

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, May 28, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of the Delano City Council/Economic Development Authority of Tuesday, May 28, 2019, to order at 7pm.

**2. Roll Call**

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

**Also Present:** Phil Kern, City Administrator; Shawn Louwagie, City Engineer; Bob Van Lith, Fire Chief; Nancy Drumsta, Liquor Store Manager; Paula Bauman, Admin. Services Coordinator; Sabrina Hille, Administrative Intern

**3. Special Order of Business**

- A. Interview and appoint candidates for the Delano Water, Light and Power Commission

**Motion by Betsy Moran, seconded by Jason Franzen to appoint the following to the Water, Light and Power Commission: Nicholas Willing with term expiring February 28, 2022 and Michael Mathisen with term expiring February 28, 2021; motion carried.**

- B. Discuss Liquor Store staffing positions

Nancy Drumsta stated the Liquor Store has been struggling to hire and maintain part-time staff over the past few years. With the recent changing in the Assistant Management position; staff is recommending hiring two full-time lead positions to replace the Assistant Manager position. This change would cost approximately \$13,000 for the change from one full-time position to two at a lesser hourly rate and adding benefits. Considering the cost of high constant turnover in staffing and having a much-increased level of flexibility with scheduling, it will benefit the future growth.

**Motion by Jon Sutherland, seconded by Jason Franzen to authorize the hiring of two full-time Team Lead positions within Delano Wine and Spirits; motion carried.**

- C. Discuss 2020 Street Improvement Project and update on potential project areas

Shawn Louwagie recapped previous discussions regarding the upcoming 2020 Street Improvement Project; previously, the Council had felt the area of construction would be north of town near Central Park. With the spring thaw, some roads within the City have been severely damaged. Specific streets are 2<sup>nd</sup> Street North, Rockford Avenue, Tiger Drive, 10<sup>th</sup> Street and County Line Road. After inspection, Staff believes the Public Works Staff would be able to repair some streets:

- A. 10<sup>th</sup> Street: Excavate and patch by Public Works. Estimated costs: \$3,500
- B. County Line Road: Patching by Public Works. Estimated costs: \$1,200
- C. Tiger Drive: Excavate and patch by Public Works, install draintile behind the curb. Estimated costs: \$4,300

Shawn Louwagie stated Second Street North and Rockford Avenue are scheduled for reconstruction in 2026. Because of the current deterioration of both streets - the area will need to be evaluated and fixed this spring, Louwagie suggested two options for repair. Crews can contract and patch the streets this spring and wait to fully reconstruct during the proposed 2026 reconstruction project as scheduled. A second option would be to temporarily patch the streets this spring and complete a full reconstruction of both streets during the 2020 Street Reconstruction project. If this is done, Staff and Council would need to reevaluate and possibly modify the proposed streets for the 2020 project and work to offset costs. Phil Kern reviewed a handout of the five-year forecast stated it was drafted for discussion and planning purposes. This handout outlined the budgeted revenue and expenditures for 2019 and moving forward. Council directed staff to bring back a more detailed plan for the 2020 Reconstruction Project.

Council discussed the pedestrian crossing along River Street at Central Park. Looking more closely at pedestrian safety, Staff is recommending a permanent bollard vs a temporary bollard as they are flimsier. Shawn Louwagie discussed the proposed layout for the pedestrian crossing. Council agreed with the layout and recommended moving forward with the County. Staff will have more information at an upcoming regular meeting.

#### D. Update on 2019-2020 Goals and Objectives

Phil Kern stated staff is working on work plans for the 2019 and 2020 short-term goals as discussed at the staff retreat this spring.

Goal No. 1: Promote lifecycle housing. Staff has been working on a fees study and the rental housing ordinance will be reviewed and discussed at a public hearing in June. In addition, staff is working on looking into the existing housing stock. Jon Sutherland discussed a program the City of Albertville has for foreclosed properties to purchase and update certain properties. Sutherland stated he felt the City should look into a similar program. Phil Kern stated there could possibly be incentives for this to be done privately as well. Staff will continue to look into the options

Goal No. 8: Create trail and sidewalk maintenance plan. This item will be on the agenda next Tuesday. Staff will recommend hiring Samson Streachek as a temporary employee this summer. Streachek has graduated high school this spring and is looking into engineering field. Staff will be recommending hiring him as a part-time temporary employee to complete an assessment of all sidewalks and walking trails throughout the City.

## 4. Adjournment

There being no further business to discuss, the special meeting of Tuesday, May 28, 2019, was adjourned at 9:25p.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator