

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
OCTOBER 21, 2014 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, October 21, 2014 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, and Ken Warpula. Councilor Wendy Pinor arrived approximately 6:40 p.m. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, and City Engineer Justin Messner. Doug Voerding from the Wright County Journal Press, Doug Nordberg, and Chad Holen were present as guests.

**Approval of Agenda**

Mayor Kauffman requested item 3.d. be removed from consent agenda and held as a separate discussion item.

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

**Consent Agenda**

Questions on final result of the Riverview Drainage project were asked of Messner and Vogel. Messner stated that the work has been completed by Burschville Construction. There was a neighboring property who added fill to the ditch area, and they were instructed to remove the fill in order for the ditch to drain properly. Messner feels the ditch has been corrected to a point where proper drainage will occur. Vogel expressed concern about how the entire fill was not removed. Vogel has concern that the ditch may need work in the future earlier than normally required due to the added fill. Council directed staff to send a letter to the property owner, advising that the City would not be responsible for any early maintenance on the ditch needed as a result of their actions.

**MOTION** by Warpula to approve amended consent agenda, seconded by Hammerseng.

**a. Approve Minutes of October 7, 2014 Regular City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 113,490.79
➤ Payroll	\$ 7,298.24
➤ P/R taxes & Exp	\$ 2,992.87
➤ Other Claims	\$ <u>1,611.31</u>
➤ Total Claims	\$ <u>125,393.21</u>

**c. Res No 10-21-14-75 – Approving Final Pay Voucher Riverview Rd Drainage**

**Motion carried unanimously.**

**Riverview Road Complaint Follow-up**

Hagen explained that 11836 Riverview Road has corrected all but one zoning violation as instructed. The last violation is a second driveway where the property owner was instructed turf must be established. Given the time of year this will not be corrected before frost/snow. Hagen requested direction on how to proceed with enforcement. At an earlier meeting Council discussed whether or not to allow the second driveway. Council directed to have the Planning Commission consider an ordinance amendment to allow second driveways. Enforcement against 11836 Riverview Road would be delayed until after the potential ordinance amendment is decided.

### **Res No 10-21-14-76 – Approving Change of Health Insurance Plans**

Smythe explained that seven quotes were received for various health plan alternatives. Staff met to review the options. Of the quotes, staff agreed that HealthPartners offers the best coverage for the cost of the plan. This resolution is authorizing staff to enter into a contract with HealthPartners for one year. Discussion on how much the City contributes towards health coverage was also held. Smythe explained that the preliminary budget had the City's contribution factored in, but that can be altered before the final budget is approved, if necessary.

**MOTION** by Vajda to approve Res No 10-21-14-76, seconded by Hammerseng. **Motion carried unanimously.**

### **Hanover Elementary School Snow Plowing**

Smythe explained the background on this request for limited snow plowing services for Hanover Elementary School. Vogel provided an estimate that equipment, salt, and staff time would be approximately \$1,175 for the 2014-2015 snow season. The school would be plowed after the Fire Hall, but before the streets. A final invoice of all costs incurred would be sent to the school district at the end of the season. Council consensus was to move forward with the agreement as proposed.

### **Staff Add**

Smythe presented a recommendation to hire current Administrative Intern, Amy Biren, as a full time staff member. Council asked what the job responsibilities would be and pay range. Smythe stated she currently completes tasks related to an Administrative Assistant. The proposed job description and pay range for this position are included in the recommendation memo. The recommendation is to hire Biren at the starting wage of \$18.78 per hour, which is the minimum of the range for an Administrative Assistant, in accordance with the ranges previously approved by Council. Council agreed to the recommendation, final approval set for November 3, 2014 regular meeting.

### **Pavement Management Cash Flow Update**

Smythe outlined the current cash status for the City. She stated that in order to fund the pavement management plan, we must first receive grant reimbursement for the Beebe Lake Trail or cash out existing investments. The City has not received any reimbursements to date, but have been told Wright County has the money for the first request for payment and will release the funds to the City. Short discussion was held for future road projects and whether the goal of fully funding the projects would be able to be met. Council will visit the need for assessments at the time of those projects. Staff recommended tabling the pavement management projects until funds are received on the Beebe Lake Trail. Council consensus was to revisit after those funds are received.

### **Public Works Facility Discussion**

Discussion about the future Public Works Facility continued. Location was the focus, and Council consensus was that the 10 acre parcel on 5<sup>th</sup> St. NE was more than likely the best location given the past use of the parcel and the limited buildable area. Staff shared preliminary thoughts about how to convert the existing Public Works area of City Hall into long term storage of City records and designated storage areas for the various clubs like the Historical Society, Lions Clubs, and Golden Age Club.

Specifics of the future Public Works size, building material, and amenities were not determined. Council also determined that the two acre parcel in the industrial park could be put on the market to sell, and directed staff to pursue a couple of options.

At this point, Engineer Messner provided an update on projects prior to being dismissed from the meeting:

- Crosswalk button is planned for installation on 10/22/14.
- Beebe Lake Trail final corrections are nearly complete. We are attempting to have the state inspect the trail in early November, but may have to wait until spring depending on the state's schedule and weather.
- Hennepin CSAH 19 Trail bid opening in December, project completion estimated August 2015.
- Wright CSAH 19 Trail reimbursement of approximately \$34,000 is in progress.

### **Set Meeting Location for November 3 Council Meeting**

Smythe asked Council their thoughts on location for the November 3, 2014 Regular Council Meeting, since the Community Hall is being utilized for the November 4, 2014 General Election. There was concern that the Conference Room was too small, given the planned agenda. Council determined to hold the meeting at the Fire Hall.

### **Staff Review Processes**

Smythe explained that the personnel policy does not clearly define how the Administrator's review is to be completed, as it does not differentiate the Administrator from other staff. Given this, Smythe's expectation was that her review should be conducted similar to other employees, but perhaps adding a 360 degree component. Council felt a 360 degree review of the Administrator would be best practice. Council directed staff to provide each Councilor with the two standard review templates used for all employees. In addition, Council directed staff to send all Councilors, staff, and the city consultants (Attorney, Planner, Engineer, and EDA) the 360 degree review questions. All materials will be submitted to the Mayor upon completion, and the Mayor will compile those results.

### **Electricity Estimate for Community Garden**

Vogel provided an estimate and location for electricity in the Community Garden. Vogel chose the location based on being a central area in the park, and existing electrical wire already in the ground. There was a question on if the amount of electricity would serve the purpose intended for the various events held in that park, and if \$2,500 was worth it. Direction was tabled for a further opinion on how much electricity should be available in that park.

### **EDA Consultant Contract Expenses**

Smythe explained that the EDA agreed to an overall budget of \$25,000 for 2014. However, the contract estimate provided by Peper was \$20,000. EDA Consultant Peper has reached the \$20,000 and is seeking direction on the remainder of the year. Currently the only potential projects that may require Peper's services are PHS West and the 5<sup>th</sup> Street Senior Housing project, but the current status is unknown on each of those. Other development opportunities can come at any time. Council consensus was to allow Peper the additional budgeted amount if needed.

**Reports**

Warpula requested the Council be informed of all potential developments or businesses coming to town.

**Adjournment**

**MOTION** by Pinor to adjourn at 9:08 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Annita M. Smythe, City Administrator