

**MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, June 5, 2018
7:00 PM**

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, June 5, 2018, at 7:00pm.

2. Roll Call & Approval of Agenda

Members Present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, Holly Schrupp

Members Absent: Jon Sutherland, Councilmember

Also Present: Phil Kern, City Administrator; Nick Neaton, Senior and Community Services Coordinator; Paula Bauman, Administrative Services Coordinator; Justin Markon, Administrative Intern;

Motion by Holly Schrupp, seconded by Betsy Moran to approve the agenda of the Delano City Council/ Economic Development Authority of Tuesday, June 5, 2018; motion carried.

3. Minutes

- A. Minutes of the regular City Council/Economic Development Authority meeting of Tuesday, May 15, 2018

Motion by Jason Franzen, seconded by Betsy Moran to approve the minutes of the regular City Council/ Economic Development Authority meeting of Tuesday, May 15, 2018, as submitted; motion carried.

4. Speaker, Presentations & Awards

5. Consent Items

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

A. City

1. Motion authorizing City Administrator to attend 2018 ICMA Conference
2. Motion to hire part-time staff at Delano Wine and Spirits
3. Pay Request No. 15 for the 2016 Infrastructure Improvement Project

4. Authorize rental of Riverside Commons on Sunday, June 24, 2018
5. Approve miscellaneous annual licenses for businesses within the City of Delano

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

A. Review and approve the Bias/Hate Crime Response Plan

Working in cooperation with Wright County Sheriff's Office, the Spirit of community Commission has drafted a bias/hate crime response plan so that the City may be prepared in the event of a bias or hate crime. This plan is based on similar plans in other Minnesota cities, but would be the first of its kind in Wright county. The purpose of this plan is to establish a local response showing strong community support for any victim and zero community tolerance for bias/hate crimes. The response plan creates a step by step guideline for city staff and elected officials for action in response of such an event. Nick Neaton went through the plan discussing its steps. Council discussed the plan and thanked all the groups who put the time in effort in completing it.

Motion by Betsy Stolfa, seconded by Holly Schrupp to approve the Bias/Hate Crime Response Plan; motion carried.

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. Public hearing for McKinley Parkway and Utility Extension assessments

At the May 15th City Council meeting, Council accepted the proposed improvements outlined in the McKinley Parkway and Utility Extension feasibility report and ordered plans and specifications. The feasibility report included a preliminary assessment role for the properties proposed to be assessed for the improvement costs.

A notice for an Assessment Hearing which is to be held on June 5th at Delano City Hall, was published in the Delano Herald Journal on May 18th, and a letter mailed to the parcel owners/taxpayers proposed to be assessed. The Assessment Hearing is to allow the affected property owners an opportunity to comment on the nature of the project, and the assessments proposed to be levied against their property.

The preliminary assessment role is determined from the estimated project costs. Following the project completion, the actual costs incurred from the improvements will be determined and a final assessment role will be determined.

Motion by Jason Franzen, seconded by Holly Schrupp to open the public hearing for the McKinley Parkway and Utility Extension assessments; motion carried.

Mayor Graunke called for public comment three times – none was heard.

Motion by Holly Schrupp, seconded by Betsy Moran to close the public hearing; motion carried.

B. Approve agreement regarding special assessment

Staff met with Mr. Montgomery who owns one hundred acres of residential property last week to review the assessment and study. That meeting resulted in a simple agreement. Mr. Montgomery accepted a five-year deferral. During this meeting, Mr. Montgomery asked staff to extend the policy in a written agreement.

Motion by Betsy Moran, seconded by Jason Franzen to approve agreement regarding special assessments contingent upon changes made by city attorney; 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.**

A. Updates from Commission Liaisons

1. Fire Relief Association - March 8, 2018
 2. Park and Recreation Commission - April 25, 2018
 3. Planning Commission
 4. Public Safety Commission
 5. Spirit of Community Commission - May 8, 2018
 6. Water Light and Power Commission - 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. Motion approving purchase of a new skid steer loader

This loader will replace the 2009 caterpillar skid steer loader, which will be traded in. This equipment is versatile for projects around the city, including snow removal and park maintenance. Total purchase price from Titan Machinery is \$26,057.00 and has been budgeted in the Capital Improvement Plan.

Motion by Betsy Moran, seconded by Jason Franzen to approve the purchase of a new skid steer loader for the Delano Public Works Department; motion carried with Holly Schrupp abstaining.

16. Communications & Announcements

A property owner approached Council with concerns of his newly purchased property in Clover Springs 4th Addition. Staff briefly discussed the issue with the resident and requested to meet with them after the meeting.

17. Claims

A. Claims | By Account

Motion by Betsy Moran, seconded by Holly Schrupp to approve the 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, June 5, 2018, was adjourned at 7:45pm.

Signed

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator