

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, June 16, 2020**  
**5:00 PM**

1. *Due to COVID-19, the meeting was conducted via Zoom webinar as allowed under Minnesota Statutes, Section 130.021. All motions were approved by roll call vote.*

2. **Call to Order**

Meeting was called to order at 5:00pm by Dale Graunke

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

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

**Also Present:** Rebecca Gaida, Nick Neaton, Brian Bloch, Phil Kern, Shawn Louwagie, Alan Brixius

4. **Minutes**

5. **Speakers Presentations and Awards**

6. **Consent Items**

**Motion by Jon Sutherland, seconded by Holly Schrupp to approve consent items as submitted; motion carried.**

- A. Approve purchase of a commercial mixer for the senior center commercial kitchen in the amount of \$900
- B. Approve the creation of a part-time senior center kitchen manager position, to be filled by Housing Coordinator, Tammy Weber
- C. Approve the City of Delano's General Fund Financial Report for the four month period ended April 30, 2020
- D. Approve the application for a food truck event at Central Park for Saturday, June 27, 2020
- E. Approve miscellaneous annual licenses for businesses within the City of Delano

Graunke asked about pro-rating license fees. Kern replied that fees will be credited from when businesses were closed, credit period expired June 10<sup>th</sup>

Sutherland asked if the City can we waive fees. Kern responded that the City is getting \$466,000 can be spent on COVID categories which could include liquor licenses.

**Motion by Jon Sutherland, seconded by Betsy Moran to approve the miscellaneous annual licenses for businesses within the City of Delano and to waive fees until health emergency is over; motion carried.**

- F. Approve Pay Request No. 1 for the 2020 Infrastructure Improvements Project
- G. Approve a reduction of the letter of credit (LOC) for Liberty Landing
- H. Approve Pay Request No. 1 for the CSAH 30 Reconstruction Project
- I. Approve revised bid for purchase and installation of new carpet at Delano Library
- J. Approve final Pay Request No. 5 for the Delano West Metro Business Park Phase II

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

- A. Consider the following code amendments: Administrative Citations and Fines Code Amendment and Nuisance Code Amendments *Attachments: Proposed Ordinances Administrative Citations and Fines Code Amendment | Nuisance Code Amendments*

Brixius presented Nuisance Code Amendments

Sutherland asked if there is a sight triangle provision. Brixius replied that it can be added as a nuisance.

**Motion by Jon Sutherland, seconded by Holly Schrupp to approve the code amendments: Administrative Citations and Fines Code Amendment and Nuisance Code Amendments; motion carried.**

- B. Discuss zoning amendments allowing chickens within city limits *Attachments Supporting documents | Ordinance*

### 1. Public Hearing | Public Comment Form

Brixius presented update from planning commission and request to wait until July meeting for a public hearing

Sutherland commented that planning commission approval is not required and he would like to review ordinance

Graunke mentioned he would like to hold in person public hearing

Franzen added that any argument presented today would be relevant in July and would prefer in person meeting in July

**Motion by Jason Franzen, seconded by Holly Schrupp to table discussion and hold a public hearing to discuss zoning amendments allowing chickens within the city limits at the July Planning Commission meeting; motion carried.**

- C. Authorize Environmental Assessment Worksheet (EAW) for the Granite Works Redevelopment

Louwagie requested to complete the EAW for Granite Works

Moran asked if the EAW have to be complete before applying for grants. Kern replied that the grant process includes showing progress and the EAW demonstrates progress

**Motion by Betsy Moran, seconded by Jon Sutherland to authorize an Environmental Assessment Worksheet (EAW) for the Granite Works Redevelopment; motion carried.**

## **8. City Strategy No. 2: Maintain financial sustainability and fiscal stewardship**

- A. Proposed modification of Tax Increment Financing (Economic Development) District No. 12  
*Attachment: Resolution*

Bloch presents on TIF district that bleeds into Franklin Township and stated it will not affect the City's finances.

**Motion by Jason Franzen, seconded by Jon Sutherland to adopt resolution proposing modification of Tax Increment Financing (Economic Development) District No. 12; motion carried 5-0 by roll call vote.**

## **9. City Strategy No. 3: Conscientious asset/infrastructure management**

## **10. City Strategy No. 4: Manage sustainable and planned growth**

## **11. City Strategy No. 5: Foster engaged and informed community**

## **12. City Strategy No. 6: Ensure a high-performing team of public servants**

## **13. City Strategy No. 7: Manage and safe and healthy community**

- A. Update regarding Community Health Emergency

Kern presented on the Splashpad and Outdoor Facility use regarding Community Health Emergency Gaida suggested changes, up to 50 people (5 reservations of 10) 45 minute

reservations, priority to Delano residents and mentioned a continuing a reservation basis to ensure safe and equitable use. Graunke suggested using CARES money to offset Splashpad costs

Neaton gave update on Senior Center and recommended a soft opening on July 1<sup>st</sup> and lunch service on July 6<sup>th</sup> can safely accommodate 24 people for dining, pre-registration required for events and lunch, plan to start activities again, no plans to start bus trips Sutherland asked if outside seating was possible. Neaton stated that outdoor seating isn't in the plan as of now, but it is possible. Schrupp asked if the Senior Center can use Council Chambers. Neaton replied that it is not in the plan right now, no big events planned

Kern brought up in-person Council meetings in July. The Council Chambers can accommodate 22, Senior Center can accommodate 30, and a hybrid approach recommended. Commissions could also be in person

**Motion by Jon Sutherland, seconded by Betsy Moran to adopt Splashpad recommendations; motion carried.**

**Motion by Betsy Moran, seconded by Holly Schrupp to approve all staff recommendations as they relate to the Community Health Emergency; motion carried.**

#### **14. City Strategy No. 8: Maintain and protect community strengths**

#### **15. Communication and Announcements**

#### **16. Claims**

##### **A. City Claims**

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

#### **17. Other Business**

##### **A. Consider purchase agreement for Granite Works Redevelopment Project (*This item may be discussed in a closed session to discuss real estate negotiations.*)**

**Motion by Holly Schrupp, seconded by Betsy Moran to enter into closed session to discuss purchase agreement for the Granite Works Redevelopment Project; motion carried.**

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

#### **18. Adjournment**

**Motion by Jon Sutherland, seconded by Jason Franzen to adjourn the meeting; motion carried.**

Signed:  
Dale Graunke, Mayor  
Paula Bauman, Administrative Services Coordinator  
Attest: Rebecca Gaida, Administrative Intern