

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, March 17, 2020
7:00 PM

1. Call to Order

Due to COVID-19, the meeting was conducted via Zoom telephone and video conference as allowed under Minnesota Statutes, Section 13D.021. All motions were approved by roll call vote.

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, March 17, 2020, to order at 7pm.

2. Roll Call and Approval of Agenda

Members Present: Dale Graunke, Mayor; Councilmembers Betsy Moran (via conference call), Holly Schrupp, Jason Franzen and Jon Sutherland (via conference call)

Also Present: Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Scott Dornfeld, Building Official and Paula Bauman, Administrative Services Coordinator

Motion by Holly Schrupp, seconded by Jason Franzen to approve the agenda as submitted; motion carried.

3. Minutes

Motion by Holly Schrupp, seconded by Jason Franzen to approve the February 18, 2020 minutes as submitted; motion carried.

A. February 18, 2020 - Regular Meeting

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.

A. Approve Kenji Matsuda to full firefighter status
Council welcomed Kenji to the Department.

B. Approve the operating budget for FY beginning 04/01/2020 for the Delano EDA/Crow River Villa Apartments to be submitted to HUD

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

- A. Consider resolution establishing assistance for property owners impacted by sanitary sewer service line failures

This item was tabled.

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

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

- A. Consider resolution restricting parking on State Aid Streets within the 2020 Reconstruction Project.

Within the 2020 Infrastructure Improvement project, four segments are included on the City of Delano State Aid system. These streets are eligible for State Aid funds for eligible improvements (street, storm sewer, landscaping costs) pending they meet the State Aid design requirements. The standard design width for residential streets in Delano is 32' wide measured from face to face of curb.

The streets in the project area that are on the State Aid system are as follows:

- A. 2nd Street North: Elm Avenue to Park Avenue
- B. 3rd Street North: Elm Avenue to Maple Avenue
- C. Maple Avenue East: 2nd Street to 3rd Street
- D. Oak Avenue East: River Street to 3rd Street

This width is eligible for parking on one side of the street per State Aid standards and requires a resolution to be passed through City Council in order to receive State Aid funding. This is consistent with the resolution and parking restrictions enacted on the State Aid streets included in the 2013 Infrastructure Improvements project.

1. Adopt resolution (R-20-05) requiring a restriction in parking throughout the 2020 reconstruction project area for 2nd Street North, S.A.P. 247-102-001, within the City of Delano.
2. Adopt resolution (R-20-06) requiring a restriction in parking throughout the 2020 reconstruction project area for 3rd Street North, S.A.P. 247-103-001, within the City of Delano.
3. Adopt resolution (R-20-07) requiring a restriction in parking throughout the 2020 reconstruction project area for Maple Avenue East, S.A.P. 247-115-001, within the City of Delano.
4. Adopt resolution (R-20-14) requiring a restriction in parking throughout the 2020 reconstruction project area for Oak Avenue East, S.A.P. 247-129-001, within the City of Delano.

Motion by Betsy Moran, seconded by Jon Sutherland to adopt resolutions R-20-05, R-20-06, R-20-07, and R-20-14 restricting parking throughout the 2020 reconstruction project areas for 2nd Street North (Elm Avenue to Park Avenue), 3rd Street North (Elm Avenue to Maple Avenue), Maple Avenue East (2nd Street to 3rd Street) and Oak Avenue East (River Street to 3rd Street); motion carried 5-0 by roll call vote.

B. Authorize the advancement of State Aid funds in the amount of \$1,238,720

The projects including in the 2020 infrastructures improvement project include:

- A. 2nd Street North: Elm Avenue to Park Avenue
- B. 3rd Street North: Elm Avenue to Maple Avenue
- C. Maple Avenue East: 2nd Street to 3rd Street
- D. Oak Avenue: River Street to 3rd Street

The current balance of the City of Delano State Aid funds for construction is \$453,504.62, as of March 12, 2020. Of the streets included within the improvement project, it is estimated that the eligible State Aid reimbursement costs is approximately \$1,700,230.40. The State Aid program allows municipalities to advance funds to cover eligible costs in the amount of \$4,000,000 or five times their most recent allocation amount, whichever amount is less of the two option. The last allocation amount for construction was \$247,744.

Staff is recommending Council adopt the Municipal State Aid Street Funds Advance Resolution to advance \$1,238,720 in Municipal State Aid Funds.

