

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
OCTOBER 15, 2013 – DRAFT MINUTES**

Call to Order

Acting Mayor Vajda called the Regular Council Work Session Meeting of Tuesday, October 15, 2013 to order at 6:03 p.m. Present were Councilors John Vajda, Doug Hammerseng, and Ken Warpula. Councilor Wendy Pinor arrived at 6:45 p.m. Also present were Interim City Administrator Bob Derus, City Clerk/Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, City Engineer Justin Messner, WSB Associate Penny Rolf, Athletic Association members Tom Spier and Stan Kolasa, Curt Zachman from Guidance Point Technologies, IT consultant Joe Kaul, Dave Libert, and Senator Mary Kiffmeyer.

Approval of Agenda:

Smythe noted changes to the revised agenda which was provide to Council at the meeting. She explained a resolution was added to release a large amount of escrow money that was being held from Semler Construction. She also stated discussions items would be added for the draft lease agreement between the City and the Athletic Association, a resident who wants to connect to sanitary sewer, and snow plowing agreement with the elementary school.

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

Consent Agenda:

MOTION by Hammerseng to approve revised consent agenda, seconded by Warpula.

a. Approve Minutes of October 1, 2013 Regular City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 337,770.55
➤ Payroll	\$ 4,843.49
➤ P/R taxes & Exp	\$ 1,967.84
➤ Other Claims	<u>\$ 892.84</u>
➤ Total Claims	<u>\$ 345,474.72</u>

c. Res No 10-15-13-112 – Approving Pay Voucher #2 for CSAH 34/CSAH 19 Signal Light

d. Res No 10-15-13-113 – Approving Release of Escrows to Semler Construction

Motion carried unanimously.

Fee Waiver Request – Libert Sewer:

Smythe explained what is being requested by Mr. Libert. She stated that when Crow River Heights was developed, the City sanitary sewer trunk line was installed onto Mr. Libert's property without permission. Former City Engineer Neilson has discussed the issue with Mr. Libert on several occasions over the last decade, and a solution was never agreed on or implemented. Smythe further stated that in a recent discussion Neilson gave Mr.Libert a final offer after informing staff what that was. Libert explained to Council that in the past he was promised by both WSB and the City that the costs would be covered to connect to sanitary sewer. He further stated no one provided him written confirmation of what was being offered. Libert requested this council make a decision to help him solve the ongoing issue. Libert stated he wanted this solved because he and his neighbor want to sell their homes and the current septic systems are failing.

Derus explained to Council the phone conversations between himself and Mr. Libert. Derus further explained that Mike Neilson approved a letter which was mailed to Mr. Libert. The letter outlined that the final offer was \$7,500. To be paid to Mr. Libert by WSB. Derus recommended that Council not waive any further fees because the letter outlines what the offer is. After further discuss on the benefit the trunk line is and the reduced cost to hook up to it because of where it is installed, Mr. Libert asked Council to waive half of the connection fees. Council agreed with Mr. Libert.

MOTION by Warpula to waive one half of the connection charges, seconded by Hammerseng. Motion carried unanimously.

Athletic Association:

Tom Spier and Stan Kolasa spoke with Council about changes they would like to the lease agreement. Council was not opposed to what they were requesting. Council reminded the Athletic Association that they want to be able to use the fields for multiple uses. The Athletic Association was directed to provide the changes in writing by an attorney then give the draft lease back to the City.

Councilor Pinor assumed position of Acting Mayor.

Senator Mary Kiffmeyer arrived at the Council meeting. She wanted to visit with the Council and staff to learn of any concerns. Derus explained how the City is located in two different Counties. He further stated this is inefficiency for a city of only 3,000 people. Kiffmeyer responded that it is difficult to change this, but she would have one of her assistants contact staff to discuss options on how to make some tasks easier.

IT Overview:

Smythe introduced the topic and explained that staff brought an independent consultant in to assess the City's IT needs. Mr. Zachman visited with staff and inspected the equipment in City Hall. Mr. Zachman provided Council with an overview of what the City has and what the City could move to in order to solve several issues present in the current system. Of the four solutions provided, Mr. Zachman recommended Council go with one of the first two solutions. Of the first two solutions, one would be an update to what is currently present at the City. This solution would be fix the major issues present at the current time. The seconded solution would cost slightly more, but would allow the city to grow and would not need updating in the near future again. Mr. Zachman said the two solutions would be comparable in price with the second one a little higher, but there would be more benefit to it as well. Council directed staff to have the companies rebid the project with the outlines in solution one and two from what Mr. Zachman provided.

Hennepin County Road 19 Trail Land Appraisals:

Messner introduced his associate Penny Rolf. Ms. Rolf explained the appraisals of the properties which would require a temporary construction easement. Hammerseng asked if they had any disputes from the residents. Rolf stated one resident voiced concern about the trail, but the concerns would be addressed during construction. The goal is to work with the residents so they are satisfied with the end result. Messner further stated the Federal Grant requires construction in 2014. He wanted to remind Council this because the timeline is becoming tight. There is some leeway yet, but a decision will have to be made soon enough where an extension can be submitted. Council is still waiting to hear from Three Rivers Park District on the amount they are willing to fund. Once this amount is known Council will be able to make a decision on whether to move ahead with the next steps. Council directed Derus and Messner to attend a Three Rivers Park District Board meeting if possible.

Riverview Road Quotes:

Messner reviewed the quotes received for the drainage improvement project on Riverview Road and River Road. He stated Burschville Construction was the low bidder and therefore it is recommended they are awarded the contract. Pinor asked why the bid was more than the estimate. Messner stated one factor was the use of warm water versus cold water when making the cement. It also is a time of year where bids tend to be higher. Hammerseng asked if Messner was happy with the bids. Messner stated the companies who bid are good companies to have complete work, also given the time of year he is happy with the overall cost of the project.

MOTION by Hammerseng to approve, seconded by Pinor. Motion carried unanimously.

Interim Update:

Derus updated Council on where he feels Smythe is at in her ability to assume the City Administrator role. Derus stated he is impressed with her abilities and has taken on the job very well. She is able to balance the accounting role and the administrator role while continuing to watch over the City. Derus further stated he is rarely at City Hall. Most of his hours come from meetings he attends. Derus explained he would be willing to stay with Hanover on an as needed basis. He would remain available by phone or would be able to stop in if needed. Smythe asked Council if there is anything they would like to see differently from how staff has been doing in the last few months. Council stated everything has been great.

Compensation Plan:

Pinor stated she would like to table the discussion because she and Mayor Kauffman are reviewing another city's personnel policy to present to staff.

Budget Review & Year End Projections

Smythe explained the budget is in good standing for 2013. She stated staff compensation and a large amount of new home construction is large factor in additional revenue. It is projected the budget will have \$300,000 excess at the end of the year. Hammerseng asked where excess money goes at the end of the year. Smythe stated it will be placed into Capital Improvement Plans; this year majority will be placed into pavement management.

Beebe Lake Trail Winter Maintenance & School Snow Plowing:

Smythe asked Council if they agree to leave the Beebe Lake Trail covered with snow this winter. Vogel has suggested this because normally there is a snowmobile trail which runs along the road on that side. This would allow the snowmobiles to stay at this location otherwise the machines would damage the new trail. Council agreed to not plow the trail.

Smythe also explained that the Buffalo School District approached Vogel about plowing the elementary school during the winter. They are requesting Vogel plow the bus drop off area and the parking lot. This would allow buses easier access for dropping children off during snow events. Council agreed to work with the school.

Additional discussions were held at this time:

- Councilor Warpula has informed staff that he lost his receipt for the Ipad. Council agreed to reimburse Councilor Warpula for the Ipad purchase.
- Smythe asked for an additional person to be added as a signatory for checks. Council nominated Vajda.
- Smythe informed Council that the regularly scheduled meeting for November 5, 2013 cannot be held until after 8 p.m. due to an election day. Council discussed to change the meeting to November 4, 2013 at 7 p.m.
MOTION by Pinor to change the meeting to November 4, 2013 at 7 p.m., seconded by Warpula. Motion carried unanimously.

Mailbox Regulations:

Staff asked Council how they would like to treat future inquiries about moving mailboxes. There was a recent situation where a resident asked the post office for permission to move the mail box to their side of the street. The post office agreed and has since asked the City to move other mailboxes throughout the City to make it safe for the delivery drivers. Council directed to have staff work with the post office for these mailboxes, and to draft an ordinance prohibiting residents to move mailboxes without permission.

Adjournment:

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

APPROVED BY:

Wendy Pinor, Acting Mayor

ATTEST:

Annita Smythe, City Clerk/Asst. Administrator