

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 19, 2013 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, October 15, 2013 to order at 6:10 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, Doug Hammerseng, and Ken Warpula. Councilor John Vajda arrived at 9:35 p.m. Also present were Interim City Administrator Bob Derus, City Clerk/Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, Receptionist/Acct. Clerk Nancy Schmitz, City Engineer Justin Messner, City Planner Cindy Nash, St. Michael Mayor Jerry Zachman, Dawn Sprangel, Stan Kolasa, and Lynnae Karsten.

Approval of Agenda:

Smythe stated Karsten requested to be added to the agenda. Mayor Kauffman also suggested moving the Holiday Social Discussion after the items the Engineer will address.

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

Consent Agenda:

Resolution No 11-19-13-123 was removed for discussion.

MOTION by Pinor to approve the amended agenda, seconded by Hammerseng.

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

b. Approve Claims as Presented:

➤ Claims	\$ 159,570.17
➤ Payroll	\$ 5,175.91
➤ P/R taxes & Exp	\$ 2,104.47
➤ Other Claims	\$ 13,650.47
➤ Total Claims	<u>\$ 180,501.02</u>

c. Res No 11-19-13-124 – Certifying Special Assessments

Motion carried unanimously.

Resolution 11-19-13-123 – Approving Variance for River Inn

Nash opened the discussion by giving an overview of the Special Planning Commission held directly before the Council meeting. She stated the Planning Commission held a Public Hearing for the request of a front yard setback variance. The Planning Commission made two motions. One was to recommend to Council to approve the request for a nine foot front yard setback with the following conditions; the addition shall be constructed in substantial conformance with the site plan approved by the City Council, and the addition is permitted but may not extend closer than nine feet from the property line. Nash stated the second motion was to approve the site plan to be constructed in substantial conformance with the plans signed and dated October 28, 2013 but permitting modifications to include a fireplace, windows and architectural details to complement the front façade, all of which must be designed to be in compliance with the City's design requirements in the Zoning Ordinance.

MOTION by Hammerseng to approve Resolution 11-19-13-123, seconded by Pinor. Motion carried unanimously.

MOTION by Pinor to approve the site plan to be constructed in substantial conformance with the plans signed and dated October 28, 2013 but permitting modifications to include a fireplace, windows and architectural details to complement the front façade, all of which must be designed to be in compliance with the City's design requirements in the Zoning Ordinance, seconded by Hammerseng. Motion carried unanimously.

Senior Center Budget:

Mayor Zachman from St. Michael was present to discuss the Senior Center's 2014 Budget. He stated that the budget is funded by St. Michael, Hanover, and Albertville. Currently the majority of the budget is covered by St. Michael and Albertville, with Hanover covering a minor portion. The new funding amount requested would be based on population. Hanover's population numbers are only from the Wright County side. Smythe stated St. Michael's City Administrator Steve Bot felt this was a good time to make the request because Hanover has been active with the senior population lately. Derus felt this would be a good decision to agree on because Hanover is working on bringing two senior housing opportunities to town. The Senior Center is shared by all of the communities with benefits for all. Smythe stated the 2014 budget would be able to fund additional money for the Senior Center Budget. Council had a general consensus of funding a larger portion of the 2014 Senior Center Budget. Mayor Zachman thanked Hanover Council for their time.

Lynnae Karsten:

Karsten shared multiple concerns with Council on how the meetings are conducted. Among her concerns she felt that the order of business does not provide citizen's with a fair ability to address the Council. She questioned whether the items which are placed in the consent agenda should be part of the meeting. Karsten stated that when topics are passed in the consent agenda, citizens cannot share their opinion about them, specifically variance requests and ordinances. Karsten went on to question whether the proper protocol was followed for the new Chapter 10 Zoning Ordinance. Karsten stated the ordinance was not published after Council reviewed it, nor was there a public hearing for the ordinances. Karsten expressed concern about the accessibility of the ordinances as well. Derus responded to Karsten by stating he was sure staff published the ordinance in order to follow statutory requirements. Smythe informed Karsten that the ordinance is on the City's website as it always has been. Karsten at this point questioned why staff has the ability to initiate ordinance amendment changes because they do not have the same right as the Planning Commission, Council, or residents. Derus stated that if staff initiates a change, that it would be brought to Council and Council would give direction to move forward with the amendment. Smythe responded to Karsten's concern about citizen's ability to address Council. Smythe stated before the meeting is called to order citizens are required to state their concern, the Mayor reviews these and can pull items from the consent agenda if the concern is on an item in that portion of the meeting. Karsten inquired why the Work Sessions do not have a Citizen's Forum. Derus stated there is not one on the agenda. However, citizens have not been denied the opportunity to address Council similar to this meeting and your concerns.

