

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, August 18, 2020
7:00 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 called to order by Betsy Moran at 7:00pm

3. Roll Call and Approval of Agenda

Members Present: Mayor Pro-Tem Betsy Moran, Councilmembers Holly Schrupp, Jason Franzen, and Jon Sutherland

Members Absent: Mayor Dale Graunke

Also Present: Phil Kern, City Administrator; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Nick Neaton, Community Services Director; Paula Bauman, Administrative Services Coordinator; Rebecca Gaida, Administrative Intern

Addition to Consent Items 6 – Pay request for infrastructure improvement

Addition to City Strategy 10 – Purchasing ionizer for liquor store

Motion made by Franzen, second by Sutherland to approve the agenda with the recommended changes. Motion carries

4. Minutes

5. Speakers, Presentations and Awards

6. Consent Items

Motion by Jason Franzen, seconded by Jon Sutherland to approve consent items A, D, and E as submitted; motion carried.

A. Consider Pay Request No. 3 for the CSAH 30 Reconstruction Project

B. Consider contract with Ken Yager for the City's Assessor for the 2021 assessment year

Franzen asked if the City has ever considered using another assessor. Kern answered that Yager has been the assessor for about 20 years, there have been no proposals from others, and the City is satisfied with Yager's work. Franzen then asked about the bidding process for professional services. Kern spoke about the hiring process based on qualification or experience and can seek proposals from other entities. The City could also choose to use the County assessor. Franzen mentioned he would like to discuss the topic at a Council workshop and

discuss the hiring process. Kern mentioned that the Council has a responsibility to hire but can delegate that responsibility to staff. Sutherland added a comment that Delano is growing as a City and he thinks the City is getting a good rate, considering how much work the assessor does. Moran asked Franzen which position he would like to discuss at the workshop, to which Franzen replied he wants to discuss the City assessor. Kern mentioned that the timing of the contract is from July 2020-June 2021 so the Council would have to add a workshop to get this done in time. Sutherland suggested approving this year's contract and discussing the hiring process in general at the next workshop.

Motion by Jason Franzen, seconded by Holly Schrupp to approve contract with Ken Yager for the City's Assessor for the 2021 assessment year with discussion of contract renewals in the future; motion carried.

- C. Consider requests from Lupine Brewing Company for two events held in September.

Schrupp requested to discuss this item because of comments from the community. The owners of Downtown Beauty spoke on the matter. She does not want the street to be closed off as it makes access to her shop difficult for customers. Bauman responded to this concern saying the events this year will use the alley and the River Street will not be closed. Sutherland asked why alcohol is not allowed in the park across from Lupine. Bauman stated the liquor license does not allow sales off of Lupine's property. Kern added that the State liquor licenses allow only one temporary license every 30 days. He also cited concerns about pedestrian traffic and that the City does not allow alcohol in parks.

Motion by Holly Schrupp, seconded by Jason Franzen to approve the requests from Lupine Brewing Company for two events held in September; motion carried.

- D. Consider the Quarterly Financial Report of the Delano EDA/Crow River Villa Apartments for the 1st Quarter of fiscal year 2020-2021

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

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

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

- A. Consider quotes received to perform storm sewer maintenance work on behalf of public works

Louwagie discussed how Public Works inspects and maintains storm sewers. He mentioned that some projects require further work from contractors. There are 2 projects on the agenda: Shadowood and Elm Ave. There are 3 quotes for Shadowood and 2 for Elm Ave. Moran asked if water has backed up in the Elm Ave area. Louwagie clarified that water has not backed up into the yards near Elm Ave. Moran asked if there was a way for those with disabilities to get around barriers on Elm Ave. Louwagie replied mentioned that warning signs can be put up. Franzen brought up concerns that street has collapsed near the storm sewer and asked if this can also be fixed. Kern replied that settling near man holes is common and difficult to predict.

Schrupp asked about the project timeline. Louwagie said that the project will start in September and last about a week at each site.

Motion by Jon Sutherland, seconded by Holly Schrupp to approve quotes received to perform storm sewer maintenance work on behalf of public works; motion carried.

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

- A. Consider request from Jeff Martineau for a preliminary and final plat entitled DC Ranch
Attachments: Exhibits | Public Hearing Notice

Brixius presented on the proposed 5 lot subdivision. The site is currently zoned RE, Rural Estate. The lots are consistent with low-density land use and will be serviced by DMU. This project went to the Planning Commission on August 10th. It is consistent with City ordinances. There are no immediate plans for improving 72nd St., and it is suggested to waive the requirement to improve the street and add trails. The Planning Commission recommends to approve the plan with the recommendation to add a wetland buffer and turf restoration, a revised utility plan, and entering into a developer agreement. Moran asked if the 40ft center line south has room to put in a trail. Brixius clarified that it will actually, be close to 80ft, so there is room for a trail. Moran then asked if 72nd St. is within City limits. Brixius confirmed that it is within City limits. Moran asked if there will be a barrier along the railroad. Brixius responded that there is a tree line but there is no physical barrier along the railroad. Kern Add that North of this development is the West Metro Business Park. Moran asked if it is common not to put a barrier along the railroad. Brixius claims that property owners are allowed to build their own fence if they so choose. Sutherland asked if there would be a buffer between the street and the trail. Brixius again emphasized the 80ft right of way would allow plenty of room for a trail with a buffer between the road. Sutherland asked if it is possible to add a condition about assessing the trail in the future. Brixius said that a trail would likely be along McKinley. A trail along 72nd St. would have not started or end and will likely be added whenever 72nd St. is upgraded. Moran asked if the costs of a trail would be assessed to those lots. Kern replied that under the current policy, yes. There might be some things to work out with the Township. Brixius added that if the trail has no start or endpoint it will not be used and deteriorate over time.

1. Adopt Resolution approving the preliminary and final plat for DC Ranch located at the south side of 72nd Street SE, east of Davidson Avenue SE, within the City of Delano, Minnesota

Motion by Jon Sutherland, seconded by Jason Franzen to adopt Resolution R-20- approving the preliminary and final plat for DC Ranch located at the south side of 72nd Street SE, east of Davidson Avenue SE, within the City of Delano, Minnesota; motion carried 4-0 by roll call vote.

- B. Consider request from Dollar General for a site and building plan review and preliminary and final plat for the development of a Dollar General retail store at 161 Babcock Blvd W
Attachments: Exhibits | Engineer Report | Public Hearing Notice

Brixius presented on the Dollar General project. He is asking the applicant to combine two parcels. The site is currently zoned B2, retail business. To the North of this site is the Peppermint Twist and to the South is B3 business. The setback standards have been met. The proposed building is 1900 sq ft. Brixius stated that the load adequate does not meet turning radius and he recommends moving the trash enclosure and adding a second access point to improve the turning radius. Parking is adequate. The landscape plan is inadequate. There also needs to be better pedestrian access. The City recommends changes to the grading to meet flood requirements. There have been concerns about flooding and ponding at the Planning Commission meeting. There would be a drainage utility easement. The Planning Commission recommends approval with conditions and revisions. There is a condition for a monument sign. Schrupp voiced concerns about the entrance at Rockford Ave and visibility. Brixius stressed that there is 100-160ft between intersections. Sutherland mentioned the 30ft sight triangle. He also asked about the holding pond and where the EOF, emergency overflow, is. Louwagie answered that the EOF is at the entrance off of Rockford and drains East to HWY 12. Moran mentioned the HWY 12 traffic going left and asked if there will be more traffic. Louwagie said that traffic on HWY 12 has not been considered. There is no pedestrian crossing at this location. Franzen also voiced concern about increased traffic on HWY 12. He is not in support of a Dollar General in this location. Moran asked if it is possible to have a right turn in and out of Rockford. Kern brought up the discussion about the backage road with MN DOT. This area is zoned commercial and this is considered with HWY 12 planning. There is a center turn lane and shoulder. Schrupp mentioned that there are trails on both sides of HWY 12 and other places to cross. The downside is this location is far from a pedestrian crossing. Moran said that there needs to be further discussion on HWY 12 at a later time.

1. Adopt Resolution approving the site and building plans, lot consolidation and flood permit for Dollar General at 161 Babcock Boulevard West within the City of Delano

Motion by Jon Sutherland, seconded by Holly Schrupp to adopt Resolution R-20- approving the site and building plans, lot consolidation and flood permit for Dollar General at 161 Babcock Boulevard West within the City of Delano; motion carried 3-1 by roll call vote with Jason Franzen opposed.

- C. West Metro Business Park Expansion: Approve a resolution authorizing submission of a DEED BDPI grant request and hold a public hearing and approve a resolution regarding the consideration of TIF District 13.

Kern asked to table these items until September 15th. The first item was a MN DEED BDPI grant. The second item was the public hearing, and the third item was the establishment of a TIF district. Public comments can still be noted tonight. September 1st was the original closing date for this deal. Staff is requesting this to be amended to close on October 1st.

Motion by Holly Schrupp, seconded by Jon Sutherland to open the public hearing regarding the West Metro Business Park Expansion and the submission of a DEED BDPI grant request; motion carried.

Brad Hasladalen, 409 Wallace St.. Mr. Hasladalen brought up the concern of traffic on HWY

12. He asked if there will be a traffic change. Kern replied that the proposed project extends to Innovation Way. The road is designed to accommodate increased traffic and a potential stop light, which is regulated by MN DOT. Brad voiced concerns about glare on the street and suggested better lines or lighting. Kern said that the road will be resurfaced by MN DOT next week and he can relay these concerns to MN DOT.

Thelma Estby, 15 Franklin Ave W. Mrs. Estby brought up concerns about the Dollar General saying that her property floods frequently and she is concerned about the traffic. Sutherland asked about the watershed district near Dollar General. Louwagie replied that the storm water pond will control water on site and sediment will be removed which will improve drainage.

Motion by Holly Schrupp, seconded by Jon Sutherland to table the public hearing; motion carried.

Motion by Jon Sutherland, seconded by Holly Schrupp to table the West Metro Business Park Expansion discussion: approve a resolution authorizing submission of a DEED BDPI grant request and hold a public hearing and approve a resolution regarding the consideration of TIF District 13; motion carried.

Motion by Jon Sutherland, seconded by Jason Franzen to amend the Ventures West closing date to October 1, 2020; motion carried.

Kern would like to thank the County and School district for their accommodations.

D. Purchase of ionizers for Delano Wine and Spirits

Neaton brought up the installation of an ionizer at the Delano Wine and Spirits store. The proposed cost is \$3,750 for 3 units. This technology has been proven effective in combating COVID-19 and CARES Act funding would be used to purchase the ionizer. Nancy Drumsta, the liquor store manager, is in support of this. Sutherland and Franzen both support this measure.

Motion by Holly Schrupp, seconded by Jason Franzen to authorize the purchase and installation of ionizer air filtration systems at Delano Wine and Spirits; motion carried.

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 a safe and healthy community**
14. **City Strategy No. 8: Maintain and protect community strengths**
15. **Updates from Commission Liaisons**

16. Other Business

17. Communications and Announcements

Kern mentioned the public listening session for Granite Works on 8.25. The EAW is published on website and available at City Hall. The listening session will be outdoors to view the site and to socially distance. A temporary set up would be in the parking lot area.

18. Claims

A. City Claims

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

B. EDA Claims

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

19. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, August 18, 2020, was adjourned at 8:32pm.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Rebecca Gaida, Administrative Intern