- 1. Adopt resolution (R-20-08) approving the advancement of Municipal State Aid Funds in the amount of \$1,238,720

Motion by Holly Schrupp, seconded by Jon Sutherland to adopt resolution R-20-08 approving the advancement of Municipal State Aid Funds in the amount of \$1,238,720; motion carried 5-0 by roll call vote.

C. Authorize to bid the CSAH 30 Reconstruction Project

This project is the reconstruction of approximately one mile of CSAH 30 from the CSAH 13 intersection to the east near the 3rd Street intersection. This project reconstructs this section of CSAH 30 as well as implements intersection improvements at the McKinley Parkway location to serve future development to the south.

In addition, Engineering will work on an extension of trunk sewer, trunk watermain, and McKinley improvements to the south to serve the future development as part of this project. These plans originally planned to occur in 2019 to serve the Greywood development area.

An agreement is in place with Wright county outlining fund participation and ownership roles for the CSAH 30 reconstruction project. This agreement was approved at the March 5, 2019 Council meeting. Wenck staff have been working with the Wright County Highway department staff to finalize the design and are prepared to advertise for the project bids.

This project would be funded with a combination of City and County funds. The City portion of the costs are planned to be assessed to the benefitting properties. The preliminary assessment role for the utility extension was presented at the June 5, 2018 Council meeting with the preliminary assessment for the intersection improvements were presented at the July 16, 2019 Council meeting.

Staff is recommending Council authorize the CSAH 30 Reconstruction Project be advertised for bids.

Motion by Jason Franzen, seconded by Holly Schrupp to authorize the CSAH 30 Reconstruction Project be advertised for bids; motion carried.

- D. Consider the facility plan update for the Wastewater Treatment Plant and order plans and specifications for the WWTP plan updates

In April of 2018, the Minnesota Pollution Control Agency reissued the NPDES/SDS permit for the Wastewater Treatment Plant. The 2018 permit includes a new phosphorus discharge limit which needs to be met by June 30, 2021. The MPCA has developed a compliance schedule, which includes several steps to ensure progress is made to meet the new discharge limit by the required date. One of the required steps is to develop a facility plan to meet the requirements, to be submitted to the MPCA for review and approval.

Staff has developed a Facility Plan which meets the requirements of the outlined scheduled. The Facility Plan provides and evaluates multiple alternatives to meet the new total phosphorus limit required by the reissued permit.

Another plant modification for Council consideration is the inclusion of a screw press in the WWTP plans and specifications development. This would be in response to the anticipated additional loading from the new businesses in the Delano business park and the potential ban on non-native phragmites.

Staff is recommending that the Council authorize Alternative 4 in the Facility Plan update, and authorize staff to prepare plans and specifications for the selected alternative.

Alternative 4 includes removal of the existing alum storage tanks, tank pads and chemical containment area, expansion of the chemical storage building, relocation of chemical feed pumps and installation of a 5,500-gallon polyethylene tank. The tank will be roughly 10 feet in diameter and 12 feet tall. To accommodate this tank the chemical storage room footprint must be increased by approximately 10 feet to the north of the building roof raised 5 feet. The emergency eyewash and shower will be relocated and the associated piping modified.

Alum will be delivered via bulk delivery because the total delivery volume will be more than 4,300 gallons. Under 2020 conditions, deliveries will be needed about every 43 days. Average wastewater flows in 2040 will require about 32 days between alum deliveries. During the maximum month in 2040, alum delivery may be needed every 21 days.

Real-time effluent phosphorus monitoring and control is recommended for this alternative to optimize alum dosing, though it is not required to meet the discharge limits.

The estimated capital cost of the new tank and modifications proposed is \$291,000. Alum delivered in bulk costs \$1.44 per gallon in 2020. The expected annual chemical usage costs in 2020 is approximately \$70,000. Accounting for future growth, the 2040 annual, in 2020 dollars, is approximately \$89,000 to \$101,000 (low growth and high growth scenarios).

The advantages for this option are:

- A. Lark tank provides the best flexibility to meet high demand periods
- B. Bulk delivery offers the lowest chemical costs

The disadvantages for this alternative include:

- A. Building modifications are required
- B. Single tank has no redundancy

Alternative 4 was selected as the preferred alternative because it is estimated to have the lowest annual O&M cost and the lowest 20-year present worth. The alternative also provides the WWTF resilience against unexpected events such as abnormal phosphorus influent loading, future adjustments to the phosphorus limits in the NPDES/SDS permit and delays in alum delivery due to bad weather or problems in the chemical supply chain.

Motion by Jon Sutherland, seconded by Holly Schrupp to order plans and specifications for the Waste Water Treatment plan updates; motion carried.

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

- A. Consider rezoning and CUP for an auto sales lot at 925 Babcock Boulevard East *Attachment:* Supporting Documents

Carvici LLC is an internet automobile sales business currently located at 265 River Street in Delano who have the opportunity to lease space at 925 Babcock Boulevard in Delano. This is a multi-tenant site that would afford Carvici LLC the opportunity to establish a sale lot for the display of automobiles along Highway 12. To receive and maintain a Minnesota Automobile Dealer's license, they must have an established address that meets zoning and space enough for the display of a minimum of five automobiles.

Currently, the site is zone I-2, General Industrial District. A change in zoning is needed to allow the commercial auto sales dealership. To accommodate the relocation of this established Delano business the following needs approval:

Rezoning. The applicant is requesting a change in zoning on the property from I-2 General Industrial District to B-3, Highway Oriented Business District. The request zoning change is needed to create a location for commercial land uses, the site currently contains GP Welding which would fall under the definition of a Service Business On-Site and would be an allowed use in the B-3 zoning district.

Conditional Use Permit. Within the B-3 Highway Business District, outdoor automobile sales lots are allowed by CUP.

The proposed development is an opportunity to relocate and retain an existing Delano Business. This is consistent with Delano's planning goals for this area of the community. Based on Staff review of the development application, staff is recommending approval based on the following recommendations:

Rezoning. Staff recommends approval of the change in zoning from I-2 General Industrial District to B-3 Highway Business District, based on the following findings:

1. The change in zoning facilitates the goals for Delano's comprehensive plan for commercial properties along Highway 12. The proposed commercial uses are consistent with the city's long-range land use plan.
2. The change in zoning and resulting development will be compatible with the surrounding land uses
3. The change in zoning will result in a quality site development
4. The change in zoning and resulting development will not overburden in-place City services or utilities
5. The change in zoning and resulting development are within the capabilities of the streets serving the property

Conditional Use Permit.

1. The applicant and property owner shall identify the floor are of each tenant by use (i.e. retail, office, storage, service uses, etc.) to provide a required parking count for the entire site. The number of sales display stalls may be reduced if adequate required parking is not available.
2. Both the sales display stalls and required parking stalls shall be striped on the paved surface lot.
3. Neither the required parking nor the sales display stall shall be used for parking of

unlicensed or damaged vehicles, or any other outdoor storage.

4. Any new exterior lighting shall comply with the City exterior lighting standards of Section 51.03 Subd. D2 of the Delano Zoning Code.
 5. The building is inspected for the change of occupancy and the tenant space meets building and fire code for its intended use.
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1. An ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano

Motion by Holly Schrupp, seconded by Jon Sutherland to approve ordinance O-20-02 amending the City of Delano Zoning Map related to rezoning of parcels within the City of Delano; motion carried.

2. Resolution approving a zoning map amendment and conditional use permit for an automobile sales lot for Carvici LLC to be located at 925 Babcock Boulevard East, within the City of Delano, Minnesota.

Motion by Holly Schrupp, seconded by Jason Franzen to adopt resolution R-20-09 approving a zoning map amendment and conditional use permit for an automobile sale lots for Carvici, LLD to be located at 925 Babcock Boulevard East, within the City of Delano; motion carried 5-0 by roll call vote.

- B. Consider a zoning text amendment regarding Rural Event Centers *Attachment: Proposed Ordinance | Definition*

The City of Delano has two active rural event centers operating with older barn agricultural buildings within its city limits. Reider Homestead Concerts and Rustique Wedding Barn has converted older barns into event centers. As a result, they're offering an appealing rustic atmosphere for concerts, weddings and other gatherings. These uses, however, are not addressed in the Delano Zoning Code and present issues related to the assembly of a large number of people at each of these locations.

In considering the advantages and issues related to these rural event centers, City Staff has prepared an ordinance for the planning commission and city council for consideration.

A rural event center allows for the assembly of people for a social, entertainment, or recreational activities in a rural atmosphere, located in agricultural buildings. These buildings while providing a unique environment, also present the following issues:

Zoning District. The proposed amendment introduces the Rural Event Center into both the R-A zoning district and the R-E zoning district.

Interim Use Permit. The proposed Rural Event Center is proposed to be allowed by Interim

Use Permit. The Interim Use Permit allows the city to put a sunset on the use inappropriate in the future. The sunset of the use may be date specific or based on an agreed upon event or circumstance may change the use.

Lot Size. The minimum lot size for a rural event center will be three acres to provide land area and setback to accommodate the use and related ancillary uses.

Building Code. The current rural event centers are using older agricultural buildings that contribute the rural atmosphere that the owners hope to promote. Agricultural buildings are exempt from building code, as such, when they are converted to assembly space for people, they do not meet building codes for fire suppression, exiting disability access, or sanitation. In this regard, the owner must demonstrate compliance with the building and fire codes or have a professional architect outline alternative options for meeting the building and fire code intent.

Utilities. The rural event center buildings and sites may not have access to municipal sanitary sewer or water. Recognizing this situation, the proposed code outlines alternatives to municipal utilities.

Parking. The code outlines parking requirements similar to other commercial assembly uses. For assembly uses of less than forty-nine people, the code allows the use of on-street parking to meet the using parking demand.

Being an interim use in a rural setting, the code amendment exempts the onsite parking from the city's commercial parking lot design standards.

Service Vehicles. The rural event center will have service needs similar to a commercial land use; deliveries, garbage pick-up, catering, mobile food units etc. In this respect, the site must provide a location for these vehicles that do not interfere with the on-site parking or operations.

Nuisance concerns. The proposed ordinance also includes performance standards to addressing concerns for lighting, outdoor music, and alcohol consumption.

The Planning Commission held a public hearing and has recommended approval.

Betsy Moran raised concern on signage of the Reider property stating a stand-alone sign is not appropriate in a residential neighborhood. Brixius stated the size of the size can be reduced. Councilmember Moran recommended a mounted sign. Jason Franzen agreed on a wall sign but had concerns of the size for mounted signs.

Holly Schrupp questioned if this approves the Reider property changes. Alan Brixius clarified this approval is only to approve the text amendment to City Code. The Reiders will need to submit and pay for their application to receive approval. At that time, the process will follow public hearing requirements.

Motion by Holly Schrupp, seconded by Betsy Moran to adopt ordinance O-20-03 authorizing a zoning text amendment regarding Rural Event Centers; motion carried.

C. Consider request for an Interim Use Permit for a Rural Commercial Event Center at 3527 US Highway 12 SE *Attachment: Supporting Documents | Public Hearing Notice*

Ventures West, LLC has submitted an application for an interim use permit to allow a Rural Event Center in a barn located at 3527 East Highway 12. The site is current zoned R-A, Rural Agricultural District. The previous zoning amendment allows for interim use within the R-A district.

The event center site is anticipated to use only seven acres. The site contains a house, barn and out buildings. The site does not have access to municipal utilities or streets. The interim use permit for rural event centers will allow the property an active commercial use until the site is ready for development.

The surrounding lands uses are rural with the exception of the Flower Farm, which is an active commercial use to the west. The site location and size provide area and separation to avoid land use compatibility issues.

The event center is required to meet all building and fire code standards for an assembly occupation. A building code assessment of the barn has been prepared by Paul Jaunich. This assessment outlined recommendations to allow for an assembly capacity of two hundred people. Delano's fire chief and building inspector have conducted a building inspection and review of the architect's recommendations and have approved the building provided the recommendations are implemented.

As required by code, the center must be served by municipal sanitary sewer, private on-site SSTS or portable toilets. The applicant proposes to utilize either portable outhouses or executive portable restrooms to serve barn events. The site plan must show the location of the portable restrooms and the facilities must provide for disability access.

The site does not have access to municipal water. The site has an on-site well which was recently tested and is sufficient to supply the water needs of the sanitary facilities.

The applicant is request approval of an event Center having a capacity of two hundred people. Based on this occupancy, the facility requires fifty parking stalls plus parking for staff. The applicant stated they have forty standard stalls and eight disability stall on-site and parking for over one hundred cars on the neighboring Flower Farm lot. The site plan does not show this. Staff is requiring the applicant provide a site plan showing they meet the requirements for parking.

