

MINUTES
CITY OF DELANO
SPECIAL WORKSHOP
City Council/Economic Development Authority
Tuesday, February 22, 2011
7:00 PM

1. CALL TO ORDER

Mayor Graunke called the Special Workshop of the Delano City Council Economic Development Authority of Tuesday, February 22, 2011 to order at 7:00 PM.

2. ROLL CALL

Members Present: Dale Graunke, Mayor
Holly Schrupp, Council Member
Betsy Stolfa, Council Member
Dan Vick, Council Member
Derek Schansberg, Council Member

Members Absent: None

Also Present: Phil Kern, City Administrator
Brian Bloch, Finance Director
Paula Bauman, Recorder
Members of the 2013 State Tournament Committee

3. SPECIAL ORDER OF BUSINESS

A. Discuss State Baseball Tournament Committee Proposal.

Members of the 2013 State Tournament Committee, Steve Eilen, Jeff Janzen and Adam Jaunich, approached City Council to discuss the 2013 State Baseball Tournament. The Committee discussed improvements needed for the field and surrounding areas stating the State Board, which consists of 7 – 8 individuals, will start inspecting the field as early as this fall. This Board can take the tournament away from the City of Delano at any moment and the Committee feels its importance to start improvements right away. The Committee gave Council a presentation and discussed the improvements which included: 1. Making improvements to field playing surface. 2. Purchasing and installing new digital scoreboard. 3. Construction new concession stand with goal being that workers can at least partially view the game while working. Concession stand would also be an asset for the Fourth of July and other events in the park. 4. Improving seating options including at least some seat backs and deck seating. 5. Necessary electrical improvements to lights. 6. Improvements to bathrooms such as lighting and fixtures. 7. Upgrade to press box space. 8. Redesign entry way. 9. Add concrete or asphalt to create a plaza area inside the park. 10. Change out backstop from

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fencing into netting to provide better sight lines for fans. 11. Install a batting cage. 12. Look for additional storage. 13. Upgrades to Field 9 (fencing/backstop and possibly dugouts.)

The Committee further discussed getting main organizations behind this project - with a signed letter of intent and a commitment amount. Currently five organizations have signed a letter of intent and \$18,000 committed. The commitment goal is \$21,000 per year.

Council, along with the Committee, discussed the need for a master plan. Discussion included the needs and wants of each group as it impacts each differently. Central Park is a gem and should to keep it that way by careful planning.

Kern discussed two options for funding are GO Bonds or Lease Revenue and explained what each is. Bond issuance fees would cost an average of \$20,000 or more. Kern suggested another option of internally financing through the City. Kern discussed tax abatement which is similar to TIF, without the restrictions. Assuming all agree to a charge of an interest rate – we'd lose the fees associated with bonding.

If Council recommends proceeding with the project – Staff suggests recommending involving Dan Sjoldal, Outworks Design, to initiate a master plan of the park.

B. Discuss sewer enterprise fund.

Brian Bloch recapped discussion from the January 25 Special Workshop and reviewed options for the Sanitary Sewer Fund projection. Option 1 – take no action, borrow from other funds and review in 2012. Option 2 – refinance existing debt. Option 3 – Implement another 20% increase in user rates. (Conservative new unit numbers are 5, 10, 15, etc for each year starting with 2011.) Option 1A (conservative new unit number) – Take no action, borrow from other Funds, and review in 2012. Option 2A (conservative new unit number)– Refinance existing debt. Option 3A (conservative new unit number) Implement another 20% increase in user rates.

Holly Schrupp stated she believes the previous Council approved fixed yearly increase. Bloch stated it is built in with a yearly increase of 5% automatically.

Bloch stated the Delano Municipal Utilities owes \$275,000 for Franklin Avenue and Rockford Avenue Improvements. This would allow a lump sum now and a short term loan in the future.

Council discussed and will bring back at a future meeting. No motion taken.

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C. Discuss compensation plan and operations.

Phil Kern discussed the background on the step increases and when it was implemented. Every five years the City needs to complete a pay equity report to the report salaries. This establishes that pay is consistent with bottom grade job to top grade job. The state allocates points to each position which tells where positions should be paid. About six years ago the Council established the step program. When new employees are hired a pay scale is needed to show they can get to top of the pay scale.

Dan Vick stated he doesn't feel anyone should be getting pay raises due to the economic times. Council Member Vick discussed increasing hours of Motor Vehicle – he felt with the increased revenue it would pay for raises. He doesn't want to let employees go.

Kern discussed employees within the City and Public Works Departments and their responsibilities. Staff has been flexible and the past couple of years there haven't been step increases. Cost of living increases have still been implemented. Kern felt at some point the health insurance component will need to be reviewed.

Mayor Graunke stated he felt ok with step increases this year. Graunke stated he would like to look into Motor Vehicle hours some more. Kern stated there is a perception that when this building is open all services are open - could come upon some challenges with having only one department open when others are not. If the department was moved out of City Hall there would be opportunities to set up unique hours - could be worth looking into further. Council further discussed areas to move the office.

Council discussed the Inspection Department discussing the down economy and the effect it has had on the department.

Schrupp stated in order to keep an experienced staff they need to be compensated. Our current Staff have been here for a long time – they know and understand the system and the process.

Mayor Graunke suggested looking further into the compensation plan and operations in June.

D. Review Emergency Management Plan and National Incident Management System (NIMS).

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Bob Van Lith discussed the Emergency Management Plan and National Incident Management System. Van Lith discussed the chain of command in the event of an emergency which includes an Emergency Director, Operations, Planning Logistics and Financing. Council discussed holding a table top exercise. Kern discussed the Public Information Officer. Last year the Public Information Officer was Mayor McDonald and discussed Mayor Graunke holding that position this year.

4. ADJOURNMENT

Motion Number (M-11-61) Motion by Dan Vick, seconded by Derek Schansberg to adjourn the Special Workshop of Tuesday, February 22, 2011 of the Delano City Economic Development Authority. Motion Carried.

There being no further business to discuss the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, February 22, 2011 was adjourned at 9:40 PM.

Dale Graunke, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder