BELLE PLAINE CITY COUNCIL
REGULAR SESSION
SEPTEMBER 16, 2013

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, September 16, 2013 at 6:00 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 Cary Coop, Scott Schneider and Paul Chard present. Councilmember Gary Trost was not present.

Also present were Interim City Administrator Dawn Meyer, Public Works Superintendent Al Fahey, Community Development Director Chelsea Alger, Police Chief Tom Stolee and City Attorney Bob Vose.

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 September 3, 2013.
4.2. Accept the Resignation of Part-Time Police Officer Nick Smith.
4.3. Resolution 13-105 Appointing John Kubat as a Part-Time Police Officer with the Belle Plaine Police Department.
4.4. Resolution 13-108 Appointing Shelby Breeggemann as a Part-Time Police Officer with the Belle Plaine Police Department.
4.5. Authorizing Engineering Services by Bolton and Menk for Structural Repair of the Ambulance Garage Doors and Authorizing Staff to Proceed with Bids for Repair.
4.6. Resolution 13-109 Approving Façade Improvement Loan for Andy's Bar and Grill, 114 North Meridian Street.
4.7. Resolution 13-110 Approving Façade Improvement Loan for Annie's Café, 201 East Main Street.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the consent agenda as follows: 4.1. Regular Session Minutes of September 3, 2013, 4.2. Accept the Resignation of Part-Time Police Officer Nick Smith, 4.3. Resolution 13-105 Appointing John Kubat as a Part-Time Police Officer with the Belle Plaine Police Department, 4.4. Resolution 13-108 Appointing Shelby Breeggemann as a Part-Time Police Officer with the Belle Plaine Police Department, 4.5. Authorizing Engineering Services by Bolton and Menk for Structural Repair of the Ambulance Garage Doors and Authorizing Staff to Proceed with Bids for Repair, 4.6. Resolution 13-109 Approving Façade Improvement Loan for Andy's Bar and Grill, 114 North Meridian Street and 4.7. Resolution 13-110 Approving Façade Improvement Loan for Annie's Café, 201 East Main Street. ALL VOTED AYE. MOTION CARRIED.

Mayor Pingalore welcomed part-time Police Officers Shelby Breeggemann and John Kubat as members of the Belle Plaine Police 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 was present. The Council acknowledged receipt of the Fire Department report.

5.3. Police Department.

Police Chief Tom Stolee was present. 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.

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

6. PUBLIC FORUM.

No one spoke at the public forum.

7. PUBLIC HEARING.

7.1. Preliminary Plat for Haefner's Subdivsion. The City Council will receive and consider public comment on a request by Haefner Enterprises, Inc for preliminary plat and final plat approval for Haefner's Subdivision, to simplify legal descriptions and tax parcels, and facilitate the proposed sale of a portion of the property.

Mayor Pingalore referenced a memo dated September 16, 2013 from Community Development Director Alger regarding the preliminary plat for Haefner's Subdivision.

Community Development Director Alger explained that Haefner Enterprises, Inc has submitted an application for preliminary and final plat approval for Haefner's Subdivision, located within Blocks 34, 38, 55 and part of 58 of the Original Plat of the City of Belle Plaine.The preliminary review of the request determined there are additional land use applications to be considered as part of this request. As such, Staff is recommending the public hearing considering this matter be opened, and continued until Monday, October 21, 2013 at 6:00 pm or soon thereafter, at which time the Council will review the matter, the recommendation from the Planning Commission, and public comment will be considered for this request.

Mayor Pingalore opened the public hearing at 6:15 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember Schneider, to continue the public hearing for the platting of property by Haefner Enterprises, Inc. until October 21, 2013 at 7:30 p.m., or soon thereafter, to allow time for a recommendation by the Planning Commission. ALL VOTED AYE. MOTION CARRIED.

8. BUSINESS.

8.1. Presentation of Claims.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve the Presentation of Claims as presented. ALL VOTED AYE. MOTION CARRIED.

8.2. Approving Large Assembly Permit for the Belle Plaine Festivals and Events Half Marathon and 5K Event for October 12, 2013.

Mayor Pingalore referenced a memo dated September 16, 2013 from Interim City Administrator Meyer regarding the request for a large assembly permit.

Interim City Administrator Meyer explained that Belle Plaine Festival and Events has submitted a request for a large assembly permit for a harvest festival to include ½ marathon and 5K run to be held on October 12, 2013 starting at Court Square Park located at 410 North Cedar Street. The event will also include a craft fair, farmer's market, music and concessions.

Police Chief Stolee, Public Works Superintendent Fahey and Community Development Director Alger have met on September 10, 2013 with representatives from the Belle Plaine Festival and Events, Anderson Race Management, Sibley County Sheriff's Department, Scott County Sheriff's Department and Minnesota Ham Radio Operators regarding this event. Staff recommends approval with the Festivals and Events responsible for the following, in addition to other requirements listed on the permit application: Festival and Events to be in close communication with Public Works Superintendent, Police Chief, Scott County, Sibley County and Carver County regarding street closure, barricades, detours, signage, traffic flow, security requirements, etc., the submittal of liability insurance certificate from Anderson Race, and the submittal of liquor liability insurance. The application does include a request for road obstruction from Scott County. The fee of $125 has been made and the city staff will proceed with the application upon approval of this large assembly permit. Also, the Festivals and Events were approved for a temporary on-sale liquor license for this event at the same time as their approval for the Bar B Q Days license.

8.3. Resolution 13-106 Approving the Boulevard Sod Maintenance Credit Program for the Affected Properties of the 2013 Street Improvement Project.

Mayor Pingalore referenced a memo dated September 16, 2013 from Public Works Superintendent Fahey regarding the boulevard sod maintenance credit program.

Public Works Superintendent Fahey explained that at the last council workshop and again at the public hearing for the 2013 street improvement project there was discussion from the audience and council about helping residents on the project with watering of sod. There have been a few options discussed and the one that appears most feasible is to allow a credit to the property owner's utility bill in 2014 for those who successfully maintained the sod. Included with Public Works Superintendent Fahey's memo was the calculation for the sod watering credit. The property owner must submit a completed form requesting the credit by November. The public works department will view the sod in early spring 2014 of those properties that submitted the request and make a determination of successful maintenance. A credit on the property owner's water bill of the June 2014 billing cycle will reflect a normal watering season (four months) in the amount of $99.04 per property for those who have successfully maintained the boulevard sod. Public Works Superintendent Fahey explained the criteria for determining healthy, successful sod.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 13-106 Approving the Boulevard Sod Maintenance Credit Program for the Affected Properties of the 2013 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

8.4. Resolution 13-107 Adopting Policy for the Round-Up Program.

Mayor Pingalore referenced a memo dated September 16, 2013 from Community Development Director Alger regarding the proposed Round-Up Program.

Community Development Director Alger explained that at the August 5, 2013 city council meeting, the council considered a recommendation from the Park Board regarding guidelines for a youth activity grant program. The idea behind the program is to allocate funds from the public safety budget, supported by pull tab proceeds, to go towards grants for various youth activities/programming, for income eligible families, as well as some supply costs for Arts in the Park and bike helmets for safety camps. The council unanimously passed Resolution 13-084 establishing the program guidelines. Subsequently, Council Member and Park Liaison Coop has been working with staff to identify other funding sources for the program. The idea of a round-up option on utility bills was presented and a draft resolution was put together outlining the guidelines for the Park Board at their meeting on August 26, 2013. The financial round-up program would voluntarily give utility billing customers the option of rounding up their bill to the nearest $5 increment. The additional funding would go towards community programs in the recreation fund, as outlined in the previously adopted Resolution 13-084. If the total amount of funds generated annually was less than $250 it would be deposited into the City's General Fund. In order to make this round-up increment of the program work with Banyon, the city's utility billing software, an update to the software would need to be completed. Staff has estimated this cost to be $200-500. Funding would come from the Park Fund (205). The program could operate as a simple round-up to the next dollar amount, which would require no updates to the software. If approved, staff will advertise details of the program, indicating the ability to opt in to the program will be provided with November utility bills. Once a user opts-in their bill will automatically be rounded each month until such a time that the account closes or the account holder directs the city to remove them from the program.

Councilmember Coop commented that rounding up to the next dollar would not generate sufficient funds to make the program worthwhile; therefore, he is recommending the $5 increment.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 13-107 Adopting Policy for the Round-Up Program .ALL VOTED AYE. MOTION CARRIED.

9. ADMINISTRATION.

9.1. Upcoming Meetings.

1. Cablevision, 4:15 p.m., Monday, September 23.
2. Park Board, 5:00 p.m., Monday, September 23.
3. Council Work Session, 6:30 p.m., Monday, September 23.
4. Public Safety, 4:30 p.m., Wednesday, October 2.
5. City Council, 6:00 p.m., Monday, October 7.
6. Public Works, 11:00 a.m., Wednesday, October 8.

The Council was reminded of the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmember Schneider, second by Councilmember Coop, to adjourn at 6:28 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary