

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, December 7, 2010
7:00 PM**

1. CALL TO ORDER

Mayor McDonald called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, December 7, 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
Paula Bauman, Recorder

Motion Number (M-10-257) Motion by Larry Bartels, seconded by Betsy Stolfa to approve the Agenda of the Delano City Council/Economic Development Authority meeting of Tuesday, December 7, 2010 as submitted. Motion Carried.

3. MINUTES

- A. Minutes of the regular Delano City Council/Economic Development Authority meeting of Tuesday, October 19, 2010.**
- B. Minutes of the regular Delano City Council/Economic Development Authority meeting of Tuesday, November 4, 2010.**
- C. Minutes of the Special Workshop of Tuesday, November 16, 2010.**
- D. Summary minutes of the Special Workshop of Tuesday, November 16, 2010 for publication in the Delano Herald Journal.**
- E. Minutes of the regular Delano City Council/Economic Development Authority meeting of Tuesday, November 16, 2010.**

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- F. Minutes of the Special Workshop of Tuesday, November 30, 2010.
- G. Summary minutes of the Special Workshop of Tuesday, November 30, 2010 for publication in the Delano Herald Journal.

Motion Number (M-10-258) Motion by Betsy Stolfa, seconded by Larry Bartels to approve Minutes 5A, B, C, D, E, F and G as submitted. Motion Carried.

4. SPEAKERS, PRESENTATION AND AWARDS

There was none.

5. CONSENT ITEMS

EDA:

- A. Motion to approve the Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the second quarter of the fiscal year 2010 – 2011.

City:

- B. Motion to approve two new members on probationary status to the Delano Fire Department.
- C. Review the City of Delano's selected Financial Reports and the Liquor Store Income Statement for the quarter ended September 30, 2010.
- D. Motion to approve Fund Allocation.
- E. Motion to approve Joint Powers Agreement with the Bureau of Criminal Apprehension.
- F. Motion to approve the final pay request for Barb King Memorial Park.
- G. Motion to approve pay request No. 1 for the Leland Demolition.
- H. Motion to authorize membership with the Wright County Economic Development Partnership.

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- I. Motion to approve Master Partnership Contract No. 92596 regarding MnDOT and Emergency Services.**
- J. Motion to approve the contract with Veolia Water for the operation of the City's Wastewater Treatment Facility.**

Motion Number (M-10-259) Motion by Brad Hotchkiss, seconded by Betsy Stolfa to approve Consent Items 5A, B, C, F, H, I and J as submitted. Motion Carried.

5D. Motion to approve Fund Reconciliation.

Harlan Lewis asked for this item to be further discussed and questioned if there is a graph or further explanation showing where the funds went and where it was combined. Bloch stated this item was discussed at the last workshop. Bloch stated if Mr. Lewis would prefer, he can meet personally with him to discuss further. Mr. Lewis agreed.

Motion Number (M-10-260) Motion by Larry Bartels, seconded by Betsy Stolfa to approve the following: Motion to transfer remaining \$138,461 from Rockford Avenue Construction Fund (fund 410) and \$168,541 from G.O. Refunding Bonds of 2002B Fund (fund 551) to Tiger Drive (9th Street) Extension Construction Fund (fund 411) and thereby close said construction funds. Motion to transfer remaining \$39,862 from G.O. Refunding Bonds of 2002B Fund (fund 551) to start a new General Debt Service Fund (fund 501) for future debt service needs. Motion to transfer \$20,741 from the Elm Avenue Storm Water Diversion construction Fund (fund 416) to the East Side Storm Water Lift Station Construction Fund (fund 415) and the remaining \$24,600 from the Elm Avenue Storm Water Diversion construction Fund (fund 416) to the Storm Drainage Special Revenue Fund (fund 604) and thereby close said construction funds. Motion to transfer remaining \$466,253 from the 1975 Medical Clinic Special Revenue Fund (fund 201) and \$493,941 from the Liquor Store Enterprise Fund (fund 609) to the Rivertown construction Fund (fund 408) and thereby close said special revenue fund and balance the interfund loan outstanding between the Rivertown Construction Fund and the Sanitary Sewer Fund with the value of the rivertown commercial building. Motion Carried.

5E. Motion to approve the Joint Powers Agreement with the Bureau of Criminal Apprehension.

Kern stated in order for the county to prosecute misdemeanor offenses occurring with the various jurisdictions the Bureau of Criminal Apprehension (BCA) is requiring the City to have a Joint Power Agreement in place between the City and the BCA. The Wright County

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Sheriff's Office and the County Attorney's Office has already entered into the same agreement.

Motion Number (M-10-261) Motion by Larry Bartels, seconded by Betsy Stolfa to approve the Joint Powers Agreement with the Bureau of Criminal Apprehension. Motion Carried.

5G. Motion to approve Pay Request No. 1 for the Leland demolition.

Vince Vander Top gave an update on the demolition.

Motion Number (M-10-262) Motion by Brad Hotchkiss, seconded by Larry Bartels to authorize Pay Request No. 1 to Jay Johnson Construction in the amount of \$27,303 for the Leland Demolition. Motion Carried.

6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.

A. Discuss County Road 30 SE Crosswalks.

Bob Van Lith stated Staff has been working on installing three crosswalks on County Road 30 SE at the intersections of 3rd Street SW, Meadowlark Drive and First Street, and West River Road and County Road 16 SE. Per the requirements of the County to install crosswalks at the following intersections a flashing cross walk sign is required at the Third Street SW and River Road intersections. To install solar powered lights it would cost around \$10,000 per intersection. Van Lith to meet the Counties requirements the Meadow Lark Drive and First Street intersection would need a walking path or sidewalk on First Street.

The Public Safety committee has looked into this and recommends installing lights at the intersection of County Road 30 and Third Street SW. The Committee also recommended holding a public meeting with residents to make it possible to paint a crosswalk at County Road 30 and Meadowlark Drive and First Street only. At this time not do anything at County Road 30 and West River Road/County Road 16.

Council discussed the solar lights and discussed wired units. Bartels recommended applying for the permit through Wright County and find out prices for wired crosswalk lights. Van Lith stated he will bring this item back with further pricing. No motion taken.

B. Consider Resolution R-10-29 adopting the Special Assessment Policy.

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Kern gave Council a brief background of the meetings held regarding the Special Assessment Policy and reviewed and gave a presentation of the latest draft of the policy.

Motion Number (M-10-263) Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt Resolution R-10-29 adopting the Special Assessment Policy. Motion Carried 5-0 by Roll Call Vote.

Joe McDonald stated Council has worked on the policy for the last ten months stating he felt it is a good policy to pay for road construction. It is up to the next council to use the policy stating no projects are currently scheduled. Mayor McDonald stated he felt this policy is fair and was happy to vote on it.

Betsy Stolfa acknowledged everyone who worked so closely on the policy and thanked them for their feedback. Council Member Stolfa thanked them for their commitment.

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

A. Public Hearing regarding 2010 Tax Levy and City of Delano Budget.

Brian Bloch discussed the 2011 budget stating Council can amend the budget as they wish. Once the Tax Levy is set it cannot be changed. Brian Bloch reviewed his power point presentation on the Tax Levy and Budget for 2011. Council thanked Mr. Bloch for his work stating this information will be available on the City website for residents to view.

Steven Dehn, 409 Oak Avenue, questioned his property taxes. Council directed Mr. Dehn to speak with the City Assessor stating the meeting residents are able to contest their taxes will be held in the spring.

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.

A. Delano Community Emergency Response Team (CERT) update.

Bob Van Lith stated the CERT program was started in the spring of 2009 and recently finished the second twenty-four hour beginners training course with eight more members.

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This brings the member total to thirty-two. The CERT team meets ever first Wednesday of the month.

Council thanked Mr. Van Lith and the CERT members for their hard work and dedication.

B. Discuss two new programs: Take Heart Minnesota and Heart Safe Communities.

Bob Van Lith discussed the Take Heart Minnesota and Heart Safe Community programs. Take Heart America was founded by a network of visionaries who recognized that a coordinated, comprehensive approach to resuscitation therapies would substantially increase sudden cardiac arrest (SCA) survival rates beyond the benefits achieved with individual therapies alone. The initial results from St. Cloud MN and Anoka MN have been remarkably successful.

A Heart Safe community participates in a public access defibrillation program like Allina's Heart Safe Communities. Through such programs, automated external defibrillators (AEDs) are placed in the hands of emergency medical service, fire and police personnel. AEDs also are made available in nursing homes, businesses, churches, golf courses, schools — wherever people live, work and play.

Two residents involved with the programs discussed their personal experiences with sudden cardiac arrest.

Joe McDonald questioned if there is any opportunity for grants. Van Lith stated he wasn't aware of any state grants but through the Alina system they have some grants and opportunities with different programs. Joe McDonald thanked Mr. Van Lith for his work.

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.

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- A. Minutes of the Delano Water, Light and Power Commission meeting of September 20, 2010.**

No discussion or motion made.

- B. Minutes of the Delano Water, Light and Power Commission meeting of September 25, 2010.**

No discussion or motion made.

- C. Minutes of the Delano Water, Light and Power Commission meeting of October 18, 2010.**

No discussion or motion made.

- D. Minutes of the Delano Water, Light and Power Commission joint meeting of October 25, 2010.**

No discussion or motion made.

- E. Minutes from the Historic Preservation Committee meeting of October 25, 2010.**

No discussion or motion made.

- F. Minute of the Delano Fire Department Relief Association meeting of November 11, 2010.**

No discussion or motion made.

- G. Minutes from the Delano Fire Department meeting of November 11, 2010.**

No discussion or motion made.

13. OTHER BUSINESS

There was none.

14. COMMUNICATIONS AND ANNOUNCEMENTS

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15. CLAIMS

A. City Claims

Motion Number (M-10-264) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve the City Claims in the amount of \$347,072.56 as submitted. Motion Carried.

B. EDA Claims

Motion Number (M-10-265) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve the EDA Claims in the amount of \$14,288.16 as submitted. Motion Carried.

16. ADJOURNMENT

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, December 7, 2010 was adjourned at 8:57 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder