

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, March 27, 2018**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of the Delano City Council/Economic Development Authority of Tuesday, March 27, 2018, to order at 7:00pm.

**2. Roll Call**

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

**Also Present: Phil Kern, City Administrator; Paula Bauman, Administrative Services Coordinator; Justin Markon, Administrative Intern**

**3. Special Order of Business**

A. Review City of Delano 2018 Goals and Objectives

Council reviewed the current long-term and short-term goals for the City of Delano. Betsy Stolfa questioned if ten goals are too many – Council discussed previous goals. Holly Schrupp suggested five short term goals for the next session.

B. Discuss position modifications

In 2016, the City completed some reshuffling of staffing positions that led to the creation of the Administrative Services Coordinator position and attaching the City Clerk position responsibilities to the Finance Director position. Since that time, the role of Administrative Services Coordinator position has evolved as planned into completing typical duties of the City Clerk position in addition to the other administrative functions of the job. As a result, the position is now functioning as desired to include standard clerk duties, including licensing, elections and records retention.

As a result, Kern is recommending for the next council meeting to reclassify the Administrative Services Coordinator position to include City Clerk duties. The resulting position would replace the City Clerk position within the City's organizational structure and eliminate the previous Administrative Services Coordinator role.

C. Discuss possible rental housing ordinance

Council discussed the organizational items as it relates to the rental housing ordinance including required fees, inspections and clerical needs to register units and coordinate mailings. Council directed Staff to review other cities ordinances regarding rental housing and have the Planning Commission and Spirit of Community Commission review.

D. Discuss Delano park and ride lot

Staff has received a complaint regarding Delano's park and ride lot by the American Legion stating it is unsafe. The Wright County Sheriff's Department has patrolled the lot. Staff is recommending to continue practice as is and users use at their own risk.

E. Discuss County Land Use Plan

Council reviewed the Franklin Township Land Use Plan and discussed the City of Delano's projected growth area.

F. Consider bids for epoxy floor system at Concession Building

This item was removed from the agenda.

G. Discuss future City park property (Parcel #107500013102)

The Park Board has reviewed possible uses for the city park property located along River Street North. The Council brainstormed ideas for uses. Kern stated development isn't urgent in terms of community needs. The Park Board has requested a campground study. Council discussed the options and consensus was to not proceed with campground study and felt development of site was not in the near future and to not spend money on a master plan.

#### 4. Adjournment

There being no further items to discuss the special workshop of the Delano City Council/Economic Development Authority of Tuesday, March 27, 2018, was adjourned at 8:45pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator