

**SUMMARY MINUTES
CITY OF DELANO
SPECIAL WORKSHOP
City Council/Economic Development Authority
Monday, June 28, 2010
6:00 PM**

1. CALL TO ORDER

Mayor McDonald called the Special Workshop of the Delano City Council/Economic Development Authority of Monday, June 28, 2010 to order at 6:20 PM.

2. ROLL CALL

Members Present: Joe McDonald, Mayor
Brad Hotchkiss, Council Member
Larry Bartels, Council Member

Members Absent: Holly Schrupp, Council Member
Betsy Stolfa, Council Member

Also Present: Phil Kern, City Administrator
Brian Bloch, Finance Director
Paula Bauman, Recorder

3. SPECIAL ORDER OF BUSINESS

A. Discuss Clover Springs Development Agreement amendment.

Motion Number (M-10-143) Motion by Brad Hotchkiss, seconded by Larry Bartels to approve the Clover Springs Development Agreement amendments. Motion Carried.

B. Review the City's Compensation Plan.

Council discussed the current Compensation Plan for the City and are not prepared to implement step increases. Council agreed to table the item and discuss at a later date. No motion taken.

C. Discuss Motor Vehicle Operation.

Bloch stated staff has looked into cutting 24 hours of staff time per week to cut \$20,000. The majority of the hours will be cut during the morning hours as mornings tend to be slower than the afternoon. Council approved of the reduction of staff hours in the motor vehicle office and recommended a marketing campaign to promote the business. No motion taken.

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D. Discuss internal policies and procedures.

Brian Bloch discussed the two policies for council to review:

Investment Policy.

This policy is to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all Minnesota statutes governing the investment of public funds.

Electronic or Wire Transfer Policy.

This policy is to allow electronic or wire transfers out of the City's bank or investment accounts in a manner complying with the requirements of this policy and conforming to all Minnesota statutes governing the electronic or wire transfers to pay claims or make investments. Per Council's request Bloch stated he will update the policy to have two people sign off on all transfers and be sure the bank and the broker gets a copy of the policy. No motion taken.

Phil Kern discussed the contract with Veolia Water. Veolia Water is requesting the City renew the agreement for another five years. Kern recommended a decision be made by August 1 of what process Council would like to take for renewal or other options.

E. Consider entry banner.

Motion Number (M-10-144) Motion by Larry Bartels, seconded by Brad Hotchkiss to approve the entry banner for downtown. Motion Carried.

4. ADJOURNMENT

There being no further business to discuss the special workshop of the Delano City Council/Economic Development Authority of Monday, June 28, 2010 was adjourned at 7:50 PM.

Joe McDonald, Mayor

Marlene E. Kittock, City Clerk

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ATTEST

Paula Bauman, Recorder