

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
AUGUST 20, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, August 20, 2013 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, and Ken Warpula. Also present were Interim City Administrator Bob Derus, City Clerk/Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Lead Maintenance Worker Scott Vogel, City Engineer Justin Messner, previous City Engineer Mike Nielson, Fire Chief Dave Malewicki, and Tom Spier. Councilor Hammerseng was absent.

Tour of Fire Hall/Fire Equipment:

Chief Malewicki provided Council members and City staff a tour of the Fire Hall. He outlined the importance and the lifespan of the equipment. The tour provided Council and staff members an understanding of what is involved in the operation of a Fire Department. The main items discussed were aging equipment, and the apparatus floor. Chief Malewicki explained equipment like the oxygen tanks are regulated on how long they can be used. The apparatus floor is the portion of the Fire Hall where the equipment is parked. This floor is in need of resurfacing because the slip resistant finish is wearing off.

The work session reconvened at City Hall at approximately 6:45 p.m. At this time Councilor Warpula left the meeting for Fire Department training.

Approval of Agenda

Three discussion items were added. Truth in taxation date discussion, Athletic Association donation picture, and solid waste haulers license discussion.

MOTION by Vajda to approve amended agenda, seconded by Pinor. Motion carried unanimously.

Consent Agenda Items

MOTION by Vajda to approve consent agenda as presented, seconded by Pinor.

a. Approve Minutes of August 6, 2013 Regular City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 200,361.86
➤ Payroll	\$ 5,770.70
➤ P/R taxes & Exp	\$ 2,452.47
➤ Other Claims	\$ 47,896.48
➤ Total Claims	<u>\$ 256,481.51</u>

c. Resolution No 08-20-13-96 Approving Jt. Powers Agreement - Court Services

d. Resolution No 08-20-13-97 Approving Medica Renewal

e. Resolution No 08-20-13-98 Approving Pay Voucher for 2013 Seal Coat Project

Motion carried unanimously.

Athletic Association Donation Photo

Tom Spier was present on behalf of the Athletic Association to have a photo taken with Council.

Truth in Taxation Meeting

Council set the Truth in Taxation meeting for December 3, 2013 at 7 p.m. before the regular Council meeting starts.

Solid Waste Haulers License

Smythe explained to Council that the City currently allows six licenses to be issued for solid waste haulers. The City has received a request by a seventh company to provide service within Hanover. Smythe asked Council if they would want to raise the number of licenses allow to seven. Council agreed that it is good to allow residents to choose their service provider, but they did not want an additional company creating additional heavy vehicle traffic. Council directed staff to inform the company that licenses are renewed yearly and they should inquire about a license early in the year.

Pheasant Run Discussion

Mayor Kauffman began the discussion by asking why costs continue to grow on this project. Derus explained that the costs are partially staffs responsibility because of how the project has been handled. Derus explained that because of the added survey and the amount of resident input that has been requested there has been more work to complete in the beginning part of the project. Derus stated that enough information has been gathered from residents so Council will be able to make their decision. Messner updated Council and staff on the results as additional residents provided their response to the questionnaire later than others. The results did not have a notable change to them. After a short discuss on the updated results Council table the discussion until a later date where all Council members could be present.

CR 34 Signal Change Order and Controller

Nielson introduced the topic to Council. He explained that Wright County is requesting the City fund half of the cost of installing a controller on the stoplights located at County Roads 34 and 19. This controller would allow Wright County to operate the signal from their offices versus having to physically visit the site. Council members were confused because they felt this was already installed. Nielson explained what was installed was tubing and wiring between the two stoplights in Hanover. Now the County is requesting a controller would be installed. Nielson further explain that the controller was originally planned to be installed, but the County decided against it because they were potentially going to changed software programs. The County did not change their program and therefore needs would like the controller installed. Council asked what benefit the controller would provide the City. Council was informed the controller would be utilized in high traffic times or in emergency cases to control the flow of the traffic. Council came to a consensus to table the decision until their regular meeting. Vajda also asked Nielson to ask the County if they would help the City with moving the speed limit sign. With the construction of the path along County Road 34 the City feels it adds to the reasons the speed limit should be 30 mph on the north side of the intersection.

Trail Projects Discussion

Messner updated Council on the wash outs that happened during a storm to the trail along County Road 19 in Wright County. He explained that a turf reinforcement mat can be purchased. The mat is stapled into the ground and is a permanent mat. Vegetation will grow between open areas of the mat and prevent future erosion. This mat can be installed by Vogel so the cost would be his labor and approximately \$1,800. Council agreed to the solution.

Nielson stated the Beebe Lake Trail may see similar areas with erosion concerns. This is due to a steep slope that cannot be prevented. The plan is to address erosion concerns in the beginning so future erosion does not happen. Construction on the trail should be completed this fall as planned, with areas around wetlands seeded for erosion control. Final seeding will happen in the spring of 2014 if it does not happen this fall.

Messner explained to Council why the cost estimate is higher for the Hennepin County Road 19 Trail. He stated there were changes to the original plans by Hennepin County. They wanted curb and storm sewer added to portions of the trail. This cost caused the estimate to rise. Messner also made Council aware that easements have not been discussed with residents. Messner stated this typically has a cost involved, but the amount is unknown at this point. Mayor Kauffman asked if the switch back from the road to the bridge is included in this cost. Messner stated no it is not because the switch back has become its separate project. The switch back has been put on hold because the City has not been able to acquire the land from the bank. Nielson predicts that

once the trail and the switch back are constructed that Three Rivers Park District would take ownership of the maintenance of the trail. Council is concerned at the amount the City is expected to fund for the trail. Derus suggested that at the September 3, 2013 Council set a max amount the City is willing to fund.

River Road Ditch Repairs

Messner explained this location is near PHS West and the Pingree household. Messner explained the plans include curb work and ditch work in order to reroute the drainage. Currently the drainage goes across the entire parcel, whereas it should be directed along the edges of the parcel. Pinor stated she felt this issue was resolved in the past. Derus responded that actions may have been taken, but they were not the correct solutions. Derus further explained that drainage problems should be resolved by the City and not the landowner. Messner explained to Council that this project would be cheaper if it were to be tied into the Pheasant Run project. Messner further suggested that if Council waits on the Pheasant Run project, then they should move forward this fall on the drainage issue. Council asked why the City was required to pay for the culverts because past projects the Council was under the understanding that residents paid for their culverts. Staff was directed to look into past projects and the culverts should be consistent between projects.

Public Works Job Descriptions

Staff explained to Council that these Public Works positions are what is left of the City staff job description updates. The supervisor position is for the current Lead Maintenance Worker position. Staff feels an updated job description would better resemble what is expected of the position. The Maintenance Worker position is a proposed position which would be filled in the future. Staff explained the current summer temporary worker has impressed staff very much. There has also been discussion of hiring this temporary worker in the spring upon Council approval. Council agreed that the summer worker has been great addition, and if he is interested in working full time after he graduates then it is a good idea to start the discussion now. Pinor stated some inconsistencies between the two job descriptions. The overall consensus was Council agreed with the job descriptions.

Compensation Plan and Wage Range

Derus introduced the topic by explaining there are three main reasons to have a compensation plan. The plan will show the City is competitive compared to other cities, it will prevent violation of the Pay Equity Act, and it becomes a quality recruiting tool. Derus stated if a quality compensation plan is set and the City follows the plan then quality employees will be retained. Derus further explained that a compensation plan can be utilized as a recruiting tool because quality employees from other organizations would be drawn to the City when there are job openings. Mayor Kauffman and Pinor stated they were concerned if the City went to a typical step program then staff would become overpaid. Derus explained Council can prevent that from happening by not approving raises if they do not feel the employee has not met or exceeded expectations. Vajda stated he was for the compensation plan.

At 9:26 p.m. Councilor Pinor left the meeting and the meeting was adjourned for lack of a quorum.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita M. Smythe, City Clerk/Asst. City Administrator