

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, October 16, 2018
7:00 PM**

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 16, 2018, to order at 7:00pm.

2. Roll Call and Approval of Agenda

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

Members Absent: Holly Schrupp, Councilmember

Also Present: Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Paula Bauman, Administrative Services Coordinator

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

3. Minutes

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, October 2, 2018

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

4. Speaker, Presentations & Awards

5. Consent Items

Motion by Jason Franzen, seconded by Jon Sutherland to approve the consent items as submitted; motion carried.

A. City

1. Consider purchase of Laserfiche software from Cities Digital
2. Add RBC Wealth Management to our list of institutions of which the City of Delano may use for our investment needs and remove institutions no longer used
3. Pay Request No. 19 for the 2016 Infrastructure Improvements Project

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. Consider backstop proposals for Memorial Stadium at Central Park

Delano Memorial Stadium at Central Park serves as the main baseball field in the City. From 2011-2013, the facility underwent many upgrades that were completed due to aging infrastructure in advance of the 2013 MN State Amateur Baseball Tournament. This work included the plaza, seating areas, restrooms, scoreboard, and concessions stands to name a few. A couple areas that were not addressed were the backstop and the lights.

The existing backstop is comprised of seven steel posts, anchored in the ground, and extending approximately 17 feet above the ground. Netting is draped from pole-to-pole to stop batted/thrown balls from entering the grandstand. The challenge with the backstop, however, is that it's positioned anywhere from 12-19 feet in front of the grandstand overhang. It is also approximately 9 feet lower than the grandstand overhang. This area is open and does not prevent batted balls from entering the grandstand.

The Delano Athletic Club has previously installed mesh netting, via a system of cables, to cover this opening. The netting was labor-intensive and required a lift to install, maintain, and take down. The Athletic Club maintained this netting for years, but it was damaged by April snows a few years ago. Since that time, there has been no netting in this area. The Athletic Club has previously explored backstop options with no success. In addition to the safety issue, the netting is aging and tearing in some locations as well.

Staff and the Athletic Club have been exploring options in 2018 and have come up with two potential choices. Both provide a complete solution between the backstop and the existing roof of the grandstand.

The options are as follows:

Landscape Structures option – Landscape Structures has designed a backstop with a connecting system similar in design/fabric to what it uses for its playground shade structures. The strength of the system comes from the 5 or 7 (options) steel columns that service as the backstop. Attached to the top of the steel columns is a cantilevered shade structure that rests atop the existing roof of the grandstand. The roof/shade would angle slightly (5% grade) back to the field with a height of 26 feet at the backstop. Landscape would provide and install the posts and shade structures. The City would need to provide the netting on the backstop and the footings for the posts. The Landscape Structure option would cost approximately \$60,000 (\$40,000 for system – this is a firm quote from Landscape, \$15,000 estimated for footings/site work, and \$5,000 estimated for backstop netting).

Bauer Design Build option – The Athletic Club reached out to Mike Bauer, who partnered with a structural engineer, on an alternative drawing. Bauer's proposal involves extending the existing roof of the grandstand out towards the field, covering the additional 12-19-foot gap with a steel roof structure matching the existing roof. This system likewise would involve 5 new steel support posts where the backstop is located. The height of the backstop would be

approximately 30 feet in this scenario (compared to 17 feet existing and 26 feet with the Landscape proposal). The City's structural engineer has not reviewed the plan, and staff would recommend that step as a condition if the Council decided to proceed with this option. This option is costlier than the Landscape Structures option. It is estimated that the final cost would be approximately \$94,998 (\$89,998 Bauer bid + \$5,000 estimated netting cost).

The Athletic Club has been involved in the process and has stated its support for either project. The Bauer bid provides added height and improved views from the grandstand, which the members have stated is a plus. Additionally, the Bauer bid has the entire roof system sloped to the back of the grandstand and not the field, which the members have cited would help with drainage around the home plate area. With the LSI plan, it's possible additional water runoff would cause a dripline and/or pooling on the field behind home plate.

Staff believes sight line benefits and any potential drainage issues do not offset the approximately \$35,000 cost savings of the Landscape Structures plan. As a result, staff recommends that option and seeks Council authorization to proceed accordingly.

Council discussed the two options and questioned Staff if the decision was to move forward with the Landscape Structures options, what would the estimated cost of replacement of netting in the future. Mayor Graunke felt it was worth looking into.

Motion by Betsy Moran, seconded by Jon Sutherland to table this item for further discussion; 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.

- A. Consider request from Hartman Communities LLC, for a PUD concept plan for a project site consisting of 99.2 acres for property located west of McKinley Parkway and south of County Road 30 Attachments: Exhibits

In 2005, the City of Delano approved the McKinley Residential PUD and preliminary plat that encompassed 208 acres of land at the corner of Davidson Avenue and County Road 30. This approval resulted in the establishment of the current PUD zoning District that overlays this property. This PUD zoning reflects the PUD development stage plans that includes specific street patterns and a variety of residential housing types, densities, and neighborhood designs. While this project established the PUD zoning and design concept, the project did not proceed to final plat and was never developed.

Hartman Communities LLC, is now interested in developing the land and is seeking changes to the 2005 PUD concept plans. They have submitted a development request for PUD concept plan consideration by the City. The PUD concept plan is intended to provide guidance on site design, and land use configuration for the property to proceed to future PUD development stage and final stage.

The Co. Rd. Properties concept plan is generally consistent with broad design elements of the 2005 McKinley PUD with regard to the street patterns, neighborhood layout, and density patterns. The proposed concept plan is consistent with Delano Comprehensive Plan policies that encourage housing diversity in styles, densities, and affordability.

In this respect, we recommend approval of the PUD concept plan, subject to the following:

1. The City shall make final approval of lot count, lot size, and setbacks subject to a detailed review of the preliminary plat and detailed development stage PUD plans.
2. Applicant provide larger single-family lots 70 to 80 feet in width where the subdivision abuts adjoining properties outside the PUD.
3. All single-family homes shall meet the City Design and Performance Standards related to home size, garage size and design criteria.
4. Applicant provide an enlarged lot detail showing house location, setbacks, and usable yard space for decks and accessory structures for each of the variable lot sizes.
5. Wright County shall review the plat and comment on right of way needs for CR 30, access points and required County Road improvements.
6. The City Engineer shall comment on the requested right of way widths for streets in the subdivision and street designs for streets intended to extend beyond the subdivision.
7. Darrow Avenue abutting the subdivision shall be upgraded to an urban street design.
8. The layout of the detached townhomes neighborhood shall be served by a loop street.
9. Parks location, size, and type shall be subject to the written approval of Delano Park Board.
10. The subdivision shall comply with the City Standards for sidewalks and trails along public streets.
11. A trail connection shall be constructed between CR 30 and McKinley Parkway through the ponding and wetland outlot.
12. The street crossing of McKinley Parkway at the park entrance shall be subject to the review and approval of the City Engineer.
13. Trails shall be extended along CR 30 and Darrow Avenue to the edge of the plat.
14. With the Development Stage PUD, the City will require preliminary plat, revised PUD layout, grading plan, utility plan, landscape plan and project narrative that may address issues raised in concept review. The City reserves PUD design approval subject to the more detailed Development Stage review.

Council discussed the application and concept plan. Councilmember Moran questioned if the addition of the trail through the wetland is doable and cost effective. Alan Brixius stated this will be looking into further during the final plat process. Councilmember Sutherland questioned if this path could be more natural that wouldn't require maintenance. Jason Franzen questioned pricing of the homes. Terry Hartman, Hartman Communities, stated this development will have a broad range of pricing. The estimated pricing would begin in the mid \$200,000 range. Prices would increase from there.

Councilmember Moran stated traffic concerns on County Road 30; increased traffic counts and speed with the new development.

1. Adopt resolution approving the PUD single-family residential subdivision concept plan for County Road 30 Properties within the City of Delano

Motion by Jon Sutherland, seconded by Jason Franzen to adopt resolution approving the PUD single-family residential subdivision concept plan for County Road 30 Properties within the City of Delano; motion carried 4-0 by roll call vote.

- B. Consider request from Laketown Homes for a concept plan review for a project site consisting of 68.11 acres along County Road 16. Attachments Exhibits

In January of 2018, the City Council approved the annexation of the Gerard farm, consisting of 68.11 acres located along County Road 16 immediately east of the Fox Meadows subdivision. The annexation request was accompanied by a single-family subdivision concept plan.

The City has now received an amended single-family concept plan for the site that attempts to address the issues that were raised in the initial concept plan review. The following report provides staff comments on the new Laketown Concept Plan.

Per section 3 of the Delano subdivision ordinance, a subdivision sketch plan review is intended to provide the developer guidance as to whether a subdivision generally conforms with City design standards. The sketch plan review does not convey any legal development rights to the applicant.

In review of the Laketown Homes Concept Plan, we find that it is consistent with the Delano Land Use Plan. We recommend that the applicant proceed to rezoning to R-5 and preliminary plat with the following conditions:

1. The applicant pursue a rezoning from R-A to R-5 and bring all lots into conformance with the R-5 zoning standards.
2. The applicant use new 2019 flood plain map to define the flood fringe limits (approximately 925 elevation) and insure that all lot area consists of buildable land.
3. Lots 1 through 7 Block 1 and Lots 1 through 3 Block 7 be extended to County Road 16. Applicant shall provide a landscape plan illustrating 20-foot-wide buffer yards along the back of the lots backing up to CR 16.
4. If Outlot C is deemed an appropriate park location; eliminate three lots to expand the usable area of the park and increase visibility and access to the park.
5. Eliminate 1 or 2 of Lots 9,10,11, Block 4 to expand the lot areas within the balance of the Block. Provide housing examples that will fit the 65-foot lot width. Demonstrate adequate side and rear yard area for decks, sheds, play equipment, and outdoor storage items found with a typical single family.
6. All single-family homes shall provide a minimum of 1000 square feet of finished habitable floor area, two garage spaces having a minimum floor area of 480 square feet. All homes shall meet the single-family home standards of section 51.03 Subd. C. 3.a of the Delano zoning ordinance.
7. Outlots A and B shall be integrated into the adjoining lots, except for stormwater ponding areas. Outlot D shall be dedicated to the City.
8. Co Rd 16 extension shall be examined and approved by Wright County. The subdivision

shall be responsible for all County Road access improvements.

9. Applicant shall address the sidewalk and trail issue outlined in this report with the preliminary plat.

10. The Delano Park and Recreation Commission decide on the need, location and size of a park serving this neighborhood.

Council discussed the concept plan and application reviewing the access to development. Jason Franzen questioned the cost for additional access. Alan Brixius stated its not a cost element; it's highway management regulations. Betsy Moran questioned if the County will install bypass lanes or turning lanes. Alan Brixius stated the Planning Commission recommended center turn lanes. This is a decision made by the county. Council discussed further the traffic count along County Road 16 and connection to County Road 30 – discussing the possible need for a traffic study on the road.

Motion by Jason Franzen, seconded by Jon Sutherland to authorize a traffic study for County Road 16; motion carried.

Jon Sutherland stated he would like to see access and parking to the greenway/park area within the development. This would give easy access to the area and the river.

1. Adopt resolution approving the single-family residential subdivision concept plan for Laketown Homes within the City of Delano

Motion by Betsy Moran, seconded by Jason Franzen to adopt resolution approving the single-family residential subdivision concept plan for Laketown Homes 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 and Announcements**

Phil Kern mentioned the October 30th special workshop is scheduled the same day as the Chamber of Commerce's forums. Staff is recommending moving the scheduled meeting from 7pm to 5pm.

17. Claims

A. Claims | By Account

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

B. EDA Claims

Motion by Betsy Moran, seconded by Jon Sutherland to approve the EDA Claims as submitted; motion carried.

1. July
2. August
3. September

18. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 16, 2018, was adjourned at 8:30p.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator