

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, November 27, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the special workshop of the Delano City Council of Tuesday, November 27, 2018, to order at 7pm.

2. Roll Call

Members Present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, Holly Schrupp and Jon Sutherland

Also Present: Phil Kern, City Administrator; Brian Bloch, Finance Director; Paula Bauman, Administrative Services Coordinator; Madison Hagenau, Management Assistant; Student Liaisons: Chloe Lilliston, Lydia Ramstad and Samson Streachek

3. Special Order of Business

A. Discuss 2019 Tax Levy, Budget, and Capital Improvement Plan

Brian Bloch read from his memo dated November 27, 2018. The original budget reviewed in August showed an estimated tax capacity of \$6,400,000. The most recent estimate from the County is \$6,638,365. This equates to a preliminary tax rate of 53.367% for 2019 compared to 2018's final tax rate of 53.980%.

The original tax levy of \$3,577,186 was reduced to \$3,542,696 for the preliminary (and expected final) tax levy. This reduction was accomplished mostly as a result of using funds from the Street Reserve Fund to lower the tax levy for the 2016a bonds for 2016 street improvements. There have been no adjustments to the tax levy since September.

The internship position was adjusted to a full year versus 60% in the original budget. This added about \$14,000 of wages and benefits to the General Fund's administration department for 2019.

Engineering expenditures in the General Fund's community services department were increased from \$10,000 to \$16,800.

The last change was an increase in both revenues and expenditures for the splashpad operation in the General Fund. These were increased from \$28,050 in the original budget to \$32,550 in the final budget.

B. Discuss goal setting/strategic planning session

Phil Kern stated the goal setting/strategic planning session has happened every other year as part of a session to discuss short- and long-term goals for the City. In the past, this has been

held Friday to Saturday overnight. Kern stated Staff is looking for direction on a number of items relating to organizing the goal setting session.

Facilitator. The City has used Don Salverda for numerous years and is still available. His services are the best value option at approximately \$3,000. Other options are 2.5 or 3 times the cost. Kern briefly discussed other companies which would offer the same services. Schrupp stated she has appreciated Mr. Salverda and his work and discussed the idea of having a new facilitator to have a fresh set of eyes. Council also discussed the past locations the meeting has been held and agreed to hold the session at the same location as 2016 – Sheraton Minneapolis West Hotel (located in Minnetonka).

Council directed staff to look into another facilitator for the 2019 goal setting/strategic planning session and will further discuss at a meeting in December. No motion taken.

C. Discuss baseball field lighting at Central Park

Over the past few months, staff from both the City and Delano Municipal Utilities have conducted an assessment of the entire lighting system at the main ballfield at Central Park. As a result, the entire system, included the underground electric wires, the electrical panels providing power, the wires within the towers that provide power to the top, and the fixtures themselves need to be replaced. The City Engineer has solicited bids from a handful of contractors. Kern discussed the bids received. Musco Lighting is the second-low bid; however, its product carries a full-service 25-year-warranty, which exceeds the 10-year warranty provided by the low bidder. An important note - Musco has confirmed to the City that it holds the cooperative procurement status with the state bid. The bid amount for Musco's portion of the work is \$248,423. Staff is recommending moving forward with Musco Lighting - Council discussed the bids received and recommended Staff bring to the December 4 meeting for formal approval.

4. Adjournment

There being no further business to discuss, the special workshop of the Delano City Council of Tuesday, November 27, 2018, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator