

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, June 19, 2018**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, June 19, 2018, to order at 7:00pm

**2. Roll Call**

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

**Members Absent: Betsy Moran, Councilmember**

**Also Present: Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer**

**3. Minutes**

**4. Speakers, Presentations and Awards**

A. Tour de Tonka

**5. Consent Items**

**Motion by Jason Franzen, seconded by Holly Schrupp to approve consent items as submitted; motion carried 4-0 by roll call vote.**

A. City

1. Adopt Resolution appointing Election Judges for the 2018 Primary and General Election.
2. Appoint Kenji Matsuda to probationary firefighter status
3. Approve community potluck on Saturday, August 25, 2018
4. Approve Election Equipment Lease Agreement with Wright County *Attachments:* Agreement | Wright County Resolution 18-23

B. EDA

1. Approve the replacement of the Carpeting in the Delano EDA/Crow River Villa apartment #301.

**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 authorizing application to MnDOT for installation of Community Recognition Signs on Highway 12

Representatives from the Delano Basketball Association contacted the City following the Delano Boys Basketball State Championship regarding the placement of signage in the community recognizing the accomplishment. Staff is aware of signage in many other communities around Minnesota recognizing similar team state championships and has been working with the group on the request. Some communities – such as Annandale and Maple Lake in Wright County – have used highway signage beneath the population signs on the major highways entering the community. The highway sign model is the encouraged and endorsed method for such recognition by MnDOT, and staff is recommending the City authorize the submission of a request to MnDOT for this instance.

MnDOT has an application and approval process for “Community Recognition Signs.” It allows signs totaling 12 square feet to be placed under the population signs entering a community. The population signs are 6 feet wide – therefore, it allows for 24 inches of signage below the population sign. MnDOT requires City approval for the signs before it will consider the application. Also, the policy requires the City pay for and maintain the signs (replace, if needed) indefinitely.

Staff is recommending the City move forward with the requested sign application and installation of the sign. Staff recommends the City Council establish policy guidelines to govern this, and potential future requests, for similar signage. Some recommendations for policy guidelines would include the following:

- A. Delano schools programs that accomplish a team state championship in an official Minnesota State High School League (MSHSL) activity are eligible for the recognition (individual state champions or non-MSHSL sanctioned championships would not eligible).
  - B. Delano schools, booster program, or athletic association is responsible for paying the costs of the sign and any future replacement costs if the sign is damaged or needs repair.
  - C. In the event of multiple signs and championships, the most recent championships shall have priority. It appears only two signs at one time will meet MnDOT’s size requirements. If a third team wins a state championship, the oldest sign will be removed and replaced with the most recent sign.
  - D. Any sign will remain up for 12 years. (12 years is a flexible standard – it was picked because that is the expected lifespan of a reflective highway sign. The Council could pick another timeframe or amend in the future.)
- A. If a single activity accomplishes team state championships in multiple years, that activity will be allowed one sign and will need to incorporate recognition of multiple

years on the one sign. Staff recommends approval of the application submission, subject to policy guidelines as outlined.

**Motion by Jason Franzen, seconded by Jon Sutherland to authorize application to MnDOT for installation of Community Recognition Signs on Highway 12; motion carried.**

B. Clover Springs 4th Addition amended grading plan

The Clover Springs 4th Addition development is currently completing the remaining construction items associated with the development work. To date, there are 5 homes constructed in this addition of the development. Per the review comments on the as-built surveys submitted for these constructed homes, there are grading corrections needed on the lots to comply with the originally approved grading plan for the overall development. The lots have been sodded and irrigated prior to the submittal of the as-built surveys. In order to reduce the impact to the constructed lots and the residents living there, staff requested an amended grading plan from the developers engineer showing the amount of proposed impacts while meeting the City's grading and drainage requirements. Staff reviewed the amended grading plan and have reviewed the plan with the impacted residents in Clover Springs 4th Addition.

**Motion by Holly Schrupp, seconded by Jason Franzen to approve the amended grading plan for Clover Springs 4<sup>th</sup> Addition; motion carried.**

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

A. Adopt a resolution accepting the bid and awarding the competitive sale of the \$3,100,000 General Obligation (G.O.), Series 2018A *Attachments:* Resolution

On May 15, 2018 the City approved a resolution providing for the competitive negotiated sale of \$3,100,000 G.O. Bonds, Series 2018A. The General Obligation Bond, Series 2018A is comprised of: · special assessment bond for the street portion of Railroad Avenue and the McKinley Parkway improvements. · storm sewer revenue bonds for storm sewer improvements. · sanitary sewer revenue bonds for sanitary sewer improvements. · water revenue bonds for water main improvements. Staff has been working with Springsted, Inc., the City's financial advisor, to issue the bonds.

**Motion by Jason Franzen, seconded by Jon Sutherland to adopt resolution accepting the bid and awarding the competitive sale of the \$3,100,000 General Obligation (G.O.) , Series 2018A; motion carried 4-0 by roll call vote.**

**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.**

**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 application from Randy's Rentals, LLC for a building and site plan review and Conditional Use Permit/Planned Unit Development for property located within Delano West Metro Business Park *Attachments:* Exhibits

Randy's Rentals LLC has submitted an application for a building and site plan review and Condition Use Permit / Planned Unit Development for property described as Lot 1 Block 2 Delano West Metro Business Park. The proposed applications are to allow for the development of a corporate campus on the 11.22 acre site for Randy's Rental LLC. The proposal includes the construction of two industrial buildings on the site. The west building is a 21,170 sq. ft. single level office building. The second building consists of a 36,000 sq. ft. operations support building which provides space for commodities storage, trash bin storage, and dumpster repair, welding and painting. The site layout also illustrates a potential future expansion of the operations building up to 105,000 sq. ft.

In addition to the new building construction the development application also requests an outdoor storage area on the south side of the operations building for the storage of dumpsters and roll off containers.

The site is zoned I-2 General Industrial District. Under the I-2 zoning district, the proposed office, warehousing and production uses are permitted uses. Outdoor storage is allowed by conditional use permit.

The project requires the following:

- A building and site plan review and approval.
- A Conditional Use Permit / Planned Unit Development to allow two principal buildings on one lot and to allow the outdoor storage area.

Based on staff review of the plans submitted on behalf of Randy's Rental LLC dated April 26, 2018, and supplemental plans and correspondence we recommend approval of the Site and building plan and Conditional use Permit Planned Unit Development with the following conditions.

1. Applicant provides detail on the roof top equipment screening related to height, appearance, materials and color.
2. Applicant revises the site plan to illustrate the location of the trash handling equipment serving the two buildings. If stored outside the equipment shall require a trash enclosure designed to match the buildings. The site plan must demonstrate a location that is accessible for the garbage hauler.
3. Lighting plan: The City approves the light levels at the perimeter of the site through the PUD.
4. The property owner shall enter into a deferred parking agreement with the city that requires the property owner to construct additional parking in the proof of parking areas if the city determines that the on-site park supply does not meet the on-site demand. No parking shall be permitted outside of approved striped parking stalls.
5. Reduce the northern Curb Cut to a width of 36 feet measured at the property line.
6. Revise the site plan to increase turning radii within the site to accommodate truck movements without conflict points with the internal curbing.
7. Applicant provides a description of the vehicles accessing the overhead doors to demonstrate sufficient maneuvering area at these doors.

8. Applicant shall identify the type and means of delivery and service vehicles that will serve the office building. Demonstrate how these vehicles will access and egress the office site.
9. The City provides the applicant with a trail easement on the outlot to the north of the site. The easement document shall outline the conditions imposed on the trail easement.
10. Provide sidewalks connections between the man-doors on the south side of the operations support building and the paved drive aisle. These doors must be free of obstruction and allow safe building egress.
11. The following screening areas require addition plantings:
  - a. If the proof of parking area on the east side of the operations support building is constructed the City retains the right to review the landscaping to require it to comply with parking lot screening requirements.
  - b. Screening of the Loading berths provide 4 to 5 additional conifer trees along the north lot line in the northeast corner of the site.
  - c. Screening of the outdoor storage area; the City approves the PUD flexibility to not require additional screening of the outdoor storage area provided that Randy's Rental LLC, purchases the property to the south per the in-place purchase agreement. If this does not occur, the property owner will be required to screen the outdoor storage area per city code as a condition of the PUD / development agreement if the property to the south is developed by another business.
  - d. Applicant must provide a fence and gate details prior to installation that illustrate the fence height, materials, color, gate closing mechanisms, and fire department access to be approved by the City Building Official and Fire Chief. No outdoor storage may be stacked to exceed the height of the fence.
12. The landscape plan must include a long range turf management plan for the low maintenance turf areas.
13. The Landscape plan illustrates a fire hydrant south of the proposed fence. The hydrant is not accessible at this location. The hydrant must be inside the fence and accessible at all times.
14. Comply with the City Engineer review comments per his May 25, 2018 Technical Memo pertaining to the site grading, drainage storm water treatment and utility plans.
15. Compliance with the City Fire Chief's review comments on the hydrant location, number of hydrants, fire department connections, water service connection and accessibility around the building. The hydrant on the south side outdoor storage area fence may remain with the provision of a fence gate and an unobstructed access lane to provide access to this hydrant from inside the storage area.
17. Applicant provides a description of outdoor storage items.

1. Adopt Resolution approving Site and Building Plan and Conditional Use Permit/Planned Unit Development for Randy's Rentals, LLC on Lot 1, Block 2, Delano West Metro Business Park, within the City of Delano.

**Motion by Jason Franzen, seconded by Jon Sutherland to adopt resolution approving Site and Building Plan and Conditional Use Permit/Planned Unit Development for Randy's Rentals, LLC on Lot 1, Block 2, Delano West Metro Business Park, within the City of Delano; motion carried 4-0 by roll call vote.**

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. Fire Relief Association
2. Park and Recreation Commission
3. Planning Commission
4. Public Safety Commission
5. Spirit of Community Commission
6. Water Light and Power Commission

**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 Jon Sutherland, seconded by Jason Franzen to approve City Claims as submitted; motion carried.**

B. EDA Claims

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

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano Economic Development Authority of Tuesday, June 19, 2018, was adjourned.

Signed:

Dale Graunke, Mayor  
Attest: Paula Bauman, Admin. Services Coordinator