

**BELLE PLAINE CITY COUNCIL
REGULAR MEETING
DECEMBER 18, 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 18, 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 and Police Chief Tom Stolee. City Attorney Bob Vose and City Engineer Joe Duncan were not present. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

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

4. APPROVAL OF CONSENT AGENDA.

- 4.1. Regular Session Minutes of December 4, 2017.**
- 4.2. Work Session Minutes of December 4, 2017.**
- 4.3. Truth and Taxation Minutes of December 4, 2017**
- 4.4. Resolution 17-147 Appointing James Tiegs as Building Official.**
- 4.5. Resolution 17-149 Authorize Advertisement for full-time Police Officer Position (New 2018 Position).**
- 4.6. Resolution 17-150 Approving Terms of a ROSE Loan to Cory and Sarah Czepa, Operating as Live 2 B Healthy, for a Structure at 321 Walnut Street South.**
- 4.7. Resolution 17-151 Approving An \$84,000 Loan from the EDA Revolving Loan Fund to Cory and Sarah Czepa (Live 2 B Healthy) Doing Business As Natural Fitness.**
- 4.8. Accept the Retirement of Ronald Benck, Belle Plaine Firefighter.**
- 4.9. Accept the Retirement of Troy Otto, Belle Plaine Firefighter.**
- 4.10. Resolution 17-153 Appointing Ice Rink Attendant Olivia Turmes.**
- 4.11. Authorize Purchase of a Squad Car.**
- 4.12. Schedule Interviews for Commission Candidates.**
- 4.13. Resolution 17-155 Authorize MOU between the City of Belle Plaine, MN Critter Getters and Carver/Scott Humane Society.**
- 4.14. Resolution 17-154 Approve Assignment of Interim Use Permit Agreement from DG Minnesota CSG 4, LLC to DG Minnesota CSG, LLC.**
- 4.15. Resolution 17-156 Calling the 2010A G.O. Improvement Refunding Bonds.**
- 4.16. Resolution 17-157 Authorizing Continued Waiver Agreement between the City and Ridgeview Health Campus Regarding Deferment of Water and Sewer Connection.**
- 4.17. Resolution 17-158 Authorizing Agreement with City and the State of Minnesota Acting Through Its Commissioner of Transportation "MnDOT."**

MOTION by Councilmember Coop, second by Councilmember McDaniel, to approve the consent agenda as follows: 4.1. Regular Session Minutes of December 4, 2017; 4.2. Work Session Minutes of December 4, 2017; 4.3. Truth and Taxation Minutes of December 4, 2017; 4.4. Resolution 17-147 Appointing James Tiegs as Building Official; 4.5. Resolution 17-149 Authorize Advertisement for full-time Police Officer

Position (New 2018 Position); 4.6. Resolution 17-150 Approving Terms of a ROSE Loan to Cory and Sarah Czepa, Operating as Live 2 B Healthy, for a Structure at 321 Walnut Street South; 4.7. Resolution 17-151 Approving an \$84,000 Loan from the EDA Revolving Loan Fund to Cory and Sarah Czepa (Live 2 B Healthy) Doing Business As Natural Fitness; 4.8. Accept the Retirement of Ronald Benck, Belle Plaine Firefighter; 4.9. Accept the Retirement of Troy Otto, Belle Plaine Firefighter; 4.10. Resolution 17-153 Appointing Ice Rink Attendant Olivia Turmes; 4.11. Authorize Purchase of a Squad Car; 4.12. Schedule Interviews for Commission Candidates; 4.13. Resolution 17-155 Authorize MOU between the City of Belle Plaine, MN Critter Getters and Carver/Scott Humane Society; 4.14. Resolution 17-154 Approve Assignment of Interim Use Permit Agreement from DG Minnesota CSG 4, LLC to DG Minnesota CSG, LLC; 4.15. Resolution 17-156 Calling the 2010A G.O. Improvement Refunding Bonds; 4.16. Resolution 17-157 Authorizing Continued Waiver Agreement between the City and Ridgeview Health Campus Regarding Deferment of Water and Sewer Connection; and 4.17. Resolution 17-158 Authorizing Agreement with City and the State of Minnesota Acting Through Its Commissioner of Transportation "MnDOT." ALL VOTED AYE. MOTION CARRIED.

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 Matt Stier was unable to attend. The Council acknowledged receipt of the Fire Department report.

5.3. Community Services Department.

Community Services Director Mindy Chevalier was present. The Council acknowledged receipt of the Community Services Department report.

5.4. Police Department.

Police Chief Tom Stolee was present. The Council acknowledged receipt of the Police Department report.

5.5. Community Development Department.

Community Development Director Cynthia Smith Strack was present. The Council acknowledged receipt of the Community Development Department report.

6. PUBLIC HEARINGS. None Scheduled.

7. BUSINESS.

7.1. Presentation of Claims.

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

7.2. Resolution 17-145 Adopting the Employee 2018 Wage and Salary Schedule.

Interim City Administrator Meyer explained that each year the Council approves the wages and salaries for all municipal employees for the upcoming year. The wages were discussed and set during the budgeting process that began in July. The recommendation for this year is a 3% COLA increase for non-

union employees and 3% COLA for union employees per contracts. Other wage changes include a pay increase for the videographer from \$30.00 to \$40.00 per meeting and part-time officers field training pay from \$12.00 per hour to \$14.00 per hour. The step increases that are scheduled for 2018 were included in the budgeting process.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 17-145 Adopting the Employee 2018 Wage and Salary Schedule. ALL VOTED AYE. MOTION CARRIED.

7.3. Resolution 17-148 Adopt job description and Authorizing Advertising to Seek Candidates for Public Works Office Assistant Position.

Interim City Administrator Meyer explained that at the December 4, 2017 Council meeting the 2018 Budget and Levy was passed. Included in the budget was the addition of an Office Assistant Public Works position. The Office Assistant Public Works position is newly established and was included in the long term Financial Plan. As previously discussed during the 2018 budget process, it was determined that the Office Assistant would relieve the Public Works Superintendent of clerical, secretarial, customer service and receptionist duties. The Office Assistant will serve as the back-up to the Utility Billing Clerk and provide support for the Public Works Department with inventory, ordering supplies, processing purchase orders, maintain vehicle records, coordinate products and services, track and monitor Federal, State, and local licenses, and assist with transport needs. The Office Assistant Public Works position has been reviewed and recommended by the City Council on December 4, 2017 and endorsed by the Public Works Committee on December 14, 2017.

Mayor Meyer inquired as to when the wage step is determined and how this position will be monitored. Interim City Administrator Meyer explained the wage will be determined at the time of appointment by the City Council. The wage scale currently exists for two other employees who serve as an Office Assistant (Finance and Community Development). Public Works Superintendent Fahey explained the Office Assistant will be assigned duties and will be supervised as to productivity.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to approve Resolution 17-148 Adopt Job Description and Authorizing Advertising to Seek Candidates for Public Works Office Assistant Position. ALL VOTED AYE. MOTION CARRIED.

7.4. Resolution 17-146 Authorize an Increase of Maximum Annual Paid Training Hours from 60 to 80 for Belle Plaine Fire Department.

Interim City Administrator Meyer explained the Belle Plaine Fire Department has included an increase of 20 hours for paid training in this year's budget. Total hours of paid training will not exceed 80 per calendar year per firefighter. On December 4, 2017 City Council passed the 2018 final budget which included the additional hours.

Councilmember Chard inquired about the status of current training hours. Councilmember Stier explained that training hours vary greatly year to year. Mayor Meyer explained the Fire Chief oversees the training schedule.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 17-146 Authorize an Increase of Maximum Annual Paid Training Hours from 60 to 80 for Belle Plaine Fire Department. ALL VOTED AYE. MOTION CARRIED.

7.5. Resolution 17-152 Conditionally Approving Administrative Subdivision 901 Court Street West.

Community Development Director Smith Strack explained that Eldina Eyrich has applied for a minor subdivision to split PID 200010230, two base lots under one address and PID. The split will enable sale of the south base lot, abutting State Street. Section 1207 of the Code provides for minor subdivision review. For parcels that are less than 10 acres, the City Council must authorize the split by resolution. Both

resulting parcels meet minimum lot area, width, and structural coverage requirements of the R-3 District. The survey illustrates a shed in the public ROW (alley). It is noted a total of five (5) detached accessory structures already exist on the proposed Tract 1. Several of the existing detached structures do not meet required setbacks. At their meeting on December 11, 2017, the Planning Commission reviewed the lot split and noted both resulting parcels meet the performance criteria of the underlying zoning classification. The Planning Commission recommended conditional approval.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to approve Resolution 17-152 Conditionally Approving Administrative Subdivision 901 Court Street West. ALL VOTED AYE. MOTION CARRIED.

8. ADMINISTRATION.

8.1. Upcoming Meetings.

- 1. Patricia Krings Day, Wednesday, December 20.**
- 2. Patricia Krings Retirement Open House, 3-5PM, Wednesday, December 20.**
- 3. City Offices Closed at Noon in Observance of Christmas, Friday, December 22.**
- 4. City Offices Closed in Observance of Christmas, Monday, December 25.**
- 5. City Offices Closed at Noon in Observance of New Year's, Friday, December 29.**
- 6. City Offices Closed in Observance of New Year's, Monday, January 1.**
- 7. Design Meeting, 5:15 PM, TUESDAY, January 2.**
- 8. City Council Meeting, 6:30 PM, TUESDAY, January 2.**
- 9. City Council Work Session, 6:45 PM, TUESDAY, January 2.**
- 10. City Administrator Interviews, Monday, January 8.**
- 11. Board and Commissions Interviews, 6PM, Wednesday, January 10.**

The Council was reminded of the upcoming meetings as listed.

Mayor Meyer, Community Services Director Mindy Chevalier and Community Development Director Cynthia Smith Strack, on behalf of the EDA and Planning Commission, extended their appreciation to Administrative Assistant Patricia Krings who will be retiring on December 31, 2017.

9. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Stier, to adjourn the Regular Session at 6:56 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary