

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 29, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of Tuesday, January 29, 2019, to order at 7pm.

**2. Roll Call**

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

**Also Present:** Phil Kern, City Administrator; Bob Van Lith, Fire Chief; Paula Bauman, Administrative Services Coordinator

**3. Special Order of Business**

A. Interview and appoint candidates for various boards and commissions

**Motion by Betsy Moran, seconded by Jon Sutherland to reappoint Jonathon Werth and appoint Jessie Kock to three-year terms to the Park and Recreation Commission, with terms expiring February 28, 2021; motion carried.**

**Motion by Holly Schrupp, seconded by Betsy Moran to reappoint Jeremy Clarke and appoint Wayne Bekkala to the Planning Commission. Reappoint Tracy Vetruba and appoint Dennis Deming to the Public Safety Commission. Appoint Mark Gaalswyk to the Water Light and Power Commission. These five appoints will be for three-year terms expiring February 28, 2021; motion carried.**

**Motion by Betsy Moran, seconded by Holly Schrupp to direct staff to advertise for the remaining two vacancies on the Spirit of Community Commission and Water Light and Power Commission; motion carried.**

B. Appoint Council liaisons for various boards and commissions

**Motion by Betsy Moran, seconded by Jon Sutherland to appoint councilmembers as liaisons to the following boards and commissions: Park and Recreation Commission – Jon Sutherland; Planning Commission – Dale Graunke; Public Safety Commission – Betsy Moran; Spirit of Community Commission – Dale Graunke; Fire Relief Association – Holly Schrupp; Highway 12 Safety Coalition – Dale Graunke; School Subcommittee – Dale Graunke and Betsy Moran; Senior Center Advisory Board – Dale Graunke; Wright County Area Transportation – Jason Franzen; motion carried.**

C. Discuss Council travel and conference policy

Phil Kern presented the proposed travel and conference policy for Council review. The City of

Delano has a out of state travel policy and this policy would be for in-state travel for council and staff. Council agreed with the policy; Staff will have the City Attorney review and bring back at a later date.

D. Discuss citizen submission for tobacco ordinance

Council reviewed a resident request to limit tobacco sales to anyone under the age of twenty-one; this would include vaping. Phil Kern discussed other cities that have adopted the ordinance stating staff hasn't done a lot of research and is waiting for Council's direction. Council discussed the proposed restriction and decided not to pursue any further.

E. Discuss downtown parking

Council briefly discussed the availability of parking within the downtown. Crews have striped River Street to maximize parking along the corridor. Staff is looking for discussion on striping along Bridge Avenue, Second Street and Railroad Avenue. If Council is favorable, Staff would do so this summer.

F. Discuss emergency management plan

Bob Van Lith stated staff has been working on updating the current emergency management plan. The previous plan was outdated in terms of names of contact people and phone numbers. This action plan is a summary of what needs to be done in the case of emergency. Staff will continue to follow Wright County's plan and resources. Jason Franzen stated he would like to see more specific conversations of what should be done during the emergency. Van Lith stated this is done within the emergency plan; in addition, the City of Delano follows NIMS (National Incident Management System). NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government use to conduct response operations. Holly Schrupp questioned if NIMS training needs to be updated.

Jason Franzen pushed to have more updates and tabletop discussions stating they need to be very detailed. Phil Kern stated the objective of an emergency management plan is to understand the process and have key people in each respective area.

Council further reviewed the plan and recommended approval.

G. Approve temporary liquor license for St. Maximillian Kolbe for Saturday, February 16, 2019

**Motion by Holly Schrupp, seconded by Betsy Moran to approve temporary liquor license for St. Maximillian Kolbe for Saturday, February 16, 2019; motion carried.**

H. Motion to hire part-time staff at Delano Wine and Spirits

**Motion by Holly Schrupp, seconded by Jason Franzen to hire Larry Tester as part-time staff at Delano Wine and Spirits; motion carried.**

#### **4. Adjournment**

There being no further business to discuss, the special workshop of Tuesday, January 29, 2019, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator