

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
JANUARY 20, 2015 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, January 20, 2015 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng and Jim Zajicek. Councilor Ken Warpula was absent. Also present were City Administrator Brian Hagen, Public Works Supervisor Scott Vogel and City Engineer Justin Messner. Hanover residents Pat Athmann and Lynnae Karsten were also present.

**Approval of Agenda**

**MOTION** by Hammerseng to approve agenda as presented, seconded by Vajda. **Motion carried unanimously.**

**Consent Agenda**

Hagen noted that the AEM Finance contract will be budgeted as Other Professional Service under accounting. At the time of final budget approval it was not anticipated that this contract would be in effect.

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

**a. Approve Minutes of January 6, 2015 City Council Meeting**

**b. Approve Claims as Presented:**

|                   |                     |
|-------------------|---------------------|
| ➤ Claims – 2014   | \$ 21,261.93        |
| ➤ Claims – 2015   | \$ 56,832.90        |
| ➤ Payroll         | \$ 8,218.88         |
| ➤ P/R taxes & Exp | \$ 3,319.79         |
| ➤ Other Claims    | <u>\$ 2,189.45</u>  |
| ➤ Total Claims    | <u>\$ 91,822.95</u> |

**Motion carried unanimously. Warpula absent.**

**Planning Commission Appointment**

The City received two applications for appointment to the Planning Commission. The applications were from Lynnae Karsten and Dean Kuitunen. Council discussed the conversations they had with each applicant. Hammerseng stated he felt that each applicant would make a good addition for different reasons. Hammerseng was in favor of Kuitunen in order to bring new representation to the board. Kuitunen would be able to offer new ideas. Zajicek also stated he had good conversations with both applicants. He recognizes the qualities both applicants would bring to the board. Zajicek agreed with Hammerseng on the notion of bringing new ideas to the board. Vajda felt that the desire to serve on a board and the experience that Karsten brings to the board is hard to replace.

**MOTION** by Hammerseng to appoint Dean Kuitunen to the Planning Commission, seconded by Zajicek. **Motion passed. Kauffman, Hammerseng, Zajicek in favor. Vajda opposed. Warpula absent.**

**2015 Pavement Management**

Messner opened discussion by explaining two areas of Hanover are in need of maintenance. Messner provided project estimates for Pheasant Run mill and overlay at \$415,000. If the City were to assess at a rate of 35%, property owners would be expected to pay approximately \$1,800 per lot. A second project area would be Hanover Hills. This project would be a mill and overlay and a full reconstruction of

Third Street. This project is estimated at \$715,000. With a 35% assessment rate, property owners would be expected to pay \$3,800 per lot. This assessment amount is based on an equal assessment, but the Council may want to consider a different assessment rate for the full reconstruction area. A decision on the remaining 2015 pavement management plan will be made after a decision is made on the Hennepin County 19 Trail Bid approval.

### **Hennepin County 19 Trail Bid Update**

Messner informed Council that four companies provide bid amounts. The low amount was \$875,000 and the original estimate was \$635,000. Messner explained funding has been set based on the estimate. Council directed staff to set a meeting with Three Rivers Park District and Hennepin County to discuss the shortfall in the funding and if anyone is willing to pay the difference. Council also will decide whether to accept or reject the bid after the meeting is held with the other parties funding the trail.

### **Engineer RFP Discussion**

Mayor Kauffman stated his concerns with WSB are more historical problems from the previous engineer. Kauffman stated he would like to see more accurate cost estimates on projects because past projects have tended to have higher bids than estimated. He also expressed concern about project management. Kauffman feels the service received from on-site inspectors have not met expectations. Moving forward it would be beneficial to have WSB supply the on-site inspector versus hiring a neighboring city's inspector. Vajda had no concerns, but suggested staff give feedback to Messner on areas that could improve. Hammerseng stated he looks for trust in the consultants and Messner has proven his trustworthiness. Council consensus is to continue to work with Messner and WSB for engineering services.

### **Septic System Draft Ordinance Update**

Hagen stated he has reviewed our septic system regulations and they match closely to both Hennepin and Wright Counties. The City may need to make some amendments, but the changes should not be to the extent as staff originally assumed. An employee of the MPCA is reviewing our ordinance to provide feedback on what amendments we may need to make.

### **Maris Ehlers Photography Loan Restructure**

Vajda stated the EDA recommended a loan restructure. Approximately 2/3 of the loan has been paid off and the EDA feels it is beneficial to extend the loan and lower the payment amount slightly in order to assist a local business. Council agreed with the recommendation.

### **Tegrete Cleaning Contract**

Vogel stated the cleaning contract is being amended to increase the monthly rate \$120 or about 20%. The company has failed to provide the service they promised on a regular basis. The reason behind the price increase is due to the fact that staff is finally happy with the results a specific individual with the company has been giving us. In order for the same individual to come to the City, the price would be increased. Council directed staff to solicit new quotes from different companies. In turn, the contract with Tegrete would be terminated according to the terms in the contract.

### **Reports**

Vajda reminded everyone of the EDA Business Social on January 22 at 6 p.m.

Messner stated a check will be coming shortly for \$500,000 from the DNR for the Beebe Lake Trail Grant reimbursement.

Hagen:

- Provided an update on the bathroom floors. Malewicki still has not committed to dates for fixing the mismatched tile. Council felt he should be provided the hall rental schedule for the next two months and commit to a date for the repairs.
- Had a meeting with a real estate agent/developer. He expressed interest in the rest of Crow River Heights. This was a preliminary discussion.
- The FRA has amended their investment policy. They should be bringing the new policy to the Council for support because the City is responsible for any shortfalls in the pension plan.

**Adjournment**

**MOTION** by Vajda to adjourn at 8:08 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator