

**AGENDA
HANOVER CITY COUNCIL
OCTOBER 12, 2021**

**MAYOR
CHRIS KAUFFMAN**

**COUNCIL
KEN WARPULA
JIM ZAJICEK
MARYANN HALLSTEIN
THOMAS DIERBERGER**

- 1. Call to Order Special City Council Meeting: 5:00 p.m.**
- 2. Approval of Agenda**
- 3. Res No 10-12-21-81 – Approving City Administrator Job Description (2)**
- 4. Res No 10-12-21-82 – Approving Contract for Interim City Administrator Services (6)**
- 5. Advertisement of City Administrator Position**
- 6. Adjournment**

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

RESOLUTION NO 10-12-21-81

APPROVING CITY ADMININSTRATOR JOB DESCRIPTION

WHEREAS, the City Council has reviewed proposed changes to the City Administrator/Clerk/Treasurer Job Description; and

WHEREAS, the City Council supports adjustments to the Job Description to better reflect duties and responsibilities.

BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby approves the attached City Administrator Job Description.

Adopted by the City Council this 12th day of October, 2021.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Brian Hagen, City Administrator



CITY OF HANOVER EMPLOYMENT POSITION DESCRIPTION

CITY ADMINISTRATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs complex professional and administrative work in directing all operations of the City government including day to day functions; maintains and prepares complex financial records; introduces new ideas to maximize efficiency for the city and residents; administers elections; acts as recording secretary to the City Council; supervises all municipal staff; and any other related work as required. Work is performed under the general supervision of the Mayor and City Council.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serves as Chief Administrative Officer of the City under policy guidelines and directives of the City Council and exercises oversight over all municipal services and operations. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees all municipal services and operations; evaluates services and recommends program modifications.
- Develops, recommends, and administers the City's annual budget and oversees all financial functions.
- Develops, recommends, and administers the City's Capital Improvement Plan and coordinates the financing plan for future capital needs
- Manages and directs the work of all City regular and seasonal staff and volunteers. Recommends hiring, promotion, and discharge of employees along with any other personnel actions.
- Manages contracts and consultants providing services to the City.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Performs a variety of economic and community development related activities including negotiating agreements with developers, conducting site visits and field inspections of development projects.
- Coordinates the development, financing, and implementation of public improvement projects.
- Attends and participates in Council meetings, as well as other committee and/or board meetings or public hearings. Advises and provides necessary information.
- Coordinates and prepares agendas and materials for the City Council and other City advisory boards and commissions.
- Creates, updates, and interprets City policies, procedures and codes. Recommends revisions and modifications to the City Council.

- Advises the City Council on laws and regulations in addition to issues and future needs that will affect the City.
- Prepares ordinances as needed or directed by the City Council and oversees the maintenance of ordinances, minutes of Council proceedings, and other municipal records.
- Meets and confers with individual citizens or citizen groups as well as City employees.
- Responds to requests for information, inquiries, and complaints from community and outside organizations.
- Performs liaison activities to other local, regional and state organizations.
- Coordinates and supervises general and special elections to ensure compliance with all laws.
- Performs the statutory duties of the City Clerk and Treasurer.
- Makes recommendations to the Council for the efficient handling of city funds, in compliance with all state and local requirements, maximizing return on investments, in safe and secure investment instruments and oversees the annual audit.
- Reviews all financial transactions to ensure compliance with the City's budget and applicable regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of public administration; thorough knowledge of the laws, ordinances and regulations underlying a municipal corporation; thorough knowledge of municipal finance practices; thorough knowledge of operations of the functions and activities of the City government; thorough knowledge of election laws and procedures; ability to analyze complex problems and to develop and implement comprehensive plans from general instructions; ability to communicate effectively orally and in writing; ability to write clear and concise reports, memoranda, directives, and letters; ability to meet the public and discuss problems and complaints; ability to plan and direct the work of others; ability to establish and maintain effective working relationships with elected and appointed government officials, consultants, City employees, and the general public.

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Administration, Urban Studies, Business Administration, Accounting, Finance, or related field with two years' experience at a management level. Any combination of education and experience in public administration or private sector related experience may be substituted. Experience in economic development is desired.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, fingering, grasping; and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is generally not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

Possession of a valid Minnesota driver's license. Availability to attend public meetings held outside of normal operating hours. Ability to complete in an official capacity meeting recordings, and take sufficient notes to prepare meeting minutes. Ability to possess a certificate in election training.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

RESOLUTION NO 10-12-21-82

APPROVING INTERIM CITY ADMININSTRATOR SERVICES CONTRACT

WHEREAS, the City Council has accepted the resignation of the City Administrator; and

WHEREAS, the City Council wishes to enter into a contract with Jennifer Nash to provide Interim City Administrator Services; and

WHEREAS, attached is an agreement that identifies the terms of the services.

BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby approves the attached contract with Jennifer Nash to provide Interim City Administrator services.

Adopted by the City Council this 12th day of October, 2021.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Brian Hagen, City Administrator

INTERIM CITY ADMINISTRATOR CONTRACT

This Agreement is entered into by and between Jennifer Nash ("Employee") and the City of Hanover ("City"). The parties agree as follows:

1. Employee agrees to serve as the City's Interim City Administrator during the term of this Agreement. While serving as the Interim City Administrator, Employee will faithfully perform the duties and responsibilities outlined on the City Administrator job description along with additional duties as assigned by the City Council. Employee will commence serving as Interim City Administrator on October 13, 2021.
2. Employee will be compensated for providing Interim City Administrator services at a rate of \$45.78 per hour, not to exceed 40 hours per week.
3. Employee will generally be expected to work between the hours of 7:30 am and 4:30 pm on Monday through Thursday and from 7:30 am to 1:30 pm on Friday. Employee will also be expected to attend City meetings as needed. However, Employee will be allowed to work a flexible schedule at her discretion and Employee may take time off as needed in order to attend job interviews and doctors' appointments without penalty provided that she completes the required duties of the City Administrator position to the City Council's satisfaction.
4. Employee will not accrue any vacation or sick leave during the term of this Agreement. Employee also will not be eligible for health, dental, or life insurance benefits during the term of this Agreement. Employee will be eligible for holiday pay in accordance with City policy for full-time employees.
5. The City will not pay any other professional development fees, cell phone allowance, auto allowance, or membership fees for Employee during the term of this Agreement unless specifically permitted by City Council action.
6. This Agreement will remain in effect until it is terminated pursuant to Paragraph 7 or until the City hires a permanent City Administrator, whichever occurs earlier. In the event the City hires Employee to serve as its permanent City Administrator, the parties will negotiate and execute a new employment agreement.
7. This Agreement may be terminated by either party, for any reason, following 30 days' written notice to the other party.
8. Employee must exercise extreme discretion with respect to the process of filling the City Administrator position on a full-time basis. Employee may assist with scheduling interviews and meetings related to the selection of a permanent City Administrator and may answer basic questions about the selection process. However, Employee will not be involved in reviewing or grading applications, generating interview questions, or being a part of the hiring panel.
9. Consistent with Minnesota Statutes section 466.07, the City will defend and indemnify Employee for damages, including punitive damages, claimed or levied against Employee provided that Employee (1) was acting in the performance of the duties of the Interim City Administrator position and (2) was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

JENNIFER NASH

Date

Jennifer Nash

CITY OF HANOVER

Date

Chris Kaufmann
Mayor

Approved by City Council on October 12, 2021.