

**CITY OF HANOVER
CITY COUNCIL MEETING
NOVEMBER 4, 2013 – OFFICIAL MINUTES**

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

Mayor Kauffman called the Regular Council Meeting of Monday, November 4, 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 Interim City Administrator Bob Derus, City Clerk/Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, City Engineer Justin Messner. Guests present Missy Thompson, Martin Waters, Lynnae Karsten, Doug Voerding from the Wright County Journal Press, Kelly Grissman from Three Rivers Park District, and Doug Green from Springsted.

Approval of Agenda:

Kauffman suggested moving item 3.k. to unfinished business as item 6.g. Kauffman also suggested moving item 3.i. to item 6.d. before the compensation plan discussion.

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

Consent Agenda:

Warpula asked if the cost paid to New Look Construction in item 3.j. is cost of completed work. Messner stated it is for the completed work. Kauffman asked when the paving of the trail will happen since weather has delayed paving this fall. Messner stated construction work has a deadline to be completed by in order to receive grant money. The paving will be completed first thing in the spring.

MOTION by Warpula to approve the consent agenda, seconded by Vajda.

a. Approve Minutes of October 15, 2013 Regular City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 315,662.75
➤ Payroll	\$ 5,268.31
➤ P/R taxes & Exp	\$ 2,141.25
➤ Other Claims	\$ <u>1,318.47</u>
➤ Total Claims	\$ <u>324,390.78</u>

c. Resolution No 11-04-13-114 Approving Waste Hauler License Renewals

d. Resolution No 11-04-13-115 Accepting Donation from United for Youth

e. Resolution No 11-04-13-116 Accepting Donation from Alerus Financial

f. Resolution No 11-04-13-117 Accepting Donation from Treehouse Childcare

g. Resolution No 11-04-13-118 Accepting Donation from Hanover Lions

h. Resolution No 11-04-13-119 Supporting HC 19 Trail Grant Application

i. Resolution No 11-04-13-121 Approving Beebe Lake Trail Pay Voucher #2

Motion carried unanimously.

Citizen's Forum:

Missy Thompson was present to address Council about concerns she had as a Park Board member towards Council's decision on the future of Settlers Park's ball field. She first thanked Council and staff for the time to address Council, she also stated she feel Council has been making good decisions, and she feels the partnership between the Athletic Association and the City is a great thing to have. She agrees that the City could use more ball fields like what is proposed with the agreement between the Athletic Association and the City.

Thompson, however, is frustrated because she feels the Park Board has been unwanted. She stated in early 2013 it was discussed disbanding the Park Board. She further stated staff has said when the Park Board holds events it is more work for staff. Thompson feels the Park Board is needed because of what they do offer to the City. At this point, Thompson stated she would not reapply for her position on the Park Board at the end of the year.

Council and staff apologized for the lack of communication and the misinterpretations of information. Kauffman stated he did not think to involve the Park Board on the lease discussions for the ball field to the Athletic Association. Derus stated when he suggested the Park Board be disbanded he was unaware of their true function. He was not aware the Park Board was responsible for the events that happen throughout the year. Smythe added that in the past staff has had to run the events when Park Board members did not volunteer to work at the event. She further stated this year was better than years past. Council asked Thompson to reconsider her position on reapplying.

Martin Waters was also present to address Council. He stated he was present on behalf of the Historical Society to request Council put attention towards repair work on the Historic Bridge. He asked if Council would be willing to set money aside for the work needed on the bridge. Waters stated the Historical Society is also requesting a committee to facilitate the process of the repairs.

Hagen responded to Waters by stating that the bridge has been a focus for staff and Council throughout the past year. He stated he has applied for a grant which would cover an assessment of the bridge to be completed which would give cost estimates of what needed rehabilitation. Waters understood what grant Hagen was talking about because he had applied for the same grant for the same reason. Hagen went on to state that the City has been denied the grant twice, but now staff planned to discuss with Council if they wished to fund the assessment of the bridge instead of waiting for grant money. Council asked Hagen what the assessment would cost. Hagen stated WSB would be able to complete this work for approximately \$2,500. Hagen cautioned Council on the next steps because in order to receive funding from the Minnesota Historical Society for future work on the bridge, this assessment would have to be completed by an individual who specializes in Historic Structure preservations, and is approved by the Minnesota Historical Society. Hagen further stated that in the past it was discussed for Vogel to complete this work. This action could have a negative effect for future chances at receiving funding from the Minnesota Historical Society. Hagen wanted to assure Waters and the Historical Society that staff is working towards repairing the bridge because of the importance it has on Hanover. Hagen went on to explain that staff wants to complete this process correctly in order to protect the bridges chances for future funding from as many organizations as possible. Staff stated that Waters would be informed of any information related to the bridge so he could relay that information to the Historical Society.

Public Hearings:

None

Unfinished Business:

Three Rivers Park District Discussion of Hennepin County 19 Trail

Kelly Grissman from Three Rivers Park District was present to discuss funding for the remaining amount of the Hennepin County 19 Trail. She stated Three Rivers named that trail the Lake Independence Regional Trail. She further stated that Three Rivers is excited about the trail and appreciates Hanover's progress to date. She explained to Council the Three River's board has not discussed funding for this trail, but the staff was planning to recommend that Three Rivers fund the remaining amount. She stated that if the board approves the funding that an agreement would be presented in the next couple of months. Grissman wanted to let Council know that this trail is a large part of their trail system, and they want to work with Hanover to complete the project.

Resolution No 11-04-13-122 Approving Appraisals for Easement Acquisition

MOTION by Pinor to approve with a contingency on Three Rivers Park District funding the remaining balance of the trail, seconded by Hammerseng. Motion carried unanimously.

Athletic Association Draft Lease

Smythe explained that the update version of the draft lease has been given to the Athletic Association for their review. Council wishes to see more specific wording related to the various activities expected to happen on the field. They also want clauses which allows the land to go back to the City if the Athletic Association ever

ceases to exist. Smythe stated that in her discussions with the Athletic Association they seem to agree with those requests. Smythe further stated there is a goal by the Athletic Association to protect their investment. The park Board also have a goal to protect their ability to have use of the field. Hammerseng suggested a clause state that the City has ability to terminate contract with cause, whereas the Athletic Association can terminate without cause. Squires stated these changes should be made and given to the Athletic Association for their review before they submit changes back to use on the current draft provided. Council directed Squires to make these changes, and for Smythe relay the new draft to the association.

Resolution No 11-04-13-120 Approving Appointment of City Administrator

Derus opened discussion by providing brief history of his time with Hanover. He stated he started August of 2012. In his time he noticed organizational needs and he is confident that changes that have been made to address these needs have been quality changes. One of his responsibilities as Interim City Administrator was to recruit the next full time City Administrator. Derus explained that in May of 2013 Annita Smythe was promoted to Assistant City Administrator and it was expected of her to develop the knowledge needed to assume the role of City Administrator in May of 2014. Derus went on to state as of lately Hanover does not receive much of his time, instead Smythe has been completing the work of the City Administrator with minimal input from him. Derus feels Smythe is a good fit for Hanover, and because of the quality of work she has been completing and how quick she has learned the role of City Administrator, Derus feels Smythe should be promoted January of 2014. Derus explained to Council that he would continue to make himself available for Smythe to ask for his input on a case by case basis.

Kauffman stated Smythe has been doing a great job, and Council gives their full support to her, but Kauffman feels the title of City Clerk/Treasurer is a better fit for her. Kauffman stated he feels smaller cities tend to have clerks versus administrators. He stated this not mean that Smythe could not have the title of administrator in the future. Kauffman asked Derus what his thoughts were about the new title. Derus stated it does not make sense to change it at this point. Derus stated that since Smythe was promoted to Assistant Administrator it was understood she would become City Administrator. Derus went on to explain that the size of the city does not always determine whether it has a clerk or administrator, instead it is the complexity of the city. Hanover has a lot of activity happening and has the potential to have more in the future. Derus further explained that administrator positions are generally held by trained professionals, who have degrees, which Smythe has a Law degree.

Warpula asked why the sudden change in the promotion date. Derus stated it is due to how fast Smythe was able to take on the responsibility, and because of the minimal amount of time he has to commit to Hanover. Kauffman stated his big concern was that Smythe would not drop the role of treasurer and have to hire someone to complete the financing. Hammerseng asked for Smythe to explain to Council why she wants the job and if she is ready. Smythe responded by stating Derus has been leading discussion on this topic because it was part of his role as the Interim City Administrator. She further explained that she has been the one responsible for the duties of the City Administrator for the last couple months. She also feels that over the past year she has learned what is expected by residents and how to work with Hanover. She ended the discussion by stating that if she was not ready, or did not want to job, the resolution would not be in the packet in front of Council.

MOTION by Vajda to approve the appointment, seconded by Warpula. Motion carried unanimously.