Staff plans to follow up on Karsten's comments at the following meeting.

GIS Overview:

Messner provided Council with an overview of the new GIS software. He showed Council the details about the City. For example, GIS will provide property information including aerial photos, owner information, measuring tools, and water/sewer line information. GIS has the capability to insert most information staff will find helpful to have. Council suggested uploading any unique permits for the parcels. Messner stated that a great idea to do because it will save time for staff from having to page through paper files. Hammerseng asked who owned the info. Messner responded that the City owns the information, but WSB hosts it. The software needed to host GIS is expensive and a city the size of Hanover usually does not own the software. If Hanover ever goes away from having WSB as the engineer consulting firm, Hanover would be provided with all of the information from GIS.

CIP/Pavement Management Discussion:

Discussion held on this topic was a focus on how to improve Hanover's infrastructure while having the least amount of financial impact on residents. Council asked if it would be best to bond for a project and have the City as a whole pay for it, or to assess on specific projects. Derus stated that in order to bond there are certain steps which need to be followed. He also stated there would more than likely be push back on bonding from residents who live on county roads or gravel roads. This is due to those residents not feeling they receive full benefit from what the bonds are put towards.

Smythe switched focus to the Fire Hall and how they have a CIP already in place which covers majority of what they need. They also are setting funds aside to cover the CIP. There is also the question of Public Works and its future. Past discussions have asked where the site will be and how big will it need to be. There was not a general consensus on the location or the size. Vogel explained that the current location was constructed approximately 12 years ago. In the past 12 years the space has been filled with equipment to the point where we store equipment outside, and have to rent space off site. Pinor commented that when the addition was constructed for Public Works, that many people felt it would never be filled. Council did not reach a consensus for the future of Public Works.

At this point Messner provided updates before he was dismissed from the meeting:

- Wright County changed the speed limit sign on co. Rd. 19 near the Co. Rd. 34. It now says end 30 mph.
- Riverview Road/River Road drainage project is near completion.
- Three Rivers Park District committed to funding the remaining portion of the Hennepin County Rd. 19 Trail. Right of Way acquisitions will be mailed and followed up on after residents have time to review the offers.
- Beebe Lake Trail is wrapping up for the season but will start in early spring again.

Holiday Social:

Smythe stated that staff was unaware of a summer picnic that has been done in the past. Due to this, staff feels a Holiday Social would be beneficial where all of the City officials, staff, and consultants would be invited to enjoy some time together as a large group. Derus stated there would need to be a purpose to spend any funds of the event, but it would be good to bring everyone together. Smythe stated it was discussed amongst staff to summarize 2013 accomplishments. A date of December 13th was set from 3-5 p.m.

Pinor informed Council that Vonnie Waters has requested funds to plant the flower pots around the City for winter. She is requesting \$600.

MOTION by Pinor to approve funds of \$600, seconded by Warpula. Motion carried unanimously.

Personnel Policy Changes/Compensation Plan Discussion:

Smythe outlined a memo included in the packet which addressed all former discussions and resembles Council's likes from those previous discussions. Also included is the revised performance review used during yearly staff review, staff job descriptions, and staffs responses to what Mayor Kauffman provided at the previous meeting for personnel policy changes. Council and staff were able to agree on majority of changes to the personnel policy. Currently staff receives vacation time and sick time. The proposed change is to switch to paid time off. Though staff is not completely against the switch to paid time off, the total amount of time received was in question. Council felt paid time off would be a better benefit to staff because it allows the time to be used for any reason. Staff stated losing total amount of time off is an issue, especially because sick time is used for more than just the individual, it is used for children and family members as well. Council expressed concern on the abuse of sick time if vacation time has been depleted; Council stated that in the past they believe the time was abused. Staff stated that if sick time is used for any other reason other than the reason specifically addressed in the personnel policy, then that staff member would be on grounds of dismissal. Council and staff will resume the time off amount at a later date, but for now have agreed to several other terms of the compensation plan. Staff also asked Council if they would like to add a section to the personnel policy addressing public safety personnel leaving work for fire calls. Council feels if the employee wishes to attend a fire call they need to clock out in order to do so.

At 9:35 p.m. Councilor Vajda arrived and Councilor Pinor dismissed herself.

Fee Schedule:

Council did not have any concerns about the draft Fee Schedule for 2014. Consultants will need to review.

Fire Department Discussion:

Chief Malewicki was not present to hold discussion with Council. In the interest of time the discussion will be held at a later date.

Adjournment:

MOTION by Hammerseng to adjourn at 10:31 p.m., seconded by Vajda. Motion carried unanimously

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita Smythe, City Clerk/Asst. Administrator