Staff is recommending approval of the interim use permit based on the following:

- A. The city approves the zoning text amendment allowing Rural Event Centers as an Interim Use Permit in the R-A Rural Agricultural District
- B. The City Building Official and City Fire Chief approve the barn for assembly occupancy
- C. The applicant submits a revised the site plan showing the location of portable

restrooms. The number of required portable restrooms will be determined based on the size of the event. Portable restrooms must be disability accessible

- D. Applicant provides a revised site plan showing dimensioned parking stalls, disability stalls and drive aisles
- E. Applicant provides the city written permission from the Flower Farm allowing shared access and parking
- F. Applicant provides the city with a detail of the gate and its locking mechanism for review and approval of the City Fire Chief
- G. The applicant provides the city with a revised sited plan show the location for service vehicle parking and staging
- H. Applicant secure sign permits for any proposed signage
- I. All exterior lighting shall be cutoff fixtures with a shielded light source
- J. Outdoor music events must secure necessary permits from the city
- K. The sale and consumption of liquor shall be properly licensed through the City of Delano
- L. The Interim Use Permit shall expire with the following event:
 - 1. Termination the permission to use the Flower Farm site access and parking
 - 2. The expansion of the Delano West Metro Business Park that incorporates the balance of his parcel into the business park

- 1. Resolution approving an interim use permit for a rural event center for Venter West, LLC to be located at 3527 East Highway 12, within the City of Delano

Motion by Betsy Moran, seconded by Jon Sutherland to adopt resolution R-20-10 approving an Interim Use Permit for a Rural Event Center for Venture's West, LLC., to be located at 3527 East Highway 12, within the City of Delano; motion carried 5-0 by roll call vote.

- D. Consider request for a final plat request for Neisen Ridge *Attachments: Preliminary Plat | Final Plat | Site and Utility Plan | Grading Plan | Stormwater Pollution Prevention Plan | Engineers Comments*

In 2004, the Delano City Council approved the plans for the Highland Ridge 3rd addition subdivision with outlots. An application has been submitted to develop Outlot B of the Highland Ridge 3rd addition. This final plat application will be entitled Neisen Ridge and consist of a 3-lot single family residential subdivision and Outlot B of the Highland Ridge 3rd Addition, located on Franklin Avenue W just south of the BNSF rail line.

The design of the final plat is consistent with the previously considered preliminary plat, retaining the same lot, block and street configurations. The subdivision is proposed to be developed in one phase comprised of 3 lots which will all receive access from Franklin Avenue West. The three lots for Neisen Ridge will all be accessible from the existing street; Franklin Avenue West. A new street is proposed along the eastern property lines of Highland Ridge outlot to extend 3rd Street to the north and is expected to be constructed in the new future. All proposed lots have been found to meet the R-5 District minimum lot area and setback requirements.

Outlot A is a future development phase of Neisen Ridge and is intended for single family housing. The outlot is approximately 14.5 acres in size.

Based on the review, Planning Staff recommends approval of the Neisen Ridge final plat subject to the following conditions:

1. The applicant shall satisfy all recommendations of the City Engineer related to streets, utilities, grading, drainage and storm water management.
 2. The applicant shall pay all fees including park dedication, administration, planning, engineering, inspection and legal.
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1. Resolution approving the final plat for Neison Ridge Located at the intersection of Franklin Avenue West and West 3rd Street, within the City of Delano, Minnesota.

Motion by Jason Franzen, seconded by Jon Sutherland to adopt resolution R-20-11 approving the final plat for Neisen Ridge located at the intersection of Franklin Avenue West and West 3rd Street, within the City of Delano, Minnesota; motion carried 5-0 by roll call vote.

- E. Conduct a site and building plan review for 791 Babcock Boulevard East - O'Reilly Auto Parts
Attachments: Site Plan | Site Survey | Grading Plan | Stormwater Plan | Utilities Plan | Building Floor Plans | Building Elevations | Photometrics Plan and Site Lighting Details | Engineer Memo

An application has been submitted to develop a vacant site located at 791 Babcock Blvd E. The new project proposes to construct an O'Reilly Auto Parts store along with surrounding parking spaces. The site is zoned B-2, General Business District. The O'Reilly Auto Parts store would be considered as a retail business and is a permitted use in the B-2, General Business District.

The proposed development is an opportunity to privately develop a vacant commercial site. This is consistent with Delano's planning goals for this area of the community. In review of the submitted site plans, Staff recommends approval based on the following conditions:

1. The proposed refuse pad shall be located at the southwest side of the building.
2. Applicant shall provide an elevation of the trash enclosure showing the exterior materials.

3. Plans shall be submitted for the freestanding signs along Highway 12 and 7th Street South for review.
4. Site plans shall illustrate delivery truck access and egress with circulation patterns and relocated dealer door location to the south of the building.
5. A landscape plan shall be submitted to staff and include the following:
 - a. Landscape buffering from the parking areas and Highway 12/7th Street South
 - b. Landscaping shall be provided as screening from all perimeter parking stalls as well as on the southwest corner of the site near the entrance.
 - c. Wetland landscaping
 - d. Green space treatments and turf establishment to be seeded or sodded to have a mowed and manicured lot
 - e. Removal of Phragmites from the wetland on site
 - f. Species types of site plantings
6. Grading and drainage plans shall be subject to the review and recommendation of the City Engineer.
7. Utility plans shall be subject to the review and recommendations of the City Engineer.
1. Resolution approving the site and building plans for O'Reilly Auto Parts at 791 Babcock Boulevard East, within the City of Delano

Motion by Jon Sutherland, seconded by Jason Franzen to adopt resolution R-20-12 approving the site and building plans for O'Reilly Auto Parts at 791 Babcock Boulevard East, within the City of Delano; motion carried 5-0 by roll call vote.

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 actions related to community health emergency plan and personnel policy amendment

Attachments: Community Health Emergency Plan (Draft) | Draft amendment to the City's Personnel Policy | MDH guidance to Employers | Resolution declaring a Community Health Emergency

Phil Kern stated the recommended actions related to this item are driven by the immediate presence and potential threat caused by the COVID-19, there are three actions proposed:

Consider adoption of a community health emergency plan. The City presently has an emergency management plan to guide its actions during an emergency event. Most commonly, that plan has been implemented during flooding in recent years. The community health emergency plan is designed to outline three phases of action related to a potential community health emergency.

The three phases of action are designed to prepare the City for actions necessary at each state of a potential community health emergency. The plan is general in nature and each specific event will require additional planning. It provides, however, the context in which the City can evaluate the services it provides and at what level actions are necessary to protect critical services and City personnel responsible for providing the services.

The first phase of action is one of the preparations and prevention – preparing for the two more significant phases using methods to help prevent or contain community health impacts. The second phase is designed to begin limiting services and preparing for cancellation of services/events that are not critical. The third phase is the full response phase, where the City focuses only on critical services, closes certain facilities and operates in a mode to minimize community impacts.

Presently, the City is following closely the advice and guidance of the Minnesota Department of Health and Center for Disease Control with regard to the COVID-19 virus. The plan recommends following guidance from these two entities in the transition between phases.

Consider adoption of community health emergency leave (amendment to Personnel Policy). Kern discussed the draft amendment to the City’s personnel policy to provide a framework on how City employees are impacted by changes in service levels, closing of facilities, and the need to continue providing critical services in a community health emergency. The draft amendment would provide the following during a declared community health emergency:

1. Ongoing compensation for employees who are temporarily displaced from performing their work due to service disruptions, facility closure or other impacts. Compensation would be for all classes of work force – full-time or part-time, based on average hours worked over the previous two-month period.
2. Two weeks paid leave for all employees in all classes during the community health emergency, to be used for quarantine after contact with an infected person, assisting a family member or members infected, or if infected him/herself. This leave is in addition to any sick leave the employee may have or be eligible to use.
3. Flexibility for employees to work remotely and for employees to perform duties outside of normal work assignments in the event it is needed to meet critical needs.

Consider adoption of a Resolution establishing a community health emergency. In the briefing from the Minnesota Department of Health, they advised local communities to shift from a mode of containing COVID-19 to community mitigation of its health impacts. This

means acting upon plans to help slow the transmission of the virus and begin operating in a mode to protect and preserve critical services.

Motion by Jason Franzen, seconded by Jon Sutherland to adopt resolution R-20-13 declaring a community health emergency regarding COVID-19; motion carried 5-0.

Motion by Holly Schrupp, seconded by Jason Franzen to adopt community health emergency plan; motion carried.

Motion by Jason Franzen, seconded by Jon Sutherland to adopt a community health emergency leave – amendment to Personnel Policy; 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
 - 1. January 22, 2020
- C. Planning Commission
- D. Public Safety Commission
- E. Spirit of Community Commission
 - 1. January 14, 2020
 - 2. February 11, 2020
- F. Water, Light and Power Commission
 - 1. January 23, 2020

15. Communications and Announcements

16. Claims

- A. City Claims

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

B. EDA Claims

Motion by Betsy Moran, seconded by Jon Sutherland to approve EDA 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, March 17, 2020, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator