

**MINUTES  
CITY OF DELANO  
City Council/Economic Development Authority  
November 3, 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 3, 2009 to order at 7:05 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  
Brian Bloch, Finance Director  
Ernie Eden, Public Works Director  
Marlene Kittock, City Clerk / AV Technician  
Wendy Biel, Recorder

**Motion Number (M-09-267) Motion by Holly Schrupp, second by Brad Hotchkiss to approve the Agenda for the City Council/Economic Development Authority meeting of Tuesday, November 3, 2009; Phil Kern added item 13A Motion to approve quote from Szardesign for the design of the granite monuments as part of the Bridge Avenue project. Motion carried.**

**3. MINUTES**

**A. Minutes of the Regular City Council/Economic Development Authority of Tuesday, October 6, 2009.**

Mayor McDonald requested a revision clarifying his enthusiasm for improvements to the Barb King Inspiration Park and appreciated the donation from Landscape Structures

**B. Minutes of the Regular City Council/Economic Development Authority of Tuesday, October 20, 2009.**

**Motion Number (M-09-268) Motion by Betsy Stolfa, second by Holly Schrupp to approve Item 3A pending the correction noted by Mayor McDonald, and Item 3B as submitted. Motion Carried.**

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**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 approve the Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the 2<sup>nd</sup> Quarter of fiscal year 2009 – 2010.**

**CITY**

- B. Motion to approve the City of Delano's expenditure report and the Liquor Store Income Statement for quarter ended September 30, 2009.**
- C. Motion to authorize Pay Request No. 6 to Eagle Construction for \$101,775.62.**
- D. Motion to authorize the purchase of replacement computers for the Delano Fire Department and the Delano Senior Center.**

**Motion Number (M-09-269) Motion by Larry Bartels, seconded by Betsy Stolfa to approve Consent Items 5A, 5C and 5D as submitted. Harlan Lewis, 118 – 4<sup>th</sup> Street South, requested to further discuss Consent Item 5B. Motion Carried.**

Harlan Lewis asked for clarification about the Transfers Out under the City of Delano Liquor Store Income Statement. Brian Bloch explained that the Transfer Out of the Liquor Store had been previously used for financing park(s) expenses (i.e. City of Delano expenses accrued for Big Rock Park construction). Most recently, Bloch explained, when the levy's were capped by the State, these Transfers Out have gone into the General Fund to the assist with operational expenses.

**Motion Number (M-09-270) Motion by Holly Schrupp, second by Brad Hotchkiss to approve Consent Item 5B as submitted. Motion Carried.**

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

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**A. Consider installation of scoreboard at Dave Zitzloff field.**

Ernie Eden reviewed the proposal for the electrical installation and purchase of steel beams for scoreboard support; he also recapped the plan for spring 2010 installation of beams, concrete footings and the placement of scoreboard. The Delano Youth Baseball Association is donating \$10,000 with the balance being funded through the 2010 Capital Improvement Fund.

**Motion Number (M-09-271) Motion by Betsy Stolfa, second by Holly Schrupp to approve the funding and installation proposal for the scoreboard at Dave Zitzloff field. Motion Carried.**

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

**A. Adopt a RESOLUTION (R-09-31) establishing the sale date for the \$895,000.00 G.O. Refunding Bonds, Series 2009B.**

Brian Bloch introduced the Resolution establishing the sale date for the \$895,000.00 G.O. Refunding Bonds, Series 2009B. In 2008 the City authorized expenditures and financing for the Legacy of Delano, Tax Increment Financing (TIF) District No. 9. At that time, Staff and Council chose to finance the costs incurred through an interfund loan with the Sanitary Sewer Fund providing the financing. To take advantage of current low interest rates and to give the Sanitary Sewer Fund additional financial liquidity, Staff has investigated the possibility of refunding the interfund loan with a TIF Refunding Bond.

In addition the City is in a favorable position to refund the G.O. Improvement Bonds, series 2001A. The refunding of these bonds is expected to save the City approximately \$43,400 per year with a present value savings estimated to be \$25,240.

**Motion Number (M-09-272) Motion by Brad Hotchkiss, second by Betsy Stolfa to approve Resolution (R-09-31) establishing the sale date for the \$895,000.00 G.O. Refunding Bonds, Series 2009B. Motion Carried by Roll Call Vote.**

**B. Adopt a RESOLUTION (R-09-32) approving the certification of delinquent utility and other charges to the County Auditor for collection with real estate taxes in 2010.**

Brian Bloch presented a list of unpaid charges as of October 1, 2009 for the Council to consider placing on a tax roll for collection with real estate taxes in 2010. The delinquent charges consist of unpaid sanitary sewer and storm water charges in the about of \$141.13 and unpaid charges relating to City Code 801.01 regarding noxious weeds and rank growth vegetation in the amount of \$7,508.00.

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In addition \$14,748.23 of other charges relating to developer projects is included. Also included is a special assessment charge of \$2.15 per parcel that the County charges the City.

Discussion ensued between Staff and Council as to the procedure for notifying residents of charges. Staff explained that property owners were sent several notices indicating the amount due to the City. Mayor McDonald questioned the number of notices prior to assessing charges. Staff informed Council that residents currently receive up to 3 notices alerting them of code violations (i.e. noxious weeds and rank growth) and final action date that the City expects the situation(s) rectified. Brad Hotchkiss questioned the amount of time in between each notice and action date; staff informed him the average is 10 days. Council agreed to re-evaluate the current procedure between notifying property owners of violations and final action date.

**Motion Number (M-09-273) Motion by Holly Schrupp, second by Larry Bartels to approve Resolution (R-09-32) approving the certification of delinquent utility and other charges to the County Auditor for collection with real estate taxes in 2010; and requesting further discussion regarding current procedures for notifying property owners of pending violation(s) and action date(s). Motion Carried by Roll Call Vote.**

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

There was none.

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.**

There was none.

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

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- A. Minutes of the Delano Water, Light and Power Commission from Monday, September 21, 2009.**
- B. Minutes of the Planning Commission from Monday, October 12, 2009.**

No discussion or motion was made.

**13. OTHER BUSINESS**

- A. Consider quotes for completion of granite monument as part of the Bridge Avenue project.**

Phil Kern reviewed the two granite monuments at the intersection of Bridge Avenue and Highway 12. Kern reminded Council that the City would try to subcontract out portions of the project to minimize costs and more directly work with specific construction elements related to the design.

Dan Sjoldal, Outworks Design, is serving as the City's design consultant for this project. Sjoldal submitted two proposals providing design and construction work on the monuments; Szardesign submitted bid of \$15,750 is low bid. The granite slabs will be moved from the Yerigan property who also submitted a proposal of \$5,000 for lifting and removal of four granite slabs, transportation to the site, drilling of the granite to accommodate installation and erection at the finished location. The granite is being donated by the Yerigan Construction Company.

Staff is recommending approval of the Szardesign bid of \$15,750 and the Yerigan quote of \$5,000 for a total project cost of \$20,750; this amount is approximately 30% less than what was budgeted for this portion of the project.

**Motion Number (M-09-274) Motion by Betsy Stolfa, second by Holly Schrupp to approve the bid by Szardesign and quote from Yerigan for completion of the granite monuments as part of the Bridge Avenue project. Motion Carried.**

**14. COMMUNICATIONS AND ANNOUNCEMENTS**

**15. CLAIMS**

- A. City Claims**

**Motion Number (M-09-275) Motion by Brad Hotchkiss, second by Holly Schrupp to approve the City Claims in the amount of \$260,370.90. Motion carried.**

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**B. Claims List of the Delano EDA/Crow River Villa Apartments**

**Motion Number (M-09-276) Motion by Brad Hotchkiss, second by Holly Schrupp to approve the Delano EDA/Crow River Villa Apartments Claims List in the amount of \$17,943.05. Motion carried.**

**16. ADJOURNMENT**

**Motion Number (M-09-277) Motion by Betsy Stolfa, seconded Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority Tuesday, November 3, 2009. Motion Carried.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 3, 2009 was adjourned at 7:55 PM.

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Joe McDonald, Mayor

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Marlene Kittock, City Clerk

ATTEST:

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Wendy Biel, Recorder