

**MINUTES  
CITY OF DELANO  
City Council/Economic Development Authority  
Tuesday, September 5, 2017  
7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 5, 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; Shawn Louwagie, City Engineer; Justin Markon, Administrative Intern; Paula Bauman, Recorder**

**Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the agenda for the regular City Council/ Economic Development Authority meeting of Tuesday, September 5, 2017, as submitted. Motion carried.**

**3. Minutes**

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

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, August 15, 2017.

**4. Speaker, Presentations & Awards**

**5. Consent Items**

- A. City

**Motion by Jason Franzen, seconded by Betsy Stolfa to approve consent items 5A1, 5A2, 5A3, 5A4, and 5A5 as submitted; motion carried.**

1. Motion authorizing purchase of road barricades and warning signs.
2. Consider request from Adam King, The King's House Restaurant and Bar, for an On-Sale and Sunday Sales Liquor License.
3. Accept the resignation of Logan Hoiland from the Delano Fire Department.
4. Approve training burn and demolition of City-owned property at 510 Railroad Avenue

5. Motion authorizing purchase of holiday streetscape decor lights.

B. EDA

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the consent items 5B1 as submitted; motion carried.**

1. Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the 4th Quarter of fiscal year 2016-17.

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.**

A. Motion to authorize the rules to be set for the splashpad operation.

City Administrator, Phil Kern, explained the Parks and Recreation Commission and City Council have spent numerous hours discussing how the splashpad will be operated once it is finally opened. While the operational procedures may start out on a “trial and error” basis, the Commission believes that it has created guidelines that will serve as an excellent base for how the splashpad is run. City staff members have done research in regards to how other splashpads in Minnesota are operated and believe that these operational guidelines are consistent with other splashpads.

- A. The splashpad will be opened and closed by two attendees. City staff is talking with the school district about opportunities for sharing personnel.
- B. The splashpad will be regulated twice daily by a trained staff member. The chemicals going into the splashpad must be monitored daily by someone who is trained to do so, and the training is similar to what is undergone by those who monitor pools.
- C. The splashpad will operate daily from 12pm-8pm. It will open on Memorial Day and close on Labor Day unless determined otherwise by City Staff. Weather will also play a factor in determining hours. If it is below 70 degrees, the attendants will close the splashpad. Also, the splashpad will close if there is lightning and will remained closed for 30 minutes after the last witnessed lightning strike.
- D. The splashpad will be available for private rental daily from 10am-12pm. As part of this rental, users will also have access to the concession stand. Rental prices for the splashpad are as follows: \$60 for 1-25 users; \$100 for 26-50 users; \$140 for 51 and

more users. There is no maximum capacity for the splashpad. The splashpad can host up to 3 parties at once, but if users want to rent the splashpad exclusively, then it will cost \$140.

- E. The fee at the gate will be \$3 for users of all ages. There will not be a charge for babies that are stroller-bound. There will be a charge, however, for babies that can sit up and interact with the water, as there are fountains suitable for baby use.
- F. Should users want to purchase a season pass, it can be obtained at City Hall. The season pass will be a barcode system similar to what is used at the TAC. Individual season passes will be available for \$25 for City of Delano residents, \$30 for families of Delano students and business employees, and \$35 for non-residents.
- G. There will be a family maximum for season passes: \$75 for City of Delano residents, \$85 for families of Delano students and business employees, and \$100 for non-residents. Season passes will not be applicable during rental events.
- H. The concession stand will be open for those utilizing the splashpad and operated by one of the attendants. There will also be an option that certain community groups can run the concession stand as part of a fundraiser. Food and beverages will not be allowed in the splashpad area.

Kern stated, based on these numbers, the splash pad would be budget neutral and would not cost the tax payers money as the park would be paid by user fees.

Dale Graunke, questioned instead of allowing the busses and parties hours to be 10-12pm; he suggested changing the time to be 11:45a. This will allow the groups to leave the park. Phil Kern stated the Park Board's intent was if they paid, they would be able to stay.

**Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the rules to be set for the splashpad operations; motion carried.**

B. Changer Order No. 2 for the 2016 Infrastructure Improvement Project.

Shawn Louwagie stated there are three items included in this draft Change Order.

Central Park Parking Lot Extension.

