

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, July 17, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, July 17, 2018, to order at 7:00pm.

2. Roll Call & Approval of Agenda

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

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

Motion by Betsy Moran, seconded by Jason Franzen to approve the agenda as submitted; motion carried.

3. Minutes

Motion by Betsy Moran, seconded by Jason Franzen to approve the minutes as submitted; motion carried.

- A. Minutes of the Special Workshop of Tuesday, March 27, 2018 | Summary Minutes
- B. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, April 3, 2018
- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, April 17, 2018
- D. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, May 8, 2018
- E. Minutes of the special workshop of Tuesday, May 29, 2018 | Summary Minutes
- F. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, June 5, 2018
- G. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, June 19, 2018
- H. Minutes of the special workshop of Tuesday, June 26, 2018 | Summary Minutes

4. Speaker, Presentations and Awards

5. Consent Items

Motion by Holly Schrupp, seconded by Jon Sutherland to approve consent items as submitted; motion carried.

A. City

1. Approve Pay Request No. 16 for the 2016 Infrastructure Improvement Project
2. Approve request from the Delano Area Chamber of Commerce for their annual Taste of Delano event on Wednesday, August 1, 2018
3. Adopt RESOLUTION and approve the application and miscellaneous licenses from the Church of St. Maximilian Kolbe for their annual Harvest Festival, September 7-9, 2018
4. Authorize funding in the amount of \$1,187.50 for planning series of three diversity workshops

B. EDA

1. Approve the replacement of the carpeting in the Delano EDA/Crow River villa apartment No. 103

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

A. Amend fee schedule structure and payment procedure as it relates to Mobile Food Units (MFU)

The City of Delano requires any Mobile Food Unit (MFU) to obtain a permit and pay associated fees prior to engaging in any such business within the City of Delano. Currently, the fee to operate an MFU is \$20/day. Following current procedure, the vendor is required to complete an application and submit payment prior to conducting business.

Currently, Staff is finding it difficult to contact the vendors and receive payment prior to operation. While most vendors complete the application and submit the necessary licenses, payments are not always made before operation. The \$20/day fee can be paid in person, by mail and phone payments by credit card. Most vendors do not visit City Hall to complete the application process – its mainly done by phone and email.

Staff is recommending amending the fee structure and payment procedure slightly by allowing businesses within the community to pay the MFU fees in advance. As proposed, business owners would be allowed to pay a lump sum of \$500 to have a MFU operate on their property fifty (50) times. This would allow great flexibility in scheduling and a break in the MFU fees. Complete applications and copy of state licenses would still be required to be kept on file and updated yearly. Staff would be depended on the business to notify the City which vendors would be operating and what dates. The City would allow businesses to pay the \$500 fee three

times annually (January – December).

The \$20/day fee would not be removed. If businesses do not wish to pay the fees in advance, the option to pay per time is still available.

B. Consider an amendment to licensing fees as it relates to Ice Cream Trucks

- 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**
- 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. 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 Jason Franzen, seconded by Betsy Moran to approve the City of Delano claims as submitted; motion carried.

B. EDA Claims

Motion by Jon Sutherland, seconded by Jason Franzen to approve the EDA 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, July 17, 2018, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator