

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, December 21, 2021
7:00 PM

1. Call to Order

Mayor Graunke called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, December 21, 2021, to order at 7:01 pm.

2. Roll Call and Approval of Agenda

Members Present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Holly Schrupp, Jason Franzen.

Members Absent: Councilmember Jon Sutherland

Also Present: Phil Kern, City Administrator; Shawn Louwagie, City Engineer; Brian Bloch, Finance Director; Scott Dornfeld, Building Official; Paula Bauman, Administrative Services Coordinator; Alisha Ely, Administrative Specialist; Mark Johnson, City Attorney; Alan Brixus, City Planner.

Phil Kern recommended adding two additional consent items:
K. Approve cost of living increase to Mayor and Council
L. Consider approval of the operating agreement with Crossroads.

Motion by Holly Schrupp, seconded by Betsy Moran to approve the agenda with the recommended changes; motion carried.

3. Speakers, Presentations and Awards

4. Communications and Announcements

5. Minutes

Motion by Betsy Moran, seconded by Holly Schrupp to approve November 16, 2021 - Regular Meeting, November 23, 2021 - Joint Meeting | Summary, November 30, 2021 - Workshop | Summary, and December 7, 2021 - Regular Meeting Minutes as submitted; motion carried.

- A. November 16, 2021 - Regular Meeting
- B. November 23, 2021 - Joint Meeting | Summary
- C. November 30, 2021 - Workshop | Summary
- D. December 7, 2021 - Regular Meeting

6. Consent Items

Motion by Betsy Moran, seconded by Holly Schrupp to approve consent items A, B, C, D, E, G, H, J, K, and L; motion carried 3-0.

Motion by Betsy Moran, seconded by Holly Schrupp to approve consent items F and I; motion carried 3-0 by roll call vote.

- A. Consider employee Salary and Benefit Changes for 2022
- B. Consider RESOLUTION setting monetary Limits on Municipal Tort Liability for 2022
- C. Consider RESOLUTION accepting \$10,918.90 of additional American Rescue Plan Act (ARPA) funds.
- D. Consider replacement of carpet with planked vinyl flooring in unit 307 at the Crow River Villa
- E. Consider temporary on-sale liquor license and gambling permit for the Church of St. Maximilian Kolbe
- F. Consider the 2022 maintenance agreement with Wright County
Dale Graunke questioned why the fees were less, noting that it was a great agreement.
- G. Consider approval of the Puck in the Park event in Central Park on January 28-30, 2022
- H. Consider the purchase of wetland bank credits for the extension of McKinley Parkway SW
- I. Approve purchase of picnic tables to replace benches at Bingo Stand, Central Park
Dale Graunke questioned if these tables were moveable. Phil Kern confirmed they were all moveable and have the option to provide a variety of configurations. Dale Graunke also noted how these are a good price and how Public Works and the Boy Scouts have also fixed the current picnic tables in the past.
- J. Consider the Development Agreement with Duininck Construction
- K. Approve cost of living increase to Mayor and Council
- L. Consider approval of the operating agreement with Crossroads

7. Public Hearing

8. General Business

A. Administration

- 1. Recognize the retirement of Mark Johnson, City Attorney

Betsy Moran noted that we are not celebrating the retirement, we are recognizing the years of good service. Noting that Delano is the best town and Mark, you have been around for most of that.

Holly Schrupp agreed, hoping Mark's retirement is the best job he's ever had.

Phil Kern shared more about Mr. Johnson's tenure with the City of Delano, noting that he took over as the legal team in 1986. Then, in 1988, he took over as primary attorney and has served as the City's primary attorney since. Noting Mark has always had a steady and calm presence and have been a great protector of the City and citizens of Delano. He has been an invaluable resource for day-to-day support to Council and Staff and a stable influence. Since Mark has served as the City Attorney Delano has seen 6 Mayors, 27 Councilmembers, and 3 City Administrators. He has assisted with Human Resources, Contracts, Zoning, Public Housing, Public Safety, two complete recodifications, multiple difficult deals, and so much more. It has been great to have Mark with us and thankful for the experience he provided to the City of Delano.

Dale Graunke noted that a lot of it has to do with Mark's calm demeanor, saying that he helped build the City of Delano into what it is today. Noting that there are so many legal ramifications that come up, and he has quietly and confidently juggled them all, while having the ability to always add additional things seamlessly.

Jason Franzen noted that he agrees with the statements above and has helped him grow.

Mark Johnson then spoke, noting the generous things were said prior, and that of his 40 years in practice, 32 of the years have been in Delano. Mark noted to have the opportunity to do your work at the grass roots level, especially when you consider all the things that are accomplished. Mark also spoke about working with the City of Delano and how the City always is patient, direct, courteous, and moves through complex problems. Mark ended by thanking the City for the years of service.

B. Finance

1. Motion to approve the resolution ordering improvements for McKinley Parkway extension

Brian Bloch explained that the auditors noted this motion was missing, stating we need a resolution to make the approval official.

Motion by Betsy Moran, seconded by Holly Schrupp to approve the resolution R-21-47 ordering improvements for McKinley Parkway extension; motion carried 3-0 by roll call vote.

C. Planning and Development

D. Public Safety

E. Public Works

9. Updates from Commission Liaisons

A. Downtown Taskforce

Shawn Louwagie noted that they are working through some design options for main entrances downtown and main open area downtown areas. The Downtown Taskforce is also looking at event licensing with the final goal being to develop a guide for businesses coming to downtown Delano and to standardize this downtown.

B. Fire Relief Association

C. Park and Recreation Commission

D. Planning Commission

E. Public Safety Commission

Jason Franzen noted at the last meeting, they spoke extensively about increased hours of police protection and the Commission is happy to see the City moving forward with increased hours. The commission also spoke about the Fire Department and would like to look into having full-time firefighters at some point.

F. Spirit of Community Commission

Betsy Moran said that one of the members of the Commission drove by City facilities to look into accessibility needs, and simple solutions that can be completed.

G. Water, Light and Power Commission

Betsy Moran noted the Commission approved new residential rates with a very small increase to homeowners. Talked about the outage and how DMU responded quickly with the great crews. Also discussed the large purchase of a new switch that they need to purchase and replace.

Shawn Louwagie updated Council on the discussion of the joint building noting that their will be a joint committee formed. From the Water, Light, and Power Commission, two members volunteered and is asking for two members of Council to join the committee as well as City Staff. Shawn Louwagie noted that Jon Sutherland has shown interest in joining the committee, and Dale Graunke will also represent Delano City Council.

10. Claims

A. City Claims

1. Claims listing for December 8, 2021 - December 21, 2021

Motion by Betsy Moran, seconded by Jason Franzen to approve the City Claims (December 8-21, 2021) as submitted; motion carried.

B. EDA Claims

11. Closed/Executive Session

A. Recap of City Administrator review

Betsy Moran provided a recap of the City Administrators employee review at earlier meeting. Noting the review was positive and that the Mayor and Council is satisfied or more than satisfied with performance. Also discussed were challenges and goals the City Administrator has set for himself for the upcoming year.

12. Adjournment

There being no further business to discuss the regular City Council meeting of Tuesday, December 21, 2021, was adjourned at 7:32 pm.

Signed:

Dale Graunke, Mayor

Paula Bauman, Administrative Services Coordinator

Attest: Alisha Ely, Administrative Specialist