Option 1: This option is a continuation of the current Central Park Parking lot approximately 530' to the Northeast, keeping the current parking lot width of 72'. The parking lot would be extended approximately 10' away from the chain link fence along the compost site driveway. This option adds 100 standard parking stalls and 5 handicap parking stalls.

Option 2: This option is a continuation of the current Central Park Parking lot approximately 710' to the Northeast, with a portion of it at a 72' width and a portion at 105' width. The parking lot would be extended past the compost site driveway. Access to the compost site would be through the parking lot in a center drive aisle, using concrete medians to delineate the

drive aisle. This option adds 153 standard parking stalls and 6 handicap parking stalls. There are also 7 motorcycle parking stalls shown along the width transition from 72' width to 105' width.

Labyrinth Parking Lot. This parking was a previous concept along Hwy 12 across from the Peppermint Twist. There is currently a concrete driveway apron installed at this location which would be utilized for the parking lot. The apron is wide enough to have an entrance lane, a left turn exit, and a right turn exit. 16 standard parking stalls and 1 handicap parking stall would be available.

Council discussed the orientation of the parking lot in relation to Highway 12 and the Peppermint Twist. As it is designed, cars will be parking east and west, Council discussed rotating the parking lot.

Councilmember Franzen stated the City should not allow left hand turns out of the parking lot. The remainder of the Council did not agree with that statement.

Council reviewed the parking lot in this area and discussed its necessity and if the project is truly needed right now. Schrupp recommended not moving forward with the art-walk parking lot and suggested revisiting during the next street project. Sutherland questioned if the area should be graded and put gravel down in the area. Schrupp stated she didn't believe it was necessary. Graunke agreed, stating there isn't a high demand for it right now.

Highland Ridge Park Trail Connection. This trail connection would connect the trail to be installed in Clover Springs 4th Addition, through the City Park property, to the concrete walk to be installed along the south side of Franklin Avenue in Highland Ridge 4th Addition. WM Mueller is a subcontractor which will be performing the sidewalk excavation and preparation work for both Clover Springs 4th and Highland Ridge 4th Addition.

Staff has obtained pricing from WM Mueller on the parking lots and trail connections. Pricing for each option is shown below:

Central Park Parking Lot (Option 1): \$198,735.50

Central Park Parking Lot (Option 2): \$328,608.25

Labyrinth Parking Lot \$72,712.25

Highland Ridge Trail Connection \$20,295.00

Council further discussed the Central Park parking lot proposal. Discussion included the need for additional parking in the area, the proposed amount of new parking stalls, Fourth of July Celebration and parking for the carnival employees, the accessibility of the Liftin site. Council then discussed the costs of each option. Mayor Graunke suggested moving forward with option two and suggested installing as a gravel parking lot at this time. Graunke discussed the cost savings involved if doing so. Kern stated that could be done, but needs to be done on a temporary basis as Code requires parking lots to meet the curb and pavement standards.

**Motion by Jon Sutherland, seconded by Betsy Stolfa to approve Change Order No. 2 for the 2016 Infrastructure Improvement Project authorizing the gravel expansion of the Central Park parking lot from the current lot approximately 710' to the Northeast (option two). The gravel surface will be temporary with the intent of installing pavement,**

**and curb and gutter in 2018; motion carried.**

**Motion by Betsy Stolfa, seconded by Jon Sutherland to approve Change Order No. 2 for the 2016 Infrastructure Improvement Project authorizing the Highland Ridge Trail Connection; motion carried.**

- 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.**
- 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**

Jon Sutherland questioned a \$170,000 payment to Delano Municipal Utilities. Betsy Stolfa stated that is for the Delano Public School's building permit, the check was written to the City of Delano and the City reimbursed Utilities.

Jon Sutherland the line items regarding escrow for building permits. Councilmember Sutherland looked at the properties and felt one project could be readjusted and questioned if engineering will look at it prior to reimbursement. Phil Kern discussed staff procedure stating everything will be verified.

**Motion by Jason Franzen, seconded by Holly Schrupp to approve City Claims as submitted; motion carried.**

**B. EDA Claims**

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve EDA Claims as submitted; motion carried.**

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 5, 2017, was adjourned at 7:55pm.

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director

Attest: Paula Bauman, Administrative Services Coordinator