

MINUTES
CITY OF DELANO
City Council/Economic Development Authority
Tuesday, September 25, 2018
6:00 PM

1. Call to Order

Mayor Graunke called the special workshop of Tuesday, September 25, 2018, to order at 6pm.

2. Roll Call

Members Present: Dale Graunke, Mayor; Councilmembers Betsy Moran, Jason Franzen, Holly Schrupp, Jon Sutherland

Also Present: Brian Bloch, Finance Director; Paula Bauman, Administrative Services Coordinator, Madison Hagenau, Administrative Intern

3. Special Order of Business

A. Approve hiring of Administrative Intern position

Paula Bauman stated the position was recently open due to Justin Markon accepting a position with another City. Staff had interviewed four applicants and is recommending hiring Sabrina Hille. Ms. Hille is currently going to graduate school and has a background in local government.

Motion by Betsy Moran, seconded by Jon Sutherland to hire Sabrina Hille to fill the two-year position as Administrative Intern for the City of Delano; motion carried.

B. Authorize gambling application permit for Delano Graduation Party for bingo and raffle at the Delano American Legion on Saturday, November 3, 2018

Motion by Betsy Moran, seconded by Jon Sutherland to authorize gambling application permit for Delano Graduation Party for bingo and raffle at the Delano American Legion on Saturday, November 3, 2018; motion carried.

C. Review Emergency Management Plan and Procedures

Bob Van Lith stated the current emergency management plan and procedures is dated 2006 and was reviewed in 2010. Staff is recommending the current plan needs to be reviewed and updated. This process should be done yearly. Currently, the City is following the county plan which accurately lists contact information for certain situations.

Jason Franzen stated the city plan should list out procedures and a list of resources. Van Lith explained the time to make relationships is not during an emergency it should be done beforehand. The Delano Fire Department continues to do all training required by the state plus additional trainings the Department feels necessary.

Jason Franzen discussed doing tabletop exercise to work out possible situations. Bob Van Lith stated those exercises are great, but felt the Council and Staff should work on creating a comprehensive plan and procedures prior to the exercise.

Council questioned what their role is during an emergency. Bob Van Lith discussed the first steps Council, Staff, Fire Department and Police while explaining not everyone is doing the same job. Some are required to be on-scene while others are not.

Bob Van Lith stated a copy of the current management plan will be given to Council; Staff will work to update the document to review at a later date.

4. Adjournment

There being no further items to discuss, the special workshop of Tuesday, September 25, 2018, was adjourned.

Signed:

Dale Graunke, Mayor

Attest: Paula Bauman, Administrative Services Coordinator