

**BELLE PLAINE CITY COUNCIL
REGULAR SESSION
APRIL 7, 2008**

1. PLEDGE OF ALLEGIANCE.

Mayor Meger led those present in the Pledge of Allegiance.

2. CALL TO ORDER. 1.1. Roll Call.

The Belle Plaine City Council met in Regular Session on Monday, April 7, 2008 at 6:00 p.m. at the Government Center, 218 North Meridian Street, Belle Plaine, MN. Mayor Tom Meger called the meeting to order with Councilmembers Tim Lies, Dawn Underferth, Tim O'Laughlin, Jim Lange and Peter Anderly present.

Also present were City Administrator David Murphy, Community Development Director Trisha Rosenfeld, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, City Engineer Joe Duncan and City Attorney Bob Vose.

3. APPROVAL OF AGENDA.

MOTION by Councilmember O'Laughlin, second by Councilmember Lange, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of March 17, 2008.

4.2. Council Workshop Minutes of March 17, 2008.

4.3. Arbor Day Proclamation.

4.4. Resolution 08-036 Adopting Job Descriptions for Fire Chief, First Assistant Chief, Second Assistant Chief, and Lieutenant.

4.5. Resolution 08-038 Appointing Alex Hoff and Mark Reitz as Volunteer Firefighters with the Belle Plaine Fire Department.

MOTION by Councilmember O'Laughlin, second by Councilmember Anderly, to approve the consent agenda as follows: 4.1. Regular Session Minutes of March 17, 2008, 4.2. Council Workshop Minutes of March 17, 2008, 4.3. Arbor Day Proclamation, 4.4. Resolution 08-036 Adopting Job Descriptions for Fire Chief, First Assistant Chief, Second Assistant Chief, and Lieutenant, and 4.5. Resolution 08-038 Appointing Alex Hoff and Mark Reitz as Volunteer Firefighters with the Belle Plaine Fire Department.

5. VISITOR'S REQUEST – None Scheduled.

6. PUBLIC HEARINGS – None Scheduled.

7. BUSINESS.

7.1. Presentation of Claims.

7.1.1 Pay Request No. 7 for \$147,159.43 by Heselton Construction for the North Sanitary Sewer Project.

Councilmember O'Laughlin commented on the increased postage for the City's newsletter, The Bridge, and encouraged staff to prepare an efficient newsletter.

MOTION by Councilmember Lange, second by Councilmember Underferth, approve the Presentation of Claims and pay request No. 7 for \$147,159.43 by Heselton Construction for the North Sanitary Sewer Project. ALL VOTED AYE. MOTION CARRIED.

7.2. Authorizing Parking Signage near Chatfield Elementary School.

Mayor Meger referenced a memo dated April 7, 2008 from Police Chief Rost regarding parking signage at Chatfield Elementary School.

Police Chief Rost explained that there is a need for "NO PARKING" signs on Park Street and Market Street near Chatfield Elementary and the high school. The school officials are in agreement with the proposed signage. A drawing of the location of the signs was included with Chief Rost's memo.

Councilmember Lange inquired as to whether the 2-hour parking limit will be enforced. Chief Rost replied in the affirmative, explaining that the designated school officer will be enforcing the 2-hour parking limit.

MOTION by Councilmember Lies, second by Councilmember Underferth, to authorize the Police Chief and Public Works Department to proceed with the installation of "NO PARKING" signs near Chatfield Elementary and Belle Plaine High School as referenced in a memo dated March 19, 2008 from Police Chief Rost. ALL VOTED AYE. MOTION CARRIED.

7.3. Repair of Fire Department Pumper.

Mayor Meger referenced a memo dated April 7, 2008 from Fire Chief Randy Koepp regarding the replacement of the 1990 Pumper Truck Tank.

Fire Chief Koepp explained that the Belle Plaine Fire Department recently had the 1990 Pumper Truck inspected by Custom Fire and Apparatus because of leaking from the tank. After inspection, Custom Fire stated that the tank is not repairable and that it would be necessary to replace the tank. The estimated cost is between \$13,000 and not to exceed \$15,000. To purchase this truck today, the cost would be approximately \$325,000 to \$350,000. The remaining life expectancy of this truck is 10–15 years as it is not the primary pumper truck. The Fire Department requests Council to authorize this repair through Custom Fire.

MOTION by Councilmember Anderly, second by Councilmember Underferth, to authorize staff to proceed with the replacement of the tank on the 1990 Pumper Truck at a cost not to exceed \$15,000. ALL VOTED AYE. MOTION CARRIED.

7.4. Park Board - Michelle Gransee-Bowman – National Bike Summit Update.

Mayor Meger referenced a memo dated April 7, 2008 from City Administrator Murphy regarding the National Bike Summit update by Park Board Member Michelle Gransee-Bowman.

Mayor Meger welcomed Michelle Gransee-Bowman.

Michelle Gransee-Bowman provided a PowerPoint presentation on her recent trip to Washington, D.C., for the National Bike Summit. She explained the importance of creating a bicycle friendly community and safe streets for pedestrians and bicyclists and referenced the website, www.completestreets.org and other websites that provide additional details. Ms. Gransee-Bowman also referenced organizations that offer grants towards bike trails. Ms. Gransee-Bowman would like this information to be submitted to the Design Committee. She also informed the Council of the upcoming Minnesota Bike Summit on April 26, 2008 at Quality Bicycle Products, Bloomington, MN.

7.5. Resolution 08-035 Accepting Final Plans and Specifications for the 2008 Street Improvement Project and Authorizing Advertisement for Bids.

Mayor Meger referenced a memo dated April 7, 2008 from City Administrator Murphy regarding the 2008 Street Improvement Project.

City Administrator Murphy explained that the Public Works Committee discussed the street reconstruction needs for the 2008 project and directed the City Engineer to prepare a feasibility report. A feasibility report was completed and on November 19, 2007 and the Council received the report and called for a public hearing on the project. On December 17, 2007, the Council authorized the preparation of Final Plans and Specifications for the 2008 Street Improvement Project. The next step is for the Council to accept the final plans and specifications and authorize advertisement for bids.

City Engineer Duncan provided further details. He described the location of the proposed street reconstruction. Also included in the final plans and specifications are a trail extension along the 500 and 600 blocks of East Main Street and a recreation ice rink and cement pad for a shelter at Hickory Park. The bids will be opened on May 14, 2008. The enhancements requested by Alan Tholkes, property owner on the 100 block of North Chestnut Street, and the Chamber of Commerce will be considered at the time the Council awards the bid.

MOTION by Councilmember Anderly, second by Councilmember O'Laughlin, to approve Resolution 08-035 Accepting Final Plans and Specifications for the 2008 Street Improvement Project and Authorizing Advertisement for Bids. ALL VOTED AYE. MOTION CARRIED.

7.6. Resolution 08-037 Accepting Plans and Specifications for the 2008 Water Tower No. 1 Reconditioning Project and Authorizing Advertisement for Bids.

Mayor Meger referenced a memo dated April 7, 2008 from City Administrator Murphy regarding the 2008 Water Tower No. 1 Reconditioning Project.

City Administrator Murphy explained that the final plans and specifications for the 2008 Water Tower No. 1 Reconditioning project have been completed. The attached resolution accepts the plans and specifications and authorizes staff to advertise for bids.

City Engineer Duncan explained the proposed project includes the re-conditioning of Tower No. 1. The bid specs will list the components of the project and therefore, will not be a lump-sum bid. Bids will be received on May 14, 2008.

MOTION by Councilmember O'Laughlin, second by Councilmember Anderly, to approve Resolution 08-037 Accepting Plans and Specifications for the 2008 Water Tower No. 1 Reconditioning Project and Authorizing Advertisement for Bids. ALL VOTED AYE. MOTION CARRIED.

7.7. Authorizing Staff to Proceed with Submitting Request for Proposals for Architectural Services for Public Works Facility.

Mayor Meger referenced a memo dated April 7, 2008 from City Administrator Murphy regarding request for proposals for a public works facility.

City Administrator Murphy explained that the need for a new public works facility has been discussed for the last several years. The Capital Improvement Plan has the facility scheduled for 2008. The next step in the process is to hire an architect to provide a space needs analysis based on our current needs and our projected future needs as we have identified them. Once the space needs have been established, the architect will then design the facility to meet those needs in the most cost effective manner. The RFP requires all interested firms to provide a proposal of what it would cost to provide the services and an estimated cost of the planned improvements. The architect would also be required to provide a design for modifications to the existing public works facility to suit the needs of the City. The RFP would need to be back to the City for discussion by the Public Works Committee and recommendation to the City Council.

The Council discussed the due date of the proposals. City Engineer Duncan recommended at least 30 days. The Council concurred.

MOTION by Councilmember Lange, second by Councilmember Anderly, to authorize staff to proceed with submitting request for proposals for architectural services for a public works facility. ALL VOTED AYE. MOTION CARRIED.

7.8. Authorizing Advertisement for Bid of a Used Combination Sewer Cleaning Truck.

Mayor Meger referenced a memo dated April 7, 2008 from Public Works Superintendent Fahey regarding a sewer cleaning truck.

Public Works Superintendent Fahey explained that the Public Works Department is in need of a combination vacuum/jetter sewer cleaning truck and this equipment in the Capital Improvement Plan for purchase this year. The main use for this equipment is to jet clean and vacuum debris from sanitary and storm sewer systems. The Public Works Committee has met and discussed the purchase of this truck and recommends the Council to authorize advertisement for bids to purchase a reconditioned combination sewer cleaner, mounted on a single axle chassis with an automatic transmission, diesel engine. Further specifications were included in Public Works Superintendent Fahey's memo.

MOTION by Councilmember Lies, second by Councilmember Underferth, to authorize staff to prepare and advertise for bids for a remanufactured combination sewer cleaner truck with bid specifications as listed in Public Works Superintendent Fahey's memo dated April 7, 2008. ALL VOTED AYE. MOTION CARRIED.

7.9. Update on the Belle Plaine Rural Fire Protection Association.

Mayor Meger referenced a memo dated April 7, 2008 from City Administrator Murphy regarding the Belle Plaine Rural Fire Protection Association.

City Administrator Murphy explained that the City has received a response from James Koonst, Treasurer, John Murphy, Secretary, and John Nagel, President of the Belle Plaine Rural Fire Protection Association. The letter, dated March 27, 2008, referenced the Agreement between the City and the BPRFA and the Board members suggested a workshop meeting to further discuss and clarify issues and possibly changes to the current Agreement.

City Attorney Vose explained that the current Agreement has some vague language and it would be appropriate to clarify the language in the Agreement. He stated that the City may choose to terminate the Agreement, if it so chooses.

Finance Director Meyer explained the current financial status with the BPRFA.

Councilmember O'Laughlin explained that there are two issues: 1) the money currently owed to the City by BPRFA, and 2) terms of the Agreement, including the City's relationship with the BPRFA. He commented that no other cities operate with an arrangement such as that between the City and BPRFA. Councilmember Lange suggested dissolution of the Agreement. Councilmember Lies concurred with Councilmembers O'Laughlin and Lange, and commented that he does not want to jeopardize the rural service.

City Attorney Vose suggested that the City prepare a new contract and present it to the townships and the Belle Plaine Rural Fire Protection Association for their review and approval.

It was the consensus of the Council to authorize staff to proceed with the preparation of a draft Agreement between the City and the Belle Plaine Rural Fire Protection Association for Council review and approval.

Mayor Meger recessed the Regular Session at 7:04 p.m.

7.10. CLOSED SESSION - Discussion on property acquisition.

Mayor Meger announced the Closed Session at 7:11 p.m. with Councilmembers Tim Lies, Dawn Underferth, Tim O'Laughlin, Jim Lange and Peter Anderly present. Also present were City Administrator David Murphy, Community Development Director Trisha Rosenfeld, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, City Engineer Joe Duncan and City Attorney Bob Vose.

The purpose of the Closed Session was to discuss property acquisition.

MOTION by Councilmember Lies, second by Councilmember Underferth, to adjourn the Closed Session at 7:30 p.m. ALL VOTED AYE. MOTION CARRIED.

7.11. Reconvene Regular Session.

Mayor Meger reconvened the Regular Session at 7:31 p.m.

8. ADMINISTRATION.

8.1. Upcoming Meetings.

- 1. Design Committee Public Workshop, 6:00 p.m., Tuesday, April 8.**
- 2. Planning Commission, 6:00 p.m., Wednesday, April 9.**
- 3. EDA: Survey Goals 5:00 p.m., Meeting 5:30 p.m., City Council/EDA Joint Workshop 6:00 p.m.**
- 4. Council-Department Head Workshop, 7:00 a.m., Friday, April 18.**
- 5. Board of Review, 5:30 p.m., Monday, April 21.**
- 6. City Council, 6:00 p.m., Monday, April 21.**

8.2. Monthly Reports: Fire, Community Services, Public Works, Engineer, City Administrator.

The Council was reminded of the upcoming meetings as listed.

9. ADJOURN.

MOTION by Councilmember Lange, second by Councilmember Anderly, to adjourn at 7:32 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary