

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, December 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, December 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; Brian Bloch, Finance Director; Shawn Louwagie, City Engineer; Vince Vandertop, City Engineer; Justin Markon, Administrative Intern; Paula Bauman, Recorder

Motion by Betsy Stolfa, seconded by Jon Sutherland to approve the agenda of the Delano City Council/ Economic Development Authority of Tuesday, December 5, 2017, as submitted; motion carried.

3. Minutes

4. Speaker, Presentations & Awards

A. Recognition of Dan Smith, Delano Friends of the Library

Mayor Graunke presented Dan Smith a plaque recognizing all his work for the community, Delano Library and Delano Friends of the Library.

5. Consent Items

Motion by Jason Franzen, seconded by Betsy Stolfa to approve the consent items as submitted; motion carried.

A. City

1. Consider and adopt a resolution designating a polling place for the 2018 calendar year
2. Pay Request No. 12 for the 2016 Infrastructure Improvement Project
3. Authorize final Pay Request No. 2 for the 2017 Storm Drainage Improvement Project
4. Motion to hire part-time staff as warming house attendants
5. Consider a reduction of the letter of credit for Willowbrook, Wright Neighborhoods 4th Addition

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

A. Motion approving revisions to the Wright County Area Transportation Joint Powers Agreement

In 2014, cities in Wright County joined together to form Wright County Area Transportation (WCAT). The purpose of the group was to provide a local public partner in the County to work with MnDOT for the provision of public transportation service to residents in Wright County. Prior to the formation of WCAT, Wright County cooperated with Sherburne County and operated the RiverRider Transit program. That program ended on June 30, 2014, and Wright County had not reach any agreement or developed a program to continue public transportation – thus the cities stepped in to continue the service. Since that time, WCAT has successfully partnered with Sibley and Meeker Counties through the operation of the Trailblazer Transit service.

At this time, Wright County has presented a proposal to resume its role in facilitating and providing public transportation in the County. The attached JPA revisions would incorporate the County into WCAT as an equal partner to the cities in 2018 (50% County responsibility/50% joint-City responsibility). Moving forward, there is a 5-year transition to a complete transition of WCAT back to Wright County.

Motion by Holly Schrupp, seconded by Jason Franzen to approve the revisions to the Wright County Area Transportation Joint Powers Agreement; motion carried.

7. CITY STRATEGY No. 2: Ensure the City's continued sustainability and financial stability.

A. Hold a public hearing then consider the 2018 Budget, Tax Levy and Capital Improvement Plan

Staff presented Council the first draft of the 2018 budget, tax levy and capital improvement plan at the end of August. The preliminary levy was approved on Tuesday, September 19, 2017. Staff and Council have held several workshop sessions to review, discuss and make changes to the 2018 budget, tax levy, and capital improvement plan. There have been some changes to the budget originally presented; one of which is the addition of \$25,000 of revenues and expenditures for operation of the splashpad. There have also been some modifications to the capital improvement plan from what was originally presented. State statutes call for the City to hold a public hearing in which property tax payers are able to present their questions, comments, and/or opinions about the proposed tax levy.

Motion by Holly Schrupp, seconded by Betsy Stolfa to open the public hearing to consider the 2018 Budget, Tax Levy and Capital Improvement Plan; motion carried.

Richard Kotten, 264 Lori Lane. Mr. Kotten questioned the first pie graph in Brian Bloch's presentation stating there is 5% stated as "other" and questioned what that is allocated for. Brian Bloch stated that is part of the tax levy and most of it is going to debt on the City Hall building. In 2023 the debt on the building will fall off. \$20,000 is put into Economic Development Authority to pay for projects.

Mayor Graunke called for public comment three more times. None was heard.

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

1. Resolution approving 2018-2022 Capital Improvement Plan

Motion by Holly Schrupp, seconded by Jason Franzen to adopt Resolution R-17-34 approving the 2018-2022 Capital Improvement Plan; motion carried 5-0 by roll call vote.

- a. 2018-2022 Capital Improvement Plan by Department
- b. 2018-2022 Capital Improvement Plan by Funding Source

2. Resolution approving the Final 2017 payable 2018 Tax Levy for the City of Delano

Motion by Holly Schrupp, seconded by Jason Franzen to adopt Resolution R-17-35 adopting the 2017 Tax Levy, collectible in 2018, for the City of Delano, County of Wright, State of Minnesota; motion carried 5-0 by roll call vote.

3. Resolution approving the 2018 Budget for the City of Delano

Motion by Holly Schrupp, seconded by Jason Franzen to adopt Resolution R-17-36 adopting the City of Delano budget for the calendar year 2018; motion carried 5-0 by roll call vote.

- a. Summary of the 2018 General Fund Budget and Other Tax Levies Compared to the Prior Nine Years
- b. Copy of the Final 2018 Revenue Budget
- c. Copy of the Final 2018 Expense Budget

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. Consider CSAH 30 Corridor Study

Staff has been looking at the corridor between Davidson Avenue and Highway 12 doing a traffic inventory and, looking at current traffic rates and long term, rating intersections from A-F. As more developments are built, the congestion at the intersections are only going to increase. Council discussed the study and discussed speed and pedestrian traffic along Co. Rd. 30, especially near 1st Street, Meadowlark Drive, and 3rd Street Southwest.

Motion by Jason Franzen, seconded by Betsy Stolfa to table the submission of the report in order to prepare an addendum to pedestrian and traffic calming at the city boarder; motion carried.

B. Consider Ordinance amending Delano City Code Section 301.01 as it relates to right-of-way management

Council discussed the interdepartmental review process and what happens to the structures when they are no longer in use. Staff will need to work with the applicants as this is defined in State statute. Language was added to a section of the ordinance noting two conditions; required notice of removal and the timeframe. In addition, if applicant does not do as stated, they will not be allowed to pull additional permits within the City. In addition, Staff added language to state the structures could not be installed within ten feet to flood protection.

- 1. Adopt Ordinance amending Delano City Code Section 301.01 relating to right-of-way management, Delano Subdivision Code Section 7-8 relating to public utilities and adopting by reference City Code Section 105.01 and Subdivision Code Section 12 which among other things contains penalty provisions.

Motion by Jon Sutherland, seconded by Betsy Stolfa to adopt Ordinance amending Delano City Code Section 301.01 relating to right-of-way management, Delano Subdivision Code Section 7-8 relating to public utilities and adopting by reference City Code Section 105.01 and Subdivision Code Section 12 which among other things contains penalty provisions; motion carried.

- C. Review Wright County study on CSAH 17 (River Street) river bank erosion near 2nd Street South *Attachments Highway 17 Slope Distress Report | Opinion of Probable Costs*

Vander Top stated Staff has met with the County to discuss the project as this area along River Street could potentially have slope failure. The County has produced the report to remedy to potential slope failure, but does not address flooding concerns. Vander Top discussed potential solutions for flood protection. Staff is recommending to meet with the County and ask for more detail in leading a solution that combines both stabilization and flood protection.

Motion by Jon Sutherland, seconded by Holly Schrupp to move forward with the County to discuss solutions for slope stabilization and flood protection along CSAH 17 (River Street) near 2nd Street South; 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.

- A. Consider vacation of portions of trail easements within Westridge Hills 3rd and 4th Additions

Mathew Fee, owner of Lot 6, Block 2, Westridge Hills 4th, is securing financing to build a home on his property. His title search discovered a trail easement that runs through his and adjoining lots that complicate the title and lot construction. This easement appears to run through a number of single family lots in Westridge Hills 3rd and 4th Additions, however, it has not been identified on previous lots requesting permits.

In examining easement 718089, this easement was provided to satisfy a condition of plat approval to provide a 10 foot trail easement along Block 1 Westridge Hills, abutting County Road 30 and along both sides of 3rd Street SW (shown as Yonko Drive).

Easement 718089 establishes the required sidewalk easements, however, the surveyor made a mistake in the third legal description in the easement document. The sidewalk easement should have only pertained to that portion of Outlot A located along the east side of the 3rd Street right-of-way. The surveyor, in preparing the legal description, has a trail easement along the west 10 feet of Outlot A Westridge Hills which was an area for future subdivision. Subsequent subdivisions, Westridge Hills 3rd and 4th Additions, have been platted within Outlot A and over this easement which now runs through various lots. This portion of the easement will not be used for trails. The City has sidewalks along the local streets.

Staff is recommending that portion of the easement running along the west boundary of previous Outlot A of Westridge Hills. This portion of the easement no longer holds any public purpose. In this respect, we recommend that that portion of easement 718089 running within the following lots be vacated: Legal Description:

That part of Easement 718089 lying upon the following lots.

Lot 7, Block 3 Westridge Hills 3rd Addition

Lots 9 and 16, Block 5 Westridge Hills 3rd Addition

Lots 5 and 15, Block 1 Westridge Hills 4th Addition

Lots 5, 6, and 7, Block 2 Westridge Hills 4th Addition

1. Hold Public Hearing

Motion by Betsy Stolfa, seconded by Holly Schrupp to open the public hearing to Consider vacation of portions of trail easements within Westridge Hills 3rd and 4th Additions; motion carried.

Mayor Graunke called for public hearing three times. None was heard.

Motion by Betsy Stolfa, seconded by Jon Sutherland to close the public hearing; motion carried.

2. Adopt Resolution approving the vacation of portions of Trail Easement No. 718089 with Westridge Hills 3rd and 4th Additions

Motion by Betsy Stolfa, seconded by Jon Sutherland to adopt Resolution R-17-37 approving the vacation of portions of Trail Easement No. 718089 with Westridge Hills 3rd and 4th Additions; motion carried.

- 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. Claims | By Account

Motion by Holly Schrupp, seconded by Jason Franzen to approve City 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, December 5, 2017, was adjourned at 8:40pm.

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director/Clerk

Paula Bauman, Administrative Services Coordinator