

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
December 1, 2009
7:00 PM**

1. CALL TO ORDER

Holly Schrupp, Mayor Pro-tem, called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, December 1, 2009 to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

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

Members Absent: Joe McDonald, Mayor

Also Present: Phil Kern, City Administrator
Brian Bloch, Financial Director
Tammy Matthees, Housing Director
Marlene Kittock, City Clerk / AV Technician
Wendy Biel, Recorder

PLEDGE OF ALLEGIANCE

2. ROLL CALL AND APPROVAL OF AGENDA

Motion Number (M-09-290) Motion by Betsy Stolfa, second by Brad Hotchkiss to approve the Agenda for the City Council/Economic Development Authority meeting of Tuesday, December 1, 2009; Phil Kern added item 6B Motion to approve a snow shoveling contract for the Delano EDA/Crow River Villa Apartments. Motion carried.

3. MINUTES

- A. Minutes from the regular City Council/Economic Development Authority meeting from Tuesday, November 3, 2009.**
- B. Minutes from the regular City Council/Economic Development Authority meeting from Tuesday, November 17, 2009.**

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Motion Number (M-09-291) Motion by Brad Hotchkiss, second by Betsy Stolfa to approve Minutes 3A and 3B as submitted. Motion Carried.

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

CITY

- A. Motion to approve a three year contract for janitorial services beginning January 1, 2010 for the City Hall, Senior Center, Library, and Community Center.**

Phil Kern requested this item to be tabled, as requested by Mayor McDonald, for full Council review at a subsequent date. Staff will complete reference checks on all submitted bids and give a detailed comparison for final review and approval by Council on Tuesday, December 15, 2009.

Motion Number (M-09-292) Motion by Larry Bartels, second by Betsy Stolfa to table discussion on Consent Item 5B until the regular Council meeting on Tuesday, December 15, 2009. Motion Carried.

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

- A. Adopt RESOLUTION (R-09-34) accepting the bid and awarding the competitive sale of the \$895,000 G.O. Tax Increment and Improvement Refunding Bonds, Series 2009B.**

Brian Bloch reminded Council that 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

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give the Sanitary Sewer Fund additional financial liquidity, Staff investigated the possibility of refunding the interfund loan with a TIF Refunding Bond.

Doug Green with Sprinsted Inc. (City Financial Advisors) presented the results from the competitive bid. The Resolution (R-09-34) presented to Council, accepts the bid on the competitive sale of \$895,000 G.O. Tax Increment and Improvement Refunding Bonds, Series 2009B. The winning bid would go to Cronin & Company, Inc., Wachovia Bank N.A.

Motion Number (M-09-293) Motion by Brad Hotchkiss, second by Larry Bartels to adopt Resolution (R-09-34) accepting the bid and awarding the competitive sale of the \$895,000 G.O. Tax Increment and Improvement Refunding Bonds, Series 2009B. Motion Carried by Roll Call Vote.

B. Motion approving a snow shoveling contract for the Delano EDA/Crow River Villa Apartments.

Tammy Matthees introduced the request to approve the snow shoveling contract as submitted. Matthees reviewed three bids and noted a tenant who is interested in the snow shoveling of the sidewalk areas when an inch or more snow falls. Both the US Department of HUD and the USDA/Rural Development, encourages Housing Authorities to employ or contract with tenants whenever possible.

Larry Bartels questioned the private insurance submitted by the proposed contractors. Matthees noted that the tenant, who is low bid, does not carry workman's comp insurance; the other two submitted bid contractors do carry the aforementioned insurance.

Brad Hotchkiss also inquired into the City's liability should a resident get injured due to work completed by this tenant; as well as the City's liability should the tenant get injured while completing the task at hand. Phil Kern informed Council that initially liability would go to the person completing the snow removal, but without proper insurance coverage the City may also be held liable.

Betsy Stolfa questioned that should the low bidder acquire proper insurance, would this affect his submitted rate. Matthees was not sure if this tenant would be able to acquire the proper insurance as requested, but would inform the tenant of Council's request.

Council agreed that proper insurance coverage would have to be included with submitted bid(s); Council continued stating that approval of snow shoveling contract would be pending proper insurance coverage. Matthees will follow-up with Staff, reviewing necessary

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insurance requirements and then approve the contract to lowest bid with suitable qualifications.

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

There was none.

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.

- A. Minutes from the Delano Water, Light and Power Commission from Monday, October 19, 2009.**
- B. Minutes from the Joint Meeting from the Delano Water, Light and Power Commission and the City Council/Economic Development Authority from Monday, October 19, 2009.**
- C. Minutes from the Historical Preservation Advisory Committee from Monday, November 2, 2009.**

There was no discussion or motion made.

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13. OTHER BUSINESS

There was none.

14. COMMUNICATIONS AND ANNOUNCEMENTS

There was none.

15. CLAIMS

A. City Claims.

Brian Bloch informed Council that the City Claims were not available and would be submitted for Council approval on Tuesday, December 15, 2009.

16. ADJOURNMENT

Motion Number (M-09-294) Motion by Betsy Stolfa, second by Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority Tuesday, December 1, 2009. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, December 1, 2009 was adjourned at 7:30 PM.

Holly Schrupp, Mayor Pro-tem

Marlene Kittock, City Clerk

ATTEST:

Wendy Biel, Recorder