BELLE PLAINE CITY COUNCIL
REGULAR SESSION
JULY 18, 2011

1. PLEDGE OF ALLEGIANCE.

Mayor Tim Lies 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, July 18, 2011 at 6:00 p.m. at the Government Center, 218 North Meridian Street, Belle Plaine, MN. Mayor Tim Lies called the meeting to order with Councilmembers Gary Trost, Cary Coop, Scott Schneider and Michael Pingalore present. Councilmember Chard was not present.

Also present were City Administrator David Murphy, Community Development Director Trisha Rosenfeld, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, City Engineer Joe Duncan and City Attorney Bob Vose. Beth Dempsey served as the Video Recording Operator.

3. APPROVAL OF AGENDA.

MOTION by Councilmember Coop, 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 July 5, 2011.
4.2. Emergency Session Minutes of July 14, 2011.
4.3. Resolution 11-085 Authorizing Summary Publication of Ordinance 11-06, Amending Chapter 10 of the City Code by Adding Section 1001 Minnesota Electrical Act and Section 1002 Plumbing Code.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the consent agenda as follows: 4.1. Regular Session Minutes of July 5, 2011, 4.2. Emergency Session Minutes of July 14, 2011, and 4.3. Resolution 11-085 Authorizing Summary Publication of Ordinance 11-06, Amending Chapter 10 of the City Code by Adding Section 1001 Minnesota Electrical Act and Section 1002 Plumbing Code. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Ambulance Department.

Ridgeview Ambulance Manager Doug Sweeney was present. The Council acknowledged receipt of the Ambulance Department report.

5.2. Fire Department.

Fire Chief Randy Koepp was present. The Council acknowledged receipt of the Fire Department report.

5.3. Police Department.

Police Chief Tom Stolee was not present. The Council acknowledged receipt of the Police Department report.

5.4. Community Development Department.

Community Development Director Trisha Rosenfeld was present. The Council acknowledged receipt of the Community Development Department report.

5.5. City Administration Report.

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

6. PUBLIC FORUM.

No one spoke at the public forum.

7. PUBLIC HEARINGS – NONE SCHEDULED.

8. BUSINESS.

8.1. Presentation of Claims. 1. Pay Request No. 2 by KUE Contractors, Inc. for $47,841.00 for the Episcopalian Church Restoration Project.

MOTION by Councilmember Schneider, second by Councilmember Coop, to approve the Presentation of Claims and Pay Request No. 2 by KUE Contractors, Inc. for $47,841.00 for the Episcopalian Church Restoration Project. ALL VOTED AYE. MOTION CARRIED.

8.2. Resolution 11-081 Awarding Bid for the 2011 Street Improvement Project.

Mayor Lies referenced a memo dated July 18, 2011 from City Administrator Murphy regarding award of bid for the 2011 street improvement project.

City Administrator Murphy explained the City received two bids for the 2011 street project; Chard Tiling at $2,029,684.85 and Wm. Mueller & Sons at $2,188,194.05. The Engineer's Estimate was $1,871,700.00.

City Engineer Duncan explained that the bids were 8 ½% over estimate and a contributing factor may have been the shortened construction period, plus fewer contractors bidding the job. He said the bids could be rejected and re-bid again in 2012.

Councilmember Pingalore inquired about the bid process and the line items in the abstract, including the granular borrow. Councilmember Trost commented that the City will be responsible for the Chatfield Park and Founders Park. Councilmember Schneider asked about waiting until 2012. Public Works Superintendent Fahey explained that there is a need to do the project due to the poor condition of the infrastructure and bituminous. Councilmember Trost noted the increase in assessments to the property owners and suggested a re-bid in 2012. City Engineer Duncan replied that it is difficult to predict costs for 2012, such as oil prices. Councilmember Coop asked if there are plans for a 2012 street project. Public Works Superintendent Fahey replied yes, and is part of the City's capital improvement plan.

MOTION by Councilmember Pingalore, second by Councilmember Coop, to approve Resolution 11-081 Awarding Bid for the 2011 Street Improvement Project to low bidder Chard Tiling for $2,029,684.85. ALL VOTED AYE. MOTION CARRIED.

8.3. Chamber of Commerce -- Discussion on Government Center Façade.

Mayor Lies referenced a memo dated July 18, 2011 from City Administrator Murphy regarding the Chamber of Commerce's request to discuss the Government Center façade.

Mayor Lies welcomed Chamber President Chris Meyer and Chamber Board Members.

Chris Meyer, on behalf of the Belle Plaine Chamber of Commerce and the Main Street Program, addressed the Council to ask for reconsideration of the design of the Government Center façade. He asked that the City abide by the design standards outlined in the recently adopted Design Manual and the City's Zoning Ordinance pertaining to downtown preservation. He explained that he would like to see a design that would be in alignment with the design standards and that it is important for the City to uphold the design standards. Renee Christiansen, owner of Cully's Laundromat next door to the Government Center, and asked that design standards be followed to protect the investment of business owners. Ashton Pankonin, owner of Edward Jones investments, recommended the Council adhere to the design standards as outlined in the Design Manual. Lisa Fahey owner of Fahey Insurance, asked the Council to reconsider the Government Center façade in alignment with the design standards.

MOTION by Councilmember Pingalore, second by Councilmember Coop, to reconsider action on the Government Center façade improvement project and postpone the project for three years to allow for appropriate budgeting process. Furthermore, awnings are to be installed immediately to address safety concerns.

Mayor Lies commented that this was a very broad motion. He suggested this issue be directed back to the committees for further review and recommendation.

Councilmembers Pingalore and Coop withdrew their motion and second.

MOTION by Councilmember Pingalore, second by Councilmember Coop, to reconsider action on the Government Center façade improvement project. Councilmember Trost VOTED NAY. ALL OTHERS VOTED AYE. MOTION CARRIED.

Mayor Lies suggested the Design Committee and Public Works Committee review this issue and make further recommendations, including a two-or three-year coherent plan. Councilmember Schneider noted the safety concerns that need to be addressed immediately. Councilmember Pingalore suggested the project be delayed due to budgeting concerns, suggesting a phased project. Mayor Lies suggested the Design Committee meet to discuss how to implement the façade improvement project. Finance Director Meyer explained there was no budget for the improvement this year. The project will increase the City's budget and subsequently property taxes. Councilmember Schneider asked whether unused budget amounts could be utilized for the façade improvement project. Finance Director Meyer explained that unused funds are moved into the capital fund. It was the consensus to have the Design Committee review the Government Center façade improvement project to make a recommendation on how to phase and budget for the improvement project.

The Council recessed at 7:05 p.m. and reconvened at 7:16 p.m.

8.4. Presentation by d.Trio Marketing.

Mayor Lies referenced a memo dated July 18, 2011 from Community Development Director Rosenfeld regarding the marketing and communications plan.

Community Development Director Rosenfeld explained that as a component to the City's Comprehensive Economic Development Plan created in 2009, the City Council authorized staff to proceed with hiring d.Trio Marketing in November 2010 to prepare a communications and marketing plan to assist with the attraction of business efforts. The EDA has worked with d.Trio over the past six months and has come to a recommendation to provide to the City Council at this time. A draft communications plan was presented to the EDA at the June meeting. Further revisions were made to the potential logo and tagline and brought back to the EDA at the July meeting. The EDA recommends approval of the communications and marketing plan as presented by d.Trio, along with a slightly revised City logo and tagline to use for the marketing efforts in attracting additional business to Belle Plaine. Upon adoption of the Plan, implementation would occur. Marketing dollars and remaining grant funds would be utilized to initiate implementation of the communications plan.

Mayor Lies welcomed Maureen Dyvig and Tina Illstrup of d.Trio Marketing.

Ms. Illstrup summarized the project and explained the EDA's process regarding the updated logo and tag line, A City That Works. Ms. Dyvig commented on the importance of updating a logo. She also said it is important to have readily accessible website for developers.

Councilmember Coop commented that at first, he was hesitant about changing the City's logo. Now he is in support of it as it is symbolic of change. Community Development Director Rosenfeld explained the City received a grant of $15,000 for marketing from Scott County Community Development. The cost for the preparation of the marketing plan by d.Trio Marketing is $10,000. The remaining $5,000 will be set aside for implementation and marketing. Implementation costs will be brought back to the Council for approval.

1. Resolution 11-080 Approving Marketing Plan and Modified City Logo.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve Resolution 11-080 Approving Marketing Plan and Modified City Logo. Mayor Lies and Councilmembers Coop and Schneider VOTED AYE. Councilmembers Pingalore and Trost VOTED NAY. MOTION CARRIED.

8.5. Traffic Safety Concerns.

Mayor Lies referenced a memo dated July 18, 2011 from Police Chief Stolee regarding traffic safety concerns.

Councilmember Coop, a member of the Public Safety Committee, referenced Police Chief Stolee's memo and explained the City has noted increased vehicle and pedestrian traffic in areas listed below. Citizens have expressed concern for speed limits, safe pedestrian crossings and vehicle travel in the mentioned areas. The City of Belle Plaine requests the Scott County Highway Department be aware of and answer to the request for review of safety concerns in these areas. There were seven specific areas mentioned, mainly speed limit reductions.

MOTION by Councilmember Trost, second by Councilmember Coop, to direct staff to forward the traffic safety concerns to the Scott County Highway Department, MnDOT, and the City Engineer, Bolton and Menk. ALL VOTED AYE. MOTION CARRIED.

8.6. Resolution 11-077 Authorizing Back Up Building Inspection Services for the City of Carver.

Mayor Lies referenced a memo dated July 18, 2011 regarding back up building inspection services for the City of Carver.

Community Development Director Rosenfeld explained the City of Belle Plaine currently has an agreement with the City of Carver to provide backup building inspections services for us as necessary. The City of Carver is asking us to provide backup inspections for them as necessary. The agreement has been presented to the City utilizing the format from the agreement we currently have with Carver. Attorney Vose has reviewed the agreement.

MOTION by Councilmember Pingalore, second by Councilmember Schneider, to approve Resolution 11-077 Authorizing Back Up Building Inspection Services for the City of Carver. ALL VOTED AYE. MOTION CARRIED.

8.7. Approving Scott County Assessment Services Agreement and Authorizing Mayor and City Administrator to Execute Agreement.

Mayor Lies referenced a memo dated July 18, 2011 regarding Scott County agreement for assessment services.

City Administrator Murphy explained the Scott County Assessors Office has proposed a three year agreement for assessment services to cover the years 2012-2014 at a flat rate of $34,200 per year. The 2011 amount was $40,700 which represents a decrease of $6,500 per year or 19%. The decrease is due to two factors. The first is that the Assessor's Office has not filled a vacancy in appraisal staff and they have conducted a time use study. The time use study showed that they were spending much more time with township parcels than previously thought and have shifted the percentages accordingly. The three year contract will allow us to more accurately budget.

MOTION by Councilmember Pingalore, second by Councilmember Coop, to approve the Scott County Assessment Services Agreement and Authorizing Mayor and City Administrator to Execute Agreement. ALL VOTED AYE. MOTION CARRIED.

8.8. Consideration of Ordinance Amendment Pertaining to Starting Time of Council Meetings.

Mayor Lies referenced a memo dated July 18, 2011 regarding the start time of council meetings.

City Administrator Murphy explained that Council Member Coop placed this item on the agenda for discussion. The start and maximum ending time of City Council meetings are provided in the Belle Plaine City Code. Council Meetings shall start at 6:00 p.m. and the ending time shall not be later than 10:00 p.m. unless extended by two-thirds vote of the Council. Council Member Coop is suggesting that the starting times be allowed to be set by Council action to allow for flexibility as needed.

City Attorney Vose explained that most cities set their council meeting times by resolution rather than by ordinance.

MOTION by Councilmember Coop, second by Councilmember Pingalore, to direct staff to prepare an ordinance amendment that would allow for meeting times of council meetings to be set by council resolution rather than by ordinance. ALL VOTED AYE. MOTION CARRIED.

8.9. Re-Roof at City Property at 123 West Main Street.

Mayor Lies referenced a memo dated July 18, 2011 from Public Works Superintendent Fahey regarding re-roof of city property.

Public Works Superintendent Fahey explained the roof on the Front Porch Photography building is in need of replacement. The original intent was to have the Public Works Department replace this roof when time permitted. Recently the roof and gutters have started to fail causing water to enter the building and basement. The Council authorized the cleaning and sealing of the basement to correct a mold problem which has been completed. With that project completed it is important to get the roof replaced and install gutters to prevent mold from growing again. Public Works Superintendent Fahey obtained three quotes and recommends award to the low quote, Crosby Construction. He also recommended repair of the decking as necessary. He also recommended the installation of gutters and down spouts at a cost of $595.00.

MOTION by Councilmember Coop, second by Councilmember Trost, to approve the low quote for re-roof at the city building at 123 West Main Street by Crosby Construction at a cost of $2,800, replace decking as necessary at $2.00 per square foot, and install gutters at a cost of $595.00. ALL VOTED AYE. MOTION CARRIED.

Recess Regular Session.

Mayor Lies recessed the regular session at 7:52 p.m.

8.10. CLOSED SESSION.

Mayor Lies announced the closed session at 7:57 p.m. Present were Councilmembers Trost, Coop, Schneider and Pingalore. Also present were City Administrator Murphy, Finance Director Meyer, Community Development Director Rosenfeld, Public Works Superintendent Fahey and City Attorney Bob Vose.

The purpose of the closed session was to discuss potential property acquisition.

Reconvene Regular Session.

Mayor Lies adjourned the closed at 8:45 p.m. and reconvened the regular session.

9. ADMINISTRATION.

9.1. Upcoming Meetings.
1. Park Board, 5:00 p.m., Monday, July 25.
2. Interview Candidates- Planning Commission, 6:30 p.m., Monday, August 1.
3. City Council, 6:00 p.m., Monday, August 1.
4. Public Safety, 6:00 p.m., Wednesday, August 3.
5. EDA, 5:00 p.m., Monday, August 8.
6. Planning Commission, 7:00 p.m., Monday, August 8.

The Council was reminded of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Pingalore, to adjourn at 8:46 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary