

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, July 31, 2018
7:00 PM

1. Call to Order

Mayor Graunke called the special workshop of the Delano City Council/Economic Development Authority of Tuesday, July 31, 2018, to order at 7:00 PM.

2. Roll Call

Members present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, and Jon Sutherland

Members absent: Councilmember Holly Schrupp

Also present: Phil Kern, City Administrator; Brian Bloch, Finance Director; Jennifer Willems, Finance Assistant; Shawn Louwagie, City Engineer; Madison Hagenau, Management Assistant; Justin Markon, Administrative Intern

3. Special Order of Business

- A. Consider Resolution reordering improvements for McKinley Parkway and Utility Improvement Project.

Bloch shared that at the May 15, 2018 meeting, a vote was taken on this item. However, Minnesota Statutes require a 4/5ths vote, and only three members were present. There were no changes to the original resolution, and Bloch requested another vote to make the bonds legal.

Motion by Moran, seconded by Franzen to adopt resolution reordering improvements for McKinley Parkway and Utility Improvement Project; motion carried 4-0 by roll call vote.

- B. Discuss FEMA Floodplain modification process.

Louwagie discussed progress by FEMA and the MN DNR regarding new floodplain maps. The 100-year flood boundaries changed since the last maps were completed in 1988, and now include some properties that were not in the floodplain previously. The new process involves lidar surveying. Additionally, the DNR and FEMA did not account for the City's flood mitigation efforts because they were not federally certified. Louwagie shared that there are two options for petitioning to change the maps if the City Council felt such action was appropriate. First, the City can request a 30- or 90-day public comment period to refute the boundaries, which would be difficult to challenge since it requires technical evidence.

Moran asked what are the repercussions for property owners now included in the floodplain and whether they are aware of the new boundaries. Kern replied that most mortgage companies will typically require property owners to add flood insurance, which is based on the property's assessment value. He also said that the City just received the information from the DNR and is

looking for direction on next steps with assistance from the City Engineers.

Louwagie said that the second option to change the boundaries is the LAMP process (levee analysis and mapping procedures). This is an analysis tool to get credit for the City's levee which is currently not factored into the floodplain mapping. It is a parallel but separate process from the 30- or 90-day public comment period. It involves conversations with the DNR to study the levee in certain areas of the City with additional soil borings of the levee. The LAMP process may produce an amended map.

Kern summarized that the 30- or 90-day public comment period would not provide a large opportunity to refute the boundaries. The LAMP process is estimated to cost \$10,000 to \$20,000 for soil borings and surveying. Once all of the studies are complete, the maps could go into effect in late 2018 or early 2019.

Louwagie shared that from his analysis 13 homes were added to the floodplain, and 38 were taken out. Most properties were removed from the floodplain because of the more sophisticated surveying technologies, which identified high spots.

The consensus of the City Council was to proceed with the 90-day public comment period, which would be handled by the DNR. Additionally, the City Council also felt that the City Engineer should begin studying the LAMP process by drafting a plan to gather information for getting credit for parts or the whole levee.

Franzen asked about the riverbank project along River Street South. Kern noted that City staff met with Wright County staff last week to address the riverbank falling away. The County's suggestion is to reinforce the riverbank with riprap, which would cost \$60,000. There could also be a floodwall added to the riverbank, which is estimated to cost \$500,000. Kern said that the State could provide half of the cost, with the County and City splitting the remaining half.

C. Discuss administrative support software upgrade.

Bloch said that the Finance Department is asking for a change in the capital improvement plan. Staff are exploring new administrative support software as the current vendor is not caught up with current technology and reporting for what staff believe is necessary. Bloch noted that Willems queried other Finance Department staff from around the state to ask about their experience with software, which produced some good results.

Franzen asked if the software could be used for Delano Municipal Utilities. Willems said the preferred vendor could also serve DMU, but they are different systems, which would require two imports.

Moran asked how the system would be based, and Bloch shared that a server would be at City Hall with an online portal for employees to receive paycheck and tax information.

Bloch said that he can plan to budget the expense for the software in the capital improvement plan for 2019, but the start up requires a few months, and some funds would have to be paid in 2018. Staff hope to be all set up by January 1, 2019.

The consensus of the City Council was to decide at the next meeting following a formal presentation.

D. Discuss youth in government program

Hagenau shared that after the recent League of Minnesota Cities conference, there was interest from the City Council in developing a youth in government program. At the time, councilmembers and staff noted the disparity with youth becoming involved with their local government. Hagenau discussed the idea to appoint two Delano High school students, with preference given to City of Delano residents. The students would serve during their senior year. Responsibilities would include attending two meetings each month and lead a project which benefits the youth in Delano.

Councilmembers asked about the option for a stipend or scholarship, which staff said is an option but are looking for more feedback from the City Council. Kern said that a formal presentation will take place at a regular City Council meeting, and if approved, staff will meet with DHS representatives and students to solicit applications.

E. Discuss zoning/code enforcement process.

Kern noted that with the recent uptick in building permits, the Building Department staff are currently experiencing a higher workload and unable to stay on top of zoning and code enforcement. Staff and the City Council have discussed hiring additional staff to fill this need. Kern shared that the City of Watertown is experiencing similar struggles, and the Watertown City Council is also discussing the option to add a part-time employee. Kern estimated that between the two cities, a 20-24 hour per week position could be created, with the understanding that the hours would vary depending on workload and season. Kern said he and Bloch could look to include the position in the 2019 budget. In the interim, Kern said that he may talk with the Public Safety Coordinator to alleviate some of the current workload.

4. Adjournment

There being no further business to discuss, the special workshop of the City Council/Economic Development Authority of Tuesday, July 31, 2018, was adjourned at 8:55 PM.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Justin Markon, Administrative Intern