

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MARCH 19, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, March 19, 2013 to order at 6:07 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, Doug Hammerseng, and Wendy Pinor. Also present were Interim City Administrator Bob Derus, Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, City Engineers Justin Messner and Mike Nielson, Wright County Sheriff Joe Hagerty, Captain Dan Anselment, and District Sergeant Troy Wachter. Councilor John Vajda was absent. Hanover resident Tom Gleason was present for a short time.

Approval of Agenda

Mayor Kauffman introduced the agenda for the Work Session. He suggested moving the Pheasant Run Assessment discussion after the GIS Software discussion. Administrator Derus asked if a discussion should be held on having a thank you open house for former Mayor Waters, and former Councilor Malewicki. Councilors stated in the past they have not held a good bye event for former Council members.

MOTION by Warpula to approve amended agenda, seconded by Hammerseng. Motion carried unanimously.

Consent Agenda Items:

Mayor Kauffman wanted to have staff double check the balance on the Ploetz IUP bill before they send it in the mail. Accountant/Deputy Clerk Smythe noted that the revised claims are noted by being highlighted in yellow.

MOTION by Warpula to approve the following consent agenda, seconded by Hammerseng:

a. Approve Minutes of March 5, 2013 Regular City Council Meeting

b. Claims as Presented:

➤ Claims	\$ 78,411.17
➤ Payroll	\$ 13,234.30
➤ P/R taxes & Exp	\$ 4,667.79
➤ Other Claims	<u>\$ 2,464.23</u>
➤ Total Claims	<u>\$ 98,777.49</u>

Motion carried unanimously.

Joe Hagerty

Sheriff Hagerty spoke to Council about what is happening with the Wright County Sheriff's Office. He gave information about different programs that are active with the County. He focused on a program called Safe Schools of Wright County. This program meets in Wright County Schools once or twice a month, and brings members of various departments and boards in to speak with children. It has been present now for 12 years, and this is a program Sheriff Hagerty would like to see continue its growth. Sheriff Hagerty also discussed Wright County's actions on guns laws. He explained that with every school shooting brings added pressure to make the area safer. He explained that the Sheriff's department has strengthened background checks on individuals apply for a permit to carry. He also explained that Hanover's patrol contract did increase from last year's amount, however, it is a smaller increase than from the year before.

Captain Dan Anselment also spoke to Council. He presented a slideshow showing statistics for Hanover over the last year. He stated the stats are good, and Hanover is a safe community. He commended the local liquor establishments on their ability to operate their business with few problems where law enforcement needs to be contacted. Captain Anselment also wanted to remind the residents of Hanover to continue to call law enforcement on suspicious activity. The residents are the first line of defense.

Pavement Management Plan

Engineer Messner presented a pavement management plan proposal to Council. This plan would define the current conditions of the roads through a series of tests. The tests would be done throughout all of Hanover. From these tests, a plan would be put in place in order to better plan for road work. The road work would range from seal coating all the way to full replacement of the roads. The plan would establish time frames on what roads need work and when. This plan is referenced throughout the entire life span the plan is in place. Administrator Derus agreed with Engineers Messner and Nielson with the idea that a city needs to take care of their roads. When roads are not taken care of it costs more money in the end. With this pavement management plan our Publics Works Department will be able complete patch work more efficiently and the city will not have to worry about budgeting for major road work in the future. Council members asked if our city trails and city parking lots would benefit from a plan like this. Engineer Nielson stated the plan could add the trails and parking lots without extensive additional effort. Mayor Kauffman asked how the pavement management plan and the GIS Software can correlate. Engineer Messner stated once both the pavement management plan and the GIS Software are established with the city, then the pavement management plan can be input to the GIS Software. Council members were generally agreeable with moving forward with the pavement management plan; staff will put it on for approval on the consent agenda for the April 2, 2013 meeting.

GIS Software

Engineer Messner stated GIS Software is a program that allows information about roads and properties to be saved to an electronic database. This information can range from the pavement management plan to property records. The program will be a map of Hanover that will allow you to click on certain areas and access information related to the land being viewed. For example, if a parcel of land in the Industrial Lot has Conditional Use Permits with it, the GIS Software allows those permits and the conditions to be uploaded the to the property information. Councilor Pinor asked if this program is controlled by WSB or city staff. Engineer Messner explained that WSB would create the software, and complete updates on the software as needed, but that a staff member could be responsible for adding information to the program. WSB offers free training at their locations because their staff members also attend these trainings. Any future costs will be minimal with the exception of new developments. Staff will put the GIS plan as proposed on the agenda for approval on the consent agenda for the April 2, 2013 meeting.

Pheasant Run Assessment

Engineer Messner stated to Council that a decision has to be made on this project because the timeframe is getting smaller. He explained Council needs to make a decision on what to present to residents at the open house. Administrator Derus stated at the open house we will provide information to residents, and then have them complete a survey in order to analyze their response. It will be more effective than trying to get an answer the time of the open house. Engineer Nielson informed Council this assessment policy should be the base of all future assessments. It will prevent Council from having to have lengthy discussions on what to assess for future projects. Councilor Hammerseng questioned if different assessment rates for different scenarios can be presented to the residents. Engineer Messner said that was not a problem and he could show details of the differences between the scenarios, and the reason for the different assessment rates. Messner will prepare a policy for approval on the April 2, 2013 Council meeting.

Summer Seasonal Help

Administrator Derus explained to Council that the time of year to advertise for summer help is here. Other Cities have begun their advertising so Hanover should look to do that too. Lead Maintenance Worker Vogel explained he would like to advertise now in order to have more time to bring in skilled workers. He also asked for two positions, one of which would mainly be responsible for mowing city properties. The seconded would be more skilled in order to help with maintenance of the city and driving the heavy equipment. Council advised staff to advertise for the two positions.

Accounting Software

Accountant/Deputy Clerk Smythe explained different software possibilities. She explained the quotes of the software that she has received, and what each software option offers. She stated that the cities she has spoken with who use these software programs have not said anything to eliminate any option. Council suggested to table

the decision until a demo of the different programs could be conducted, or check with other cities to see which are recommended.

Update City Administrator Recruitment/Reorganization of Administrative Staff

Interim Administrator Derus updated the City Council on the City Administrator recruitment, proposing two options:

1. Recruit a New City Administrator
2. Promoting from with-in; train-in Accountant-Deputy Clerk to eventually assume the role of City Administrator

Derus presented the advantages and disadvantages of each option and also recommended that the Council train-in Accountant-Deputy Clerk Smythe to eventually assume the role of City Administrator. This option involves a two-step process; the first step is to promote Smythe to City Clerk-Assistant City Administrator, on or about May 1, 2013. This is an exempt (salaried) position, which will allow her to work more than 40 hours/week. There will be a salary adjustment to go with this promotion. In order to free up some time for Annita to take on new responsibilities, we will have to address getting her help with some of the basic bookkeeping duties.

Derus also recommended that the City hire Brian in the capacity of Administrative Assistant, a new position, in June. After some discussion, the consensus of the City Council was to move forward with the plan as recommended by Derus to promote Smythe to City Clerk-Assistant City Administrator, on or about May 1, 2013 and to hire Brian in the capacity of Administrative Assistant in early June. At that same time Derus will scale back his role; it will be more of an advisory role, with a reduction in hours to approximately 10 hours/week.

There was a brief discussion about restructuring the receptionist position to provide more bookkeeping support. The performance of the receptionist was also briefly discussed as a factor. Derus suggested that the Council offer a severance package of 3.5 months and 6 months health insurance paid by the City, in consideration of almost 8 years of service, which they agreed was advisable. The consensus of the Council was to move forward on these items (promoting Smythe to City Clerk-Assistant City Administrator, on or about May 1, 2013; hiring Brian Hagen as Administrative Assistant in early June; restructuring the receptionist position to be a receptionist/bookkeeping position and offering a separation agreement to current receptionist as discussed) for approval at the April 2 meeting.

Compensation Program

The City Council was not able to get to the discussion of a compensation program.

Adjournment

On a motion and second, the meeting was adjourned at 9:52 P.M. Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, Interim City Administrator