

**BELLE PLAINE CITY COUNCIL
REGULAR SESSION
JUNE 4, 2007**

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, June 4, 2007 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 Dawn Underferth, Tim O'Laughlin, and Jim Lange present. Councilmember Peter Anderly arrived at 6:18 p.m. and Councilmember Tim Lies arrived at 7:16 p.m.

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.

City Administrator Murphy advised that Dan Friedges has requested to be moved to the June 18th City Council agenda for his visitor's request regarding a fire bill appeal.

MOTION by Councilmember Lange, second by Councilmember Underferth, to approve the agenda with the removal of the fire bill appeal issue by Dan Friedges. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of May 21, 2007.

4.2. Authorizing the Cancellation of Animal Control Contract with 4-Paws.

4.3. Authorizing the Mayor and City Administrator to Execute Contract for Animal Control with Critter Getters.

4.4. Resolution 07-053 Parking Restrictions on South Street, MSA Route 112.

MOTION by Councilmember Underferth, second by Councilmember Lange, to approve the consent agenda as follows: 4.1. Regular Session Minutes of May 21, 2007, 4.2. Authorizing the Cancellation of Animal Control Contract with 4-Paws, 4.3. Authorizing the Mayor and City Administrator to Execute Contract for Animal Control with Critter Getters, and 4.4. Resolution 07-053 Parking Restrictions on South Street, MSA Route 112. ALL VOTED AYE. MOTION CARRIED.

5. Reports.

5.1. Fire Department.

Fire Chief Chris Meyer was present. The Council acknowledged receipt of the Fire Department report.

5.2. Community Services Department.

Community Services Director Nelson Ladd was present. The Council acknowledged receipt of the Community Services Department report.

5.3. Public Works Department.

Public Works Director Al Fahey was present and reported that he is awaiting a response from XCel Energy regarding the energizing of the river bridge lights. Mayor Meger thanked the Public Works crew for their assistance for the TH25 Interchange ribbon cutting ceremony that was held on June 1, 2007. The Council acknowledged receipt of the Public Works Department report.

5.4. Engineer Report.

City Engineer Joe Duncan was present. The Council acknowledged receipt of the Engineer Report.

5.5. City Administration Report.

City Administrator David Murphy was present and explained that he is checking with MnDOT regarding the possibility of installing lighted stop signs at CSAH 3. The Council acknowledged receipt of the City Administration report.

Councilmember Anderly arrived at 6:18 p.m.

CERTIFICATE OF APPRECIATION - John Levar, Planning Commission.

Mayor Meger presented John Levar a Certificate of Appreciation for his three years of service while serving as a commissioner and chair of the Planning Commission.

VISITORS REQUEST - Fire Bill Appeal - XCel Energy – Dave Pearson.

Mayor Meger welcomed Dave Pearson of XCel Energy.

Mr. Pearson first addressed the issue of the TH25 river bridge lighting. His understanding was that there was a fault with the underground wiring. Mr. Pearson stated he would investigate this issue and report back to staff.

Mr. Pearson asked the Council to reduce the fire bill of \$588.00 to \$250.00. He stated that he believes the amount of \$588.00 is excessive for a response to a transformer fire. Mr. Pearson explained that it is not XCel's policy to pay for fire calls and that Belle Plaine is the only city that charges the full amount for a service call.

Fire Chief Chris Meyer explained the City's position as it relates to the fire call. He noted that there was also a fire call from the State Bank of Belle Plaine due to smoke alarms sounding as a result of the transformer fire. Fire Chief Meyer and Finance Director Dawn Meyer recommended that the fire bill for XCel remain at the original billed amount of \$688.00.

It was the consensus of the Council to have the XCel Energy bill remain unchanged.

6. PUBLIC HEARINGS.

6.1. Renewal of On and Off Sale Intoxicating and 3.2% Liquor Licenses. The City Council will accept public input on the applications for new and renewal of the annual on and off sale intoxicating and 3.2% liquor licenses for 2007/2008.

Mayor Meger referenced a memo dated June 4, 2007 from City Administrator Murphy regarding the renewal of liquor licenses.

City Administrator Murphy explained that renewal applications have been received as listed in the memo. A public hearing has been scheduled accordingly. The Police Chief recommends approval of the licenses.

Mayor Meger opened the public hearing at 6:33 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Lange, second by Councilmember O'Laughlin, to close the public hearing at 6:34 p.m. ALL VOTED AYE. MOTION CARRIED.

