

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, February 19, 2019
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority meeting of Tuesday February 19, 2019, at 7 pm.

2. Roll Call and Approval of Agenda

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

Also Present: Phil Kern, City Administrator; Sabrina Hille, Administrative Intern; Ada Moreno, Management Assistant; Alan Brixius, City Planner

Motion by Franzen, seconded by Sutherland to approve the agenda as submitted; motion carried.

3. Minutes

4. Speaker, Presentations and Awards

5. Consent Items

A. City

1. Motion authorizing the posting of summer seasonal positions

Mayor Graunke asked Administrator Kern to elaborate on the topic. Administrator Kern explained the wage increases through the years and how there has not been an adjustment for some time. The current applicant pool is growing smaller, and now the feedback is that there is interest expressed for positions, but the wage is not competitive enough. Other employers also offer scholarships for students to help recruit employment of students. We hope to increase the returning rate in order to have experienced employees increase work.

Councilmember Moran, asked what are the roles and positions considered in the Seasonal Positions. Administrator Kern responded by clarifying that public works seasonal do all that is needed by public works, such as parks, painting, road work, and extra hands to allow public works to cover the additional maintenance in warmer months. There are many different projects that the seasonal employees complete. The seasonal program allows for a lean year long staff but to have extra help in the time of need.

Mayor Graunke mentioned that the returning seasonal are not needed to be trained, and this can help with the cost of training for employees.

Councilmember Sutherland liked the idea of the scholarship at some point. As students can work elsewhere compared to other work. Looking to bring to a workshop to better discuss the thought. Kern mentioned that only one person in recent years has not fulfilled their term of employment. Benefit is that many appreciate the opportunity to work. Mayor Graunke, mentioned the aging work force and will need to be replaced. They allow for feelers on how people work before full time.

Administrator Kern mentioned on advertising March 1st for summer seasonal positions. Council member

Moran made the point of how the scholarship only focuses on specific demographic and would like to attract anyone to apply.

Motion by Franzen, seconded by Moran to approve the posting of summer seasonal positions; Motion carried.

B. EDA

1. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment #304.

Motion by Schrupp, seconded by Sutherland to approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment # 304; motion carried

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

- A. Approving the updated site and building plan, side yard setback variance, and a vacation of a portion of a drainage and utility easement for the construction of an accessory building located at 769 7th Street South *Attachment: Calbrandt Exhibit A | Calbrandt Exhibit B | Calbrandt Exhibit C | Zoning Letter*

Alan spoke on the planning plan for Calbrandt. Acknowledges the change in the variance. Reports that there should be no more concerns as initially reported. Noted that the drainage will need to be addressed at the building expense. Conditions of the following:

Site and Building Plans with the following conditions:

1. Applicant provide the following parking information: a) Number of employees per shift. b) Number of proposed employees in the next 5 years c) Breakdown of building floor space by use (i.e. office, production, warehousing, etc.) d) Description of production process
2. Applicant provides a Landscaping Plan that addresses: a) Restoration of all areas disturbed by grading and building construction. Turf replacement. b) Replacement of designated protected trees if lost or damaged during grading or construction.
3. Building a) Show location and screening of any rooftop mechanical equipment. b) Vent

- the paint booth away from Modern Molding c) Building shall include fire suppression system
4. All exterior light fixtures shall be 90-degree cut-off fixtures with shielded light source
 5. Subject to the City Engineer's comments as outlined in the November 29, 2018 technical memorandum
 6. The property owner shall survey and delineate the west lot line. The proposed building, including the building footings shall be located entirely on the applicant property.
 7. Applicant shall obtain temporary construction easements from Modern Molding for building construction, site grading, site restoration, and landscaping.
 8. Applicant shall obtain a permanent 10 ft. access easement from Modern Molding of a sufficient width to access and maintain the west building wall.
 9. The accessory building shall be designed to collect all roof stormwater and drain to the south of the building without draining into Modern Molding.
 10. Finished grades along the west side of the accessory building shall be coordinated with Modern Molding drainage patterns. 3
 11. Paint booth shall be vented away from the west lot line.
 12. The City hereby vacates the side yard drainage and utility easement as described in Exhibit A.

1. Hold Public Hearing

Motion by Moran, seconded by Sutherland to open the public hearing for Calbrandt variance; motion carried.

Mayor Graunke made three calls for public comment. None was heard.

Motion by Moran, seconded by Sutherland to close the public hearing for Calbrandt variance; motion carried.

2. Adopt resolution approving the site and building plan side yard setback variance and a drainage and utility easement vacation for the construction of an accessory building located at 769 7th Street South, within the City of Delano

Motion by Schrupp, seconded by Sutherland to adopt the resolution R-19-03 approving the site and building plan side yard setback variance and a drainage and utility easement vacation for the construction of an accessory building located at 769 7th Street South, within the City of Delano; motion carried. Vote: yay: 5, nay: 0

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

- a. January 10, 2019 Minutes

2. Park and Recreation Commission

Update from Councilmember Sutherland regarding Highland Ridge Neighborhood Park meeting, as there were 9 residents who attended and gave input. There were 62 survey responses returned regarding the park.

3. Planning Commission

Planning Commission meeting moved to March 11th, Agenda Items will include Greywood Development, KLN, Liberty Landing Development, and Highland Ridge Development.

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**

- A. Consider amendment to purchase agreement for 511 RR LLC for the purchase of PID 107 016 002031. (This item may be discussed in closed session and audio recorded to discuss real estate transaction.)

Mayor Graunke moved item to discuss after Item 17.

- 16. Communication and Announcements**

- A. Discuss Commission Open House on March 19, 2019, at 5:30pm.

Administrator Kern shared the date for a commission open house to host commissioners and share the goals of the city and get to know everyone. The Council agreed that this date would work for them, and is interested having this event for new commissioners. They are hoping to have fill commission positions appointed by the March 1st.

Gabe gave updates and upcoming events within Delano

Councilmember Franzen gave a report of his highlights from his attendance at the 2019 Transportation Day at the Capital on Thursday, February 7, 2019.

17. Claims

Motion by Schrupp, seconded by Sutherland to approve City Claims as submitted; motion carried.

18. Other Business

- A. Consider amendment to purchase agreement for 511 RR LLC for the purchase of PID 107 016 002031. (This item may be discussed in closed session and audio recorded to discuss real estate transaction.)

Motion by Schrupp, seconded by Franzen to enter into a closed session to consider amendment to purchase agreement for 511 RR LL for the purchase of PID 107 016 002031; motion carried.

Motion by Franzen, seconded by Sutherland to exit out of closed session; motion carried.

19. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, February 19, 2019, was adjourned.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Sabrina Hille, Administrative Intern