

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, March 5, 2019
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 5, 2019, to order at 7pm.

2. Roll Call & Approval of Agenda

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

Members Absent: Betsy Moran, Councilmember

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

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

3. Minutes

4. Speaker, Presentations and Awards

5. Consent Items

Motion by Jon Sutherland, seconded by Holly Schrupp to approve the consent items as submitted; motion carried 4-0 by roll call vote.

- A. Approve captain appointments to the Delano Fire Department
- B. Consider a reduction of the letter of credit (LOC) for Highland Ridge 4th Addition
- C. Adopt RESOLUTION accepting the liability coverage limits from the League of MN Cities Insurance Trust

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

- A. Approve the final staff report summary for 2019

The City of Delano held a staff and council retreat for a goal setting and team building on February 8 and 9, at the Sheraton West. During this retreat, staff and council reviewed the City's goals, objectives, strategies, values, mission statement and vision statement of the City.

As a result of the retreat, the group agreed upon core strategies and objectives:

1. Provide comprehensive services to meet community needs
Provide municipal services with a proactive focus
Service delivery – accessible, inclusive, reliable, innovative and high quality
Facilitate and partner with other public entities, community groups when practical
2. Maintain financial sustainability and fiscal stewardship
Maintain fiscal responsibility and transparency to taxpayers
Operate within budget and long-term financial plans
Sustain adequate reserve funds
3. Conscientious asset/infrastructure management
Efficiently operate, budget and maintain municipal infrastructure
Strategic investment in new and rehabilitated infrastructure systems
Maximize lifespan by improving infrastructure systems and elements
4. Manage sustainable and planned growth
Maintain and follow the City's Comprehensive Plan
Keep Comprehensive Plan and policies current and accommodate community change
Establish practices and policies for well-maintained, lifecycle housing options
Balanced growth – residential, commercial, industrial and institutional
5. Foster engaged and informed community
Support the development and operation of community groups/organizations
Transparent and timely availability of information
Develop community and neighborhood leaders, improve community resources
6. Ensure a high-performing team of public servants
Lead through implementation of values, code of ethics and strategic plan
Continue team mindset amongst staff, City leadership and community
Cultivate strengths
Maintain qualified, well-trained and productive public workforce
7. Manage a safe and healthy community
Encourage connections between community members (neighborhoods, community events, organizations, etc.)
Provide proactive and responsive public safety services
Support broad and comprehensive community recreation opportunities
Preserve and promote quality of properties
8. Maintain and protect community strengths
Maintain and expand natural spaces and amenities
Continue to promote revitalization of the downtown district
Promote community pride by continuing to accommodate community events, such as the 4th of July Celebration, Old Fashioned Christmas, and many others

Another important aspect of the retreat is to create short-term goals for the City. Those goals are:

1. Promote Lifecycle Housing
2. Address DMU/Public Works building and storage space needs
3. Advocate for Highway 12 updates

4. Improve visibility and accessibility of city services
5. Identify purpose or rehabilitation of Heritage Center
6. Ground break the business park and attract additional development
7. More responsiveness to zoning issues
8. Create trail and sidewalk maintenance plan

Jon Sutherland stated Phil Kern facilitated the retreat and did a great job. Phil Kern thanked him stating it was a good team effort and agreed the retreat went well.

Motion by Jon Sutherland, seconded by Jason Franzen to approve the final staff report summary for 2019; motion carried.

- B. Motion authorizing execution of cooperative agreement with Wright County for County Road 30 Improvements

Phil Kern presented Wright County's cooperative agreement between the City and Wright County for the reconstruction of County Road 30. The agreement identified responsibility and funding arrangements for the project, which have been previously discussed at the Council level. The City would be the administrator of the project, working through its consultant to develop plans, solicit bids, execute a contract and manage construction. The County will provide the right-of-way, maintain approval authority for final plans and provide financing assistance to cover a vast majority of the project. Staff is still working with the County on the agreement and have a number of items within the agreement that should be discussed further before final approval. Staff is recommending tabling the approval for tonight and discuss at the upcoming March 19 meeting.

Motion by Holly Schrupp, seconded by Jason Franzen to table the item for further discussion; motion carried.

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 and Announcements

17. Claims

A. City Claims

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

B. EDA Claims - January 2019

Motion by Holly Schrupp, seconded by Jon Sutherland to approve the EDA Claims for the month of January 2019 as submitted; motion carried.

C. EDA Claims - February 2019

Motion by Jason Franzen, seconded by Holly Schrupp to approve the EDA Claims for the month of February, 2019, 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, March 5, 2019, was adjourned.

Signed:
Dale Graunke, Mayor
Attest: Paula Bauman, Administrative Services Coordinator