

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, April 17, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, April 17, 2018, 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; Alan Brixius, City Planner; Scott Dornfeld, Building Official; Paula Bauman, Administrative Services Coordinator

Phil Kern recommended allowing the following:

Speaker: Allow two speakers regarding their requests for outdoor sales

9B: Discuss and approve purchase agreement with Insolution for the West Metro Business Park

Other Business: Discuss Central Park Concession Stand.

Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the agenda for the City Council/Economic Development Authority meeting of Tuesday, April 17, 2018, with the additions as recommend; motion carried.

3. Minutes

4. Speaker, Presentations & Awards

City Staff has received two requests for outdoor sales (temporary plant sales) in both cases Staff has not issued permits. One site is on the Litfin property on Highway 12 (across from Peppermint Twist) and Calypso. Phil Kern discussed the B2 District restrictions.

Cathy Rose approached the Council to ask for consideration to allow temporary sales for the Litfin parcel stating the area is available for rent and she felt this is an ideal location for this type of sale. Council explained this cannot be done because there is not a business there and the parking lot is not paved – these are requirements per city code. Ms. Rose questioned if it would be a possibility if the parcel was under contract for purchase. Alan Brixius stated its not ownership requirements it's the condition of the site – the physical conditions need to meet the code. Council discussed the possibility of the Vanderlinde parking lot.

The owners of Calypso approached Council to ask for consider to allow temporary sales on their site stating they'll do whatever is required to allow this to happen. Alan Brixius stated Calypso doesn't have a commercial parking lot on their property – this would include curb, gutter, striping, and certain distance from the property line.

Council recommended meeting with Staff to further discuss

5. Consent Items

Motion by Holly Schrupp, seconded by Jason Franzen to approve consent items as submitted.

A. City

1. Approve full-time status for the Combination Inspector

Jon Sutherland stated he is unfamiliar with this discussion item and would like more information on the full-time position including the hours and relationship with Watertown. Councilmember Sutherland also stated he would have liked to see more budget information for justification. If a constituent asks him, he doesn't have any information to give them.

Scott Dornfeld gave background information on the number of permits issued for the City of Delano and Watertown. Hiring the Combination Inspector full time will allow this position to do deck and basement finishes along with fences, zonings and sheds. Council discussed the agreement between Watertown and Delano.

Phil Kern stated both position are permanent positions this approval would allow to administratively increase hours from 32 to 40 hours. Staff is asking to permanently add eight hours.

Motion by Betsy Stolfa, seconded by Holly Schrupp to approve full-time status for the Combination Inspector; motion carried with Jon Sutherland opposed.

2. Approve the application from Lakes Ice Cream & Treats to operate an ice cream truck within the City limits
3. McKinley Parkway and Utility Extension Feasibility Study
4. Motion to approve purchase of Toro 60" lawn mower from Minnesota Equipment

B. EDA

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

1. Motion by the Delano EDA/City Council to approve the Operating Budget for FYE 03/31/19 for the Delano EDA/Crow River Villa Apartments to be submitted to HUD
Attachment: Budget
2. Approve the replacement of the carpeting in the Delano EDA/Crow River Villa apartment No. 404
Attachment: Bids

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.**
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.**

- A. Consider a zoning map amendment as it relates to the West Metro Business Park. *Attachments:*
Proposed Ordinance | Plat | Ordinance O-14-03

The Delano West Metro Business Park is an area slated for major development to the Northwest of the city's downtown. This project has been ongoing since the city first annexed the land for the development back in 2003. It is located off of Highway 12 and the 150 acres will eventually house a number of industrial business properties.

In 2014, a Planned Unit Development overlay district was created for the West Metro Business Park while maintaining the underlying I-1, Limited Industrial and I-2, General Industrial districts. This overlay district was created to establish higher performance standards per the wishes of the private developer. The PUD overlay district also integrated the private developer into the city's application review process.

Since Ordinance, no. 0-14-03 was adopted, the private development partners have relinquished the Business Park to the city in exchange for forgiving certain financial commitments. The city has found the performance standards that were attached to the PUD overlay district to be overly rigid and having impeded the development of the Business Park. City staff is recommending the repeal of the overlay district, reverting the site back to the original I-1 and I-2 district standards. This decision would be amenable to both the needs of the prospective industrial businesses and the city.

The change in zoning for this particular site remains a policy decision of the Planning Commission and City Council. In review of the zoning request of this site, repealing the PUD overlay and returning it to I-1 and I-2 respectively, staff finds that the proposed land use and development appears to satisfy the criteria for a rezoning amendment, and will allow for a more expedited development application process.

Motion by Jon Sutherland, seconded by Betsy Stolfa to approve zoning map amendment as it relates to the West Metro Business Park; motion carried.

- B. Discuss and approve purchase agreement with Insolution for the West Metro Business Park

Phil Kern briefly reviewed the purchase agreement with Insolution; Staff is recommending approval.

Motion to authorize staff to enter into purchase agreement with Insolution for the West Metro Business Park - Block 3, Lot 1; motion carried.

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.**
 - A. Updates from Commission Liaisons
 1. Park and Recreation Commission
 2. Planning Commission
 - a. Monday, April 9, 2018
 3. Public Safety Commission
 - a. Monday, March 26, 2018 - Draft Minutes
 4. Spirit of Community Commission
 - a. Tuesday, April 10, 2018
 5. Water Light and Power Commission
 - a. Monday, April 16, 2018
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**

- A. Discuss Central Park Concession Stand

Phil Kern discussed the current status of the Concession Stand stating everything is on time and under budget. The concession stand will be ready when the splashpad opens. Staff is asking

to use current contingency funds to pay for the kitchen equipment and seek reimbursement from the committee.

Motion by Jason Franzen, seconded by Holly Schrupp to authorize use of the contingency funds to pay for the kitchen equipment and seek reimbursement from the committee; motion carried.

16. Communications & Announcements

17. Claims

A. Claims | By Account

Motion by Holly Schrupp, seconded by bs to approve Claims as submitted; motion carried.

B. EDA Claims

Motion by Betsy Stolfa, seconded by Jon Sutherland to approve EDA 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, April 17, 2018, was adjourned at 8:25pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator