

**BELLE PLAINE CITY COUNCIL
REGULAR MEETING
DECEMBER 4, 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 on Monday, December 4, 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, Cary Coop, and Theresa McDaniel present.

Also present were Interim City Administrator Dawn Meyer, Community Development Director Cynthia Smith Strack, Public Works Superintendent Al Fahey, City Engineer Joe Duncan and Police Chief Tom Stolee. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

Mayor Meyer added Employee Recognition to the agenda.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve the agenda with the addition of Employee Recognition. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of November 20, 2017.

4.2. Closed Session Minutes Attorney-Client Privilege of November 20, 2017.

4.3. Work Session Minutes of November 20, 2017.

4.4. Closed Personnel Meeting of November 20, 2017.

4.5. Resolution 17-139 Accept Cash Donation from BP Festivals and Events for Dog Park.

4.6. Resolution 17-141 Designation of 2018 Polling Place.

4.7. Hiring Part-time Police Officer Matthew Williams.

4.8. Resolution 17-144 Authorize the Mayor and Interim City Administrator to enter into an agreement with State of Minnesota for Trunk Highway 169 Detour. Agreement MnDOT Contract No. 1029134.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the consent agenda as follows: 4.1. Regular Session Minutes of November 20, 2017, 4.2. Closed Session Minutes Attorney-Client Privilege of November 20, 2017, 4.3. Work Session Minutes of November 20, 2017, 4.4. Closed Personnel Meeting of November 20, 2017, 4.5. Resolution 17-139 Accept Cash Donation from BP Festivals and Events for Dog Park, 4.6. Resolution 17-141 Designation of 2018 Polling Place, 4.7. Hiring Part-time Police Officer Matthew Williams, 4.8. Resolution 17-144 Authorize the Mayor and Interim City Administrator to enter into an agreement with State of Minnesota for Trunk Highway 169 Detour. Agreement MnDOT Contract No. 1029134. ALL VOTED AYE. MOTION CARRIED.

Employee Recognition.

Mayor Meyer recognized 30 years of service to the City of Belle Plaine by Pat Krings and announced a declaration of December 20, 2017 as Patricia Krings day. She will be retiring from her position as the City Administrative Assistant on December 31, 2017. Mayor Meyer also presented Krings with the "key to the City" and honor given to few trusted and treasured friends of the City.

Ms. Krings thanked Mayor Meyer, Council and Staff for this honor.

5. DEPARTMENT REPORTS.

5.1. Public Works Department.

Public Works Superintendent Al Fahey was 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.

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

6. PUBLIC HEARINGS –

6.1. Ordinance 17-13, Amend Fees. The City Council will consider public comment on proposed Ordinance 17-13, amending Section 108.00 of the City Code by amending the City's fee schedule. Proposed changes include, but not limited to: public works equipment use, water and sewer utility, building permit, street light, special sessions, park dedication and administrative fees.

- a) Adopt Ordinance 17-13, amending Section 108.00 of the City Code by amending the City's fee schedule.**
- b) Resolution 17-138 authorizing summary publication of Ordinance 17-13.**

Interim City Administrator Meyer explained a public hearing has been scheduled and the City Council will accept public comment on proposed Ordinance 17-13, Amending Chapter 1, Section 108, by Amending the City's Fee Schedule. The water and sewer rates have been adjusted per the approved Utility Rate Study and other fees have been reviewed and updated to reflect necessary changes based on City expenses. The following is a summary of the proposed changes:

- Increase in the Public Works Department use of equipment and operator to reflect increases in wages. These fees are used for reimbursement from FEMA.
- Increase in water and sewer utility fees per the updated rate study approved during the September 18, 2017 City Council meeting. For an average residential user, this will equate to an increase from 2017 for sewer and water usage of 4% and a base rate increase of 2%. There are also increases in the irrigation water and street light rates.
- Change in administration fees, copies and faxes are now only for reimbursement purposes and no longer for customer services.
- Adjustments in development related fees for Park Land Dedication from a flat fee to a 10% of the Estimated Market Value fee at the time of platting fee.
- Various Permit Fees.

Mayor Meyer opened the public hearing at 6:39 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to close the public hearing at 6:39 p.m. ALL VOTED AYE. MOTION CARRIED.

6.1.1. Adoption of Ordinance 17-13 Pertaining to Fees.

MOTION by Councilmember Coop, second by Councilmember Stier, to adopt Ordinance 17-13 Pertaining to Fees. ALL VOTED AYE. MOTION CARRIED.

6.1.2. Resolution 17-138 Authorizing Summary Publication of Ordinance 17-13.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 17-138 Authorizing Summary Publication of Ordinance 17-13. ALL VOTED AYE. MOTION CARRIED.

7. BUSINESS.

7.1. Presentation of Claims.

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

7.2. Resolution 17-142 Approving A Building Official Mentorship Services Contract with the City of New Prague and Authorizing the Mayor and City Administrator to Execute the Agreement.

Community Development Director Smith Strack explained the extension of a conditional offer of employment to an appropriately credentialed Building Official candidate. Mentorship is recommended for the candidate as a means of securing a Municipal Delegation Agreement from DOLI for building code administration on public buildings and state licensed facilities. The City of New Prague as a good neighbor has agreed to collaborate with the City of Belle Plaine for mentoring services. Staff recommends contracting with the City of New Prague to provide up to three (3) hours of mentoring per week for one (1) year with an option to extend the mentorship contract an additional six (6) months. Staff envisions the potential employee's probationary period would be commensurate with the mentorship term.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 17-142 Approving A Building Official Mentorship Services Contract with the City of New Prague and Authorizing the Mayor and City Administrator to Execute the Agreement. ALL VOTED AYE. MOTION CARRIED.

7.3. Resolution 17-140 Adopting Final 2018 Budget and Levy.

Interim City Administrator Meyer presented Resolution 17-140 Adopting Final 2018 Budget and Levy explaining the City Council held a budget meeting in November to address the 2018 Budget and Levy. Discussion included proposed cuts in the General Fund (101) Budget and Levy of \$18,000. The proposed cuts are due to newly hired staff replacing outgoing staff, with wages lower than projected. The Fee schedule, utility rates, proposed personnel changes and the overall Budget and Levy were also discussed. The 2018 Proposed Final Budget and Levy includes an \$18,000 reduction in the General Fund (101). Council was provided with the 2017/2018 Levy Comparison and updated tax impact. Meyer explained the City is required to adopt the Final Budget and Levy on or before December 28, 2017.

Councilmember McDaniel suggested leaving the \$18,000 in cuts in the budget as a line item under City Administrator wages leaving room for a higher paid Administrator. Interim City Administrator Meyer explained currently the City has budgeted an incoming City Administrator in steps 4-6. If the Council hires over step 6 it would result in a general fund spend down.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 17-140 Adopting Final 2018 Budget and Levy. Councilmembers Meyer, Chard and Stier VOTED AYE. Councilmembers Coop and McDaniel VOTED NAY. MOTION CARRIED.

7.4. Schedule Date for Interviews with Candidates for City Administration Position.

Interim City Administrator Meyer explained Springsted Waters has contacted the city to request setting up a time for City Administrator interviews. Springsted Waters suggests either setting aside one full day or two partial days for the interview process. Staff is looking for Council's availability on or around January 8, 2018. Meyer explained on December 18, 2017 Springsted Waters will present to council in full meeting criteria videos from candidates picked by Springsted Waters.

Council consensus is to have full day interview scheduled for Monday, January 8, 2018 using Tuesday, January 9, 2018 as a backup day.

8. ADMINISTRATION.

Upcoming Meetings.

- 1. Conflict of Interest Training, 5:00 PM, Monday, December 11.**
- 2. EDA Meeting, 6:00 PM, Monday, December 11.**
- 3. Planning Commission, 6:30 PM, Monday, December 11.**
- 4. Public Safety, 4:30 PM, Tuesday, December 12**
- 5. Public Works, 9:00 AM, Thursday, December 14.**
- 6. Park Board, 5:00 PM, Monday, December 18.**
- 7. City Council, 6:30 PM, Monday, December 18.**

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,

Renee Eyrich
Recording Secretary