

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Wednesday, September 8, 2010
7:00 PM

1. CALL TO ORDER

Mayor McDonald called the regular meeting of the Delano City Council/Economic Development Authority of Wednesday, September 8, 2010 to order at 7:03 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
Brian Bloch, Finance Director
Marlene E. Kittock, City Clerk/AV Technician
Bob Van Lith, Fire Chief
Paula Bauman, Recorder

Phil Kern recommended adding 13A: Discuss landscaping at Barb King Inspiration Park.

Motion Number (M-10-193) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the Agenda for the Delano City Council/Economic Development Authority meeting of Wednesday, September 8, 2010 with the addition of item 13A: Discuss landscaping at Barb King Inspiration Park. Motion Carried.

3. MINUTES

- A. Minutes of the continued Public Hearing/Special Workshop of Tuesday, June 7, 2010.**
- B. Summary minutes of the continued Public Hearing/Special Workshop of Tuesday, June 7, 2010 for publication in the Delano Herald Journal.**
- C. Minutes of the Special Workshop meeting of Tuesday, July 20, 2010.**

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- D. Summary minutes of the Special Workshop meeting of Tuesday, July 20, 2010 for publication in the Delano Herald Journal.**
- E. Minutes of the regular Delano City Council/Economic Development Authority meeting of Tuesday, July 20, 2010.**
- F. Minutes of the Special Workshop meeting of Tuesday, July 26, 2010.**
- G. Summary minutes of the Special Workshop meeting of Tuesday, July 26, 2010 for publication in the Delano Herald Journal.**
- H. Minutes of the regular Delano City Council/Economic Development Authority meeting of Tuesday, August 3, 2010.**
- I. Minutes of the Special Workshop meeting of Monday, August 23, 2010.**
- J. Summary minutes of the Special Workshop meeting of Monday, August 23, 2010 for publication in the Delano Herald Journal.**
- K. Minutes of the Special Workshop meeting of Monday, August 30, 2010.**
- L. Summary minutes of the Special Workshop meeting of Monday, August 30, 2010 for publication in the Delano Herald Journal.**

Motion Number (M-10-194) Motion by Brad Hotchkiss, seconded by Larry Bartels to approve the Minutes 3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3I, 3J, 3K, and 3L as submitted. Motion Carried.

Larry Bartels stated in the Minutes Betsy Stolfa was referenced as a “he” and asked to be corrected.

4. SPEAKERS, PRESENTATIONS AND AWARDS

A. Alexander “Alex” Forster plaque presented to the City.

Alex’s Grandmother, Marcia Maas, presented a plaque to the City of Delano (to be hung in the Delano Public Library) acknowledging Alex Forster’s achievements. Joe McDonald thanked Mrs. Maas for the plaque stating as a member of the Delano Fourth of July Committee and the Delano Chamber of Commerce, Ms. Forster represented the City of

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Delano wonderfully. Mayor McDonald congratulated the family and wished Alex the best stating Delano is grateful for how she represented the City.

5. CONSENT ITEMS

EDA:

- A. First Quarter Financial Report of the Delano EDA/Crow River Villa Apartments.**
- B. Review and approve the audit report for the Delano EDA/Crow River Villa Apartments.**

City:

- C. Consider contract with Ken Yager for the City's Assessor for the 2011 assessment year.**
- D. Approve a refuse license for Blackowiak and Son Inc., and approve an On-Sale Liquor and Sunday Liquor License for Apple Minnesota, LLC.**
- E. Resolution R-10-18 authorizing the Delano Athletic Booster Club to conduct lawful gambling at the State Bank of Delano located at 1300 Babcock Boulevard East**
 - 1. Adopt Resolution R-10-18 authorizing the Delano Athletic Booster Club to conduct lawful gambling at the State Bank of Delano located at 1300 Babcock Boulevard East.**
- F. Approve pay request No. 3 for construction of Highway 12 Phase 1 landscaping.**
- G. Approve pay request No. 1 for Barb King Memorial Park.**
- H. Approve the final pay request for Building Restoration Corporation for the rebuilding of the parapet wall of the Delano Village Hall.**

Motion Number (M-10-195) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve Consent Items 5A, 5B, 5C, 5D, 5E, 5F, 5G and 5H as submitted. Motion Carried 5-0 by Roll Call Vote.

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- 6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.**
- A. Approve permit parking only Monday – Friday from 8AM – 6PM for a section along Elm Avenue East, Delano, MN.**

Kern stated before Council tonight is discussion involving parking along Elm Avenue, near the Delano High School campus. Parking along Elm Avenue has increased significantly and it is not uncommon to see forty or more cars along Elm Avenue and Shady Oak during school hours. Because of this there are safety concerns due to the increased traffic and poor pedestrian visibility. This is also an inconvenience for residents when vehicles are parked in front of homeowner's mailboxes.

