1. CALL TO ORDER

Mayor McDonald called the Regular Meeting of the Delano City Council/Economic Development Authority to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

2. ROLL CALL & APPROVAL OF AGENDA

Members Present: Joe McDonald, Mayor
Brad Hotchkiss, Council Member
Larry Bartels, Council Member
Marc Plese, Council Member

Member Absent: Holly Schrupp, Council Member

Also Present: Phil Kern, City Administrator
Marlene E. Kittock, City Clerk
Kent Torve, City Engineer
Alan Brixius, City Planner
Mark Johnson, City Attorney
Scott Dornfeld, Building Official
Tammy Matthees, Housing Director
Paula Bauman, Recorder

Motion Number (M-07-251) Motion by Brad Hotchkiss, seconded by Larry Bartels to approve the Agenda for the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 17, 2007 with the deletions of items 5F Approve Pay Request No. 9 for Knife River for 9th Street/Rockford Avenue Street Reconstruction Project; 8D Review plans for east side lift station and authorize bidding process; 8E Consider development agreement for Highland Ridge Third Addition; 8F Consider development agreement for Delano West Crossings. The addition of: 11A Review request from the Delano Area Chamber of Commerce; 13C Consider bids for concrete work on south ballfields at Central Park. Motion Carried 4-0.

3. MINUTES

A. Minutes of the Special Workshop of Tuesday, June 19, 2007.
Motion Number (M-07-252) Motion by Marc Plese, seconded by Brad Hotchkiss to approve the Minutes of the Special Workshop of Tuesday, June 19, 2007 as submitted. Motion Carried 4-0.

B. Summary Minutes of the Special Workshop of Tuesday, June 19, 2007 for publication in the Delano Eagle.

Motion Number (M-07-253) Motion by Larry Bartels, seconded by Marc Plese to approve the Summary Minutes of the Special Workshop of Tuesday, June 19, 2007 for publication in the Delano Eagle as submitted. Motion Carried 4-0.

4. SPEAKERS, PRESENTATIONS AND AWARDS

There was none.

5. CONSENT ITEMS

EDA:

A. Requesting a motion to approve contracting with H & S Seal Coating, Inc. for the seal coating of the Delano EDA/Crow River Villa parking lot.

B. Adopt Resolution (EDA-07-03) approving the adoption of a Procurement Policy for the Delano EDA/Crow River Villa.

City:

C. Approve removal of two stop signs for Franklin Avenue East at the 3rd Street intersection and Railroad Avenue East at the 3rd Street intersection.

D. Approve Anderson Trucking to clean up the property located at 228 Babcock Boulevard West.


F. Approve Pay Request No. 9 for Knife River for 9th Street/Rockford Avenue Street Reconstruction Project.
This item was removed from the Agenda.

G. Consider issuing a strong beer license to Three Crows on the River.

H. Approve step increase for Housing Coordinator.

I. Approve purchase of three 6000 PSI Cascade Bottles from Alex Air Apparatus, Inc.

Motion Number (M-07-254) Motion by Larry Bartels, seconded by Marc Plese to approve the Consent Items A, B, C, D, E, G, H and I as submitted. Motion Carried 4-0 by Roll Call Vote.

6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.

A. Consider purchase agreement and waiver of relocation benefits for 200 Babcock Boulevard West.

In the special meeting in June, Council authorized a purchase agreement for 200 Babcock Boulevard West. Staff presented the purchase agreement to the property owner; which then stated her intention to relocate the business within Delano or the Delano Area. As part of the relocation, the property owner has requested $10,000 to assist with her expenses. The property owner has also requested to carry over SAC/WAC credit (1 unit) in the event she decides to relocate within Delano. Staff has modified the relocation agreement to reflect these two items. Hotchkiss questioned paying the $10,000 relocation assistance if she's not going to relocate. Johnson discussed the relocation benefits.

Kern stated the property owner is requesting the opportunity to close soon and maintain a four-month leaseback arrangement allowing her adequate time to relocate. Kern stated the property owner believes she will be out by November 30, 2007. The property owner will be responsible for any liability.

Motion Number (M-07-255) Motion by Larry Bartels, seconded by Marc Plese to approve purchase agreement and waiver of relocation benefits for 200 Babcock Boulevard West. Motion Carried 4-0.

B. Adopt Ordinance O-07-05 amending Section 418.01 of the Delano City Code relating to the State Building Code.
Scott Dornfeld stated the Ordinance amending Section 418.01 of the Delano City Code relating to the State Building Code would allow the City to automatically update the City Code when the State updates theirs. The updates would be continual.

Motion Number (M-07-256) Motion by Brad Hotchkiss seconded by Larry Bartels to adopt Ordinance O-07-05 amending Section 418.01 of the Delano City Code relating to the State Building Code. Motion Carried 4-0 by Roll Call Vote.

7. CITY STRATEGY No. 2: Ensure the City’s financial stability.

A. Consider bids for sale of $1.5 million General Obligation Storm Water Revenue Bonds.

A representative from Springsted, Brenda Krueger stated the bond sale was successful. The City also received a rating upgrade. Ms. Krueger discussed the bond rating.

Motion Number (M-07-257) Motion by Larry Bartels, seconded by Marc Plese to adopt Resolution R-07-17 accepting proposal on the Competitive Negotiated Sale of $1,515,000 General Obligation Storm Water Revenue Bonds, Series 2007A and Pledging for the Security Thereof Net Revenues. Motion Carried 4-0 by Roll Call Vote.

8. CITY STRATEGY No. 3: Manage high quality growth consistent with the City’s Comprehensive Plan.

A. Consider request from United Properties, LLC for a variance to the Planned Unit Development/Conditional Use Permit Design Standards regarding signage for property located in Delano Crossings 1st Addition.

United Properties, LLC has requested approval of a comprehensive sign plan variance to allow additional square footage to their freestanding pylon sign at Delano Crossings. The Delano Planning Commission indicated they still wanted the Delano Crossings identification sign the largest; but to accommodate the expansion. The intent was never to advertise each tenant; but to establish the major anchors.

1. Adopt Resolution R-07-18 denying a variance to the comprehensive signage plan for the Delano Crossings PUD located at 1400 Babcock Boulevard East, within the City of Delano.
Motion Number (M-07-258) Motion by Larry Bartels, seconded by Brad Hotchkiss to adopt Resolution R-07-18 denying a variance to the comprehensive signage plan for the Delano Crossings PUD located at 1400 Babcock Boulevard East, within the City of Delano. Motion Carried 4-0 by Roll Call Vote.

2. Adopt Resolution R-07-19 approving a variance to the comprehensive signage plan for the Delano Crossings PUD located at 1400 Babcock Boulevard East, within the City of Delano.

Motion Number (M-07-259) Motion by Larry Bartels, seconded by Marc Plese to adopt Resolution R-07-19 approving a variance to the comprehensive signage plan for the Delano Crossings PUD located at 1400 Babcock Boulevard East, within the City of Delano. Motion Carried 4-0 by Roll Call Vote.

B. Consider request from Delano Development Partners, LLC for final plat approval of DC Ranch.

Delano Development Partners, LLC has submitted an application for final plat approval for D.C. Ranch. The developer seeks to create a single family residential development that emphasized compact ranch style homes with attached and detached carriage homes. Brixius discussed the street names and stated street signage should be installed at the expense of the developer and installed at the time of construction. Street lighting is subject to be approved by utilities. The final grading and drainage plans are subject to the review and approval by the City Engineer. These plans are subject to the conditions of the original preliminary plat and the following conditions: each single family structure must have a separate utility connection. Detached accessory buildings must have a separate utility connection. SAC charges will be determined at time of building permit.

Bartels questioned if an escrow agreement has been determined with 72nd Street. Kern stated a feasibility study has been done to define the costs; will be discussed at the next work session. The developer, Jeff Martineau, expressed his concerns with 72nd Street to the Council. Brixius recommended holding off on approval until all the issues are resolved.

Kern stated the special workshop regarding the Industrial Park and 72nd Street will be held on Tuesday, July 24, 2007.
MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, July 17, 2007
7:00 p.m.

1. Adopt Resolution approving Final Plat for the property known as DC Ranch, located at the intersection of 72nd Street and Davidson Avenue (future McKinley Parkway), within the City of Delano.

Motion Number (M-07-260) Motion by Brad Hotchkiss, seconded by Larry Bartels to extend the Final Plat approval for the property known as DC Ranch, located at the intersection of 72nd Street and Davidson Avenue (future McKinley Parkway), within the City of Delano, for 30 days. Motion Carried 4-0.

C. Consider annexation by Ordinance at the request of property owners according to State Statute, Section 414.033.

John and Valerie Donahue have submitted an annexation petition for two parcels of land adjacent to one another. The two parcels to be considered are 1.62 acres and 2.89 acres. The property is fully developed, which includes a commercial operation, no change in land use is being proposed. The applicant is interested in connecting to City utilities. The expense of utility connection shall be paid for by the applicant. At that time, all existing wells shall be properly capped per City and County regulations.

1. Conduct a Public Hearing for the consideration of an annexation request from the property owners, John and Valerie Donahue of certain property abutting the City of Delano.

Motion Number (M-07-261) Motion by Larry Bartels, seconded by Brad Hotchkiss to open the Public Hearing for the consideration of an annexation request from the property owners, John and Valerie Donahue for certain property abutting the City of Delano. Motion Carried 4-0.

Mayor McDonald called for public comment.

John Donahue stated he has been a member of the community for thirty-five years and has waited for this opportunity to upgrade sewer and water. Mr. Donahue discussed his interest in to be in the City and stated his appreciation towards City Staff.

Mayor McDonald called for public comment three times, no more was heard.

Motion Number (M-07-262) Motion by Larry Bartels, seconded by Marc Plese to close the Public Hearing. Motion Carried 4-0.

Staff is recommending approval contingent upon City Attorney’s review of Section 8.
2. Adopt Ordinance O-07-06 annexing certain property abutting the City of Delano.

Motion Number (M-07-263) Motion by Larry Bartels, seconded by Brad Hotchkiss to adopt Ordinance O-07-06 annexing certain property abutting the City of Delano. Motion Carried 4-0 by Roll Call Vote.

D. Review plans for East Side Lift Station and authorize bidding process.

This item was deleted from the Agenda.

E. Consider Development Agreement for Highland Ridge Third Addition.

This item was deleted from the Agenda.

F. Consider Development Agreement for Delano West Crossings.

This item was deleted from the Agenda.

9. CITY STRATEGY No. 4: Ensure a well-trained and productive workforce to meet the changes of the City.

There was none.

10. CITY STRATEGY No. 5: Increase accountability by measuring and evaluating service delivery.

There was none.

11. CITY STRATEGY No. 6: Continue to improve the City’s downtown.

A. Review request from the Delano Area Chamber of Commerce and Downtown Delano Business Group.

The Downtown Delano Business Group has requested $600 from the City to help pay for the signage put along Highway 12. The Downtown Delano Business Group has been working towards the beautification of the downtown - their next project is to install a banner on Bridge Street to welcome people to the downtown. Hotchkiss discussed his issue of the request for money after the signs have been installed; would like to know about the project before it happens. Council would like to have their input in the projects. McDonald stated
the City continually works to revitalize the downtown and stated it is important the Chamber and the City work together.

Motion Number (M-07-264) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve request from the Delano Area Chamber of Commerce and Downtown Delano Business Group to pay $600 towards signage on Highway 12 promoting Delano’s downtown. Motion Carried 4-0.

12. CITY STRATEGY No. 7: Encourage communication and ideas with residents and business owners.


   No discussion.

   B. Minutes of the Delano Fire Department Meeting of Thursday, June 14, 2007.

   No discussion.

   C. Minutes of the Delano Fire Department meeting of Thursday, July 12, 2007.

   No discussion.

13. OTHER BUSINESS

   A. Consider two requests from Vic Cossette of Anchor Marine Repair and National Sales and Leasing as follows:

      1. Administrative Conditional Use Permit for National Sales and Leasing, tenant of the southern building at 623 Babcock Boulevard.

In April of 2007, Vic Cossette applied for Rezoning, Conditional Use Permit/Planned Unit Development for more than one principal building and use on the parcel, a condition use permit for outside storage and sales. At that time, Mr. Cossette had not secured a lease. In Mid June Mr. Cossette informed Staff that he had secured a lease with National Sales and Leasing for a used vehicle car lot for the southern building. Staff signed s conditional use
permit to administratively allow for a used vehicle car lot at 623 Babcock Boulevard. The State of Minnesota Dealer’s Unit would not accept the Resolution adopted on April 17, 2007 due to no mention of National Sales and Leasing in the approved Resolution.

Motion Number (M-07-265) Motion by Brad Hotchkiss, seconded by Marc Plese to adopt Resolution R-07-20 approving Conditional Use Permit for National Sales and Leasing, Inc. for the property located at 4495 Highway 12, otherwise known as 623 Babcock Boulevard West, within the City of Delano (Vic Cossette/Anchor Marine). Motion Carried 4-0 by Roll Call Vote.

2. Consider a request from Vic Cossette for correction to a drainage issue on his site of 667 Babcock Boulevard.

Council stated this item will be discussed at the meeting in August.

No motion taken.

B. Accept resignation from John Beussman from the Delano Planning Commission.

Kern stated Beussman is in his second term with the Planning Commission; due to a new job he will be unable to continue. Joe McDonald thanked John for all his great work on the commission and stated he had enjoyed working with him. Council stated the position should be posted and interviewed.

No motion taken.

C. Consider bids for concrete work on south ballfields at Central Park.

The Planning Commission has recommended the City construct concrete pads under the seating areas and dugouts. The purpose of the pads is to provide a more maintainable and functional base in these high traffic areas. Staff solicited three quotes and received two bids. Drews Industries bid $12,498.56 including rebar and M & D Landscaping bid $16,440.31 including rebar.

Drews Industries is the low bidder and Staff recommends approval. Drews Industries assisted with the construction of the concessions stands and other concrete work at the High School Four Plex and has received good reviews.
Motion Number (M-07-266) Motion by Brad Hotchkiss, seconded by Marc Plese to approve Drews Industries bid of $12,498.56 for concrete work on south ballfields at Central Park. Motion Carried 4-0.

14. COMMUNICATION AND ANNOUNCEMENTS

There was none.

15. CLAIMS

A. City Claims

Motion Number (M-07-267) Motion by Brad Hotchkiss, seconded by Marc Plese to approve the City Claims in the amount of $914,282.63. Motion Carried 4-0.

B. EDA Claims

Motion Number (M-07-268) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve the EDA Claims in the amount of $10,934.52. Motion Carried 4-0.

16. ADJOURNMENT

Motion Number (M-07-269) Motion by Marc Plese, seconded by Joe McDonald to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 17, 2007.

There being no further business to discuss the Delano City Council/Economic Development Authority of Tuesday, July 17, 2007 was adjourned at 8:29 p.m.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula J. Bauman, Recorder