

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, December 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, December 3, 2019, at 7pm.

2. Roll Call and Approval of Agenda

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

Members Not Present: Jason Franzen, Council Member

Also Present: Phil Kern, City Administrator; Brian Bloch, Finance Director; Molly Fleming, Intern, Shawn Louwagie, City Engineer

Motion by Jon Sutherland, seconded by Betsy Moran to approve the agenda with amendments to the order of the schedule; motion carried.

3. Minutes

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

- A. November 19, 2019 - Regular Meeting
- B. November 26, 2019 - Special Workshop | Summary Minutes

4. Speaker, Presentations and Awards

A. Delano Cub Scouts

There will be a Reunion of Delano Cub Scouts on March 1st, 2020. The current Scouts are working to get some of the original cub scouts from 1951 to attend. Current and former scouts will attend. There will be a lineup of speakers, as well as activities. They are also putting together a time capsule. The main ask this evening is to get a proclamation for that date as Delano Cub Scouts Day and use of city logo. Dale Graunke read a proclamation prepared for this event declaring March 1st, 2020 to be Delano Cub Scouts Day.

A motion to approve the use of the City of Delano logo by the Delano Cub Scouts for marketing and promotion for this event. Motion by Betsy Moran, and seconded by Holly Schrupp; motion carried.

The Delano Athletic Club gave the city a check for \$40,000 for improvements made to the

central park baseball facilities that were used during the State Baseball Tournament. Dale Graunke recognized the strong partnership that the city and the Delano Athletic Club have.

5. Consent Items

Motion by Jon Sunderland, seconded by Betsy Moran to approve the consent items as submitted; motion carried 4-0 by roll call vote.

- A. Consider a reduction of the letter of credit (LOC) for Liberty Landing
- B. Consider request from Deanna Hafner, representative from Kwik Trip, Inc., for a 3.2 Malt Liquor Off-Sale License
- C. Authorize a gambling application from Delano Youth Baseball for a gambling permit

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

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

- A. Consider the 2020 Budget, Tax Levy, and Capital Improvement Plan

Brian Bloch reported the final presentation for the 2020 Capital Improvement Plan, The 2020 Tax Levy, and the 2020 City Budget. All items needed final Council approval.

The council asked a few questions following the presentation. They asked what percentage of the levy is spent on streets. Brian reported that approximately 23% of it will go to street improvements. Years ago, it was decided that the city needed a certain amount for street improvements each year and the decision was made at that time that streets would be paid for by levy and not individual assessments when one's own street was eventually redone. This was done to spread the cost out evenly across the community and allow people to pay a small amount each year for roads instead of a large amount all at once. We have a larger tax base than we did when that decision was made, so the amount per person of the overall levy is less than originally predicted. The Council appreciated the decision to approach street repair and sewer maintenance progressively, instead of waiting until there was a costly problem that needed to be handled immediately.

Another question was about what is entailed in the parks and trails part of the budget. Brian Bloch explained that the parks and trails section of the budget covers all maintenance of grassy areas owned by the city and personnel costs as well as equipment etc.

Dale Graunke asked for an estimate of how much more of the budget would be used on police and safety if Delano had its own force. Brian Bloch and Phil Kern said that based on other communities, a city police force would at least double the amount spent per year on public safety. Its more fiscally responsible to continue working with the Wright County Sheriff's office.

Gregg Keller, Delano resident, asked several questions about budget line items. He asked about the amount allocated for the Public Library exterior updates. City Staff explained that several parts of the façade needed repair, as well as the roof. Mr. Keller then asked about the amount for flood plain relocation and acquisition. It was explained by city staff that that line item had been in there for several years but never used. It was put in before the construction of the levy in certain parts of town in case homes needed to be purchased to get people out of immediate danger in the flood plain. Luckily, levies were constructed using dirt from a different city project and a great deal of money was saved. There are currently tests being done on those levies so that the homes in what used to be the flood plain can drop their flood insurance and be considered safe. If these tests come back positive, that line item will be removed in the next budget and the amount that was earmarked will be redistributed. Mr. Keller then asked about the “lease” the City pays for City Hall. City staff and council explained that the Economic Development Authority purchased the building and the city pays a “lease” that is used by the Economic Development Authority to pay the debt payments. Mr. Keller then asked if the city will be made to pay for the electrical issue in October. The Council told him that was a DMU issue. Mr. Keller then asked about park dedication fees. Brian Bloch told him the amount currently in the park dedication fees fund. Jon Sunderland, who serves as the council liaison to the park board, told him all those funds are earmarked for projects designated by the Park Board. Mr. Keller indicated that he had more questions and wanted time on the next agenda to continue to ask questions. Dale Graunke encouraged Mr. Keller to attend board or commission meetings or to join a city board or commission to express these concerns and ask questions. He could also arrange a meeting with city staff during business hours. The Council explained that they take direction and advice on specific topical issues from boards and commissions, because it creates more city accountability and citizen involvement.

1. Adopt Resolution approving the 2020-2024 Capital Improvement Plan

Motion by Jon Sunderland, seconded by Holly Schrupp to adopt Resolution R-19-37 approving the 2020 Capital Improvements Plan as submitted; motion carried 4-0 by roll call vote.

- a. 2020-2024 Capital Improvement Plan by Department
- b. 2020-2024 Capital Improvement Plan by Funding Source

2. Adopt Resolution approving the Final 2019 Payable 2020 Tax Levy for the City of Delano

Motion by Betsy Moran, seconded by Holly Schrupp to adopt Resolution R-19-38 approving the final 2019 Payable 2020 Tax Levy as submitted; motion carried 4-0 by roll call vote.

3. Adopt Resolution approving the 2020 Budget for the City of Delano

Motion by Betsy Moran, seconded by Jon Sunderland to adopt Resolution R-19-39 approving the 2020 City Budget for the City of Delano as submitted; motion carried 4-0 by roll call vote.

- a. Summary of the 2020 General Fund Budget and other Tax Levies compared to the prior nine years
- b. Copy of the final 2020 Budget Report

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

A. 2020 Infrastructure Improvements Project Update

Shawn Louwagie, City Engineer reported the ongoing 2020 Street Improvement Project. The report was informational, and no Council action was needed. Public meetings were held last week as part of an ongoing effort to keep residents informed and allow them to ask questions of the project staff in person. The meetings also allow residents to give input on the project. Overall the attendance for the meetings has been good. Consistent concerns about the project that are brought up are sidewalks, tree removal and drainage. Many residents who don't currently have a sidewalk in front of their property wish the street to remain that way. Others were concerned about tree removal and replacement. Trees removed from the right of way will not be replaced, but trees on properties will be if they are damaged due to work done during this project. There will be drain tile put in behind all curbs. This will help on the streets with less stormwater drains. Another concern was lighting. The city does not have plans to replace the existing lighting at the intersections, but that would be an ongoing conversation.

All roads in the 2020 Street Improvement Project zone will be getting narrowed from 34-35 feet to 32 feet. This reduction will be to create sidewalks. Property owners will not see a significant reduction in what they would consider to be their lawn.

Overall, the goal of this project is to make the minimum impact on schools, businesses, and residents. 55% of the lines that needed to be televised were able to be completed from the main. 45% more will need to be televised through homes. The city will continue to hold meetings for residents about this project through its completion.

The Council wishes to arrange a site visit and information session with the City Engineer's office so they can better answer community questions.

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

15. Communications and Announcements

- A. Joint City Council and Water Light and Power Commission Tuesday, December 10, 2019

Joint City Council and Water Light and Power Commission Tuesday, December 10, 2019 at 6pm

Gabe Licht, reporter with the Delano Herald Journal shared updates about city events and civic engagement opportunities.

16. Claims

- A. City Claims

Motion by Holly Schrupp, seconded by Jon Sunderland to approve the claims as submitted; motion carried.

17. Adjournment

There being no further business to discuss the regular meeting of Tuesday, December 3, 2019, was adjourned.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Molly Fleming, Intern