving Annual Renewal of Liquor Licenses.

MOTION by Councilmember Coop, second by Mayor Pingalore, to approve Resolution 16-060 Approving Annual Renewal of Liquor Licenses. ALL VOTED AYE. MOTION CARRIED.

8. BUSINESS.

8.1. Presentation of Claims.

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

8.2. Resolution 16-061 Calling for the Sale of Bond for 2016 Street Improvement Project.

Finance Director Meyer explained the City Council awarded the contract for the 2016 Street Reconstruction Project on March 7, 2016 to Chard Tiling, Inc. Funding for the project will be from general obligation bonds. The general obligation bonds will be repaid using special assessments and tax levy.

Todd Hagen of Ehlers and Associates, presented the pre-sale report.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-061 Calling for the Sale of Bond for 2016 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

8.3. Ordinance 16-09, Amending Section 901 of the City Code Pertaining to CenterPoint Energy Franchise Agreement.

City Administrator Kreft explained the City has a current franchise agreement with CenterPoint Energy (formerly Minnegasco/Reliant) that expired on April 4, 2014. CenterPoint Energy has requested renewal of the franchise. City Attorney Vose has reviewed the draft franchise agreement with CenterPoint.

MOTION by Councilmember Coop, second by Councilmember Chard, to adopt Ordinance 16-09, Amending Section 901 of the City Code Pertaining to CenterPoint Energy Franchise Agreement. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-062 Authorizing Summary Publication of Ordinance 16-09.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-062 Authorizing Summary Publication of Ordinance 16-09. ALL VOTED AYE. MOTION CARRIED.

8.4. Ordinance 16-10, Amending Section 900 of the City Code Pertaining to Xcel Energy Franchise Agreement.

City Administrator Kreft explained the City has a current franchise agreement with Xcel Energy (Northern States Power Company) that expired on November 4, 2014. CenterPoint Energy has requested renewal of the franchise. City Attorney Vose has reviewed the draft to the franchise agreement with Xcel Energy.

MOTION by Councilmember Coop, second by Councilmember Pressley, to adopt Ordinance 16-10, Amending Section 900 of the City Code Pertaining to Xcel Energy Franchise Agreement. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-063 Authorizing Summary Publication of Ordinance 16-10.

MOTION by Councilmember Coop, second by Mayor Pingalore, to approve Resolution 16-063 Authorizing Summary Publication of Ordinance 16-10. ALL VOTED AYE. MOTION CARRIED.

4.10. Resolution 16-066 Appointing Dawn Meyer as Interim City Administrator.

Councilmember Coop commented that he wants to ensure that Finance Director Dawn Meyer is compensated at the same pay scale as the current City Administrator.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-066 Appointing Dawn Meyer as Interim City Administrator, with compensation at the same pay scale as the current City Administrator. ALL VOTED AYE. MOTION CARRIED.

9. ADMINISTRATION.
9.1. Upcoming Meetings.
1. Filing for City Offices Opens Tuesday, May 17.
2. Memorial Day, Monday, May 30, City Offices Closed.
3. Filing for City Offices Closes Tuesday, May 31.
4. Design Committee, 5:15 pm, Monday, June 6.
5. City Council, 6:30 pm, Monday, June 6.
6. Work Session, 6:45 pm, Monday, June 6.

The Council was reminded of the upcoming meetings as listed.

10. ADJOURN.
MOTION by Councilmember Coop, second by Councilmember Chard, to adjourn at 7:33 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary