

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
NOVEMBER 3, 2025

Commissioners Present: Peter Aranda; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;

Commissioners Absent: Jane Danger;

Staff Present: Pulluam (formally Brown); Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 5:30pm.

New Business:

- Discuss & Consider – Treasurer and Financial Department Proposal

Discussion: City Treasurer Pamela Shultz has been terminated due to insubordination. The City Manager contacted Hungerford for assistance in performing the Treasurer's duties on an interim basis, as the firm has prior experience working with the Treasurer's office. The City Manager estimates needing 60 to 90 days to review the current structure, post the position and hire a replacement at the beginning of 2026. During this time, the City Manager is also considering a restructuring of the main office, including a possible shift of certain duties and the creation of a utility billing clerk. As an interim measure, the City Manager recommends contracting an accounting firm to: Assess the Treasurer position, review standard operating procedures, and oversee day-to-day financial operations until the position is filled. Additionally, payroll will transition to a bi-weekly schedule effective January 2026. The City Manager will also evaluate whether the Treasurer position should remain full-time or become part-time prior to posting the vacancy.

Introduction of Resolutions or Amendments:

- Discuss & Consider – Resolution 2025 – 069 Financial Accounts Signatories

Discussion: authorized bank signatories need to be updated to remove Pamela Shultz's name from the City's accounts.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 069 Removing Pamela Shultz's name and designate Mayor, Manager and Clerk as authorized financial account signatories.

Motion carried 6 – 0

Motion by Commissioner Morsaw supported by Commissioner Aranda, to amend the agenda to discuss & consider the proposal from Lauterbach & Amen for accounting assessment & accounting services, Resolution 2025 - 071

Motion carried 6 – 0

- Discuss & Consider – Resolution 2025 – 070 Accounting Assessment & Accounting Services, Hungerford Proposal.

Discussion: The City Manager realized Hungerford staff does not have the knowledge or experience of the City's current financial software package so would need to take the time to learn how to use it.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 070 approving Hungerford's Accounting Assessment at a cost of \$6,500 & Treasurer's accounting Services at a cost of \$1,250 per/week not to exceed \$24,500.

Motion carried 0 – 6 (failed)

- Discuss & Consider – Resolution 2025 – 071 Accounting Assessment & Accounting Services Lauterbach & Amen Proposal.

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Discussion: the proposal from Lauterbach & Amen was received at 5pm on November 3. L & A are the City's current auditor for the 2024/2025 fiscal year; there will not be a conflict of interest for work they would complete in the current budget year but would have to remove themselves from auditing next fiscal year. The City will need to send out an RFP for audit year 2025/2026 if the Council approves their proposal. The pros to L & A's proposal over Hungerford's proposal is their staff has the knowledge & experience working with the City's current financial software, Hungerford's proposal is approximately \$4,000 less but do not have experience working with the City's software.

Motion by Commissioner Spoula, supported by Commissioner Miller, to adopt Resolution 2025 – 071 approves Lauterbach & Amen accounting assessment at a cost of \$28, 875 not to exceed 175 hours and \$200 per/hour any additional hours for accounting services for the Treasurer's department and authorizes the City Manager to execute the agreement.

Motion carried 6 – 0

Motion by Commissioner Morsaw supported by Commissioner Spoula, to amend the agenda to discuss & consider the appointment of interim City Treasurer.

Motion carried 6 – 0

- Discuss & Consider – Interim Treasurer Appointment.

Discussion: City Charter allows for the Manager to hold two positions or may appointment other staff to hold one or more offices but would need a legal opinion as to the administration of those offices.

Motion by Commissioner Spoula, supported by Commissioner Aranda to appoint the City Manager as interim treasurer effective immediately pending attorney opinion.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adjourn the meeting at 6:17pm.

Motion carried 5 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk