

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, July 18, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 18, 2017, to order at 7:00pm.

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

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

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

City Administrator, Phil Kern, recommended adding Item 6A: Approve Pay Request No. 10 for the 2016 Infrastructure Improvements Project.

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the agenda of the Delano City Council/ Economic Development Authority of Tuesday, July 18, 2017, with the addition of 6A: Approve Pay Request No. 10 for the 2016 Infrastructure Improvements Project. Motion carried.**

**3. Minutes**

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

- A. Minutes of the special joint workshop of the Delano City Council and Delano Municipal Utilities of Tuesday, June 27, 2017.
- B. Summary minutes of the special joint workshop of the Delano City Council and Delano Municipal Utilities of Tuesday, June 27, 2017, for publication in the Delano Herald Journal.
- C. Minutes of the special meeting of Tuesday, June 27, 2017.
- D. Minutes of the special meeting of Tuesday, June 27, 2017, for publication in the Delano Herald Journal.

**4. Speaker, Presentations & Awards**

- A. Presentation from Tim Litfin regarding Tour de Tonka bike event on Saturday, August 5, 2017.

**5. Consent Items**

**Motion by Jason Franzen, seconded by Holly Schrupp to approve Consent items as submitted.  
Motion carried.**

A. City:

1. Motion authorizing execution of Estoppel Certificate and SNDA with HJ Development, owner of Delano Crossings Shopping Center.
2. Approve request from the Delano Area Chamber of Commerce for their annual Taste of Delano event on Wednesday, August 2, 2017.
3. Approve lease agreement with Martin Bauman, Delano Jaycees, for use of the Central Park Gazebo on Saturday, August 12, 2017.

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.**
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.**
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. Approve Pay Request No. 10 to William Mueller and Sons, Inc.

Shawn Louwagie stated this pay request is the initial partial payment on the 2016 Infrastructure Improvements Project in the amount of \$454,179.81. The amount takes into account the 5% retainage withheld by the City per the Contract Documents. Staff is recommending approval.

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the Pay Request No. 10 to WM Mueller and Sons, Inc., in the amount of \$454,179.81. Motion carried.**

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

**18. Closed Session**

A. Discuss and consider agreements related to right-of-way acquisition on Railroad Avenue (this portion of the meeting may contain discussions of real estate negotiations and portions or all of the discussion may be closed and audio recorded).

**Motion by Holly Schrupp, seconded by Jon Sutherland to enter into closed session to discuss and consider agreements related to right-of-way acquisition on Railroad Avenue. Motion carried.**

**Motion by Holly Schrupp seconded by Jon Sutherland to exit out of closed session. Motion carried.**

**19. Adjournment**

**Motion by Holly Schrupp, seconded by Jon Sutherland to adjourn the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 18, 2017, at 7:55pm.**