

**MINUTES
CITY OF DELANO
SPECIAL WORKSHOP
City Council/Economic Development Authority
Tuesday, January 4, 2011
6:00 PM**

1. CALL TO ORDER

Mayor Graunke called the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, January 4, 2011 to order at 6:05 PM.

2. ROLL CALL

Members Present: Dale Graunke, Mayor
Betsy Stolfa, Council Member
Dan Vick, Council Member
Derek Schansberg, Council Member

Members Absent: Holly Schrupp, Council Member

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

3. SPECIAL ORDER OF BUSINESS

A. Review general practices and procedures (open meeting law, conflict of interest, etc).

Mark Johnson discussed an overview of legal issues for Council. Mr. Johnson discussed conflicts of interest which included discussion on prohibited contracts, non-contract situations, code of ethics and the gift ban law. Council discussed the Open Meeting Law stating all meetings are open to the public, materials available to anyone who requests, notification posted and discussed the few exceptions to open meetings. Mr. Johnson then discussed data practices along with City Council parliamentary procedure and voting.

B. Discuss meeting schedule and agenda process.

Kern discussed the meeting schedule and the agenda process stating regular council meetings are held on the first and third Tuesday of the month. Past practice of previous councils were to hold a standing special workshop the last Tuesday of the month. As needed, Special Workshops can be scheduled when needed. Special Workshops require 72 hour notification and posting of the Agenda.

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4. ADJOURNMENT

There being no further business to discuss the Special Workshop of the Delano City Council/Economic Development Authority of Tuesday, January 4, 2011 was adjourned at 6:45 PM.

Dale J. Graunke, Mayor

Marlene E. Kittock, City Clerk

ATTEST:

Paula Bauman, Recorder