

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
APRIL 16, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, April 16, 2013 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, John Vajda and Doug Hammerseng. Wendy Pinor was absent. Also present were Interim City Administrator Bob Derus, Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen and City Engineer Justin Messner.

Approval of Agenda

Mayor Kauffman introduced the agenda for the Work Session.

MOTION by Hammerseng to approve the amended agenda, adding a discussion on the scanning project, a discussion on Sentence to Serve, and a discussion of “No Construction Trucks” in Hanover Hills sign, seconded by Vajda. Motion carried unanimously.

Consent Agenda Items:

Mayor Kauffman wanted to have staff double check the balance on the Ploetz IUP bill before they send it in the mail. Accountant/Deputy Clerk Smythe noted that the revised claims are noted by being highlighted in yellow.

MOTION by Vajda to approve the following consent agenda items as presented, seconded by Hammerseng:

- a. **Approve Minutes of April 2, 2013 Regular City Council Meeting**
- b. **Approve Minutes of April 2, 2013 Local Board of Equalization**
- c. **Approve Minutes of April 8, 2013 Special Council Meeting**
- d. **Approve Claims as Presented:**
 - **Claims** \$ 45,800.87
 - **Payroll** \$ 6,096.54
 - **P/R taxes & Exp** \$ 2,407.61
 - **Other Claims** \$ 36,387.44
 - **Total Claims** \$ 90,692.46
- e. **Resolution No 04-16-13-49 Approving Hiring of Public Works Temporary Summer Positions**
- f. **Resolution No 04-16-13-50 Approving a Temporary Advisory Sign Prohibiting Construction Vehicles from the Hanover Hills Neighborhood**
- g. **Resolution No 04-16-13-51 Approving Additional 2012 Transfers**
- h. **Resolution No 04-16-13-52 Approving Veolia Reconciliation and Acknowledging Refund to City**

Motion carried unanimously.

TWI-KNIGHT RUN UPDATE

Staff briefly reported that the Harvest Festival had approved the concept of the race, but asked organizers to not hold it in the future on the same night as the Harvest Fest. By consensus, the Council approved it, as long as the Race Operators understand that Hanover can offer no assistance and provided staff checks with the Harvest Festival organizers to confirm they are OK with it.

1st Quarter 2013 Budget Review

Bob Derus briefly presented the first quarter report to the Council. He noted that things are generally on schedule. There were a couple of expected overages. The Council asked staff for a report on the financials of the new recycling program. The budget report will be added to the consent agenda for approval at the May 7, 2013 Council meeting.

I Pads – Digital Council Packets

Staff presented an overview of the concept of the city providing I Pads to Councilors so staff can send paperless packets. The Council discussed:

- Use policy
- Can an individual member upgrade (at his/her cost) memory, which Council agreed is fine.
- Buyout at the end of a term; it was suggested it be \$50.

- Having an official City email
- The first one is purchased by the City; after that the individual Council has to replace it.
- Insurance

Staff will report at the next meeting about a proposed policy.

Scanning Project

The Council briefly discussed the scanning project. The Council consensus was to put it on approval at the May 7, 2013 meeting for the vendor to do the file organizing at a cost of \$4,500.

Sentence to Serve

Councilor Hammerseng reported that there was a presentation on “Sentence to Serve” at the North West Hennepin League of Cities. Doug went over the details. The Council discussed:

- Not hardened criminals
- We need to get it on their schedule, because the summer is busy
- They can do lawn mowing, semi-skilled work,
- The work is supervised
- Can help at events

Zoning Ordinance Issues: Entitlements for Large Parcels Zoning Ordinance & Licenses Cleanup

The City Council briefly discussed the concerns that were raised at the joint Planning Commission/Council Meeting about entitlements for large parcels, Zoning Ordinance amendment & licenses cleanup. The Council decided to hold another joint meeting with the Planning Commission on June 12, 2013 at 6:30 P.M. They suggested that the EDA be invited. They also suggested that staff send a copy of the annexation agreement to the Council and Cindy Nash.

Citizen Complaint – Bow Hunting on Jonquil Lane

The Council briefly discussed the complaint about hunting on Jonquil Lane, but decided not to change the City’s regulations.

“No Construction Trucks” in Hanover Hills sign

The Council discussed the “No Construction Trucks” in Hanover Hills sign that was removed because construction had diminished in recent years. The sign is advisory, but residents are requesting a sign be put up again. They decided to direct that Scott try to find the old sign and put it back up. If he can’t find it, to order two new ones.

Accounting Software

Annita Smythe reviewed her finding on software options with the Council. While she really felt that Springbrook was the best software, she could not recommend it because she felt it was a little more software than the City needed, and could not justify the increased cost. She suggested the City purchase Banyon software. The Council concurred and the matter will be placed on the May 7, 2013 agenda for approval.

Adjournment

MOTION by Vajda, seconded by Hammerseng to adjourn the meeting at 8:58 P.M. Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, Interim City Administrator