

**MINUTES**  
**CITY OF DELANO**  
**City Council/Economic Development Authority**  
**Tuesday, December 18, 2018**  
**6:00 PM**

**1. Call to Order**

Mayor Graunke called the special workshop of Tuesday, December 18, 2018, to order at 7pm.

**2. Roll Call**

**Members Present:** Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, and Jon Sutherland

**Members Absent:** Holly Schrupp, Councilmember

**Also Present:** Phil Kern, City Administrator; Paula Bauman, Administrative Services Coordinator; Madison Hagenau, Management Assistant

**3. Special Order of Business**

A. Update from Student Liaisons about community project

The students will present their ideas at a future meeting in January.

B. Review Council computer reimbursement policy

Phil Kern stated in 2013, Council approved a reimbursement up to \$800 for Councilmembers to purchase for a computer to access the council packets and agendas and have it available electronically during the meetings. Over time, the capability of other devices not commonly referred to as a “computer” has led to a variety of options available to Councilmembers. Staff is seeking to change the reimbursement from a “computer” to an electronic device that is mobile in nature and provide definition for what is currently referred to as a “computer”, as some councilmembers may prefer a laptop while others might use a tablet, iPad, or other device. Staff is recommending replacing “computer” with “electronic device” to be capable of being used in the official capacity of the City Council. “Electronic device” is further defined as a “laptop, tablet, iPad, or cellphone”. Staff is looking for Council to clarify which items Council agrees would be eligible for the program.

Jason Franzen stated he originally purchased a tablet that was useful up to a point; stating it had last three years until the kids damaged it. It was repaired and it happened again. He looked into smaller devices and larger ones. While he attends WCAT meetings he has been using a cellphone for taping the meeting. Original cellphone was small so he purchased a larger phone with a larger screen. Franzen stated he would like to see virus protection and Adobe.

Jon Sutherland stated he felt \$800 was not enough of a reimbursement as he would personally like a Microsoft Surface. This will allow looking at engineering plans and enlarge the screen as needed. At work, he’s had issues with viruses in emails. Sutherland stated it would be nice to

have some level of training of the program like outlook.

Betsy Moran stated she disagreed with increasing the reimbursement – stating when Council purchases a device for Council use; Councilmembers should keep in mind what it is used for. Agenda packets are accessed off the City website and Moran downloaded free Adobe reader to open files. Councilmember Moran also stated she doesn't see a need for outlook and discussed how she uses email as it relates to her Councilmember duties. As a result, Moran stated she felt the \$800 reimbursement is too high and should not be increased. Anything more she felt was for personal gain.

Councilmember Sutherland stated everyone uses computers differently and felt virus protection was important.

Mayor Graunke stated he felt if Councilmember or Commissions feel they need virus protection, that should be purchased within the \$800 reimbursement.

Council discussed which devices would be eligible for the reimbursement program. Consensus of Council was laptops, tablets, and iPads are eligible. Cellphones are not. Phil Kern stated the resolution is on the regular meeting agenda for approval and recommended clarifying the eligible items at the time of approval.

- C. Conduct annual City Administrator performance review (this portion of the meeting may be closed to the public if so, a summary of the meeting will be provided at a following City Council meeting.)

**Motion by Jason Franzen, seconded by Betsy Moran to enter into closed session to conduct annual City Administrator performance review; motion carried.**

**Motion by Jason Franzen, seconded by Betsy Moran to exit out of closed session; motion carried.**

#### **4. Adjournment**

There being no further business to discuss, the special workshop of Tuesday, December 18, 2018, was adjourned at 6:59pm.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator