

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, October 2, 2018**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular City Council/Economic Development Authority meeting of Tuesday, October 2, 2018, to order at 7:00pm.

**2. Roll Call & Approval of Agenda**

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

**Also Present:** Phil Kern, City Administrator; Shawn Louwagie, City Engineer; Paula Bauman, Administrative Services Coordinator; Madison Hagenau, Management Assistant; Student Liaisons: Samson Streachek and Chloe Lillston

Phil Kern recommended adding item 15A: Discuss purchase offers for Outlot A and Lot 1, Block 1 of Delano West Metro Business Park.

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the agenda for Tuesday, October 2, 2018, with the additions as recommended; motion carried.**

**3. Minutes**

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**Motion by Betsy Moran, seconded by Jason Franzen to approve consent items as submitted; motion carried.**

A. City

1. Authorize necessary permits for Delano Lion's Club event on Saturday, October 27, 2018, to be held at Riverside Commons
2. Authorize gambling application from Delano Rage Lacrosse for a bingo and raffle permit.

**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. Quote Results for the Wallace Street Levee Removal project

In 2016 and 2018, the City constructed a new earthen levee adjacent to the Crow River through the old Granite Works site. With the newly constructed levee, the existing levee from Oak Avenue to the connection behind 601 River Street North, is no longer needed and may be removed.

Shawn Louwagie stated a quote packed was created to remove a portion of this existing levee and grade the material to the west. The portion of the levee included in the quote is a segment between Oak Avenue and Maple Avenue.

The request for quotes was sent out to six contractors. Only one contractor submitted a quote for the consideration. Competitive Bidding Requirements state that a minimum of two quotes must be obtained if reasonably possible, which are to be kept on file for at least one year. The quote process has been reviewed with the City Attorney's office and was deemed that effort was made for multiple quotes, and that a single quote receipt may be awarded. The quote received was from Matt Bullock contracting Co., Inc. for \$91,657. The engineers estimate for the project was \$101,600.

If the work is awarded, Staff anticipates the following schedule:

Award Quote: October 4, 2018  
Begin Work: Mid-October  
Substantial Completion: November 16, 2018  
Final Completion: May 31, 2019 – this will allow/verify seed establishment

A public meeting is proposed to be held regarding the levee removal work – a tentative date for the meeting is scheduled for Wednesday, October 10, at 5pm.

Jason Franzen questioned the justification for the work. Phil Kern stated since the area is a low point, the current levy traps water between the current levee and property owners' homes. During flooding, this area is heavily pumped. By removing the levee, the water will naturally run away from property owners homes.

Council discussed the removal of the levee, Shawn Louwagie stated the backyards will be graded and open. Homeowners will have the option to plant trees if they desire. The area behind the yards will be graded out and low to no maintenance turf seed will be planted.

**Motion by Jason Franzen, seconded by Holly Schrupp to accept quotes received for the Wallace Street Levee Removal Project and award to Matt Bullock Contracting Company Inc., in the amount of \$91,657; 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. 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**

**Motion by Holly Schrupp, seconded by Jason Franzen to enter into a closed session to discuss purchase offers for Outlot A and Lot 1, Block 1 of Delano West Metro Business Park; motion carried.**

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

**16. Communications & Announcements**

A. Discuss City Council meeting conflict with General Election on Tuesday, November 6, 2018

Phil Kern stated historically the Council has held this meeting the Wednesday following the Election. Staff is recommending moving the Council meeting date to Wednesday, November 7, 2018, at 7pm.

**17. Claims**

A. City Claims | By Account

**Motion by Betsy Moran, seconded by Holly Schrupp to approve the City claims as submitted; motion carried.**

## **18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 2, 2018, was adjourned at 8:10pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator