

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 30, 2018**  
**6:00 PM**

**1. Call to Order**

Mayor Graunke called the special meeting of the Delano City Council of Tuesday, January 30, 2018, to order at 6:00 PM.

**2. Roll Call**

**Present: Dale Graunke, Mayor; Jason Franzen, Councilmember; Holly Schrupp, Councilmember; Betsy Stolfa, Councilmember; Jon Sutherland, Councilmember**

**Also present: Phil Kern, City Administrator; Justin Markon, Recorder**

**3. Special Order of Business**

A. Interview and appoint candidates for various boards and commissions

Councilmembers interviewed eleven candidates for the City's five commissions, asking questions pertaining to their interest and experience and how it would relate to the commissions.

**Franzen made a motion to appoint Joe Schleper and Thomas Schaffer to the Park and Recreation Commission for a three-year term, seconded by Sutherland; motion carried.**

**Schrupp made a motion to appoint Frank Coborn and Roger Swenson to the Public Safety Commission for a three-year term, seconded by Stolfa; motion carried.**

**Schrupp made a motion to appoint Theresa Schlosser-Green to the Spirit of Community Commission for a two-year term, seconded by Franzen; motion carried.**

**Stolfa made a motion to appoint Jonathon Ness to the Water, Light, and Power Commission for a three-year term, seconded by Sutherland; motion carried.**

Councilmembers did not appoint members to the Planning Commission as they requested more information from staff.

B. Appoint Council liaisons for various boards and commissions

During discussion, Schrupp shared that she would like to revisit the meeting time for the Park and Recreation Commission, as a 7:00 PM meeting time could allow greater citizen participation. Kern said that this may be possible, but the day of the meeting may also be moved. Councilmembers thought that it was not necessary to appoint members to the School Subcommittee.

**Motion by Stolfa, seconded by Franzen to approve councilmembers as liaisons to the following boards and commissions for the next year: Park and Recreation Commission –**

**Sutherland; Planning Commission – Graunke; Public Safety Commission – Sutherland; Water, Light, and Power Commission – Franzen (three-year appointment); Spirit of Community Commission – Graunke; Delano Fire and Rescue – Schrupp; Safe Schools – Sutherland; Senior Advisory Board – Graunke; Wright County Area Transportation – Franzen; Highway 12 Safety Coalition – Sutherland; motion carried.**

Kern discussed a possible change to the City Council meeting schedule, which would include meetings with commissions for the final meeting each month and one regular business meeting on the third Tuesday. Council may discuss this option at a future workshop.

C. Compensatory Time Adjustment - Liquor Store

Kern explained that due to staff shortages at the Liquor Store, Nancy Drumsta, Liquor Store Manager, worked many extra hours during the month of December. The personnel policy states that employees may not accrue more than 80 hours of compensatory time and may not carry over more than 60 hours to the next calendar year. Because of the busy holiday season, Nancy lost most of her extra hours after the new year began. Kern said that staff recommends re-awarding Nancy's lost compensatory time and extending her deadline to reach the 80-hour threshold to June 30, 2018.

**Stolfa made a motion to re-award compensatory time and extend the 80-hour time limit to June 30, 2018 for Nancy Drumsta, seconded by Sutherland; motion carried.**

Sutherland discussed his interest in considering benefits for liquor store as a retention incentive for employees. Graunke said this could be discussed at a future workshop.

D. Discuss proposal to partner on internship program

Kern described a potential new arrangement with the City of Minnetonka and the League of Minnesota Cities for a fellowship program. The fellow would spend 8 months with each organization and develop a cohort with other current fellows to meet regularly and discuss projects. Schrupp asked if there would be overlap of fellows, and Kern replied that there is no overlap planned right now because the cohort will be talking regularly. Kern also said that he recommends Delano continue the two-year internship/management assistant position. This item will be discussed at a future City Council meeting.

E. Consider membership software for splashpad

Markon shared proposals for membership software at the new splashpad, which was postponed at the January 16, 2018 City Council meeting. He and Kern met with staff from Delano Public Schools to discuss a possible arrangement of utilizing the ActiveNetwork software used by Community Education for Tiger Activity Center membership for splashpad membership, instead of the City purchasing its own license. On Council endorsement, staff will continue discussions with Delano Public Schools for a possible collaboration on splashpad membership.

F. Discuss Central Park Concession Building and consider subcontractor quotes

Kern and Graunke shared that they sought quotes from three companies for garage and roll-up doors at the new Concession Building and received one bid from Overhead Door Company.

**Motion by Schrupp to approve bid by Overhead Door Company for work at the Central Park Concession Building, seconded by Franzen; motion carried.**

Markon shared two quote packages from Wright Hennepin Security and Sentry Systems, Inc. for security at the Central Park Concession Building. These quotes are for a security camera system, card access, and basic alarm system. Staff recommended awarding the bid to Wright Hennepin Security.

**Motion by Franzen to approve bid by Wright Hennepin Security for work at the Central Park Concession Building, seconded by Schrupp; motion carried.**

G. Consider gambling permit for Delano All-Night Grad Party

Kern recommended approval of a gambling permit for the Delano graduation party group to take place on February 24, 2018. He also asked for Council authorization to redraft the ordinance related to approval of bingo, gambling, and similar permits because many are time sensitive.

**Motion by Stolfa to approve gambling permit for the Delano Graduation Party and authorize staff to draft changes to the permit ordinance, seconded by Sutherland; motion carried.**

H. Reschedule February 6 City Council meeting due to precinct caucuses

The regular meeting of February 6, 2018 must be moved due to precinct caucuses that evening. Councilmembers were open to changing the meeting to Monday, February 5, 2018 if a meeting is needed or to cancel the meeting if there is no pressing business.

I. Consider option agreement for land near West Metro Business Park (This item may be discussed in closed session to discuss real estate transaction)

**Motion by Franzen to enter closed session to consider option agreement for land near the West Metro Business Park, seconded by Sutherland; motion carried.**

**Motion by Stolfa to come out of closed session, seconded by Schrupp; motion carried.**

Kern shared that the final purchase agreements have not been signed with Randy's Sanitation or Insolution, but he anticipates that will happen soon. Pizzey Ingredients have applied to the state of Minnesota for grant funding. Two other prospective companies are evaluating their options and may come forward with proposals soon.

#### 4. Adjournment

There being no further business to discuss, the special meeting of the Delano City Council of Tuesday, January 30, 2018, was adjourned at 9:55pm

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director/Clerk

Attest: Justin Markon, Administrative Intern