

MINUTES
CITY OF DELANO
SPECIAL WORKSHOP
City Council/Economic Development Authority
Tuesday, January 26, 2010
6:00 PM

1. CALL TO ORDER

Mayor McDonald called the special workshop of the Delano City Council/Economic Development Authority of Tuesday, January 26, 2010 to order at 6:02 PM.

2. ROLL CALL

Members Present: Joe McDonald, Mayor
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
Marlene E. Kittock, City Clerk
Vince Vander Top, City Engineer
Carol Plocher, Librarian
Jeff Vanderlinde, Remax Realtor
Paula Bauman, Recorder

3. SPECIAL ORDER OF BUSINESS

A. Discuss Rivertown Rowhomes.

Jeff Vanderlinde discussed the Rivertown Rowhomes and the real estate market in Delano. Discussion included current listings of townhomes within Delano, new listings and closed listings, average sales price and internet search results for Vanderlinde's internet site showing homes listed. Council discussed the Rowhomes listed for sale and discussed current list price.

Harlan Lewis, 118 4th Street South, suggested contacting potential buyers and gave the suggestion of larger companies using the Rowhome for a corporate rental. Council discussed marketing options which included listing on Craig's List and making a video or commercial using the units. Council also discussed giving Juke Box Restaurant brochures to hand out to their patrons.

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B. Discuss Delano Library.

Marlene E. Kittock stated the State Bank of Delano has vacated the area previously rented within the Delano Public Library facility and staff is requesting the space be modified to allow for additional office space and miscellaneous storage. Currently the librarian's office space is located in a small cubicle in the story room which has proven to be inefficient. Various materials are also stored behind the circulation desk making this area very congested. Because of lack of storage, items with non-public data are also stored behind the circulation desk. These items could be accessed by the public which makes this an issue of compliance with the Data Privacy Act. The Administrative Office in City Hall is also in need of a cold storage area for retiring files and many permanent files. Current storage of these items are currently in the Public Works Building. Because this area is not secure and run the risk of being damaged – Staff has been looking to relocate those boxes. Staff is requesting remodeling the area which was previously rented by the State Bank to be used by the Library for additional office and storage space. Staff is then requesting moving the cold storage area from the Public Works Department to the basement of the Library. This area is locked from the public. Carol Plocher indicated there may be funds available from the Friends of the Library to assist with the remodeling.

Motion Number (M-10-025) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the expansion of the Delano Public Library without funding from the City of Delano. Motion Carried.

The following items were discussed out of order as posted on the original Agenda. Items are listed in order of discussion.

E. Discuss 2011 Street Improvement Plan.

Vince Vander Top discussed the proposed street improvement plan; stating a street reconstruction project will be completed every three years with the first project starting in 2011. Staff is recommending doing a draft feasibility study for the 2011 project area this spring. The purpose of the report would be to 1) define the project scope and estimated costs; 2) understand feasibility from a cost standpoint and budget impacts; 3) allow Public Works and Delano Municipal Utilities adequate time over the summer to evaluate the existing infrastructure in the project area and proposed work. 4) Provide time and flexibility to review and adjust assessment policy prior to the initial neighborhood meeting and public hearing; 5) begin to meet Chapter 429 assessment requirements. Vince discussed the

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proposed schedule for the 2011 project. Council discussed the proposed construction area for 2011.

D. Discuss Street Improvement Assessment Policy.

Kern stated the purpose of the Assessment Policy is to establish a fair and equitable manner of assessing the increased in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes which provides that all or a part of the costs of improvements may be assessed against benefit properties. Three criteria must be satisfied before a particular parcel can be assessed and are as follows: 1) The land must have received special benefit from the improvement. 2) The amount of the assessment must not exceed the special benefit. 3) The assessment must be uniform in relation to the same class of property within the assessment area. Kern gave a sample breakdown of assessable properties.

Hotchkiss stated some areas don't have sidewalks and questioned if they should be constructed to keep the area consistent. Kern discussed the subdivision code where in certain areas there is one sidewalk and two sidewalks.

Council discussed assessment procedures stating this is the best way to get improvements done without raising taxes. Discussion included special assessments for commercial properties stating they would pay 70% whereas homeowners would pay 50% of the assessment value. Schrupp questioned how long you have to pay for an assessment. Kern explained the assessment process as explained in the special assessment policies and procedures.

C. Discuss Northwest Industrial Park project.

Kern stated in recent weeks several entities interested in land for industrial development has contacted the City of Delano. Coinciding with the Council's goal to create additional jobs and develop a new industrial park, staff has outlined a work plan for the Northwest Industrial Park project. The goal would be to coordinate improvements to the available land, with the land carrying the related costs, and providing land opportunities to private developers at marketable costs. Kern discussed the steps the City needed to make to accomplish this goal which included the implementation of a feasibility study. This feasibility study would include an engineering assessment, planning assessment, financing plan and marketing. Kern discussed the Bolton and Menk study done a few years ago which is a good starting point; but believes more needs to be done. Council discussed funding for the project.

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Kern stated from a marketing standpoint the City Planner, Alan Brixius, has experience on previous projects with building layout and other areas. Stolfa suggested with this large of a project hiring someone who does this exclusively and has the expertise.

Council discussed and agreed to start a feasibility study which includes the engineering assessment, planning assessment and financing plan. No motion taken.

4. ADJOURNMENT

Motion Number (M-10-026) Motion by Betsy Stolfa, seconded by Holly Schrupp to adjourn the special workshop of the Delano City Council/Economic Development Authority of Tuesday, January 26, 2010. Motion Carried.

There being no further business to discuss the special workshop of the Delano City Council/Economic Development Authority of Tuesday, January 26, 2010 was adjourned at 7:30 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder