

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, October 3, 2017**  
**7:00 PM**

**1. Call to Order**

Mayor Pro-Tem, Betsy Stolfa, called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 3, 2017, to order at 7:00pm.

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

**Members Present: Betsy Stolfa, Mayor Pro-Tem; Councilmembers Jason Franzen, Holly Schrupp and Jon Sutherland**

**Members Absent: Dale Graunke, Mayor**

**Also Present: Phil Kern, City Administrator; Shawn Louwagie, City Engineer; Scott Dornfeld, Building Official; Justin Markon, Administrative Intern; Paula Bauman, Recorder**

Phil Kern recommended adding Consider fence modification at Field 9 at Central Park and Update on hazardous building order

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the agenda for the regular City Council/ Economic Development Authority meeting of Tuesday, October 3, 2017, with recommended additions; motion carried.**

**3. Minutes**

**Motion by Holly Schrupp, seconded by Jason Franzen to approve the minutes as submitted. Motion carried.**

- A. Minutes of the special workshop of Tuesday, September 19, 2017
- B. Summary minute of the special workshop of Tuesday, September 19, 2017, for publication in the Delano Herald Journal
- C. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, September 19, 2017

**4. Speaker, Presentations & Awards**

- A. Proclamation supporting Minnesota Manufacturing Week 2017

**5. Consent Items**

**Motion by Jason Franzen, seconded by Jon Sutherland to approve consent items as submitted; motion carried 4-0 by roll call vote.**

A. City

1. Pay Request No. 1 for the 2017 Seal Coat Project
2. Accept the resignation of James Thissen from the Delano Fire Department
3. Consider a reduction of the letter of credit (LOC) for Highland Ridge 4th Addition
4. Adopt RESOLUTION approving gambling application exempt permit for the Delano Snowstormers Snowmobile Club on Saturday, December 2, 2017
5. Motion authorizing transition of Nick Dornfeld from temporary Public Works Laborer to General Maintenance Worker position.

B. EDA

1. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa Apartment No. 105.

- 6. CITY STRATEGY No. 1: Provide and proactively facilitate the delivery of quality public and community services in a planned, fiscally responsible manner.**
- 7. CITY STRATEGY No. 2: Ensure the City's continued sustainability and financial stability.**
- 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. Consider change order no. 3 for the 2016 Infrastructure Improvements Project

City Engineer Shawn Louwagie presented the proposed Railroad Avenue project with City Council. In addition to the extension of Railroad Avenue from Fourth Street North to Tiger Drive, additional improvements include extension of sanitary sewer main, the replacement of watermain, and minor realignment and widening of Railroad Avenue. Construction will take place in two phases. This fall, crews will install sanitary sewer, watermain, storm sewer, street coring and the replacement of the base materials of the road. After road restrictions are lifted this spring, crews will complete the remaining utility installation/replacement and improvements to Railroad Avenue. Concrete curb and gutter and the bituminous pavement will also be placed this upcoming spring.

Betsy Stolfa questioned surface water and issues with run off along Railroad Avenue. Shawn Louwagie reviewed the stormwater pond, its location and capacity. Phil Kern stated a plan set was sent to the adjacent property owners and will walk through the area with the Engineer.

Phil Kern asked Council approve the change order contingent upon closing with the Reider property.

Council briefly discussed pedestrian trail connection to Tiger Drive. Shawn Louwagie stated there is a eight foot wide bituminous trail proposed along Railroad Avenue which will connect to Tiger Drive. Betsy Stolfa stated she felt a doggy station should be installed in the area.

**Motion by Jason Franzen, seconded by Holly Schrupp to approve Change Order No. 3 for the 2016 Infrastructure Improvements Project contingent upon the closing of the Reider property; motion carried.**

- B. Motion authorizing execution of contracts for masonry and lumber purchasing for Central Park Concessions building. *Attachments:* Building Plans | Lumber/construction materials bids | Preliminary budget and construction schedule

Phil Kern reviewed the final plans for the new Concessions Building at Central Park. The building will be located adjacent to the Splashpad, and will replace the “Hamburger” and “Boy Scout Pop Stand” in the park. Public works will handle the removal of these buildings.

The City is conducting the construction management of the building and staff will bring component bids for the construction of the building. Currently, staff is presenting low bids on the block/masonry work and purchase of construction materials. Low bid for masonry was from SJB Masonry at \$99,186 and lumber from Wright Lumber at \$45,909.56. Staff is anticipating completion date of May, 2018, with the anticipated project costs around \$440,000

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve bids submitted from SJB Masonry at \$99,186 and Wright Lumber at \$45,909.56, for construction of the Central Park Concessions building; 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.**

- A. Update on hazardous building order.

Scott Dornfeld stated the removal of the building at 428 3<sup>rd</sup> Street North, in Delano has not been removed as stated within resolution Right-17-24. Staff will move forward with the City

Attorney to proceed with the enforcement with the District Court of Wright County.

**14. CITY STRATEGY No. 9: To ensure the overall aesthetic appeal of the City.**

A. Consider fence modification at Field 9 at Central Park.

Staff is recommending a small modification to Field 9 at Central Park. The fencing was installed around this field only a few years ago. With the recent construction of the splash pad, residents and staff have concern of balls leaving the playfield. Staff has looked at a couple options and are recommending adding an eight-foot overhang on the back stop. This will stop more balls and provide a safer option for users of the Splashpad. Staff received a proposal in the amount of \$4,150.

Holly Schrupp questioned if there is a concern for balls? Kern replied that there hasn't been a study done, but this option is a relatively small investment to ensure the safety of those around the fields.

**Motion by Holly Schrupp, seconded by Jason Franzen to approve fence modification at Field 9 at Central Park; motion carried.**

**15. Other Business**

**16. Communications & Announcements**

**17. Claims**

A. City Claims | By Account

Jon Sutherland questioned the line item regarding skylight damage and repairs. Phil Kern stated this was done in the Riverside Commons Building. Sutherland then questioned recycling of appliances. Kern replied this is due to the demolition of 510 Railroad Avenue.

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

B. EDA Claims - August, 2017

**Motion by Jason Franzen, seconded by Holly Schrupp to approve the EDA Claims – August, 2017, as submitted; motion carried.**

C. EDA Claims - September, 2017

**Motion by Holly Schrupp, seconded by Jon Sutherland to approve the EDA Claims – September, 2017, 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, October 3, 2017, was adjourned at 7:55pm.

Signed:

Dale Graunke, Mayor

Brian Bloch, Finance Director

Attest: Paula Bauman, Administrative Services Coordinator