

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, September 3, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 3, 2019, to order at 7pm.

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

**Members Present:** Dale Graunke, Mayor; Councilmember Betsy Moran, Jason Franzen and Jon Sutherland

**Members Absent:** Holly Schrupp, Councilmember

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

Phil Kern recommended adding discuss purchase agreement for 125 Woodland Road and approve easement on Railroad Avenue

**Motion by Betsy Moran, seconded by Jon Sutherland to approve the agenda with the recommended additions; motion carried.**

**3. Minutes**

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the minutes as submitted; motion carried.**

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, August 20, 2019

**4. Speakers, Presentations and Awards**

**5. Consent Items**

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

- A. Pay Request No. 1 for the Delano West Metro Business Park Phase II
- B. Consider request from Delano Oktoberfest for a temporary liquor license and outdoor music for their event on Saturday, September 21, 2019

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

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

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

### A. 2020 Infrastructure Improvements Project *Attachment*: August 22, 2019 Technical Memo

Staff have evaluated the existing conditions and the proposed improvements for 3 areas of Delano for the purpose of identifying a project area for street and utility improvements in year 2020. The evaluation considered the condition of the pavement and underlying utilities (sanitary sewer, watermain, and storm sewer). Wenck has worked with City staff to gather information on the existing infrastructure and to identify any issue areas to be included.

**Area 1.** The streets and utilities located within Area 1 are in poor condition. The primary issues in Area 1 is the condition of the sanitary sewer and the lack of storm sewer infrastructure. The existing streets are generally urban design, but only a portion of them currently have concrete curb and gutter. The condition of the sanitary sewer is a large contributor to I&I (infiltration and inflow) within the sanitary sewer system. The existing sanitary sewer and watermain located within the project streets is recommended to be removed and replaced. Additional storm sewer infrastructure is recommended to accept and convey storm water offsite. There are 9 City blocks located within Area 1 which are included on the City's municipal state aid system.

**Area 2.** Select streets located within Area 2 are in poor condition, primarily 2nd Street (from Franklin Ave to CR17) and Rockford Avenue (from CR17 to 3rd Street). The existing sanitary sewer and watermain located in Area 2 have not been of issue in recent years and may be improved through trenchless means. Additional storm sewer infrastructure is needed, primarily in the area of the 2nd Street/Rockford Avenue intersection. There is 1 City block located within Area 2 which is included in the City's municipal state aid system.

**Area 3.** The primary issues identified within Area 3 is related to subsurface drainage, and street conditions caused by the subsurface drainage issues. The existing sanitary sewer in this area is in good condition, with minor corrections needed in the sanitary structures. There have been recent issues experienced with the bolts on the housings of watermain gate valves and fittings, which are recommended to be addressed. Spot repairs on the existing storm sewer infrastructure and the implementation of additional subsurface drainage is recommended for this area. None of the streets located in Area 3 are included in the City's municipal state aid system.

Additional areas which were analyzed for consideration in 2020 are the Central Park parking lot and the intersections of Johnson Drive at 7th Street and County Line Road. The placement of the aggregate base and mass grading for the Central Park Parking Lot extension was completed in 2017. The remaining work includes the placement of concrete curbing and bituminous pavements. The Johnson Drive intersections were evaluated for consideration of concrete intersections to support the truck traffic which frequently travels through these intersections.

An anticipated schedule of project progression is outlined below pending Council action.

**September:**

Preliminary survey, soil borings, neighborhood meetings, RFQ to televise sanitary services  
**October:** Televise and evaluate sanitary services, continued project design with 50% design goal

**November:** Resident meetings to discuss service condition findings, continued project design

**December:** Final plan development, authorize advertisement for bids

**January:** Project advertised for bids

**February:** Bid opening, present bid results

**March:** Project Award, contracts

**May:** Begin construction

This project is planned to utilize a combination of City funds, State Aid funds, and Municipal Bonds. The current balance of State Aid funds available for use is \$205,760. An additional \$230,000 is anticipated to be allocated to the City's MSA account in 2020. Municipalities can elect to advance their State Aid fund allocations, which the lesser of \$4,000,000 or 5x their annual construction allocation. If funds are requested to be advanced, the estimated amount allowed is \$1,150,000.

**Option 1:** Include the streets identified within Area 1 in the project

Estimated Cost for Streets and Storm Sewer: \$ 3,136,035

Estimated Cost for Sanitary Sewer: \$ 348,455

Estimated Cost for Watermain: \$ 543,634

**Total Estimated Cost \$ 4,028,124**

**Option 2:** If Council would like to pursue the use of State Aid funds, consider including the following streets in addition to Area 1 streets:

Area 2: Rockford Avenue and 2nd Street

Estimated Cost for Streets and Storm Sewer: \$ 1,241,701

Estimated Cost for Sanitary Sewer: \$ 201,284

Estimated Cost for Watermain: \$ 162,441

**Total Estimated Cost \$ 1,605,426**

Central Park Parking Lot Extension: \$ 224,542

Johnson Drive Intersections: \$ 315,432

**Total Estimated Cost \$ 539,974**

The streets located within Area 3 in need of improvement; however, within the current budget constraints it is not realistic to include this area in either scenario above. If the Council wishes to adjust the staff recommendation – remove streets from the recommended list and/or amend the project budget – Area 3 streets could be included. If the Council adopts the staff recommendation, Area 3 would be the next in line for a following project. The entirety of the streets located in this area are recommended for consideration in a future street project, anticipated to occur in 2023.

Phil Kern stated Staff is asking for plans and specs tonight. Could follow recommendation and stick to those areas. As we get closer to bid out, can pick and choose areas to move forward.

**Motion by Betsy Moran, seconded by Jon Sutherland to authorize staff to move forward with plans and specs for the 2020 Infrastructure Improvements Project; motion carried.**

B. Approve purchase agreement for 125 Woodland Road

Phil Kern stated the seller has agreed with the purchase agreement for 125 Woodland Road. Staff is requesting approval of the purchase agreement contingent upon city attorney approval

**Motion by Betsy Moran, seconded by Jason Franzen to approve purchase agreement for 125 Woodland Road, Delano; motion carried.**

C. Easement Agreement for Railroad Avenue East

Phil Kern discussed the work completed to date along Railroad Avenue; Staff is recommending approval of the easement agreement to convey a portion of property to private party.

**Motion by Betsy Moran, seconded by Jon Sutherland to approve the easement agreement for Railroad Avenue East; motion carried.**

9. **City Strategy No. 4: Manage sustainable and planned growth**
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**
13. **City Strategy No. 8: Maintain and protect community strengths**
14. **Updates from Commission Liaisons**
  - A. Fire Relief Association
  - B. Park and Recreation Commission
  - C. Planning Commission
  - D. Public Safety Commission
  - E. Spirit of Community Commission
  - F. Water, Light and Power Commission

1. June 26, 2019 - Special Meeting
2. Monday, July 15 - Regular Meeting

**15. Communications and Announcements**

**16. Claims**

A. City Claims

**Motion by Jon Sutherland, seconded by Jason Franzen to approve City Claims as submitted; motion carried.**

**17. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 3, 2019, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator