BELLE PLAINE CITY COUNCIL
REGULAR MEETING
JUNE 18, 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, June 18, 2018 at 6:30 PM in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Christopher Meyer called the meeting to order with Councilmembers Ben Stier, Cary Coop, Paul Chard and Theresa McDaniel present.

Also present were City Administrator Dawn Meyer, Community Development Director Cynthia Smith Strack, Public Work Superintendent Al Fahey, City Engineer Joe Duncan, Police Chief Tom Stolee, Assistant Fire Chief Steve Otto, Community Services Director Mindy Chevalier and Alternate City Attorney David Anderson in for Bob Vose.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.
4.1. Regular Session Minutes of June 4, 2018.
4.2. Work Session Minutes of June 4, 2018.
4.3. Community Conversations Minutes of June 7, 2018.
4.4. Personnel Minutes of June13, 2018.
4.5. Approve Temporary On-Sale Liquor License for Our Lady of the Prairie Church.
4.6. Resolution 18-071 Authorize execution of purchase agreement for Lot 2, Block 1 Valley Business Park Third Addition and Option Agreement for Lot 1, Block 2 Valley Business Park Third Addition.
4.7. Resolution 18-072 Appoint Amy Jirik Finance Director effective June 21, 2018.
4.8. Authorize Advertising to Seek Candidates to Fill Staff Accountant Vacancy.
4.9. Authorize Purchase of Two Ton Truck.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the consent agenda as follows: 4.1. Regular Session Minutes of June 4, 2018; 4.2. Work Session Minutes of June 4, 2018; 4.3. Community Conversations Minutes of June 7, 2018; 4.4. Personnel Minutes of June13, 2018; 4.5. Approve Temporary On-Sale Liquor License for Our Lady of the Prairie Church; 4.6. Resolution 18-071 Authorize execution of purchase agreement for Lot 2, Block 1 Valley Business Park Third Addition and Option Agreement for Lot 1, Block 2 Valley Business Park Third Addition; 4.7. Resolution 18-072 Appoint Amy Jirik Finance Director effective June 21, 2018; 4.8. Authorize Advertising to Seek Candidates to Fill Staff Accountant Vacancy; 4.9. Authorize Purchase of Two Ton Truck. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.
5.1. Ambulance Report.

Ambulance Director Doug Sweeney was absent. City Administrator Meyer explained the ambulance reporting system has changed both May and June reports will be provided in July.

5.2. Fire Report.

Assistant Fire Chief Steve Otto was present. The council acknowledged receipt of the Fire Department Report.

Mayor Meyer thanked the Fire Department for a great job with a recent gas leak. Meyer inquired if the rescue van had been sent in for its expectant repairs. Otto confirmed it has and estimated completion is six to eight weeks.

5.3. Community Services Report

Mindy Chevalier was present. The council acknowledged receipt of the Community Services Report.

Councilmember Stier gave accolade to the Community Services Department on their Facebook site always being up to date.

5.4. Police Report.

Chief Stolee was present. The council acknowledged receipt of the Police Department Report.

Mayor Meyer thanked the Police Department on a great job with the recent gas leak and noted the EOC is the Cities Emergency Operations Center which opens during a large incident. All decisions are made and press releases given from the EOC.

5.5. Community Development Report.

Community Development Director Smith Strack was present. The council acknowledged receipt of the Community Development Report.

Councilmember Coop inquired on the status of full delegation for the Building Official. Smith Strack explained she has the full delegation on her list to do. Mayor Meyer questioned if 11 houses to date was the current number. Smith Strack explained those are completed homes not what's in process of building.

6. PUBLIC HEARINGS.

6.1. Preliminary and Final Plat: Emma Krumbee's 3rd Addition. The City Council will consider public comment on a request by Philip A. Morris for preliminary plat and final plat review and approval for Emma Krumbees 3rd Addition.

6.1.1. Resolution 18-074, Resolution Conditionally Approving Preliminary and Final Plats for Emma Krumbees 3rd Addition.

Community Development Director Smith Strack explained Philip A. Morris requests consideration of preliminary and final plat approval for Emma Krumbees Third Addition. Platting is required to expand an existing parking lot which is necessitated by a proposed change of occupancy in an existing structure at 311 Enterprise Drive. Smith Strack explained Council is to hold a public hearing on the preliminary plat, following the hearing the Council is to act on proposed preliminary and final plats. Smith Strack noted the proposed plat is consistent with future land use and system plans contained in the 2030 Comprehensive Plan and draft 2040 Comprehensive Plan. The property is zoned for Highway Commercial use. With the exception of parking lot expansion, no additional development is proposed at this time. New structures are not allowed on outlots until they are further subdivided. Title review is pending review by the City Attorney is a proposed condition of approval. Smith Strack also noted the Planning Commission recommended approval.

Mayor Meyer explained a public hearing has been scheduled and the City Council will accept public comment on Resolution 18-074, Resolution Conditionally Approving Preliminary and Final Plats for Emma Krumbees 3rd Addition.

Mayor Meyer opened the public hearing at 6:43 PM and asked for public comment.

Phil Morris of Emma Krumbees stepped forward and explained he is available for questions.

MOTION by councilmember Coop, second by councilmember Chard, to CLOSE the public hearing at 6:44 PM.

MOTION by councilmember Coop, second by councilmember Chard to approve Resolution 18-074, Resolution Conditionally Approving Preliminary and Final Plats for Emma Krumbees 3rd Addition. ALL VOTED AYE. MOTION CARRIED.

6.2. Conditional Use Permit: Event Center 311 Enterprise Drive. The City Council will consider public comment on a request by Philip A. Morris for a conditional use permit under Section 1105.10, Subd. 4 of the City Code to operate an event center in an existing structure at 311 Enterprise Drive East.

6.2.1. Resolution 18-075, Resolution Approving a Conditional Use Permit For An Event Center at 311 Enterprise Drive East Within An Existing Structure In The B-2 Highway Commercial District.

Community Development Director Smith Strack explained Philip Morris requests a conditional use permit for an event center (assembly) at 311 Enterprise Drive East. The venue is established and currently used as retail space (Apple Barn). No building footprint expansion is proposed, interior remodeling will be limited to removal of a half wall and counter-space. Smith Strack explained the change in use requires parking lot expansion as illustrated in the attached site plan. Noting parking lot expansion necessitated companion request for plat approval. Smith Strack explained the total existing structure area is 16,000 square feet. Approximately half of the building will be used as an event center. The remainder will continue to be used for coolers and food storage spaces which support the apple orchard and adjacent restaurant needs. Smith Strack explained food preparation will not occur within the existing structure noting food and beverage service will be catered. Occupancy load as per building code analysis submitted with the application is 423 for the event center and commons area combined. Smith Strack explained the Planning Commission opened and closed a public hearing on the CUP request. Following discussion, a motion to approve the CUP failed, a motion to deny the CUP failed, and the Planning Commission postponed action pending receipt of additional information. The Planning Commission requested the applicant provide proof of parking for a temporary, seasonal use on adjacent property. The Planning Commission also requested the Applicant provide either a traffic study pertaining to trip generation, traffic impact, and adequacy of parking in the event consecutive use of the proposed event center and peak volume during temporary, seasonal event (Scarecrow Festival) on adjacent property or provide a written statement declaring the event center would not be operating during temporary, seasonal uses. Smith Strack explained the City Attorney has advised the City Council may open and continue the public hearing pending recommendation from the Planning Commission or hold the public hearing and take action on the request

Councilmember Chard explained the Planning Commissions concerns with the amount of parking and pedestrian safety during the seasonal event.

Mayor Meyer stated he met with Mr. Morris and the plan Morris provided made sense. Meyer thanked Morris for his continued investment into the community.

Councilmember Chard inquired from Morris how many parking spots are being created for seasonal parking. Morris explained 600 spots total will be available for parking. Community Development Director Smith Strack concurred Morris' estimate. Smith Strack stated follow up with staff about the festival and the possible need for a large assembly permit explaining the festival is a private event and does not require a permit at this time.

Mayor Meyer explained a public hearing has been scheduled and the City Council will accept public comment on Resolution 18-075, Resolution Approving a Conditional Use Permit For An Event Center at 311 Enterprise Drive East Within An Existing Structure In The B-2 Highway Commercial District.

Mayor Meyer opened the public hearing at 6:51 PM and asked for public comment. There was no public comment.

MOTION by Councilmember Meyer, second by Councilmember Coop, to CLOSE the public hearing at 6:41 PM. ALL VOTED AYE. MOTION CARRIED.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 18-075, Resolution Approving a Conditional Use Permit For An Event Center at 311 Enterprise Drive East Within An Existing Structure In The B-2 Highway Commercial District. ALL VOTED AYE. MOTION CARRIED.

Councilmember Chard suggested to Morris to meet with Tom to go over a plan when the festival and a wedding is happening at the same time.

6.3. Conditional Use Permit and Variance: 406 Maple Street South. The City Council will consider public comment on a request by James H. Haigh for a conditional use permit under Section 1105.13, Subd. 3 of the City Code to operate an industrial assembly and limited manufacturing/fabrication use at 406 Maple Street South. The City Council will further consider public comment on a request for a variance to architectural standards for commercial and industrial districts as required under Section 1107.17, Subd. 2(C) of the Code for property at 406 Maple Street South.

Community Development Director Smith Strack explained two Public Hearings will take place (1) Conditional Use Permit – Assembly Use at 406 Maple Street South in I/C Industrial Commercial District and (2) Variance – minimum “Class I” exterior building materials. Smith Strack explained Resolution 18-076: A Resolution Approving a Conditional Use Permit For A Medical Equipment Assembly, Limited Fabrication, and Wholesale Storage Use at 406 Maple Street South. Resolution 18-077: (Specify approve or deny) Resolution 18-077A: A Resolution Conditionally Approving a Variance To Architectural Standards Exterior Materials Required Under Section 1107.17, Subd. 2(C) of the Code for Property at 406 Maple Street South. Or Resolution 18-077B: A Resolution Denying a Variance To Architectural Standards Exterior Materials Required Under Section 1107.17, Subd. 2(C) of the Code for Property at 406 Maple Street South. Resolution 18-078: A Resolution Conditional Approving A Site Plan For A Medical Equipment Assembly, Limited Fabrication, And Wholesale Storage Structure At 406 Maple Street South. Smith Strack explained James Haigh d.b.a. Centicare proposes a 9,600 sf industrial facility at 406 Maple St S. The Applicant requests: (1) a conditional use permit for a medical equipment assembly, limited fabrication, and a wholesale storage use: (2) a variance to allow a reduction in the minimum percentage of Class I exterior materials i.e. from 25% to zero; and (3) site plan approval. Construction to begin in June and be completed in fall. Centicare is a family-owned business that has been in existence for decades and provides carts with wheels to hospitals. The company currently employs eight people with expansion anticipated. The company currently leases space in the metro. Smith Strack noted both Design Committee and Planning Commission requested additional landscaping, Planning Commission Denied the Variance request for Resolution 18-077, Design Committee Approved the Variance request.

Smith Strack introduced James Haigh, Haigh spoke to the council about his business and products in Hospitals throughout the United States. Haigh expressed is plans to move to the City and continue to grow his business.

6.3.1. Resolution 18-076, A Resolution Approving a Conditional Use Permit For A Medical Equipment Assembly, Limited Fabrication, and Wholesale Storage Use at 406 Maple Street South.

Mayor Meyer explained a public hearing has been scheduled and the City Council will accept public comment on Resolution 18-076, A Resolution Approving a Conditional Use Permit For A Medical Equipment Assembly, Limited Fabrication, and Wholesale Storage Use at 406 Maple Street South.

Mayor Meyer opened the public hearing at 7:04 PM and asked for public comment. There was no public comment.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to CLOSE the public hearing at 7:05 PM. ALL VOTED AYE. MOTION CARRIED.

MOTION by Councilmember Coop, second by Councilmember Stier to approve Resolution 18-076, A Resolution Approving a Conditional Use Permit For A Medical Equipment Assembly, Limited Fabrication, and Wholesale Storage Use at 406 Maple Street South. ALL VOTED AYE. MOTION CARRIED.

6.3.2. Resolution 18-077: (Specify)
Resolution 18-077A: A Resolution Conditionally Approving a Variance To Architectural Standards Exterior Materials Required Under Section 1107.17, Subd. 2(C) of the Code for Property at 406 Maple Street South.
Resolution 18-077B: A Resolution Denying a Variance To Architectural Standards Exterior Materials Required Under Section 1107.17, Subd. 2(C) of the Code for Property at 406 Maple Street South.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to approve Resolution 18-077A: A Resolution Conditionally Approving a Variance To Architectural Standards Exterior Materials Required Under Section 1107.17, Subd. 2(C) of the Code for Property at 406 Maple Street South. ALL VOTED AYE. MOTION CARRIED.

6.3.3. Resolution 18-078, A Resolution Conditional Approving A Site Plan For Medical Equipment Assembly, Limited Fabrication, And Wholesale Storage Structure At 406 Maple Street South.

MOTION by Councilmember Coop, second by Councilmember Stier to approve Resolution 18-078, A Resolution Conditional Approving A Site Plan For Medical Equipment Assembly, Limited Fabrication, And Wholesale Storage Structure At 406 Maple Street South. ALL VOTED AYE. MOTION CARRIED.

6.4. Destination Belle Plaine 2040: Comprehensive Plan Update. The Planning Commission will consider public comment on *Destination Belle Plaine 2040* the City's draft 2040 comprehensive plan update.

Community Development Director Smith Strack explained over the previous two and a half years City and consulting staff together with input and guidance from elected and appointed officials and the public have developed *Destination Belle Plaine 2040,* the City's 2040 Comprehensive Plan Update. *Destination 2040* guides growth and redevelopment within the City and is compatible with the Metropolitan Council's regional plan *Thrive* and associated systems plans. Consulting staff completed transportation and water resources components. The remainder of the plan was generated by City staff. Smith Strack explained *Destination 2040* addresses: social and physical resources, community health/wellness/resilience, land use, housing, transportation, parks/trails/recreation, water resources, economic competitiveness, and plan implementation. The plan includes background and policy narratives, maps, and visuals and collectively presents a vision for future growth and development. Smith Strack explained the Planning Commission held a public hearing on the 2040 Plan on June 11, 2018. Smith Strack presented a PowerPoint overview of the plan.

Mayor Meyer explained a public hearing has been scheduled and the City Council will accept public comment on Resolution 18-079, Resolution Authorizing Referral *Destination Belle Plaine 2040* The City of Belle Plaine 2040 Comprehensive Plan Update To Affected Jurisdictions.

Mayor Meyer opened the public hearing at 7:35 PM and asked for public comment.

Randy Koll of Belle Plaine Township stepped forward and expressed his support of the resolution. Koll explained he and others are utilizing information from the plan for the future of their property. Koll expressed gratitude for the staff and professionals who put the time into developing the 2040 plan update. Koll urged the Council to support the 2040 Comprehensive plan.

MOTION by Councilmember Coop, second by Councilmember Chard to CLOSE the public hearing at 7:37 PM. ALL VOTED AYE. MOTION CARRIED.

6.4.1. Resolution 18-079, Resolution Authorizing Referral *Destination Belle Plaine 2040* The City of Belle Plaine 2040 Comprehensive Plan Update To Affected Jurisdictions.

MOTION by Councilmember Coop, second by Councilmember Stier to approve Resolution 18-079, Resolution Authorizing Referral *Destination Belle Plaine 2040* The City of Belle Plaine 2040 Comprehensive Plan Update To Affected Jurisdictions. ALL VOTED AYE. MOTION CARRIED.

Councilmember Coop inquired what the process is to amend the plan if needed. Community Development Director Smith Strack explained depending on what needs to be amended would determine who governs typically the Metropolitan Council Board oversees changes to the plan.

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 18-073 Joint Resolution of the City of Belle Plaine and Belle Plaine Township as to the Orderly Annexation of Property.

Community Development Director Smith Strack explained the City has received annexation petitions from Shaun Johnson pertaining to approximately 32 acres of property abutting CSAH 6/64/Main Street in Sections 5 and 6 of Belle Plaine Township. Previously, City Administrator Dawn Meyer and Applicant Representative Ryan Herrmann attended a Belle Plaine Township Board meeting to present the petitions for annexation and first half tax reimbursement payment. Smith Strack explained the Township/City Joint Planning Board met on June 12, 2018 to examine the petition and recommend action on the joint resolution. The Town Board is expected to take action on the joint resolution on July 10th. Following action by the City and the Township, City staff will submit the joint resolution to the Office of Administrative Hearings for acceptance. Smith Strack noted that improvement of the property subject to petition is imminent. The City has drafted plans and specifications for sanitary sewer main installation on the subject property. The construction project will be out for bid shortly with actual construction expected this summer

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 18-073 Joint Resolution of the City of Belle Plaine and Belle Plaine Township as to the Orderly Annexation of Property. ALL VOTED AYE. MOTION CARRIED.

7.3. Resolution 18-070 Ordering Preliminary Report for the 2019 Street Improvement Project.

City Administrator Meyer explained the Public Works Committee has been reviewing areas of the City in an effort to prioritize future capital infrastructure improvements. Prioritization is necessary to balance the significant current needs with the financial ability of the City to address those needs. Contributing factors include characteristics such as surface condition, maintenance history, utility material, age and condition. City Engineer Duncan explained the Public Works Committee looked at numerous streets and is recommending to the City Council that the City Engineer be directed to prepare a Preliminary Engineering Report for the reconstruction of portions of Sunset Drive, Hillcrest Drive, Buffalo Street and Park Street. Duncan explained this area has been on the list for improvements for a number of years and has finally made it to the top of the list. Duncan explained if approved the preliminary report will come back to council in July with engineering, design and bids in early 2019 for the best possible price.

MOTION by Councilmember Coop, second by Councilmember Stier to approve Resolution 18-070 Ordering Preliminary Report for the 2019 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

7.4. Resolution 18-080 Awarding Bid for Valley Business Park Third Addition – Maple Street Project.

City Administrator Meyer explained the bid opening for the Valley Business Park Third Addition – Maple Street project was held on June 14, 2018 with three bids received and analyzed. Staff recommend awarding the bid to the low bidder, OMG Midwest, Inc. dba Chard for the amount of $202,519.65.

MOTION by Councilmember Coop, second by Councilmember Chard to approve Resolution 18-080 Awarding Bid for Valley Business Park Third Addition – Maple Street Project. ALL VOTED AYE. MOTION CARRIED.

8. ADMINISTRATION.
8.1. Upcoming Meetings.
1. Design Committee, 5:15 PM., Monday, July 2.
2. City Council, 6:30 PM, Monday, July 2.
3. Work Session, 6:45 PM, Monday, July 2.
4. City Offices Closed in Observance of Independence Day, Wednesday, July 4.
5. EDA, 5:00 PM, Monday, July 9.
6. Planning, 6:30 PM, Monday, July 9.
7. Public Safety, 4:30 PM, Tuesday, July 10.
8. Public Works, 9:00 AM, Thursday, July 12.
9. Community Conversations at Court Square, 5:30-7:00 PM, Thursday, July 12.

The Council was reminded of the upcoming meetings as listed.

9. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Stier, to adjourn the meeting at 7:47 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary