

**MINUTES  
CITY OF DELANO  
City Council/Economic Development Authority  
Monday, June 12, 2017  
5:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, June 12, 2017, to order at 7:00pm.

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

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

**Members Absent: Holly Schrupp, Councilmember**

**Also Present: Phil Kern, City Administrator; Makenzie Krause, Administrative Intern; Paula Bauman, Recorder**

**Motion by Betsy Stolfa, seconded by Jason Franzen to approve the agenda of the regular City Council/ Economic Development Authority meeting of Tuesday, June 12, 2017, as submitted.  
Motion carried.**

**3. Minutes**

**4. Speaker, Presentations & Awards**

**5. Consent Items**

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

A. City:

1. Authorize a temporary adjustment of hours for the Combination Inspector.
2. Motion authorizing City Administrator to attend 2017 ICMA Conference.
3. Authorize temporary outdoor sales permit for Mt. Olive Lutheran Church.
4. Adopt Resolution approving a gambling application exempt permit for the Church of St. Maximilian Kolbe on September 9 & 10, 2017.
5. Adopt Resolution approving gambling application exempt permit for the Delano Lion's Club on August 2, 2017.

6. Adopt RESOLUTION approving MnDOT Master Partnership Agreement
7. Approve Pay Request No. 6 for the Levee Relocation Project.
8. Approve Pay Request No. 9 for the 2016 Infrastructure Improvements Project.
9. Approve the Delano Community Calendar Policy.

B. EDA:

1. Adopt Resolution amending the Delano EDA/Crow River Villa Tenant Rental Lease and Smoke Free Policy. *Attachments:* Revised Policy | HUD Final Rule Information

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

A. Discuss Compost facility. *Attachment:* Quote from Wright Hennepin Security | Interlogix | Veracity

In 2015, the City restricted hours at the compost facility and started staffing an attendant during most open hours to prevent illegal dumping. Prior to that change, the City had been taking on significant amounts of compost materials, which raised costs in terms of time and resources to manage the site. Additionally, the City had experience the dumping of non-compost materials that needed to be disposed of at the City's expenses. As a result, the City started staffing and checking IDs of compost site users.

Since 2015, the attendant system has worked well in terms of reducing the amount of compost and preventing illegal materials from being dropped. While it hasn't eliminated all the challenges, it has helped. The cost of the City annually for staffing has been around \$12,000, not including the administrative time related to hiring, scheduling, and overseeing the attendant staff.

The attendant process, however, has also led to issues that have presented themselves over time. The City has been blessed to find good people who've wanted to work, but over the past year the quantity of workers has diminished. Additionally, availability of the staff is also limited and there are now many times the City has had to find alternative methods to open/close the site, including at times leaving it unattended. This is likely an ongoing issue, which has led staff to revisit other methods of securing the site.

Video monitoring was a method originally explored with the compost site years ago, but at that time technology was such that it made it very expensive and unreliable. Since the last time the City explored the video option, technology has improved so that video quality can identify specific users, license plates, and materials being disposed. Video transmission and storage is also much more efficient. As such, the City has a proposal from Wright Hennepin Security to supply and install the site with a video monitoring system for \$5,930, or approximately ½ of the annual cost of staffing the site.

With video monitoring, staff believes the City could maintain its oversight of the compost facility at a lower cost, explore expanding hours, and reduce staff time administering the process. Because of these advantages, staff is recommending the Council authorize staff to proceed.

Jason Franzen questioned if staff has taken into consideration staffing on the weekends. Kern stated that trying to maintain staff who are willing to work on the weekends during the summer has proven to be difficult. The employees who have worked this position have been great; currently two are working the site now and have indicated they are not disappointed of the change. Franzen then questioned if the personnel on site assist Compost Site users. Kern replied Staff does not provide assistance and will not unload trailers or vehicles. To date, Staff has not had a situation where someone was unable to unload.

Council questioned the expense of storing data. Kern explained the system stating it does come with its own server; which can store up to two weeks of data. Staff will know within 72 hours if something has been dumped there illegally.

Mayor Graunke questioned signage. Kern stated Staff has a significant sign planned and can look into adding a few smaller signs within the site. Graunke then questioned if it will still be closed on Tuesday's and Thursday's. Kern reviewed the schedule stating there will be times it will be closed, at times, for maintenance.

**Motion by Betsy Stolfa, seconded by Jason Franzen to approve the installation of a video monitoring system at the City of Delano's Compost Site. Motion carried.**

- 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.**
- 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.**

- A. Consider request from Ron Clark Construction and Design and BBS Granite LLC for a PUD Zoning Concept Plan and Subdivision Sketch Plan.

Staff has been working with Ron Clark Construction and Design and BBS Granite LLC to examine the feasibility of redeveloping the Delano Granite Works site in Delano. The work has progressed to the submission of a development application for a PUD Zoning Concept Plan and Subdivision Sketch Plan. The development is still very conceptual. If plans and financing proceed, the following development approvals must be requested and processed: PUD Zoning, Preliminary and Final Plat Approvals and Variances from certain Shoreland Overlay Districts.

At this time, the city is only reviewing the concept plan and subdivision sketch plan to

determine if the land use and site design is consistent with Delano's Comprehensive Plan and goals for this area of the city.

Alan Brixius reviewed the Planners Report dated May 24, 2017. Within the report, Mr. Brixius discussed building height, grading and drainage, parking, landscaping, traffic, sidewalks and trails.

The project does not have a definite phasing schedule for buildout. At this point, the following action steps will need to be taken for the project to proceed:

1. Concept and sketch plan approval by the City
2. Submission of application for tax credit financing.

Contingent on financing approvals:

3. PUD development stage, preliminary plat, and shoreland variance review. This stage will require detailed construction plans and traffic studies that address the items of the May 24, 2017, Planners Report.
4. Tax increment financing plan consideration.
5. PUD final stage and final plat review. This stage will require the approval of final construction plans, development contract, establishment of the PUD zoning conditions and map amendment.
6. Recording of the final plat, PUD agreement, and development agreement.
7. Closing on the property.
8. Site demolition and cleanup and site improvements.
9. Processing and issuing a building permit for lot 1.
10. Lot 1 construction.

The Delano Comprehensive Plan targets the Granite Works site for redevelopment. The proposed project, along with granite reclamation site efforts, will remove heavy industrial use from the center of the City. Based on staff review, staff recommends approval of the proposed PUD concept plan and subdivision sketch plan based on plans dated 4/26/17.

This approval carries no development rights without the processing and approval of the PUD development and final stage, rather it represents the City's support for this redevelopment project in the pursuit of project financing.

Council briefly discussed parking and traffic patterns within the development. Brixius discussed the discussion at the previous public hearing. The neighbors surrounding the proposed development had shown concern of the increased traffic but understand the change from large truck traffic to automobile traffic is a vast improvement.

1. Conduct Public Hearing

**Motion by Betsy Stolfa, seconded by Jason Franzen to open the public hearing to consider request from Ron Clark Construction and Design and BBS Granite LLC for a PUD Zoning Concept Plan and Subdivision Sketch Plan. Motion**

**carried.**

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

**Motion by Betsy Stolfa, seconded by Jason Franzen to close the public hearing. Motion carried.**

2. Adopt Resolution approving the PUD Concept Plan and Subdivision Sketch Plan, for the old Granite Works site redevelopment located at 265 River Street within the City of Delano, Minnesota.

**Motion by Betsy Stolfa, seconded by Jason Franzen to adopt resolution R-17-13A approving the PUD Concept Plan and Subdivision Sketch Plan for the old Granite Works site redevelopment located at 265 River Street, within the City of Delano, Minnesota. Motion carried 4-0 by roll call vote.**

3. Adopt Resolution to administer a Tax Increment Finance District for Granite Ridge.

**Motion by Betsy Stolfa, seconded by Jason Franzen to adopt resolution R-17-15 to administer a Tax Increment Finance District for Granite Ridge. Motion carried 4-0 by roll call vote.**

4. Adopt Resolution of City Support for Granite Ridge Apartments.

**Motion by Betsy Stolfa, seconded by Jason Franzen to adopt resolution R-17-14 of City Support for Granite Ridge Apartments. Motion carried 4-0 by roll call vote.**

5. Adopt Resolution of authorization to provide deferred loan for Granite Ridge Apartments.

**Motion by Jason Franzen, seconded by Betsy Stolfa to adopt resolution R-17-16 for authorization to provide deferred loan for Granite Ridge Apartments. Motion carried 4-0 by roll call vote.**

- B. Motion to approve purchase of the splash pad and its multiple features. *Attachments:* Aquatics Proposal | Plans | Installation Schedule | May 2, 2017

Phil Kern stated because of the initial results of the soil borings; we've found the site could not support the proposed project. To make the area work it would require significant excavation and import of sand – this work would increase costs approximately 35%. Staff is currently looking at three additional sites and have soil boring scheduled for those area. At the next meeting, Staff is hoping to have more information and have the opportunity to proceed with the project if Council elects to do so.

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.**
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**

A. Cancel the regular City Council meeting scheduled for Tuesday, July 4, 2017.

**17. Claims**

A. City Claims | By Account

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the City Claims as submitted. Motion carried.**

B. EDA Claims

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

**18. Adjournment**

There being no further items to discuss, the meeting was adjourned at 6:17pm.