Compensation Plan

Derus explained what has been done to date for the new compensation plan. He stated he altered the pay for performance plan to illustrate the Council's requests. The performance review was altered for a more efficient process, and pay ranges were suggested in order to make Hanover comparable to other cities. Kauffman presented a list of changes he felt would make the plan and the personnel policy better. He compiled the list from the City of Greenfield's personnel policy. Smythe informed Kauffman that some of the changes he is requesting have already been implemented by Council this year.

A lengthy discussion was held of the suggested changes. The discussion included staff presenting personal goals to Council, Council being more involved in the review process for employee raises, and self-evaluations be a part of the review process. Derus caution Council of the self-evaluations because of the privacy requirement of them. There was also some discussion of other suggested changes to the personnel policy with time off and hiring requirements. Council directed staff to present a red-lined version of the comprehensive plan and personnel policy review of the suggested changes at the next meeting.

Mailbox Ordinance

Smythe stated this is a draft mailbox ordinance. In summary, it requires residents to use the mailbox that is provided for their parcel as part of a cluster if a cluster is already present. If a resident wishes to move their mailbox location, they must receive approval from the City.

MOTION by Pinor to approve the Ordinance, seconded by Warpula. Motion carried unanimously.

Vajda stated he spoke with a resident at 635 Kadler Circle about how they moved their mailbox. The resident stated they are fine with the City installing a wood mailbox holder so in conforms to the rest of the neighborhood. They also requested Council reimburse them for their purchased mailbox.

MOTION by Vajda to reimburse the resident for their purchased mailbox, no second per the City Attorney's recommendation not to reimburse for something the City did not misinform, or cause damage to the resident.

Hanover Hills Construction Traffic Discussion

Council held a lengthy discussion on the ability to post a sign at the entrance to Hanover Hills near the intersection of Kadler Ave. NE and Division St. It was explained to Council that the residents in the neighborhood have continued to complain about the construction traffic that uses Kadler Ave NE. The discussion included how to limit the Crow River Heights construction traffic, how to determine where the construction vehicles are headed, how to enforce the limitation, if the limitation can be enforced, and what about construction work that happens in Hanover Hills. There was some disagreement on whether the City can put limitations on construction traffic. A consensus was made that the City should try to limit the traffic by placing an advisory sign stating no construction traffic allowed through the neighborhood near the intersection of Kadler Ave NE and Division St.

IT Solutions Recommendation

Smythe explained the rebid process for quotes on the IT Network update. She stated staff recommends Curt Zachman from Guidance Point Technologies be hired for the project. Hammerseng asked if Zachman's proposal meets staff's needs. Smythe stated yes it will.

MOTION by Vajda to hire Guidance Point Technologies, seconded by Hammerseng. Motion carried unanimously.

New Business:

Bonded Debt Overview

Doug Green addressed Council on Hanover's bonded debt. He stated he assists with replacement plans. He further gave Council an overview of what bonded debt Hanover currently has and what each bond was for. Green did not want to take much of Council's time because of how late it was. Green finished by stating Hanover is in good standing on their debt rating.

Memorandum of Understanding – Region 7W

Smythe suggested that in the interest of time this discussion could be tabled.

MOTION by Warpula to table, seconded by Pinor. Motion carried unanimously.

Reports:

Vajda

- EDA Business Social Thursday January 30, 2013
- Fall Sweeping date? Vogel stated it will happen soon
- Stated that of the 212 nationwide school districts who received the Blue Ribbon award, Hanover Elementary was one of them

Smythe

- Red Sky Brewing is still working on a Business Plan
- A second brewing company interested in starting business in Hanover lost the opportunity to lease a building in the Industrial Park to a different business
- The new business to the Industrial Park is a motorcycle mechanic shop
- The League of Minnesota Cities provided a quote as presented to insure the bridge. Council directed staff to not insure the bridge

Hammerseng provided summary of the Public Hearing held at the October Planning Commission meeting

Pinor asked if residents along Beebe Lake Trail would be notified of the delay in the project. Messner stated a letter is currently being drafted to send to the property owners.

Messner

- Stated driveways along the Beebe Lake Trail would be reconstructed before snow flies
- The trail will not be paved until spring in order to get better results
- St. Michael supports the delayed paving
- Vajda asked about the portion of the retaining wall that collapsed. Messner stated that would be repaired before winter

Adjournment:

MOTION by Pinor to adjourn at 10:10 p.m., seconded by Vajda. Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

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