Kern stated a Council subcommittee was created last year to find a resolution to the problem. The School Board also held a public meeting in March with the residents to hear comments and ideas along with their concerns regarding the parking issues. Currently, the school is in the process of constructing a parking lot on Tiger Drive between the Elementary School and the Middle/High School building. The parking lot should be complete by the end of September early October.

With recommendations from the Public Safety Committee staff has proposed permit parking along Elm Avenue Monday – Friday from 8:00 AM – 6:00 PM for cars parking on the south side of Elm Avenue. Each household would receive 2 permits which would be required to be placed in any vehicle allowing them to park on Elm Avenue. Persons who park along Elm Avenue without the permit would then be ticketed. This agreement was found to be the most desirable versus an hour limit due to police time or staff time. Staff felt this would be an easier solution.

Staff sent notification of tonight's meeting to residents along Elm Avenue and invited public comment. One response was received in writing stating at this time the school parking has resolved and encouraged the City to not pursue anything at this time.

Because it is early in the school year there has been very few school cars parked along Elm Avenue. This doesn't mean further into the school year the on-street parking won't increase as students receive their licenses.

Kern stated an estimated cost for the permits - including signage and staff time - would be around \$800 - \$1000 and would take up to two weeks to implement the program.

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Kern also acknowledged tabling the item for a future council date and see how the new parking lot along Tiger Drives helps the situation.

Brad Hotchkiss questioned how many parking stalls the school has available and how many permits have been issued. Kern stated Staff does not have that information.

Betsy Stolfa questioned if the permits that were given out for Elm Avenue residents would be sold or rented out to students. Kern stated the idea of issuing permits to residents is they're not available to be sold or rented out. Stolfa then questioned the turnover on rental properties and what happens if the permits get lost or stolen. Kern stated that would be a staffing issue.

Joe McDonald stated because the parking lot is not completed he questioned if the idea for permits along Elm Avenue is premature?

Hotchkiss stated if there is no signage along Elm Avenue there won't be any incentive for students to purchase parking permits. Hotchkiss recapped discussions held with the School Board regarding options for parking stating there are concerns of parking restrictions effecting large school events and activities.

Bob Van Lith stated the public safety committee suggested the 8AM – 6PM time slot because of school hours and after school activities. This is just a suggestion and the times can be changed.

Brad Hotchkiss recommended discussing this with the school board and get their approval. The school has spent a lot of time and money on the parking issue and they might have suggestions and input on the school and sporting events. Hotchkiss stated he felt something needs to be done by the city but it should be a joint effort.

Larry Bartels discussed posting Elm Avenue no parking during certain hours.

Holly Schrupp questioned if the permit fees will be the same as the school. Kern stated the purpose of the permits is to only give to residents and not to charge.

Joe McDonald stated he agreed with Hotchkiss stating Elm Avenue needs to be posted but felt Council and staff should get the input from the School. Mayor McDonald recommended bringing this back to the school board to work out the details.

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Motion Number (M-10-196) Motion by Holly Schrupp, seconded by Brad Hotchkiss to table permit parking for a section along Elm Avenue East, to allow further discussion with the Delano School Board. Motion Carried.

Bruce Larson, 701 Elm Avenue, stated he felt the problem has not gone away stating last year in the beginning of the year there was no student parking on Elm Avenue but as the year progressed and more students got their licenses they started to park along Elm Avenue. Mr. Larson recommended a four hour parking limit within the boundary of the school. Let the students know if they park there their vehicle will get towed – most won't take the chance.

Joe McDonald asked Mr. Larson he considered the additional parking along Elm Avenue has become a safety issue. Mr. Larson acknowledged it is a safety issue stating with the additional parking along the road it's hard to see. Mr. Larson then stated at least once a week last year he was unable to get mail delivery as cars were parked in front of mailboxes. Mr. Larson requested Council to continue to work on a solution.

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

A. Establish 2011 preliminary levy and public meeting dates for the 2011 budget.

Brian Bloch discussed the resolution establishing the 2011 preliminary tax levy and to set the public meeting dates for the 2011. The budget will be discussed at the regular City Council meeting scheduled for 7:00 PM, Tuesday, December 7; with the final levy being adopted at the regular meeting of December 21, 2010.

1. Adopt Resolution R-10-19 adopting the 2010 preliminary tax levy, collectible in 2011, for the City of Delano, County of Wright, State of Minnesota.

Motion Number (M-10-197) Motion by Holly Schrupp, seconded by Brad Hotchkiss to adopt Resolution R-10-19 adopting the 2010 preliminary tax levy, collectible in 2011, for the City of Delano, County of Wright, State of Minnesota. Motion Carried 5-0 by Roll Call Vote.

B. Discuss next steps for consideration of special assessment policy.

Kern stated on July 20 the Council held another continuation of the special assessment public hearings that began in April. The public comments and Council discussion have provided a number of options for proceeding with the process. In addition to the options of

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adopting or rejecting the existing policy draft, a couple alternative ideas have been raised. The Council could choose to meet in an open work session environment and work together a revision to the draft or the Council could defer the matter to an existing subcommittee or create a new task force to review the matter and provide a recommendation. Another option would be to table the matter indefinitely.

Brad Hotchkiss stated we've discussed the options and variations of those options suggesting Council have another meeting to work out the details. Hotchkiss stated he believes the Council needs to meet as a whole and decide.

Joe McDonald agreed with Mr. Hotchkiss stating the Council has heard the public comment and Staff's discussion but have yet to discuss the options and felt it should be discussed further in a work session setting.

Kern stated the next scheduled work session date is Tuesday, September 28 at 6:00 PM. The meeting will be posted.

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

A. Conduct a public hearing for the purpose of vacating a utility and drainage easement for a drainage pond located within Landscape Structures Addition.

Kern stated in 2004 the City of Delano and Landscape Structures, Inc., executed a quit claim deed to the City of Delano for a detention pond located on the southern end of Lot 2, Block 1, Landscape Structures Addition. Landscape is in the process of constructing another facility on Lot 1, Block 2. When the pond and easement were established the easement description that was created was greater than the actual pond area. This pond now needs to be expanded onto the adjoining lot. Landscape Structures has requested that the City vacate the original easement and then execute a new quit claim for the entire area.

Motion Number (M-10-198) Motion by Betsy Stolfa, seconded by Holly Schrupp to open a Public Hearing for the purpose of discussing a vacation of utility and drainage easement for a drainage pond located within Landscape Structure Addition. Motion Carried.

Harlan Lewis, 118 4th Street South, stated a few years ago he met with Mr. King and the boy scouts to clean out the pond. Mr. Lewis questioned if there is any language that doesn't allow the pond to be cleaned.

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Kern discussed the two parcels of land stating the proposed easement provides enough access to clean that pond as needed. It will also allow large machinery in if needed to clean the pond.

Motion Number (M-10-199) Motion by Holly Schrupp, seconded by Betsy Stolfa to close the Public Hearing. Motion Carried.

1. **Adopt Resolution R-10-20 approving vacation of a drainage and utility easement for property located within Landscape Structure Addition.**

Motion Number (M-10-200) Motion by Larry Bartels, seconded by Betsy Stolfa to adopt Resolution R-10-20 approving vacation of a drainage and utility easement for property located within Landscape Structures Addition. Motion Carried 4-0-1 with Brad Hotchkiss abstaining.

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 Monday, July 19, 2010.**
- B. **Minutes from the Delano Fire Department meeting of Thursday, August 12, 2010.**

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C. Minutes from the Delano Fire Department Relief Association meeting of Thursday, August 12, 2010.

No discussion or motion made.

13. OTHER BUSINESS

A. Discuss landscaping for Barb King Memorial Park.

Phil Kern recapped the progress of the park. Projected final costs will be \$70,000 to \$75,000; the initial number was \$100,000 which brings the total costs for the projects under budget. The landscaping portion of the project was eliminated to keep the costs down. Kern discussed the potential for a tree planting program. For each tree donated by residents or business owners in town, Landscape Structures and the City of Delano would match the donation and split the costs. Kern gave the example of 20 trees donated by residents or business owners – 10 trees would be matched by Landscape Structures and 10 trees matched by the City. Kern discussed the types of trees that would be planted.

Motion Number (M-10-201) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to approve the landscaping for Barb King Memorial Park. Motion Carried.

Dan Vick, 312 South 2nd Street, suggested getting as many volunteers who are able and suggested putting a plaque by trees thanking them for their donation. Kern stated there is discussion of the installation of a “Thank You” plaque near the playground for everyone who volunteered their time or money to make the park possible.

Kern stated Cemstone has also donated half of the concrete. Burns Excavating has donated their time and labor putting in limestone trails. Landscape Structures has also donated materials and employees have donated their time for installation.

Kern stated Landscape Structures has discussed a grand opening ceremony in October. No definite date has been determined.

14. COMMUNICATIONS AND ANNOUNCEMENTS

Joe McDonald stated “Dad’s Belgium Waffles” will be served at the Delano Senior Center on Saturday, September 11 from 7:30 – 11:30. Mr. McDonald invited the public to attend.

15. CLAIMS

A. City Claims

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Motion Number (M-10-202) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the City Claims in the amount of \$154,118.13. Motion Carried.

B. EDA Claims

Motion Number (M-10-203) Motion by Brad Hotchkiss, seconded by Holly Schrupp to approve the EDA Claims in the amount of \$12,194.41. Motion Carried.

16. ADJOURNMENT

Motion Number (M-10-204) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Wednesday, September 8, 2010. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Wednesday, September 8, 2010 was adjourned at 8:10 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

Attest:

Paula Bauman, Recorder