

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, June 1, 2010
7:00 PM**

1. CALL TO ORDER

Mayor McDonald called the regular City Council/Economic Development Authority meeting of Tuesday, June 1, 2010 to order at 7:05 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

Motion Number (M-10-120) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the Agenda for the regular City Council/Economic Development Authority meeting of Tuesday, June 1, 2010 with the addition of 13A: Consider and approve Delano Village Hall Change Orders No. 2 and 3. Motion Carried.

3. MINUTES

- A. Minutes from the Joint Workshop of the Delano City Council and Delano Water, Light and Power Commission of Thursday, February 18, 2010.**
- B. Summary minutes of the Joint Workshop of the Delano City Council and Delano Water, Light and Power Commission of Thursday, February 18, 2010 for publication in the Delano Herald Journal.**
- C. Minutes from the Special Workshop of Tuesday, April 20, 2010.**

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- D. Summary minutes of the Special Workshop of Tuesday, April 20, 2010 for publication in the Delano Herald Journal.**
- E. Minutes of the Special Workshop of Tuesday, April 27, 2010.**
- F. Summary minutes of the Special Workshop of Tuesday, April 20, 2010 for publication in the Delano Herald Journal.**
- G. Minutes from the regular City Council/Economic Development Authority meeting of Tuesday, May 4, 2010.**

Motion Number (M-10-121) Motion by Larry Bartels, seconded by Betsy Stolfa to approve the Minutes 3A, 3B, 3C, 3D, 3E, 3F, and 3G as submitted. Motion Carried.

4. SPEAKERS, PRESENTATIONS AND AWARDS

Mayor McDonald acknowledged Mr. Zerull's class and congratulated Mr. Zerull on his retirement stating he is an excellent teacher and will be missed.

Mayor McDonald and Council wished Vince Vander Top a happy birthday.

5. CONSENT ITEMS

EDA:

- A. Motion to approve the quarterly financial report for the 4th Quarter of fiscal year 2009-2010.**

CITY:

- B. Motion to approve pay request No. 8 for construction of the East Side Stormwater Lift Station.**
- C. Motion to approve 2010 Seal Coat project and approve quote.**
- D. Authorize public hearing for establishment of a tax increment district in Delano Industrial Park.**
- E. Motion to authorize to expend funds for replacement of computer workstations for the City Staff.**

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- F. Motion to approve: Delano Area Chamber of Commerce for outdoor sales, sidewalk sale, annual city wide garage sale, temporary on-sale intoxicating liquor (wine tasting) for the Taste of Delano event, and a public facilities lease agreement for use of the Central Park for the Taste of Delano.**
- G. Review the City of Delano Expenditure Report and the Liquor Store Income Statement for the Quarter Ended March 31, 2010.**

Motion Number (M-10-122) Motion by Betsy Stolfa, seconded by Larry Bartels to approve Consent Items 5A, 5B, 5C, 5D, 5E, 5F and 5G as submitted. Motion Carried.

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

A. Review plans for Barb King Inspiration Park playground.

Phil Kern discussed the background of the park stating it was developed over twenty years ago and was recently renamed Barb King Inspiration Park from Woodland Meadows. Landscape Structures Inc. has agreed to donate a new playground structure for the park. Kern discussed the playground layout stating LSI will only use this design once. The Park Board has worked with LSI on the design layout and Staff is recommending approval. In order to construct the playground the City will need to complete grading and storm water improvements within the park.

Kern stated Phase One includes: Late June - approve bids for grading and stormwater improvements; July - begin grading and stormwater improvements; August – begin playground construction; late August – Complete all construction activities; September – grand opening celebration.

Vince Vander Top discussed the grading plan for the park while explaining the park layout. Vander Top stated there is an existing ball field on the north and a new ballpark will be added along with a shelter that could house bathrooms. There will be two play structures in the park with one directed towards younger children and the other towards older – similar to Big Rock playground – but not as large.

Council questioned what criterion was used when choosing a park. Kern stated LSI was looking for more of a community park versus a neighborhood park. Woodland Meadows Park provided a community feel and is easily visible.

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McDonald questioned what the next phases are for the park while stating the Clover Springs development has been waiting for a park for many years. Kern stated there currently isn't anything budgeted for more phases.

William and Penny Wenner, 111 Willow Drive, questioned how close the play equipment comes to their property line. Mrs. Wenner continued to state Xcel Energy was out looking for gas lines and questioned if that has to do with the park.

Vander Top stated he is unaware as to why Xcel was on their property. Vince continued to discuss the location of the structure in proximity to their property.

Mrs. Wenner questioned if this will affect drainage stating they have no water problems in the past on their property and would not like to see any in the future.

Vander Top stated it will not have an impact to their property in regards to drainage issues. Vince then reviewed the location of the structure and discussed the possibility of moving it for better distance.

Mrs. Wenner questioned if the proposed structure is closer than the swings are currently located. Vander Top stated the proposed structure is planned for the same location.

Betsy Stolfa questioned if the play structure is the same size as Big Rock playground down in Central Park. Phil Kern stated the structure is not as large as Big Rock and compared it to the Parkview Hills play structure.

Joe McDonald questioned the parking around the park. Vince Vander Top stated parking is not planned in phase 1 due to budget limitations. Parking will be considered during street reconstruction.

Jim Otto, 302 Sandpiper Court, stated he donated the land to the City for this park and the proposed park plan he believes is a good plan. Mr. Otto suggested a sheet of ice where kids can go down and skate – not necessarily just for hockey. Mr. Otto discussed trees along Meadowlark stating some are mature and some are dying – he then discussed donating pine trees if needed.

Motion Number (M-10-123) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to approve the plans for the Barb King Inspiration Park playground and proceed with the project. Motion Carried.

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

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There was none.

8. **CITY STRATEGY No. 3: Manage high quality growth consistent with the City's Comprehensive Plan.**
- A. **Discuss Clover Springs Third and Fourth Addition Development.**

Phil Kern stated the original developer, Ecklund Swedlund, no longer owns the development project and the new developer is an entity with the name of Sparky Real Estate Investments. Sparky hired Jeff Martineau to broker the sale and the completion of the development project. Sparky owns 29 lots that remain in the first three phases and the 29 remaining unimproved lots in the fourth phase. Jeff Martineau has met with Staff to brainstorm ways to gain some flexibility on the project to help it proceed. Martineau has stated that it's the developer's best interest to retain a high quality development in order to sell the remaining lots. AS a result, the developer is looking to work with the City to gain flexibility to complete the project. Staff has conveyed that it's the City's top priority to get the park installed. Beyond that priority, the City wants to ensure the development continues to be maintained well and developed in accordance with the City standards.

As such, Martineau and staff have talked about some proposed amendments to the development agreements and plan that would accomplish these objectives. The outline of the proposal is as follows:

1. Sparky will provide the City up front, this summer, with \$75,000 of park dedication funds to allow construction of a park on the City-owned water tower site. Staff has confirmed that there s sufficient room to the west of the water tower to allow for construction of a playground.
2. Sparky is able to recapture the three lots in the fourth phase originally dictated for park dedication. This gives Sparky three more lots 32 from 29 to sell eventually.
3. Sparky constructs an access road to the water tower site that can serve as access to the park and water tower infrastructure. The road would be gravel and paved with fourth phase.
4. Sparky will complete \$10,000 of landscaping improvements on the County Road 30 side of the development, west of 3rd Street West in coordination with the original development agreement.

Phil Kern discussed the site next to the water tower to install the park in Clover Springs. The advantage to using the water tower site is its available now - whereas the area dedicated for the future park the road is yet to be constructed. In return Mr. Martineau would like to

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have the three lots where the park was to be located for future building site. Kern explained where those lots are. The developer would construct access to the site along with a berm along County Road 30. Staff feels these changes in the park plan would meet the immediate needs of residents within the Clover Springs development.

Joe McDonald questioned what the time frame is. Kern stated to reach a formal agreement, this needs to go through planning and development agreement amendment. The landscaping, road access to the park and donation of playground would all take place this summer. Staff is recommending residents of Clover Springs meet with Park Board.

Holly Schrupp questioned what the proximity of the park is to County Road 30. Kern stated he does not know the exact distance but stated it could be 100 feet from County Road 30.

Schrupp also recommended a clause to notify future landowners of the possibility of the construction of a park where the 3 parcels were given back to the developer.

Hotchkiss questioned the grading and road access to the park/playground. Kern stated final grading is required. There is currently aggregate for the road access and it will be paved once the fourth phase is done.

Residents of Clover Springs spoke about the park proposal and stated they are excited about the plans. They voiced their safety concerns due to the close proximity to County Road 30 and water tower. Residents also questioned if there will be access to the park from County Road 30. Staff stated safety precautions will be made because of the location of the park for both the water tower and County Road 30. The park will only be accessible from Watertown Avenue because it is a neighborhood park and not a community park.

Council agreed with the recommendations from Staff to proceed with the changes. No motion made.

B. Review Draft Feasibility Study for Northwest Industrial Project.

Vince Vander Top discussed the feasibility study received for the Northwest Industrial Park. The report outlined the development potential and infrastructure costs for preparing a phased approach to development of the proposed Industrial Park. Vander Top discussed the following costs:

Phase 1: Sanitary Sewer - \$940,000; Water Main - \$558,000; Storm Sewer/Ditch 34 - \$475,000; Grading and Street - \$1,935,000; Highway 12 Intersection \$250,000. With a total cost for Phase 1 - \$4,158,000.

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Phase 2: Sanitary Sewer - \$321,000; Water Main - \$298,700; Storm Sewer - \$275,300; Grading and Street - \$3,843,000. With a total cost for Phase 2 - \$4,739,000.

Vander Top discussed Assessment for each lot with an average of \$2.09 assessment per square foot in Phase 1 and \$1.66 assessment per square foot in Phase 2.

Council discussed the feasibility study – no motion taken.

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 from the Delano Water, Light and Power Commission meeting of April 19, 2010.

B. Minutes from the Delano Fire Department meeting of Thursday, May 13, 2010.

No discussion or motion made.

13. OTHER BUSINESS

A. Consider and approve Delano Village Hall Change Orders No. 2 and 3.

Luke Fischer stated the project manager has been on site and reviewed the architect's plan prior to the work starting and is recommending two changes to the Plans and Specifications initially recommended by the architect.

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Change Order 2 calls for the installation of half-inch cover board on the flat roof. The contractor is recommending this change to ensure that the rubber EPDM that is applied adheres to the roof deck. This will reduce the impacts of inconsistent or uneven roof decking. Staff sought the opinion from the architect and they agreed with the recommendation from the contractor. Staff is recommending approval in the amount of \$1,450.

Change Order 3 calls for the installation of a pre-finished steel panel system to reduce the impacts of water where the parapet walls tie into the shingle roofing. The plans and specifications call for an EPDM application along the parapet wall, but the contractor suggested a design flaw when inspecting the site. Les Jones recommends moving to a steel panel system to mitigate these issues. Staff, once again, sought input from the architect and they agreed that this new design would provide greater protection from the elements and would have a longer lifespan than the current design. Staff is recommending approval in the amount of \$3,100.

If Council were to approve both Change Orders the total roof contract would be \$46,241. This is still below the original estimate of \$51,063 and these changes are essentially covered by budgeted funding and grant funding. Staff is recommending approval.

Motion Number (M-10-124) Motion by Holly Schrupp, seconded by Brad Hotchkiss to approve Delano Village Hall Change Orders No. 2 and 3 in the amount of \$4,550. Motion Carried.

14. COMMUNICATIONS AND ANNOUNCEMENTS

- A. Reminder: June 7, 2010 at 7:00 PM – Assessment Policy Public Hearing.**

Council announced the following events: * Movie on Bridge Avenue Friday, June 4, 2010 – Events for the kids starting at 6:00 PM and Over the Hedge will be playing at dusk. * Saturday Night is the River Street Jam – live band in front of Daves Town Club. * Sunday is the High School Graduation.

15. CLAIMS

- A. City Claims**

Motion Number (M-10-125) Motion by Larry Bartels, seconded by Betsy Stolfa to approve the City Claims in the amount of \$264,701.76. Motion Carried.

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B. EDA Claims

Motion Number (M-10-126) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to approve the EDA Claims in the amount of \$15,725.91. Motion Carried.

16. ADJOURNMENT

Motion Number (M-10-127) Motion by Betsy Stolfa, seconded by Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, June 1, 2010. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, June 1, 2010 was adjourned at 9:00 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder