

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, January 28, 2020**  
**5:30 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of Tuesday, January 28, 2020, to order at 5:30p.

**2. Roll Call**

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

**Also Present:** Phil Kern, City Administrator; Paula Bauman, Administrative Services Coordinator; Scott Dornfeld; Building Official

**3. Special Order of Business**

A. Approve hiring Assistant Building Official

Phil Kern stated there were eleven applications received for this opening; staff interviewed three applicants. Of the applicants, staff is recommending to conditionally offer the Assistant Building Official position to Dustin Quam. The position will have a 6-month probationary period with the additional requirement that Mr. Quam obtains his license as a Certified Building Official in the State of Minnesota during the probationary period.

Jon Sutherland discussed the position and stated he would like to see move towards an intern program within the building department.

**Motion by Betsy Moran, seconded by Jon Sutherland to hire Dustin Quam as Assistant Building Official for the City of Delano; motion carried.**

B. Discuss potential Granite Works redevelopment

Staff is been working on a preliminary concept plan of the Granite Works property for potential redevelopment. The development could consist of rental, owner occupied apartments with the potential of retail space. The Council discussed flood protection, onsite parking and pedestrian and traffic movement.

As directed by Council, staff worked with Viewpoint Consulting Group to complete a demand assessment for rental housing in Delano. The assessment has been completed and was reviewed by Council. The summary of the assessment stated the recommended rental types for Delano from 2019-2024 include: Market rate general occupancy: 80-90 units; Affordable general occupancy: 50-55 units; Market rate senior 55+ rental: 50-60 units.

Staff recommended entering in a closed session to discuss potential real estate transaction.

**Motion by Betsy Moran seconded by Jason Franzen to enter into closed session for the**

**purpose of discussing real estate transaction; motion carried.**

**Motion by Betsy Moran, seconded by Jason Franzen to exit out of closed session; motion carried.**

C. Interview and appoint candidates for various boards and commissions

**Motion by Betsy Moran, seconded by Holly Schrupp to appoint Tom S. Rowbothan and reappoint Adam Steffl to the Water, Light and Power Commission; motion carried.**

**Motion by Holly Schrupp, seconded by Betsy Moran to appoint Jennifer Slipka and reappoint Theresa Schlosser-Green to the Spirit of Community Commission; motion carried.**

**Motion by Holly Schrupp, seconded by Betsy Moran to appoint Kevin Koehler and reappoint Sarah Berres and Marnie Lucas to the Park and Recreation Commission. Reappoint James Anderson, Matt Boelter, and Judith Criego to the Public Safety Commission. Appoint Nancy Rowbotham and Bob Slipka to the Planning Commission; motion carried.**

D. Appoint Council liaisons for various boards and commissions

Council liaisons will remain the same; no discussion or motion taken.

#### **4. Adjournment**

There being no further business to discuss, the special workshop of Tuesday, January 28, 2020, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator