BELLE PLAINE CITY COUNCIL
REGULAR SESSION
AUGUST 15, 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, August 15, 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 Gary Trost, Cary Coop, Henry Pressley and Paul Chard present.

Also present were Public Works Superintendent Al Fahey, Community Development Director Cynthia Smith Strack, City Engineer Joe Duncan, City Attorney Bob Vose and Brian Vycital filling in for Police Chief Tom Stolee. Interim City Administrator Dawn Meyer was not present. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of August 1, 2016.
4.2. Special Session Minutes of August 10, 2016.
4.3. Personnel Committee Minutes of August 10, 2016.
4.4. Resolution 16-102 Adopting the Scott County Hazard Mitigation Plan.
4.5. Authorize the Painting of the Helicopter at Veterans Park.
4.6. Authorize Revision to Advertising on the Tiger Park Scoreboard.
4.7. Resolution 16-104 Approving and Placing Into Effect the 2016 Design Manual Update.
4.8. Resolution 16-105 Appointing Izak Jirik as a Seasonal Pool Employee.
4.9. Resolution 16-108 Appointing Clair Brazil, Nikolaus Friedges and Patrick Stoterau as Part Time Police Officers with the Belle Plaine Police Department.
4.10. Resolution 16-109 Authorizing Mayor and City Administrator to Execute Joint Powers Employment Contract with Belle Plaine School District for Community Services Director.
4.11. Approve Large Assembly Permit for Belle Plaine Festival and Events for the Half Marathon on October 1, 2016.
4.12. Approve Intoxicating Liquor Temporary License for Belle Plaine Festival and Events for the Half Marathon on October 1, 2016.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve the consent agenda as follows: 4.1. Regular Session Minutes of August 1, 2016, 4.2. Special Session Minutes of August 10, 2016, 4.3. Personnel Committee Minutes of August 10, 2016, 4.4. Resolution 16-102 Adopting the Scott County Hazard Mitigation Plan, 4.5. Authorize the Painting of the Helicopter at Veterans Park, 4.6. Authorize Revision to Advertising on the Tiger Park Scoreboard, 4.7. Resolution 16-104 Approving and Placing Into Effect the 2016 Design Manual Update, 4.8. Resolution 16-105 Appointing Izak Jirik as a Seasonal Pool Employee, 4.9. Resolution 16-108 Appointing Clair Brazil, Nikolaus Friedges and Patrick Stoterau as Part Time Police Officers with the Belle Plaine Police Department, 4.10. Resolution 16-109 Authorizing Mayor and City Administrator to Execute Joint Powers Employment Contract with Belle Plaine School District for Community Services Director, 4.11. Approve Large Assembly Permit for Belle Plaine Festival and Events for the Half Marathon on October 1, 2016, and 4.12. Approve Intoxicating Liquor

Temporary License for Belle Plaine Festival and Events for the Half Marathon on October 1, 2016. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Ambulance Department.

The Council acknowledged receipt of the Ambulance Department report.

5.2. Fire Department.

Fire Chief Matt Stier was present. The Council acknowledged receipt of the Fire Department report.

5.3. Police Department.

Police Officer Brian Vycital filled in for Police Chief Tom Stolee. The Council acknowledged receipt of the Police Department report.

5.4. Community Development Department.

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

5.5. Administration Report.

Interim City Administrator Dawn Meyer was not present. The Council acknowledged receipt of the Administration report.

6.0. RECOGNITION OF INVOLVED CITIZENS.

No one spoke during the public forum.

7. PUBLIC HEARINGS.

7.1. Preliminary Assessment Hearing - 2017 Street Improvement Project. The City Council will accept public comment on the proposed reconstruction of street and utility improvements of West Main Street between Buffalo Street and Crest Street and Elk Street between Main Street and State Street identified as the 2017 street improvement project.

Mayor Pingalore referenced a memo from Interim City Administrator Meyer. He explained that at the July 18, 2016 meeting, the City Council accepted the preliminary engineering report and called for the public hearing for the 2017 street improvement project. The hearing will provide the property owners the opportunity to discuss the merits and necessity of the project with the Council. The project consists of street and utility improvements of West Main Street between Buffalo Street and Crest Street and Elk Street between Main Street and State Street. Notices were mailed to the affected property owners.
The total proposed cost of the project is estimated at $1,223,700. The majority of improvements are assessed at 30%, except service lines which are 100% and oversizing which is not assessed. The total cost will be approximately 72% of City and 28% property owners. Sidewalks were included in the preliminary report as recommended by the Public Works Committee.

City Engineer Duncan provided a Power Point presentation on the details of the project. The condition of some of the areas of the sanitary sewer mains were shown. He explained the City's road standards, street width and MSAS standards. The assessments were calculated based on the City's Assessment Policy. The calculation of corner lots was explained in detail.

Mayor Pingalore opened the public hearing at 7:02 p.m. and asked for public comment.

Andrew Santovi, 114 North Elk Street, inquired about the sidewalk assessment. City Engineer Duncan explained the policy as it relates to sidewalks. Mr. Santovi also inquired as to whether he can change the driveway width. City Engineer Duncan explained that at the onset of the improvement project, property owners can contact the Project Manager to arrange driveway widths according to City policy. Public Works Superintendent Fahey explained there is a driveway permit process to follow.

Amy White, 700 West Main Street, inquired about the age of the infrastructure. City Engineer Duncan explained that mains constructed of PVC are not being replaced, however, all other mains are being replaced due to their age and instability. Ms. White read the State Statute pertaining to special assessments in regards to the assessment cannot exceed the benefit. Her property was assessed approximately $4,000 a few years ago, and now a $9,000 assessment will be added. She was opposed to the assessment as she believes it will not increase the value of her property by this amount. City Engineer Duncan replied that there is an appeal process and explained it would occur at the final hearing later in 2017. City Attorney Vose further explained that she must attend the final assessment hearing and submit her appeal in writing. The purpose of the tonight's meeting is to not to debate the assessment, but to discuss the merits of the improvement hearing.

Hazel Jones, 115 West Street South, inquired as to how the front footage was calculated. City Engineer Duncan provided an explanation, based on the City's Assessment Policy.

Therese Kaletka, 1005 West Main Street, inquired about the assessment term and interest rate. City Engineer Duncan explained that it is typically a seven-year assessment period that would begin with 2018 payable property taxes. The interest rate will depend on the bond sale rate amount. The final assessment hearing in late fall of 2017 will provide Ms. Kaletka with more accurate details. Mayor Pingalore said Finance Director Dawn Meyer would be able to answer any further questions on assessments.

Councilmember Trost commented on the importance on the street improvement project and briefly explained corner lot assessments for the benefit of those present.

MOTION by Councilmember Coop, second by Councilmember Chard, to close the public hearing at 7:26 p.m. ALL VOTED AYE. MOTION CARRIED.

1. Resolution 16-103 Ordering Improvement and Directing the Preparation of Final Plans and Specifications for the 2017 Street Improvement Project.

MOTION by Councilmember Coop, second by Councilmember Pressley, to approve Resolution 16-103 Ordering Improvement and Directing the Preparation of Final Plans and Specifications for the 2017 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

Mayor Pingalore recessed the meeting at 7:30 p.m. and reconvened at 7:35 p.m.

Mayor Pingalore introduced the newly-appointed part-time police officers Clair Brazil, Nikolaus Friedges and Patrick Stoterau and welcomed them to the Belle Plaine Police Department. After the close of the regular session, Mayor Pingalore performed the swearing-in of each officer.

BUSINESS.

8.1. Presentation of Claims.

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

8.2. Authorize Advertising to Seek Candidates for Full Time Public Works Employee I.

Public Works Superintendent Fahey explained that in December 2015, the Council authorized staff to hire one full time public works employee and then consider the hiring the second full time employee later. With the summer half over and reviewing the work load, Public Works Superintendent Fahey proposed advertising for a 35-hour-position with the option to increase the employee to 40 hours when necessary. This is the same type of situation that was authorized recently for the Administration Department to assist in balancing the work load. Because the Public Works Department is down to two seasonal employees at 20 hours per week, the overall result will be a reduction in expenses. There will be less training required with one full-time versus a continual roster of new seasonal employees. The Public Works Committee had discussion on this item and recommended it be added to the Council agenda.

Councilmember Chard suggested checking into the apprentice program through the labor union.

MOTION by Councilmember Coop, second by Councilmember Pressley, to authorize the advertising to seek candidates for full time Public Works I employee, at 35 hours, up to 40 hours per week. ALL VOTED AYE. MOTION CARRIED.

8.3. Resolution 16-106 Authorizing the City Engineer to Proceed with Design and Bid Specifications for the Downtown Lighting Streetscape Project.

Community Development Director Smith Strack explained the Council along with the Chamber of Commerce have for many years worked at finding a solution for lighting the trees in the downtown. Recently the Design Committee along with Bolton and Menk have come up with a viable alternative to hanging lights on the trees. This plan would be to “up-light” the trees with programmable LED lights placed in the sidewalk next to the trees. The Design Committee requested Bolton and Menk provide a “Streetscape Concept” on how these lights would be placed and also an estimated cost. At their meeting on August 9, 2016, the Public Works Committee had discussion on this item and made a recommendation to Council to have Bolton and Menk provide plans and specs for the up-lighting. The Design Committee, Public Works Committee and Staff had discussion on how the City would finance this project. They will include the donation from the Chamber of $13,000, and requesting the Chamber to move other funding that has been donated, other outside donations and interim City funding. These funding sources will be worked out and presented to Council before the project will go out to bid. Community Development Director Smith Strack reported the Chamber was amenable to allowing an additional $10,000 towards the uplighting project in 2016, with the understanding that $10,000 of the anticipated donation in 2017 would be assigned to the community pool.

The Council reviewed the attachment with Community Development Director Smith Strack’s memo that displayed the uplighting design of a downtown streetscape. Community Development Director Smith Strack explained that initial plans were to light eight trees closest in proximity to the Main Street/Meridian Street intersection. The Chamber recommended a comprehensive project that would light all 14 trees in the downtown area. Although no guarantee for 2017, the Chamber expressed a desire to continue with an annual donation to projects geared towards lighting and the community pool. Public Works Superintendent Fahey explained that design and bid specifications are necessary in order to obtain a cost estimate. Once that is known, financing of the project will be presented. Councilmember Chard commented that he does not want future maintenance costs to be the responsibility of taxpayers. Councilmember Trost recommended Staff check into possible grant programs from Xcel Energy for the LED uplighting, as well as Energy Surety Partners, which is replacing ceiling lights in the city buildings. Councilmember Chard requested replacement costs be included in the information provided by the City Engineer.

MOTION by Councilmember Coop, second by Mayor Pingalore, to approve Resolution 16-106 Authorizing the City Engineer to Proceed with Design and Bid Specifications for the Downtown Lighting Streetscape Project for the uplighting of up to 14 trees in the downtown area. ALL VOTED AYE. MOTION CARRIED.

9. ADMINISTRATION.

9.1. Upcoming Meetings.
1. Budget Workshop, 6:30 pm, Monday, August 22.
2. Personnel Committee, 7:00 pm, Monday, August 22.
3. Labor Day, September 5, City Offices Closed.
4. Public Safety, TBD.
5. Design Committee, 5:15 pm, Tuesday, September 6.
6. City Council, 6:30 pm, Tuesday, September 6.
7. Work Session, 6:45 pm, Tuesday, September 6.

The Council was reminded of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Trost, second by Councilmember Coop, to adjourn at 7:54 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary