

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
APRIL 21, 2015 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, April 21, 2015 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Fire Chief Dave Malewicki, and Maintenance Worker Jason Doboszanski. Guests present included Hanover residents Stand Kolasa, Pat Athmann and Jim Diorio.

**Approval of Agenda**

Hagen removed the rental fee waiver request from Jeremy Halek. Due to unexpected reasons, Mr. Halek stated the event is unable to be organized for this Memorial Day.

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

**Consent Agenda**

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

- a. **Approve Minutes of April 7, 2015 Local Board of Appeals and Equalization**
- b. **Approve Minutes of April 7, 2015 City Council Meeting**
- c. **Approve Claims as Presented:**

➤ <b>Claims</b>	<b>\$ 48,968.70</b>
➤ <b>Payroll</b>	<b>\$ 6,523.53</b>
➤ <b>P/R taxes &amp; Exp</b>	<b>\$ 2,458.20</b>
➤ <b>Other Claims</b>	<b>\$ 1,964.44</b>
➤ <b>Total Claims</b>	<b><u>\$ 59,914.87</u></b>

**Motion carried unanimously.**

**Fire Chief Dave Malewicki**

Chief Malewicki provided a year-end review of 2014. Total number of runs were 159 with an average time from the first page to leaving the station at four (4) minutes and an average response time of nine (9) minutes.

Malewicki gave additional updates related to the fire contract with neighboring communities. The contracts are planned to be amended to encompass a new billing system. The new systems will take into consideration fixed versus variable costs, as well as call volume and market value. Malewicki further requested pension funding to increase from \$1400 to \$1600 a year for retired fire members, and consideration to switch to an hourly pay versus per call. These changes will help with recruitment and retention of members. Malewicki stated they are sending out advertisements in search of daytime firefighters. Council made no decision on these change but will vote on it at a later date. Malewicki's last update was that changes to the conference room at the fire hall will be made. They are upgrading the room to be better suited for training. Malewicki asked for consensus from the Council to spend up to \$1,500 for a laptop. The current laptop no longer works and the department is considering switching to an apple laptop.

Malewicki ended his update by stating the fire department has a great group of individuals, and they should be thanked by everyone for the job they are doing.

### **Stan Kolasa – Rental Fee Waiver for Shelley Moulzolf-Timmerman Benefit**

Kolasa is one of the organizers for the benefit to be held at City Hall. Shelly is an area resident who is battling cancer. Kolasa requested a fee waiver, and stated they would clean up after the event or help with the costs. Council stated they are willing to waive the fees but if a special cleaning is needed because of more than one event scheduled then the benefit would be responsible for the special cleaning costs.

**MOTION** by Warpula to waive the rental fee, seconded by Vajda. **Motion carried unanimously.**

*At this time Jim Diorio arrived and requested to address Council*

Mr. Diorio addressed Council on three items. First was the condition of the Hanover Hills neighborhood area roads. Diorio feels there has been deferred maintenance in the neighborhood and that if left alone any longer the roads would be past an ability to repair. Diorio stated he was in favor of assessments if that was what is needed to extended the life of the roads. Diorio further stated that he understands that water and sewer extensions are possible in the future. If correct maintenance is completed now, then when the road needs a full reconstruct it may be feasible to extend water and sewer services at that time.

Next Diorio asked about the status of stops signs being installed at 3<sup>rd</sup>/Kadler Ave. Diorio was in favor of these stop signs versus speed bumps as previously discussed. Council stated that there were mixed reviews from residents, however Council feels that stop signs could be installed and removed at a later date if they are not effective.

**MOTION** by Hammerseng to install signs at the intersection of 3<sup>rd</sup>/Kadler Ave, seconded by Warpula. **Motion carried unanimously.**

Lastly, Diorio requested that the City be responsible for replacing his block mailbox. This past winter a snow plow made contact with the mailbox. The mailbox then proceeded to fall over approximately two and a half months after contact. Diorio claims the contact caused the mailbox to shift on its' foundation which later caused it to fall over. Diorio stated several times that the driver showed negligence by only making contact with his mailbox. Hammerseng stated the current policy that pays \$40 towards mailboxes hit by plows may need updating for material costs of a typical mailbox. Hammerseng further feels the City could cover more of Diorio's mailbox because there are minimal number of block mailboxes. Diorio stated his mailbox has been repaired and the new design prevents the box from overhanging the road.

**MOTION** by Hammerseng to pay for half of the repair cost up to \$500, seconded by Warpula. **Motion carried unanimously.**

### **10 Acres**

Paul Youngquist was present to hold preliminary discussion with Council related to architecture work on the future public works building. Youngquist provided a sketch of what a public works facility could look like. The sketch included a wash bay, storage bays, and offices. Youngquist explained to Council that the first step is to determine how you would like the facility set up. Doboszinski stated that staff has already began these discussions. It would be beneficial to have a drive through wash bay that way you are not pulling equipment in and out of the building as often. Other discussion revolved around different equipment that could be installed within the building.

Warpula asked for an explanation between building materials. Youngquist stated there are three options. First is a steel structure. This would be the least expensive, however, you would still want to added to the interior walls to help insulate and provide more durability to the structure. Next two options would depend on wall height. If wall height exceeds 20 feet then precast concrete panels should be considered

because companies tend to increase the panel cost the shorter the panel gets.. Less than 20 feet a masonry structure could be built for a comparable cost. Youngquist explained that for 7% of project cost, his company would design the building and manage the bid process. The benefit to this is a uniform bid amongst subcontractors that handle the electric, plumbing, etc.

On discussion related to selling a portion of the 10 acres, Hagen asked if Council would be in favor of receiving an updated appraisal. The updated appraisal would be used to determine selling price. The interested business owner has not stated what he would be willing to purchase the land for because of the unknowns. Council agreed an updated appraisal is needed. Hagen further stated that a survey for the property is on file. The survey was completed in 2000. At this time it is not suggested to have a survey completed.

### **Administrative Staff Vacancy**

Hagen informed Council that Nancy Schmitz will be ending her employment with the City. Schmitz holds a desire to be at home with her family more than she is able to while holding full time employment. Hagen further stated that he is weighing the option of hiring a full time accountant. Council directed Hagen to bring back cost comparison to reflect hiring a receptionist/accounting clerk and keeping the finance consultant to some capacity versus hiring a more expensive position of an accountant. Council further reminded Hagen they assumed he would take on the accounting duties. Hagen stated he was confident he could learn enough about accounting to have a good understanding, but that he does not have accounting experience and would not be comfortable being solely responsible for the City's accounting needs.

### **Ginseng Lane**

Hagen reminded Council about an erosion problem on Ginseng Lane. This erosion is from a creek that is nearing the road right of way. Hagen further stated that Hennepin County has visited the site and they have funds available to assist on projects of this nature. Funds from Hennepin County would cover up to 75% of the project cost based on their estimate. Hagen asked Council if the City should pay for the remaining balance of \$4000 out of the storm water utility fees. Council agreed that those fees should be used towards projects of this nature.

### **Cash Flow**

Hagen provided a cash flow chart for the remainder of the year. The chart signifies planned projects and the City's ability to fund the projects with cash on hand in order to keep designated money in investments.

### **Reports**

Doboszinski stated the road restrictions will be coming off April 22.

### **Hagen**

- A Wright County Sheriff Deputy has requested to park a squad car at City Hall. He lives in Hanover but is on the Hennepin County side and therefore cannot bring his squad home due to Wright County policy.
- Provided a draft version of the resolution for the City to remove itself from the Greenstep City program. This resolution was at the request of the Mayor who does not feel the program provides benefit to the City.
- The MS4 Application has been submitted long with payment. Next steps will be to hold discussion with WSB on the implementation process.

**Adjournment**

**MOTION** by Vajda to adjourn at 8:49 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