

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, October 15, 2019**  
**7:00 PM**

**1. Call to Order**

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 15, 2019, to order at 7pm.

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

**Members Present:** Dale Graunke, Mayor; Councilmember Betsy Moran, Jason Franzen, Jon Sutherland

**Members Absent:** Holly Schrupp, Councilmember

**Also Present:** Phil Kern, City Administrator; Brian Bloch, Finance Director; Bob Van Lith, Fire Chief; Paula Bauman, Administrative Services Coordinator

**Motion by Jon Sutherland, seconded by Betsy Moran to approve the agenda as submitted; motion carried.**

**3. Minutes**

**Motion by Jason Franzen, seconded by Jon Sutherland to approve the minutes as submitted; motion carried.**

A. October 1, 2019 - Regular Meeting

**4. Speakers, Presentations and Awards**

A. Delano Athletic Club

This item was removed from the agenda.

B. City Services Update - Delano Fire Department

Bob Van Lith presented an update on the Delano Fire Department

**5. Consent Items**

**Motion by Betsy Moran, seconded by Jon Sutherland to approve the consent items as submitted; motion carried.**

A. Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the 2nd Quarter of fiscal year 2019-20

- B. Highland Ridge 8th Addition Development Agreement
- C. Approve hiring personnel for the Cablecaster position

**6. City Strategy No. 1: Provide comprehensive services to meet community needs**

- A. Motion approving rehabilitation of Big Rock Play Area at Central Park *Attachment:* Photos of the park

Big Rock Play Area at Central Park was a park improvement project in 2006 that has added significant value to the park system and community. On an annual basis, it is one of the most-used single park amenities in town and is one of two feature play areas identified in the Delano community park system.

In its 14th season, the Big Rock Play Area continues to be used heavily and some of its components are showing wear from that use. Staff and representatives from Landscape Structures recently inspected the play area, reviewing all components for items that exhibit either a safety concern or are reaching the end of their lifespan. In doing so, Landscape Structures has prepared the attached list of improvements recommended by staff and LSI to rehabilitate Big Rock to a “like new” condition. Also, there is the recommendation to add a new amenity, a two-user Zip Krooz structure to the play area.

The bulk of the rehabilitation involves several key areas:

- A. Decks – the landing areas within the structure (replace all)
- B. Rope/Net elements – there are three rope features within the play experience (replace all)
- C. Bubbles and other small play elements – replace clear bubbles and light-colored handhelds
- D. Benches and garbage receptacles – replace garbage structures and seat/back rest on benches
- E. Swing Chains and other cracked areas where hands typically grab
- F. Shade Fabric – shown on quote, but NOT for replacement, Public Works was able to successfully pressure wash and clean the fabric to a “like new” condition

In total, the recommended rehabilitation and improvements amount to around \$35,000. This amount is substantially below the retail value with the following adjustments

- A. LSI Discount on Deck Replacements of 70% - final amount, approximately \$6,000
- B. LSI Discount on All Other Replacement Parts of 50% - final amount, approximately \$11,000
- C. LSI Discount on new Zip Krooz Structure of 25% - final amount, approximately

\$18,000

The Parks Commission and staff recommend approval, citing the heavy use of the park and desire to continue its status as a destination park in the community. The Parks Commission and staff believe the rehabilitation and improvement cost of \$35,000 will continue the park for at least an additional 10-15 years and will delay a more significant replacement project whenever in the future would otherwise be needed.

Jason Franzen recommended looking into safety issues on the slide as his daughter fell off the top of it.

Jon Sutherland stated these are great updates and improvements and support the project.

Betsy Moran stated this park in particular is our flagship and the heart of the community. Seeing wear and tear on the park is good and it needs to be invested in.

**Motion by Betsy Moran, seconded by Jon Sutherland to approve rehabilitation of Big Rock Play Area at Central Park; motion carried.**

**B. Motion approving insulation blankets for Central Park Concessions Building**

In 2018, the City constructed the Concessions Building at Central Park, adjacent to the Splashpad. The building houses a kitchen and gathering space, along with the mechanical systems for the Splashpad. Due to the interior plumbing of the building and the presence of significant mechanical/plumbing systems for the Splashpad, the building was outfitted with furnaces to keep a minimum, non-freezing temperature throughout the winter months.

Last winter, the City heated the building without insulation on the 10 roll-up window areas. These areas are closed and secured by aluminum roll-up doors, but without insulation. Through last winter's experience, staff noticed significant heat loss in these 10 areas, forcing the furnaces to operate longer and more often to keep the minimum heat in the building. Further, staff is concerned without insulation, a failure of a furnace system could lead to building freeze-ups much faster than if insulation was provided.

Staff obtained a quote earlier in 2019 to provide a removable insulation blanket behind each window that could be secured by Velcro or metal snaps, allowing it to be removed during the summer months. The initial quote was around \$8,000. Staff did not present that quote to the Council, believing that amount was too high for the work requests. At this time, staff has obtained a second proposal for \$4,890 from Canvas Craft, Inc., for materials and installation to accomplish the same purpose.

**Motion by Jon Sutherland, seconded by Jason Franzen to approve quote from Canvas Craft, Inc., for insulation blankets for Central Park Concessions Building; motion carried.**

- 7. City Strategy No. 2: Maintain financial sustainability and fiscal stewardship**
- 8. City Strategy No. 3: Conscientious asset/infrastructure management**
- 9. City Strategy No. 4: Manage sustainable and planned growth**
- 10. City Strategy No. 5: Foster engaged and informed community**
- 11. City Strategy No. 6: Ensure a high-performing team of public servants**

A. Adopt Resolution amending the Delano Fire Fighter's Relief Association By-Laws

The members of the City of Delano's Fire Department belong to the Delano Fire Fighter's Relief Association; a private, non-profit organization. The Relief Association has by-laws that outline what the Relief Association can and cannot do. Since the City is responsible for funding the pension of the Relief Association the City has final authority to approve any changes to the by-laws. These by-laws must be in accordance with State Statutes.

This past year the Relief Association was informed by the Minnesota Office of the State Auditor (OSA) that the by-laws are not in compliance with State Statutes in the area of Survivor and Disability Benefits. Currently the by-laws provide inadequate benefits to survivors of deceased members of the Relief Association. The OSA has provided sample language for the Relief Association to change its by-laws to be in compliance with State Statutes.

At the Relief Association's meeting on Thursday, October 10, 2019 the Relief Association approved an amendment to their by-laws that would bring them into compliance with State Statutes.

**Motion by Betsy Moran, seconded by Jon Sutherland to adopt resolution R-19-31 amending the Delano Fire Fighters Relief Association By-Laws; motion carried 4-0 by roll call vote.**

- 12. City Strategy No. 7: Manage a safe and healthy community**
- 13. City Strategy No. 8: Maintain and protect community strengths**
- 14. Updates from Commission Liaisons**
  - A. Fire Relief Association
  - B. Park and Recreation Commission
  - C. Planning Commission
  - D. Public Safety Commission

1. September 23, 2019

E. Spirit of Community Commission

F. Water, Light and Power Commission

## **15. Communications and Announcements**

## **16. Claims**

A. City Claims

**Motion by Jon Sutherland, seconded by Jason Franzen to approve City Claims as submitted; motion carried.**

B. EDA Claims - August, 2019

**Motion by Jason Franzen, seconded by Betsy Moran to approve the EDA Claims (August, 2019) as submitted; motion carried.**

C. EDA Claims - September, 2019

**Motion by Betsy Moran, seconded by Jon Sutherland to approve the EDA Claims (September, 2019) as submitted; motion carried.**

## **17. Adjournment**

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, October 15, 2019, was adjourned at 7:55pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator