

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

**Call to Order**

Mayor Kauffman called the Regular Council Work Session Meeting of Tuesday, December 17, 2013 to order at 6:01 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, and Ken Warpula. Councilor Wendy Pinor arrived at approximately 6:30 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, City Engineer Justin Messner, Fire Chief Dave Malewicki, and Assistant Fire Chief Brian Kottke. Guests present included Carol Dixon from Mahler's Gravel Pit and Kelly Daleiden from Veolia.

**Approval of Agenda:**

Smythe provided a revised claims amount. She further outlined two resolutions which were added to the Consent Agenda. Smythe also added two contract renewals for current City consultants as discussion items.

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

**Consent Agenda:**

Warpula corrected a statement he made in the December 3, 2013 meeting minutes. Mayor Kauffman also asked Messner about prior work WSB completed for a future Public Works site. Messner was unsure of the details but would look for information.

**MOTION** by Warpula to approve the amended consent agenda, seconded by Vajda.

- a. **Approve Minutes of December 3, 2013 Regular City Council Meeting**
- b. **Approve Minutes of December 13, 2013 Special Meeting**
- c. **Approve Claims as Presented:**

➤ <b>Claims</b>	<b>\$ 130,903.43</b>
➤ <b>Payroll</b>	<b>\$ 40,790.67</b>
➤ <b>P/R taxes &amp; Exp</b>	<b>\$ 7,995.56</b>
➤ <b>Other Claims</b>	<b>\$ 1,137.40</b>
➤ <b>Total Claims</b>	<b><u>\$ 180,827.06</u></b>
- d. **Res No 12-17-13-132 – Approving 2014 Budget**
- e. **Res No 12-17-13-133 – Approving 2014 Property Tax Levy**
- f. **Res No 12-17-13-134 – Accepting Donation from Hanover Historical Society**
- g. **Res No 12-17-13-135 – Accepting Donation to Hanover Park Board**
- h. **Res No 12-17-13-137 – Acknowledging Dividend from the League of MN Cities**
- i. **Res No 12-17-13-138 – Accepting Donation from Hanover Athletic Association**

Motion carried unanimously.

**Mahler Mining Report**

Carol Dixon was present for any questions Council had about the past year. Council asked if everything was going smoothly. Dixon responded that they were.

**MOTION** by Warpula to approve the report, seconded by Mayor Kauffman. Motion carried unanimously.

**Joint Powers Budget**

Kelly Daleiden from Veolia explained the increase is mainly employee salary and benefit increases.

**MOTION** by Vajda to approve the budget increase, seconded by Hammerseng. Motion carried unanimously.

**Fire Department Discussion**

Chief Malewicki and Assistant Chief Kottke were present to hold discussion with Council about Fire Department requests and plans for 2014. They outlined several items including different ideas for fees for service. It was agreed to revisit this idea in early 2014 after some more research can be completed. Other items included gear upgrades, radio maintenance, donations that have been received, communication with area cities that Hanover services, and an overview of number of calls in 2013. Councilor Warpula share with Council that Chief Malewicki and Assistant Chief Kottke did a great job the past year.

### **HC 19 Trail Agreement**

Smythe stated the agreement was drafted by Three Rivers Park District. The City Attorney has not reviewed it yet, but the City Engineer has. Messner stated he only noticed one change he would make. Item 3 states phase 2 plans and oversight of project would be covered by Three Rivers Park District. This is contingent on the City acquiring the land for the switch back portion. Messner feels the City would want to have some input of the switch back in order to protect the City's stake for that portion of the trail. Derus stated that the City may want to get Hennepin County Commissioner Jeff Johnson involved with the land portion. To date, the City has not had luck acquiring the land, and different contacts at Hennepin County do not feel they would be able to help with this process.

**MOTION** by Pinor to approve the draft lease with change that City has insight to the phase 2 portion and final review by City Attorney Jay Squires, seconded by Hammerseng. Motion carried unanimously.

### **Authorization for Bridge Repair Estimate**

Hagen explained this estimate is for the study on the bridge. This study would assess the needs for the preservation of the bridge. Messner stated this would cover the cost of having a WSB Bridge Engineer assess the bridge and provide estimate on cost of work to be done. This work would allow the bridge to keep the historical aspect. Smythe also noted that Hennepin County provides a small amount of funding each year to be put towards road or bridge work. Some of these funds can be put towards the cost of the study.

**MOTION** by Hammerseng to approve the estimate presented by WSB, seconded by Pinor. Motion carried unanimously.

### **Audit Engagement**

Smythe stated this proposes a cost of \$20,000 for the upcoming audit.

**MOTION** by Warpula to approve, seconded by Vajda. Motion carried unanimously.

### **Purchase Election Equipment**

Smythe explained that Hanover used to lease the election equipment from Hennepin County to conduct the elections for both Hennepin and Wright County. Hennepin County has purchased new equipment and sold the old equipment to Wright County. Hanover has since agreed to lease the equipment needed for the Hennepin County elections from Hennepin County. Unfortunately, Wright County still uses the old equipment for their elections. Wright County is not willing to set up a lease program and instead requires the cities to purchase the equipment. Smythe informed Council they can purchase the used equipment at a much cheaper price than purchasing new equipment from a third party vendor.

**MOTION** by Warpula to purchase the needed equipment used from Wright County, seconded by Vajda. Motion carried unanimously.

### **Ordinance No 2013-06 Adopting 2014 Fee Schedule**

Smythe explained to Council that the enclosed Fee Schedule is the final draft after previous discussions. There is one additional change that needs to be made. Smythe stated that after speaking with St. Michael, she learned that the Sewer Connection charges should not distinguish between residential and commercial, instead should only distinguish between existing lots of record when sanitary sewer was brought to Hanover and lots new lots created after that date.

**MOTION** by Pinor to approve the 2014 Fee Schedule, seconded by Vajda. Motion carried unanimously.

### **Resolution No 12-17-13-136 Approving Summary Publication of Fee Schedule Changes**

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

### **Fee Waiver – River Inn WAC/SAC Fees**

Discussion was held by Council and staff explaining how the River Inn is proposing to use two patio additions for year round seating. It was discovered that the SAC/WAC charges were temporarily waived on the first patio until the use changed to a permanent seating area. Normally these fees are paid at time of installation of any type of addition. Messner stated his calculations determine the charge to be approximately \$12,000 for both patios. This number does have to be approved by the Joint Water Board's Engineer. Smythe explained that the River Inn is requesting some fees be waived. Smythe further explained what amount of money will cover what fee. Most of the fee is required to be paid to other organizations. Vajda explained that the EDA has already been presented this

information and there was an unofficial consensus that the River Inn would qualify for a \$1,000 matching grant and a low interest loan. Vajda suggested the City also provide assistance to the River Inn. There was also discussion about the good deeds that the River Inn does for Hanover and the area cities. They give donations and offer low cost meals to the senior population. There was some discussion on if this sets precedence to other businesses to have fees waived to them for business upgrades.

**MOTION** by Vajda to have City cover \$2,324.80 of the SAC/WAC Fees, seconded by Hammerseng. Motion pass with 4-1 vote. Mayor Kauffman, Vajda, Hammerseng, Warpula voting aye. Pinor voting nay to not set precedent.

### **Personnel Policy Changes**

Council was provided a redlined version of the Personnel Policy. The changes came from previous discussions and suggestions. After a lengthy discussion on how involved the Council should be in the review process Council came to a consensus that a 360 degree review of the City Administrator shall be conducted. As for other employees, the City Administrator will solicit input from Council members in order to complete the annual review. A summary of the review will be provided to Council. There was also lengthy discussion of paid time off versus vacation and sick time. Council was unable to come to a consensus on what should be provided to staff. They will visit this at a later date.

**MOTION** by Hammerseng to approve redlined version of personnel policy with the addition of a 360 degree review of the City Administrator and the addition of the scoring numbers for each category, seconded by Pinor. Motion carried unanimously.

### **Staff Reviews**

Public Works Supervisor and Administrative Assistant's summary of annual reviews and recommendation for pay raises were presented to Council. Pinor asked why the Public Works Supervisor position was not an exempt position. Smythe informed Council that the position for Hanover does not meet criteria whereas other cities the position may meet the criteria.

**MOTION** by Pinor to approve the staff reviews, seconded by Warpula. Motion carried unanimously.

### **2014 Appointments**

Smythe explained that Council received the applications which were submitted for appointment to the Planning Commission and Park Board vacancies. These were provided for review by Council in order to officially appoint members at the first meeting in January.

### **Collaborative Planning, LLC Contract Renewal**

**MOTION** by Warpula to approve the renewal, seconded by Pinor. Motion carried unanimously.

### **Short Elliott Hendrickson, Inc. (SEH) Contract Renewal**

**MOTION** by Warpula to approve the renewal, seconded by Pinor. Motion carried unanimously.

### **Adjournment**

**MOTION** by Warpula to adjourn at 8:51 p.m., seconded by Pinor. Motion carried unanimously.

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Annita Smythe, City Clerk/Asst. Administrator