

**CITY OF HANOVER
CITY COUNCIL MEETING
AUGUST 6, 2013 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance: 4:00 p.m.

Mayor Kauffman called the Regular Council Meeting of Tuesday, August 6, 2013 to order at 4:00 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. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Lead Maintenance Worker Scott Vogel, City Attorney Jay Squires, City Planner Cindy Nash, and City engineer Justin Messner. Guests present were Doug Voerding of the Wright County Journal Press, Lynnae Karsten, George and Vicki Ceass, and a Hennepin County Sheriff Deputy.

Approval of Agenda:

Derus asked Council to add a discussion item as 7.d. to provide an update on staffing.

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

Consent Agenda:

Smythe corrected the claims total for Council. Hammerseng asked who the initiative Foundation was. Derus explained it is an organization centered in Little Falls, MN. They provide grant processing handling. This organization handled Plug Technologies grant process. Derus stated he is unsure of the past, but recently Hanover has worked with them and has seen good results. Mayor Kauffman stated the EDA has worked with the Initiative Foundation several times. Mayor Kauffman asked what the details of the lease agreement and cost would be with Hennepin County for the election equipment. Smythe stated the City has not received a bill as of now. However, the lease agreement is an amendment to the current one because of new equipment that was purchased. Derus explained leasing the equipment from Hennepin County is nice because the City is not required to purchase their own equipment. The equipment also allows for computer tallying versus person tallying.

a. Approve Minutes of July 16, 2013 Regular City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 154,459.52
➤ Payroll	\$ 15,178.87
➤ P/R taxes & Exp	\$ 6,113.64
➤ Other Claims	\$ 2,589.38
➤ Total Claims	<u>\$ 178,341.41</u>

c. Resolution No 08-06-13-88 Approving Variance for 546 Kayla Lane

d. Resolution No 08-06-13-89 Accepting Donations from Hanover Athletic Association

e. Resolution No 08-06-13-90 Approving 2014 Budget Request from Initiative Foundation

f. Resolution No 08-06-13-91 Approving 2014-2015 Wright County Sheriff Contract

g. Resolution No 08-06-13-93 Approving Fee Waiver for FYCC

h. Resolution No 08-06-13-95 Approving Hennepin County/City of Hanover Lease Agreement

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

Citizen's Forum:

Mayor Kauffman thanked the Athletic Association for their donations they continue to give the Fire Department.

Chief Malewicki asked Council for permission to spend \$1,500.00 the Fire Department has in their donation fund on a fire proof cabinet required by OSHA.

MOTION by Warpula to approve spending, seconded by Kauffman. Motion carried unanimously.

Public Hearing:

None

Unfinished Business:**Pheasant Run Update**

Messner introduced the topic to Council, and informed them of a 75% response rate for the surveys which were mailed out. He then discussed results from the packet. Majority of residents do not favor the installation of sanitary sewer. Likewise, majority of the residents do not favor a road reconstruction in 2014, but would be in favor of reconstruction at a later date. He also noted that of the residents who responded, half of them are comfortable with the road deteriorating back to gravel. Messner also explained the survey results show majority of the septic systems are 21-25 years old. Residents also responded they typically have their systems pumped every 2-3 years. Smythe continued the discussion by explaining she met with the original owner of the land for several hours. His feelings were sanitary sewer should be installed in the neighborhood because of the great benefit it brings to the residents. Hammerseng asked Messner if the septic systems were reaching an age where they would all be failing. Messner answered they are at that age, but with the sandy soil in the neighborhood the systems may last longer, and it would be difficult to tell if they are failing because the contents would drain down through the sand versus up to the surface soils. Consensus was reached to continue discussion at the work session meeting on August 20, 2013.

Athletic Association Partnership Project Update

Smythe explained to Council that grant funding for this project will be unclear until next year sometime. She also asked Council to think about if the City would want to move forward on the project if no funding was available. Tom Spier informed Council that a regulation Baseball Field will not fit in Settlers Park. Spier believes that a total of three fields can be made. There will also be room available to fit football, soccer, or lacrosse fields in the 10 acres. Smythe asked Council if they felt the lot should have the trees cleared before final plans are approved. There was a mixed reaction from Council, but they agreed Vogel should receive current quotes to clear the land, and revisit the idea at a later date.

Resolution No 08-06-13-94 Adopting Emergency Operation Plan

Staff explained this is the final draft of plan. The only information needed was for Council to provide contact information if they had additional means of being contacted that they wanted shared. If not staff would use what was on file.

MOTION by Vajda to adopt the Emergency Operations Plan, seconded by Warpula. Motion carried unanimously.

Response to Former Mayor Waters' Requests from July 2, 2013

Smythe explained this memo was requested by Council in order to show a formal response to the issues raised. Mayor Kauffman asked where the Historic Bridge Project stands. Hagen explained he was recently informed the City was denied the grant funding. An email outlined additional information that would help. The next application deadline is October 11, 2013. Hagen stated it needs to be decided if the City should move forward on the project with no funding, or apply in October for another grant after gathering the information requested. Council agreed to attempt one more application because it would not slow the whole process down since any work to the bridge would happen next year. Mayor Kauffman suggested staff contact the Wright and Hennepin County Commissioners to provide letters of support for the project.

New Business:

Resolution No 08-06-13-92 Approving Changes to Fire Department Standard Operating Procedures

Smythe explained the in the summer of 2012, previous Council passed procedures for appointing officers. Smythe explained the added time for the new process. Also, the new process would create a subcommittee of staff and 2 Council members to interview Fire Department Members for officers. Staff is recommending the procedure be reversed to the way it was prior to summer of 2012. This would allow Fire Department Members to choose their officers with final approval by Council. Mayor Kauffman asked if the Chief gave his input. Chief Malewicki agreed with the recommendation, and also informed Council this would be temporary until a better procedure is formed. Attorney Squires advised staff to further edit the language of the procedures so sections do not cross reference sections which do not exist.

MOTION by Warpula to approve changes to the standard operating procedures, seconded by Hammerseng. Motion carried unanimously.

Crow River Water Quality Study

Hagen explained to Council he attended a meeting in Buffalo with Crow River Joint Powers. The meeting was also attended by other city personnel who bordered the Crow River. The agenda was to discuss a water quality study opportunity for the Crow River Watershed District. The study would be 75% grant funded and the remaining 25% would be funded by a collaboration of cities and Crow River Joint Powers organization. The focus of the study would be watershed areas for the Crow River. The study would be a management tool of the watersheds and provide information on how and when to restore these locations. Council asked to have a representative for the study to present further information and added benefits at a later meeting.

Purchase Authorization for Conference Table

Smythe stated the conference room table still consists of two folding tables from the Community Hall. Smythe has searched for conference room tables and feels \$1,000.00 would be able to purchase a table to complete the conference room.

MOTION by Vajda to authorize \$1,000.00 for a table, seconded by Hammerseng. Motion carried unanimously.

Staffing Update

Moved to end of meeting after reports for potential of closing the meeting.

Reports:

Vogel stated the Hanover Harvest Festival went well. He also informed Council the summer help was great and several projects were completed.

Messner explained State Aid EEO compliance approved the Beebe Lake Trail. There will be a pre-construction meeting the week of August 12th.

Nash informed Council her next priority for Hanover is to complete the subdivision ordinance and hold the Public Hearing at the September Planning Commission meeting.

Hagen explained staff has been hearing complaints about the water level in the wetland by County Road 20. This issue is being looked into because residents want the water level high for year round water. However, if the wetland is holding water the storm sewer in Lamont Ave is unable to drain. Vogel explained the water level needs to be lowered otherwise the City will be replacing storm sewer pipes after freezing water damages the pipes.

Vajda suggested the remaining Council members purchase their electronic devices soon. Members agreed but were hoping to find sales to reduce costs.

Staffing Update:

Attorney Squires informed Council of the requirements to close the meeting. This situation does not meet the requirements. Derus continued the discussion by explaining the memo wrote for Council. The memo recommended Council end the training period with Ms. Roggenkamp and move in a different direction. It further recommends Nancy Schmitz to be hired for the Receptionist/Accounting Clerk. Nancy was the other finalist in the interview process.

MOTION by Kauffman to approve recommendation, seconded by Hammerseng. Motion carried unanimously.

Adjournment:

MOTION by Warpula to adjourn, seconded by Vajda. Motion carried unanimously, adjourned at 5:26 p.m.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

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