

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, November 20, 2018**  
**7:00 PM**

**1. Call to Order**

Mayor Pro-Tem, Betsy Moran, called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 20, 2018, to order at 7pm.

**2. Roll Call & Approval of Agenda**

**Members Present:** Betsy Moran, Mayor Pro-Tem; Councilmembers Jason Franzen, Holly Schrupp, and Jon Sutherland

**Members Absent:** Dale Graunke, Mayor

**Also Present:** Phil Kern, City Administrator; Brian Bloch, Finance Director; Paula Bauman, Administrative Services Coordinator

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the agenda as submitted; motion carried.**

**3. Minutes**

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**Motion by Jason Franzen, seconded by Jon Sutherland to approve consent items as submitted; motion carried.**

A. City:

1. Motion authorizing the purchase of asset management and work order system
2. Purchase two Surface Book 2's for the Building Department

Holly Schrupp questioned why Surface Book 2's were chosen. Brian Bloch stated this product can be used in the field and is more field ready.

**Motion by Holly Schrupp, seconded by Jason Franzen to authorize the purchase of two Surface Book 2's for the Building Department; motion carried.**

**6. CITY STRATEGY No. 1: Provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**

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

A. Adopt RESOLUTION to certify delinquent charges to the County for collection in 2019

Brian Bloch discussed the list of unpaid charges as of October 1, 2018 for the Council to consider placing on the tax roll for collection with real estate taxes in 2019. The delinquent charges consist of unpaid water, sanitary sewer and storm water charges in the amount of \$503.72. In addition, the City will also specially assess a county charge of \$2.15 per parcel for the special assessment process. The property owner included in the list of unpaid charges was mailed a notice of their delinquency and of the intent to have these amounts assessed to their property at tonight's meeting.

Jason Franzen pointed out it was noteworthy there is only one property that is delinquent.

**Motion by Jon Sutherland, seconded by Holly Schrupp to adopt resolution R-18-38 to certify delinquent charges to the County for collection in 2019; motion carried 4-0 by roll call vote.**

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

A. Consider the purchase of loader for Public Works from John Deere

Public works budgeted for a \$150,000 loader for the fiscal year of 2019. This is needed to ensure the productivity and safety of the community. The loader is the most used vehicle within the Public Works tools and machines; uses include, snow removal, tree and dirt transportation, unloading products for the city, and to transport deliveries throughout the public buildings.

The loader was quoted from Minnesota State Cooperative Bidding Program. There were several different options that public works looked for through this program and ultimately saw the best fit to be the John Deere Loader. The John Deere Loader had the greatest safety features for the community and public, as well as the highest trade-in value. John Deere Loader features a radar and camera on the loader that detects for individuals or vehicles behind or in the direction of the heavy equipment. Staff feels this feature can protect the public from collisions, accidents, and fatalities. Safety of the public is a priority and this ensures the staff to be alert during early mornings and late nights. This loader allows the city to invest in a vehicle that will efficiently maintain the streets with a loader that requires less maintenance and to keep a higher future trade in value.

If this loader is ordered within the month of November, the quoted price will be kept, otherwise there will be an increase to the price by at least 3%. The current quote for the John Deere Loader is \$106,547.00 after the trade-in credit.

Staff recommends this purchase, as it will be an investment for the City of Delano in order to ensure the safety of the public and the maintain quality streets

**Motion by Jon Sutherland, seconded by Jason Franzen to authorize purchase of loader for Public Works from John Deere; motion carried with Holly Schrupp abstaining.**

9. **CITY STRATEGY No. 4: 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.**
10. **CITY STRATEGY No. 5 Encourage and improve the communication of information and ideas with residents and business owners.**
11. **CITY STRATEGY No. 6: Ensure communication and positive relationships between the Council, City Staff, Employees and Commission members.**

A. Updates from Commission Liaisons

1. Fire Relief Association
2. Park and Recreation Commission
3. Planning Commission
4. Public Safety Commission
5. Spirit of Community Commission
6. Water, Light and Power Commission

12. **CITY STRATEGY No. 7: Ensure the City has a well-trained, productive and accountable workforce to meet the changing needs of the community.**

A. Approve City endorsed training opportunities for Mayor and Councilmembers

The City promotes development as an essential and ongoing function needed to maintain and improve cost effective quality service to its residents. Throughout the year, the League of Minnesota Cities offers conferences for mayors, councilmembers and staff to attend. Those conferences and trainings include: 1. Annual Leadership Conference 2. Legislative Conference 3. Annual Conference 4. Fall Regional meeting. In the past, a Councilmember has attended the Transportation Alliance Annual Conference. Staff is looking for direction from Council regarding the Transportation Alliance Annual Conference as an additional conference or something that should be approved on an individual basis.

Jason Franzen stated he attended the Transportation Alliance Annual Conference in 2017 and felt it was beneficial. Councilmember Franzen discussed the conference and why he felt it was valuable. Betsy Moran questioned who was in attendance if there were elected officials. Franzen stated he was the only elected official that he knew of stating there was information on snowplowing technology, types of plows and salt mixes. Councilmember Franzen stated he felt there was good information and passed it on to the City Administrator. Betsy Moran stated it sounds as though its geared more towards a public works employee and didn't feel as a Councilperson it had value.

**Motion by Jason Franzen, seconded by Jon Sutherland to approve endorsed training opportunities for Mayor and Councilmembers to include the League of Minnesota Cities**  
**1. Annual Leadership Conference – Newly Elected Officials and Experienced Officials**

**(January) 2. Legislative Conference (February) 3. Annual Conference (June) 4. Fall Regional meeting (October/November). Addition conference and training attendance will require Council approval; motion carried.**

**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.**

**15. Other Business**

**16. Communications & Announcements**

**17. Claims**

A. Claims | By Account

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve city claims as submitted; motion carried.**

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 20, 2018, was adjourned at 7:40pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator