

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, July 19, 2011
7:00 PM**

1. CALL TO ORDER

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 19, 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
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
Nancy Drumsta, Municipal Liquor Store Manager
Ernie Eden, Public Works Director
Marlene E. Kittock, City Clerk
Paula Bauman, Recorder

Council requested the following items to be added to the Agenda:

8A: Discuss CMMPA thank you letter from Delano Municipal Utilities and the City of Delano.

13B: Update on solar motion lights to be installed at Big Rock Park.

Motion Number (M-11-170) Motion by Betsy Stolfa, seconded by Dan Vick to approve the Agenda of the Delano City Council/Economic Development Authority of Tuesday, July 19, 2011 with the additions. Motion Carried.

3. MINUTES

A. Minutes of the Special Workshop of Tuesday, June 21, 2011.

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- B. Summary Minutes of the Special Workshop of Tuesday, June 21, 2011 for publication in the Delano Herald Journal.**
- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, June 21, 2011.**
- D. Minutes of the Special Workshop of Tuesday, June 28, 2011.**
- E. Summary Minutes of the Special Workshop of Tuesday, June 28, 2011 for publication in the Delano Herald Journal.**

Motion Number (M-11-171) Motion by Holly Schrupp, seconded by Derek Schansberg to approve the Minutes 3A, 3B, 3C, 3D and 3E as submitted. Motion Carried.

4. SPEAKERS PRESENTATION AND AWARDS

- A. Presentation of service recognition award to outgoing Council and Commission members.**

Mayor Graunke presented Robert Gruba (Historic Preservation Commission) and David Kenison (Planning Commission) a plaque recognizing them for their service on said commissions. The Council thanked them for their hard work and dedication.

5. CONSENT ITEMS

- A. Motion to approve Resolution authorizing the American Cancer Society and the Delano Relay for Life.**
 - 1. Adopt Resolution R-11-20 authorizing the American Cancer Society and the Delano Relay for life to conduct lawful gambling at the Delano Central Park located at 650 Third Street North, Delano MN.**
- B. Motion to approve 2011 Seal Coat Project quote from Pearson Brothers.**
- C. Motion to approve Resolution authorizing the Delano Catholic Community license for their annual Fall Harvest Festival.**
 - 1. Adopt Resolution R-11-21 approving a gambling application exemption permit for the Delano Catholic Community.**

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Motion Number (M-11-172) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve Consent Items 5A, 5B and 5C as submitted. Motion Carried 5-0 by Roll Call Vote.

- 6. CITY STRATEGY No. 1: To provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**
 - A. Presentation from Jim Wollschlager, Randy's Sanitation, regarding compost program.**

Mr. Wollschlager stated Randy's will begin a new service of taking away residents' household's food scraps and food-soiled paper for recycling into nutrient-rich garden compost. Separating all of these organics from your everyday trash allows Randy's Environmental Services to put them to good use. Organic waste will be converted into compost that will enrich lawns, flower beds, backyard and community gardens and small vegetable and berry farms. Randy's Environmental Services will provide Delano residents with a large blue bag labeled Blue Bag Organics which is also compostable. The bags will be picked up during normal trash pickup and sorted at the facility.

Betsy Stolfa questioned if this new service will cost more. Mr. Wollschlager stated rates will be adjusted slightly compared to original rates. Residents could see a costs savings on rates and taxes.

- 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.**
 - A. Discuss CMMPA thank you letter from Delano Municipal Utilities and the City of Delano.**

Derek Schansberg stated the Delano Water, Light and Power Commission approved a thank you letter to be mailed to the CMMPA. The letter was read stating the Commission felt Mayor Graunke should sign the letter.

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Motion Number (M-11-173) Motion by Derek Schansberg, seconded by Betsy Stolfa to approve the letter to CMMPA along with Mayor Graunke signing said letter. Motion Carried.

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

There was none.

- 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 from the Delano Water, Light and Power Commission meeting of Monday, May 16, 2011.**

No discussion or motion taken.

- B. Minutes from the Park and Recreation Committee meeting of Monday, May 25, 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. Consider Resolution authorizing a temporary reduction of Fire Relief Pension benefit.**

Brian Bloch stated each year the Fire Relief is required to complete a State reporting form estimating what contribution amount the City is required to make for the following year. This form is required to be approved by Council and sent to the State. In July 2008 Council approve an increase in the pension benefit amount to \$2,575. As a result of the economic

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downturn in the fall of 2008 the Fire Reliefs investments were considerably lower than where they needed to be to support the pension benefit amount. This continues to be the case today. The city has two options: 1. Dramatically increase the City's contribution to the Fire Relief Pension Fund or 2. Lower the pension amount.

Staff is recommending lowering the pension benefit amount for a temporary time period. This will allow the City to manage a small increase in the 2012 budget for the annual contribution to the Fire Relief Pension Fund.

- 1. Adopt Resolution R-11-22 approving a temporary lowering of the Fire Relief Pension benefit amount to \$2,525 per member for November 1, 2011 through December 31, 2011.**

Motion Number (M-11-174) Motion by Derek Schansberg, seconded by Dan Vick to adopt Resolution R-11-22 approving a temporary lowering of the Fire Relief Pension benefit amount to \$2,525 per member for November 1, 2011 through December 31, 2011. Motion Carried 5-0 by Roll Call Vote.

- B. Motion to approve the reclassification of the Assistant Manager position at the Delano Municipal Liquor Store.**

Nancy Drumsta stated the previous job description was written several years ago before moving the store location and over the years the job duties of this position has changed and increased as needed to keep in line with the growth of the business. Ms. Drumsta stated she, along with Phil Kern and Brian Bloch, rewrote the job description to incorporate the current job duties and responsibilities. Doing so reassigned the points for the position from 141 to 154.

Ms. Drumsta discussed a survey done by the Manager at the Pine City location of stores that were similar to the size and sale of the Delano Municipal Liquor Store. In that survey it shows the position of assistant manager in Delano was the second lowest of all the cities surveyed.

Dan Vick questioned if there are any stores closer to Delano that can be surveyed. Nancy Drumsta stated the stores surveyed were comparable to the Delano location in sales and size. It is difficult to find store near our location that is comparable. Council Member Vick stated a survey should be done of stores near us; then discussed the Assistant Managers current wages stating he didn't see how a raise could be issued within the budget that was approved for 2011. Vick then stated he would like to review the pay scale of Rockford's

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Municipal Liquor Store. Ms. Drumsta stated location isn't the important item in the survey. The important to be similar in size and have similar sales, Ms. Drumsta stated Rockford isn't comparable to Delano and an accurate account couldn't be taken.

Betsy Stolfa stated if the City has valuable employees who are going above and beyond their duties they deserve to get paid for their work; and the City needs to have competitive salary of similar stores. Council Member Schrupp stated the value received should be looked at too.

Dan Vick once again requested comparing local Municipal Liquor Stores stating this item should be discussed in a work session.

Motion Number (M-11-175) Motion by Dan Vick to discuss this item at a workshop. Motion Failed due to lack of second.

Dan Vick stated in today's market people should be happy to have a job and discussed his decreasing pay for contractor work. Betsy Stolfa felt it's important to have good employees and they should be compensated accordingly for their work. Council Member Vick stated this employee already gets a step increase this year and felt Council should consider that. Council Member Schrupp stated this is to consider a reclassification of the job description as the position has more responsibility and required knowledge; the compensation should be considered.

Mayor Graunke clarified according to the position and current duties the position qualifies for higher compensation.

Motion Number (M-11-176) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the reclassification of the Assistant Manager position at the Delano Municipal Liquor Store. Motion Carried by voice vote.

C. Consider Ordinance and contract agreement with licensed Electrical Inspector for electrical inspections.

Phil Kern stated these items were place on the Agenda to assist residents with their electrical inspections and plumbing reviews. Because of the state shutdown Delano residents and business owners have not been able to get electrical inspections and plumbing plan reviews done. The State of Minnesota is in special session tonight and are approving bills. Staff had this on the Agenda to approve and implement this to move forward. At this point can approve and if feel comfortable with and will implement if needed.

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Mayor Graunke asked if the Ordinance has verbiage included if this would happen again next year. Kern stated it did not. Kern asked if approved to include the Contract for electrical inspector.

- 1. Adopt Ordinance O-11-03 and Summary Ordinance of the City of Delano Minnesota amending City Code Chapter 4 by adding 416.03 relating to electrical inspections and adopting by reference City Code Chapter 1 and Section 105.01 which among other things contain penalty provisions.**

Motion Number (M-11-177) Motion by Dan Vick, seconded by Holly Schrupp to approve the contract agreement with licensed electrical inspector for electrical inspections, authorize the temporary authorization to do the Plumbing Plan Reviews on commercial buildings and to adopt ORDINANCE O-11-03 and Summary Ordinance of the City of Delano Minnesota amending City Code Chapter 4 by adding 416.03 relating to electrical inspections and adopting by reference City Code Chapter 1 and Section 105.01 which among other things contain penalty provisions. Adopting ORDINANCE O-11-04 and Summary Ordinance amending Chapter 4 adding Article 416.05 relating to plumbing permits, plans and specification review, and inspections of plumbing systems; and adopting by reference City Code Chapter 1 and Section 105.01, which among other things contain penalty provisions. Motion Carried 5-0 by Roll Call Vote.

- D. Consider new Ordinance giving the City of Delano the temporary authorization to do the Plumbing Plan Reviews on commercial buildings.**

This item was discussed in item 5C.

- 1. Adopt Ordinance O-11-04 and Summary Ordinance amending Chapter 4 by adding Article 416.05 relating to plumbing permits, plan and specification review, and inspections of plumbing systems; and adopting by reference City Code Chapter 1 and Section 105.01, which among other things contain penalty provisions.**

This item was approved in item 5C(1) Motion Number M-11-177.

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

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- A. Motion to approve 2012/2013 contract for Police Services with the Wright County Sheriff's Department.**

Phil Kern stated the current rate for police services is \$59 for 2011; they are currently requested a seventy-five cent increase for 2012 and another seventy-five cent increase for 2013. In the past the City has had the ability to change hours if deemed necessary.

Motion Number (M-11-178) Motion by Dan Vick, seconded by Derek Schansberg to approve the 2012/2013 contract for Police Services with the Wright County Sheriff's Department. Motion Carried.

- B. Update on solar motion lights for Big Rock Park.**

Ernie Eden stated Public Works has received the pole and the solar lights. The pole has been painted and is working on modifications so the lights fit on the pole. Plan to erect the pole on Thursday.

No motion taken.

- 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**

Council rescheduled the Tuesday, August 2 meeting for Monday, August 1 at 7:00 PM due to National Night Out.

- 17. CLAIMS**

- A. City Claims**

Motion Number (M-11-179) Motion by Dan Vick, seconded by Derek Schansberg to approve the City Claims in the amount of \$630,020.71. Motion Carried.

- B. EDA Claims**

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Motion Number (M-11-180) Motion by Derek Schansberg, seconded by Holly Schrupp to approve the EDA Claims in the amount of \$14,492.48. Motion Carried.

18. ADJOURNMENT

Motion Number (M-11-181) Motion by Betsy Stolfa, seconded by Dan Vick to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 19, 2011. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 19, 2011 was adjourned at 8:20 PM.

Dale Graunke, Mayor

Marlene E. Kittock, City Clerk

Attest:

Paula Bauman, Recorder