

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
JUNE 18, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, June 18, 2013 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, and Ken Warpula. Councilor Wendy Pinor was absent. Also present were Interim City Administrator Bob Derus, City Clerk/Asst. Administrator Annita Smythe, Administrative Assistant Brian Hagen, Matt Meyer from KDV, Nick Nelson from All Energy Solar, David Streier from Newport Partners, Athletic Association member Tom Spier, and Dan Pfeffer a representative from the Minnesota Amateur Softball Association.

Approval of Agenda

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

Consent Agenda Items:

a. Approve Minutes of June 4, 2013 Regular City Council Meeting

Councilor Hammerseng corrected a statement in the June 4, 2013 minutes. He corrected a portion where the discussion on the County Road 19 Trail is stated. He wanted to make clear that he was asking if Hennepin County or Three Rivers Park District is responsible for extending the paved trail through Crow Hassan Park.

MOTION by Warpula to approve the minutes as corrected by Hammerseng, seconded by Vajda. Motion carried unanimously.

b. Approve Minutes of June 12, 2013 Special Council Meeting

MOTION by Warpula to approve minutes as presented, seconded by Kauffman. Motion carried unanimously.

c. Approve Claims as Presented:

➤ Claims	\$145,777.06
➤ Payroll	\$ 7,388.04
➤ P/R taxes & Exp	\$ 2,945.28
➤ Other Claims	<u>\$ 1,047.82</u>
➤ Total Claims	<u>\$157,158.20</u>

MOTION by Vajda to approve claims as presented, seconded by Hammerseng. Motion carried unanimously.

d. Resolution No 06-18-13-73 Approving Final pay Voucher Lamont Ave Extension

e. Resolution No 06-18-13-74 Approving Liquor License for Crow River Lions Club

MOTION by Vajda to approve the resolutions, seconded by Hammerseng. Motion carried unanimously.

Matt Meyer, KDV Report on 2012 Audit

Mr. Meyer presented information on the audit outcomes. He stated he is responsible for analyzing the city's financial status with an outside perspective. After reviewing the reports compiled through the audit process, Mr. Meyer feels the city is financially healthy and in good standing. The city has been able to operate under budget for several of the past years. This has allowed for additional funds to be set aside for future projects, or planned expenditures. Mr. Meyer did not see any trends to be concerned about. He feels everything is meeting expectations. Mr. Meyer went on to thank City Clerk Smythe for the help and cooperation during the audit, and he thanked Hanover for the opportunity to work with the City.

Continued Discussion on Potential Collaborative Efforts with Athletic Association

Athletic Association member Tom Spier and Commissioner of the Minnesota Amateur Softball Association Dan Pfeffer discussed potential plans for the 10 acres of land the City owns. Council agreed that they would like this plan to continue to move forward. Suggestions were made to have the fields be multi-use fields. It was stated that the fields could be used by different organizations if they could hold a soccer or lacrosse field as well as serving as a baseball or softball field. Mr. Pfeffer stated these fields could be made in a way to be beneficial to larger tournaments during the summer months, as well as being an alternative playing area for high school teams in the spring if there are weather delays similar to this year. Mayor Kauffman asked who the beneficiary would be if the Athletic Association ever decides they do not want the responsibility of the maintenance. Mr. Pfeffer stated he has seen similar situations where the city assumes responsibility of the land and fields. Councilor Hammerseng asked what will be expected from the city in regards to any maintenance. Mr. Spier stated that the goal is to obtain enough grant money so low maintenance materials can be installed for the turf. Mr. Spier also stated that the Athletic Association would be interested in the idea of working with the city and the ball field in Settlers Park. Council agreed that this is a collaborative effort to gain the best use out of our parks and fields. Detailed plans will be discussed at a later date.

Nick Nelson, All Energy Solar, report City Hall and Fire Hall Solar Energy Project

Nick Nelson presented a solar energy project with the help of David Streier, Newport Partners. They discussed plans to place solar panels on the roof of both the City Hall and the Fire Hall. The idea of the project is for the City to capture the sun's energy in order to have a cost savings over the years to come. The panels would offer energy to operate both locations at a reduced cost for the energy. Council expressed concerns about the cost of the project, the glare the panels may produce to the public, and the notion of a relatively new company. Mr. Nelson and Mr. Streier explained the funding of the panels as an upfront cost of 10%. The remaining cost of the panels would be produced through a six year lease, where at the end of the lease there is an approximate \$3,000 buyout. The panels would then be fully owned by the city, and the city could continue to benefit from the panels. The glare produced by the panels is minimal because the panels are made with a non-reflective material. Mr. Nelson stated the installers are not required to wear eye protection if they do not choose to. The age of the company is fairly new. They did state though, that the City of Red Wing and Lindstrom have installed their products with this proposed plan. Council stated they would like some time to think about the decision because not all members were present.

Public Works Update

Lead Maintenance Worker Vogel gave an update from the winter months and the current spring. He stated he felt the plowing went well. There were some lawns that were damaged, but majority of the damage came in the last snow falls when the ground was soft. He went on to explain the late spring has created challenges with staying ahead of the mowing. Of the two summer help employees, one had to be let go for various reasons. Vogel did state the second employee has been a large asset to Public Works. This employee takes responsibility, needs minimal supervision, and is reliable. Vogel also asked Council to think about the future direction of Public Works. He stated this answer will help when budgeting and planning for projects. He gave the example of some work that is presently contracted out versus the option of growing staff and obtaining the equipment needed to complete more projects internally. Vogel informed Council that he would like to complete a couple of projects which have funds in the budget. The first is to fix man holes in the streets before the seal coat project happens. This will allow a clean finish look to the street in the end. He also asked for permission to put calcium chloride on the gravel roads in Hanover. There is just over 1 mile of gravel roads. Council directed Vogel to complete the planned projects, and they thanked him for the information before the projects were ordered. Vogel also informed Council that the irrigation project in Esterly Oaks was completed, and you cannot tell the grass was moved to fix the lines.

Compensation Plan

Administrator Derus held a brief discussion with Council about the current compensation plan. Derus explained if Council chooses to stay with the current plan, then the percentage allowed for the raise should be a wider range. Council believes they and Derus are close to an understanding. Council would like to see salary ranges in the plan. Derus was directed to determine salary ranges and present a revised plan at a later date.

Follow-up on Pheasant Run Improvement Project

Administrator Derus explained a letter he and the City Engineer drafted outlining the status of the project for the residents. The letter explained what has happened, and where the city currently sits. The letter also contains a revised questionnaire with the goal of obtaining more accurate responses from the residents. Council advised Derus to mail the letters to the residents.

July 5 City Hall Hours

Administrator Derus asked if Council would like to see City Hall open for normal operating hours on July 5, 2013. Council advised staff to post a notice stating City Hall will be closed on the 5th.

Adjournment

MOTION by Vajda to adjourn, seconded by Hammerseng. Motion carried unanimously. Adjourned the meeting at 9:16 P.M.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, City Administrator