

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
SEPTEMBER 17, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, September 17, 2013 to order at 6:02 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, and Ken Warpula. 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 Engineer Justin Messner, three Athletic Association members, Vonnie Waters, and Diane Sanders from CROW Joint Powers. Councilor Pinor was absent.

Approval of Agenda

Smythe requested to add a reports section after the Green House Project Update. Staff is requesting direction on some situations they are working on. Smythe also informed Council the claims section was revised to show a payment for the Concert in the Park event, funded through donations from the Athletic Association and the Crow River Lions. The Event is September 29, 2013.

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

Consent Agenda Items:

Mayor Kauffman stated he was concerned that the City was \$9,600 over budget on the computer fund. Smythe explained this amount was from the office remodel. The amount covered server location upgrades, as well as cord and electrical work done in the office during this time. Smythe further stated this amount could be reclassified to other funds if Council preferred.

MOTION by Hammerseng to approve consent agenda as presented, seconded by Warpula.

a. Approve Minutes of September 3, 2013 Regular City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 36,744.44
➤ Payroll	\$ 6,135.49
➤ P/R taxes & Exp	\$ 2,503.19
➤ Other Claims	\$ 1,091.30
Total Claims	<u>\$ 46,474.42</u>

Motion carried unanimously.

Crow River Watershed Study:

Diane Sanders presented to Council information about the CROW Joint Powers Organization. She explained they are a resource for people to use when restoring watersheds. She went on to explain a study that is being completed for the Crow River Watershed District. The study would examine the watersheds within the district and provide plans to restore those watersheds. The study is grant funded and would be utilized in later years for larger grant funding opportunities for the restoration work on the watershed areas. Council thanked Sanders for her time. A decision to participate in the study would be made at a later date.

Oktoberfest Funding Request

Vonnie Waters was present to request funds for the upcoming Oktoberfest event held at the Historic Bridge. She stated last year's cost was approximately \$1,800. This year the River Inn is willing to provide \$500 for the event, and the Hanover Royalty would be working at the event for a fundraiser. Vajda stated last year the Hanover Council and the EDA split the costs and it there was supposed to be an understanding that the event in the future would be partnered with the Park Board and the Historical Society. Warpula questioned whether it was good use of tax payer money. Vonnie stated she is very busy with the other events she helps with and does not want the event to get larger without more help. She stated if the Council wants to see the event larger she would step down from organizing it. There was a consensus that between the Council and the EDA the remaining funds would be able to be covered. Vonnie also agreed that in the future the event should be partnered with the Park Board's Concert in the Park and the Historical Society's Pumpkin Carving Event in October.

Athletic Association – 10 Acres Discussion

Smythe introduced the topic by explaining that we have seen concept plans in the past meetings. Staff was directed to look into grant funding options to construct ball fields and clear the location of trees. Grant funding options do not look

promising because the parcel is in Wright County. There are still some options available, but those are options the Athletic Association will have better connections to. Smythe also stated that there is a potential senior housing complex being discussed that would be located on a neighboring parcel. Investors have stated they were interested in the 10 acre parcel for shared parking because there are times in the year where residents receive many guests at the same time. The Athletic Association members did not see an issue with allowing shared parking on the few times a year it would be needed.

Discussion continued and focused on what are the next steps to see progress happen this year. Spier stated a lease agreement would be beneficial for the remaining board members of the Athletic Association to see because they are concerned about putting money into city owned property. Council also showed concern about youth ball losing field privileges. Spier stated they would not lose field privileges. Council and the Athletic Association shared excitement about the project and directed staff to draft a long term lease agreement for the Settlers Park Ball Field area. This will be reviewed by both parties at a later date. Athletic Association also plans to reconstruct the Settlers Park Ball Field this fall pending weather.

Capital Improvement Plan

Smythe provided a Capital Improvement Plan (CIP) that was with the 2013 budget as well as a CIP that was with the audit. She noted the two plans did not match each other. There were also discrepancies with the CIP sheets and the newly completed Pavement Management Plan. Council stated the Pavement Management Plan should give us direction on the roads because that was a thorough study. For equipment the CIP sheets seemed to be accurate. Future growth of Hanover will also play a factor in the CIP. Hagen stated he projected the growth of Hanover based on three scenarios. The projected growth could be 1,000-10,000 new residents depending on how the open land is allowed to be developed. Mayor Kauffman believes Hanover will not grow larger than approximately 5,000 people. Vogel asked Council what they would like to see Public Works become. He stated right now he has to contract out most of the construction work because Hanover does not have the proper equipment. He also has outgrown the current facility and needs to store equipment off site or outside. Council stated they are comfortable contracting work out as long as they are saving money in doing so. They also would like to see how much space would be needed. They do not see Hanover needing more than two Public Workers employees and more equipment until the City grows in population. That population amount is unknown at this time.

IT Solutions

Smythe informed Council that an IT professional reviewed the three quotes for the IT upgrades. This person felt the quotes were not suitable for the city's needs. Council directed staff to look into an independent consultant to analyze what equipment we have and to explain what we need. From there we can receive additional quotes to review.

Ordinance Books and Board Packets

Staff explained they have been asked for updated zoning ordinances by the Planning Commission members for their hard copies they have received. Staff asked if the paperless move pertains to other boards or just Council. Council stated they are fine with providing hard copies of the new zoning ordinance to Planning Commission members. They also stated the Council and EDA should be receiving their packets only via email, whereas Park Board and Planning Commission can continue to receive both email and hard copies of their packets.

At this time Engineer Messner left the meeting. Before he left, he stated Council Pinor has been requesting the City to address a drainage issue she has on her property. Messner stated Pinor has a culvert that is Rockford Township's responsibility that drains water onto her property. This water then runs the length of her property to a creek that runs along her rear yard lot line. Pinor requested a culvert be buried so the water runs underground. The cost estimate for this project is just under \$36,000. Council did not feel this was an issue for the City to resolve.

Fire Department Property Title

The Hanover EDA bought the property and built the Fire Hall with a lease/purchase option to the City. The City then exercised the purchase option to purchase the property from the EDA, however, title work was never completed. Staff explained that the EDA has approved completing the title transfer. Council concurred.

Greenhouse Update

Smythe informed Council that staff, consultants, and representatives from the Greenhouse Project held a meeting with each other. The meeting went well and it ensured both parties that the project is still moving forward. A goal was set to have more detailed concept plans completed to show size and location of structures on the property. Once these plans are complete an open house will be scheduled for area residents. This open house is planned to be held mid to late October 2013. Council reminded staff to continue to update Jeff Grupp from the Bridges Homeowners Association Board.

Reports

Smythe asked Council for direction on multiple items at this time:

- Fire Department is asking to purchase equipment for fire prevention. They would use money which was donated to them. Council approved.
- A property owner in Hanover contacted the City to see if the City would be interested in purchasing a portion of her property to create a park. The property is located near Crow Hassan Park and the owner feels it is a prime location because of a wetland, and the proximity to the walking path. Council stated we should direct her to Three Rivers Park District.
- The City has been contacted on multiple occasions about speed limits throughout the City. It is possible to lower speed limits however speed studies would have to be completed before moving forward with lowering the limits. Council directed staff to inform all inquiries that the City does not wish to pursue lowering speed limits.
- At a previous Council meeting it was suggested a meeting be coordinated with neighboring cities that contract for services through the Hanover Fire Department in order to give them an understanding of its operations. That date has been set for October 22, 2013 at 4:00 p.m. at the Hanover Fire Hall.

At this point Smythe, Vogel, and Hagen left the meeting.

Compensation

Administrator Derus held a lengthy discussion with Council related to the compensation plan. This plan has been a topic at several meetings and Derus feels a solution needs to be found soon. Derus has been given direction to develop a plan that includes pay ranges and a guide on when to give raises. Derus continues to explain the majority of Cities use the step method of raises, but he feels a pay for performance could be feasible if Council expands the limitations. Derus cautioned Council that by limiting the percentage raise allowed the City may not conform to the Pay Equity Act. Council had a consensus the pay ranges are good, but wanted to further the discussion at a later date due to the late hour.

Mayor Kauffman adjourned the meeting at 10:20 p.m. after Councilors Hammerseng and Warpula excused themselves due to the time.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita Smythe, City Clerk/Asst. City Administrator