

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, April 2, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, April 2, 2019, to order at 7pm.

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

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

**Members Absent:** Councilmember Jason Franzen

**Also Present:** Phil Kern, City Administrator; Paula Bauman, Administrative Services Coordinator; Sabrina Hille, Administrative Intern; Ada Moreno, Management Assistant

Phil Kern recommended adding item 12A: Accept and approve lawn mowing bids for the City of Delano.

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the agenda with additions; motion carried.**

**3. Minutes**

**4. Speaker, Presentations and Awards**

**5. Consent Items**

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

A. Authorize temporary Intoxicating Liquor License to St. Maximilian Kolbe Church for an upcoming event scheduled for Saturday, June 15, 2019

B. Authorize hiring of Customer Service Representative *Attachment: Job Description*

C. Consider promoting Nicole Holman to full-time in the Motor Vehicle Department

**6. City Strategy No. 1: Provide comprehensive services to meet community needs**

A. Accept application for public art and proceed with the review procedures *Attachments: Application | Public Art Policies and Procedures*

Phil Kern briefly discussed the application received for public art to be located within

Riverway Park. Per the public art policy, a 30-day review period begins once the City Council accepts the application. Notice will be mailed out to property owners within 350 feet to allow for public comment. In addition, the Park and Recreation Commission, Delano Area Council for Arts and Culture and Delano Historical Society will review the application and submit their comments.

Council requested additional information in terms of the proposed lifespan of the piece. Within the application it states 1-2 years. Phil Kern stated staff will verify this information is correct. If it is, Staff will request the applicant to submit a plan for removal.

**Motion by Betsy Moran, seconded by Jon Sutherland to accept the application for public art and proceed with review procedures; motion carried.**

B. Approve Highland Ridge neighborhood park design with first phase Landscape Structures Super Netplax Play system

Sabrina Hille stated the neighborhood park committee met on March 20<sup>th</sup> to give final thoughts for recommendation to the Park and Recreation Commission. This meeting included a presentation from Landscape structures on a new playground equipment, as well as a standard playground plan for the neighborhood to view. The group also discussed options for a sport court within the playground. The neighborhood is interested in both the play structure and sport court.

The Park and Recreation Commission recommended purchase and installation of the Landscape Structure Super Netplex System for the first phase of Highland Ridge Neighborhood with swing designs and the spinner equipment to make the playground more accessible to those in wheelchairs. With this recommendation, the Commission also moved to have the sport court installed in the next phase and to address future needs of a sport court on the west side of town.

Jon Sutherland stated the Commission put a lot of time in consideration in this project and felt the neighborhood would support a sport court as well.

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve Highland Ridge neighborhood park design with first phase Landscape Structures Super Netplax Play System; motion carried.**

**7. City Strategy No. 2: Maintain financial sustainability and fiscal stewardship**

**8. City Strategy No. 3: Conscientious asset/infrastructure management**

**9. City Strategy No. 4: Manage sustainable and planned growth**

A. Harvest Ridge Final Plat *Attachments:* Exhibits | Resolution

Phil Kern stated the Final Plat was approved with a number of conditions in September, 2018. The Final Plat does not need to be approved again, the only item up for approval is the

Development Agreement.

1. Approve Development Agreement

Phil Kern briefly discussed what a development agreement is and the terms of this specific agreement.

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the Development Agreement for Harvest Ridge; motion carried.**

**10. City Strategy No. 5: Foster engaged and informed community**

**11. City Strategy No. 6: Ensure a high-performing team of public servants**

**12. City Strategy No. 7: Manage a safe and healthy community**

- A. Approve request for proposals for a twenty-four-week mowing agreement for neighborhood parks with the City of Delano

Staff solicited proposals for a twenty-four-week lawn mowing agreement for specific parks within the City of Delano. A pre-bid meeting was held on Friday, March 22, 2019, with four bids submitted. Lawn Pro of Watertown MN was the low bidder at an amount of \$764/per week. The City of Delano has worked with Lawn Pro in the past and is confident in his bid and quality of work. Staff is recommending approval.

**Motion by Betsy Moran, seconded by Jon Sutherland to accept the bids and award the contract to Lawn Pro for the for mowing specific neighborhood parks within the City of Delano; motion carried.**

**13. City Strategy No. 8: Maintain and protect community strengths**

**14. Updates from Commission Liaisons**

- A. Fire Relief Association
- B. Park and Recreation Commission
1. January, 2019
2. February, 2019
- C. Planning Commission
- D. Public Safety Commission

- E. Spirit of Community Commission
- F. Water Light and Power Commission

**15. Communications and Announcements**

**16. Claims**

- A. City claims

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

**17. Attorney/Client and Closed Meeting**

- A. Consider amendment to purchase agreement with Landscape Structures for land in the West Metro Business Park. (This item may be considered in a closed session for purpose of real estate negotiations.)

**Motion to enter into closed session for the purpose of consideration of an amendment to the purchase agreement with Landscape Structures for land in the West Metro Business Park; motion carried.**

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

**Motion by Betsy Moran, seconded by Jon Sutherland to accept amendment to purchase agreement with Landscape Structures for land within the West Metro Business Park; motion carried.**

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, April 2, 2019, was adjourned at 8:10pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator