

**CITY OF HANOVER  
CITY COUNCIL MEETING  
SEPTEMBER 3, 2013 – OFFICIAL MINUTES**

**Call to Order/Pledge of Allegiance: 7:00 p.m.**

Mayor Kauffman called the Regular Council Meeting of Tuesday, September 3, 2013 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, Doug Hammerseng and Ken Warpula. Also present were City Clerk/Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, and City Engineer Justin Messner. Guests present were Jim Hennessey, Susan Blood from Northwest Hennepin Human Services, Dave Pinor, Karen Sorensen, Doug Lee, and a Sheriff Deputy.

**Approval of Agenda:**

Mayor Kauffman suggested moving item 7.a. to Citizen's forum because there was a guest speaker present. Pinor asked if a discussion could be held about Fire Department Fees charged to other cities that the Hanover Fire Department services. Smythe stated the fees will be discussed with the Budget and Levy item.

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

**Consent Agenda:**

Hammerseng asked why the temporary snow plow drivers receive \$500 additional dollars at the end of the season. Smythe stated that money is an incentive for the drivers to remain available for any hours of the day. They are often called to plow snow at 3 a.m. and on weekends. Warpula asked for staff to explain the need of a signal change controller. Messner gave a brief description of what was discussed at the previous work session for this issue. Warpula also asked for further details on the trail repair along County Road 19 in Wright County. Messner also gave a brief review of what was discussed related to this issue at the previous work session. Pinor asked staff if the Kiphuth/Mahler lot re-subdivision is required to pay park dedication fees. Hagen explained what the two property owners were requesting to complete. He explained the owners are not creating any new lots, instead they are moving lot lines so staff does not feel park dedication fees should be charged. Smythe gave Council an answer to a question they asked at the previous work session. Smythe stated Council requested information about when residents were required to pay for new culverts as work was being done to their ditches. Smythe explained that both Jonquil and Katydid Lanes had maintenance work completed on their ditches. In the past Council made a motion for Jonquil Lane residents to pay for their culverts, whereas Council made a motion so Katydid Lane residents did not have to pay for culverts. Smythe was unsure at this point if the residents on Jonquil ever paid for the culverts.

**MOTION** by Warpula to approve the consent agenda as presented, seconded by Hammerseng.

**a. Approve Minutes of August 20, 2013 Regular City Council Work Session Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 105,165.21
➤ Payroll	\$ 5,121.70
➤ P/R taxes & Exp	\$ 2,204.08
➤ Other Claims	\$ 1,156.47
➤ Total Claims	<u>\$ 113,647.46</u>

**c. Resolution No 09-03-13-99 Setting Date for Truth in Taxation Hearing**

**d. Resolution No 09-03-13-100 Approving Public Works Job Description**

**e. Resolution No 09-03-13-101 Approving Change Order for CSAH 34 Signal**

**f. Resolution No 09-03-13-102 Approving Repairs for WC 19 Trail**

**g. Resolution No 09-03-13-103 Approving River Rd-Riverview Road Ditch Repairs**

**h. Resolution No 09-03-13-104 Approving Temporary Snow Plow Drivers**

**i. Resolution No 09-03-13-105 Approving Temporary Seasonal Position**

**j. Resolution No 09-03-13-106 Approving Kiphuth-Mahler Re-subdivision**

**k. Resolution No 09-03-13-107 Approving Payment of Annual River Clean-Up Disposal Cost**

Motion carried unanimously.

### **Citizen's Forum:**

Ms. Sorensen wanted to show support for the Verizon and AT&T projects that were in front of Council for a site plan review. She stated she knows several senior citizens who are becoming more reliant on their cell phones. She hopes that Council will approve the plans and allow cell phone carriers to improve their coverage for Hanover residents.

Mr. Lee stated he lives on the wetland off of County Road 20. He is concerned of the water level in the pond after a board was removed from the culvert near the river. This board controls the water level and with it removed the water level has dropped drastically. He is afraid that a pair of trumpeter swans will leave the pond where they have nested there for several years. He also stated that since the board was removed several other forms of wildlife have left. Messner responded to the citizen and Council on the matter. He stated that he has spoken with a representative with the DNR and they have determined the water level has dropped below an acceptable level. Messner further explained that he just spoke with the DNR the same day of the meeting, and he planned to discuss a solution with the Public Works Supervisor the following day. Messner will advise staff to replace the board. The board was replaced by the Public Works Supervisor on September 4, 2013.

### **Northwest Hennepin Human Services Presentation:**

Ms. Blood and Mr. Hennessey were present to speak on behalf of the Northwest Hennepin Human Services. They explained to Council that it is an organization to help people in need. This night they focused on one of the goals of protecting the senior citizen community. They can offer resources for seniors in order to prevent them from being taken advantage of. They stated that seniors can become victims to financial scans. The NWHHS can educate seniors and their families on several issues. They also left informational packets for staff to use to direct residents if there are questions about services available.

### **Public Hearings:**

None

### **Unfinished Business:**

#### **IT Solutions**

Smythe explained this discussion was first raised in the July Work Session. These issues include email problems, memory space, software upgrades, and ease of use. Staff has received three quotes, but would like to receive additional, as our new receptionist has additional contacts that are IT professionals. The three quotes vary from each other regarding the equipment and services offered, so staff has not been able to make an apples-to-apples comparison. Council suggested contacting the two additional companies for quotes. In addition, Hammerseng stated he can have the IT department of the company he works for look at the quotes and let staff know if the services quoted will address the issues we are concerned with.

#### **Pheasant Run**

Smythe introduced the topic by explaining what was discussed at the previous work session. It was placed on this agenda for a formal vote by Council. Messner explained to Council that if they wish to complete construction in 2014 then there is no additional time to delay the project. There still needs to be plans approved as well as an assessment hearing with the residents. If Council wishes to table the discussion then the information gathered for the project will be filed away for a later date. There was discussion amongst the Council members of what to complete. They felt it was important to consider the residents' opinions after they completed the surveys the City requested. Council could not come to a consensus of eliminating the option of sewer and continuing discussion of only road reconstruction. Mayor Kauffman stated if the City plans to bond the project then it may be wise to do so now while we know interest rates are low.

**MOTION** by Hammerseng to table discussion until February 2014, seconded by Vajda. Motion carried with Councilors Vajda, Hammerseng, and Warpula voting in favor, and Mayor Kauffman and Councilor Pinor opposed.

### **Budget and Levy Approval**

Smythe introduced the preliminary 2014 budget to Council. She explained the budget revenue increased 5% due to high numbers of building permits and more local government aid money. Smythe further explained Hanover's levy is required to remain the same as the previous year. For 2014 a new formula was required to be used to determine the maximum amount a city's levy could be raised. The formula takes into consideration the last two year's levy amounts and the amount of local government aid. Because Hanover's levy has remained flat for several years, and the City is receiving a higher amount of local government aid, Hanover is unable to raise the levy dollar amount. Smythe explained this will not affect the budget because Hanover's budget increases, mainly for capital projects, are being offset by reductions in bonded debt payments for 2014.

Smythe noted that Police Services, Public Works, and the Fire Department's budgets were the areas with the most change. Public Works total budget is not projected to change much, but the money will go to different areas due to staff reorganization. The Fire Department's budget was increased to fund capital improvements and wage increases approved in prior years. Smythe explained a portion of the Fire Department's expenditures are funded by revenue from other cities for service Hanover provides to them. Mayor Kauffman suggested a Fire Department tour should be set up so the other cities can come and learn about the Fire Department. He felt this would help the other city's officials understand what their money is being used for. Pinor stated that has been tried in the past with little result, but Council as a whole felt it was a good gesture to make especially because the other Councils have different members and may be interested in the tour.

Smythe also informed Council that the Hanover EDA has approved their levy to remain flat for 2014, but this also needs to be approved by Council.

**MOTION** by Pinor to approve the City levy, preliminary budget, and EDA levy, seconded by Vajda. Motion carried unanimously.

### **New Business:**

#### **Senior Center Committee**

Smythe informed Council that Joyce Flury, the coordinator of the joint Senior Center for St. Michael and Hanover, will be retiring. St. Michael has posted this job opening, and they will be interviewing candidates soon. Steve Bot from St. Michael has asked if Hanover would like to have a representative for the application reviews. This person could ensure Hanover's interests are met. Council advised staff to contact citizens who may be interested following the meeting.

#### **AT&T and Verizon Site Plan Review**

Mayor Kauffman combined the site plan reviews for one discussion because of the similarity of the requests. Hagen explained what is being requested. He also provided an overview of the Planning Commission meeting and what was recommended with their vote to approve the site plan. Hagen stated the proposed plans meet ordinances. The plans also are an intended use for the location because a mono-pole already exists for this intended use.

**MOTION** by Warpula to approve the site plans as presented, seconded by Pinor. Motion carried with Mayor Kauffman, Councilors Pinor, Vajda, and Warpula voting in favor, and Councilor Hammerseng voting against to protect the interest of the Planning Commission and their recommendations for the site plan.

#### **Hennepin County Road 19 Trail Funding**

Messner introduced the topic by explaining WSB is discussing right of way acquisitions with property owners. They have also staked the location of the trail. Messner updated the Council on the funding available and cost to date. Messner noted Three Rivers Park District has verbally stated they will fund a portion of the trail, but they have not presented any number to their board for approval. Council was concerned about moving forward on the project because a large portion remains unfunded and the City does not want to be responsible for the remaining funds. Hammerseng stated he still feels Three Rivers Park District should commit to completing the

trail through Crow Hassan Park before the City agrees to complete our portion of the trail. Hammerseng does not feel it is a good idea to have a paved trail that does not connect to the trail that exists along Hennepin County Road 19 south towards Loretto. Messner feels if the City decides to stop progress on the trail that we would risk losing federal funding for a 2014 construction time. This amount exceeds \$200,000 and would have to come from some other sources of funding. Messner recommended Council let WSB finish discussion with residents on the land acquisitions. At that point there will be better information to provide Three Rivers Park District in order to prove the City is ready to move forward with securing funding.

**MOTION** by Hammerseng to allow land acquisition discussions to be completed, then stop funding on the trail until Three Rivers Park District commits to an amount of funding. At that point Council will revisit to determine if the City will continue to move forward, seconded by Mayor Kauffman. Motion carried unanimously.

**Reports:**

Messner stated he was planning to report on the wetland with the board removed. Council directed staff to have that replaced as soon as possible.

Hagen updated Council on multiple items:

- Informed Council of hunting regulations within City Limits
- Informed Council the scanning project will have address files sent out shortly
- Let Council know that Public Works has picked up signs around the City that did not meet the ordinance regulations
- Stated staff will be meeting a Historic Bridge Engineer September 5<sup>th</sup> for the Historic Bridge project

Smythe updated Council on multiple items:

- Insurance representative will be visiting to analyze City properties and equipment
- Meeting with Green House senior living representatives on September 9<sup>th</sup>
- Updated on Bob Derus' out of office for family reasons
- New receptionist Nancy Schmitz is doing a great job and is very motivated

Mayor Kauffman asked if any other members or staff would like to join him September 18<sup>th</sup> for the Wright County Mayors Association luncheon. Warpula plans to attend with the Mayor.

**Adjourn:**

**MOTION** by Hammerseng to adjourn at 9:20 p.m., seconded by Warpula. Motion carried unanimously.

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

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