The Diamondville Town Council met for a Workshop on Monday, August 19, 2024, at 5:00p.m., pursuant to due notice and call.

The meeting was called to order and upon roll call the following were found to be present constituting a quorum: Mayor Clint Bowen, Council Members Rob Sawaya, Sherrol Sloan, Eric Backman, Chief of Police Jeff Kolata, and Clerk Treasurer Cortney Bartschi. Council Nicole Peterson arrived after Roll Call.

Council Sawaya motioned to approve the agenda, second Council Sloan, all voted aye, Motion carried.

**NEW BUSINESS:**

1. The governing body reviewed the following procedures: Public Records Policy and Procedure, Cash and Payment Handling Policy and Procedure, and the Municipal Court Cash Handling Policy and Procedure.

The Governing Body updated the costs for record requests in the Records Request Policy and Procedure.

The Governing Body added the Credit/Debit Card surcharge fees at current rates for General Procedures for Cash Handling for the Town and Municipal Court Policy and Procedure.

The Governing Body requested the drafted Public Records Policy and Procedure, Cash and Payment Handling Procedure, and the Municipal Court Cash Handling Policy and Procedure be reviewed by the Town Attorney before adopting.

1. **Adjourn:**

Council Backman motioned the meeting be adjourned, second Council Sloan, all voted aye, motion carried. Mayor Bowen adjourned the meeting at 5:38p.m.