

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, July 25, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of the Delano City Council/Economic Development Authority of Tuesday, July 25, 2017, to order at 7:00pm.

**2. Roll Call**

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

**Also Present: Phil Kern, City Administrator; Brian Block, Finance Director; Scott Dornfeld, Building Official; Bob VanLith, Fire Chief; Makenzie Krause, Administrative Intern; Paula Bauman, Recorder**

**3. Special Order of Business**

Items were not discussed in order printed on the agenda.

A. Consider pension increase for Delano Fire Relief Association.

The Fire Relief Board manages the pension for City of Delano Fire Fighters on behalf of the City. Board members manage the money put into the pension fund. To increase the pension benefits for next year, the City of Delano needs to approve the increase prior to August 1, 2017. Representing the Fire Relief, Nick Werder, Bob Van Lith, and Brian Bloch reviewed the history of the contributions. The goal is to become fully funded at a \$3,200 pension level. Bloch reviewed the pension benefit analysis. Kern stated the Fire Relief pension is independent and the goal is to get the relief association pension to a healthy level that it can withstand corrections with assistance from the City. Council discussed the budget and questioned if an increase has been included in the budget. Bloch stated \$31,000 has been included in the budget for 2017, and 2018's budget has yet to be approved.

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the Fire Relief Pension increase to \$3,200, effective January, 2018. Motion carried.**

B. Consider policy regarding pension increase for Delano Fire Relief Association.

It has been recommend the City of Delano and the Delano Fire Relief approve a policy on how to govern the pension. When it was initially recommended, the Delano Fire Relief created a policy, but it has not been formally approved. Since that time, Staff has worked on a formal policy but needs time to have the fire relief review. Staff's recommendation is to review the policy and bring back at a later date.

C. Discuss emergency preparedness training

Jason Franzen presented his request to conduct emergency preparedness training on a regular basis for Council and City Staff. Councilmember Franzen listed many instances where there has been a disaster, such as tornados, train derailments, flooding and more within communities where they have not been prepared for such an instance. Franzen stated Staff created an event during the goal setting session, and felt it was great exercise to do and should be done more often.

Mayor Graunke questioned how much staff time was used to set up the goal setting session tabletop exercise. Kern responded stating there were four staff members involved and took about 20 hours to complete the task. If Council would like to do a more in depth exercise it would take more staff time to do so. Graunke then questioned if Franzen has reviewed the City of Delano's Emergency Management Plans to date. Franzen stated he has reviewed the counties, which the City of Delano has adopted.

Kern stated there are consultants who do this type of training stating our City Engineer, Wenck Associates, does have emergency response units. Staff can check into them to have them help put together an exercise.

Council recommended Staff look into doing a table top exercise once per year with costs and a proposal from Wenck. Would like to see in house versus Wenck's costs for the project. Phil Kern stated he will also talk with Bob Van Lith, Emergency Management Director.

D. Discuss the Wright County Sheriff's contract with the City of Delano.

Sheriff Hagerty, along with other members of the Wright County Sheriff's Department attended the workshop to discuss the current City of Delano's contract. Sheriff Hagerty reviewed the calls received for the city of Delano and what times tend to be the busiest. Today's calls tend to be more complex versus years past. Some incidents can take up a lot of investigative time. School Resource officers are also a value to the community – working completely within the school district.

The Wright County Sheriff's Office goal is to have full 24 hour covered within the community. In 2005, Delano increased the contract hours to sixteen hours and have been at that amount since. Staff has looked at increasing the hours and looked at adding four additional hours. With a four hour increase, it will increase the contract amount by \$105,000; or \$210,000 to add eight additional hours.

Council will add this item to an upcoming agenda for further discussion.

E. Discuss current fee schedule for the Building Department.

Scott Dornfeld, Building Official, discussed the current fee schedule for the City of Delano. Fees have not been increased since 2009 and 2010. Dornfeld reviewed the State of Minnesota's current fee schedule and gave example of building permit costs for new construction if fees would increase. Jon Sutherland stated he felt the City should be using current valuation data and follow their valuation data. Sutherland stated this should be reviewed yearly.

Per the Building Services Agreement between the City of Delano and City of Watertown, building permit fee increases need to be raised at the same time. The City of Delano cannot increase their fees if the City of Watertown does not. Scott Dornfeld stated he will make the same recommendations to the Watertown City Council in the coming weeks.

F. Discuss updated tax rate analysis.

Phil Kern and Brian Bloch briefly reviewed the updated tax rate analysis. This is just an overview of the tax rate to review the tax rate change. The majority of the discussion at the upcoming August worksession will be regarding the 2018 budget. Bloch reviewed the line items within the memo.

G. Discuss stormwater drainage complaint.

Greg Glaven, 1402 Woods Creek Drive, approached Council regarding flooding within his backyard. Mr. Glaven stated for the last year, the yard has been consistently wet and unable to drain during heavy rain events. The property has grading issues and is substandard in three areas; in addition, the yard slopes to his home. According to the property owner, he has the lowest property within the neighborhood. Mr. Glaven and Mr. Gyllenblad approached the Council with a suggestion to improve the condition of the back yard which included installing drain tile.

Council discussed the procedure for situations like these. The City Engineer, Shawn Louwagie, will be contacted and he will look at the property. From there, Mr. Louwagie will contact the City of Delano.

#### **4. Adjournment**

There being no further business to discuss, the special workshop of the Delano City Council/Economic Development Authority of Tuesday, July 25, 2017, was adjourned at 9:20pm.