

**CITY OF HANOVER
CITY COUNCIL MEETING
FEBRUARY 5, 2013 – OFFICIAL MINUTES**

Call to Order/ Pledge of Allegiance

Mayor Kauffman called the Regular Council Meeting of Tuesday, February 5, 2013 to order at 7:02 p.m. The Pledge of Allegiance was said. Present were Mayor Kauffman, Councilors Hammerseng, Pinor, and Vajda. Also present were Council appointee Ken Warpula, Interim City Administrator Bob Derus, Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, Lead Maintenance Worker Scott Vogel, and City Engineer Justin Messner. Guests present included Doug Voerding of the Wright County Journal Press, Ken Warpula's family, Dawn Sprangel, other citizens, and a Hennepin County Sheriff Deputy. Absent was City Attorney Jay Squires.

Swearing-in Newly Appointed Council Member

New Councilor Ken Warpula was sworn by Mayor Kauffman. Councilor Warpula was appointed by Council to fill the seat left vacant by the election of Mayor Kauffman. Councilor Warpula's term ends December 2014.

Approval of Agenda

Mayor Kauffman introduced the agenda for the City Council Meeting. No items were changed.

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

Consent Agenda Items:

Before approving the consent agenda, Council held discussion to clarify two items. First Council amended Resolution 02-05-13-12 to state the second meeting of the month will start at 6:00 pm. Second, they clarified that the spending limit for purchases not pre-approved by Council shall be \$500, and that all purchases made by the Fire Department on this credit card shall be reviewed/approved by the City Administrator.

MOTION by Pinor, seconded by Warpula, to approve the following consent items as amended:

a. Minutes of January 22, 2013 Regular City Council Meeting

b. Claims as Presented:

➤ Claims	\$ 49,911.81
➤ Payroll	\$ 5,082.97
➤ P/R taxes & Exp	\$ 2,212.89
➤ Other Claims	<u>\$ 1,461.30</u>
➤ Total Claims	<u>\$ 58,668.97</u>

c. Resolution 02-05-13-12 Approving an Ordinance Amendment to set the Second Regular meeting as a Work Session with a start time of 6:00 pm

d. Resolution 02-05-13-13 Approving a Credit Card for use by the Fire Chief

e. Resolution 02-05-13-14 Approving year-end EDA transfer

Motion carried unanimously.

Citizens' Forum:

Hennepin County Commissioner Jeff Johnson spoke about the 2013 budget. He stated there was an approximate \$6 million levy increase overall or about 1.5% from 2012. He also asked if there were any concerns by Council or staff that they wish to address for this upcoming year. Administrator Derus expressed concern about Hanover being in two different counties. He explained the extra work load placed on staff in order to file reports for an additional county when there is not an abundance of staff. He also explained how an option of changing Hanover to one county could include other cities in similar situations making a change as to not take away revenue from one county versus the other. Commissioner Johnson responded that this may be a state legislature issue, but he is willing to look into the idea. He also stated he understood Administrator Derus' concern about a small community occupying two counties and the extra burden it places on a small staff. Mayor Kauffman also asked about the requirements of the County Road 19 trail width requirements. He asked if it was possible to make it narrower. Commissioner Johnson informed the Mayor that they could talk about details of that at a later time.

Public Hearings:

None

Unfinished Business:**Portable Stage**

Administrator Derus explained the limitations of the permanent stage. He explained that the portable stage would have a wider range of uses because it allows for different set up possibilities for the events and meetings held in the Community Hall. Upon Council's previous request, staff had looked into prices and received quotes from a few vendors. Staff recommended the type offered by Staging Concepts due to price and ease of setup. Vajda suggested that we do not buy the stairs from the company as shown in their quote, but instead build our own stairs to save on cost. Warpula stated he has set up the Community hall for various events and the permanent stage can be a hassle.

MOTION by Pinor to purchase two panels without stairs, seconded by Vajda. Motion carried unanimously

Follow-up on Accounting Software

Administrator Derus explained that there is an update available for our current software. This update would be less costly than buying new software. Accountant/Deputy Clerk Smythe proceeded to explain that the update is more Microsoft Excel friendly which would speed the accounting process up. Pinor suggested asking other cities that use the newer version, and ask what they like and do not like about the software.

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

Office Remodel

Administrator Derus introduced a new office remodel plan. He explained to Council how after listening to Council and citizen concerns about the importance of the hallway he drew a new plan. The new plan utilizes the existing office space and does not infringe on the hallway. The new plan also allows room to keep the conference room, and still allows the use of the conference room for rent outside of office hours. Two quotes were received for the remodel project. Both estimated approximately three weeks to complete the project. Crow Hassan Builders Inc. bid the project at \$21,000 and Grindcon bid the project at \$33,000. Vajda asked why there was a big discrepancy in price. Administrator Derus explained the differences in the companies where Crow Hassan is a smaller company. Mayor Kauffman ensured Crow Hassan provides quality work. Administrator Derus also asked for permission to purchase different office furniture. Possibly two cubical type desks and a map storage. Mayor Kauffman suggested speaking with our engineer about old map storage they may have. Administrator Derus also pointed out this remodel is a temporary solution that will last approximately five years. It could last longer depending on the growth of Hanover. There was some additional discussion about the window visibility and security. Staff directed to check into possibility of small security cameras at window.

MOTION by Vajda to approve the office remodel plan per the new sketch in the packet with Crow Hassan Builders Inc. as the contractor, an additional amount of up to \$500 each for two cubicles, to be paid for out of funds set aside in the city hall capital fund; seconded by Hammerseng. Motion carried unanimously.

New Business:**Quote for getting a Company to Complete Scanning City Files**

Administrator Derus explained that currently we have a volunteer who is using Laserfiche to scan our address files to a PDF-like image. It is our only form of back up for our paper documents. At the current rate of scanning, it will take up to one year to complete. Staff checked into the possibility of contracting out some of the scanning of historical files. Estimates were approximately \$2,500 for the first set of files. By scanning the files into a PDF we could reduce the file storage space needed in our front office by placing some documents in the upstairs storage area.

MOTION by Warpula to hire a company to scan files to PDF up to cost of \$2,500; seconded by Pinor. Motion carried unanimously.

Additional Topic Discussion

The suggestion of moving to digital methods for other business, including Council meetings, was made. Council discussed with the newer members that this topic was presented a couple of years ago with the idea of laptops. Councilor Warpula noted that he would like his Agenda Packet e-mailed to him. This would save some costs and also maybe help move towards a digital role. Vajda suggested this could be a future work session topic because advances in technology may make the move to digital cheaper now than it was in the past. Staff to look into costs /benefits.

Reports of Mayor and Council Members, Staff, Boards and Committees

Mayor Kauffman

- Getting used to running Council meetings.
- Attended a newly elected mayor's meeting and Joint Powers Water Board meeting.

Councilor Vajda

- Welcomes Ken Warpula to Council
- Suggested moving Agenda packet delivery to Friday, given new office hours, so staff had more time. Council and Staff agreed to continue to deliver packets on Thursdays in order to allow enough time for review.

Councilor Hammerseng

- Attended new Councilor training and found it educational.
- Asked Justin Messner from WSB to look into moving CSAH 19 speed limit; Administrator Derus explained Mike Nielson from WSB stated that may be a State/County decision. Staff will work with WSB on the follow-up for this.

Councilor Pinor

- Complimented Lead Maintenance Worker Vogel on plowing quality in her neighborhood; her bus driver is happy with the outcome.

Councilor Warpula

- Attended new Councilor training with Councilor Hammerseng; also found it to be educational.
- Excited to serve community.

Engineer Messner

- Introduced himself and noted that he has been with WSB for 10 years.
- He interned with the City of New Brighton.
- He works with St. Anthony and Wyoming as their engineer.
- Brought handouts for training.
- Mayor asked Dawn Spraugel, who is on the Planning Commission, if she attended any of these trainings. She was not aware that any Planning Commissioners had attended.
- Mayor Kauffman asked Engineer Messner to send information on future training sessions.

Adjournment

MOTION to Adjourn by Pinor, seconded by Kauffman. Motion carried unanimously. Adjourned at 8:17 PM.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, Interim City Administrator