

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
November 17, 2009
7:00 PM**

1. CALL TO ORDER

Mayor Joe McDonald called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 17, 2009 to order at 7:03 PM.

PLEDGE OF ALLEGIANCE

2. ROLL CALL AND APPROVAL OF AGENDA

Members Present: Joe McDonald, Mayor
Holly Schrupp, Council Member
Larry Bartels, Council Member
Brad Hotchkiss, Council Member
Betsy Stolfa, Council Member

Also Present: Phil Kern, City Administrator
Marlene Kittock, City Clerk / AV Technician
Wendy Biel, Recorder

2. ROLL CALL AND APPROVAL OF AGENDA

Motion Number (M-09-278) Motion by Holly Schrupp, second by Betsy Stolfa to approve the Agenda for the City Council/Economic Development Authority meeting of Tuesday, November 17, 2009; Phil Kern added item 13A Update on the Bridge Avenue Project. Motion carried.

3. MINUTES

- A. Minutes from the Special Joint Workshop between City Council/Economic Development Authority and Delano, Water, Light and Power Commission of Monday, October 19, 2009.**
- B. Summary minutes from the Special Joint Workshop between City Council/Economic Development Authority and Delano, Water, Light and Power Commission of Monday, October 19, 2009 for publication in Delano Herald Journal.**
- C. Minutes from the Special Workshop of Tuesday, November 3, 2009.**
- D. Summary minutes from the Special Workshop of Tuesday, November 3, 2009 for publication in Delano Herald Journal.**

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Motion Number (M-09-279) Motion by Betsy Stolfa, second by Holly Schrupp to approve Minutes 3A, 3B, 3C and 3D as submitted. Motion Carried. Brad Hotchkiss abstained from Minutes 3A and 3B.

4. SPEAKERS, PRESENTATIONS AND AWARDS

5. CONSENT ITEMS

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the Council, City Staff or a person in attendance requests an item be removed from the Agenda.

EDA

- A. Motion to adopt RESOLUTION (R-09-33) approving the Implementation of a Delano EDA/Crow River Villa Procurement Policy dated November 17, 2009.**

CITY

- B. Review and approve bids for Bridge Avenue Aesthetic Improvements.**

Motion Number (M-09-280) Motion by Holly Schrupp, second by Betsy Stolfa to approve Resolution (R-09-33) approving the Implementation of a Delano EDA/Crow River Villa Procurement Policy dated November 17, 2009. Motion Carried by Roll Call Vote. Motion Carried approving bids for Bridge Avenue Aesthetic Improvements 4-0-1, Brad Hotchkiss abstaining.

- 6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.**
- 7. CITY STRATEGY No. 2: Ensure the City's financial stability.**
- 8. CITY STRATEGY No. 3: Manage high quality growth consistent with the City's Comprehensive Plan.**
 - A. Approve RESOLUTION (R-09-34) denying the Development Application for Minor Subdivision in accordance with the City Subdivision Ordinance Number O-03-06, Section 6, a Site and Plan Review in accordance with Subdivision 51.02, Subd F., Conditional Use Permit for Auto Repair Service in a B-2 Zoning District in accordance with 51.21 Subd D, text amendment to Section 51.21 Subd D. to allow for a Conditional Use Permit for an accessory outdoor storage to auto repair, a Conditional Use Permit to allow for placement of fill in excess of 400 cubic yards in accordance with 51.03 Subd J, and a Flood Plain Use Permit for placement of fill in**

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excess of 1000 cubic yards within a Flood Fringe Area in accordance with the City Flood Plain Ordinance Number O-06-08 Section 6 for the properties located at 49 Rockford Avenue West, and legally described as a parcel located within the unplatted lands of the City of Delano (PID Number 107500-114301).

Phil Kern reviewed the Resolution denying the Development Application for the construction of an auto repair facility located at 49 Rockford West. Previously the City had been working with Leland and Sons Auto Repair for a potential relocation to a city owned parcel; as part of this discussion the Shrodes had submitted an application that the City accepted in early August. Since this time, negotiations have stalled and Shrodes are no longer in discussion with the City regarding relocating their facility. Due to the amount of time and lack of response for further discussion, it is the Staff's recommendation to approve the Resolution denying the Development Application as submitted.

Betsy Stolfa questioned if there was anything preventing the applicant from re-applying; Kern answered no and that under State Law the City had to respond to the zoning request within 120 days and the recommendation is to deny the current application at this time.

Motion Number (M-09-281) Motion by Larry Bartels, second by Brad Hotchkiss to approve the Resolution (R-09-34) denying the Development Application for Minor Subdivision in accordance with the City Subdivision Ordinance Number O-03-06, Section 6, a Site and Plan Review in accordance with Subdivision 51.02, Subd F., Conditional Use Permit for Auto Repair Service in a B-2 Zoning District in accordance with 51.21 Subd D, text amendment to Section 51.21 Subd D. to allow for a Conditional Use Permit for an accessory outdoor storage to auto repair, a Conditional Use Permit to allow for placement of fill in excess of 400 cubic yards in accordance with 51.03 Subd J, and a Flood Plain Use Permit for placement of fill in excess of 1000 cubic yards within a Flood Fringe Area in accordance with the City Flood Plain Ordinance Number O-06-08 Section 6 for the properties located at 49 Rockford Avenue West, and legally described as a parcel located within the unplatted lands of the City of Delano (PID Number 107500-114301). Motion Carried by Roll Call Vote.

B. Review and approve a request from Schad Tracy Signs and True Value for an amendment to their Sign permit.

Phil Kern introduced a request from Chris Johnson with True Value to move their existing sign from the north elevation to the west elevation in order to increase visibility from eastbound traffic. The applicants are requesting an amendment to their sign permit, which originally did not allow for signage along the west elevation.

Kern reviewed three options offered by Alan Brixius: (1) approve the request as submitted, (2) request the applicant(s) follow procedure and bring application to Planning Committee for approval and then submit to Council for final approval, or (3) Council could deny request at this time.

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Larry Bartels felt option (2) was not necessary; that a decision could be made as a convenience to the applicant. Bartels questioned the original Planners Report regarding True Value signage. Kern explained that in May 2008 Council adopted Resolution R-08-15 that stated the tenant signage on the west side shall be controlled to mitigate light pollution/glare onto the potential hotel site to the west.

Brad Hotchkiss felt that if a hotel were placed to the west, the signage from True Value would not be an issue due to hotel rooms being designed to block outside light and glare through proper window treatments.

Betsy Stolfa reminded Council that Fantastic Sams has signage on the west elevation and there have been no complaints due to glare.

Bartels stated that the motion could contain a review option for the City in the future in the event the glare or light became a problem. Hotchkiss stated he didn't think that would be necessary.

Motion Number (M-09-282) Motion by Brad Hotchkiss, second by Betsy Stolfa to approve the request from Schad Tracy Signs and True Value for an amendment to their Sign permit.

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

A. Consider Utility Commission vacancy and applications from candidates.

Mayor McDonald opened discussion regarding the applications submitted for the Utility Commission. Betsy Stolfa requested the opportunity to interview candidates prior to making a recommendation. Mayor McDonald questioned whether notice had been posted; Kern assured Council that there had been a news release stating applicants would be reviewed by November 12, 2009.

Bartels suggested the council evaluate candidates with the annual process for all commissions and committees. Additional vacancies in other commissions could also be interviewed so commissions could have full membership by the start of the new year. Kern suggested the date of December 22, 2009 for potential candidate interviews. Council was encouraged by the potential to fill vacancies in 2010 on the Park and Recreation Commission (3 vacancies), Planning Commission (2 vacancies), Public Safety Commission (2 vacancies), Historic Preservation Committee (2 vacancies) and the Delano Water, Light and Power Commission (2 vacancies).

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

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11. **CITY STRATEGY No. 6: Continue to improve the City's downtown.**
12. **CITY STRATEGY No. 7: Encourage communication and ideas with residents and business owners.**
 - A. **Minutes of the Park and Recreation Committee from Wednesday, October 28, 2009.**
 - B. **Minutes of the Delano Fire Department from Thursday, November 12, 2009.**

No discussion or motion was made.

13. OTHER BUSINESS

Phil Kern updated Council on the Bridge Avenue project. The contractors have taken the original plans and utilized some artistic leniency in regards to the design of the monuments placed at the intersection of Bridge Avenue and Highway 12. Kern displayed the sketches detailing the slight change to the structures. The suggestion is to incorporate two additional granite "kickers" supporting the original monument leaning at a 55' angle off the center piece. This would then be a free standing structure thus not necessitating an attached foundation base as originally designed. Kern assured Council that the Engineer has thoroughly reviewed the presentation and has assured Staff of the safety and strength of the structure.

Brad Hotchkiss questioned whether this proposal necessitated additional base work; Kern noted that the base work had already been completed and was sufficient to support the change in design. Mayor McDonald verified that this change in structure does not affect the budget as previously submitted. He noted that this tombstone structure is even more significant, creating an artistic quality, which creates a symbol embodying that Delano, was once largest granite tombstone builders at one time.

Motion Number (M-09-283) Motion by Betsy Stolfa, second by Holly Schrupp to approve the concept as presented to Council. Motion Carried.

Larry Bartels re-affirmed that this structure has been reviewed and approved by the Engineer.

14. COMMUNICATIONS AND ANNOUNCEMENTS

15. CLAIMS

A. City Claims

Motion Number (M-09-284) Motion by Holly Schrupp, second by Betsy Stolfa to approve the City Claims in the amount of \$380,782.92.

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16. ADJOURNMENT

Motion Number (M-09-285) Motion by Holly Schrupp, seconded Betsy Stolfa to adjourn the regular meeting of the Delano City Council/Economic Development Authority Tuesday, November 17, 2009. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 17, 2009 was adjourned at 7:45 PM.

Joe McDonald, Mayor

Marlene Kittock, City Clerk

ATTEST:

Wendy Biel, Recorder