

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, September 19, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 19, 2017, to order at 7:00pm.

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

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

**Also Present: Phil Kern, City Administrator; Brian Bloch, Finance Director; Shawn Louwagie, City Engineer; Paula Bauman, Recorder; Justin Markon, Administrative Intern**

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the agenda of the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 19, 2017, as submitted; motion carried.**

**3. Minutes**

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

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, September 5, 2017.

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve consent items 5A1, 5B1, 5B2 as submitted; motion carried.**

A. City

1. Approve request from soleMOTION and Lupine Brewing Company for their upcoming event - Lupine Brewing Costume 5k and Kids Run on Saturday, October 28, 2017.
2. Consider a reduction of escrow for Willowbrook, Wright Neighborhoods 4th Addition  
Brian Bloch stated there was a miscalculation on the original RFA; this issue has been fixed and the escrow will not get reduced as much as before.

**Motion by Holly Schrupp, seconded by Betsy Stolfa to authorize reduction of escrow of Willowbrook, Wright Neighborhoods 4<sup>th</sup> Addition; motion carried.**

B. EDA

1. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment No. 101.
2. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment No. 405.

**6. CITY STRATEGY No. 1: Provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**

- A. Authorize the installation of LED pedestrian crossing signs at First Street/Meadowlark Drive and County Road 30.

Staff is requesting authorization to install two LED pedestrian crossing signs at First Street and Meadowlark Drive along County Road 30. This sign will be a pedestrian activated rapid flasher sign. The cost for materials and installation at the intersection would be about \$12,000, which Wright County is willing to pay half. Dale Graunke questioned if staff could look into a similar sign along River Street North near Central Park.

**Motion by Betsy Stolfa, seconded by Holly Schrupp to authorize the installation of LED pedestrian crossing signs at First Street/Meadowlark Driver and County Road 30; motion carried.**

**7. CITY STRATEGY No. 2: Ensure the City's continued sustainability and financial stability.**

- A. Adopt resolution approving the 2018 preliminary tax levy and set the public meeting dates for the 2018 budget. *Attachment:* Resolution

Council and staff met at the August 29, 2017, workshop and discussed the 2018 budget, tax levy and capital improvement plan. From the discussion at August's meeting I have prepared the preliminary tax levy, which will be a 6.65 percent increase over last year's tax levy. Staff has provided the resolution for approval of the tax levy and capital improvement plan. Once approved, the tax levy cannot be increased, but it can be decreased.

The budget will be discussed at the regular City Council meeting scheduled for 7p on Tuesday, December 5, 2017. If there are no changes, and the Council wishes to approve the final levy, budget, and capital improvement plan will be adopted at that meeting. At the latest, the final levy, budget, and capital improvement plan would be approved by December 19, 2017.

Additional budget meetings have been tentatively scheduled for October 24, 2017 and November 28, 2017.

**Motion by Jason Franzen, seconded by Holly Schrupp to adopt Resolution R-17-25 approving the 2018 preliminary tax levy and set the public meeting dates for the 2018 budget; motion carried 5-0 by roll call vote.**

**8. CITY STRATEGY No. 3: Plan for the maintenance, replacement and efficient operations of the City's equipment, buildings, and infrastructure, energy and utility systems.**

A. Discuss and award the 2017 Storm Water Improvements Project.

As a result of the August 29, 2017, City Council workshop, the Council directed Staff to get quotes to perform storm water improvements for two properties within an anticipated construction cost of between \$50,000 to \$70,000, based on Staff's opinion of highest propriety locations.

Quote package included subsurface and surface water improvements at three separate locations which included Woods Creek Drive, 808 Maplewood Drive, and Shady Oak Circle. Machtemes Construction has submitted the low bid for the base bid and alternate 1 and 2. Bids received were lower than anticipated. If Council would combine the work, the fees would be as follows:

Base bid + Alternate 1 = \$42,720.50  
Base bid + Alternate 2 = \$43,534.00  
Base bid + Alternate 1 + Alternate 2 = \$65,744.50

Council questioned if the City has worked with Machtemes Construction in the past. Louwagie stated they have done work at Highland Ridge and Willowbrook to name a few statin Machtemes Construction is familiar with Delano. Phil Kern agreed, the City has had good experiences with this company.

**Motion by Betsy Stolfa, seconded by Holly Schrupp to award to the 2017 Storm Water Improvement Project to Machtemes Construction including the Base bid plus Alternate 1 and Alternate 2 as submitted; motion carried.**

B. Consider options for Woods Creek Backyard Drainage issues.

Staff has investigated a resident complaint of backyard drainage issues behind 1402 Woods Creek Drive. The resident complaint was that stormwater was being backed up into the resident's backyard, caused by grading issues in the City park.

After reviewing the development grading plan and a field visit, the drainage path for the backyards drains to a low spot near the NW property corner of 1402 Woods Creek Drive, and is supposed to drain to the north through the City park to an existing wetland. This is an existing swale through the City park which is partially filled in, causing the stormwater to back

up before it spills over the buildup and draining to the wetland.

Staff is offering two options to correct this issue:

Option 1. Re-establish the drainage swale through the City park. This will involve minor grading and turf restoration. It is estimated that this work would take approximately 1 day to complete.

Option 2. Install storm sewer through the park with a structure placed at the low point to pick up the surface drainage. Material costs for this option is estimated at \$1,600 for 120' of 12" HDPE pipe, a nyloplast structure, and a 6" PVC connection stub. Establishment of an EOF for the structure and turf establishment would also be required for this option.

Both options provide solutions to the surface water drainage backup. Option 2 provides an opportunity for the residents to connect any sump pump or rear yard draitiles to a storm sewer system. This storm sewer installation would be a minimal impact to residents and would be a candidate for a Public Works staff install. The resident at 1402 Woods Creek has expressed to City Staff that they would like to install draitile through their backyard. Option 2 would provide a connection opportunity for that resident.

**Motion by Holly Schrupp, seconded by Betsy Stolfa to approve option two for Woods Creek backyard drainage issues; motion carried.**

- 9. CITY STRATEGY No. 4: Manage the City's growth so that it is high quality and consistent with the city's Comprehensive Plan while maintaining the City's historical culture, characteristics and features.**
- 10. CITY STRATEGY No. 5 Encourage and improve the communication of information and ideas with residents and business owners.**
- 11. CITY STRATEGY No. 6: Ensure communication and positive relationships between the Council, City Staff, Employees and Commission members.**
- 12. CITY STRATEGY No. 7: Ensure the City has a well-trained, productive and accountable workforce to meet the changing needs of the community.**
- 13. CITY STRATEGY No. 8: To ensure the public's safety from crime and manmade or natural disasters.**
- 14. CITY STRATEGY No. 9: To ensure the overall aesthetic appeal of the City.**
- 15. Other Business**
- 16. Communications & Announcements**
- 17. Claims**

A. City Claims | By Account

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

**18. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, September 19, 2017, was adjourned at 7:45pm

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director/Clerk

Attest: Paula Bauman, Recorder/Admin Services Coordinator