

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Monday, December 20, 2010
7:00 PM**

1. CALL TO ORDER

Mayor McDonald called the regular meeting of the Delano City Council/Economic Development Authority meeting of Monday, December 20, 2010 to order at 7:10 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
Brian Bloch, Finance Director
Bob Van Lith, Fire Chief
Vince Vander Top, City Engineer
Paula Bauman, Recorder

Motion Number (M-10-268) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the Agenda of the regular City Council/Economic Development Authority meeting of Monday, December 20, 2010 with the addition of 8C: Issuance of Revenue Bonds for Landscape Structures. 9A: Discuss overtime versus compensation allocation for Public Works Employees. Motion Carried.

3. MINUTES

- A. Minutes from the Special Workshop of Tuesday, October 5, 2010.**
- B. Summary Minutes from the Special Workshop of Tuesday, October 5, 2010 for publication in the Delano Herald Journal.**
- C. Minutes from the Special Workshop of Tuesday, November 4, 2010.**
- D. Summary Minutes from the Special Workshop of Tuesday, November 4, 2010 for publication in the Delano Herald Journal.**

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Motion Number (M-10-269) Motion By Holly Schrupp, seconded by Brad Hotchkiss to approve the Minutes 3A, B, C and D as submitted. Motion Carried with Betsy Stolfa abstaining from items 3A and B.

4. SPEAKERS, PRESENTATIONS AND AWARDS

Joe McDonald announced that Bob Van Lith was recognized by the United Fire Region as the 2010 Firefighter of the Year. The award recognizes his service of over 32 years and the many local, county and regional contributions he has made. Mayor McDonald acknowledged Bob's service and dedication and thanked him for his all his hard work.

5. CONSENT ITEMS

City:

- A. Motion to accept bids for the surplus equipment and supplies.**
- B. Motion to authorize the issuance of a solicitor license to American Exteriors of Minnesota.**
- C. Motion to approve Amendment No. 3 to Flood Hazard Mitigation Grant Agreement No. A94684.**
- D. Motion to approve hourly request rate for Legal Services.**
- E. Motion to approve the agreement with Highway 12 Communities regarding Economic Development Partnership.**
- F. Motion to approve 2011 Maintenance Agreement with Wright County.**
- G. Motion to approve Pay Request for the Delano Village Hall Reroof project.**
- H. Motion to approve Pay Request for Delano Village Hall Fire Suppression project.**
- I. Motion approving the agreement regarding fertilization of main ballfield.**

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EDA:

- J. Motion to approve replacing carpet in apartment No. 302 at the Delano EDA/Crow River Villa.**

Motion Number (M-10-270) Motion by Holly Schrupp, seconded by Larry Bartels to approve Consent Items 5A, B, C, D, E, F, G, H, I and J as submitted. Motion Carried.

- 6. CITY STRATEGY No. 1: Provide high quality infrastructure and services in a planned fiscally responsible manner.**
- A. Discuss the Park and Trails Grant from Wright County/Minnesota Vision Program.**

The City has received a grant from Wright County/Minnesota Vision for a redraft of the City's Parks and Trails Plan, along with communications improvements. The City's initial grant request was for \$25,000. The grant approval was for \$19,500 and Wright County has asked the City to submit a revised grant program before the end of the year.

Betsy Stolfa questioned what the time line is. Kern stated it needs to be completed in six months.

Motion Number (M-10-271) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to approve the Park and Trails Grant from Wright County/Minnesota Vision Program. Motion Carried.

- 7. CITY STRATEGY No. 2: Ensure the City's financial stability.**
- A. Motion to approve Resolution R-10-31 implementing the Capital Improvement Plan (CIP) for 2011-2015 for the City of Delano.**

Brian Bloch stated Staff is recommending approval of the Capital Improvement Plan for 2011 through 2015 for the City of Delano. Using the 2010 through 2014 CIP as a guide and starting point; Staff drafted a preliminary 2011 through 2015 CIP. Staff and Council had several workshop sessions in which we reviewed, discussed and made modifications to the CIP.

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Motion Number (M-10-271) Motion by Brad Hotchkiss, seconded by Larry Bartels to adopt Resolution R-10-31 implementing the Capital Improvement Plan (CIP) for 2011-2015 for the City of Delano. Motion Carried 5-0 by Roll Call Vote.

- B. Adopt Resolution R-10-32 adopting the Final 2010 Payable 2011 Tax Levy for the City of Delano.**

Bloch stated staff and council held several workshop sessions to review, discuss and make changes to the 2011 budget and tax levy. On Wednesday, September 8, 2010 the Council approved the preliminary 2010 payable 2011 Tax Levy.

Motion Number (M-10-272) Motion by Holly Schrupp, seconded by Brad Hotchkiss to adopt Resolution R-10-32 adopting the Final 2010 Payable 2011 Tax Levy for the City of Delano. Motion Carried 5-0 by Roll Call Vote.

- C. Adopt Resolution R-10-33 adopting the 2011 Budget for the City of Delano.**

Motion Number (M-10-273) Motion by Larry Bartels, seconded by Betsy Stolfa to adopt Resolution R-10-33 adopting the 2011 Budget for the City of Delano. Motion Carried 5-0 by Roll Call Vote.

- 8. CITY STRATEGY No. 3: Manage high quality growth consistent with the City's Comprehensive Plan.**

- A. Review the Wright County's policies on growth, annexation and transition areas.**

Wright County is currently in the process of updating its Comprehensive Plan. They are now working to complete the land use planning for the Townships along the Highway 12 corridor. On September 16, 2010, Staff met with the County and Townships to discuss Wright County's policies on growth, annexation and transition areas in the Wright County Comprehensive Plan. Staff raised the following issues in the discussion: 1. We concurred the goal "Wright County strives to maintain healthy, vital cities" found on pg 66. 2. On page 69, we expressed concern for a transition area that only extended out to 2020. 3. On pg 73, City staff objected to limited industry being a rural land use. We also expressed opposition to the designation of a large area (250+ acres) of limited industrial being mapped for Franklin Township next to Delano's future Northwest Industrial Park.

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Mayor McDonald stated he hoped that the County will understand our concerns and work with the City of Delano. Council discussed past industrial projects located in Franklin Township. Council agreed to send letter of intent and concerns to Wright County.

B. Discuss Northwest Industrial Park and Ditch 34 discharge permit.

Kern discussed the history of Ditch 34 with City Council stating in 2006 the City applied to Wright county for permission to discharge into Ditch 34. The County, at that time, denied the application. During 2008-2009 Staff worked with Commissioner Russek and Wright County Soil and Water Conservation District and submitted an application for wetland approvals to conduct some improvements along Ditch 34 at the County's request. The application resulted in a public review process and a public meeting was held. The feedback from the public rejected the County's recommended improvements stating it did not address the true problems of the County's ditch. In May, 2010 the City withdrew its application to make the improvements. Staff is recommending the City continue development of its Storm Water Runoff Plan and the eventual resubmission of application to discharge into Ditch 34 from the future industrial development.

C. Adopt Resolution R-10-34 awarding the issuance and sale of the \$3,420,000 Industrial Development Revenue Bonds for Landscape Structures, Inc.

Motion Number (M-10-274) Motion by Betsy Stolfa, seconded by Holly Schrupp to adopt Resolution R-10-34 awarding the issuance and sale of the \$3,420,000 Industrial Development Revenue Bonds for Landscape Structures, Inc. Motion Carried 4-0-1 with Brad Hotchkiss abstaining.

9. CITY STRATEGY No. 4: Ensure a well-trained and productive workforce to meet the changes of the City.

A. Discuss overtime versus compensation allocation for Public Works Employees.

Phil Kern stated the City is currently operating on a no overtime operating policy. Employees who work over forty hours per week receive comp time. The current policy has worked well but due to unforeseen and unusual circumstances Public Works Staff is having difficulty with their comp time balances. Current policy requires they earn comp time in lieu of overtime pay whereas they cannot have a balance over eighty-hours. Staff is

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recommending for the month of December giving the Public Works employees the option to sell back, at regular rate, up to forty hours of their banked comp time. Staff is recommending approval.

Motion Number (M-10-275) Motion by Betsy Stolfa, seconded by Larry Bartels to allow a onetime allocation to all Public Works Employees to receive up to forty hours of their banked comp time hours for the month of December. Motion Carried.

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.

A. Minutes from the Park and Recreation Committee meeting of July 28, 2010.

No discussion or motion made.

B. Minutes from the Planning Commission meeting of Monday, November 8, 2010.

No discussion or motion made.

C. Minutes from the Park and Recreation Committee of November 17, 2010.

No discussion or motion made.

D. Minutes from the Historical Preservation Committee meeting of November 22, 2010.

No discussion or motion made.

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E. Minutes from the Delano Fire Department Relief Association meeting of Thursday, December 9, 2010.

No discussion or motion made.

13. OTHER BUSINESS

There was none.

14. COMMUNICATIONS AND ANNOUNCEMENTS

Mayor McDonald wished everyone a Merry Christmas and a Happy New Year.

Joe McDonald wished Dale Graunke the best of luck and success in the next four year along with Derek Schansberg and Dan Vick.

Joe McDonald then thanked everyone for all their hard work stated he enjoyed every moment.

15. CLAIMS

A. City Claims

Motion Number (M-10-276) Motion by Holly Schrupp, seconded by Larry Bartels to approve the City Claims in the amount of \$248,581.19 as submitted. Motion Carried.

16. ADJOURNMENT

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Monday, December 20, 2010 was adjourned at 8:29 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

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Paula Bauman, Recorder