BELLE PLAINE CITY COUNCIL
REGULAR SESSION
AUGUST 18, 2014

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 18, 2014 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, Paul Chard and Scott Schneider present.

Also present were City Administrator Holly Kreft, Finance Director Dawn Meyer, Public Works Superintendent Al Fahey, Community Development Director Chelsea Alger, 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 Schneider, to approve agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of August 4, 2014.
4.2. Resolution 14-083 Adopting Policy for Council Work Session Agendas.
4.3. Resolution 14-085 Calling for Final Assessment Hearing for the 2014 Street Improvement Project.
4.4. Accepting Resignation of Belle Plaine Part-Time Police Officer Brenda Miller.
4.5. Authorize Change to Riverview Park Landscape Related to the Prairie Grasses.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the consent agenda as follows: 4.1. Regular Session Minutes of August 4, 2014, 4.2. Resolution 14-083 Adopting Policy for Council Work Session Agendas, 4.3. Resolution 14-085 Calling for Final Assessment Hearing for the 2014 Street Improvement Project, 4.4. Accepting Resignation of Belle Plaine Part-Time Police Officer Brenda Miller, and 4.5. Authorize Change to Riverview Park Landscape Related to the Prairie Grasses. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Ambulance Department.
5.2. Fire Department.
5.3. Police Department – Tiger Watch Program Presentation.
5.4. Community Development Department.
5.5. Administration Department.

5. DEPARTMENT REPORTS.

5.1. Ambulance Department.

Ridgeview Ambulance provided a written monthly report. The Council acknowledged receipt of the Ambulance Department report.

5.2. Fire Department.

Fire Chief Todd Otto was unable to attend. The Council acknowledged receipt of the Fire Department report.

5.3. Police Department – Tiger Watch Program.

Police Chief Tom Stolee announced the Tiger Watch Program and provided a presentation that summarized the purpose and goals of the local program. The Tiger Watch program provides safe zones for children and adults who feel threatened or believe they are in danger. The Council acknowledged receipt of the Police Department report.

5.4. Community Development Department.

Community Development Director Chelsea Alger was present. The Council acknowledged receipt of the Community Development Department report.

5.5. Administration Report.

City Administrator Holly Kreft was present. The Council acknowledged receipt of the Administration report.

6. PUBLIC RECOGNITION.

1. INVOLVED CITIZENS.

No one spoke at the public forum.

7. PUBLIC HEARINGS.

7.1. REQUEST TO CONTINUE- Conditional Use Permit and Variance Request. The City Council will consider a recommendation to continue the public comment period to September 15, 2014 at 6:35 pm, on a request by Shawn Larson, 1013 Provence Lane, Belle Plaine, MN for a conditional use permit and variance from Section 1105.05, Subd.5 and 6 of the Zoning Ordinance to allow a detached garage to exceed height, square footage and maximum garage door height in the R-1 District.

Mayor Pingalore referenced a memo dated August 18, 2014 from Community Development Director Alger regarding the continuation of the public hearing as requested by the applicant.

Community Development Director Alger explained that Shawn Larson, applicant, 1013 Provence Lane, has submitted a request to once again continue the public comment period on the above referenced matters. Mr. Larson’s previous authorization to extend the 60-day review period provides the City adequate time to accommodate this request, as the deadline for required action is November 14, 2014. At their meeting on August 11, 2014, the Planning Commission approved continuing the public hearing to September 8, 2014.

MOTION by Councilmember Coop, second by Councilmember Schneider, to table action and continue the public hearing until September 15, 2014 as requested by applicant Shawn Larson regarding his conditional use permit and variance request. ALL VOTED AYE. MOTION CARRIED.

8. BUSINESS.

8.1. Presentation of Claims. 1. Pay Request No. 1 and Final by Thein Well Co., Inc. for $83,075.00 for the Well No. 4 Rehabilitation Project.

Councilmember Coop inquired about a $500 invoice for advertising. Mayor Pingalore explained the fee was for the City's full page ad in the State Amateur Baseball Tournament brochure sponsored by the Belle Plaine Baseball Association.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the Presentation of Claims and Pay Request No. 1 and Final by Thein Well Co., Inc. for $83,075.00 for the Well No. 4 Rehabilitation Project. ALL VOTED AYE. MOTION CARRIED.

8.2. Authorizing the Replacement of the HVAC System at the Police Department.

Mayor Pingalore referenced a memo dated August 18, 2014 from Public Works Superintendent Fahey regarding the replacement of the HVAC system at the Police Department.

Public Works Superintendent Fahey explained the heating and cooling system at the police department office building is in need of replacement. The original heating and cooling system is failing. The heating chamber has developed cracking and is no longer repairable. The old system had two furnaces and two thermostats to control the heating and cooling. The new system will have one system to control the open spaces and three mini-splits to control the three offices that are on the south side of the building. This purchase has been budgeted for replacement and it is in the capital plan. Three quotes were included with Public Works Superintendent Fahey's memo.

MOTION by Councilmember Coop, second by Councilmember Schneider, to award the quote for the replacement of the HVAC system for the Police Department to Lange's Plumbing and Heating at a cost of $19,807.00. Furthermore, rebates will be sought to help offset the purchase price. ALL VOTED AYE. MOTION CARRIED.

8.3. Resolution 14-087 Authorizing Architectural Services for the Library Expansion Project.

Mayor Pingalore referenced a memo dated August 18, 2014 from Community Development Director Alger regarding architectural services.

Community Development Director Alger explained that at the August 4, 2014 meeting, the Council authorized Staff to seek proposals for architectural services relating to the library expansion project. The City had previously hired a firm in 2013 to complete design documents for the library, as well as the upgrades to the ambulance garage; however no contract terms were ever entered into and the City decided to hold off on additional project work for the library until the next round of State library grants (recently issued in July, with an application deadline of October 2, 2014). The City has received three proposals from area firms: Brunton Architects (North Mankato), UrbanWorks (Mpls), and Leo A. Daly (Mpls). There is currently approximately $150,000 in the library fund (between Friends of the Library donations and what the City has budgeted to date). The EDA has determined they will deed property to the City at no acquisition cost. The cost estimate to demo the building and stabilize the site is $7,652. This does not include removal of asbestos, though Staff believes the cost will not exceed $10,000 total once that item is considered. The cost to hire an architect to complete Phase 1 of the project (design work/cost estimates is estimated to be in the $10-15,000 range, with architectural services for the entire project to be in the $45-55,000 range. The City would need to consider fronting the cost for interior improvements as Scott County does not intend to fund it until 2020. Awarding a proposal for Phase 1 of the architectural services at this time will provide the City with the design documents and cost estimates for the proposed addition. Once that is complete Staff and the Council will be able to evaluate whether there is sufficient funding in place to proceed with the grant application, or whether further funding mechanisms will need to be pursued (the grant, if awarded, requires a 50% match.) This will identify the cost estimate for the addition; giving the City a more definitive outlook on timing of the construction of the library addition.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 14-087 Authorizing Architectural Services for the Library Expansion Project to Urban Works at a cost of $12,000. ALL VOTED AYE. MOTION CARRIED.

8.4. Resolution 14-086 Authorizing Relocation Services, Soil Borings and Survey Related to the CSAH 3/Enterprise Drive Extension Bridge Project.

Mayor Pingalore referenced a memo dated August 18, 2014 from City Administrator Kreft regarding services related to the CSAH 3/Enterprise Drive extension bridge project.

City Administrator Kreft explained that at the July 21, 2014 Council work session, the Council direct staff to obtain quotes for a relocation study for 702 Meridian Street South, soil borings and surveying. The relocation study is broken into two phases – Study/Budget Phase and Implementation Phase. This will provide the Council and the property owners the opportunity to fully understand the acquisition process and costs prior to finalizing the purchase. The soil borings and survey services are required in order to determine the scope of the work and verified acquisition needs/property impacts. The soil borings will assist in the cost estimates to verify the amount, if any, of needed soil corrections. The quote for the soil boring is from Braun Intertec and the quote for surveying is from Bolton and Menk. Both of these services are included in the preliminary project costs and are required to move forward to design phase. The relocation service is proposed by Dan Wilson of Residential Relocation Consultant Services.

Councilmember Chard asked why there was only one quote for soil borings. City Engineer Duncan explained the City and Scott County have worked with Braun Intertec on previous projects and believed it was in the best interest of the City to remain with this company. He also further explained that a survey is necessary to establish the right-of-way and property lines.

9. ADMINISTRATION.
9.1. Upcoming Meetings.
1. Labor Day, Sept. 1 – Offices Closed.
2. Public Safety, 4:30 p.m., Tuesday, Sept. 2.
3. Design Committee, 5:15 p.m., Tuesday, Sept. 2.
4. City Council, 6:30 p.m., Tuesday, Sept. 2.
4. Work Session, 6:45 p.m., Tuesday, Sept. 2.
5. Public Works, 11:00 a.m., Wednesday, Sept. 3.

Mayor Pingalore reminded those present of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Schneider, to adjourn at 7:13 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary