**BELLE PLAINE CITY COUNCIL**
**REGULAR SESSION**
**SEPTEMBER 8, 2015**

**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 Tuesday, September 8, 2015 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, 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.**

Councilmember Coop requested consent agenda items “Authorize Advertising to Seek Candidates for Public Works Employee I” and “Resolution 15-094 Appointing Cynthia Smith-Strack as the Community Development Director” be moved to the business portion of the agenda.

MOTION by Councilmember Coop, second by Councilmember Trost, to approve the agenda with moving consent agenda items “Authorize Advertising to Seek Candidates for Public Works Employee I” and “Resolution 15-094 Appointing Cynthia Smith-Strack as the Community Development Director” to the business portion of the agenda. ALL VOTED AYE. MOTION CARRIED.

**4. APPROVAL OF CONSENT AGENDA.**

**4.1. Regular Session Minutes of August 17, 2015.**
**4.2. Budget Workshop Minutes of August 17, 2015.**
**4.3. Committee of the Whole Minutes of August 31, 2015.**
**4.4. Personnel Committee Minutes of August 31, 2015.**
**4.5. Approving Large Assembly Permit for Softball Tournament Event on October 3, 2015 at Prairie Park.**
**4.6. Approving the Large Assembly Permit for Belle Plaine Festival and Events for the Half-Marathon on October 10, 2015.**
**4.7. Approving Temporary On-Sale Intoxicating Liquor License for Belle Plaine Festival and Events for October 10, 2015.**
**4.8. Authorize Improvements at Fountain Park.**
**4.9. Enterprise Drive Overpass MnDOT Agreements.**
- **a) Resolution 15-095 Authorizing Mayor and City Administrator to Execute Cooperative Agreement with MnDOT.**
- **b) Resolution 15-096 Authorizing City Engineer to Execute Master Partnership Contract with MnDOT.**

**4.10. Accept Resignation of Belle Plaine Firefighter Adam LeMieux.**
**4.11. Resolution 15-098 Approving Change Order No. 1 for the 2015 Street Improvement Project.**
**4.12. Resolution 15-099 Approving Change Order No. 1 for the 2015 Pavement Maintenance Project.**
**4.13. Approving Temporary On-Sale 3.2% Intoxicating Liquor Seasonal License for the Belle Plaine Softball Association.**

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the consent agenda as follows:4.1. Regular Session Minutes of August 17, 2015, 4.2. Budget Workshop Minutes of August 17, 2015, 4.3. Committee of the Whole Minutes of August 31, 2015, 4.4. Personnel Committee Minutes of August 31, 2015, 4.5. Approving Large Assembly Permit for Softball Tournament Event on October 3, 2015 at Prairie Park, 4.6. Approving the Large Assembly Permit for Belle Plaine Festival and Events for the Half-Marathon on October 10, 2015, 4.7. Approving Temporary On-Sale Intoxicating Liquor License for Belle Plaine Festival and Events for October 10, 2015, 4.8. Authorize Improvements at Fountain Park, 4.9. Enterprise Drive Overpass MnDOT Agreements: a) Resolution 15-095 Authorizing Mayor and City Administrator to Execute Cooperative Agreement with MnDOT, and b) Resolution 15-096 Authorizing City Engineer to Execute Master Partnership Contract with MnDOT, 4.10. Accept Resignation of Belle Plaine Firefighter Adam LeMieux, 4.11. Resolution 15-098 Approving Change Order No. 1 for the 2015 Street Improvement Project, 4.12. Resolution 15-099 Approving Change Order No. 1 for the 2015 Pavement Maintenance Project, and 4.13. Approving Temporary On-Sale 3.2% Intoxicating Liquor Seasonal License for the Belle Plaine Softball Association. ALL VOTED AYE. MOTION CARRIED.

**5. DEPARTMENT REPORTS.**

5.1. Public Works Department.

Public Works Superintendent Al Fahey was not present. 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.**

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

**6. RECOGNITION OF INVOLVED CITIZENS.**

No one spoke during the public forum.

**6.2. Fire Bill Appeal – Amy White, 700 West Main Street.**

Ms. Amy White, 700 West Main Street, addressed the City Council regarding a City invoice she received for $300 for the Fire Department response to a 911 call for a carbon monoxide alarm. She said the City acted illegally in invoicing her as she believes this is a public service covered by property taxes. She referenced her letter dated August 24, 2015 in which she provided details of her research on this issue. Ms. White requested the invoice be reversed or reduced for the reason that there was no disclosure by the City regarding fees associated with Fire Department response.

Councilmember Trost commented that CenterPoint will often call “911” due to risks involved when responding to an emergency call at a resident’s home.

The Council affirmed the invoice in the amount of $300. No further action taken.

**7. PUBLIC HEARINGS – NONE SCHEDULED.**

**8. BUSINESS.**

**8.1. Presentation of Claims.**
**1. Pay Request No. 3 by Chard Tiling for $973,513.60 for the 2015 Street Improvement Project.**
**2. Pay Request No. 2 and Final for $15,652.05 for the 2015 Pavement Maintenance Project.**

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the Presentation of Claims, Pay Request No. 3 by Chard Tiling for $973,513.60 for the 2015 Street Improvement Project, and Pay Request No. 2 and Final for $15,652.05 for the 2015 Pavement Maintenance Project. ALL VOTED AYE. MOTION CARRIED.

**8.2. Resolution 15-097 Adopting 2016 Preliminary Budget and Levy.**

Mayor Pingalore referenced a memo dated September 8, 2015 from Finance Director Meyer regarding the 2015 preliminary budget and levy.

Finance Director Meyer explained that on August 17, 2015 the City Council and Department Heads held a budget workshop to address the 2016 preliminary budget and levy. After discussion it was recommended the preliminary 2016 budget and levy be approved by the City Council as presented, and to be reviewed prior to the final budget workshop and adoption. The 2016 preliminary budget and levy must be certified to the County by September 30, 2015. Once the preliminary budget and levy have been certified, the City Council and Department Heads will need to schedule a final budget workshop in October or November to review requested information, prior to final adoption. The preliminary 2016 budget and levy may be reduced prior to finalizing, but it may not be increased.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve Resolution 15-097 Adopting 2016 Preliminary Budget and Levy. ALL VOTED AYE. MOTION CARRIED.

**8.3. Authorize Purchase of Police Squad.**

Mayor Pingalore referenced a memo dated September 8, 2015 from Police Chief Stolee regarding the purchase of a police vehicle.

Police Chief Stolee explained that on July 29, 2015 the Public Safety committee met and discussed replacement of a Belle Plaine Police Department Squad which is a 2010 Dodge Charger currently with 132,604 miles on it. A state bid quote was received from Matt Saxe Chevrolet for a 2015 Chevrolet Caprice Police Package Vehicle. The initial MSRP pricing of the Caprice is $34,741.00. After deductions and title fees the purchase price of the vehicle is $25,104.50. Due to excellent state bid pricing and further rebates and incentives, the purchase price of the vehicle is $1,295.50 less than two years ago. Any additional equipment including set up and tear down of the squad going out of service will be done within the budget plan. The reason for the early request is to start the paperwork process due to delay in production to dealer time. The squad purchase is within the Capital Plan for the 2016 budget and it will not be billed or received until after January 1, 2016.

MOTION by Councilmember Coop, second by Councilmember Schneider, to authorize the purchase of a 2015 Chevrolet Caprice police package vehicle at a cost of $25,104.50 from Matt Saxe Chevrolet. ALL VOTED AYE. MOTION CARRIED.

**8.4. Authorize Advertising to Seek Candidates for Public Works Employee I.**

Mayor Pingalore referenced a memo dated September 8, 2015 from City Administrator Kreft regarding advertising to seek candidates for the Public Works Employee I position.

City Administrator Kreft explained that with the untimely death of Jerry Connolly, the Wastewater Treatment Plant Operator, the Public Works department will need to hire a new employee. The Public

Works department consists of long term employees, with the most recent hire in 2007. Currently Al Fahey, Public Works Superintendent, is the licensed operator for the facility. Other Public Works staff are also in the process of being trained in the operations, but do not have the required Class B license. Rather than advertise for a licensed wastewater treatment plant operator, staff is recommending that the City advertise for a Public Works I employee with preference given to a candidate with a valid sewer and/or water license, but it not be required as part of the hiring process. Given the uniqueness and complicated operations of Belle Plaine's plant, it will most likely be difficult to hire someone with a significant amount of experience.

Councilmember Coop inquired about the licensing requirements of a Class B Wastewater Treatment Operator. City Administrator Kreft explained that licensing takes extensive training and that it is the intent to have an employee obtain the Class B license in addition to Public Works Superintendent Fahey.

MOTION by Councilmember Coop, second by Councilmember Schneider, to authorize Staff to proceed with advertising to seek candidates for the Public Works Employee I position. ALL VOTED AYE. MOTION CARRIED.

**8.5. Resolution 15-094 Appointing Cynthia Smith-Strack as the Community Development Director.**

Mayor Pingalore referenced a memo dated September 8, 2015 from City Administrator Kreft regarding the appointment of Cynthia Smith-Strack as the Community Development Director.

City Administrator Kreft explained that Chelsea Alger submitted her resignation as Community Development Director effective July 10th. At the July 20th Council meeting, the Council authorized modification of the job description by shifting Park Board duties to Administration. The City advertised with the League of Minnesota Cities, Minnesota Planning Association, and the Economic Development Association of Minnesota. Eleven applications were received and interviews were held on Thursday, August 20th with the top four candidates. The interview committee consisted of myself, Public Works Superintendent Fahey, Finance Director Meyer, and Councilmember Coop. Informal tours of City Hall were led by Community Development Assistant Blue and Administrative Assistant Krings. On Monday, August 31st, a meet and greet was hosted at City Hall with the two finalists along with City Council, EDA, and Planning Commission. A Personnel Committee was held following the meet and greet. The Personnel Committee voted unanimously to recommend offering the position to Cynthia Smith-Strack at Step 2 given her experience. Ms. Smith-Strack subsequently requested consideration of starting at Step 3 with the reason that she brings significant comprehensive plan experience so the majority of the 2040 Comprehensive Plan could be completed in-house versus using an outside consulting firm for the land use portion. Staff concurs with this recommendation. Ms. Smith-Strack has indicated that her first day will be September 28, 2015.

Councilmember Coop inquired as to when the Comprehensive Plan Update is due and if Smith-Strack receives a pay increase on January 1, 2016. City Administrator Kreft replied the Comprehensive Plan Update is due in 2018. Ms. Smith-Strack will receive a cost-of-living adjustment on January 1, 2016 and will move to Step 4 of the pay scale upon successful completion of the six-month probationary period.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve Resolution 15-094 Appointing Cynthia Smith-Strack as the Community Development Director. ALL VOTED AYE. MOTION CARRIED.

**9. ADMINISTRATION.**
**9.1. Upcoming Meetings.**
**1. Public Works, 11:00 am, Wednesday, September 9.**
**2. EDA, 5:00 pm, Monday, September 14.**
**3. Planning, 6:30 pm, Monday, September 14.**

**4. Park Board, 5:00 pm, Monday, September 21.**
**5. City Council, 6:30 pm, Monday, September 21.**

The Council was reminded of the upcoming meetings as listed.

**10. ADJOURN.**

MOTION by Councilmember Coop, second by Councilmember Schneider, to adjourn at 6:58 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary