

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, May 18, 2021
7:00 PM

1. **PLEASE NOTE, due to COVID-19, the meeting will be held in person at Delano City Hall and conducted online via Zoom video conferencing as allowed under Minnesota Statutes, Section 13D.021.**
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2. **Call to Order**

Mayor Dale Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 18, 2021, to order at 7:00pm.

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

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

Also Present: Brian Bloch, Finance Director; Alan Brixius, City Planner; Shawn Louwagie, City Engineer; Paula Bauman, Administrative Services Coordinator

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

4. **Minutes**

5. **Speakers, Presentations and Awards**

6. **Consent Items**

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

- A. Consider Pay Request No. 3 and Pay Request No. 4 for the Granite Works Demolition Project
- B. Consider pay Request #1 for the Heritage Center Rehabilitation project
- C. Consider Letter of Credit reduction for the Highland Ridge 7th Addition development
- D. Consider authorization of hiring of Bryce Borland to the intern position
- E. Consider authorization of hiring temporary seasonal employees
- F. Consider authorizing various licenses and permits for the annual 4th of July Celebration

- G. Consider request from St. Max Boosters for the annual River Street Jam on Saturday, June 5, 2021
- H. Consider authorizing the hiring of Clark Kube for the part-time Building Inspector position

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. Wastewater Treatment Plant Modifications – Authorization to Bid

The Wastewater Treatment Plant (WWTP) in Delano operates under a NPDES/SDS Permit and has recently required an adjusted seasonal phosphorus discharge limit. A pilot study was conducted by Veolia in December 2019, and a Facility Plan was developed by Wenck to address the adjusted phosphorus limit in April 2020. The recommended modifications to the WWTP to address the phosphorus limit was a building modification to allow larger alum storage tanks which is used to control the concentration of discharged phosphorus.

Staff have discussed and explored an option to retrofit the current WWTP to address another potential issue which will need to be addressed in the near future, the reed beds. The facility currently uses the reed beds (non-native phragmites) for biosolid dewatering, but the reeds which are currently used have been labeled as a noxious weed by the MN Dept. of Agriculture. An alternative option with comparable performance standards as the non-native phragmites has not been identified to date, but it is anticipated that once the reed beds need to be evacuated, they will not be allowed to be replanted with the non-native phragmites.

A supplemental biosolid dewatering option to the reed beds would be a screw press, which if used in conjunction with the reed beds would extend their available lifespan. Evacuation of the reed beds have not been necessary since their installation, but with recent residential and industrial development activities it is anticipated that evacuation may be necessary in the near future. The installation of a screw press would involve additional building modifications on top of what is planned to occur to provide additional alum storage.

Stantec estimates the facility modification costs to address the alum storage and provide a biosolids screw press to be \$2,140,000, Staff is recommending Council authorize staff to bid the Wastewater Treatment Plant modifications project.

Betsy Moran questioned the expense and funding. Shawn Louwagie stated the expense relates to the building modifications and the mechanics within the facility. Brian Bloch discussed the sewer funds as it relates to current developments.

Motion by Jon Sutherland, seconded by Betsy Moran to authorize staff to bid the Wastewater Treatment Plan modifications project; motion carried.

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

A. Highland Ridge North - Rezoning and Preliminary Plat *Attachment: Exhibits | Engineering Memo*

Lennar Corporation has submitted an application for a rezoning (zoning map amendment) and preliminary plat for a single-family residential subdivision entitled “Highland Ridge North.” The proposed subdivision consists of 75 lots (and 4 outlots) and overlays 37 acres of land located north of the Highland Ridge 5th Addition and west of the BNSF rail line

The subject site is presently zoned R-E, Single Family Estate Residential. To accommodate the proposed low density residential use and associated density (2.03 units per acre), a rezoning of the site to an R-3, Single Family Residential has been requested.

Per the Delano Zoning Ordinance, all newly annexed properties are placed into an R-E, Single Family Estate Residential zoning district as a temporary measure until such time as a permanent zoning classification is determined. The applicant has requested an R3 Single Family Residential District zoning designation in conjunction with the preliminary plat request.

Preliminary Plat.

McKinley Parkway. McKinley Parkway, which abuts the western boundary of the subject site, is a designated major collector street. The preliminary plat illustrates a 50-foot-wide right-of-way dedication for this street which is consistent with previous dedications to the south.

With the development of the Highland Ridge North subdivision, the applicant will be required to improve McKinley Parkway consistent with its design to the south. The plat and development plans show this improvement ending at the plat’s northern boundary. The applicant shall be responsible for the acquisition of any additional right-of-way and street construction costs needed to extend McKinley Parkway to the plat’s northern boundary.

Local Streets. The Highland Ridge North plat illustrates 60-foot-wide rights-of-way for all internal local streets which meet the requirements of the City’s Subdivision Ordinance. Appropriately, all the streets provide for the extension of the existing local streets from the south.

The local streets must be constructed to the north boundary line of the plat. The plat and construction plans must be revised to illustrate the street construction to the plat’s northern boundary.

The preliminary plat has the proposed center north-south street creating a street jog with Overlook Court. Staff recommends that the north south street be relocated to be aligned with Overlook Court.

Cul-de-sacs. The proposed 4th Street cul-de-sac measures approximately 520 feet in length. This exceeds the City’s maximum 500-foot length requirement. The Delano Subdivision code allows the city to approve a longer cul-de-sac length where it is need to overcome physical constraints specific to the property. Block 8 of the plat is constrained by the wetlands to the east and west and the railroad to the north. The cul-de-sac configuration and length represents a reasonable design in accessing this limited areas of the site.

The lots surrounding the 4th Street cul-de-sac have been oversized with a minimum of 150 feet of lot depth with rear yards abutting the railroad that offer separation from the railroad along with a berm and landscaped buffer yards.

As required by ordinance, temporary cul-de-sacs are provided at the north ends of 5th and 6th Street. These temporary cul-de-sacs have a 45 foot radius for turn around. The applicant shall provide temporary street easements over the affected lots to be record at time of final plat.

Sidewalks and Trails. The preliminary plat provides sidewalks along the proposed public streets as well as an extension of a trail along McKinley Parkway.

- A. The preliminary plat provides an overland trail that extends from the east end of Outlot D west across 4th Street, through Outlot C. connecting with the sidewalk along Heartland Drive. This trail is a desirable amenity within the plat for the following reasons.
- B. Break up the excessive block lengths between subdivisions.
- C. Connect the natural open spaces within the two Outlots
- D. Provide a pedestrian and bicycle trail connection between the adjoining neighborhoods as a subdivision amenity.

Lot Area. Gross are of all lots meet or exceed the minimum square foot lot area requirements imposed in the R-3 zoning district (10,500 square feet for interior lots and 12,000 square feet for corner lots) Alan Brixius discussed lot and block layout of the preliminary plat.

Landscape plans. In review of the landscape plan discussed the following:
West plan:

- 1. Eliminate Lot 6 Block 1 and lot 1 Block 3 and extend Outlots A and B to Rolling Oaks Lane.
- 2. The proposed River Birch along the west side of the Outlots is acceptable.
- 3. Relocated the Black Hills Spruce and White Cedar to the up slope on the east of the ponds.

East plan:

- 1. Extend the berms to the rear yards of lot 6 and 7 Block 8 to provide additional screening of the railroad.
- 2. Provide additional plantings White Cedar or Black Hills Spruce in a tighter planting pattern along the rear yard of lot 5 Block 8.
- 3. Keep the Sumac in the outlots, remove it from the usable yard area of the lots.

The tree preservation plan denotes the trees to be removed and those to be saved. The tree removal in the west plat consists of Cottonwood trees and a Maple in the northwest corner of the plat. In the east plat trees and shrubs are being removed for the construction of the overland trail in Outlots C and D. The majority of trees to be saved are located in Outlot D. These are not high value trees consisting primarily of Cottonwoods and Willows.

Zoning Map Amendment. Based on the findings outlined in Alan Brixius presentation; staff recommend that the zoning with the proposed Highland Ridge North be changed from R-E Residential Estate District to R3 Single Family Residential District.

Preliminary plat: Based on staff review of the Highland North Preliminary plat and construction plans City Staff recommends approval with the following conditions being satisfied.

1. City approval of the Zoning Map Amendment changing the zoning for the preliminary Plat from R-E Residential Estate District to R-3 Single Family Residential District.
2. The local streets must be constructed to the north plat boundary.
3. The proposed north-south street must be shifted east to align with Overlook Court.
4. The Applicant shall provide temporary street easements where the temporary cul-de-sac encroaches onto the adjoining lots. This can be addressed with final plat.
5. Block 1
 - a. Eliminate Lot 6 and extend Outlot A south to Rolling Hills Lane.
 - b. The 10 foot drainage and utility easements narrow the building pad on Lot 1, to just 50 feet. The house model for this lot must fit this building pad without variance
6. Block 2:
 - a. Lot 1 has 10 foot drainage and utility easements on both side yards, which narrow the building pad to 50 feet. The house model for this lot must fit this building pad without variance.
7. Block 3:
 - a. Eliminate Lot 1, and extend Outlot B north to Rolling Hills Lane.
8. Block 4:
 - a. Applicant shall demonstrate that drainage from Block 4 lots will not inundate or damage the rear yard of the single family lots in the Highland Ridge 5 Addition.
9. Block 5:

- a. Staff recommends either the elimination of lot 2 or combining Block 5 and Block 6 and rerouting the trail to the south boundary of the current lot 2. Shifting lots 1 and 2 to the north and rerouting the trail will improve the usable lot area of both of these lots.

10. Block 6:

- a. The City Engineer approval of the rear yard drainage behind Lots 7-12 and lots 13-18.
- b. The applicant shall provide a detail of the retaining wall at the rear of lot 7-11. Said retaining wall design shall be subject to the review and approval of the City Engineer.
- c. Applicant shall provide a fence detail for city approval. Said fence shall be installed at the top of the retaining wall located along the rear yards of Lot 7-11.
- d. Lots 1, 2, 3 of Block 6 have a 35 foot utility easement across their rear yards. Applicant shall provide a net lot area calculation for these lots exclusive of the easement area.
- e. Block 6 lots abuts the wetland buffer in Outlot C, the lot boundaries along the wetland buffer must have demarcation posts installed defining the boundary between the lots and the outlot to prevent encroachment into the wetland buffer. The applicant shall provide a detail of the type and location of demarcation post for city approval. The number and location of these posts will need to follow the irregular rear lot lines of lots 5 and 6.

11. Block 7:

- a. The applicant shall provide sale information to potential buyers of Lot 1 Block 7 identifying the easement and includes language that no landscaping or structure may be located within this easement and provides notice to a potential home owner that any City work within this easement will not include restoration of the driveway pavement.
- b. The Landscape plan shall be revised to illustrate the placement of a front yard tree located outside of the City's Utility easement 12.

12. Block 8:

- a. The city approves the 4th street cul-de-sac with a 520 feet in length.
- b. The berm does not extend across Lot five; this lot is reliant solely on landscaping to buffer the railroad. The landscape screen is proposing Quaking Aspen, White Cedar Arborvitae and Austrian Pine. We will

recommend that the Quaking Aspen be clump form rather than single stem and greater number of trees and shrub in a tighter spacing pattern be provided.

- c. The landscape plan shows sumac; this is good for the outlot areas, however, we will recommend that it not be extended into the individual lots, where it may overwhelm the yard space.
 - d. Block 8 lots abut the wetland buffer in Outlot C, the lot boundaries along the wetland buffer must have demarcation posts install defining the boundary between the lots and the outlot to prevent encroachment into the wetland buffer. The applicant shall provide a detail of the type and location of demarcation posts for city approval.
13. The outlots shall be dedicated to the City.
14. The west landscape plan shall be revised to include the following.
- a. Eliminate Lot 6 Block 1 and lot 1 Block 3 and extend Outlots A and B to Rolling Oaks Lane
 - b. The proposed River Birch along the west side of the Outlots is acceptable.
 - c. Relocated the Black Hills Spruce and / or White Cedar on the up slope east of the ponds.
15. The East Landscape plan shall be revised to include the following.
- a. Extend the berms to the rear yards of lot 6 and 7 Block 8 to provide additional screening of the railroad.
 - b. Provide additional plantings White Cedar or Black Hills Spruce in a tighter planting pattern along the rear yard of lot 5 Block 8.
 - c. Keep the Sumac in the outlots, remove it from the usable yard area of the lots.
 - d. Revise the landscape plan showing a front yard tree location for Lot 1 Block 7 that outside the utility easement.
16. Easements: Drainage and utility easements shall be dedicated over all wetlands, wetland buffer, ponds and drainage ways. The size, configuration and location of said easements shall be subject to the review and approval of the City Engineer
17. The Applicant shall submit and street lighting plan shall be subject to the review and approval of the Delano Utility Superintendent. The cost of the street lights and installation shall be the responsibility of the development.
18. The Applicant shall identify location and design of mailbox clusters within the plat.

19. Applicant shall comply with the City Engineer's recommendations on grading, drainage and utilities as outlined in the May 6, 2021 memorandum.
20. Utility services to individual home shall be located outside of the driveways.
21. The Applicant shall enter into a development agreement with the City with the approval of a final plat.

Council further discussed the fencing/wall within the development including who will own it, maintain, and access property behind to maintain property. Shawn Louwagie discussed grading alternatives and construction plans.

1. Adopt resolution approving a zoning map amendment and preliminary plat for Highland Ridge North subdivision within the City of Delano, Minnesota

Motion by Jon Sutherland, seconded by Jason Franzen to adopt resolution approving a zoning map amendment and preliminary plat for Highland Ridge North subdivision within the City of Delano, Minnesota; motion carried 5-0 by roll call vote.

2. Adopt an ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano

Motion by Holly Schrupp, seconded by Jon Sutherland to adopt ordinance amendment to the Delano City Zoning Map related to rezoning of parcels within the City of Delano; 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. Communications and Announcements

17. Claims

A. City Claims

Motion by Holly Schrupp, seconded by Betsy Moran to approve the City Claims as submitted; motion carried.

18. Other Business

- A. Consider the purchase of property at 315 4th Street as a part of the scattered-site redevelopment program (*This item may be closed for purpose of real estate negotiations*).

Motion by Holly Schrupp, seconded by Betsy Moran to enter into closed session for the purpose of discussing purchase price of the property located at 315 4th Street as part of the scattered-site redevelopment program; motion carried.

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

19. Adjournment

There being no further business to discuss, the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, May 18, 2021, was adjourned at 8:40pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator