

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, March 1, 2011**  
**7:00 PM**

**1. CALL TO ORDER**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, March 1, 2011 to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

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

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

**Members Absent:** Betsy Stolfa, Council Member

**Also Present:** Phil Kern, City Administrator  
Vince Vander Top, City Engineer  
Ernie Eden, Public Works Director  
Scott Dornfeld, Building Official

**Motion Number (M-11-62) Motion by Holly Schrupp, Seconded by Dan Vick to approve the Agenda of the Delano City Council/Economic Development Authority of Tuesday, March 1, 2011 as submitted. Motion Carried.**

**3. MINUTES**

**A. Minutes of the Delano City Council/Economic Development Authority meeting of Tuesday, February 15, 2011.**

**Motion Number (M-11-63) Motion by Dan Vick, Seconded by Derek Schansberg to approve the Minutes of the Delano City Council/Economic Development Authority meeting of Tuesday, February 15, 2011 as submitted. Motion Carried.**

**4. SPEAKERS, PRESENTATIONS AND AWARDS**

**A. Present Certificate of Appreciation for 2010 Adopt-A-Park/Trail volunteer groups.**

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- B. Proclamation for Food Share Month during the month of March.**

**5. CONSENT ITEMS**

**EDA:**

- A. Motion to approve Delano EDA/Crow River Villa Apartments 3<sup>rd</sup> Quarter Financial Report for 2010-2011.**

This item was removed from the Agenda.

**CITY:**

- B. Motion to approve and reauthorize the Adopt-A-Park/Trail Program.**
- C. Motion to approve and reauthorize the Community Garden 2011 growing season.**
- D. Authorize the purchase of five workstations for the following departments: Public Works, Motor Vehicle, Finance, Community Service and Administrative.**

**Motion Number (M-11-64) Motion by Holly Schrupp, Seconded by Derek Schansberg to approve Consent Items 5B and 5C as submitted. Motion Carried.**

- 5D Authorize the purchase of five workstations for the following departments: Public Works, Motor Vehicle, Finance, Community Service and Administrative.**

Dan Vick asked if we could step down from purchasing the computers or reuse the computers from lesser demand tasks. Staff does reuse as much of equipment as possible. Tried to economize over the years and tried to reduce on the amount of annual replacement – hopefully that will keep the costs down. Holly Schrupp stated the computers were under budget.

**Motion Number (M-11-65) Motion by Dan Vick, Seconded by Holly Schrupp to authorize the purchase of five workstations for the following departments: Public**

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**Works, Motor Vehicle, Finance, Community Service and Administrative. Motion Carried.**

- 6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.**
- A. Approve plans and specifications for the Delano Village Bridge Avenue Façade.**

MacDonald and Mack have prepared the plans and specifications for the Village Hall Bridge Avenue Façade rehabilitations. Building located at Bridge Avenue and Second Street. Kern recapped the past building projects done on the building; which included fire suppression and roof replacement. The City is in receipt of \$48,076 Legacy Grant from the State Historical Society. These funds must be used by June 1, 2011 – this is a tight time period as we need to go out for bids and complete the work. Kern reviewed the plans and specs for the project. Staff is asking to approve the plans and specifications and authorize to go out for bids on the project.

**Motion Number (M-11-66) Motion by Derek Schansberg, Seconded by Holly Schrupp to approve the plans and specifications for the Delano Village Bridge Avenue Façade. Motion Carried.**

- B. Consider request from Franklin Township pursuant to 2005 Road Maintenance Agreement and proposed improvements to Darrow Avenue, Davidson Avenue and 72<sup>nd</sup> Street SE.**

The City of Delano and Franklin Township share many unique borders arrangements due to the pattern of annexation by ordinance that has taken place over the past few decades. The City has annexed only willing properties which have requested utilities and thus the borders with Franklin Township zig-zag around the south and western portions of the City. As a result, often times the borders of the City and Township fall down the centerline of roadways that were once the jurisdiction of Franklin Township. The result is roadways in many cases that are halved in terms of responsibilities. In some instances the road transitions from township responsibility, to a 50/50 share, to City responsibility and back to Township responsibility all within a short distance. In the case of 85<sup>th</sup> Street and 72<sup>nd</sup> Street these transitions all take place within ½ mile of roadway. Other, such as Davidson Avenue and Darrow Avenue, the transitions isn't as drastic, but the shared relationship still exists.

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Along with these transitions come practical difficulties and inefficiencies in roadway maintenance and service delivery. Therefore, in 2005, the City and Township cooperatively brainstormed and agreed to a relationship regarding the maintenance of these shared roadways. The agreement has functioned well for the past five years and both entities have shared a good, cooperative working relationship related to the roadways.

The item before the Council involves the Township's request to reconstruction three shared roadways in 2011. The Township's project is greater than simply the shared roadways, but the Agreement states that the City and Township shall "split" the roadway reconstruction and maintenance costs for the shared roadways. The Township anticipates a reconstruction cost of around \$35,000 per mile. The City's share would be around 8/10 of a mile – which is about \$28,000.

The Agreement does not specify a timeline for notice and budgeting. The Townships budget process culminates with its annual meeting in March. For the City, its 2011 budget was set last fall and did not contain funding for 2011 to reconstruct these roadways. As a result, the City will need to look at either reallocate funds to use reserve funds if financing the project in 2011 is request. Staff has asked the Township if completing the project in 2012 could be an option. They have stated that the Township could possibly turn its attention to other projects in 2011 and come back to these roads in 2012, but it wouldn't be as efficient or desirable.

Staff is seeking Council direction on how to proceed. The project is keeping with the agreement signed in 2005, but the timing of the request and the City's budget process make it more challenging to find implementation. Staff can work to find internal sources to fund the project for 2011, and the Council could decide to replace those funds with the 2012 levy. Alternatively, the City could request the Township delay the project until 2012.

Council discussed the 2011 budget and the possibility of delaying the project until 2012. Mayor Graunke asked if the City has received residential complaints regarding the disrepair of the streets. Kern stated the Staff has not received complaints. Phil Kern suggested requesting if the County prefers to do it this year to be billed in 2012 for budgetary reasons.

**Motion Number (M-11-67) Motion by Holly Schrupp, seconded by Derek Schansberg to continue conversations with Franklin Township in regards to payment of the proposed improvements to Darrow Avenue, Davidson Avenue and 72<sup>nd</sup> Street SE. Motion Carried.**

**C. Update on flood preparations.**

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Vince Vander Top, recapped flood preparation meetings discussing forecasts of the most recent forecast hasn't changed significantly suggesting high probability of seeing flood waters at elevations last year or higher. Continue to plan for the event. Temporary levees and materials for flood waters higher than last year. Bob Van Lith and Ernie Eden continue to pull materials together;. Staff met with the Salvation Army and Army Core of Engineers who discussed their resources and equipment. They will all be stretched pretty thing throughout the state. Staff discussed with those groups what we're doing and what resources we may need. The National Weather Service is predicting flooding later part of this month.

Last month Staff solicited bids for materials; Vander Top discussed the bids received.

Staff is continuing to evaluate their methods and material of levee building. Staff has looked into the type of construction of the levees and looking into more efficient and cost effective ways of building. Staff has also looked into more permanent levees and where to build those. Staff is continuing to prepare for the flood waters and will update Council and its residents.

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

**A. Approve request for proposals for a twenty-four week lawn mowing agreement for four specific neighborhood parks within the City of Delano.**

Dan Vick presented at the Park and Recreation Committee a proposal to bid out four of the neighborhood parks to see if there may be an interest in contractors and/or sponsors who would adopt a park for the purpose of mowing and trimming. Staff presented this idea to the Park and Recreation Committee a Request for Proposals for the four suggested parks – County Line Park, Woods Creek Park, Savanna Trail Park and Parkview Hills Park. The Committee directed Staff to prepare request for proposals and to pursue the concept of bidding out four neighborhood parks.

Council discussed the proposals stating after the Highway 12 project was done additional green space was added to the Public Works mowing. Allowing contractors to mow these four parks would offset that.

**Motion Number (M-11-68) Motion by Dan Vick, seconded by Derek Schansberg to approve request for proposals for a twenty-four week lawn mowing agreement for**

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**four specific neighborhood parks (County Line Park, Woods Creek Park, Savanna Trail Park and Parkview Hills Park) within the City of Delano. Motion Carried.**

- 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.**

**A. Update from Scot Dornfeld, Building Official.**

City of Delano Building Official, Scott Dornfeld, updated Council on the Building Department within the City of Delano. In 2010 a total of 315 permits were pulled this included 5 new residential homes, 271 residential alterations and 39 commercial alterations. Dornfeld reviewed construction valuation, approximate permit revenue along with flat fee permits. Mr. Dornfeld discussed Public Nuisance Letters – what type of letters and how many were sent out. Majority of the letters were sent to remind contractors to mow their empty lots. There are a few that prefer to have the City mow and pay the City for the service.

Scott Dornfeld discussed the possibility of increasing of the flat fee permits. The City of Delano is currently on the low end of fees. The surcharges where increased by the State of Minnesota from \$0.50 to \$5.00.

Dale Graunke, people with cars that are stored in the yard – don't know if they're familiar with people/businesses that pay for junk vehicles. Would this be something that we could inform the residents? Scott Dornfeld stated those vehicles can get a tax deduction if they donate.

Derek Schansberg asked what the flat fee rates are around Delano are. Scott Dornfeld responded surrounding area is around \$75 - \$125 – the City of Delano is at \$50. Dornfeld explained the permit process.

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Dale Graunke asked for the amount of flat fee permits done in 2010 to further look into a rate increase.

No motion taken.

**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.**

There was none.

**13. OTHER BUSINESS**

There was none.

**14. COMMUNICATIONS & ANNOUNCEMENTS**

Ryan Gueningsman from the Herald Journal discussed the upcoming events.

**A. Review upcoming meeting schedule.**

Monday, March 7, 2011 joint meeting with utility. Regular meeting on Tuesday, March 15, 2011. Typically do a workshop on the last Tuesday of the month and traditionally do not meet during spring break. Council moved the Special Workshop to Tuesday, March 22, 2011 at 7:00 PM.

**15. CITY CLAIMS**

**A. City Claims**

**Motion Number (M-11-69) Motion by Holly Schrupp, Seconded by Dan Vick to approve the City Claims in the amount of \$161,863.01 as submitted. Motion Carried.**

**16. ADJOURNMENT**

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**Motion Number (M-11-70) Motion by Holly Schrupp, seconded by Derek Schansberg to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 1, 2011.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 1, 2011 was adjourned at 8:30 PM.

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Dale Graunke, Mayor

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Marlene E. Kittock, City Clerk

ATTEST:

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Paula Bauman, Recorder