

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, March 16, 2010**  
**7:00 PM**

**1. CALL TO ORDER**

Mayor Pro-tem, Holly Schrupp, called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 16, 2010 at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

**2. ROLL CALL AND APPROVAL OF AGENDA**

**Members Present:** Joe McDonald, Mayor (arrived at 7:10 pm)  
Holly Schrupp, Council Member  
Brad Hotchkiss, Council Member  
Larry Bartels, Council Member  
Betsy Stolfa, Council Member

**Members Absent:** None

**Also Present:** Phil Kern, City Administrator  
Mark Johnson, City Attorney  
Alan Brixius, City Planner  
Scott Dornfeld, Building Office  
Mark Davis, AV Technician  
Wendy Biel, Recorder

Phil Kern recommended adding 13B: Approval for the addition to the signature block of the CMMPA agreement.

**Motion Number (M-10-068) Motion by Betsy Stolfa, seconded by Larry Bartels to approve the Agenda for the Delano City Council/Economic Development Authority meeting of Tuesday, March 16, 2010 with the addition of 13B: Approval for the addition to the signature block of the CMMPA agreement. Motion Carried.**

**3. MINUTES**

There were none.

**4. SPEAKERS, PRESENTATIONS AND AWARDS**

There were none.

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**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 replacement of the carpeting in the Delano EDA/Crow River Villa apartment # 107.**

**CITY**

- B. Authorize Staff to seek quotes for the Delano Village Hall for reroof and fire suppression improvements.**

**Motion Number (M-10-069) Motion by Larry Bartels, seconded by Betsy Stolfa to approve Consent Items A and B as submitted. Motion Carried.**

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

There were none.

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

There were none.

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

- A. General discussion regarding the application received from the Crow River State Bank of Delano regarding a text amendment to the general performance and building materials of the City of Delano Zoning Code to the façade of the facility.**

Alan Brixius reviewed Crow River State Bank of Delano request to upgrade the look of their existing building located at 710 Babcock Blvd E by replacing the existing cedar channel board siding with a 24 gauge recycled metal (steel) covering. This property is located in a B2 General Business District which restricts the exterior wall façade to 10% for materials "non-listed" such as requested by the

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applicant. During the Planning Commission meeting, Brixius explained they had discussed the potential of recycled metal (steel) covering exceeding the 10% standard, and may encroach up to 37% on the south side wall façade. Therefore, their request does not meet the ordinance requirement and thus required Crow River State Bank to submit an application for a variance to the exterior building materials ordinance.

Aesthetically, Larry Bartels stated that their request would not dramatically alter the appearance of the building. Council agreed to discuss this variance request on an individual basis and not as an alteration to the entire ordinance. Brixius reminded Council that this request does not meet the hardship standards and could be taking an existing conforming situation and making it non-conforming.

Brixius offered the option of counting all portions of the building above the roof deck as “roof” and only count that portion of metal finish below the roof as “wall.” This would accommodate the Crow River State Bank’s request without a major variance. Council agreed to the Planner’s definition of roof and directed Staff to follow-up with the applicant.

There was no motion made at this time.

**B. Preliminary discussion regarding the installation of second sheet of ice for the DASA Ice Arena.**

Alan Brixius reviewed the concept plan presented to the Planning Commission (PC) to install a second sheet of ice for the DASA Ice Arena. Brixius outlined some of the physical improvements that the PC would require for the project to precede further.

(1) Parking and Circulation

Future site plans should address the on-site parking; the Hockey Association and School District should discuss the need for additional parking and who would be responsible for the costs. If it is determined a parking lot should be provided south of the existing arena, then a drive aisle of at least 24’ wide would need to be included accommodating fire access. This fire access would need signage stating “No parking, Fire Lane.”

(2) Utilities

The proposed lobby addition will cross an existing watermain, this water main must be ended before reaching the lobby to provide water service to the new addition. If the building is going to be sprinkled then two separate water connections will be required.

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The water main under the proposed building must be abandoned. If a utility easement exists over this pipe the easement must be vacated to accommodate the building.

The hydrant south of the proposed building and the sanitary sewer servicing the proposed building will have specific requirements.

The new addition would require payment for one SAC charge and one WAC charge.

(3) Drainage

The City requires a drainage plan submitted.

(4) Fire Protection

The Hockey Association would work with Scott Dornfeld, Building Official, for fire proofing options.

(5) Landscaping

Due to construction, any existing trees that need to be removed should be transplanted along the west side of the building to break up the view from Rebecca Park Estates.

Holly Schrupp questioned by relocating the existing outdoor practice rink to the same location as the open skate rink, what would be the future plan for the open skate and warming house. Council also agreed that the parking situation would need to be addressed. Larry Bartels and Mayor McDonald stated that there is overflow parking issues currently during school hours, during sporting events the lack of available parking is more acute.

There was no motion made at this time.

**C. Preliminary discussion regarding the Pawn Shop Ordinance Amendments.**

Alan Brixius reminded Council approximately one year ago they discussed the issue of pawn shops within the City. Due to pawn shops' perceived association with criminal activity, cities are often wary of these businesses; however through business licensing and computerized reporting with law enforcement agencies, pawn shop reputations are improving. Brixius also reviewed Staff's comparison of Albertville Pawn Shop Ordinance and St. Michael Pawn Shop Ordinance.

Council discussed possible locations for a pawn shop, examined Delano's B2 General Business District zoning, security, capabilities of recording each item, and working with Wright County Sheriff's Department for daily transaction reporting.

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There was no motion made at this time.

9. **CITY STRATEGY No. 4: Ensure a well-trained and productive workforce to meet the changes of the City.**
10. **CITY STRATEGY No. 5: Increase accountability by measuring and evaluating service delivery.**
  - A. Consider and accept Decision Resource Community Survey.

Phil Kern introduced Bill Morris and Peter Leatherman from Decision Recourses, who was contracted to conduct a survey to determine how the City was doing in service provision, policy direction and overall quality of life. Mr. Morris recapped the phone survey conducted between January 17 and February 6, 2010, they had recorded data from over 400 calls and mentioned the average interview took 29 minutes; however 13% of polled residents stayed on the phone over an hour.

Mr. Morris's presented their findings and emphasized that Delano ranked as one of the highest in comparison to other surveys conducted throughout the metro area. Although full disclosure of the 2010 Residential Study is available on the city website at [www.delano.mn.us](http://www.delano.mn.us), specific highlights are:

- ✓ 91% responded as good to excellent for quality of life in Delano;
- ✓ The top three responses as to what is liked most about Delano were: 43% appreciated the small-town feel, 15% was due to schools and 11% was because of the "friendly people";
- ✓ 85% considered Delano to be "home";
- ✓ 65% supported public funding for continued downtown growth;
- ✓ 77% were in favor of a big box store with 37% supporting Target and 24% supporting Wal-Mart;
- ✓ Fire Protection ranked as the highest for quality city services at 91%; recycling pick-up and park maintenance second and third respectively.

Mayor McDonald, Council and Staff were very grateful to all the residents that took time to go through the survey. Council and Staff will continue to use the survey results throughout the year to improve the way the City does business and to meet the needs of the City residents.

**B. Update from Scott Dornfeld, Building Official.**

Scott Dornfeld, City of Delano Building Official, reviewed permits issued, new construction valuation, permit revenue from 2008 and 2009 as well as upcoming projects for 2010. Dornfeld explained that even though there was a significant decrease in new construction valuation between 2008 and 2009, homeowners notably had increased the amount of finished basements, re-roof, re-side, replacing windows and doors and commercial tenant remodeling/improvements. He continued by assuring

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Council that the permit revenue also remained consistent between 2008 and 2009 due to the increase in residential and commercial improvements.

Dornfeld explained the development of e-permit applications and electronic plan submittal as a current project in process to be available to residents and contractors mid 2010.

Larry Bartels asked if Dornfeld was aware of any abandoned homes; Dornfeld affirmed Council he was working with DMU of any terminated utilities and then inspecting for occupancy. Mayor McDonald questioned the number of inspections per project; Dornfeld explained that depending on the type of project, the inspections could range from 2 to 12 times for basic improvements. However, new construction and commercial projects could increase the number of inspections from 20 to 40 plus.

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

There were none.

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

- A. Minutes of the Planning Commission from February 8, 2010.**
- B. Minutes of the Park & Recreation Committee from February 24, 2010.**

There was no discussion or motion made.

**13. OTHER BUSINESS**

- A. Update on flood conditions.**
  - 1. Resolution (R-10-02) request for advance measures assistance; that the U.S. Army Corps of Engineers be requested to furnish assistance in flood emergency preparation and in flood fighting and rescue operations.**
  - 2. Resolution (R-10-03) request to furnish assistance in flood fighting and rescue operations.**

Phil Kern recapped that the National Weather Service forecasted the Crow River to crest at 19.5' between Friday, March 19<sup>th</sup> and Saturday, March 20<sup>th</sup>. Last week, Staff and volunteers had begun implementing the flood emergency prevention plan by sandbagging around the east side of the Xcel building on Bridge Avenue as well as River Street South by the new Highway 12 Bridge.

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The main concern at this time is for potential ice jams and ice dams which can easily accumulate along bends in the river, fallen trees and under bridges. Should the projected crest rise further, Staff is requesting approval of two resolutions, (1) Request for Advance Measures Assistance and (2) Request for Flood Emergency Assistance. Both resolutions consist of the construction of emergency levees for flood protection. If approved, work may also include post floods response assistance from the U.S. Army Corps of Engineers' Flood Engineer. Work performed by Government will not exceed funds appropriated for emergency response and allocated to the emergency efforts covered by the Cooperation Agreement between the Government and Public Sponsor (City of Delano).

Council continued discussing with Staff and Mark Johnson the ramifications of potential damage(s) to property(s) due to rising flood waters. Council agreed to approve both resolutions, however leaving leniency pending Johnson's final review of both resolutions no later than the morning of Thursday, March 18, 2010. Staff felt additional flood prevention construction would depend on the forecast March 18, 2010 and approval of these resolutions insure the city and other agencies needed to work on private party is in the best interest of public safety.

If any road closures became necessary, Staff alerted Council that the County has already given their full support to implement traffic detours.

**Motion Number (M-10-070) Motion by Betsy Stolfa, second by Holly Schrupp to approve Resolution (R-10-02) request for advance measures assistance; that the U.S. Army Corps of Engineers be requested to furnish assistance in flood emergency preparation and in flood fighting and rescue operations. Motion carried by Roll Call Vote.**

**Motion Number (M-10-071) Motion by Brad Hotchkiss, second by Larry Bartels to approve Resolution (R-10-03) request to furnish assistance in flood fighting and rescue operations. Motion carried by Roll Call Vote.**

**B. Approval for the addition to the signature block of the CMMPA agreement.**

Mark Johnson introduced the reconfiguration of the signature block for the City of Delano and the Delano Water, Light and Power Commission. Johnson also noted the request for two locations in the signature block to cover the eventuality that either the Delano Water, Light and Power Commission is disbanded under the procedures in Chapter 412 of the Minnesota Statutes or in the situation where the utility might be sold, albeit the Fourth Restatement of the Agency Agreement permits such a sale along with elimination of the five year notice period.

**Motion Number (M-10-072) Motion by Larry Bartels, second by Holly Schrupp to approve the addition to the signature block of the CMMPA agreement. Motion carried by Roll Call Vote.**

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**14. COMMUNICATIONS AND ANNOUNCEMENTS**

Chuck Keyes, Wastewater Treatment Plant Manger, appealed to all residents and business to not put sump pump discharge through the sanitary sewer. Keyes notified Council of the significant increase in wastewater and the plant was handling this increase with much success; he also notified residents that it was illegal to discharge water from sump pumps into the sanitary sewer systems.

**15. CLAIMS**

**A. City Claims**

**Motion Number (M-10-073) Motion by Betsy Stolfa, second by Brad Hotchkiss to approve City Claims in the amount of \$306,663.66.**

**16. ADJOURNMENT**

**Motion Number (M-10-074) Motion by Holly Schrupp, seconded by Brad Hotchkiss to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 16, 2010. Motion Carried.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 16, 2010 was adjourned at 9:00 PM.

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Joe McDonald, Mayor

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Marlene E. Kittock, City Clerk

ATTEST:

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Wendy Biel, Recorder