

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, May 16, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 16, 2017, to order at 7:00pm.

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

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

**Also Present: Phil Kern, City Administrator; Brian Bloch, Finance Director; Shawn Louwagie, City Engineer; Makenzie Krause, Administrative Intern; Paula Bauman, Recorder**

Phil Kern recommended adding 8B: Discuss resident complaint regarding First Street in Delano. Other Business: Discuss Northwest Business Park (this portion of the meeting may be closed and audio-recorded due to real estate negotiations).

**Motion by Holly Schrupp, seconded by Jason Franzen to approve the agenda for the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday, May 16, 2017, with the addition of: 8B: Discuss resident complaint regarding First Street in Delano. Other Business: Discuss Northwest Business Park (this portion of the meeting may be closed and audio-recorded due to real estate negotiations). Motion carried.**

**3. Minutes**

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the minutes as submitted. Motion carried.**

- A. Minutes of the special workshop of Tuesday, January 31, 2017. | Summary minutes
- B. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, February 7, 2017.
- C. Minutes of the special workshop of Tuesday, February 21, 2017. | Summary minutes
- D. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, February 21, 2017.
- E. Minutes of the special workshop of Tuesday, April, 25, 2017. | Summary minutes
- F. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, May 2, 2017.

#### 4. Speaker, Presentations & Awards

#### 5. Consent Items

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the consent items as submitted. Motion carried 5-0 by roll call vote.**

##### A. City:

1. Motion authorizing hiring of Administrative Intern.
2. Pay Request No. 5 for the Levee Relocation Project.

##### B. EDA:

1. Adopt resolution approving changes to a Delano EDA/Crow River Villa Security and Apartment Key Policy that was dated May 5, 2009.

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

- A. Hold a Public Hearing for proposed Tax Increment Financing (Economic Development) District No. 11 - Industrial Louvers Project. *Attachment:* Draft Tax Increment Financing Plan for Tax Increment Financing (Economic Development) District No. 11 | Draft Development Program for Municipal Development District No. 4 | Resolution

Staff received a request from Industrial Louvers for financial assistance for their proposed expansion project. Industrial Louvers has indicated they will need some type of financial assistance to go forward with their project. Staff believes the best solution would be assistance in the form of Tax Increment Financing (TIF).

Staff has been working with Springsted, Inc. (the City's financial advisor) to provide a projected Tax Increment revenue report regarding the project. A current copy of the draft plan is included with this RFA.

The Planning Commission met May 8 and approved a resolution stating the project is consistent with the comprehensive plan. It is staff's recommendation to approve the resolution to establish Tax Increment Financing (Economic Development) District No. 11 – Industrial Louvers Project.

Along with TIF District No 11 the City needs to update the size of our project area (boundary of the City). The Development Program for Municipal Development District No. 4 outlines the City's project area.

**Motion by Holly Schrupp, seconded by Jason Franzen to open a Public Hearing for the proposed Tax Increment Financing (Economic Development) District No. 11 - Industrial Louvers Project. Motion carried.**

Mayor Graunke called for public comment three times, none was heard.

**Motion by Holly Schrupp, seconded by Jason Franzen to close the public hearing. Motion carried.**

**Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt resolution R-17-13 approving the Tax Increment Financing Plan for Tax Increment Financing (Economic Development) District No. 11 and modification of Development program for Municipal Development District No. 4. Motion carried 5-0 by roll call vote.**

7. **CITY STRATEGY No. 2: Ensure the City's continued sustainability and financial stability.**
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. Discuss Delano Intermediate School drainage plan.

In December, the City approved the development plans for the Delano Intermediate School (and other School campus improvements). One of the components of the review involved the drainage plan, which was substantially completed and approved. The Council authorized the City Engineer to finalize details on implementation, which has been an ongoing matter since.

The portion of the storm water has been proposed to drain through Marsh Ridge's storm water system towards Central Park. The School has explored alternatives, but ultimately has determined that this route is the most cost effective. This method, however, will involve the replacement of storm sewer in Tower Drive and a portion of Marsh Drive. This will involve excavation, construction, and impacts on property owners in this area.

Staff believes it may be more effective for construction impacts for the City to complete the project (and bill the School District for the expenses). Another option would be for the City to permit the School to manage the project within the City's Right-of-Way.

Jon Sutherland questioned if there has been any flooding to date. Shawn Louwagie stated after talking with staff, they haven't noted any.

Holly Schrupp questioned pipe discharge to the pond to the west and if the pond is able to handle the extra water. Shawn Louwagie stated the pond would be able to handle the extra water.

Dale Graunke stated there hasn't been an issue there in the past questioning why do anything with it now. Phil Kern stated staff met with the school last week and placed the item on the agenda for review. The elements to be aware of and consider is the EOF. Whatever the EOF is going down tower drive. In the event of a problem, it needs to go that way. Don't want to disrupt the neighborhood. The neighborhood was built on standards in 2001; which there is more significant rainfall now vs then. To add pipe capacity would take water in the

neighborhood at a higher extent. The preferred option is to head to the south.

Dale Graunke questioned the two houses at the end of Tower Drive. Kern stated the school is intending to have a neighborhood meeting. Staff believes we're best suited to have WM Mueller do the work and will have a proposal in a month or so.

B. Discuss resident complaint regarding First Street in Delano.

Vernon Lange, resident of 1<sup>st</sup> Street, state he has a petition signed by his neighbors in opposition of the proposed sidewalk along the east side of the street. Mr. Lange stated people have always walked in the street and the traffic is considerably slower on the street and asked the Council reconsider their decision.

Dale Graunke replied that the meetings were held last fall regarding the reconstruction. Mayor Graunke acknowledged the development dead ends, but since then there is a sidewalk on Highway 12 which will connect 1<sup>st</sup> Street and Highway 12 to all the parks and trails throughout town. When the Clover Springs Development is completed, there will be a sidewalk connection to 1<sup>st</sup> Street also. This will benefit not only the 1<sup>st</sup> Street Development, but the neighboring developments as well.

Mr. Lange stated if a sidewalk is installed, the crosswalk at County Road 30 will need a flashing light or some sort of controlled intersection. Council acknowledged the statement stating they are working on a restriping plan for County Road 30 – this is being done for safer pedestrian traffic along the road.

Holly Schrupp questioned putting the sidewalk directly behind the curb on 1<sup>st</sup> Street. Phil Kern stated there was concern of mailboxes and plowing snow. Councilmember Schrupp questioned if a resident meeting would be beneficial to discuss the sidewalk.

**Motion by Jason Franzen, seconded by Holly Schrupp to hold a neighborhood meeting on Tuesday, May 23, 2017, to discuss the sidewalk along 1<sup>st</sup> Street. Motion failed with Dale Graunke, Betsy Stolf and Jon Sutherland opposed.**

The sidewalk will be installed as planned. Mr. Lange thanked the Council for listening to his, and his neighbors, concerns.

- 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/Committee Meetings

1. Delano Fire and Rescue
2. Park and Recreation Commission
3. Planning Commission
4. Public Safety Commission
5. Safe Schools
6. School Subcommittee
7. Senior Advisory Board
8. 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.**

**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. City Claims | By Account

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

B. EDA Claims

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the EDA Claims as submitted. Motion carried.**

**Motion by Jason Franzen, seconded by Jon Sutherland to enter into closed session to discuss real estate transactions within the Northwest Business Park. Motion carried.**

**Motion by Jon Sutherland, seconded by Jason Franzen to exit out of closed session. Motion carried.**

## **18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 16, 2017, was adjourned at 9:05pm.