

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

**1. CALL TO ORDER**

Mayor McDonald called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 19, 2010 to order at 7:02 PM.

**PLEDGE OF ALLEGIANCE**

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

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

**Members Absent:** Holly Schrupp, Council Member

**Also Present:** Phil Kern, City Administrator  
Brian Bloch, Finance Director  
Ernie Eden, Public Works Director  
Tammy Matthees, Housing Director

**Motion Number (M-10-015) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve the Agenda of the Delano City Council/Economic Development Authority of Tuesday, January 19, 2010 as submitted. Motion Carried.**

**3. MINUTES**

- A. Minutes of the Special Workshop of Tuesday, January 5, 2010.**
- B. Summary Minutes of the Special Workshop of Tuesday, January 5, 2010 for publication in the Delano Herald Journal.**
- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, January 5, 2010.**

**Motion Number (M-10-016) Motion by Betsy Stolfa, seconded by Larry Bartels to approve Minutes 3A, 3B and 3C as submitted. Motion Carried.**

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

**4. SPEAKERS, PRESENTATIONS AND AWARDS**

There was none.

**5. CONSENT ITEMS**

**EDA:**

- A. Motion to approve the Operating Budget for FYE March 31, 2011 for the Delano EDA/Crow River Villa Apartments to be submitted on January 31, 2010.**

**CITY:**

- B. Motion to approve Change Order No. 1 to the construction for the East Side Stormwater Lift Station.**

**Motion Number (M-10-017) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve the Consent Items 5A and 5B as submitted. Motion Carried.**

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

- A. Consider improvements to the City of Delano's Off-site Backup/ Disaster Site Server; Onsite Backup/Failover Server; Application Server and/or System Documentation and Testing.**

Bloch stated Staff has recently discussed the City's information technology needs with Intrcomm Technology. Bloch reviewed the following:

**City's Offsite Backup/Disaster Site Server:** Due to the age of the hardware system the City currently has; the system has been periodically failing to successfully complete data backups for three locations where information is generated and stored. The offsite backup/disaster site server provides the City with a level of security that if our application server(s) would fail or be destroyed the City would be able to recover the data and would not have to regenerate data. Bloch stated this is a critical need and stated the cost would not exceed \$2,810.

**Onsite Backup/Failover Server:** The City currently does not have backup of the actual server configuration. Our current backup is duplicate data that is generated each day. In the event the application server would fail and without a backup of the server configuration it

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

would take a minimum of a couple of days to set up a new application server. With this onsite backup/failover server the City would be up and running within a substantially shorter time frame. Bloch stated this backup/failure server is recommended and the cost would not exceed \$4,250.

**Application Server:** The City's current application server has four drives. Two of these drives are three years old, another drive is four years old while the other drive is older than that. The remaining parts of the server are over eight years old. It is just a matter of time until a drive or some other component of the server fails to work. The City will then need to get replacement parts; this could result in possible downtime until the parts are installed and significant time to repair and configure the damaged server and loss data. Bloch stated this application server is recommended and cost would not exceed \$5,600.

**System Documentation and testing:** The City's current documentation of the City's current systems configuration is about a year old. This includes what hardware the City has and how it is set up; this documentation also includes a disaster recovery process. With the addition of the items discussed the City documentation would not be up to date. The last improvement would update the documentation and also include a "live" disaster test of the system. Bloch stated this item is optional and would not exceed \$3,000.

Bloch discussed funding for the upgrades - stating each year the City budgets \$3,000 to replace three to four computers per year. The computers purchased usually cost the City about \$2,000. The excess is used for servers, printers and other computer peripherals that are not included on the City's Capital Improvement Plan. In the past five years the City has purchased one new color printer at a cost of about \$3,000 that came out of these "extra" funds. These extra funds are what would be used to fund the improvements noted above.

**Motion Number (M-10-018) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve Off-site Backup/Disaster Site Server; Onsite Backup/Failover Server and Application Server. Motion Carried.**

**B. Motion to approve the replacement of the gas stoves with electric stoves in the Delano EDA/Crow River Villa.**

Tammy Matthees discussed the project and recommended approval of Fobbe Electric for both the sheetrock and electric. Matthees stated Council had approved an electrical contractor at the January 5, 2010 meeting. However, following the award of the bid, the chosen contractor has retracted his original bid because the original was not in compliance with the Davis Bacon Prevailing Wages that HUD requires for this grant. Grant funds will

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

pay for these improvements. McDonald stated the bids seem fair and both companies would be good to work with.

Stolfa questioned if the bids submitted where new bids and asked if the specs where clear. Matthees stated the contractors where asked to submit new bids and stated everyone had a contract when it was rebid.

McDonald inquired about the old stoves. Matthees stated the old stoves were put out for sale as requested by Council at the January 5 meeting; to date no one has inquired about the stoves.

**Motion Number (M-10-019) Motion by Larry Bartels, seconded by Brad Hotchkiss to reconsider the January 5, 2010 Motion Number (M-10-007) authorizing acceptance of bids and approval of a contract with Hayes Electric. Motion Carried.**

**Motion Number (M-10-020) Motion by Brad Hotchkiss, seconded by Larry Bartels to reject bids presented at the January 5, 2010 meeting – on the grounds that the bids were not comparable and did not meet contract specifications. Motion Carried.**

**Motion Number (M-10-021) Motion by Larry Bartels, seconded by Brad Hotchkiss to accept bids submitted January 19, 2010 and approve the low bid from Fobbe Electric for the electrical contract for the replacement of gas stoves in the Delano EDA/Crow River Villa. Motion Carried.**

**C. Update on Bridge Avenue Construction.**

Kern gave an update on the monuments installed on Bridge Avenue and Highway 12. Most of the work was completed last fall and is now at 70% finished. The contractor is currently working on the planter boxes and miscellaneous items. The two iron structures to be installed on the bridge have been galvanized and are waiting to be painted. Once they are painted they will be installed – which should be within the next few weeks.

The two monuments next to Highway 12 were placed in position in December and have yet to be completed. The monuments need to be etched and lettering will be put on in March and/or April of this year. Kern presented the drawings for the monuments and asked for any comments on the wording, lettering and style to see if there are any changes that Council would like to see done.

Kern gave details about the planters, monuments, benches, garbage receptacles, small planter boxes, steel monuments, iron work and concrete work. Stolfa questioned the progress of

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

work to be completed by the Dairy Queen area. Kern noted the work would be done around June which depends on when grading work on the east side of Highway 12 and between the river and the highway is done.

McDonald questioned the bindings on the monuments. Kern noted it was steel that was bent and fashioned around the stone. McDonald also questioned if Council would like to see anything put on the other stone in the three stone monuments. Council discussed the fireworks display. Stolfa stated that was considered by the aesthetics committee but didn't know if that would be something the City would like in the future, 25 or 50 years from now. Council stated that question should be on Facebook for comments from residents. McDonald suggested the City's incorporated date on the other stone. Stolfa stated that idea has merit but the two dates might make it confusing. Hotchkiss stated the artist might want the stones to be blank.

Mayor McDonald complimented the aesthetics committee for their work and the great look of the monuments.

Consensus of Council was to ask for input on the monument on the City website and Facebook. Stolfa questioned if the engraved part of the letters will be darkened – Kern stated Staff will find out. Stolfa then stated she personally liked the style of the lettering.

**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.**

**A. Discuss application for improvement to Ditch 34.**

Phil Kern gave a brief history regarding ditch 34 and how this problem came to the City's attention. Kern discussed the area on the map and stated the ditch provides the stormwater drainage for the entire area to be developed. The ditch flows water from the east and northwest to the North Fork of the Crow River Basin; through farm fields and agriculture areas approximately two miles west of the City. The County stated the ditch needs to be improved.

A public meeting was held in December; all property owners were invited to attend and were given information on the ditch. The general emphasis of the meeting was that we are all

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

here to work together – County, City and land owners. There were conflicting views on what needed to be fixed and what did not need to be fixed.

The County needs to approve or deny the City's application by the middle of February. The County has asked the City to delay the application or completely withdrawal until the snow melts. An option for the City would be not to delay or withdraw the application. Staff recommends extending the County's review time to May 1, 2010; providing the County with time after snow melt and keeps the process moving. Kern asked for comments from the Council.

**Motion Number (M-10-022) Motion by Larry Bartels, seconded by Brad Hotchkiss to extent the County's review time on Ditch 34 until May 1, 2010. Motion Carried.**

**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.**

**A. Update on Citizen Survey.**

Phil Kern discussed the purpose of the survey - stating the survey will measure the services the City provides. The survey was created by Decision Resources; which is the leading firm in surveys. Kern reviewed the draft survey with Council. Four hundred residents will be called and the surveys are to be started the week of January 25, 2010.

Kern expanded on why the survey results are needed. The Survey touches on the quality of life in Delano, quality of services and questions on current issues such as development projects and happenings within the community. Survey results would hopefully be completed in one week. The survey will take about ten to fifteen minutes to complete and once the data is submitted the City will make it available to the public.

Hotchkiss stated this survey is completely different than the one that was completed the prior week. This survey is a market study to determine what can be done to improve our retail market.

Harlan Lewis, 118 4<sup>th</sup> Street, questioned what the cost of the survey is. Kern stated it is \$15,000.

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

Kern noted the Chamber survey seemed to provide good feedback. Stolfa discussed businesses with good results from the survey. Kern stated the Dream Team contributed money towards the Chamber survey which also cost \$15,000.

Mayor McDonald asked residents to take their time and answer survey questions as this is time well spent. McDonald stated this is a chance for residents to have their voices be heard.

**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 of the Park and Recreation Committee from Wednesday, December 9, 2009.**

Stolfa asked Ernie Eden to give locations of the ice rinks. Eden stated the two ice rinks are located at Central Park and next to the enclosed rink on Tiger Drive.

**13. OTHER BUSINESS**

There was none.

**14. COMMUNICATIONS AND ANNOUNCEMENTS**

**A. Reschedule City Council/Economic Development Authority meeting from Tuesday, February 2, 2010 due to the State Precinct Caucuses.**

Kern noted the meeting can be changed to any date. Council discussed dates and consensus of Council was to reschedule the meeting for Thursday, February 4, 2010. No motion taken.

Ryan Gueningsman, Delano Herald Journal, noted the General Federated Women's Club (GFWC) announced the 2010 Delano Citizen of the Year is Steve Gilmer. The banquet is scheduled for Saturday, April 10, 2010 at the Delano Legion. Tickets can be purchased by the GFWC members.

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 19, 2010**  
**7:00 PM**

The fourth annual Delano Area Educational Foundation (DAEF) Gala will be held on Saturday, February 6, 2010 at 6:00 PM. The event will be held at Rockford Township Hall. Knights of Columbus of Delano will host a benefit at St. Mary of Czestochowa's church on Sunday, January 24 from 9AM to 12:00 Noon.

**15. CLAIMS**

**A. City Claims**

**Motion Number (M-10-023) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve the City Claims in the amount of \$1,195,567.07 as submitted. Motion Carried.**

**16. ADJOURNMENT**

**Motion Number (M-10-24) Motion by Holly Schrupp, seconded by Betsy Stolfa to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 19, 2010. Motion Carried.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 19, 2010 was adjourned at 8:14 PM.

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Joe McDonald, Mayor

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Marlene E. Kittock, City Clerk

ATTEST:

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Paula Bauman, Recorder