

**CITY OF HANOVER
CITY COUNCIL MEETING
JANUARY 6, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the Regular Council Meeting of Tuesday, January 6, 2015 to order at 7:00 p.m. Present were Mayor Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen and City Attorney Jay Squires. Guests present included Lynnae Karsten, Pat Athmann, Dee Zajicek and two Hennepin County Sheriffs.

Oath of Office – Warpula and Zajicek

Mayor Kauffman welcomed everyone to the first meeting of the year. He further congratulated Warpula and Zajicek on the election results. Hagen then swore in newly elected Councilors Ken Warpula and Jim Zajicek.

Approval of Agenda:

Hagen stated the dates listed in Resolutions 01-06-15-02, 01-06-15-03 and 01-06-15-04 were incorrect and the proper dates should be listed as tonight's date. Hagen further provided an application which was submitted by Lynnae Karsten on January 5, 2015 for the vacant Planning Commission position.

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

Consent Agenda:

MOTION by Zajicek to approve the following consent agenda, seconded by Warpula.

- a. **Approve Minutes of December 15, 2014 City Council Work Session Meeting**
- b. **Approve Minutes of December 18, 2014 City Council Special Work Session Meeting**
- c. **Approve Minutes of December 24, 2014 City Council Special Meeting**
- d. **Approve Claims as Presented:**

➤ Claims – 2014	\$ 86,504.84
➤ Claims – 2015	\$ 60,704.20
➤ Payroll	\$ 40,564.87
➤ P/R taxes & Exp	\$ 10,397.26
➤ Other Claims	\$ 4,591.80
➤ Total Claims	<u>\$ 202,762.97</u>

Motion carried unanimously.

Citizen's Forum:

None

Public Hearings:

None

Unfinished Business:

None

New Business:

Res No 01-06-15-01 – Approving Annual Appointments

The resolution presented provided a list of appointments based on previous discussion at the December 15, 2014 Work Session. Mayor Kauffman suggested tabling the Planning Commission appointment until the January 20, 2015 meeting. Kauffman stated he recently returned from vacation and did have a voicemail of an interested candidate. Kauffman felt that it was fair to have extra time to review the application recently submitted and to provide requested information to the other interested candidate. Council agreed with the suggestion. Appointments are listed with Res No 01-06-15-01.

MOTION by Vajda to approve the appointments as listed in the resolution and to table the Planning Commission appointment until the January 20, 2015 meeting, seconded by Hammerseng. **Motion carried unanimously.**

Res No 01-06-15-02 – Approving Finance Contract for AEM, LLP and

Res No 01-06-15-03 – Approving Audit Contract for AEM, LLP

Hagen gave a brief description of the City's needs related to the finance duties. He further stated two contracts were provided by AEM Financial Solutions in the agenda packet. One is for the daily finance duties and the other for the audit preparation work. Hagen then introduced Jean McGannon from AEM for further questions.

McGannon provided an overview of what services would be offered by both contracts. She stated an AEM employee would be in the office one day per week. In addition to this employee, other employees at the AEM office would be available to Hanover staff for other questions related to payroll, claims, etc. The finance duties contract is a six month agreement, with a review at four months to gain feedback. McGannon went on to explain the audit preparation and how AEM would be working with the auditors to ensure the correct documents are provided.

Hammerseng asked if the contract is all inclusive or if Hanover staff calls for assistance on items outside of the broad descriptions in the contract would be charged extra. McGannon stated the proposal is all inclusive to include the once per week in office visit, emails, phone calls, etc.

MOTION by Hammerseng to approve Res No 01-06-15-02 and 01-06-15-03, seconded by Vajda. **Motion carried unanimously.**

Res No 01-06-15-04 – Changing Bank Signatories

Hagen stated this resolution is to remove the previous Administrator, Annita Smythe, as an approved signature on the City's bank accounts.

MOTION by Vajda to approve Res No 01-06-15-04, seconded by Zajicek. **Motion carried unanimously.**

Res No 01-06-15-05 – Approving Transfers

Hagen stated this transfer is to bring a bond payment fund to a negative balance. This fund has had an ongoing negative balance, whereas a different fund used to pay a different bond payment has a surplus in money.

MOTION by Vajda to approve Res No 01-06-15-05, seconded by Zajicek. **Motion carried unanimously.**

Reports:

Vajda stated he has heard several positive feedbacks from residents on the trail system and how Public Works is keeping them free of snow.

Hagen

- January Planning Commission will be cancelled. This is due to lack of urgent discussions and the vacancy.
- Hanover resident Clark Lee continues to request a meeting with one or two Council members to discuss empty lots in Crow River Heights and the presence of wetlands on those lots. An attempt will be made to set a meeting in the coming weeks.
- Randy Whitcomb was nominated by the City/EDA for an outstanding citizen's award. The Wright County Economic Development Partnership will be hosting an award breakfast at City Hall in Delano on January 16, 2015 to present the awards.
- Hagen requested Council to pick a date to hold the joint Council/EDA meeting. The date is set for February 19, 2015 with an approximate start time of 5:30 or 6 p.m.

Squires stated the Christmas decorations in Hanover are well done. Vajda stated they were purchased with the help of a donation from the Hanover Athletic Association.

Mayor Kauffman wished everyone a Happy New Year and congratulated Warpula and Zajicek again.

Adjournment:

MOTION by Warpula to adjourn at 7:33 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator