

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 5, 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 5, 2010 to order at 7:06 PM.

**PLEDGE OF ALLEGIANCE**

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

**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/AV Technician  
Tammy Matthees, Housing Director  
Scott Dornfeld, Building Official  
Luke Fischer, Asst. to the City Administrator  
Paula Bauman, Recorder

**Motion Number (M-10-004) Motion by Brad Hotchkiss, seconded by Holly Schrupp to approve the Agenda for the Delano City Council/Economic Development Authority meeting of Tuesday, January 5, 2010 as submitted. Motion Carried.**

**3. MINUTES**

- A. Minutes of the regular City Council/Economic Development Authority meeting from Tuesday, December 15, 2009.**
- B. Minutes of the Special Workshop of Tuesday, December 22, 2009.**
- C. Summary Minutes of the Special Workshop of Tuesday, December 22, 2009 for publication in the Delano Herald Journal.**

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**Motion Number (M-10-005) Motion by Brad Hotchkiss, seconded by Larry Bartels to approve Minutes 3A, 3B and 3C as submitted. Motion Carried with Betsy Stolfa abstaining from 3A and Joe McDonald abstaining from 3B and 3C.**

**4. SPEAKERS, PRESENTATIONS AND AWARDS**

There was none.

**5. CONSENT ITEMS**

**EDA:**

**A. Resolution (EDA-10-01) approving the implementation of a Delano EDA/Crow River Villa Capitalization Policy dated January 5, 2010.**

**1. Adopt Resolution (EDA-10-01) implementation the Delano EDA/Crow River Villa Capitalization Policy.**

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

**City:**

**C. Approve the official depository for the City of Delano.**

**D. Approve hiring Warming House Attendants.**

**Motion Number (M-10-006) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve Consent Items 5A, 5C and 5D. Motion Carried by Roll Call Vote.**

**5B. Motion to approve the replacement of the gas stoves with electric stoves for the Delano EDA/Crow River Villa.**

Betsy Stolfa questioned if residents would still have a fear of the gas stoves if replaced with new gas stoves and expressed concern regarding the cost of converting the units from gas to electric. Matthees stated most residents have anxiety using these stoves. Matthees continued to explain that some residents have turned the gas off completely; while others refuse to use the gas stoves for fear of the gas. Because of the legitimate safety issues; Matthees felt electric stoves would be more practical.

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Council discussed the disposal costs of \$10 for each stove and questioned Staff what could be done if someone would like to purchase the old stoves. Kern stated if the Council desires; a minimum price should be placed on these stoves and the sales should be approved by Council. Council stated if anyone wishes to purchase these stoves to contact Tammy Matthees at the Villa.

**Motion Number (M-10-007) Motion by Holly Schrupp, seconded by Brad Hotchkiss to approve the replacement of the gas stoves with electric stoves for the Delano EDA/Crow River Villa. Motion Carried.**

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

**A. Motion to approve Phil Kern and Marlene Kittock to serve as City Representatives on the SWC4 Cable Commission.**

Phil Kern stated this is an annual appointment for the SWC4 Cable Commission. Kern has been chair for the commission for the past three years and if for any reason he would be unable to make a meeting – Marlene Kittock would serve in his place.

**Motion Number (M-10-008) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve Phil Kern and Marlene Kittock to serve as City Representatives on the SWC4 Cable Commission. Motion Carried.**

Brad Hotchkiss stated if residents have concerns or complaints regarding Cable Channel 12 to speak with Phil or Marlene; who can bring these issues directly to the commission. Billing concerns should be directed to Charters Customer Service Department directly as City Staff cannot handle those types of issues.

**B. Consider Request for Proposals for Architectural Services for the Delano Village Hall.**

Luke Fischer stated the City was awarded a historic preservation grant from the Minnesota Historical Society to make improvements to the Delano Village Hall roof and add a fire suppression system. Staff sent out for proposals from a list of architects recommended by the Minnesota Historical Society. Two proposals for the project were received from MacDonald & Mack and Collaborative Design Group. The proposal required two primary outcomes: 1) prepare construction documents for the grant funded improvements and 2) prepare a conceptual design for future improvements at the site. All work must be completed by June 2010 to be eligible for funding; both firms ensured staff that the physical

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improvements can be finished before the deadline. MacDonald & Mack are the apparent low bidder for this project at \$16,700. Staff has met with the MacDonald & Mack and recommends approving this proposal. Council reviewed the proposals. Bartels voiced his concern regarding the timeline for construction stating he felt a lot of work needed to be done before the June deadline.

**Motion Number (M-10-009) Motion by Betsy Stolfa, seconded by Holly Schrupp to accept the proposal submitted from MacDonald & Mack Architects for architectural services for the Delano Village Hall. Motion Carried.**

Kern stated the Historic Preservation Society has three members that will sit on a subcommittee for this project and questioned if Council would like to participate. Council agreed that Holly Schrupp, Council Liaison for the Committee, will serve on the subcommittee. Bartels recommended the subcommittee meet more than one time per month; stating this project will involve a lot of work to finish before the deadline.

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

**A. Consider Ordinance and signage for vehicle brakes.**

Scott Dornfeld stated the City has received a number of complaints regarding the use of motorized brakes by semi-trucks on County and State Highways throughout town. Staff would recommend placing signage along Highway 12, County Road 16, County Road 17 and County Road 30. MnDOT has provided the City with information regarding placement of the signs along Highway 12. Signage along Highway 12 would cost approximately \$900 for installation. The County has agreed to post similar signage along County Roads.

Jerry Henning, 232 Buffalo Street, spoke with Council regarding the noise of the vehicles traveling along Highway 12. Mr. Henning stated the noise is so loud it rattles the windows in the winter and during the summer can be unbearable with the windows open. Stolfa questioned Mr. Henning if he supported the signage; stating the City would be required to pay approximately \$900 for each sign. Henning stated he would be willing to pay for the sign if the City cannot; while reaffirming the motor braking noise is that terrible. Hotchkiss stated he lives near Mr. Henning and agrees the vehicles are loud.

Bartels questioned if this is a violation to state law. Kern stated it is against state standards and is up to the local municipality to adopt and establish through the community. In order to adopt and establish within the community; it needs to be posted.

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Council discussed the Ordinance while discussing the high costs involved in the installation. McDonald stated he would like to see the signage along Highway 12; but suggested to wait on signing the County Roads.

Council questioned how Wright County will enforce the Ordinance. Stolfa suggested putting an orange flag on the new signage so it will be noticed.

**Motion Number (M-10-010) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to install signage at the entrances of the City along Highway 12 enforcing the Noise Ordinance. Motion Carried 4-1 with Holly Schrupp opposed.**

Holly Schrupp stated she believes the Ordinance will be hard to enforce.

1. **Adopt Ordinance (O-10-01) amending City Code Chapter 7 (Traffic and Parking) by adding Section 731.01 preventing loud and unnecessary noise and prohibiting the practice of Engine/Exhaust Braking (“Jake Braking”), providing penalties for the violation thereof and for other businesses.**

**Motion Number (M-10-011) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to adopt Ordinance O-10-01 amending City Code Chapter 7 (Traffic and Parking) by adding Section 731.01 preventing loud and unnecessary noise and prohibiting the practice of Engine/Exhaust Braking (“Jake Braking”), providing penalties for the violation thereof and for other businesses. Motion Carried 4-1 with Holly Schrupp opposed.**

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.

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**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 Delano Water, Light and Power Commission meeting from Thursday, November 17, 2009.**

No discussion or motion taken.

**B. Minutes of the Delano Water, Light and Power Commission meeting from Tuesday, December 8, 2009.**

No discussion or motion taken.

**13. OTHER BUSINESS**

**A. Announce appointments to Commissions and Committees.**

Mayor McDonald announced the new appointments which were done by Council at their Special Meeting on Tuesday, December 22. Delano Water, Light and Power Commission: Randy Keranen was reappointed and Joe Johnson was appointed to fill a vacant term on the Commission. Historic Preservation Committee: Brad Bruhn and Marla Frach were reappointed to the Committee. Park and Recreation Committee: Michael Lindquist and Heather Motzko were reappointed while Dan Menk was appointed to fill a vacant term on the Committee. Planning Commission: Howard Glas was reappointed and Amy Stewart was newly appointed to the Commission. Public Safety Commission: Scott Bohler and Shirleen Hoffman were newly appointed while Allen Rasmussen was appointed to fill a vacant term on the Commission.

Joe McDonald thanked everyone who applied for the Commissions and Committees and their willingness to serve.

**14. COMMUNICATIONS AND ANNOUNCEMENTS**

Council announced the following: \* Meat Raffle at Dave's Town Club and Doc Holiday's. \* Chamber is looking for nominations for Business of the Year. \* Omelet Breakfast at the Legion on Sunday, January 10, 2010.

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Phil Kern stated a market study will be done by a customer survey throughout the businesses in town. This survey will help the City promote businesses and look for new opportunities. Kern asked people to take a minute or two to complete the survey.

**15. CLAIMS**

**A. City Claims**

**Motion Number (M-10-012) Motion by Brad Hotchkiss, seconded by Holly Schrupp to approve the City Claims in the amount of \$401,457.60. Motion Carried.**

**B. EDA Claims**

**Motion Number (M-10-013) Motion by Holly Schrupp, seconded by Brad Hotchkiss to approve the EDA Claims in the amount of \$12,100.45. Motion Carried.**

**16. ADJOURNMENT**

**Motion Number (M-10-014) Motion by Betsy Stolfa, seconded by Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 5, 2010. Motion Carried.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 5, 2010 was adjourned at 8:00 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