

**Minutes – City of Delano
City Council/Economic Development Authority
Tuesday, January 6, 2026, 7:00 PM**

1. Call to Order

Mayor Holly Schrapp called the regular meeting of the Delano City Council/Economic Development Authority of Tuesday, January 6, 2026 to order at 7:00 PM

2. Roll Call and Approval of Agenda

Members Present: Mayor Holly Schrapp; Councilmembers Becky Schhaust, Todd Belz, Peter Froehle, Jason Franzen 7:08pm

Members Absent:

Also Present: Phil Kern, City Administrator; Nick Neaton, Community Enrichment Director; Courtney Muckenhirk, Recreation Coordinator; Shawn Louwagie, City Engineer; Cassie Johnson, Deputy Clerk

Motion by Peter Froehle, seconded by Todd Belz to approve agenda; motion carried.

3. Communications and Announcements

Robert Hopwood, Delano Herald Journal, presents on upcoming community events.

- January 15-18: Puck in the Park
- January 31: Live music at Light the Night
- Weekly area bar events
- January 18: Saint Mary Catholic Church's French toast and waffle breakfast

4. Speakers, Presentations and Awards

A. Delano Sesquicentennial Proclamation

Nick Neaton introduced the Delano Sesquicentennial (SQ150) Proclamation, stating that 2026 marks the City of Delano's 150th anniversary and that planning for this celebration has been underway since at least 2023.

Mayor Holly Schrapp read the official proclamation commemorating 150 years since Delano's incorporation in 1876. The proclamation highlighted the City's founding along the Crow River, its agricultural roots, growth through commerce and public service, and evolution into a community that values responsible governance, civic engagement, economic vitality, and quality of life.

The proclamation formally designated 2026 as the City of Delano's Sesquicentennial year and encouraged residents, businesses, organizations, and visitors to participate in celebrating this historic milestone.

Jason Franzen arrived at 7:08pm

Michelle Dirckx spoke on behalf of the Sesquicentennial Committee and invited committee members Marsha Brakke, Karen Heck, Sandra Russen, Sarah Kressly, Linda Althoff, and Nick Neaton to the podium, where each committee member introduced themselves.

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Dirckx discussed a forthcoming book authored by Marsha Brakke that is scheduled for release during the sesquicentennial year. Dirckx stated that the book has received grant funding. Dirks also outlined plans for “150 Ways to Celebrate,” which will include events, commemorative items, Arts Council projects, apparel, and a jamboree to be held throughout the year.

5. Minutes

- A. December 16, 2025 – Special Meeting Minutes**
- B. December 16, 2025 – Regular Meeting Minutes**

Motion by Becky Schaust seconded by Peter Froehle to approve MINUTES A & B; motion carried.

6. Consent Items

- A. Approve Puck in the Park Event Permits**
- B. Approve Gambling Permit for the VFW Bingo Fundraiser at the Delano American Legion**
- C. Authorize Stantec Engineering Rate Increase**

Jason Franzen asked whether Stantec’s proposed rates were comparable to those offered to other communities and how they compared to competitor rates. Shawn Louwagie stated that the rates are consistent with what Stantec offers other municipal clients and explained that the firm provides discounted municipal rates compared to standard market billing rates. Louwagie stated that Stantec’s rate increases over the past four years have ranged between three and a half percent and five percent.

Motion by Jason Franzen, seconded by Todd Belz to authorize Stantec engineering rate increase; motion carried.

- D. Approve Gambling Permit for a Raffle Fundraiser at CorTrust Bank Benefiting the Make-A-Wish Foundation of Minnesota**
- E. Approve Resolution Designating an Official Newspaper**

Motion by Todd Belz, seconded by Jason Franzen to approve Consent Items A, B, D, and E.

Roll call vote:

Ayes: Schrupp, Franzen, Schaust, Belz, Froehle

Nays:

Absent:

Motion carried.

7. Public Hearing

8. General Business

- A. Administration**

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B. Community Development

C. Community Enrichment

1. Approve Recreation Management Software

Courtney Muckenhirk presented a proposal to enter into a contract with RecDesk for recreation and facility management software. Muckenhirk explained that the Splashpad, which opened in 2018, has been operating using a manual system for check-ins, payments, and facility rentals, and that the same manual processes are currently used at Spirit Park.

Muckenhirk stated that the proposed software would provide the following benefits:

- Cover both facilities, as well as rentals at the Heritage Center, City Hall, and potentially park shelters
- Convert paper documents into digital format
- Allow online reservations, digital waivers, and online payments
- Provide public access to shared calendars for improved transparency
- Replace physical membership cards with digital barcodes

The annual cost of the software would be \$6,240, with an additional one-time fee of \$1,500 for GIS import services. Muckenhirk explained that the GIS feature would automatically distinguish between residents, district members, and non-residents to ensure appropriate fee structures.

Schrupp asked whether users would be able to access the system on their phones.

Muckenhirk responded that the software includes a mobile application and that users would be able to create individual logins. Schrapp asked whether all rates would be visible if the GIS feature was not implemented. Muckenhirk explained that without GIS integration, address verification would be handled manually by staff.

Jason Franzen asked about security and data protection. Muckenhirk stated that the software is PCI compliant. Nick Neaton stated that data privacy provisions are included in the contract and that the City Attorney will review the agreement. Neaton added that many other communities and public organizations currently use the software and stated that staff will ensure data privacy remains a priority.

Motion by Becky Schauft, seconded by Jason Franzen to approve recreation management software; motion carried.

D. Engineering and Public Works

E. Finance and Business

F. Public Safety

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9. Updates from Commission Liaisons

10. Claims

A. City Claims

1. Claims listing for December 17, 2025 – January 6, 2026

Motion by Todd Belz, seconded by Jason Franzen approving Claims listing in the amount of \$5,287,449. 86 for December 17, 2025 – January 6, 2026; motion carried.

B. EDA Claims

11. Close/Executive Session

12. Adjournment

There being no further business to discuss, the regular City Council meeting of Tuesday, January 6, 2026, was adjourned at 7:24 PM.

Signed:

Holly Schrupp, Mayor

Alisha Ely, City Clerk | HR Specialist

Attest: Cassie Johnson, Deputy Clerk