

**MINUTES  
CITY OF DELANO  
City Council/Economic Development Authority  
Tuesday, April 5, 2011  
7:00 PM**

**1. CALL TO ORDER**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, April 5, 2011 to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE**

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

**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  
Vince Vander Top, City Engineer  
Ernie Eden, Public Works Director  
Nancy Drumsta, Liquor Store Manager  
Paula Bauman, Recorder  
Marlene E. Kittock, City Clerk

Phil Kern recommended removing item 12B: Update from Tammy Matthees, Housing Director, Delano Housing Authority. Kern also recommended adding item 13B: Discuss sanitary sewer line televising.

**Motion Number (M-11-92) Motion by Dan Vick, seconded by Holly Schrupp to approve the Agenda of the regular City Council/Economic Development Authority meeting of Tuesday, April 5, 2011 with the deletion of item 12B: Update from Tammy Matthees, Housing Director, Delano Housing Authority. Add item 13B: Discuss sanitary sewer line televising. Motion Carried.**

**3. MINUTES**

There was none.

**4. SPEAKERS, PRESENTATIONS AND AWARDS.**

**A. Greg Elstad – Relay for Life.**

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Mr. Elstad supplied a presentation for Council on information regarding the Relay for Life event in Delano. Mr. Elstad then requested Council's action on approving the event for 2011.

**5. CONSENT ITEMS**

**CITY:**

- A. Motion to approve the 2011 Annual Relay for Life lease agreement between the City of Delano and the American Cancer Society.**
- B. Motion to approve a Bean Bag Tournament with proceeds donated to the 2011 Annual Relay for Life.**
- C. Motion to approve lawn mowing bids for four parks within the City of Delano.**
- D. Motion to approve step increase for Motor Vehicle Coordinator.**
- E. Motion to approve step increase for Motor Vehicle Assistant.**
- F. Motion to approve step increase for Motor Vehicle Assistant.**

**Motion Number (M-11-93) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve Consent Items 5D, 5E and 5F as submitted. Motion Carried.**

- 5A. Motion to approve the 2011 Annual Relay for Life lease agreement between the City of Delano and the American Cancer Society.**

Council thanked Mr. Elstad for his presentation stating this event is great for the community and its proceeds goes towards a great cause.

**Motion Number (M-11-94) Motion by Betsy Stolfa, seconded by Derek Schansberg to approve the 2011 Annual Relay for Life Lease Agreement between the City of Delano and the American Cancer Society. Motion Carried.**

- 5B. Motion to approve a Bean Bag Tournament with proceeds donated towards the 2011 Annual Relay for Life.**

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This is the first year this event has been held – it will be on June 4, 2011 on Bridge Avenue in front of the Juke Box Restaurant. The proceeds from this event goes towards the Relay for Life Event.

**Motion Number (M-11-95) Motion by Betsy Stolfa, seconded by Dan Vick to approve a Bean Bag Tournament with proceeds donated to the 2011 Annual Relay for Life. Motion Carried.**

**5C. Motion to approve the lawn mowing bids for four parks within the City of Delano.**

Kern stated at the March 1<sup>st</sup> meeting the council authorized staff to advertise for lawn mowing bids for four neighborhood park areas. These areas were identified as No. 11 – County Line Park, No. 8 – Woods Creek Park, No. 5 – Savanna Trail Park and No. 7 – Parkview Park. Kern stated the apparent low bidder is Mr. Grass. The bid submitted states if he gets all four parks there is an additional \$25 fee with a total bid of \$200. Staff has reviewed and factored in the additional \$25 and found he is not the low bidder on Woods Creek Park stating 4.0, Andy Bright, is the low bidder at \$55.

Dan Vick discussed the option of co-sponsoring the mowing of the parks. Stolfa stated she was not in favor of additional signage in the parks. Schrupp stated if the contractor does not do a satisfactory job, then there is an unusable sign with their name on it. Kern stated the contract allows for signage from the contractor stating who the park is maintained by and paid for by the contractor.

**Motion Number (M-11-96) Motion by Dan Vick awarding the park mowing contract to Mr. Grass, Joe Benner, for the County Line Park, Savanna Trail Park and Parkview Park for the amount submitted in bid documents. Motion Carried.**

**Motion Number (M-11-97) Motion by Dan Vick, seconded by Derek Schansberg to award the park mowing contract to 4.0, Andy Bright, dba Grasschoppers LLC, for the Woods Creek Park for the amount submitted in the bid documents. Motion Carried.**

**Motion Number (M-11-98) Motion by Derek Schansberg, seconded by Betsy Stolfa to bid the remaining parks for lawn mowing with the exception of Central Park. Motion Carried.**

**6. CITY STRATEGY No. 1: To provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**

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There was none.

- 7. CITY STRATEGY No. 2: To ensure the City's continued sustainability and financial stability.**

There was none.

- 8. CITY STRATEGY No. 3: To plan for the maintenance, replacement and efficiency of the City's equipment, buildings, infrastructure, energy and utility systems.**

There was none.

- 9. CITY STRATEGY No. 4: To manage the City's growth so that it be high quality and consistent with the City's comprehensive plan while maintaining the City's historical culture, characteristics and features.**

- A. Hold a Public Hearing for proposed modification of Tax Increment Financing (Economic Development) District No. 10.**

Staff received a request from Modern Molding for financial assistance for their proposed expansion project in the industrial park. They have indicated they will need some type of financial assistance to go forward with their project. The best solution would be assistance in the form of Tax Increment Financing (TIF). Staff has been working with Springsted and has decided the best solution would be to modify TIF No. 10 which was set up for Landscape Structures in 2010.

**Motion Number (M-11-99) Motion by Betsy Stolfa, seconded by Holly Schrupp to open the Public Hearing to hear public comment for the proposed modification of Tax Increment Financing (Economic Development) District No. 10. Motion Carried.**

Mayor Graunke called for public comment three times. None was heard.

**Motion Number (M-11-100) Motion by Betsy Stolfa, seconded by Derek Schansberg to close the Public Hearing. Motion Carried.**

- 1. Adopt Resolution R-11-06 approving the modification of the Tax Increment Financing Plan for Tax Increment Financing**

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**(Economic Development) District No. 10 within Development District No. 4.**

**Motion Number (M-11-101) Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt Resolution R-11-06 approving the modification of the Tax Increment Financing Plan for Tax Increment Financing (Economic Development) District No. 10 within Development District No. 4. Motion Carried 5-0 by Roll Call Vote.**

- 2. Adopt Resolution R-11-07 approving the terms of up to a \$75,785.71 Interfund Loan in connection with Tax Increment Financing District No. 10.**

**Motion Number (M-11-102) Motion by Betsy Stolfa, seconded by Holly Schrupp to adopt Resolution R-11-07 approving the terms of up to a \$75,785.71 Interfund Loan in connection with Tax Increment Financing District No. 10. Motion Carried 5-0 by Roll Call Vote.**

- 3. Approve the agreement between the City of Delano and Modern Molding, Inc. for the 2011 expansion and TIF Agreement.**

**Motion Number (M-11-103) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the agreement between the City of Delano and Modern Molding, Inc. for the 2011 Expansion and Tax Increment Financing (TIF) Agreement. Motion Carried.**

- 10. CITY STRATEGY No. 5: To encourage and improve the communication of information and ideas with residents and business owners.**

There was none.

- 11. CITY STRATEGY No. 6: To ensure communication and positive relationships between the Council, Staff, Employees and Commission Members.**

- A. Minutes of the Park and Recreation Committee meeting of February 23, 2011.**

No discussion or motion taken.

- B. Minutes of the Delano Fire Department meeting of March 10, 2011.**

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No discussion or motion taken.

**C. Minutes from the Delano Fire Relief Association meeting of March 10, 2011.**

No discussion or motion taken.

**D. Minutes from the Park and Recreation Committee meeting of March 23, 2011.**

No discussion or motion taken.

**12. CITY STRATEGY No. 7: To ensure the City has a well trained, productive and accountable workforce to meet the changing needs of the community.**

**A. Update from Nancy Drumsta, Manager, Delano Wine and Spirits.**

Nancy Drumsta, Manager of the Delano Wine and Spirits gave Council a presentation regarding the Delano Wine and Spirits. Ms. Drumsta recapped the Liquor Store Sales for the last ten years reviewing the liquor, beer and wine sales. Ms. Drumsta discussed explained the profit and loss summary, ten year operating costs summary, and transfer outs compared to operating income for the last ten years. Delano Wine and Spirits controls the alcohol sales within the community. Ms. Drumsta feels strongly the employees offer great customer service, selection of products and competitive pricing. The generated revenue remains within the City and is used to improve the quality of life for residents of Delano. Delano Wine and Spirits offers a clean and pleasant shopping experience to encourage all residents to shop local.

Mayor Graunke inquired as to how many years Nancy has managed the Liquor Store. Ms. Drumsta stated for nineteen years. Council thanked Nancy for her work and dedication. Derek Schansberg questioned why the Liquor Store doesn't offer kegs. Nancy Drumsta stated its due to a liability issue and space for storage.

**B. Update from Tammy Matthees, Housing Director, Delano Housing Authority.**

Ms. Matthees was unable to attend the meeting. An update will be given at a later date.

**13. CITY STRATEGY No. 8: To ensure the public's safety from crime and manmade or natural disasters.**

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**A. Update on flood preparations.**

Phil Kern updated Council on the flood operations. Kern recapped the sanitary sewer main beneath the river discussing the areas within town that have been impacted. Pumps have been rented to bypass to another pumping station – the City is incurring costs with the maintenance and the rental of the pump. Once the river level is at sixteen feet crews can get to the manhole to survey the damage and televise the lines. Phil Kern discussed the damages that could have been done during the ice jam. Last week Public Works have been trying to find infiltrations of the sanitary sewer line as the Waste Water Treatment Facility has been running at full capacity.

**B. Discuss the purchase of camera to televise the sewer lines within the City of Delano.**

Staff stated due to current conditions there are current infiltration to the sewer lines that need to be located and repaired. Public Works employees have been searching different areas and have located some major infiltration. Ernie Eden recapped costs to rent that type of camera and what type of projects it could be used in. The camera costs between \$50,000 and \$55,000 to purchase.

Council discussed the camera and the cost to purchase and operate. Dan Vick questioned if other cities have a camera like this. Ernie Eden stated the City of Rockford does have something similar but Staff feels a camera that televises the line and takes pictures would be preferred.

Ernie Eden discussed the process and uses of the camera stating the City of Delano has approximately forty miles of sewer lines and staff could make immediate use of it. Mayor Graunke stated it will document everything. If a contractor is hired out to do the work the lines needed to be jetted out and cleaned before the contractor goes in – otherwise its additional costs for them to do it. Ernie Eden stated this camera will give staff a clear idea what is underground.

Betsy Stolfa questioned what the expected life span would be for this type of camera. Ernie Eden stated it will last between 10-20 years. Ms. Stolfa stated she would like to have a more specific budget conversation before this item is purchased. Stolfa then questioned if the flood would be declared a disaster for the City of Delano, would this type of purchase be covered under that declaration. Kern stated it would not be eligible and explained the lease costs that we would incur if we did not purchase would be eligible, but not the purchase. Ernie Eden discussed the option and possibility of financing through the company who the product is purchased from.

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**Motion Number (M-11-104) Motion by Dan Vick, seconded by Holly Schrupp to solicit bids for camera that has the capability of televising and taking pictures of sewer lines. Motion Carried.**

**14. CITY STRATEGY No. 9: To ensure the overall aesthetic appeal of the City.**

There was none.

**15. OTHER BUSINESS**

There was none.

**16. COMMUNICATIONS AND ANNOUNCEMENTS**

**17. CLAIMS**

**A. City Claims**

**Motion Number (M-11-105) Motion by Holly Schrupp, seconded by Dan Vick to approve the City Claims in the amount of \$215,679.62 as submitted. Motion Carried.**

**18. ADJOURNMENT**

**Motion Number (M-11-106) Motion by Betsy Stolfa, seconded by Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, April 5, 2011. Motion Carried.**

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, April 5, 2011 was adjourned at 8:45 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