

CITY OF JEFFERSON
SPECIAL COUNCIL MEETING #2
AUGUST 31, 2017
6:30 PM

Council Present: Mike Myers, Dave Beyerl, Walt Perry, Edna Campau, Cyndie Hightower

Council Absent: None

Staff Present: Deanna Donato, Greg Ellis, Jeff Buskirk

I. **CALL TO ORDER:** Mayor Hightower called meeting to order at 6:30 pm followed by the flag salute.

II. **SESSION TOPIC:**

2.1 Special Services Contract Discussion/Approval:

Mayor announced subject. Greg then picked up the conversation and turned topic over to Councilor Myers as he is the one who initiated the discussion.

Councilor Myers apologized for stating at the last meeting about having this topic under executive session as it is not allowed. Stated he crafted a memo for Council regarding a contract to bring an independent contractor in to help finish up the last fiscal year entries into the software and get the audit for that year started and completed before December 31, 2017. With the large amount of topics Greg has had to cover and all the items Council has continued to add on, the large amount has become an extra-large amount and continues to grow. Greg's time is almost up, and in order to ease the burden he is suggesting bringing Sarah Cook back as a contract employee on a temporary basis to finish up the financials so budget can be updated and get the audit done. Councilor Myers wants to ease Greg's burden so that they can start looking for his replacement so the transition from Greg to new person will be fairly seamless. Advertising, interviewing, training for the position still needs to happen and it will take time.

Councilor Beyerl: If April, May and June are not done in order for audit to be done we could be in trouble. Believes this is warranted in order to catch them up. He has utmost confidence in Sarah's ability to be able to complete this. He is in favor of this.

Greg: He updated Council and let them know that the bank statements are up to date as far as May. June would have been done had we not lost DSL line. The audit does take time to get prepared for, he wants to have audit done before bringing on the new person. Overall, he feels pretty good with the progress that has been made in last two weeks, but would still like to see some help from Sarah for audit.

Councilor Campau: Would like to state for the record that the contract is temporary; it will be September 1 to November 1.

Mayor: to Sarah: Asked if this would affect her job in Millersburg?

Sarah: No, as this will be evenings and weekend work.

Councilor Perry: Asked if Sarah would have access to the building or would staff need to be present.

Greg: Stated he is willing to stay if needed to let her in as did Deanna, but she did work here for 18 years so he is not concerned with her being unsupervised in the building.

Mayor: Asked Councilor Myers: how he learned of this problem in City Hall?

Councilor Myers: He didn't consider it to be a problem, but he stated he had been talking with Greg; normally at beginning of new budget year, or within a month or so of it, Council would see updates to the budget to show what has been spent since it was approved and the audit completed.

Councilor Beyerl moved to recommended contract to Sarah for temp services contract. Councilor Perry seconded. Mayor asked for any other discussion.

Councilor Myers: He just want to clarify that on #1 section C of the contract; It does not mean the person will have to be there on September 1, it is just a time frame. Also is Council ok with rate of \$40 and all agreed it was fine.

All in favor, motion carried

III. **COUNCIL COMMENTS:** None

IV. **ADJOURNMENT:** Councilor Beyerl moved to adjourn and Councilor Perry seconded. All were in favor and meeting closed at 6:45 pm.

MINUTES APPROVED this 28th day of September 2017.

Michael D. Myers, Council President

ATTEST:

Greg Ellis, Interim City Administrator/City Recorder