

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

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, July 16, 2013 to order at 6:01 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, Doug Hammerseng, and Ken Warpula. Also present were Interim City Administrator Bob Derus, City Clerk/Asst. Administrator Annita Smythe, Administrative Assistant Brian Hagen, Lead Maintenance Worker Scott Vogel, City Engineer Justin Messner, Andrea Azary from WSB & Associates Inc., EDA Consultant Heidi Peper, Fire Chief Dave Malewicki, Nick Nelson from All Energy Solar, and two residents from the Pheasant Run neighborhood.

Approval of Agenda

Councilor Pinor added a discussion about the community garden to the budget section of the meeting.

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

Consent Agenda Items:

Mayor Kauffman asked Engineer Messner if there was any concern with the Beebe Lake Trail bid being below the Engineer's estimated cost. Messner responded that the bid was lower than estimated, but the bid was accurate. Messner also stated he has worked with the company in the past and was happy with the quality of their work. Councilor Hammerseng asked for further details about the Hazard Mitigation plan. City Clerk Smythe explained that Hanover has adopted Wright County's plan in the past and the City has received notice that the plan is up for review. EDA Consultant Peper confirmed that the plan does face scheduled reviews and this is a normal process.

MOTION by Hammerseng to the Consent Agenda as presented, seconded by Pinor.

a. Approve Minutes of Jul 2, 2013 Regular City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$122,160.74
➤ Payroll	\$ 10,427.07
➤ P/R taxes & Exp	\$ 3,604.53
➤ Other Claims	<u>\$ 1,406.47</u>
➤ Total Claims	<u>\$ 137,598.81</u>

c. Resolution No 07-16-13-85 Authorizing Award of Beebe Lake Trail Construction Bid

d. Resolution No 07-16-13-86 Approving DNR Grant

e. Resolution No 07-16-13-87 Agreeing to Participate in Wright County's Hazard Mitigation Plan

Motion carried unanimously.

Follow-up on Pheasant Run Improvement:

Derus explained to Council that a second survey was mailed to residents. This survey had similar questions, while at the same time gave a detail explanation of why this project came about. It also outlined concerns the residents had from the open house that was held in April. Kauffman asked what the goal of the second survey was. Messner stated the first survey was inaccurate because approximately 30% of the properties responded. Also with the first survey there was confusion because residents did not realize there were addresses on the surveys they received at the open house. Messner went on to explain some results have been returned, and it is predicted a better response rate is expected this time because prepaid addressed envelopes were enclosed with the surveys. Vajda asked what the timeline was for responding. Derus stated the residents will have a few weeks to return their survey. From there staff may contact the properties who have not responded, because it is best to have as close to a 100% response rate as possible.

Pavement Management Plan:

Messner introduced Andrea Azary who also works for WSB & Associates Inc. He explained Azary was responsible for grading Hanover's roads and she put a presentation together explaining how the plan works. Azary then presented how she completed the grading process of the roads. She explained that currently Hanover's roads rate at a 71.7 on a 100 point scale. Hanover's roads are slightly lower than other cities that have a similar plan, but overall the roads are good. Azary further explained options for Council to consider when studying the plan, and what would be required to maintain the roads as they are today. Azary also stated that it is recommended to complete the road evaluation every three years. Typically cities break their roads into three sections for a rotation. Council confirmed with Messner that this pavement management plan was a guidance tool, and the city was not obligated to complete the work as laid out in the plan.

A side discussion was held about the Historic Bridge project. Hagen explained that a Legacy Grant was applied for. This grant would fund the assessment of what needs attention on the bridge. The grant would also be utilized for some engineering and planning costs. After the assessment is completed the city would then apply for larger grants to fund actual construction costs.

Pinor recommended moving discussion item number 7 before item 6.

Follow-up from Last Work Session – Nick Nelson, All Energy Solar, report City Hall and Fire Hall Solar Energy Project:

Derus explained to Council that staff is seeking direction on how to move for this project. He reminded Council that at the June work session Mr. Nelson and a business partner presented a plan for solar sun energy. Hammerseng stated he was in favor of the solar energy aspect, but he was concerned about the payback time. Hammerseng further explained he was not comfortable making this decision with a company who was new to the business. Vajda agreed with Hammerseng and suggested the project be tabled for approximately one year. At that point the cities that recently completed a similar project could be reference to inform Hanover how the project has worked out for them. Council agreed as a whole that it would not be a smart decision to invest in something of this nature at this point.

Budget:

Derus informed Council that the 2013 year to date budget is in good standing. He stated the revenue is low because we have not taken in the first half taxes. He did note the building permits will be higher than expected due to the number of new home permits issued. To date 24 new homes have been issued permits, whereas 2012 only saw 12, and 2011 saw 3. Derus also caution Council that expenditures are high but that is due to a few big expenses. This number will level out by the end of the year. Derus then asked for input from Council on how to set the 2014 budget. He outlined some goals for 2014 assuming the tax levy does not increase. They are as follows:

- Fully fund pavement management plan
- Continue expanding partnership with the Athletic Association
 - Expand parks/recreational opportunities for residents
 - Development of 10 acre City owned property
- Expand Public Works maintenance capacity
- Remodel City Hall restroom facilities
- Institute personnel policies and practices, to support and promote a high functioning team of employees
- Complete Pheasant Run Improvement in a way that best matches resident concerns and interests
- Historic Bridge

Council agreed with Derus that these are good goals to start with. Mayor Kauffman asked if Council will be more involved with the budget setting than in years past. Derus stated that staff typically sets the budget, then it can be reviewed with Council in a more detailed manner.

Chief Malewicki stated that the Fire Department will need a higher amount of funding from the City's budget. He stated that the equipment they currently have is in good shape, but it is aging. He also pointed out there will need to be maintenance performed on the building due to its aging as well. Chief Malewicki also asked staff to double check how the Fire Hall is being paid for. He stated the original plan was to pay off the building the fix the floor where the trucks are parked.

Recommendation from the Planning Commission – Round-about at 19-117 Intersection:

Derus informed Council of a recommendation by Planning Commission to put a round-about at the intersection of County Road 19/117. This intersection can be confusing for drivers who are not familiar it. The idea was a round-about would allow traffic to have a continuous flow versus having three roads stop while one is able to drive freely. Derus wanted Council to be aware that staff has contacted Hennepin County regarding the issue, but have not received a return call. Derus feels this is a County matter because the roads involve are county roads, but does feel the city can show interest to the county in finding a solution.

IT Issues:

Smythe introduced the topic to Council by explaining past practices with the city's network. She explained the current software programs the city uses do not work well together. Smythe also stated the websites for the city and EDA are separate from each other. One upgrade would be to combine them which would result in staff being able to edit website content much easier. Smythe explained two quotes staff received from the current IT consultant. The quotes addressed all concerns staff has with the current network and websites. Council advised staff to receive additional quotes that would address the same concerns. The issue would then be revisited at a later date.

Adjournment:

MOTION by Pinor to adjourn, seconded by Warpula. Motion carried unanimously. Adjourned at 8:42 p.m.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita M. Smythe, City Clerk/Asst. City Administrator