

**CITY COUNCIL WORKSHOP MEETING**

**Monday, May 23, 2011**

**7:00 p.m.**

**Andover Central Park Lodge**

**Minutes**

Members present:

Mayor Ben Lawrence, City Council Members Caroline Hale, Clark Nelson, Sheri Geisler, Dave Tingley, Byron Stout IV, and Troy Tabor.

Others in attendance:

City Administrator Sasha Stiles, Director of Public Works and Community Development Les Mangus, Assistant City Administrator Jennifer McCausland, and City Clerk Susan Renner.

Guests: J.T. Klaus, Triplett Woolf & Garretson, City Bond Counsel

**Mayor Ben Lawrence called the meeting to order at 7:00 p.m.**

**Governing Body Manual & Governing Body policy for public communications**

Mayor Lawrence explained the Governing Body Manual in their packets was an assimilation of practical information for intra-communication, how to address questions and concerns between meetings, citizen requests, establishes protocol, etc.

Council Member Nelson stated that pages 8 and 9 of the manual addresses the Governing Body policy for public communications that is on the agenda.

Council concurred staff would continue with the current policy for any information sent out with the monthly utility billing statement, but this was not a means for an individual Council Member to relay information to the public.

Council concurred citizen requests/complaints should be acknowledged by the Council Member who receives them but the issue is to be addressed by the City Administrator.

J.T. Klaus confirmed that discussing a Planning Commission issue prior to a hearing can disqualify them when the issue is presented to the Council for approval.

After discussion the Council concurred the manual should be presented for acceptance at the May 24, 201 Council meeting.

**Employee retirement fund**

Sasha Stiles stated after review of the rates by staff and Council Members Geisler and Nelson it was determined to keep the current plan and continue to monitor the program.

**Marketplace Village request for special financing**

Sasha Stiles stated the City had been approached by Chris Stevens, an owner of the Marketplace Village property south of the YMCA, requesting consideration for special financing or assessment relief due to the high dollar amount currently assessed.

J.T. Klaus explained tax increment financing (TIF) and the process established by the State.

Mayor Lawrence stated this is not typically used for financing improvements for residential properties, but is used for commercial growth or health care synergy.

Council concurred they did not want to move forward with this type of financing.

**A motion was made by Council Member Nelson, seconded by Council Member Geisler, at 9:01 p.m. to adjourn. Motion carried 6/0**