

**CITY OF HANOVER
SPECIAL CITY COUNCIL MEETING
DECEMBER 24, 2014 – OFFICIAL MINUTES**

Call to Order:

Mayor Kauffman called the Special Council Meeting of Wednesday, December 24, 2014 to order at 7:35 a.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, Doug Hammerseng. Councilor Ken Warpula arrived at 7:40 a.m. Also present was Administrative Assistant Brian Hagen.

Approval of Agenda:

MOTION by Pinor to approve the agenda as presented, seconded by Hammerseng. **Motion carried unanimously.** Councilor Warpula was absent.

Accepting Resignation from Annita Smythe

MOTION by Pinor to accept the resignation from Annita Smythe, seconded by Vajda. **Motion carried unanimously.** Councilor Warpula was absent.

Resolution No 12-24-14-96 – Approving Appointment of Brian Hagen as City Administrator

Hammerseng requested a change to the resolution. He suggested the bullet point stating the classes and quarterly meetings come before the bullet stating that upon a satisfactory one year review the salary shall be increased to \$70,000.

MOTION by Pinor to approve Res No 12-24-14-96 as amended, seconded by Hammerseng. **Motion carried unanimously.** Councilor Warpula was absent.

Councilor Warpula arrived at 7:40 a.m.

Resolution No 12-24-14-97 – Approving Change of Signatories

Hagen explained this is for the bank accounts the City holds. It is required to have two people as authorized signers. With Smythe ending employment with the City this is a needed change.

MOTION by Pinor to approve Res No 12-24-14-97, seconded by Hammerseng. **Motion carried unanimously.**

Direction on Staffing for City's Finance Duties

Hagen explained that with Smythe leaving there will be a void in staff knowledge of the finance duties. Two options are available. First, hire a full time Accountant/Deputy Clerk similar to what the City used to employ. This would be a starting salary and benefits package of approximately \$60,000 depending on experience. This would provide a 40 hour per week person to complete all accounting/finance duties, as well as provide additional help in other areas of the City's operation. Second option would be to hire an outside consulting firm for the finance responsibilities. Hagen received a rough quote from AEM Financial Solutions of \$3,000-\$5,000 per month based on City's needs. Hagen feels that in the beginning the needs would be higher, but as current staff gains more knowledge those costs may be lowered. Hagen further stated that outside audit help would be needed this year, and AEM Financial Solutions quoted approximately \$6,500. Council consensus is to bring in AEM Financial Solutions for the first part of 2015 and reassess the City's needs as current staff learns more of the finance role.

MOTION by Pinor to hire AEM Financial Solutions for financial assistance, seconded by Vajda. **Motion carried unanimously.**

Hagen stated he would contact AEM Financial Solutions to receive an official contract for approval at the January 6, 2015 meeting.

Authorization of Phase 1 Inspection on City Owned 10 Acres

James Stewart is suggesting authorization to complete a phase 1 inspection on the 10 acres based on what is found when he digs with Public Works Supervisor Scott Vogel. IF they find clean dirt in the initial dig, he has been quoted \$2,000 to complete a phase 1 inspection on the specific building site locations. Council was not in favor of the request. They stated to direct the initial dig to be completed and report back the findings.

Adjournment:

MOTION by Pinor to adjourn at 7:57 a.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator