

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, November 19, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, November 19, 2019, at 7pm.

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

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

**Also Present:** Phil Kern, City Administrator; Brian Bloch, Finance Director; Bob Van Lith, Fire Chief, Paula Bauman, Administrative Services Coordinator

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

**3. Minutes**

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

- A. August 27, 2019 - Special | Summary
- B. September 17, 2019 - Regular
- C. September 24, 2019 - Special | Summary
- D. October 15, 2019 - Regular
- E. October 29, 2019 - Special | Summary
- F. November 5, 2019 - Regular

**4. Speakers, Presentations and Awards**

**5. Consent Items**

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the consent items as submitted; motion carried 5-0 by roll call vote.**

- A. Authorize the hiring of a part-time Motor Vehicle Assistant

- B. Adopt a resolution directing abatement of a public nuisance on property located at 133 3rd Street North
- C. Authorize a gambling application from Delano Graduation Party for a bingo and raffle permit on Saturday, March 21, 2020

- 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**
- 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**

- A. Consider changing to an "Open Book" format in place of the Local Board of Appeal and Equalization for 2020

Each Spring Council holds a Local Board of Appeal and Equalization for property taxpayers to request an adjustment to their property value for the following year's property taxes. At the meeting the City has the City Assessor and the County Assessor attend to provide feedback on requests received and reviewed by the Assessors. Sometimes the property owner is present and sometimes they are not.

In order to hold these meetings at least one attending Council Member must be certified (through training) to be able to properly conduct and carryout the meeting.

The property taxpayer also has the alternative to appeal to the Minnesota Tax Court. Three property taxpayers skipped the local board of appeal and appealed straight to the Minnesota Tax Court this past year.

The County would hold these "Open Book" meetings all the way up to the County board meeting in June in which property taxpayers would have the opportunity to request the County Assessor, with the City Assessor's input, to encourage the County Board (at its June Board meeting) to adjust the property value to a more equitable value. The "Open Book" process has been used by the County for three years now and covered about 1/3 of the County.

If we wish to change to the "Open Book" meeting format, notification will need to be sent to the County no later than December 1, 2019.

Jon Sutherland questioned if residents will still be able to come to the Council. Brian Bloch

stated they will not, it will be required they contact the County. Betsy Moran then questioned if the resident disagrees with the County's decision, is there still an appeal process? Brian Bloch stated there was and explained the process. Dale Graunke stated he felt it would be less personal if they went to the Council. Betsy Moran disagreed, stated there are two ways to look at it and explained some might be uncomfortable meeting with Council and being recorded doing so.

**Motion by Jon Sutherland, seconded by Jason Franzen to table this item to further discuss at the November 26 special workshop; motion carried.**

- B. Proclamation of the Delano City Council proclaiming November 18-24, 2019 - Delano Manufacturers Week

**Motion by Jason Franzen, seconded by Holly Schrupp to proclaim November 18-24, 2019 Delano Manufacturers Week; motion carried.**

- C. Adopt a resolution certifying delinquent charges to the County for collection in 2020  
*Attachment:* Notice | Resolution

Brian Bloch stated staff is presenting a list of unpaid charges as of October 1, 2019, for the Council to consider placing on the tax rolls for collection with real estate taxes in 2020. The delinquent charges consist of unpaid charges in the amount of \$386.90. In addition, the City will also specially assess a county charge of \$2.15 per parcel for the special assessment process. The property owner included in the list of unpaid charges was mailed a notice of their delinquency and the intent to have these amounts assessed to their property.

**Motion by Betsy Moran, seconded by Jason Franzen to adopt resolution R-19-33 certifying delinquent charges to the County for collection in 2020; motion carried 5-0 by roll vote.**

- D. Adopt a resolution establishing findings for 125 Woodland Road and declaring intent for a tax increment financing district

In September, the City entered into a purchase agreement for 125 Woodland Road. Staff has been completing pre-acquisition requirements and has prepared the attached resolution for Council consideration. The Resolution establishes the Building Official's findings that the building is substandard and meets the requirements of state statutes with respect to the establishment of a Tax Increment Financing (TIF) Redevelopment District.

With adoption of the resolution, the site would qualify for future establishment of a TIF District. The City would need to establish a District within 3 years of clearing the site. The benefit of developing a TIF District is that it would provide revenue, in the form of future tax revenues generated by redevelopment, to help with redevelopment expenses and infrastructure costs. TIF Redevelopment Districts can be established for as long as 25 years.

Staff has communicated to potential interested parties that the City's objectives through redevelopment including maximizing the potential of the site from a use and value standpoint, recovering City/EDA costs of redevelopment, and securing necessary right-of-way and infrastructure (CR 16 and 30) for future needs. Staff has heard from three interested parties in the site at this time and will continue discussions towards redevelopment proposals.

Closing on the property is scheduled for November 25. Following closing, staff will present to the Council bids for demolition of the building and underground storage tanks. The site will continue to be marketed for redevelopment.

1. Adopt resolution finding buildings at 125 Woodland Road to be substandard, declare intent for Tax Increment Financing Redevelopment District

**Motion by Holly Schrupp, seconded by Jon Sutherland to adopt resolution R-19-34 finding buildings at 125 Woodland Road to be substandard, declare intent for Tax Increment Financing Redevelopment District; motion carried 5-0 by roll vote.**

2. Adopt resolution authorizing an interfund loan for advance of certain costs in connection with Tax Increment Redevelopment District No. 13 - Woodland and West River Roads

**Motion by Jason Franzen, seconded by Holly Schrupp to adopt resolution R-19-35 authorizing an interfund loan for advance of certain costs in connection with Tax Increment Redevelopment District No. 13 – Woodland and West River Roads; motion carried 5-0 by roll call vote.**

- E. Authorize the purchase of one Pierce Velocity Ascendant 100' Mid-Mount Aerial Tower Truck for the Delano Fire Department

Bob Van Lith state the truck committee has been working on specifications for a new aerial truck. During this process, the committee has reviewed several trucks from a variety of manufactures, along with several fire departments who currently have aerials. The purpose of the reviews was to see current options and how changes to the industry have been handled by each manufacturer. Over the past year, the committee has demoed trucks, both in Delano and surrounding communities. As part of the overall review process, the committee has utilized expertise to develop and finalize the specific specifications from both sales people and firefighters in surrounding communities.

The committee is recommending the Pierce Velocity Ascendant 100' Aerial Tower; utilizing the HGAC process with Pierce. The basis of the recommendation is:

- A. Pump – 2000 GPM
- B. Engine – Detroit

- C. Suspension – TAK-4 Independent Front and Rear Suspension
- D. Tank – 300 Gallons
- E. Hose Bed – 800’ of 5” LDH
- F. Mid-Mount Design – More stable and better handing apparatus
- G. Platform – Easy access to the front of the platform allowing better victim and rescuer safety
- H. Operating Range – to -20 below grade
- I. Reach – 100’ Vertical / 93” Horizontal

The committee believes this truck will meet today's needs as well as the future for Delano and the surrounding area.

Holly Schrupp thanked the Department for their due diligence and all their hard work on the department. Councilmember Schrupp requested more information on training. Bob Van Lith stated part of the purchase price is training to get the best use of the vehicle. Schrupp questioned if the instrument panel is the same as another vehicle. Van Lith stated yes, same as Engine 13; this will help in training.

Jason Franzen stated he is happy to hear Delano is working with Watertown and questioned if the purchase of the aerial truck can be pushed out or if they would be willing to pay a percentage of the new truck. Bob Van Lith stated the Department is working with Watertown for mutual aid. If Delano wants to meet requirements, the truck is not something that can be shared. Phil Kern stated each community has primary pieces of equipment. This truck would be a primary piece of equipment for Delano. The hope with Watertown is to share secondary pieces of equipment.

Dale Graunke stated with the amount of growth within the community – both residential and commercial – Graunke felt Delano needs to be a leader. This truck will benefit the community.

Jon Sutherland stated he has learned through past discussion the use of this truck will serve the city well with respect to industrial growth. The City is also entertaining zoning process with buildings that are four or more stories. This is a large purchase and has been planned for a long time.

Betsy Moran stated this purchase has been talked about and budgeted for when she became a Councilmember twelve years ago.

**Motion by Betsy Moran, seconded by Holly Schrupp to Authorize the purchase of one Pierce Velocity Ascendant 100' Mid-Mount Aerial Tower Truck for the Delano Fire Department; 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
- 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 Holly Schrupp to approve the claims as submitted; motion carried.**

#### **17. Adjournment**

There being no further business to discuss the regular meeting of Tuesday, November 19, 2019, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator