

**BELLE PLAINE CITY COUNCIL
WORK SESSION
OCTOBER 4, 2021**

1. CALL TO ORDER. 1.1. ROLL CALL.

A Work Session of the Belle Plaine City Council met on Monday, October 4, 2021 at 6:42 PM in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were Mayor Meyer and Councilmembers LeMieux, Coop and Krings. Councilmember Chard was not present.

Also present were City Administrator Meyer, Finance Director Jirik, Public Works Superintendent Fahey, Community Development Director Smith Strack, Police Chief Stier, Assistant Public Works Superintendent Otto and City Attorney Vose.

2. APPROVAL OF AGENDA.

Mayor Meyer added item 3.4. Public Works Update and City Administrator Meyer added item 3.5. Food and Music Dates for 2022.

MOTION by Councilmember Krings, second by Councilmember LeMieux, to approve the agenda with the additions of 3.4 and 3.5. ALL VOTED AYE. MOTION CARRIED.

3. DISCUSSION ITEMS.

3.1. Peddlers, Solicitors, and Transient Merchants: code, application and fee update.

City Administrator Meyer explained with the influx of peddlers permits in 2021 staff have reviewed the process and found a few minor changes. Meyer reviewed the Peddlers, Solicitors and Transient Merchants City Code, application updates and proposed fee as proposed in the packet. Meyer explained surrounding cities code was also reviewed and documented in the proposal. Meyer noted specifically a change of one applicant per application will help the City with processing as employees have been proven to move from one company to the next. Meyer explained after review of surrounding cities fees, a slight increase to the fee is proposed which includes the \$5.00 photo id. Meyer noted City Attorney Vose requested minor language changes including adding "or" in-between the Chief of Police and City Administrator Code language.

City Attorney Vose explained E. should read Receives more than 5 documented complaints.

Mayor Meyer inquired if the fee would be adequate. City Administrator Meyer noted staff have suggested a minimum of \$45.00 which will help cover staff cost along with the reduction of one applicant per application.

Councilmember LeMieux suggested round the fee up to \$50.00. Councilmember Krings suggested the fee to be set at \$100.00 which includes one ID and one applicant per application and adjust the ending time to 7:00 PM for going door to door.

Councilmember Coop supports the fee at \$100.00 and inquired if uninvited guests trip and hurt self on private property is that fall under the homeowner liability. City Administrator Meyer suggested homeowners would need to contact their insurance to quote coverage. Coop inquired what the penalty to not following the code is. Police Chief Stier explained the penalty would fall under a petty misdemeanor. Stier explained trespassing cannot be filed unless the homeowner verbally requests the person to leave the property. Meyer explained complaints will be dealt with the company and failure to comply will result in revocation of permit and applicant or company could be unable to reapply for up to a year.

It was the consensus of the Council to move forward with the Peddlers, Solicitors and Transient Merchants City Code, application a fee update with the suggested changes noted.

3.2. Mobile Food Unit: code, application and fee.

City Administrator Meyer explained mobile food units previously applied for a license under the Peddlers permit. Meyer explained separating the code language and application will help food vendors and staff collect necessary information. Meyer explained after reviewing surrounding community's code language, applications and fees staff are proposing no fee increase to continue to encourage food truck events.

Mayor Meyer recalled the EDA working with a local vendor in 2017 to develop code language. Meyer inquired how the City will avoid permanent locations of mobile food units. Community Development Director Smith Strack explained language includes a 21 day limit along with if vendor is not in the unit the unit must be removed from the street.

It was the consensus of the Council to move forward with the Mobile Food Unit City Code language, proposed application and fee of \$25.00.

3.3. Tree Trimming application update.

City Administrator Meyer reviewed the proposed Tree Trimming application update. Meyer explained the minor updates to the application are proposed to align with City Code.

City Attorney Vose explained insurance levels need to be adjusted to match up with the City's liability insurance. City Administrator Meyer explained staff will review all code to address changes with generalized language so as to not have to go back and update code when the legislature code changes.

It was the consensus of the Council to move forward with the Tree Trimming application update.

3.4. Public Works Update.

Public Works Superintendent Fahey requested the Council consider extending his retirement date up to a year. Fahey explained after discussions with staff and Assistant Public Works Superintendent Otto it is clear staff are not up to date on key items and lawsuit information. Fahey explained it is not fair to Otto to leave before training is complete.

Council discussed timelines, licensures, budget, and current deficiency areas.

City Administrator Meyer explained the department was not fully staffed until the last hire which now allows for Otto to spend more time learning the administrative part of the position. Meyer explained if approved goals and mile markers will be put in place to allow for a smooth transition.

It was the consensus of the Council to move forward with the hiring of a replacement Public Works Superintendent to shadow for up to one year.

3.5. Food and Music Dates for 2022.

City Administrator Meyer explained staff propose Wednesday dates in June 1, 15 & 29, July 13 & 27 and August 10 & 24 for the Food and Music in 2022 with a finale night on Friday, September 23. It was the consensus of the Council to move forward with advertising the dates for 2022.

Councilmember LeMieux explained a fundraising event is being planned for Fire Chief Two Brian Siekman on December 4.

4. ADJOURN.

MOTION by Councilmember LeMieux second by Councilmember Krings, to close the Work Session at 7:31 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary