

**CITY OF HANOVER
CITY COUNCIL MEETING
JULY 7, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, July 7, 2015 to order at 7:00 p.m. Present were Mayor Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Public Works Supervisor Scott Vogel, Accountant/Deputy Clerk Elizabeth Lindrud, and City Attorney Jay Squires. Guests present included Wright County Commissioner Michael Potter, Pat Athmann, Doug Voerding from Wright County Journal Press, Scott Wallace and wife, and Brennan Torkelson and wife.

Approval of Agenda:

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

Consent Agenda:

Hagen noted that on the revised agenda provided, the claims were adjusted to reflect payments with a due date prior to the next meeting. The claims total was changed to \$129,327.77, which adjusted the total claims to \$149,375.08.

Kauffmann asked to discuss item e on the consent agenda, relating to how the City will enforce City ordinances on rental properties. Hagen stated that they would be enforced the same as if it was a home owner.

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

a. Approve Minutes of June 16, 2015 City Council Work Session Meeting

b. Approve Minutes of June 25, 2015 City Council Special Meeting

c. Approve Claims as Presented:

➤ Claims	\$ 129,327.77
➤ Payroll	\$ 12,481.42
➤ P/R taxes & Exp	\$ 4,827.66
➤ Other Claims	\$ <u>3,738.23</u>
➤ Total Claims	\$ <u>149,375.08</u>

d. Ordinance 2015-03 – Amending Chapter 9 Related to Garage Door Floor Drains

e. Ordinance 2015-04 – Amending Chapter 4 Related to Rental Dwelling Licenses

Motion carried unanimously.

Citizen's Forum:

Wright County Commissioner Michael Potter

Potter provided an update on changes happening at the county related to a new public works facility. This new facility will provide adequate space needs for now and into the future. The new facility will also allow the existing location to be used for other departments as the county continues to grow..

Potter further explained how he continues his efforts to help Hanover find a solution to extend 8th St NE from the industrial park to County Road 34 providing a connection at the current stop light. Potter stated he is working with soil and water to get a pre-application meeting to investigate the costs and challenges for the 8th Street extension. The road would go through approximately 2 acres of wetland. Hammerseng inquired about the role that Potter would play with the project. He replied that he would not be directly active, Hanover would need to take the lead, but he would help out behind the scenes.

Potter concluded his update by stating the River Rider dissolution is near complete for Wright County Transportation. This process would take money set aside for the agreement that was in place with River Riders and give it to the County to fund public transit. At this time there is now budget for public transit. Potter believes the money should go towards the new agreement between the cities and Trailblazers, additionally, Potter would like the funding to help provide coverage to the townships in Wright County.

Unfinished Business:

11112 12th St NE Storm Water Drainage

Hagen provided history on a 12th St NE stormwater facility maintenance project that removed sediment in the facility. The City received a quote for \$4,480 for the second half of the clean up to remove riprap, remove sediment, clean riprap, and re-establish the area. Hammerseng asked when another clean-up would be needed. Hagen stated facilities of this nature typically need maintenance every 10-15 years. Warpula had questions on previous costs; Vogel stated that this quote was higher than the 1st portion of the clean-up because it is slightly larger in size. Hammerseng asked whether Vogel was comfortable with the quote and if he would oversee the clean-up. Vogel replied yes to both.

MOTION by Hammerseng to hire Squirrels Landscaping for \$4,480, seconded by Vajda. **Motion carried unanimously.**

New Business

Variance for 935 Labeaux Ave NE

Hagen provided history on an existing Conditional Use Permit for the property and Planning Commission recommendation. The homeowners, the Torkelson's, requested a variance to permit the use of an existing outbuilding for an extended home business. Hammerseng stated that the neighbors, previous property owner, and Torkelson's met to voice concerns/opinions and everyone was agreeable.

MOTION by Warpula to approve variance for 935 Labeaux Ave NE, seconded by Hammerseng. **Motion carried unanimously.**

Master Subscriber Agreement for MN Court Services Data

Hagen stated this agreement allows the prosecuting attorney to obtain court data. Squires stated this agreement is a necessity.

MOTION by Warpula to approve Master Subscriber Agreement, seconded by Zajicek. **Motion carried unanimously.**

Amy Biren Six Month Review

Hagen stated that he had sent out Biren's 6 month review for Council feedback. Hagen made some adjustments based on feedback received. Hagen further stated that Biren has been provided the review and she agreed with the review. Hagen explained that according to the employment offer to Biren, this review is subject to a 3% wage increase. Hammerseng asked if after this review will Biren fall within the normal annual review timeline, Hagen stated yes.

MOTION by Warpula to approve Amy Biren's 6 month review and 3% pay increase, seconded by Hammerseng. **Motion carried unanimously.**

Accounting training and Audit Preparation

Hagen detailed out the quote from Abdo, Eick, and Meyers LLP for training for Accountant Lindrud and 2015 Audit Preparation. The proposal is on an as needed, hourly basis. Warpula calculated out an hourly rate and thought it could be lower. Kauffmann asked Hagen to negotiate the price lower.

MOTION by Kauffman to table the resolution, seconded by Warpula. **Motion carried unanimously.**

Fire Hall and Fire Truck Repairs

Hagen provided quotes for the Fire Hall Repair; Cottonwood Construction provided a quote of \$4,725 to repair the damaged door jam, \$3,040 to rework existing red metal areas in front of the fire hall or \$8,030 to replace the metal area with bricks. There was a 2nd quote to replace the red metal area with bricks from Dan Stieman, a local contractor for \$2,700. Fire Chef Malewicki recommended using Cottonwood for the door jam and Dan Stieman for the replacement brick, as it was most cost effective. Kauffmann agreed with this course of action.

Hagen stated the Fire Truck repairs would be \$3,357.05. Hagen further explained that Chief Malewicki is requesting to repair some existing corrosion on the vehicle totaling \$1,945.17. Warpula explained the importance of properly maintaining the trucks to extend their use as long as possible.

Discussion took place as to how the damages occurred. Warpula explained that the wing door had been left open in error and made contact with the door jamb when the truck left for a call. This was the first accident of this type in Warpula's time with Hanover Fire, but the insurance company said it is common. Drug and Alcohol testing is not required for accidents on site, had this occurred on the road or on a call, the Sheriff would have been called.

MOTION by Vajda to move forward with the Fire Hall door jamb repair with Cottonwood Construction and the brickwork by Dan Stieman, and to move forward on the repairs to the Fire Truck, seconded by Warpula. **Motion carried unanimously.**

August 4, 2015 Regular Council Meeting Time Change

Hagen stated that August 4 is the Night to Unite and in the past the meeting had an adjusted start time to allow Council visit to neighborhood gatherings.

Vajda mentioned in the past that the meetings still went over and Council wasn't able to attend, he proposed changing the date of the meeting as well.

MOTION by Vajda to change the date of the August 4th Council Meeting to August 3rd at 7 p.m., seconded by Zajicek. **Motion carried unanimously.**

Reports

Vogel

- The berm for the seating area to view the tractor pull at the Harvest Festival has been graded out. Next will be laying the clay base track and seeding the berm with grass.
- Exploratory digs on the 10 acres went well, no surprises.
- Midwest Asphalt to start July 10th on the 107th Ave. and 9th St. pavement projects
- The Ginseng Lane erosion project funding has been approved and Jim Schendel will be working on it shortly. Staff will be helping on the project as well.
- 12th Street Pond clean-up start state date is 4-5 weeks out
- Other pond maintenance was completed at a stormwater facility located on 8th St. This pond maintenance being completed will be implemented to GIS for future tracking ease.

Vajda inquired about insurance for the Tractor pull to City Attorney. Attorney advised to inquire with the tractor pull company to add the Harvest Festival and the City of Hanover as an additional insurer.

Justin

- County Road 19 trail is paved
- Concrete apron on driveway was broken and replaced
- Next week backfill and work on final items will start

- Crossing and pedestrian ramp will be installed tomorrow

Questions for Justin include how will the roads be striped for the crosswalk and where will they be placed.

Mrs. Wallace's inquired about the possibility of wildflower placement from the Three Rivers Park District to increase enjoyment for residents and help attract Monarch butterflies.

Hagen

- 6 acres soil report came in from WSB. This report has been passed along to Bradford Development.
- A 2nd developer stopped in City Hall and showed interest in the Senior Housing Development on the 6 acres. Hagen informed the developer that he would keep their contact info in case the current plan does not get executed.
- Will be meeting with a realtor on the Duininck Pit. Council encourage mentioning the reclamation work that is needed yet.
- Final version of Timesheets were handed out
- Requested that Council review the newsletter and a check will be needed for postage on Thursday or Friday.

Vajda stated that the newsletter will also contain a flyer for the Harvest Festival.

Adjournment:

MOTION by Warpula to adjourn at 8:09 pm, seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator