

**Minutes – City of Delano
City Council/Economic Development Authority
Tuesday, January 20, 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 20, 2026, to order at 7:00 PM

2. Roll Call and Approval of Agenda

Members Present: Mayor Holly Schrapp; Councilmembers Todd Belz, Peter Froehle

Members Absent: Councilmembers Jason Franzen, Becky Schaust

Also Present: Phil Kern, City Administrator; Alisha Ely, City Clerk | HR Specialist; Brian Bloch, Finance Director; Scott Dornfeld, Building Official; Trisha Lindahl, Assistant Building Official; TJ Lutgen, Engineering Technician; Kim Lindquist, City Planner; Cassie Johnson, Deputy Clerk

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

3. Communications and Announcements

4. Speakers, Presentations and Awards

5. Minutes

A. January 6, 2026 – Regular Meeting Minutes

Holly Schrapp noted two changes were needed for the January 6, 2026, meeting minutes.

Motion by Todd Belz, seconded by Peter Froehle to approve MINUTES A as amended; motion carried.

6. Consent Items

- A. Approve Lawful Gambling Exempt Permit Change for Bingo at the Jerome Event Center**
- B. Authorize Promotion of Liquor Store Clerks to Liquor Store Keyholders**
- C. Authorize Reduction in Security for Greywood 3rd Addition**
- D. Authorize Reduction in Security for Greywood 4th Addition**
- E. Approve Pay Request Number 2 for 90th and County Line Road Project**
- F. Approve Quotes for Reroof of Wastewater Treatment Plant Building 2 and Section 2 of Fire Station**
- G. Review 2026 City Council Meeting Dates**

Holly Schrapp opened discussion regarding potential changes to the 2026 meeting calendar. Discussion included rescheduling the February 3 meeting to February 2, adding a special Water, Light, and Power Commission meeting on February 23, moving the March 31 work session to March 24, cancelling the June 30 work session and the August 4 meeting, moving the November 3 meeting to November 4, and cancelling the December 29 meeting.

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Motion by Todd Belz, seconded by Peter Froehle to approve the 2026 Council meeting calendar, adding moving March 31 to March 24; motion carried.

- H. Approve Position Classification Modification and Authorize Position Adjustment
- I. Authorize Hiring Part-Time Senior Center Kitchen Manager

Motion by Peter Froehle, seconded by Todd Belz to approve Consent Items A through I, with the exception of item G; motion carried.

7. Public Hearing

8. General Business

- A. Administration

- B. Community Development

1. Consider Recommendation Regarding Driveway Curb Cut Width

Kim Lindquist presented proposed modifications to the City ordinance related to driveway curb cuts. Lindquist explained that in 2024 the City began requiring administrative permits for driveway construction. During enforcement of the regulations, staff discovered that many non-compliant curb cuts already existed throughout the community.

Lindquist explained that the current regulation allows a 25-foot-wide curb cut at the property line, with the ability to widen at a 45-degree angle when approaching a three-car garage. However, many existing driveways were constructed with straight curb cuts extending from the garage to the street, exceeding the current standard.

Lindquist stated that residents have requested wider driveways after observing neighboring properties with existing wider curb cuts. Lindquist explained that enforcement of the current standard is challenging because many non-compliant driveways were constructed prior to enforcement and existed at the time properties were purchased. Lindquist stated that requiring homeowners to retroactively correct existing driveways, while enforcing stricter standards on new or modified driveways on adjacent properties, creates enforcement challenges and consistency concerns.

This prompted staff discussions and resulted in development of a proposal to allow wider 30-foot curb cuts for properties with larger frontage widths. Lindquist stated that during a previous Planning Commission meeting, concerns were raised regarding snow storage, separation between properties, and impacts to on-street parking if curb cuts were allowed to be too wide. Based on those concerns, the Planning Commission recommended limiting the expanded curb cut allowance to lots with a minimum frontage of 70 feet.

Lindquist explained that the revised recommendation would allow 30-foot-wide curb cuts only on lots with at least 70 feet of frontage. This aligns with requirements in the R1, R2, R3, and R4 zoning districts, which all require 70-foot lot widths. Lindquist stated that the proposed change would bring many non-compliant properties into compliance while accommodating homeowners with three-car garages.

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Motion by Peter Froehle, seconded by Todd Belz to approve recommendations regarding driveway curb cut width.

Roll call vote:

Ayes: Schrupp, Belz, Froehle

Nays:

Absent: Franzen, Schhaust

Motion carried.

2. Consider Recommendation Regarding Sexually Oriented Uses

Lindquist presented a proposed ordinance amendment to increase the buffer requirement between sexually oriented businesses and certain protected uses from 300 feet to 500 feet. Protected uses include residentially zoned property, daycares, schools, libraries, parks, churches, on-sale liquor establishments, and other sexually oriented businesses.

State law requires cities to allow some land for sexually oriented businesses but permits regulation through buffer distances. In reviewing ordinances from other communities, staff found that many cities use 500-foot buffers, while some use distances up to 1,000 feet.

Lindquist presented a map illustrating that a 500-foot buffer would limit potential locations primarily to the industrial park area, away from residential neighborhoods and high-traffic areas. Lindquist stated that staff recommended the 500-foot buffer as a middle-ground approach that would strengthen the ordinance while reducing potential litigation risk compared to more restrictive standards.

Motion by Todd Belz, seconded by Peter Froehle to approve recommendations regarding sexually oriented uses.

Roll call vote:

Ayes: Schrupp, Belz, Froehle

Nays:

Absent: Franzen, Schhaust

Motion carried.

C. Community Enrichment

D. Engineering and Public Works

1. Discuss Awarding County Ditch 34 Project to Juul Underground

Phil Kern presented information regarding the County Ditch 34 project. Kern explained that the ditch system was originally constructed in the 1910s and has received little to no major repair in more than 110 years. The ditch runs from east of Highway 12 north of River Waters, through the business park, across City property, and discharges into a wetland system leading to the North Fork of the Crow River.

The West Metro Business Park was developed around 2010, the City required permission from Wright County to discharge stormwater into County Ditch 34. Due to the poor condition of the ditch, the City agreed in 2013 to oversize stormwater ponding systems in the business park to slow discharge rates and reduce strain on the ditch system.

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In 2023, Wright County received federal infrastructure funding and offered to provide funding to permanently repair the main trunk line of County Ditch 34. The City, Township, and County entered into a three-party agreement in which the County would provide a \$400,000 grant, with remaining costs shared at a ratio of two-thirds City and one-third Township. Kern stated that while these projects are typically funded through assessments to benefiting property owners, the County elected to move forward using grant funds with no assessments to property owners.

Kern stated that 16 bids were received for the project, with Juul Underground submitting the lowest bid at \$441,827, which is below the original projected budget of \$500,000. Kern stated that City Engineer Shawn Louwagie verified references for Juul Underground and received positive feedback. Kern noted that grant funds must be expended by November 2026 and that the project is scheduled to begin in March and be substantially completed by April 30, 2026, in order to avoid disruption to farm fields during planting season.

Motion by Peter Froehle, seconded by Todd Belz to award County Ditch 34 project to Juul Underground, motion carried.

E. Finance and Business

F. Public Safety

9. Updates from Commission Liaisons

A. Spirit of Community Commission

Todd Belz reported that the Spirit of Community Commission reviewed goals for the upcoming year. Belz stated that the Buy-A-Brick program continues to perform well. Belz reported that there will be an open-house-style kickoff dinner scheduled for February 7 at the Delano American Legion from 4:00 PM to 8:00 PM to kickoff the sesquicentennial (SQ150). Belz stated that a reenactment of the signing of Delano's incorporation is planned as part of the SQ150 activities and that planning continues to expand for the "150 Ways to Celebrate Delano".

B. Fire Relief Association

Holly Schrupp reported that the Fire Relief Association held officer elections and that the current officers will continue to preside over meetings. Schrupp stated that the Association is working to schedule meetings to discuss participation in the Public Employees Retirement Association (PERA) as an alternative to the current self-managed plan.

10. Claims

A. City Claims

1. Claims listing for January 7, 2026 – January 20, 2026

Motion by Todd Belz, seconded by Peter Froehle approving Claims listing in the amount of \$549,156.20 for January 7, 2026 – January 20, 2026; motion carried.

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B. EDA Claims

11. Close/Executive Session

12. Upcoming Meeting

Council discussed scheduling interviews for commission candidates. Council decided to conduct 15 interviews over two evenings: Tuesday, January 27, 2026, during the regular workshop meeting, and Thursday, January 29, 2026, during a special workshop meeting. Both meetings will begin at 7:00 PM.

13. Adjournment

There being no further business to discuss, the regular City Council meeting of Tuesday, January 20, 2026, was adjourned at 7:29 PM.

Signed:

Holly Schrupp, Mayor

Alisha Ely, City Clerk | HR Specialist

Attest: Cassie Johnson, Deputy Clerk