

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, January 5, 2021
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 5, 2021, to order at 7pm.

2. Oath of Office

Administrative Services Coordinator, Paula Bauman administered the oat of office to Betsy Moran and Jon Sutherland.

- A. Councilmember - Betsy Moran
- B. Councilmember - Jon Sutherland

3. Roll Call and Approval of Agenda

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

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

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

4. Election of Officers - City Council and Economic Development Authority

- A. City Council

Motion by Dale Graunke, seconded by Betsy Moran to appoint Holly Schrupp as Mayor Pro-Tem; motion carried with Holly Schrupp abstaining.

- 1. Mayor Pro-Tem

- B. Economic Development Authority

Motion by Betsy Moran, seconded by Jason Franzen to appoint Dale Graunke as President; Jason Franzen as Vice-President; Jon Sutherland as Treasurer; Brian Bloch as Assistant Treasurer; Phil Kern as Secretary to the Economic Development Authority; motion carried.

1. President (Previously Mayor Dale Graunke)
2. Vice-President (Previously Councilmember Jason Franzen)
3. Treasurer (Previously Councilmember Holly Schrupp)
4. Assistant Treasurer (Previously Finance Director Brian Bloch)
5. Secretary (Previously City Administrator Phil Kern)

5. Minutes

- A. December 15, 2020 - Regular Meeting

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

6. Speakers, Presentations and Awards

Wright County Commission for District 5, Michael Kaczmarek, met with Council to discuss upcoming projects within the County.

7. Consent Items

Motion by Holly Schrupp, seconded by Jason Franzen to approve consent items as submitted; motion carried 5-0 by roll call vote.

- A. Consider Pay Request No. 1 for the Granite Works Demolition Project
- B. Consider Pay Request No. 7 for the CSAH 30 Reconstruction Project
- C. Consider Pay Request No. 7 for the 2020 Infrastructure Improvements Project
- D. Consider funding for the upgrade of plumbing at 221 2nd Street North

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

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

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

- A. Discuss 2021 infrastructure improvements

Shawn Louwagie highlighted potential projects for 2021:

City Hall parking lot.

This work would reclaim/shape/pave the pavement area within the parking lot at City Hall. Subgrade corrections and select concrete curbing/sidewalk replacement would also be included.

- A. Plans developed in 2020 as part of a potential change order for the 2020 Street Improvements Project
- B. Since this was planned to be a change order, specifications were not developed and would have used the 2020 Infrastructure Improvements Project specifications
- C. Plans and quantities sent to Kuechle Underground for Change Order pricing consideration ** Pricing came back high, and it was rejected

Mill and Overlay Streets. This work would replace select concrete curbing, and mill/overlay streets within the following developments

- A. Marsh Ridge
- B. Hidden Hills
- C. Rebecca Park Estates (select streets)
- D. Tiger Drive

A summary of the work to date is as follows:

- A. Plans developed in 2020 as part of a potential change order for the 2020 Street Improvements Project
- B. Since this was planned to be a change order, specifications were not developed and would have used the 2020 Infrastructure Improvements Project specifications
- C. Plans and quantities sent to Kuechle Underground for Change Order pricing consideration ** Pricing came back high, and it was rejected

Wright County is planning to mill/overlay CSAH 16 through Delano in 2021. It may be possible to group the mill/overlay streets with that project, but will need to be discussed with Wright County staff to see if it is feasible.

Heritage Center Courtyard. This work would construct a new public courtyard between the Heritage Center and 221 River Street north. The work would construct landscape islands and create a public parking area on the south side of 221 River Street north.

- A. Concept layout created
- B. Discussions held with adjacent property owner
- C. Concept has not been shared with contractors for pricing

Elm Avenue Intersection. This is a working concept that is being discussed with Wright

County and would support the Granite Works redevelopment. The concept is to construct a “right-in/right-out” intersection control island on Elm Avenue at the CSAH 17 intersection.

- A. Concept island has been drafted and shared with Wright County staff
- B. Wright County is supportive and would like to see “draft” operation of the island through use of traffic cones and traffic observations

Council discussed other options for the Elm Avenue intersection related to increased traffic.

Innovation Way/McKinley Parkway Trail. When the Innovation Way project was designed and bid in 2019, it included alternative work to construct bituminous trails along McKinley Parkway and Innovation Way.

- A. Trails were designed and bid with the Innovation Way project as an Alternate
- B. Alternative was rejected due to pricing and timing of the work
- C. The western side of McKinley Parkway is fully developed in its current state. It is more feasible to construct the trail on the west side now that development on that side is completed

McKinley Parkway – Southern Extension. This work would be the southern extension of McKinley Parkway, south of CSAH 30, to support the Greywood development work. A portion of the extension, approximately 600 feet south of CSAH 30, was designed and shared with the CSAH 30 Reconstruct contractor for pricing.

- A. Plans developed in 2020 as part of a potential change order for the CSAH 30 project
- B. Since this was planned to be a change order, specifications were not developed and would have used the CSAH 30 Reconstruct specifications

The pricing received was discussed with the potential developer of Greywood. The phasing plan for the Greywood development was still being developed, and the McKinley Extension work was put on hold for future consideration.

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

12. City Strategy No. 5: Foster engaged and informed community

13. City Strategy No. 6: Ensure a high-performing team of public servants

- A. Update from City Engineer Shawn Louwagie regarding Wenck/Stantec transition. *Attachments* Stantec Announcement | Letter of Engagement

Shawn Louwagie announced that Stantec has recently purchased Wenck and began the transition as of the first of the year. The City of Delano will see the same staff and will work

out of the same office in Maple Plain.

- B. Annual discussion with City Administrator regarding performance (this item will be in a closed session with a summary presented at the following meeting)

Motion by Jason Franzen, seconded by Holly Schrupp to enter into closed session for the purposed of performing a performance review for the City Administrator; motion carried.

Motion by Holly Schrupp, seconded by Jason Franzen to exit out of closed session; motion carried.

14. City Strategy No. 7: Manage a safe and healthy community

15. City Strategy No. 8: Maintain and protect community strengths

16. Updates from Commission Liaisons

17. Communications and Announcements

18. Claims

A. City Claims

Motion by Holly Schrupp, seconded by Jon Sutherland to approve the city 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, January 5, 2021, was adjourned.

Dale Graunke, Mayor

Attest: Paula Bauman, City Clerk