

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, May 4, 2010
7:00 PM

1. CALL TO ORDER

Mayor McDonald called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 4, 2010 to order at 7:04 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
Vince Vander Top, City Engineer
Ernie Eden, Public Works Director
Marlene E. Kittock, City Clerk/AV Technician
Paula Bauman, Recorder

Phil Kern recommended removing item 13A: Attorney/Client Privilege: Discuss eminent domain action involving 226 Babcock Boulevard.

Motion Number (M-10-093) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the agenda for the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, May 4, 2010 with removing item 13A: Attorney/Client Privilege: Discuss eminent domain action involving 226 Babcock Boulevard. Motion Carried.

3. MINUTES

- A. Minutes of the Special Workshop of Tuesday, March 30, 2010.**
- B. Summary minutes of the special workshop of Tuesday, March 30, 2010 for publication in the Delano Herald Journal.**

Motion Number (M-10-094) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve items 3A and 3B as submitted. Motion Carried.

- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, April 6, 2010.**

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Motion Number (M-10-095) Motion by Holly Schrupp, seconded by Larry Bartels to approve the minutes of the regular City Council/Economic Development Authority meeting of Tuesday, April 6, 2010 as submitted. Motion Carried.

4. SPEAKERS, PRESENTATIONS AND AWARDS.

Mayor McDonald recognized Mr. Zerull's class in attendance and welcomed any questions the students may have.

A. Presentation of Service Recognition Awards to outgoing Commission members.

**Russell Lewis, Public Safety – 2006-2010
Paul Schmidt, Public Safety – 2009
Cary Smith, Public Safety – 2007-2009
Steve Williams, Planning Commission – 2000-2009
Donald Krueger, Public Safety – 2004-2009**

Mayor McDonald presented members of past commission recognition awards and thanked them for their dedication and loyalty to the City of Delano.

5. CONSENT ITEMS

EDA:

A. Motion to approve the replacement of the carpeting in the Delano EDA/Crow River Villa Apartment No. 402.

CITY:

B. Motion to approve final payment for the Delano Monument Project.

C. Motion to approve hiring part-time staff at Delano Wine and Spirits.

D. Motion to approve upgrade to the City's phone system.

E. Motion to authorize staff to collect bids for 2010 Seal Coat Project on targeted local streets.

F. Consider waiver of fees for Delano Library remodel project.

Motion Number (M-10-096) Motion by Larry Bartels, seconded by Betsy Stolfa to approve Consent Items 5A, 5B, 5C, 5E and 5F as submitted. Motion Carried.

5D. Motion to approve the upgrade to the City's phone system.

Joe McDonald gave a brief background on the current phone system stating the system has been dropping calls, calls have been lost and residents have not been able to reach

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employees. Kern stated the implementation of the upgrade would be immediate. The phone system was purchased in 2003 and had a bad hard drive which caused a crash in March of this year. Since the crash the phone system has repeatedly gone down. The phone system is something the City cannot go without.

Betsy Stolfa questioned if this would cause any disruptions with the fire department. Kern stated that the 911 emergency systems are separate from our phone system. There is no emergency response need, but an operational need.

Motion Number (M-10-097) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve the upgrade to the City's phone system. Motion Carried.

- 6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.**
 - A. Continue the Public Hearing to discuss the adoption of the Special Assessment Policy for the City of Delano.**

Motion Number (M-10-098) Motion by Betsy Stolfa, seconded by Holly Schrupp to reopen the Public Hearing to discuss the adoption of the Special Assessment Policy for the City of Delano. Motion Carried.

Thelma Estby, 15 Franklin Avenue West, stated she is still not in favor of the policy and believes there are a lot of people who are not aware this policy may take effect. Mrs. Estby stated there should be better communication and information explaining this will affect all residents within the City.

Betsy Stolfa questioned Mrs. Estby what her thoughts were on how to communicate?

Mrs. Estby suggested sending out letters to each resident to be sure to reach everyone.

Joe McDonald stated sending letters would be costly and still no guarantee that everyone will be reached. Mayor McDonald stated it is resident's responsibility to pay attention to their surroundings – this has been posted on the City's website and printed in the City's newspapers.

Dick Grinley, 505 Bridge Avenue North, stated he has read the policy and suggested a few changes discussing the reconstruction of water, sanitary sewer and storm sewer lines. Mr. Grinley suggested the max should be 50% assessment.

Phil Kern discussed assessment procedure on new construction and the proposed assessment. The assessment for city streets would be 50% for residential and 70% for commercial/industrial and trail reconstruction would not be assessing. Staff agrees with Mr. Grinley where the policy should clarify on utility assessments. Sanitary sewer is covered by a rate policy whereas other utilities don't have long term replacement in place.

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Larry Bartels stated sewer and water lines will last 50 years whereas streets will last 30 years.

Dick Rominski, 105 Meadowlark Drive, questioned why the change of the policy now.

Mayor McDonald stated the change is due to lack of funding from the LGA and other funding coming into the City; because of these lack of funds a new policy is needed.

Mr. Rominski stated he has a problem with the City departing from the past practice and going to something completely different. Mr. Rominski then stated he would have not known about the assessment policy if his neighbors would not have called him. In the past when projects happen he would receive a letter notifying residents. Mr. Rominski discussed raising taxes and the use of his street by people other than his neighbors. Mr. Rominski then stated the residents need to be informed.

Council discussed options of notifying residents of the proposed policy. Brad Hotchkiss stated if a mailer is sent out – it should explain the policy so everyone understands. Council agreed having residents input on the policy is important.

Jack Russek, 309 Bridge Avenue East, suggested showing residents what the total assessment amount will be. Explaining dollar amounts versus 50% would be helpful.

Dick Grinley, 505 Bridge Avenue North, recommended once the road is constructed to complete the underground also; stating it wouldn't make sense to build new streets over old lines.

Motion Number (M-10-099) Motion by Brad Hotchkiss, seconded by Holly Schrupp to close the Public Hearing. Motion Carried.

Motion Number (M-10-100) Motion by Brad Hotchkiss, seconded by Larry Bartels to send out a mailer inviting residents and business owners to a special meeting on Monday, June 7, 2010 for the purpose of discussing the Special Assessment Policy. Motion Carried.

1. **Authorize RESOLUTION adopting the Special Assessment Policy for the City of Delano.**

No motion taken.

- B. **Consider alternating the summer average formula for the 2010 sewer usage summer season.**

Phil Kern stated with the unusually warmer and earlier than normal spring, number requests have been received by City Staff requesting an adjustment to the sewer user fee due to watering of the lawns within the month of April. Staff is requesting that the 2010 summer averaging season use a five month average for the seven month billing period of April, May, June, July, August, September and October.

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Motion Number (M-10-101) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve alternating the summer average formula for the 2010 sewer usage summer season. Motion Carried.

C. Discuss request from Delano Jaycees and improvement list for Central Park.

Kern stated in February the Jaycees made a request to withdraw the donation of \$25,000 made in 1999 to the Old Village Hall to install an elevator. The Jaycees sited a number of improvements required in Central Park and requested moving the previously donated funds. At that time, Council requested further information from the Jaycees as to what types of improvements are needed and costs involved - no action was taken. Since the February meeting, the Jaycees have prioritized the improvements and submitted a list to Staff – the list did not include cost estimates.

Betsy Stolfa discussed the 4th of July event and discussed Jaycees opportunity to make a profit.

Joe McDonald stated the organizations involved do not profit – the monies made during events goes back to the community or charity events. Every dollar is used for the community. Mayor McDonald stated he believes it is the City's responsibility to make the improvements as it is a City owned park.

Betsy Stolfa suggested the organizations to use the proceeds for the improvements or the city charging for the use of the parks.

Joe McDonald stated if the proceeds are used to pay for the use of the park – that is money that won't go back to the community.

Holly Schrupp questioned the park plan – if the money will be put in a building that will eventually be torn down.

Brad Hotchkiss stated he would like a meeting with the Jaycees to find common ground and help them with their immediate needs. Council discussed bringing this item back to a future council meeting held with the Jaycees to further discuss.

Motion Number (M-10-102) Motion by Larry Bartels to release the funds back to the Jaycees to improve areas of Central Park. Motion Failed due to lack of second.

Brad Hotchkiss suggested sitting down with Jaycees to discuss the park improvements – not necessarily to transfer the funds but to improve the park.

Council set the special workshop of May 18, 2010 at 6:00 PM.

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

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There is none.

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

A. Discuss Ditch 34 Improvement Application to Wright County.

Phil Kern stated in 2009 the County and Wright County Soil and Water Conservation District (SWCD) proposed some improvements to Ditch 34. Commissioner Russek suggested the City make the improvements as part of the County's process for permitting the City to discharge storm water into the ditch from a future industrial park. A public meeting was held with landowners along the ditch and in summary, the landowners disagreed with the improvements the County proposed to be done. The landowners felt the project was in the wrong location and didn't solve the problems the ditch has with crushed tile and failure to properly drain the land. The City at that time agreed to allow an extension on the review of its application so the County could review the tile in the spring.

Staff has met with Colleen Allen and Kerry Saxton of SWCD who confirmed that the most beneficial improvements were in the area different from what the county previously suggested. Recommendation was to withdrawal the previous application for the previously discussed project.

Staff is recommending the City continue its process with a permit application before the County to discharge into the ditch. Staff would also recommend that the County secure an improvement project that it and the landowners agree is beneficial that the City consider what role it can play in the project.

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 of the Delano Water, Light and Power Commission meeting of Monday, March 15, 2010.

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- B. Minutes of the Delano Water, Light and Power Commission meeting of Thursday, April 8, 2010.**

No discussion or motion made.

13. OTHER BUSINESS.

- A. Attorney/Client Privilege: Discuss eminent domain action involving 226 Babcock Boulevard.**

This item was removed from the Agenda.

14. COMMUNICATIONS AND ANNOUNCEMENTS

15. CLAIMS

- A. City Claims**

Motion Number (M-10-103) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the City Claims in the amount of \$418,730.05 as submitted. Motion Carried.

- B. EDA Claims**

Motion Number (M-10-104) Motion by Joe McDonald, seconded by Holly Schrupp to approve the EDA Claims in the amount of \$43,592.55 as submitted. Motion Carried.

16. ADJOURNMENT

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 4, 2010 was adjourned at 9:15 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder