BELLE PLAINE CITY COUNCIL
REGULAR SESSION
SEPTEMBER 5, 2017

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 Tuesday, September 5, 2017 at 6:30 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Christopher Meyer called the meeting to order with Councilmembers Paul Chard, Ben Stier and Cary Coop present. Councilmember Theresa McDaniel was not present.

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

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of August 21, 2017.
4.2. Work Session Minutes of August 21, 2017.
4.3. Authorizing Advertising to Seek Candidates for Design Committee.
4.4. Approve Large Assembly Permit for Our Lady of the Prairie Fund Raising Event on September 9, 2017.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the consent agenda as follows: 4.1. Regular Session Minutes of August 21, 2017, 4.2. Work Session Minutes of August 21, 2017, 4.3. Authorizing Advertising to Seek Candidates for Design Committee, and 4.4. Approve Large Assembly Permit for Our Lady of the Prairie Fund Raising Event on September 9, 2017. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Public Works Department.

Public Works Superintendent Al Fahey was unable to attend. The Council acknowledged receipt of the Public Works Department report.

5.2. City Engineer Report.

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

5.3. Administration Report.

Interim City Administrator Dawn Meyer was present. The Council acknowledged receipt of the Administration report.

6. PUBLIC HEARINGS – NONE SCHEDULED.

7. BUSINESS.

7.1. Presentation of Claims.

1. Pay Request No. 4 for $16,260.06 by Wm. Mueller & Sons, Inc. for the 2017 Street Improvement Project.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the Presentation of Claims, and Pay Request No. 4 for $16,260.06 by Wm. Mueller & Sons, Inc. for the 2017 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

7.2. Adopting Updated Water and Sewer Rate Study by Abdo, Eick & Meyers, LLC.

Mayor Meyer announced that due to a scheduling conflict, the consultants have requested to move this item to the next Regular Session.

7.3. Resolution 17-105(B) Rejecting All Bids for Block 102 & 104 Alley Improvement Project.

City Engineer Duncan explained that six bids were received on August 31, 2017. The low bid was 10% higher than the Engineer's estimate. The pricing received from all contractors reflects the current bidding environment which may be impacted by the restriction of the contractor's flexibility to schedule the work in the remaining 2017 construction season. Interim City Administrator Meyer explained that it is hoped that if the project is re-bid, the City would receive more favorable bids in early 2018.

MOTION by Councilmember Coop, second by Councilmember Chard, to adopt Resolution 17-105(B) Rejecting All Bids for Block 102 & 104 Alley Improvement Project. ALL VOTED AYE. MOTION CARRIED.

7.4. Improvements for Vacant Lot at Corner of Main Street and Meridian Street.

Interim City Administrator Meyer explained that at the July 17, 2017 Park Board meeting, the Park Board requested the vacant lot at Main Street and Meridian Street be improved to enhance the presence downtown and the usability of the parcel. The Board requested the lot be converted to a grass lot. The item was forwarded to Public Works Department to obtain costs associated with the improvement. Superintendent Fahey reported back that the improvement would require removal of sand, adding black dirt, irrigation and planting grass. The estimated cost per the Park Board request was approximately $7,000.00. In discussing the improvement with Superintendent Fahey he also addressed concerns regarding long term maintenance of a grass on that particular lot and the types of use a grass lot in the downtown would receive in general. After lengthy discussion about the lot, he provided an alternative layout. At the August 10, 2017 Public Works meeting, Superintendent Fahey presented the cost break down to convert the lot to grass. He also presented an alternative plan that Staff believes would be better suited for the downtown area. After review and discussion, the Public Works Committee agreed that the plaza layout was a better alternative, adopted the concept plan, requested a cost estimate, and recommended approval to the City Council. The Park Board was updated at the August 21, 2017 meeting, the Board agreed with the Plaza concept and design. Total estimated cost for the alternate plan (plaza) was $19,150.00. A drawing of the proposed plaza was included with Interim City Administrator Meyer's memo.

Mayor Meyer supported the concept and commented the proposed plaza would serve a great benefit to the downtown area. Councilmember Stier agreed and supports the investment. Councilmember Chard was opposed to the improvement as he believes the City should not expend any funds to improve the lot and preferred that the City would sell the lot.

MOTION by Councilmember Coop, second by Councilmember Stier, to authorize Staff to proceed with improvements to the Main Street and Meridian Street vacant lot as shown on the concept plan for the concrete plaza at a cost not to exceed $19,150. Councilmember Chard VOTED NAY. ALL OTHERS VOTED AYE. MOTION CARRIED.

7.5. Resolution 17-106 Adopting 2018 Preliminary Budget and Levy.

Interim City Administrator Meyer explained that on August 21, 2017 the City Council and Department Heads held a budget workshop to address the 2018 Preliminary Budget and Levy. Staff provided an overview of items that impacted the proposed 2018 Preliminary Budget and Levy. After discussion it was recommended that the 2018 Preliminary Budget and Levy be presented to the City Council for approval. It was further discussed that the 2018 budget will be reviewed prior to the final budget workshop and adoption. The 2018 Preliminary Budget and Levy must be certified to the County by September 15, 2017. When the Preliminary Budget and Levy have been certified, the City Council and Department Heads will schedule a final budget workshop in October or November to review the proposed changes, prior to final adoption. The Preliminary 2018 Budget and Levy may be reduced prior to finalizing, but it may not be increased.

Mayor Meyer clarified the intent of the Council to is make amendments prior to the adoption of the Final Budget and Levy, as it cannot be higher than the Preliminary Budget and Levy, but can be reduced.

MOTION by Councilmember Coop, second by Mayor Meyer, to approve Resolution 17-106 Adopting 2018 Preliminary Budget and Levy. Councilmember Chard VOTED NAY. ALL OTHERS VOTED AYE. MOTION CARRIED.

Councilmember Chard commented there are many streets in need of seal coat and recommended the Public Works Committee review the proposed 2018 budget for potential adjustments at their next meeting.

7.6. Update on Proposed Ordinance Amendments.

Interim City Administrator Meyer explained the following two ordinances are proposed for Council action on September 18, 2017.

a. Limiting the Number of Residential Refuse Haulers. (City Code Chapter 3 Sect. 313.00).

The Public Works Committee has been discussing changing licensed refuse haulers to a contract hauler. The discussions have revolved around impact on streets, environmental impact, and customer service concerns. The City of Belle Plaine currently has three licensed residential refuse haulers. Superintendent Fahey held a meeting with all of the licensed haulers in July. The information gathered through research and discussions led the Public Works Committee to recommend the City Code be changed to limit the number of licensed residential haulers to three, and not pursue contract refuse hauling at this time.

b. Liability Insurance Requirement for Liquor License Holders (City Code Chapter 3 Sect. 307.00).

Through research it has come to Administrations attention the requirement for liability insurance for liquor license holders does not clarify that the City must be listed as “additionally insured” versus “certificate holder”. It is recommended the language be added.

It was the consensus of the Council to proceed with the ordinance amendments as presented.

8. ADMINISTRATION.

Upcoming Meetings.
1. EDA, 5:00 pm, Monday, September 11.
2. Planning Commission, 6:30 pm, Monday, September 11.
3. Public Safety, TBD.
4. Destination 2040, 6:00 pm, Wednesday, September 13.
5. Public Works, 9:00 am, Thursday, September 14.

The council was reminded of the upcoming meetings as listed.

9. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Chard, to adjourn the meeting at 6:51 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
` Recording Secretary