1. CALL TO ORDER

PLEDGE OF ALLEGIANCE
Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 15, 2012 to order at 7:00 PM.

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, Ernie Eden, Public Works Director. Marlene E. Kittock, City Clerk/AV Technician, Paula Bauman, Recorder

3. MINUTES

4. SPEAKERS, PRESENTATIONS & AWARDS

A. Recognize the retirement and years of service of Mark Alger and Phil Carlberg from the Delano Fire Department.

Mayor and Council thanked Mark Alger and Phil Carlberg for their years of service and dedication to the Delano Fire Department and City of Delano.

5. CONSENT ITEMS

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the Council, City Staff or a person in attendance requests an item be removed from the Agenda.

Motion Number (M-12-93) Motion by Derek Schansberg, seconded by Holly Schrupp to approve consent items 5B(3) and 5B(4) as submitted. Motion Carried.

A. EDA

B. CITY

1. Motion to approve amendment to lawn mowing agreement between the City of Delano and Dan Gustafson dba West Metro Property Services, Inc.

After mowing the Barb King Inspirational Park, Dan Gustafson stated he under bid the park and requested reconsideration of his quoted amount. Staff reviewed the bid tabulation and found that Mr. Gustafson’s bid was significantly lower than all bids
received for that park. Ernie Eden, Public Works Director, suggested the City crews mow this park as it is not reasonable to rebid just one park. Staff is recommending West Metro Property Services contract be amended by eliminating Barb King Inspirational Park from the original agreement.

Council expressed their disappointment stating the bids went out early in the season to be able to walk the park and see the area.

**Motion Number (M-12-94) Motion by Betsy Stolfa, seconded by Dan Vick to remove Barb King Inspirational Park from West Metro Property Services, Inc. from the mowing contract. Motion carried.**

2. Motion to approve 3 seasonal employees for Public Works.

Dan Vick questioned if the position was advertised. Staff stated it was.

**Motion Number (M-12-95) Motion by Dan Vick, seconded by Holly Schrupp to approve three seasonal employees for the Public Works Department. Motion Carried.**


4. Motion to approve hiring part-time staff at Delano Wine & Spirits.

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. Approve stripe for parallel parking along Cty. Rd. 17.

   Ernie Eden stated staff has been granted permission for the City of Delano to stripe for parallel parking on both sides of County Road 17 between Elm Avenue and Railroad Avenue. Staff feels by striping the road, this will increase the over-all number of parking spaces within downtown and alleviate some of the parking issues business owners are seeing. Ernie Eden discussed the process.

   Holly Schrupp questioned who requested this project. Phil Kern stated staff has not polled business owners but general concern heard from business owners is parking in downtown. Holly Schrupp questioned how this would affect motorcycle parking and if staff has looked into striping all of downtown. Council discussed and recommending getting business owners feedback on the project.

   **Motion Number (M-12-96) Motion by Holly Schrupp, seconded by Betsy Stolfa to table parallel parking stripes along County Road 17 until responses received from affected business owners. 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.

   A. Discuss PC workstation request policy.

      Staff has worked with Intrcomm Technology to draft a policy that incorporates the City's new or replacement PC survey that is currently being used by staff. This assists staff by insuring that each department receives the correct hardware and software for that department.

      Motion Number (M-12-97) Motion by Dan Vick, seconded by Derek Schansberg to approve the PC computer workstation policy. Motion Carried.

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. Discuss the 2012 Delano Comprehensive Plan

      This item was removed from the agenda.

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

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

   A. Park & Recreation Committee minutes of April 25, 2012.

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 manmade or natural disasters.

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

   A. Installation of a retaining wall along County Road 17 (River Street South) under the downtown railroad trestle.

      In the area of County Road 17, an ongoing maintenance issue of existing rocks falling onto sidewalk and road. Staff is proposing to install a retaining wall that would serve as a barrier for the rocks falling into the road. As part of this retaining wall, various plants will also be planted. This will solve the problem and serve as aesthetically pleasing entrance into the downtown area.

      Council discussed doing the north and south side of the railroad trestle along the east side of
River Street. Dale Graunke discussed the possibility of a retaining wall on the west side of River Street and near the light pole. Betsy Stolfa questioned if this is in the budget. Brian Bloch stated it will come out of the Public Works maintenance budget. Holly Schrupp discussed the road maintenance issue and felt the money should go there.

Dale Graunke, stated this project can be done low cost and make the entrance to downtown aesthetically pleasing.

Motion Number (M-12-99) Motion by Dan Vick, seconded by Derek Schansberg to approve a new retaining wall on the north and south side of the railroad trestle along the east side of River Street. Motion Carried.

B. Discuss upcoming American Legion events.

Staff discussed an upcoming outdoor band event at the Delano American Legion. Discussion included security elements, noise for surrounding neighbors, underage sales and underage children attending. Dan Gustafson, who is organizing the event, discussed all security elements the Legion is following. Special attention will be taken to not allow under aged sales of alcohol, by issuing wrist bands, and following outdoor noise regulations. Council recommended notifying residents of the upcoming event and letting them know there will be an outdoor band.

Motion Number (M-12-100) Motion by Holly Schrupp, seconded by Dan Vick to approve the upcoming American Legion outdoor music event.

C. Discuss art sculpture along Highway 12.

Dan Vick discussed the loose, sharp jagged items that should be secured and finished. Discussion involved possible injuries around the sculpture. Vick stated he has found graffiti on the sculpture and continued to discuss the need for signage stating “Do not climb”. Council discussed the possibility of fencing around the sculpture and some signage. Council recommended staff notifies the artist and those involved with the sculpture to clean up the site and give a schedule of completion. Also, give an option of fencing and signage options around the sculpture. Staff will bring this item back to Council at a later date with recommendations. No motion taken.

15. OTHER BUSINESS

16. COMMUNICATIONS & ANNOUNCEMENTS

17. CLAIMS

A. City Claims
Motion Number (M-12-101) Motion by Betsy Stolfa, seconded by Dan Vick to approve the City Claims in the amount of $389,853.66 as submitted. Motion Carried.

B. EDA Claims

Motion Number (M-12-102) Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the EDA Claims in the amount of $13,793.06 as submitted. Motion Carried.

18. ADJOURNMENT

Motion Number (M-12-103) Motion by Betsy Stolfa, seconded by Dan Vick to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 15, 2012. Motion Carried.

There being no further business to discuss the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 15, 2012 was adjourned at 8:15 PM.