Councilmember Lange inquired about the 2:00 a.m. licenses. Staff responded that the 2:00 a.m. renewal licenses are administered by the State and the renewal dates are based upon the date of application by the liquor establishments.

1. Resolution 07-052 Approving Renewal of the Annual On and Off Sale Intoxicating and 3.2% Liquor Licenses.

MOTION by Councilmember O'Laughlin, second by Councilmember Lange, to approve Resolution 07-052 Approving Renewal of the Annual On and Off Sale Intoxicating and 3.2% Liquor Licenses. ALL VOTED AYE. MOTION CARRIED.

7. BUSINESS.

7.1. Presentation of Claims.

1. Pay Request No. 8 by Chard Tiling for \$502,756.61 for 2006 West Commerce Drive Project.

MOTION by Councilmember Lange, second by Councilmember O'Laughlin, to approve the Presentation of Claims and Pay Request No. 8 by Chard Tiling for \$502,756.61 for 2006 West Commerce Drive Project. ALL VOTED AYE. MOTION CARRIED.

7.2. Resolution 07-032 Approving the Submittal of the 2007 Belle Plaine Comprehensive Plan to the Metropolitan Council.

Mayor Meger referenced a memo dated May 24, 2007 from Joanne Foust, Municipal Development Group, regarding the submittal of the 2007 Comprehensive Plan.

Ms. Foust explained that the 2007 Comprehensive Plan has been two years in the making and will guide the City's growth to the year 2030 with an estimated population growth from 6,000 to 19,000 and expansion from 3,300 acres to 6,200 acres. Since 2005, the Planning Commission has met monthly to discuss various components of the plan. In addition, public input on the plan was obtained through various methods. As a result of the public hearings and subsequent workshops, updates to the text of the plan were made to remove the proposed "Residential-Business Transition Area" for the Highway 25 corridor and portions of East Main Street. Also, the area near the CR 3/South Street was recommended to be guided as medium to high density residential, rather than highway commercial. The Devine family property north of South Street on the west boundary of the City was recommended to be guided as rural residential. The future land use map and ten other maps and text have been updated to reflect these changes. Ms. Foust also noted that the Park Board had recently discussed adding a trail along the Highway 25 corridor. The Planning Commission has not discussed this issue.

Councilmember O'Laughlin inquired as to whether the trail extension along the Highway 25 corridor should be included at this time. Community Development Director Rosenfeld and Ms. Foust recommended that a comprehensive plan amendment be adopted at a future date.

MOTION by Councilmember Anderly, second by Councilmember O'Laughlin, to approve Resolution 07-032 Approving the Submittal of the 2007 Belle Plaine Comprehensive Plan to the Metropolitan Council. ALL VOTED AYE. MOTION CARRIED.

7.3. Authorize the Purchase of a Grass Fire Rig for the Belle Plaine Fire Department.

Mayor Meger referenced a memo dated May 30, 2007 from Fire Chief Meyer regarding the purchase of a grass fire rig.

Fire Chief Meyer explained that the fire rig has been included on the City's capital improvement plan. This rig will replace a 1984 Chevrolet pickup truck.

A discussion followed on cost participation with the Rural Fire Association. Finance Director Meyer stated that she has not had contact with the Rural Fire Association regarding this purchase. Fire Chief Meyer explained that the rig was presented to the Rural Fire Association at the annual meeting held in November. It was the consensus of the Council to direct staff to contact the Rural Fire Association regarding the cost participation for the fire rig.

MOTION by Councilmember O'Laughlin, second by Councilmember Anderly, to authorize the purchase of a grass fire rig, equipment and graphics, at a cost not to exceed \$33,281.45 plus tax for the Belle Plaine Fire Department. ALL VOTED AYE. MOTION CARRIED.

7.4. Resolution 07-054 Approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2007 Street Improvement Project.

Mayor Meger referenced a memo dated June 4, 2007 from City Administrator Murphy regarding the 2007 Street Improvement Project.

City Administrator Murphy explained that Bolton and Menk has prepared final plans and specifications for the 2007 Street Improvement Project.

City Engineer Duncan explained that the bid opening will be held on July 5, 2007 with a construction start date after Bar-B-Q Days. South Street will be improved at a width of 36 feet and an upgrade to a concrete trail on the south side. Improvements to Hickory Park will also be included.

Councilmember Lange noted that a width of 36 feet may be too narrow for South Street.

MOTION by Councilmember O'Laughlin, second by Councilmember Lange, to approve Resolution 07-054 Approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2007 Street Improvement Project. ALL VOTED AYE. MOTION CARRIED.

The Council recessed at 6:58 p.m. and reconvened at 7:06 p.m.

Councilmember Lies arrived at 7:16 p.m.

7.5. Accepting Parastar Recommendation for Belle Plaine Ambulance Service.

Mayor Meger referenced the draft report of evaluation services for the Belle Plaine Ambulance Service as prepared by Parastar, Inc. Mayor Meger welcomed Mr. Greg Beauchemin and Mr. Jamey Baker of Parastar, Inc.

Mr. Beauchemin provided a brief overview of the study and its purpose. He explained the data gathering process. He stated that Parastar had spent two days and one evening interviewing staff and ambulance members regarding the Belle Plaine Ambulance Service. Mr. Baker provided further details of the report and referenced the concerns of the interviewees. He also noted that the City of Jordan is the key driver in providing Advance Life Support now and Belle Plaine still has shared ownership of the Jordan primary service area (PSA) as the BLS provider. Parastar's recommendation was for the City of Belle Plaine to pursue the necessary steps to secure a contractor for ALS level ambulance service and lease the PSA to that contractor.

Councilmember O'Laughlin made several comments and inquiries regarding Parastar's recommendation. He noted that it is Belle Plaine, not Jordan, what will determine ALS service for Jordan area. He also questioned the allocation of 75% of the billing clerk's time to the ambulance department as listed on Page 9 of the draft report. He also commented on the amount of funds listed for the ambulance association. Councilmember O'Laughlin stated that State law allows a minimum of only two emergency medical technicians and inquired about the impact for the financial projections that were listed in the draft report if three-person crews were identified. Councilmember O'Laughlin also noted that Parastar did an excellent job on reviewing the Belle Plaine Ambulance Service, but questioned whether accurate information was provided to Parastar in their evaluation.

Financial Director Meyer explained the purpose of the 75% of the billing clerk's time assigned to the ambulance service. She explained that the ratio was determined at the establishment of the billing clerk's position. Finance Director Meyer further explained that the employee does much more than just the ambulance billing. This individual oversees training and spends many hours assisting with the management of the ambulance service. She also noted that no other staff time is charged to the ambulance service. Adjustments may be made, if the Council believes it is warranted.

Mr. Baker stated that a two-person medical team was used for the financial projections in the subject report.

Mayor Meger stated that the draft Parastar report will be presented to the Ambulance Research Committee on June 6, 2007 and then will be presented to the members of the Ambulance Association.

MOTION by Councilmember O'Laughlin, second by Councilmember Underferth, to accept the recommendations as listed in the draft Parastar report dated June, 2007. ALL VOTED AYE. MOTION CARRIED.

7.6. Utility Rate Study.

Mayor Meger referenced a memo dated June 4, 2007 from Finance Director Meyer regarding a utility rate study.

Finance Director Meyer explained that at the financial workshop on May 17, 2007, the Council reviewed cash flows and the enterprise funds. It was recommended that staff obtain a quote for a full rate study of utilities by Ehlers and Associates. The cost for water, sanitary sewer and storm sewer studies was \$5,000 for each fund, for a total of \$15,000.

The Council reviewed the quotes.

MOTION by Councilmember Lange, second by Councilmember Underferth, to authorize a full rate study of water, sanitary sewer and storm sewer by Ehlers and Associates at a cost not to exceed \$15,000.00. ALL VOTED AYE. MOTION CARRIED.

7.7. City Council Meal Policy.

Mayor Meger referenced a memo dated June 4, 2007 from City Administrator Murphy regarding a meal policy for the City Council.

City Administrator Murphy explained that Councilmember O'Laughlin requested the City Council adopt a meal policy that would allow meals to be provided for Council workshop and training sessions. A draft policy was included with City Administrator Murphy's memo.

Councilmember O'Laughlin further explained that he has requested the City adopt a policy so that guidelines are in place regarding the provisions for meals.

It was the consensus of the Council to add the meal policy to the next City Council agenda for adoption.

8. ADMINISTRATION.

8.1. Upcoming Meetings.

- 1. Planning Commission, 6:00 p.m., Wednesday, June 6.**
- 2. EDA, 5:30 p.m., Monday, June 11.**
- 3. Council-Staff Workshop, 7:00 a.m., Friday, June 15.**
4. City Council 6:00 p.m., Monday, June 18.

The Council was reminded of the upcoming meetings as listed.

9. ADJOURN.

MOTION by Councilmember Underferth, second by Councilmember Lies, to adjourn at 7:35 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary