

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, August 20, 2019
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, August 20, 2019, to order at 7:00pm.

2. Roll Call and Approval of Agenda

Members Present: Mayor Dale Graunke; Councilmembers Betsy Moran and Holly Schrupp

Members Absent: Councilmembers Jason Franzen and Jon Sutherland

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

Phil Kern recommended adding item 4I: Adopt Resolution R-19-22 designating the 2019 State Amateur Baseball Tournament as a community festival. Kern also clarified item 8A: Consider Resolution accepting grant funds from the State of Minnesota for the County Road 17 Floodwall Project had the incorrect supporting documents on the City website. The correct paperwork and resolution was given to the Council at the meeting.

Motion by Holly Schrupp, seconded by Betsy Moran to approve the agenda with additions; motion carried.

3. Minutes

4. Speakers, Presentations and Awards

A. City Services Update - Delano Public Library

Theresa Jacobs, the Library Services Coordinator talked about the online resources, programs, and services the Delano Public Library has to offer. She mentioned how Great River recently awarded the Library with a \$1000 mini grant to expand its book collection. Jacobs highlighted the different kits that can be checked out from the library, and provided an overview of the library's database. The library has many programs to encourage literacy for all ages. There are monthly programs that are interactive and provide access to learning for the community.

5. Consent Items

Motion by Holly Schrupp to approve consent items 5A, B, C, E, H and I as submitted, seconded by Betsy Moran; motion carried.

- A. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment No. 107

- B. Consider contract with Ken Yager for the City's Assessor for the 2020 assessment year
- C. Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the 1st Quarter of fiscal year, 2019-2020
- D. Adopt RESOLUTION transferring funds \$410,904.28 to the General Capital Improvements Fund from the General Fund

Upon inquiry from Council about the transfer of funds, Administrator Phil Kern discussed that the City maintains a sufficient working capital of 55% in the General Fund. He noted that the City's General Fund balance in 2018 was \$410,904.28 in excess of 55% of budgeted 2019 expenditures. In turn, this excess amount will now be able to provide more funds for capital improvement projects. Moran remarked how this demonstrates the City's conservative budgeting practices.

- E. Motion approving contract with Wright County Sheriff's Department for 2020-2021
- F. Motion approving Memorandum of Understanding with Wright County Highway Department
Phil Kern briefly discussed the replacement of a storm water culvert on County Road 17. He stated that the City will be seeking quotes on the project soon.
- G. Consider request from Delano Oktoberfest for an outdoor festival on Saturday, September 21, 2019 *Attachment: Supporting Documents*

Ron Gust, representing St. Peter's Church was there to talk about the Delano Oktoberfest scheduled for September 21. The event is set to start at noon and will end at 11pm. Children games and food will be available. They will also be increasing the amount of food provided this year and will be adding a larger 90foot stage for the bands that will be attending. As for the participating clubs, the Lions will be running the gate and the Jaycees will be helping with the setup and takedown.

Motion by Holly Schrupp, seconded by Betsy Moran to accept consent items 5: D, F and G as presented; motion carried 3-0 by roll call vote.

- H. Appoint John Wick to probationary firefighter status

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

- A. Consider Spike's Feed, Seed and Pet Supply revised site plan *Attachment: JRK Seed Mill Presentation*

Alan Brixius presented the new construction plans for Spike's Feed, noting that they are significantly different than the plans approved by Council in 2018. The changes warranted a new site building plan review and processing of tower height variances. These plan changes represent a more detailed evaluation of the business operations and most streamlined product processing.

Based on meetings with the applicant and staff review of the new plans, staff recommends approval of the new site and building plans dated 5/23/19 with the following conditions:

1. The Planning Commission and City Council agree with the variance findings of the NAC planning report dated August 9, 2019.
2. The site development shall follow the approved site plan dated 5/23/19. The applicant obtains required building permits and engineering approvals for all building, bin and tower improvements.
3. Applicant shall provide a building floor plan that identifies the use of each area of the building and provide off street parking per the City Zoning Code.
4. All parking, driveways, and loading areas shall meet the city design standards related to continuous concrete perimeter curbing, paving, and striping of parking stalls.
5. Applicant shall provide a lighting and photometric plan for all exterior lighting with said lighting meeting city standards for light fixtures and light levels.
6. Applicant shall provide a site grading, drainage, and storm water management plan for review and approval of the city engineer.
7. The applicant shall comply with the conditions of the December 1, 2018 Technical Memo.
8. Applicant agrees that if nuisance complaints result from site operations, the City reserves the right to require additional nuisance mitigation measures or the restriction of business hours. If a noise study is required by the City due to noise complaints, the applicant shall cover the costs of the study.
9. Truck travel routes accessing and egressing the Spike's Feed, Seed and Pet Supply site shall use the following streets. The property owner shall advise all vendors, contractors, delivery services to use the following truck routes to avoid traveling through residential neighborhoods.
 - A. Access from the east shall be via Highway 12 to Tiger Drive to Railroad Avenue.
 - B. Access from the west shall be via Highway 12 to Bridge Street to River Street to Railroad Avenue The exiting of the site shall follow the aforementioned streets in reverse.
10. Applicant shall provide Anti-Climbing Devices on all towers.
11. Applicant shall provide elevation plans display the new towers in relation to the existing building for the September 2019 planning commission meeting.
12. The applicant shall provide a schedule for the complete site grading, storm water management, site lighting, parking, driveway, loading area improvements.

All work shall be completed no later than one year from the date of this approval. Applicant shall submit grading and drainage plans, lighting plans and parking lot, driveway and loading area construction plan no later than October 15, 2019.

Alan Brixius further mentioned that if approved, the City will require a noise mitigation plan from the business if noise levels become a nuisance for the surrounding neighborhoods. This plan would include:

1. A noise study conducted on behalf of the City at the expense of the property owner.

A. At the direction of the City, the property owner will install walls enclosing the exterior motors to mitigate noise to adjoining properties.

B. Limited the times when this exterior equipment may be in operation

Councilmembers Moran and Schrupp inquired about the drastic changes to the plan and asked for clarification on the tower's heights.

Patrick Fisher, spoke about the changes to the plans and mentioned they were made in order to move the grain more efficiently. He detailed that the mixing unit in the new plan is in an enclosed building. From a noise standpoint he mentioned it is located farther away and that grain will go inside the building to reduce dust.

Gino Pitera, of parent company JRK Seed, also spoke about the changes to the plan. At the time, his concern over expanding the mill was based on the confines of the narrow site and mentioned they have acquired the parcel to the west to expand in the future. Pitera stated they will not be including restrooms in their plans until they expand the mill to the east. The bathrooms will be added shortly in the building across the street for the time being. Councilmember Schrupp requested they be prioritized in the coming phases of the plan.

Mayor Graunke expressed concern over structural improvements being conducted without the required permits. Councilmember Moran emphasized that changes need to be consistent with the vision in town.

1. Adopt resolution approving a revised site and building plan for Spike's Feed, Seed, and Pet Supply located at 511 Railroad Avenue, within the City of Delano, Minnesota

Motion by Holly Schrupp, seconded by Betsy Moran to adopt Resolution approving a revised site and building plan for Spike's Feed, Seed, and Pet Supply located at 511 Railroad Avenue, within the City of Delano, Minnesota; motion carried 3-0 by roll call vote.

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

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

- A. Consider Resolution Accepting Grant Funds from the State of Minnesota for the County Road 17 Floodwall Project

This spring, the culvert/pipe under County Road 17 failed, resulting in a sinkhole that undermined the road just north of its County Road 30 intersection. The County conducted an emergency repair in May; however, the road remains impacted.

As a result, staff recommends City participation in the project and sharing costs of bidding and construction with the County.

Phil Kern discussed how the County has been leading the efforts during the last year. The length and depth of the flood has increased, and has moved the project costs to approximately

\$1,000,000. Bids for the project will be presented at the September 3rd City Council meeting for review. The resolution on the docket requests the state to disburse \$500,000. Staff recommends to approve this acceptance of grant funds from the state of Minnesota.

