BELLE PLAINE CITY COUNCIL
REGULAR SESSION
JUNE 4, 2012

1. PLEDGE OF ALLEGIANCE.

Vice Mayor Cary Coop 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, June 4, 2012 at 6:00 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice Mayor Cary Coop called the meeting to order with Councilmembers Gary Trost, Scott Schneider and Michael Pingalore present. Councilmember Paul Chard arrived at 6:11 p.m. Mayor Tim Lies was not present.

Also present were City Administrator David Murphy, Community Development Director Trisha Rosenfeld, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, Police Chief Tom Stolee, City Engineer Joe Duncan and City Attorney Bob Vose. Finance Director Meyer and Zachary Schoenecker served as the video recording operators.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of May 21, 2012.
4.2. Resolution 12-044 Accepting Donation of Ergotron Computer Monitor Desk Mount Support.
4.3. Resolution 12-059 Modifying Police Department Administrative Fees for the 2012 City Fee Schedule
4.4. Resolution 12-062 Appoint Kathy Joerg as a Member of the Design Committee.
4.5. Resolution 12-065 Adopting Job Description for Life Guard Position.
4.6. Resolution 12-061 Adopting Job Description for Water Safety Instructor Position.
4.7. East Commerce Drive Trail Project Funding Recommendation by Park Board.
4.8. Resolution 12-064 Appointing Jared Tveitbakk as a Part Time Police Officer with the Belle Plaine Police Department.

Councilmember Trost requested agenda item “East Commerce Drive Trail Project Funding Recommendation by Park Board” be moved to the business portion of the meeting.

MOTION by Councilmember Trost, second by Councilmember Schneider, to move “East Commerce Drive Trail Project Funding Recommendation by Park Board” moved to the business portion of the meeting and approve the consent agenda as follows: 4.1. Regular Session Minutes of May 21, 2012, 4.2. Resolution 12-044 Accepting Donation of Ergotron Computer Monitor Desk Mount Support, 4.3. Resolution 12-059 Modifying Police Department Administrative Fees for the 2012 City Fee Schedule, 4.4. Resolution 12-062 Appoint Kathy Joerg as a Member of the Design Committee, 4.5. Resolution 12-065 Adopting Job Description for Life Guard Position, 4.6. Resolution 12-061 Adopting Job Description for Water Safety Instructor Position, and 4.7. Resolution 12-064 Appointing Jared Tveitbakk as a Part Time Police Officer with the Belle Plaine Police Department. 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. The Council acknowledged receipt of the Public Works Department report.

5.3. City Engineer Report.

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

5.4. City Administration Report.

City Administrator David Murphy was present. The Council acknowledged receipt of the City Administration report.

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.

Councilmember Chard arrived at 6:11 p.m.

5.2. Public Works Department.

Public Works Superintendent Al Fahey was present and distributed the 2012 community pool policies and procedures. For residents, free admission remains for Thursday evenings and free family swim is proposed for Sundays from 1:00 to 5:00 p.m. Councilmember Trost recommended that parents and guardians whose intent is watch the child and not swim, be allowed to enter the pool area free of charge. Councilmember Schneider asked that staff provide a survey of other communities regarding pool admission fees. Vice Mayor Coop stated that this issue will be placed on the next council agenda for further discussion. The Council acknowledged receipt of the Public Works Department report.

5.3. City Engineer Report.

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

5.4. City Administration Report.

City Administrator David Murphy was present. He reported that Belle Plaine Township Treasurer Kevin Slack inquired about the status of the Belle Plaine Trail improvement project. The Township Board believes the maintenance of the road is the responsibility of the city. Vice Mayor Coop stated this issue will be placed on the next council agenda for discussion. The Council acknowledged receipt of the City Administration report.

6. PUBLIC FORUM.

6.1. Kathy Joerg, Appointee, Design Committee.

Kathy Joerg introduced herself to the council. Vice Mayor Coop welcomed her as a member of the Design Committee.

7. PUBLIC HEARING.

7.1 Liquor Licenses. New and Annual Renewal of On and Off Sale Intoxicating and 3.2% Liquor Licenses. The City Council will consider public comment on the applications for renewal of the annual on and off sale intoxicating and 3.2% liquor licenses for 2012/2013 and new applications for Intoxicating Beer, and Consumption and Display, for Julie Savage, dba Sparetime Tavern.

Vice Mayor Coop referenced a memo dated June 4, 2012 from City Administrator Murphy regarding liquor license renewals.

City Administrator Murphy explained a public hearing has been scheduled for the annual renewal of liquor licenses and 3.2 intoxicating (beer) license application. The resolution includes the renewal applications and new application for Intoxicating Beer, Consumption and Display for Julie Savage, dba Sparetime Tavern. The Police Chief and City Administrator have reviewed the background information on all applicants and recommend approval.

Vice Mayor Coop opened the public hearing at 6:22 p.m. and asked for public comments. There was no response.

MOTION by Councilmember Trost, second by Councilmember Chard, to close the public hearing at 6:23 p.m. ALL VOTED AYE. MOTION CARRIED.

7.1. Resolution 12-060 Approving New and Renewal of the Annual On and Off Sale Intoxicating and 3.2% Liquor Licenses for 2012/2013.

MOTION by Councilmember Chard, second by Councilmember Pingalore, to approve Resolution 12-060 Approving New and Renewal of the Annual On and Off Sale Intoxicating and 3.2% Liquor Licenses for 2012/2013. ALL VOTED AYE. MOTION CARRIED.

8. BUSINESS.

8.1. Presentation of Claims.
1. Pay Request No. 5 for the 2011 Street Improvement Project by Chard Tiling for $247,247.85.
2. Pay Request No. 3 and Final for the TH25/Main Street Lane Addition Project by Chard Tiling for $19,390.89.

MOTION by Councilmember Trost, second by Councilmember Schneider, to approve the Presentation of Claims, Pay Request No. 5 for the 2011 Street Improvement Project by Chard Tiling for $247,247.85, and Pay Request No. 3 and Final for the TH25/Main Street Lane Addition Project by Chard Tiling for $19,390.89. ALL VOTED AYE. MOTION CARRIED.

8.2. Chamber of Commerce Large Assembly Permit for Bar B Q Days.

Vice Mayor Coop referenced a memo dated June 4, 2012 from City Administrator Murphy regarding the large assembly permit for Bar B Q Days.

City Administrator Murphy explained the Belle Plaine Chamber of Commerce has requested a large assembly permit and road closure permit for the annual Bar B Q Days celebration on July 13, 14 and 15. They are requesting the road closure for the parade on Saturday, July 14. The permit request is similar to past years. City Administrator David Murphy, Public Works Superintendent Al Fahey and Police Chief Steve Stolee have discussed the application and recommend approval with the conditions listed.

MOTION by Councilmember Trost, second by Councilmember Chard, to approve the Chamber of Commerce large assembly permit for the annual Bar B Q Days celebration for July 13, 14 and 15. ALL VOTED AYE. MOTION CARRIED.

8.3. Resolution 12-063 Authorization to Re-Bid the 2012 Chestnut Street Ravine Repair Project.

Vice Mayor Coop referenced a memo dated June 4, 2012 from City Administrator Murphy regarding authorization to re-bid the Chestnut Street ravine repair project.

City Engineer Duncan explained the bid received for the Chestnut Street ravine repair component appeared to be high and staff is recommending the project to be re-bid. The City has been working with Scott Soil and Water Conservation District regarding a cost share for the project and their recommendation on the project design was included in the bid specs. Staff is recommending an alternate design, removing the upper holding pond, to obtain a comparison bid.

Vice Mayor Coop asked if the City can refuse the bid award. City Engineer Duncan replied yes. Councilmember Chard commented on the possibility of installing a large drain pipe near the area of North Chestnut and East Forest Street. City Engineer Duncan explained that a change order could be implemented if so determined.

MOTION by Councilmember Trost, second by Councilmember Chard, to approve Resolution 12-063 Authorization to Re-Bid the 2012 Chestnut Street Ravine Repair Project. ALL VOTED AYE. MOTION CARRIED.

8.7. East Commerce Drive Trail Project Funding Recommendation by Park Board.

Vice Mayor Coop referenced a memo dated June 4, 2012 from Community Development Director Rosenfeld regarding the funding for the East Commerce Drive trail.

Community Development Director Rosenfeld explained the City Council awarded the bid for the 2012 Street Reconstruction Project and East Commerce Drive Trail at the May 21, 2012 Council meeting. Staff is requesting clarification on the source of funding for the trail portion of the project. The trail project cost came in at $86,637.32 and the Park Board has requested the entire trail project is funded by the city’s general levy and is included in the overall improvement bond for the project. Recent trail projects adjacent to roadways, such as the trail on East Main Street from the fire hall going east, and the trail along TH25 from Main Street to the MN River bridge have been paid for with state aid funds. The Beaver Street trail was paid for with park funds.

Councilmember Trost stated he was opposed to bonding for the trail portion of the project and commented that there are other areas that are in need of sidewalks such as the 100 and 200 blocks of West Raven Street that are more important than this segment. He commented the Park Board should utilize their park funds, rather than requesting funds from the bond and that the cost responsibility should have been clarified prior to the bid award. Councilmember Chard concurred. Councilmember Schneider questioned whether the bid price is higher than anticipated. City Engineer Duncan replied that he believes it is in line with the scope of the project, noting the pedestrian ramps, curb cuts and the movement of hydrants. Councilmember Coop noted the importance of the public safety aspect for pedestrians along this corridor. He also explained the Park Board is recommending a trail extension along West Raven Street. Councilmember Schneider supported the comments of both Councilmember Trost and Councilmember Coop, noting the large number of people walking along East Commerce Drive.

MOTION by Councilmember Coop, second by Councilmember Pingalore, to approve East Commerce Drive Trail Project Funding Recommendation by Park Board to include the cost of the trail extension in the 2012 street improvement bond. Councilmembers Coop, Pingalore and Schneider VOTED AYE. Councilmembers Chard and Trost VOTED NAY. MOTION CARRIED.

9. ADMINISTRATION.

9.1. Upcoming Meetings.
1. EDA, 5:00 p.m., Monday, June 11.
2. Planning Commission, 7:00 p.m., Monday, June 11.
3. Public Works, 11:00 a.m., Tuesday, June 12.
4. Visioning Session, 6:00 p.m., Tuesday, June 12.
5. Design Committee, 5:00 p.m., Monday, June 18.
6. City Council, 6:00 p.m., Monday, June 18.

The Council was reminded of the upcoming meetings as listed. Councilmember Coop advised of a public safety meeting scheduled for 4:00 p.m. on June 6, 2012.

10. ADJOURN.

MOTION by Councilmember Pingalore, second by Councilmember Chard, to adjourn at 6:49 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary