

**CITY OF HANOVER  
SPECIAL CITY COUNCIL MEETING  
DECEMBER 18, 2014 – OFFICIAL MINUTES**

**Call to Order:**

Mayor Kauffman called the Special Council Meeting of Thursday, December 18, 2014 to order at 6:05 p.m. Present were Mayor Chris Kauffman, councilors John Vajda, Doug Hammerseng, and Ken Warpula. Councilor Wendy Pinor arrived at 7:20 p.m. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, and Public Works Supervisor Scott Vogel. Guests present included Councilor-elect Jim Zajicek, James Stewart, and Pat Meister.

**Approval of Agenda:**

Smythe explained that in preparation of the transition of City Administrator, a discussion item has been added to the agenda. Consensus of the Council was approval of the amended agenda.

**Public Works Facility:**

James Stewart was present to discuss an opportunity to purchase approximately one half of the 10 acre parcel from the City. Mr. Stewart used to own a building in the Industrial Park, and now would like to build another building in Hanover for his business. Mr. Stewart requested to do some minor digging to determine the quality of the land. Council agreed it would be beneficial to allow Mr. Stewart on the 10 acres with the Public Works Supervisor. Hammerseng suggested an appraisal of the land if the City is to sell a portion. Council agreed, but consensus was to begin with the digging and report back findings in January.

In the interest of time and the potential for Hagen to need to leave the meeting for prior obligations the public works facility discussion was put on hold.

**Transition Plan for City Administrator:**

Discussion was held related to the resignation letter submitted to the City from Annita Smythe. The personnel policy requires a 30 calendar day notice of exempt employees. Council Consensus agreed it would be fair for Smythe to stay the full 30 days. Discussion turned to the potential of Administrative Assistant Brian Hagen being promoted to City Administrator. Hagen explained it is his career goal to be an administrator. He hoped Hanover's Council would offer him this opportunity. Hammerseng asked what is important to Hagen for his professional development. Hagen stated he would need assistance in the accounting functions of the position as he does not have experience in that role. He further stated that employee morale is a big concern he has for Hanover. Hagen stated that is something he would want to work on with Council to become understanding with each other. Hagen further stated he would attend various training seminars and conferences to develop a better understanding of public sector financing. Council felt a job offer should be discussed in private versus the public meeting.

**MOTION** by Warpula to authorize Mayor Kauffman and Councilor Hammerseng to discuss job offer with Hagen, seconded by Vajda. **Motion carried unanimously.** Councilor Pinor was absent at time of vote.

The meeting was recessed at 7:12 p.m. for the negotiation and job offer. The meeting reconvened at 7:40 p.m. An offer was extended by the subcommittee to Hagen, and Hagen would provide an answer the following day.

**Public Works Facility Continued:**

Discussion continued on the size and style of building needed. Kauffman continued to support a steel building similar to the Fire Hall building. Council did as input from Mr. Meister, Corcoran Public Works Director, on their new facility. Meister stated they are happy with the building, but already expect to outgrow it soon with development. Meister stated to building the building correct the first time because it is easier now than trying to retrofit an existing building. Vogel predicts Hanover's need is approximately 12,000 sq. ft. This would eliminate any offsite storage currently being used, as well allow for growth in the future with development. An estimate of \$2.5 million would be the cost to build a cement tip-up panel building similar to Corcoran. Other Council members feel this is the correct type of building in order to have a long lasting building. Warpula has worked with an architect on personal projects in the past. This same architect has drawn plans for the Hanover Elementary School. Cost for architectural drawings would be 5-8% of building cost. Council requested an estimate for payments on a \$2.5 million bond over 20 years, as well as what \$150,000 a year bond payments could cover over the course of 20 years. Next steps are to wait for feedback from Mr. Stewart after he digs, and bring back bond payment projections at a later meeting.

**Adjournment:**

**MOTION** by Hammerseng to adjourn at 8:20 p.m., seconded by Pinor. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Annita Smythe, City Administrator