

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, March 20, 2018**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 20, 2018, 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; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Paula Bauman, Recorder; Justin Markon, Administrative Intern**

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

**3. Minutes**

**Motion by Betsy Stolfa, seconded by Jon Sutherland to approve the minutes as submitted; motion carried with Dale Graunke abstaining.**

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, February 20, 2018
- B. Minutes of the March 6, 2018, special workshop | Summary minutes
- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, March 6, 2018

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**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. Consider Preliminary and Final Plat for Delano West Metro Business Park *Attachment:* Preliminary Plat | Final Plat

The City of Delano has developed the Delano West Metro Business Park over the past 10 years. In platting the original business park all properties were platted as outlot to allow the city to final plat properties to meet the size and configuration needs of a specific business. The City has four industries that have sign purchase agreements to enter the business park and begin construction in 2018. To create the buildable lots the City has filed application for a new Preliminary and Final plat.

The City Engineer has prepared a new preliminary and final plat for the Delano West Metro Business Park for consideration of the Planning Commission and City Council. The plat consists of 3 blocks, 5 lots and 5 outlots. The attached plat illustrates lot dimensions meeting the needs of the specific new industries.

Access: All lot access will be provided via the existing McKinley Parkway which extends approximately 2500 feet south of Highway 12 and ends in a cul-de-sac. With the ultimate development the business park McKinley Parkway will be extend through the balance of the Murphy farm to intersect with 72nd Street and cross the Railroad.

The current McKinley Parkway does not extend to the south lot line of Lot 4 Block 3. The City does not propose to construct this street segment at this time, rather, as an interim strategy the City will allow the existing street right-of-way to be used as a private drive to allow immediate development of these lots. This arrangement provides a temporary solution to accommodate development without additional street expense.

Lots and Blocks: The preliminary and final plats are consistent with the original industrial park concept plan. Delano's minimum industrial lot size is 40,000 sq. ft. and 100 feet in lot width. As shown below the proposed lots and blocks each meet the city standards for industrial lot per the zoning code.

Lot 1, Block 3 is an unusual shaped lot. This lot will be sold to Randy's Environmental Services to provide a private internal street connection between their existing site along Highway 12 and their proposed new facilities on Lot 1 Block 2.

Outlots: The plat shows five outlots. Outlots A and B overlay areas of future development and will be subdivided when the City has a perspective user interested in this area of the Business Park. Outlots C, D and E overlay existing wetlands, storm water ponds and their required buffer strips which are part of the overall Business Park storm water management system. These outlots will be City owned and protected from encroachment of development.

Wetland Mitigation: Lots 2, 3 and 4 Block 3 requires some wetland mitigation to create a buildable lot. The wetland mitigation was approved by the County with the original plat; however, the City is seeking Army Corp permits with this plat application. The plat approval will be subject to receipt of the permits. 2

Easements: In accordance with the Delano Subdivision ordinance Drainage and Utility easements are being placed along the property lines of each lot and over Outlots C, D and E which contain the wetlands, ponding areas and buffer strips.

This subdivision request implements Delano's goal of establishing the new industrial park. The plat creates lot for four perspective businesses that are anticipated to proceed to development in 2018. In our review of the preliminary and final plat we find that it meets the City's zoning and subdivision regulations and recommend approval subject to the following conditions.

1. The City receives approval of the Wetland mitigation permits from the Army Corps of Engineers.
2. The City grants private driveway access over the partial McKinley Parkway right-of-way for lots 2, 3, 4 Block 3. Said access agreement shall outline terms for private drive design, maintenance and its removal or replacement when McKinley Parkway is extended.

1. Adopt resolution approving the preliminary and final plat for a subdivision entitled "Delano West Metro Business Park" within the City of Delano, Minnesota

**Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt resolution R-18-09 approving the preliminary and final plat for a subdivision entitled Delano West Metro Business Park within the City of Delano, Minnesota; motion carried 5-0 by roll call vote.**

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. Updates from Commissions Liaisons:

1. **Park and Recreation Commission**

- a. Meeting: February 28, 2018 -- Minutes

2. **Planning Commission**

- a. Meeting: March 12, 2018 -- Draft Minutes

3. **Public Safety Commission**

- a. Next Meeting: March 26, 2018

4. **Spirit of Community Commission**

- a. Meeting: March 13, 2018 -- Draft Minutes

## 5. Water Light and Power Commission

- a. Meeting: March 19, 2018

- 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 Betsy Stolfa to approve the City Claims as submitted; motion carried.**

## 18. Closed Session

- A. Consider purchase agreement for Lot 1 Block 1, Northwest Business Park 2nd Addition (This item may be discussed in closed session to discuss real estate transaction)

**Motion by Holly Schrupp seconded by Betsy Stolfa to enter into closed session to consider purchase agreement for Lot 1, Block 1, West Metro Business Park 1<sup>st</sup> Addition; motion carried.**

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

## 19. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 20, 2018, was adjourned at 7:30pm.

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director/Clerk

Attest: Paula Bauman, Administrative Services Coordinator