

**MINUTES**  
**CITY OF DELANO**  
**SPECIAL WORKSHOP**  
City Council/Economic Development Authority  
Tuesday, January 5, 2010  
6:00 PM

**1. CALL TO ORDER**

Mayor McDonald called the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, January 5, 2010.

**2. ROLL CALL**

**Members Present:** Joe McDonald, Mayor  
Holly Schrupp, Council Member  
Brad Hotchkiss, Council Member  
Larry Bartels, Council Member  
Betsy Stolfa, Council Member

**Members Absent:** None

**Also Present:** Phil Kern, City Administrator  
Paula Bauman, Recorder

**3. SPECIAL ORDER OF BUSINESS**

**A. Review January 4, 2010 Human Resources Meeting.**

**1. City Administrator Review**

Phil Kern presented Council with a copy of his position description, employment agreement and contract. Kern discussed how previous reviews have been done; stating it's up to Council's discretion if they'd like his review done in an open or closed session.

Kern discussed his accomplishments throughout the year and discussed his goals for 2010. Council reviewed Kern's professional development throughout the year, while discussing Staffs yearly goal setting session. Discussion also included the challenges the City felt with the economy this past year. Council stated they would like to see more leadership in Staff and see more personal growth; while continuing to look at what can be done better and more economically.

Council then discussed Kern's contract. Changes that Kern requested in the employment contract is changing the terms of employment from one year to two years and verified the 2.4 percent cost of living increase was applicable. Council agreed with said changes.

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Council thanked Kern for his hard work and dedication throughout the year.

**Motion Number (M-10-001) Motion by Holly Schrupp, seconded by Betsy Stolfa to approve Phil Kern's contract changes for 2010. Motion Carried.**

**2. Employee of the Year Award**

**Motion Number (M-10-002) Motion by Holly Schrupp, seconded by Betsy Stolfa to enter into a closed session for purpose of discussing a personnel matter. Motion Carried.**

**Motion Number (M-10-003) Motion by Betsy Stolfa, seconded by Brad Hotchkiss to exit out of closed session.**

**B. Review draft of Citizen Survey.**

Kern showed a draft of the community survey with the Council. Kern shared that the survey is currently 106 questions and a total cost of \$17,500. Schrupp requested time to review the survey. The Council agreed to individually review the document and send comments back to staff by Friday, January 8, 2010. Kern stated the firm is looking to book a calling staff for the end of January or early February. The Council agreed to the timeline.

**4. ADJOURNMENT**

There being no further business to discuss the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, January 5, 2010 was adjourned at 7:00 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