

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

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, August 7, 2018, to order at 5pm.

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

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

**Members Absent:** Jon Sutherland, Councilmember

**Also Present:** Phil Kern, City Administrator; Brian Bloch, Finance Director; Vince Vander Top, City Engineer; Cody Mathisen, Wenck Associates; Paula Bauman, Administrative Services Coordinator; Jennifer Willems, Finance Assistant; Madison Hagenau, Administrative Intern

**Motion by Holly Schrupp, seconded by Betsy Moran to approve the agenda; motion carried.**

**3. Minutes**

**Motion by Betsy Moran, seconded by Jason Franzen to approve the minutes as submitted; motion carried with Holly Schrupp abstaining.**

A. Minutes of the special workshop of Tuesday, July 31, 2018 | Summary minutes

**4. Speaker, Presentations & Awards**

**5. Consent Items**

**Motion by Holly Schrupp, seconded by Jason Franzen to approve consent items 5A1, 5A2, 5A3, 5A5, 5A6 as submitted; motion carried.**

A. City

1. Consider contract with Ken Yager for the City's Assessor for the 2019 assessment year.
2. Consider purchase of administrative software from BS&A Software *Attachments:* July 31 Council Memo | BS&A Quote | Civic Systems Quote
3. Authorize Pay Request No. 17 to WM Mueller and Sons for the 2016 Infrastructure Improvement Project

4. Motion approving purchase of Splashpad water heater

Jason Franzen requested additional information on the heater and questioned if this will affect the water temperature. Phil Kern stated it is 150,000 but which is the specifications; it will be able to add several degrees in a short period of time. Staff doesn't feel as though the water will need much heat during the months of July and August; most likely in the beginning of the season and end of the season. This water heater is a great value and a good opportunity. Jason Franzen stated he is impressed with the purchase price.

**Motion by Jason Franzen, seconded by Betsy Moran to approve the purchase of Splashpad water heater; motion carried.**

5. Authorize temporary liquor license application from the Delano American Legion on Saturday, September 8.

6. Authorize outdoor music license for Food Truck Frenzy in Central Park on Sunday, September 9, 2018, from 12:00pm - 3:00pm

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

A. Woods Creek Park Improvements

Last fall, the Public Works staff installed a storm sewer line in Woods Creek Park which serves as an intake during high water events and provided a connection for residents to directly connect their sump pumps or yard drain tiles.

Directly west of this location, opposite side of the bituminous path, the adjacent backyard is also experiencing drainage issues due to inadequate positive drainage out of the yard and through the park. Wenck completed a topographic survey of the area within the park up to the rear property line of this property for analysis of a possible solution.

Review of the development grading plan shows the backyards are intended to drain to the drainage basin to the NW, which then drains through (2) 12" CMP culverts to the large wetland on the north side of the trail

Based on the elevation of the 12" CMP outlets in the drainage basin and the elevation of the rear lot line of the adjacent backyards, a draitile trench is recommended to be installed along the south edge of the park. The draitile trench would consist of 6" perforated Sch 40 PVC, with a 6"x6" tee installed near the upstream end to serve as an inlet/cleanout. A future service stub is proposed to be installed on the upstream end of the tee to allow for a draitile connection from the adjacent properties. The outlet of the draitile into the drainage basin would be set higher than the CMP outlets to prevent water from backing up into the draitile during high water situations.

Grading adjustments along the rear lot line of 1348 Woods Creek to the draitile trench will also improve drainage from the lot line.

The existing grade through the park is below the minimum slope of 2% in a greenspace. The outer rim of the drainage basin and the elevation along the adjacent rear lot lines do not allow a 2% slope to be met. A common solution to this is to install draitile through areas which do not meet minimum drainage slope. The proposed draitile trench would serve this purpose while also providing a connection location for the adjacent properties.

Phil Kern state the playground area did come up at a recent commission meeting. The Park Commission recommended to remove the playground equipment on the east side; with the intent to place a small upgrade next to the structure on the west side. This could be done within the next year or two.

Betsy Moran questioned how much of an improvement can be expected. Cody Mathisen stated any water that would accumulate will now have a place to go.

**Motion by Jason Franzen, seconded by Jon Sutherland to authorize installation of drain tile and removal of playground equipment within Woods Creek Park; motion carried.**

#### B. County Crosswalk Safety Improvements

A request for quotes was sent to 8 separate contractors for the work associated with the County Crosswalk Safety Improvements project. Only 1 contractor submitted a quote for consideration out of the 8 contractors solicited. Due to the Competitive Bidding Requirements, a minimum of 2 quotes must be obtained if possible, which are to be kept on file for at least one year.

The following options available to the City to consider if Council wishes to further pursue the project. Other options may be discussed and considered:

1. Requote the work as it is shown with a later completion date (Mid-October) The completion date identified in the quote package was August 31<sup>st</sup>. Contractor schedules may open to have more availability, but not guaranteed.
2. Requote the work as it is shown to be completed in 2019.
3. Remove select items from the contract and requote the remainder. Select items could include a specific crossing, or specific elements from the design.
4. Self-perform a portion of the work and requote.

**Motion by Betsy Moran, seconded by Holly Schrupp to reject bids received and direct staff to requote the project; 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. Discuss Elm Avenue and Railroad Avenue drainageway

Phil Kern stated one of our drainage ways in town, Railroad Avenue to Elm Avenue takes water/rainfall to east side of town down to the river. In 2014, a project was started to reestablish the grade and are currently on our way to finish the project. Public Works is in the middle of final regrade and seeding with a good amount of work done last Friday. A property owner has recently requested documentation for easements and authority to do this work. Staff is recommending to have the City Attorney review and come back with a recommendation on the request.

**Motion by Holly Schrupp, seconded by Betsy Moran to authorize staff to have City Attorney review and make recommendation on authority on drainageway work; motion carried.**

Amy Johnson, 628 Railroad Avenue, has requested consideration to place a closed pipe drainage ditch in the area. Vince Vander Top discussed the requirements for a pipe to be installed in the area. Betsy Moran questioned if a pipe would fill up with dirt. Mr. Vander Top stated it could and Public works would need access to clean the pipe as it requires maintenance.

Betsy Moran questioned if the argument is the City of Delano is trespassing to complete the project. Phil Kern stated the property owner has asked via email to provide easements over the drainage area and questioned if we have rights to be there. Staff believes we do, but this is what the City Attorney will review.

**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 Development Agreement with Randy's Rentals**

The City has previously approved the development plans for Randy's Rentals, LLC (Randy's Environmental Services), and in preparation of closing, staff has prepared the development agreement to govern the development process. At this time, staff and Randy's are working on revisions and a draft of the agreement will be provided to the Council as soon as possible (possibly Friday, August 3 by separate transmission).

The development agreement will authorize the project, subject to the plans, terms and conditions as submitted and approved. Additionally, the development agreement will outline the financial details of the transaction following the closing on the land sale. Randy's will be responsible for the special assessments on the property, in lieu of typical SAC/WAC/Trunk infrastructure charges. The City will make tax increment financing available to Randy's, provided it completes the development project and is in good standing following with the development agreement and all other property owner responsibilities (payment of taxes, operation in conformance with zoning, etc.). The tax increment financing will cover the special assessments on the property, and any remaining assessments not covered will be waived by the EDA.

Randy's will have 24 months to complete all development work, and would be able to begin as soon as all permits and approvals have been granted. Staff will recommend approval of the

agreement.

**Motion by Betsy Moran, seconded by Holly Schrupp to authorize Development Agreement with Randy's Rentals; motion carried.**

**10. CITY STRATEGY No. 5 Encourage and improve the communication of information and ideas with residents and business owners**

A. Motion establishing youth liaison program for high school seniors

At the June 26, 2018 City Council Workshop, Council recommended that City staff explore ways to get youth involved in local government. After looking at other communities across the state and country, staff believe that establishing a youth liaison program would be the good opportunity for both students and Council to foster youth involvement within local government.

Staff recommend that Council appoint up to two high school seniors to serve as youth liaisons. The term will be from September until May, at which point Council will appoint the next liaisons for the upcoming school year. The expectations of the youth liaisons are as follows:

1. Attend at least two of the three City Council meetings per month (also have the option to attend other commission meetings)
2. Execute a community improvement project of their choosing.
3. Participate in City Council discussions, adhering to council norms

Per the discussion at the July 31, 2018 City Council Workshop, staff would like direction on how to proceed with awarding scholarships at the conclusion of the youth liaisons terms. If Council would like to proceed with awarding scholarships, staff believe scholarships in the amount of \$1000 would be adequate for the time spent in this position.

Betsy Moran stated this is a great idea that comes from the League of Minnesota Cities Conference. Phil Kern stated Madison Hagenau would be point of contact for the program.

**Motion by Holly Schrupp, seconded by Betsy Moran to authorize the establishment of a youth liaison program for high school seniors; motion carried.**

**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
2. Park and Recreation Commission
3. Planning Commission

4. Public Safety Commission
5. Spirit of Community Commission
6. Water Light and Power Commission

**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. Solicitor Permit for Joseph Yeado for Edward Jones

Staff is recommending approval of application for Joseph Yeado for Edward Jones.

**Motion by Holly Schrupp, seconded by Jon Sutherland to authorize a solicitor permit for Joseph Yeado for Edward Jones; motion carried.**

B. Escrowed Funds

Staff is recommending approval of releasing funds for Clover Springs 4<sup>th</sup> Addition. All the work is complete and Staff does have as-builts as required by the developer agreement.

**Motion by Betsy Moran, seconded by Jason Franzen to release escrow funds for Clover Springs 4<sup>th</sup> Addition in the amount of \$142,543.08; motion carried.**

**16. Communications & Announcements**

**17. Claims**

A. City Claims | By Account

**Motion by Jason Franzen, 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, August 7, 2018, was adjourned at 6:15p.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator