

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MARCH 18, 2014 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, March 18, 2014 to order at 6:06 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor and Ken Warpula. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, and City Engineer Justin Messner. Councilors John Vajda and Doug Hammerseng were absent. Guests present included Fire Chief Dave Malewicki, Athletic Association members Tom Spier, Bill Rosso, Dan Pfeffer, former Interim Administrator Bob Derus, and two other residents.

Approval of Agenda

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

Consent Agenda

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

➤ Claims	\$ 87,945.99
➤ Payroll	\$ 5,964.90
➤ P/R taxes & Exp	\$ 2,372.07
➤ Other Claims	<u>\$ 1,364.56</u>
➤ Total Claims	<u>\$ 97,647.52</u>

a. Hanover Harvest Festival Gambling Permit

Motion carried unanimously.

Athletic Association – Ball Field in Settlers Park

Smythe opened the discussion by explaining she has been in contact with the Athletic Association regarding the lease agreement. The most recent conversation included concerns from the Athletic Association related to the ownership of the parcel, cost related to taxes and assessments, and the ability to apply for grants. Spier stated the Athletic Association's view on the lease has changed after speaking with both their attorney and their accountant. There is concern about how much the club would be allowed to improve the land. The Athletic Association also has faced setbacks when applying for grant funding. Several grant opportunities are only available for municipalities. Spier stated the Athletic Association hopes to continue working on improving the ball fields in Settlers Park. The club recommends the City maintain ownership of the parcel, but provides a contract which would allow the Athletic Association to fund upgrades to the field as well as maintain the ball field. In return, the club would be allowed to use the field for various tournaments and games. Council directed staff to draft an agreement with similar language as the lease agreement, which would provide the Athletic Association with management of the Settlers Park ball field and conduct improvements to the area.

Fire Department Requests

Chief Malewicki was present to seek direction from Council on four requests. The first request is to resurface the apparatus floor. Three quotes were collected ranging from \$17,593.00 - \$23,675.30. Malewicki stated he would like direction to move forward with scheduling the project with the company who provided the middle quote because they have completed the most fire department floors out of the three options and because the proposed timetable was the most favorable. Neighboring cities have hired this company for similar projects and they appear happy. Council agreed to Malewicki's request.

The second request is to purchase six replacement pagers for fire department members. The total cost is \$3,616.68, however, the Hanover Lions have stated they would donate \$3,000 towards the cost leaving a small portion to be paid out of the budget. Council agreed to Malewicki's request.

Third Malewicki informed Council of a potential new member. Malewicki stated an individual has attended the required number of meetings before they can be hired as a probationary member of the fire department. This would put the department at 29 members, with another individual requesting to become a member after they attend one more meeting. Council agreed to this request as well.

The last request Malewicki presented to the Council was to start a reserve program. The program would fully train individuals to be full time fire department members. These individuals would not be paid, nor would they receive FRA benefits. They would however, gain experience needed to take the next step as a fire department member. Malewicki sees a benefit of this program because there is the potential of several members retiring over the next few years. Pinor asked if this would be a program directed towards adults or young children. Malewicki stated it would be adults. He is not interested in a young children program at this time because of the time commitment it puts on other members. Council directed Smythe and Malewicki to discuss more details with neighboring cities to see how their programs are benefitting the department and the city.

Public Transit Update

Smythe informed Council of the latest update related to the public transportation in Hanover. She stated that because Sherburne County backed out of the River Rider Joint Powers agreement, and MnDOT will not allow Wright County to stand on its own, MnDOT has encouraged Wright County cities to partner with Trailblazers, currently servicing Sibley and McLeod Counties. MnDOT has agreed to fund the River Rider program through the end of the year while the cities and county finalize an agreement with a different service provider. There will be a County Board meeting on March 27th to discuss who will lead the discussions with the new service provider. There is concern that if a City is the main contact then townships may not be included in the agreement, however, there is also concern about the County leading the discussions, as it is the Cities that are currently funding the transit. Consensus amongst the Cities is to have Wright County lead discussions, but have City representation as well. Council reviewed a draft letter to the County Board provided by Smythe that other cities are using as a template. Council agreed to the draft, with the suggestion to add an additional option of a joint City/County representation plan.

At this time former Administrator Derus arrived to discuss a staffing proposal.

Public Works Staffing

Smythe stated Derus is present to discuss a front office staff proposal. Derus began the conversation by asking how everything is going in Hanover since his departure. He continued conversation by stating he was present on behalf of his current assignment in the City of Dayton, MN. Derus stated he presented an idea to Hagen about sharing his time between Hanover and Dayton. Derus stated he asked if Hagen's essential duties keep him busy for 40 hours per week, or if as Hagen has become more experienced do these duties take up less time. Derus explained he would be interested in a proposal where the City of Dayton would contract time from Hanover for Hagen to complete tasks in Dayton. Derus is proposing two days a week Hagen works for Dayton and the remaining three he continues work in Hanover. Derus feels this could be a benefit for all parties. Pinor asked staff how this would affect the front office. Smythe stated the front office is busy, but given the fact that it was the understanding when Hagen was hired that he had higher career aspirations this could be used as an opportunity. Smythe stated this could allow an intern or part time person be brought in and learn from Hagen before he is gone to a different employer. Pinor suggested a transition plan be provided to Council showing how current workloads would be completed as well as staff replacement if needed. Derus thanked Council for their time and stated he plans to present the proposal to Dayton's Council on March 25th.

Smythe continued staffing discussion with the original agenda item. Smythe stated there was a Maintenance Worker Job Description provided in the packet which was approved in the past. Also provided was a list of tasks, which do not include day to day functions for Public Works. Smythe asked Council if they would

agree to fill an additional full time Public Works position. Council agreed that the extra full time help is needed and asked Vogel if he has any recommendations. Vogel stated he has two candidates, both of which are current temporary workers. One individual is available immediately, after proper notice to their current employer. This individual has the knowledge, skills, and abilities to perform the job functions without additional training. The seconded individual is graduating college in May, but was a summer temp in 2013, as well as a temp through this past winter. He has proven an ability to learn quickly and satisfactorily complete tasks. Council asked Vogel which individual he would recommend for full time employment. Vogel stated that given the need for immediate help, and overall abilities he would recommend the individual with more experience. Council asked if pay has been discussed with this individual. Smythe stated the individual is aware of the pay range for the position, and staff is seeking direction from council on providing the individual with an hourly amount. Vogel recommended an hourly amount in the middle of the pay range because of the individuals past work experience, and the abilities he has shown as a temporary employee. Council agreed to continue discussion with the individual and present a recommendation for hire at the next meeting.

Pavement Management

Messner provided the Council with examples of how other cities funded their pavement management plan. One was an example of bonding for the projects and raising overall levy amounts, and the other was through assessments on individual projects. Council held a discussion on the benefits of each option. Discussion remained limited because two members were absent.

Adjournment

MOTION by Pinor to adjourn at 8:28 p.m., seconded by Warpula. Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita Smythe, City Administrator