

**MINUTES  
CITY OF DELANO  
SPECIAL WORKSHOP  
City Council/Economic Development Authority  
Tuesday, February 9, 2010  
6:00 PM**

**1. CALL TO ORDER**

Mayor McDonald called the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, February 9, 2010 to order at 6:05 PM.

**2. ROLL CALL**

**Members Present:** Joe McDonald, Mayor  
Holly Schrupp, Council Member  
Larry Bartels, Council Member

**Members Absent:** Brad Hotchkiss, Council Member  
Betsy Stolfa, Council Member

**Also Present:** Phil Kern, City Administrator  
Brian Bloch, Finance Director  
Joe Nilan, Attorney - Gregerson, Rosow, Johnson & Nilan  
Paula Bauman, Recorder

**3. SPECIAL ORDER OF BUSINESS**

**A. Discuss personnel policy.**

Phil Kern stated the last update to the personnel policy was done in 2003. Kern discussed the proposed changes which included:

Vacation Leave. Staff has proposed changing vacation accrual from receiving in one lump sum to accruing vacation time for every compensated hour worked. Kern stated with this application it would be easier to keep track of vacation balance and less chance of employees losing vacation hours. Kern also suggested changing the policy to read vacation and sick leave can be used in quarter hour units versus the four hour units the policy currently states.

Funeral Leave. Kern stated the current policy for funeral leave allows the use of sick leave for funeral leave for immediate family only; this would include spouse, children, siblings, siblings of spouse, parents, parents of spouse and grandparents – with a maximum leave of three consecutive days. Staff is recommending changing the policy to allow a maximum of 24 hours of sick leave each year for a death of family member or close acquaintance. Schrupp suggested changing to 3 days or 27 hours max because of the nine hour work days.

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Maternity Leave. Staff is recommending adding paternity leave to the policy along with maternity leave.

Without objections the amendments were authorized by Council – no motion taken.

**B. Attorney/Client discussion regarding 206 Babcock Boulevard West.**

**Motion Number (M-10-042) Motion by Holly Schrupp, seconded by Larry Bartels to enter into Executive Session for the purpose of discussing 206 Babcock Boulevard West. Motion Carried.**

**Motion Number (M-10-043) Motion by Larry Bartels, seconded by Holly Schrupp to exit out of Executive Session. Motion Carried.**

**4. ADJOURNMENT**

There being no further business to discuss the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, February 9, 2010 was adjourned at 8:00 PM.

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Joe McDonald, Mayor

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Marlene E. Kittock, City Clerk

ATTEST:

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Paula Bauman, Recorder