Councilmember Moran inquired about the distribution of costs between the City and the County. Phil Kern predicts it will be close to an even split of costs between the City and the County.

1. Adopt resolution approving Flood Hazard Mitigation Grant Funding Assistance from the State of Minnesota to the City of Delano for Comprehensive Flood Risk Reduction

Motion by Holly Schrupp, seconded by Betsy Moran to adopt Resolution R-19-25 approving Flood Hazard Mitigation Grant Funding Assistance from the State of Minnesota to the City of Delano for Comprehensive Flood Risk Reduction; motion carried 3-0 by roll call vote.

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

- A. Consider real estate negotiations for property at 125 Woodland Road
(This item may be considered in a closed session for purposes of real estate negotiations and may be moved to the end of the agenda)

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

- A. Consider recommendation from Spirit of Community Commission regarding events on public property.

The Spirit of Community Commission is recommending policy changes relative to community events on public property. The Commission recommends to extend the City's cost-recovery policy from facilities to parks, streets, and other open spaces, and, adopting a requirement that events on public property that charge for admission disclose the beneficiaries of the event.

Phil Kern noted that changes would only be seen by outside entities which would now have to pay to make use of the spaces. In regards to the disclosure of beneficiaries, he also stated that the City's goal is to have the events become more transparent. He discussed that the new guidelines are meant to make the process easier.

Sarah Helmick, the Treasures for the Delano Arts and Culture Council spoke in regards to item 5A, noting that the definition of beneficiary is very gray. She wanted clarification on what the meaning of beneficiaries entails. She mentioned that it's challenging to have advertisements completed and paperwork submitted as some events are still being planned and are managed by volunteers. She requests to have the policy changes pushed back until January 2020 so that events already scheduled can continue to move along.

Councilmember Moran mentioned that it's important to differentiate between beneficiary and service providers, and that there should be further clarification. Mayo Graunke further noted that guidelines are important to be established.

Ron Gust spoke on behalf of St. Peters Church and their role in the events as liquor license holders. He mentioned how it can be challenging to list all the beneficiaries when there are various events held in the City that have out of town beneficiaries.

Motion by Betsy Moran, seconded by Holly Schrupp to table the item for further discussion in the next City Council Work Session; motion carried.

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

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

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

A. Updates from Commission Liaisons

1. Fire Relief Association

a. July 11, 2019

b. August 8, 2019

2. Park and Recreation Commission

a. June 19, 2019

3. Planning Commission

a. April 8, 2019

b. May 13, 2019

4. Public Safety Commission

a. February 4, 2019

b. March 25, 2019

5. Spirit of Community Commission

a. January 8, 2019

b. March 12, 2019

c. April 23, 2019

d. May 14, 2019

e. June 11, 2019

6. Water, Light and Power Commission

a. June 17, 2019

b. June 26, 2019 - Special Meeting

14. Communications and Announcements

Gabe from the Delano Herald Journal gave updates on community events.

15. Claims

A. City Claims

Motion by Betsy Moran, seconded by Holly Schrupp to approve the claims as presented; motion carried.

B. EDA Claims: June, 2019

Motion by Betsy Moran, seconded by Holly Schrupp to approve the claims as presented; motion carried.

C. EDA Claims: July, 2019

Motion by Betsy Moran, seconded by Holly Schrupp to approve the claims as presented; motion carried.

16. Attorney/Client and Closed Meeting

A. Consider real estate negotiations for property at 125 Woodland Road

Motion to enter into closed session for the purpose of consideration of real estate negotiations for property at 125 Woodland Road; motion carried.

Motion by Holly Schrupp, seconded by Betsy Moran to exit out of closed session; motion carried.

17. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, August 20, 2019, was adjourned at 9:30 pm.

Signed:

Dale Graunke, Mayor

Attest: Ada Moreno, Management Assistant