MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, January 17, 2012
7:00 PM

1. CALL TO ORDER

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 17, 2012 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

Members Absent: **Derek Schansberg, Council Member**

Also Present: **Phil Kern, City Administrator**
Vince Vander Top, City Engineer
Ernie Eden, Public Works Director
Marlene E. Kittock, City Clerk/AV Technician
Paula Bauman, Recorder

Motion Number (M-12-13) Motion by Dan Vick, seconded by Holly Schrupp to approve the agenda for the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 17, 2012 as submitted. Motion Carried.

3. MINUTES

A. Minutes from Special Joint Workshop Tuesday, September 13, 2011.

B. Summary minutes of Special Joint Workshop Tuesday, September 13, 2011 for publication in the Delano Herald Journal.

C. Minutes from Tuesday, December 6, 2011.

D. Minutes from Special Workshop Tuesday, December 20, 2011.

Betsy Stolfa stated it would be useful to add a clarifying statement within the minutes that state: “The net increase over 2011 to the personal services budget with a 3.5% COLA increase, projected step increases and the proposed decrease in benefits reflects a 1% increase in overall spending.”

E. Summary minutes of Special Joint Workshop Tuesday, December 20, 2011 for publication in the Delano Herald Journal.

F. Minutes from December 20, 2011.

G. Minutes from January 3, 2012.

Dan Vick stated he would like to see discussion regarding the proposed knee wall advertising and the possibility of shared revenue. Phil Kern stated more discussion will be held at the January 31 worksession.

Motion Number (M-12-14) Motion by Betsy Stolfa, seconded by Dan Vick to approve the Minutes 3A, 3B, 3C, 3D, 3E, 3F and 3G with the above corrections. Motion Carried with Holly Schrupp abstaining to items 3D, 3E, 3G and 3G. Motion Carried.

4. SPEAKERS, PRESENTATIONS AND AWARDS

5. CONSENT ITEMS

A. Motion designating the Delano Herald Journal as the official newspaper for 2012.

B. Motion approving increase in rate for City Engineer services from Wenck and Associates.

C. Motion authorizing solicitation of bids for official depository of City funds.

D. Motion to approve requests from Delano Elementary School PIE for a temporary on-sale liquor license and a public facilities lease.

Motion Number (M-12-15) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the Consent items 5A, 5B, 5C and 5D as submitted. Motion Carried.

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

A. Discuss Minnesota DNR Grant for tree diversification.

In 2001, the Department of Natural Resources (DNR) completed a tree survey in Delano, finding that the predominant species are Maple (32%), Spruce (16.5%), and Ash (14.6%). These top three trees are the same throughout Minnesota. Of concern is the identification of the Emerald Ash Borer in locations in Minnesota. The MN DNR is advising cities to examine tree diversification and planting new species in areas with heavier concentration of ash trees. Staff is looking for direction regarding an upcoming grant cycle with the MN DNR for tree management.

One of the areas of concern is Central Park. This park has a variety of trees, including oaks, maples, pines and ash trees. It is the concentration of ash trees along River Street that provides a unique canopy through the park. Concerns regarding the Ash Borer and the impact it could have on the aesthetics and function of the park along River Street if these trees are lost at some

point in the future.

Grant applications need to be submitted by February 15. In the meantime a complete tree inventory in Central Park along with a plan of action would need to be completed in order to submit the grant. Kern discussed the tree inventory and a planting plan/schedule for the application. Staff has completed the inventory in house. Staff is recommending soliciting a proposal from Dan Sjordal to assist with the project and develop a tree planting plan/schedule for submission with the application.

Dale Graunke felt this is a great idea and commended the DNR for being proactive with the Emerald Ash Borer.

Dan Vick questioned if Staff has contacted Green Step Cities and if they would offer any assistance.

Motion Number (M-12-16) Motion by Betsy Stolfa, seconded by Dan Vick to authorize staff to proceed with the Community Forest Bonding Grant applications. Motion Carried.

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

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

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

A. Consider agreement with Bremer Bank regarding unfinished items in Fox Meadows Development.

Kern stated the Fox Meadows development is a 72-lot subdivision locating in the southwestern corner of the City, along County Road 16. This subdivision began in 2006 under the Denny Hecker/Jeff Holmers development group. Much of the infrastructure and improvements were completed prior to the downturn of the housing market and the collapse of the Hecker/Holmers development group. Bremer Bank financed the improvement project and has since assumed ownership of the development.

In 2009, the City provided a punchlist of items that were not completed in terms of infrastructure and requested that Bremer Bank complete the work. Bremer Bank has taken the position that is a property owner and not a developer. Staff has expressed that until these improvements are completed the issuance of additional building permits would be premature.

Bremer Bank and Staff have created a resolution that provides completion of the development. The agreement requires Bremer Bank to complete the punchlist items no later than July 31, 2012. To guarantee the completion, Bremer Bank will post a letter of credit in the amount of $324,779.75.

The two largest items on the punch list are sidewalks in the development and the completion of a trail segment along County Road 16. The agreement would require the sidewalks to be completed as part of these improvements but would not require the construction of the trail. Instead, Bremer Bank would pay the City $81,250 to release the trail obligation. Kern discussed the plan for the trail stating if completed it wouldn't lead anywhere as there are no connections.

Holly Schrupp inquired if sidewalks are created would it be difficult for new construction. Council discussed a sidewalk escrow.

Motion Number (M-12-17) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the agreement with Bremer Bank regarding unfinished items in Fox Meadows Development. Motion Carried.

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

A. Preview of the new City's Website.

Paula Bauman reviewed the new website.

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

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.

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

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

15. OTHER BUSINESS

16. COMMUNICATIONS & ANNOUNCEMENTS

17. CLAIMS

A. City Claims

Motion Number (M-12-18) Motion by Dan Vick, seconded by Betsy Stolfa to approve the City Claims in the amount of $2,563,712.84 as submitted. Motion Carried.

18. ADJOURNMENT

Motion Number (M-12-19) Motion by Betsy Stolfa, seconded by Holly Schrupp to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday,

January 17, 2012. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 17, 2012 was adjourned at 7:50 PM.

_____

Dale Graunke, Mayor

_____

Marlene E. Kittock

Attest:

_____

Paula Bauman, Recorder