

**MINUTES  
CITY OF DELANO  
City Council/Economic Development Authority  
Tuesday, April 3, 2018  
7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, April 3, 2018, 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; Paula Bauman, Administrative Services Coordinator; Justin Markon, Administrative Intern**

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the agenda of the regular City Council/ Economic Development Authority meeting of Tuesday, April 3, 2018, as submitted; motion carried.**

**3. Minutes**

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, March 20, 2018

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the minutes of the regular City Council/ Economic Development Authority of Tuesday, March 20, 2018, as submitted; motion carried.**

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve the consent items as submitted; motion carried.**

A. City

1. Award bids for work at the Central Park Concession Building

Justin Markon discussed the bids and gave an update on the progress. Jon Sutherland stated to make sure there is grit on the floor so it is not slippery. Justin Markon stated he will work on the amount of the sand and he doesn't want to see it slippery – but also doesn't want to make it like sandpaper. Betsy Stolfa questioned the WIFI hotspot and if it will be ready to go. Markon stated staff has been in contact with

Charter Communication. They'll be in soon to get the line in the building and hardwire everything in. Phil Kern state Dave Potter has donated routers and racking in the building and will help set it up. Along with that, he working on a point of sale system.

**Motion by Betsy Stolfa, seconded by Jason Franzen to award bids for work at Central Park Concession Building; motion carried.**

2. Motion approving reclassification of Administrative Services Coordinator to include City Clerk duties

B. EDA

1. Approve the replacement of the carpeting in the Delano EDA Crow River Villa Apartment No. 203.

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

A. Adopt resolution adopting the updated City of Delano Data Practices Policy

The Minnesota Government Data Practices Act establishes a comprehensive system for compiling and distributing government data gathered by the City of Delano. All government data collected and maintained by the City of Delano is considered public unless otherwise classified by statute, temporary classification, or federal law as private or confidential with respect to data on individuals, or as non-public or protected non-public concerning data not on individuals.

The Minnesota Department of Administration and League of MN Cities recommend cities have a written Data Practices Policy and to take appropriate steps to have it up-to-date. The City of Delano's current policy was approved in 2001 and amended in December of 2014. The proposed policy and procedures brings the City into compliance with legislation and provides direction to those requesting data. Staff at Mark Johnson's office has reviewed and approved the amendments.

**Motion by Jon Sutherland, seconded by Jason Franzen to adopt Resolution R-18-10 adopting the updated City of Delano Data Practices Policy; motion carried 5-0 by roll call vote.**

**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 adopting splashpad rules

At the March Park & Recreation Commission meeting, members discussed various rules and guidelines to help create a fun and safe environment at the new splashpad. Justin Markon summarized the rules for the splashpad. Holly Schrupp questioned if the rules stipulate a chaperone age? Markon stated no. Betsy Stolfa questioned if there is space to put personal belongings. Markon stated personal belonging can be kept by their chairs or along the fence within the splashpad.

**Motion by Holly Schrupp, seconded by Betsy Stolfa to adopt the Splashpad rules; 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.**

A. Updates from Commission Liaisons

1. Park and Recreation Commission
2. Planning Commission
3. Public Safety Commission
  - a. Minutes of March 27, 2017
  - b. Minutes of July 31, 2017
  - c. Minutes of August 7, 2017
4. Spirit of Community Commission
5. Water Light and Power Commission

B. Delano Fire Relief Association minutes: November, 2017 - February, 2018 | March 8, 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.**

## A. CSAH 30 Crosswalk to the Hidden Hills Development

Earlier this year, City staff was contacted by residents of the Hidden Hills development located north of CSAH 30 across from the Delano Intermediate School. The residents wanted to discuss recent incidents and safety issues with the crosswalk which connects the bituminous path on the south side of CSAH 30 to Hidden Hills drive.

A meeting was held on February 12th, 2018 between the residents, City staff, and members of the Wright County Highway department. The safety issues are associated with pedestrian safety crossing CSAH 30, mostly school children during the morning school rush. There have been instances of eastbound vehicles illegally passing on the shoulder, while other vehicles are yielding to pedestrians in the crosswalk. Wright County staff walked through different improvement options available, and the funding scenarios for each option. This information was presented at the Delano Public Safety Commission meeting held on March 26th, 2018. The Commission's recommendations are shown at the end of this document

**Existing Conditions.** CSAH 30 is a two-lane roadway with paved shoulders on the north and south side. At this intersection, the south edge of the roadway has concrete curb and gutter, while the north edge does not due to the drainage characteristics of the surrounding area. The distance from the concrete curb on the south side to the edge of the bituminous on the north side is approximately 40 feet, consisting of 12' drive lanes with 8' paved shoulders on each side. Standard pedestrian crossing signs are posted along the road from the east and westbound directions (see Figure 2).

**Improvement Options.** Options to improve pedestrian safety and crossing distance were discussed at the meeting. Improvement options discussed were as follows:

- Option 1: Remove the crosswalk at Hidden Hills Drive and construct a sidewalk along the north side of CSAH 30. Pedestrians would be required to cross CSAH 30 at the Tiger Drive intersection (see Figure 3). This option would have the highest cost (grading work, sidewalk installation, topsoil, seeding), and pedestrian safety would not be improved by shifting the crosswalk to the Tiger Dr. intersection. Wright County policy would not participate in the costs for this type of improvement.

- Option 2: Installation of a Rectangular Rapid Flashing Beacon (RRFB) at the crosswalk (see Figure 3). This device increases driver awareness of pedestrians using the crosswalk and was recently installed at the CSAH 30 and Meadowlark/1st Street intersection. This option has been proven to be effective, as the flashing light pattern resembles that of emergency vehicles and heightens driver awareness. At the time of the February 12th meeting, this was not a viable option due to patent issues with the device. The patent issues are in the process of being resolved, MnDOT is seeking interim approval for the RRFB. Wright County policy is 50/50 cost sharing with the City for this type of installation. Installation costs are estimated at \$8,000-\$12,000.

- Option 3: Installation of an LED edge lit pedestrian crossing sign (see Figure 3). Research has shown that the installation of these devices does not produce a significant increase in driver yield rate as compared to a standard pedestrian crossing sign. This option has proven to be less effective than the RRFB, with similar installation costs (\$8,000-\$12,000). Driver awareness would not significantly increase. Wright County policy is 50/50 cost sharing

with the City for this type of installation.

- Option 4: Installation of a concrete curb bump-out on the south side of CSAH 30 (see Figure 4). This option would reduce the crossing length for pedestrians and increase the driver's ability to see pedestrians waiting to cross. This option also reduces the possibility of vehicles using the shoulder as a passing lane. It is Wenck's opinion that this option would provide a great improvement to pedestrian safety, with reasonable associated cost. This will reduce the opportunities for vehicles to pass on the shoulder and provide a shorter crossing distance for the pedestrians. County snow plow trucks will have to plow around the bump-out, and City Public Works staff will have additional sidewalk to clear on the pedestrian ramp. Wright County policy would not participate in the costs for this type of improvement, but Wright County staff have indicated that the Right-of-Way permit fee would be waived.

The Delano Public Safety Commission recommended pursuing Option 4 above (concrete bump-out) and revisiting the crosswalk functionality at their October Safety Commission meeting once it is installed and school is back in session. If there are still safety issues, they will revisit and discuss the installation of a RRFB device pending MnDOT interim approval for usage. Until the concrete bump-out can be installed, the Safety Commission request that staff investigate the installation of plastic crosswalk delineators, similar to what is shown below

The following options are presented to Council:

- Follow the Delano Public Safety Commission recommendation of installing the concrete bump-out and revisiting the RRFB installation in October 2018.
- Installation of both the concrete bump-out and the RRFB prior to the start of school this fall.
- Installation of only the RRFB with no concrete bump-out.

Staff's recommendation is to pursue the installation of the concrete bump-out and the RRFB. Any improvement will need to be coordinated and approved by Wright County staff and gain MnDOT Interim Approval for usage of the RRFB.

Betsy Stolfa questioned if the school was part of the meeting. Phil Kern state he has been in contact with Matt Schoen who stated the School would like to see a solution but viewed the crosswalk as an off campus crosswalk. Stolfa questioned if there is funding with Safe Routes to School. Kern stated the 2018 SRTS award was awarded today. Could apply for future but no longer this year.

Council questioned school patrol options. Shawn Louwagie stated a physical adult is most effective. The next would be rectangular flashing lights.

**Motion by Jon Sutherland, seconded by Jason Franzen to approve a combination of options two and four which includes a concrete bump out and sign to be installed at CSAH 30 crosswalk to the Hidden Hills Development; motion carried.**

B. Approve installation of a crosswalk at Johnson Drive and 7th Street South

The city has received a request for a crosswalk at the "T" intersection of Johnson Dr. and 7th St. S. The current trail along Johnson Dr. ends at 7th St. S. At the entrance of the Industrial Louvers parking lot and Industrial Louvers main building a crosswalk currently exists. The commission recommended that city staff install a sidewalk going north and south across

Johnson Dr. thus connecting this loop. Bob VanLith indicated that with the installation of the street markings, the city crews would also install pedestrian ramps at the corners in the existing sidewalk/trails.

Council discussed the intersection and questioned when the area will be done as part of the street reconstruction project. Shawn Louwagie suggested to table the item to look into further and look into as part of the 2019 Street Reconstruction Project.

**Motion by Holly Schrupp, seconded by Jason Franzen to table this item to discuss further during the 2019 Street Reconstruction Project planning; motion carried.**

- C. Consider recommendation from the Public Safety Commission to rename CSAH 30 between County Line Road and CSAH 17

Phil Kern stated this item is more of an update as the Public Safety Commission recommended considering renaming this portion of road – looking for feedback from Council. Council agreed for the road to be renamed. No motion taken.

- D. Adopt Resolution approving Cooperative Agreement with the State of Minnesota for Highway 12 intersection improvements *Attachments:* Memo from Ed Terhaar, Traffic Engineer, Wenck | Cooperative Agreement | Resolution

The Highway 12 Safety Audit conducted in 2015 identified a number of safety improvement through the Highway 12 corridor. Some of those suggested improvements on the corridor to the east have been made in recent years, while others are listed as recommendations for the future.

MnDOT has approved the City and is recommending installation of flashing yellow left turn signals at both Tiger Drive/7<sup>th</sup> Street and County Line Road. The signals would require restriping of the eastbound turn lane at Tiger Drive/7<sup>th</sup> Street. Ed Terhaar, Traffic Engineer, has provided a review of this intersection. The Public Safety Commission has also reviewed this proposal and is recommending approval.

The City would be responsible for funding 50% of the Tiger Drive/7<sup>th</sup> Street signal improvements (2 of 4 intersecting legs) and 25% of the County Line Road improvement (1 of 4 intersection legs). The City's funding share is \$28,551.96.

**Motion by Betsy Stolfa, seconded by Jon Sutherland to adopt Resolution R-18-11 approving Cooperative Agreement with the State of Minnesota for Highway 12 intersection improvements; motion carried 5-0 by roll call vote.**

**14. CITY STRATEGY No. 9: To ensure the overall aesthetic appeal of the City.**

**15. Other Business**

- A. Call for a Public Hearing on Tuesday, May 15, 2018, to consider TIF District for West Metro Business Park.

Staff is asking for Council to call for a Public Hearing on Tuesday, May 15, 2018, to consider a TIF District for the West Metro Business Park. This Public Hearing is crucial for the park to proceed.

**Motion by Betsy Stolfa, seconded by Holly Schrupp to call for a Public Hearing on Tuesday, May 15, 2018, to consider TIF District for West Metro Business Park; motion carried 5-0 by roll call vote.**

- B. Approve agreement between Delano Public Schools ISD #879 and the City of Delano.

Draft agreement between the city and school district. Practically speaking nothing changes as how things are operated, this just gets a signed agreement and outlines responsibilities. Staff recommends approval and the school board has approved it.

**Motion by Betsy Stolfa, seconded by Jon Sutherland to approve agreement between Delano Public Schools ISD #879 and the City of Delano; motion carried.**

## **16. Communications & Announcements**

### **17. Claims**

- A. City 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 and Economic Development Authority of Tuesday, April 3, 2018, was adjourned at 8:25pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator