

**CITY OF HANOVER  
CITY COUNCIL MEETING  
APRIL 2, 2013 - OFFICIAL MINUTES**

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

Mayor Kauffman called the Regular Council Meeting of Tuesday, April 2, 2013 to order at 7:44 p.m. Present were Mayor Kauffman, Councilors Warpula, Hammerseng, Pinor, and Vajda. Also present were Interim City Administrator Bob Derus, Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, Lead Maintenance Worker Scott Vogel, City Attorney Jay Squires, and City Engineer Justin Messner. Guests present were Ed Sjolin, Gary Brittan, Glen and Sandy Albert, Darek Dewey, Leander Wetter, Tyler and Arlee Anderson, Doug Voerding of the Wright County Journal Press, Aaron Brom of Crow River News, and Wright County Commissioner Michael Potter.

**Approval of Agenda:**

A suggestion was made to move item 7.d. to 7.b. and adjust items 7.b. and 7.c. down a spot.

**MOTION** by Pinor to approve revised Agenda, seconded by Vajda. Motion carried unanimously.

**Consent Agenda Items:**

A short discussion was held to clarify details of the resolutions. Mayor Kauffman questioned if managing the City's website updates were in any of the new Job Descriptions. Staff responded the Receptionist/Bookkeeper and the Administrative Assistant would be responsible for the website updates. Mayor Kauffman also wanted clarification of cost and size of storage for the Public Works Equipment. Lead Maintenance Worker Vogel explained the size would be approximately 1,000 sq. ft. at a cost of \$120 per month. This would allow him to store the winter equipment indoors during the summer months to keep it out of the summer elements. Councilor Hammerseng asked for further details on the separation agreement and the Cobra pay. Attorney Squires explained Cobra is offered to the employee and a portion of it can be paid by the City if the City chooses to. Mayor Kauffman also asked why the trail project expenses continue to be so much. Engineer Messner explained the plans were recently sent for review, and they recently solved right-of-way issues.

**MOTION** by Pinor to approve to following Consent Agenda, seconded by Warpula.

**a. Approve Minutes of March 19, 2013 Regular City Council Work Session Minutes**

**b. Approve Claims as Presented:**

➤ Claims	\$ 93,991.91
➤ Payroll	\$ 12,072.33
➤ P/R taxes & Exp	\$ 6,552.10
➤ Other Claims	\$ 2,091.90
➤ Total Claims	<u>\$ 114,708.24</u>

**c. Fire Chief Request for Authorization to Purchase Equipment**

**d. Resolution 04-02-13-34 – Adopting Assessment Policy**

**e. Resolution 04-02-13-35 – Approving Pavement Management Plan**

**f. Resolution 04-02-13-36 – Approving GIS Services Plan**

**g. Resolution 04-02-13-37 – Approving Job Description for City Clerk/Asst. Admin.**

**h. Resolution 04-02-13-38 – Approving Job Description for Administrative Assistant**

**i. Resolution 04-02-13-39 – Approving Job Description for Receptionist/Bookkeeper**

**j. Resolution 04-02-13-40 – Appointing Annita Smythe City Clerk/Asst. Administrator**

**k. Resolution 04-02-13-41 – Appointing Brian Hagen Administrative Assistant**

**l. Resolution 04-02-13-42 – Approving Separation Agreement for Sec./Receptionist**

**m. Resolution 04-02-13-43 – Authorizing Posting of Receptionist/Bookkeeper Position**

**n. Resolution 04-02-13-44 – Synchronizing Employee Review Dates to December 1st**

**o. Resolution 04-02-13-45 – Authorizing Lease Agreement for Public Works Storage**

**p. Resolution 04-02-13-46 – Appointing Justin Messner City Engineer**

**q. Resolution 04-02-13-47 - Accepting Donation from Maverick Construction**

Motion carried unanimously.

**Citizens' Forum:**

Darek Dewey, St. Michael Soccer Coach, introduced himself to Council and staff. He described their intention to have an 8K foot race, organized by the St. Michael Soccer and Cross Country teams. He discussed with Council the possibility of holding part of the race on Hanover streets in the Northeast section of the City. He explained the race would be held August 3, 2013 at approximately 7 p.m. He asked for Council approval to place volunteers at intersections to direct traffic to keep runners safe. Council informed Mr. Dewey that the Hanover Harvest Festival is being held that same date and there will be a considerable amount of traffic due conflicts. Council suggested Mr. Dewey either reroute the race, hold the race a different night, or attend a Harvest Festival meeting to discuss details about traffic and safety. Mr. Dewey thanked Council for their time, and explained he will attend the Harvest festival meeting.

**Public Hearings:**

None

**Unfinished Business:**

None

**New Business:****a. Select Date for Pheasant Run Open House**

Councilor Vajda asked Engineer Messner to give a brief description of what was discussed over the last month because he was absent from the meetings. Engineer Messner explained the policy and the plans for the open house. Administrator Derus explained the open house is held so residents can gain information. A presentation will be held towards the end of the open house to give additional information. Councilor Warpula asked what the timeline would be for this project. Engineer Messner explained that after the open house a final assessment would be adopted. There would then be approximately a one and a half month process of design. Work on the road would start mid-July and finish in mid-November. Also the final lift of asphalt is installed after one freeze-thaw cycle to allow the road to settle. Councilor Warpula asked if a presentation could be formed in one month. Engineer Messner stating he will be able to make that deadline. Discussion was held on a date and time. Council agreed to set an open house on Monday, April 29, 2013 at 5:30 p.m. and a 6:30 p.m. presentation for the Pheasant Run Open House.

**MOTION** by Vajda to set an open house on April 29, 2013 at 5:30 p.m., seconded by Hammerseng. Motion carried unanimously.

**b. Entitlements for Large Parcels**

Administrator Derus explained to Council that we had brought this to the Planning Commission. He explained he currently cannot give a definite answer to land owners on how their large parcels of land can be split. Mayor Kauffman asked if there was an ordinance that defined the requirements. Administrator Derus explained he has only been given information that states in order to split property then sewer/water must be brought to the property. Administrator Derus stated he wants to be able to give property owners accurate information. He further explained there have been potential new Hanover residents that have given up and are looking elsewhere because they could not get an answer on what they could do with the property they were interested in buying. He also explained he did not receive the guidance he hoped for from the Planning Commission. He review a memo he had presented to the Planning Commission and discussed possibilities in solving this issue. Councilor Pinor stated she felt in the past large parcels were reduced to 2.5 or 5 acre lots and the rest was left for farm land. Mayor Kauffman asked if this discussion could be added to the April 8<sup>th</sup> special meeting. Councilor Pinor also believes for the annexed land there was a requirement to bring sewer/water to those parcels. Administrator Derus suggested this becomes an April 16<sup>th</sup> work session topic.

Mr. Wetter addressed Council and explained what he had gone through with the city when he had owned property. He stated they had all of the details figured out where it should have worked with the requirements. He was then told that the property was not able to be split. Mr. Wetter expressed his frustration, but thanked Council for having this discussion in order to prevent the same issues in the future. Councilor Pinor asked what the Annexation Agreement stated. Attorney Squires explained he has not read the agreement in recent years and cannot remember. Vajda asked what the lots would have cost to purchase. Mr. Wetter stated the lots would have been \$12,900 just to bring sewer/water to them. He was unsure of what the sale price would have been set at.

**c. EDA Minutes**

No discussion.

**d. Planning Commission Minutes**

No discussion.

### **Commissioner Michael Potter**

Commissioner Potter was at the meeting to ask what Hanover would like from Wright County. He stated he is here to assist the cities receive resources for projects they want to complete. He went on to explain that the Historical Bridge may be able to receive funding with the maintenance and preservation of it. Mayor Kauffman asked if there would be funding available to help turn a 10 acre plot into a park because that is what it was zoned for. Commissioner Potter stated there is grant money that could be applied for to put towards that project. Councilor Vajda asked if Commissioner Potter would be interested in joining a ribbon cutting ceremony for new businesses that have moved into Hanover. Commissioner Potter stated it would be his first event like that because he is new to the Commissioner role. Commissioner Potter went on to further explain he is active in revising the transportation policy. His focus will be the main roads that go through the area he is serving. He wants to see resources focus on Minnesota transportation within the state before the focus is set on transportation out of the state. Council thanked Commissioner Potter for joining the meeting.

### **Reports of Mayor and Council Members, Staff, Boards and Committees:**

Lead Maintenance Worker Vogel reported:

- Irrigation quotes have been received, and one quote will include the work in Esterly Oaks that needs to be fixed
- Soccer fields will be level and grass planted, but there may be spots where grass does not grow due to the use

Councilor Pinor reported

- Asked if a solution was found for better protection on bridge decking. Councilor Warpula stated an old rubber conveyor belt could be used to stretch the whole length and attach at the end instead of screwing multiple sheets of plywood into the decking
- Lead Maintenance Worker Vogel also stated there needs to be work done to the underside of the bridge. That is planned for this summer

Engineer Messner informed Council that a permanent speed sign on Co. Rd. 19 would cost approximately \$12,000

### **Adjournment**

**MOTION** by Pinor to adjourn, seconded by Warpula. Motion carried unanimously. Adjourned at 9:15 p.m.

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Bob Derus, Interim City Administrator