

**CITY OF HANOVER
CITY COUNCIL MEETING
AUGUST 3, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Vice Mayor John Vajda called the regular meeting of Monday, August 3, 2015 to order at 7:00 p.m. Present were 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, City Engineer Justin Messner, and City Attorney Jay Squires. Guests present included Wayne Elit, Trina & Ed Hunter, Ron Smith, Pat Athmann, Dawn Sprauangel, and Maintenance Worker Jason Doboszanski.

Mayor Kauffman arrived at 7:14pm.

Approval of Agenda:

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

Consent Agenda:

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

a. Approve Minutes of July 21, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

| | |
|-------------------|----------------------|
| ➤ Claims | \$ 96,483.74 |
| ➤ Payroll | \$ 7,804.24 |
| ➤ P/R taxes & Exp | \$ 3,053.82 |
| ➤ Other Claims | <u>\$ 1,383.65</u> |
| ➤ Total Claims | <u>\$ 108,724.45</u> |

c. Res No 08-03-15-43 – Approval of WSB Proposal to Implement MS4 Requirements.

Motion carried unanimously. Kauffman absent.

Citizen's Forum:

None

Public Hearings

None

Unfinished Business:

Res No 08-03-15-44 – Accepting Bench Donation from Wayne Elit

Vajda stated that Wayne Elit came to the City to donate two memorial benches to the City in the memory of his late wife. One will be in Settlers Park and the other in Mallard's Landing Park. Public Works will install the bench within the next few weeks. Council thanked Elit for his donation.

MOTION by Warpula to approve Res No 08-03-15-44, seconded by Zajicek. **Motion carried unanimously. Kauffman absent.**

Res No 08-03-15-45 – Adopting 2015 Budget Amendment #1

Hagen stated that the final budget amendment in the resolution has changed little from the first draft shown to Council. Corrections were made to the Fire Department tax revenue as well as some expenditure items. Expenditures better reflect actuals. Some expenditures are already at 100% of budget due to one-time payments throughout the year.

MOTION by Hammerseng to approve Res No 08-03-15-45, seconded by Vajda. **Motion carried unanimously. Kauffman absent.**

Mayor Kauffman arrived at this time.

New Business

Hall Rental Fee Waiver

Trina Hunter spoke to Council requesting a fee waiver for the Hall Rental fee for an upcoming benefit for Stephanie Drevlow O'Rourke. Hagen asked Council to clarify whether the fee for a special cleaning would also be waived if it was required, or if the City should follow past procedure of charging that fee of the special hall cleaning if needed. Council stated that fee would still be charged if a cleaning was required. Ms. Hunter also asked further questions regarding the fee for a Sheriff's Deputy to be on sight. Hagen stated those fees are handled through the Sheriff's office and that she will need to contact them directly.

MOTION by Vajda to approve the Hall Rental Fee Waiver for the O'Rourke benefit, seconded by Warpula. **Motion carried unanimously.**

Res No 08-03-15-46 – Approving Variance for 10231 Beebe Lake Road

Hagen stated the barn on the property no longer meets current standards to house animals. The property owner would like a variance granted to allow for farm animals to be housed on the property. Warpula inquired if this variance would stay with the property or with the current owner. Hagen stated it would stay with the property.

MOTION by Vajda to approve Res No 08-03-15-46, seconded by Hammerseng. **Motion carried unanimously.**

Res No 08-03-15-47 – Receiving and Awarding Bid for Historic Bridge Project

Messner included a report with three bids for the Historic Bridge Project ranging from \$180,000 to \$312,000. The Engineer estimate was \$79,000. The bridge engineer and his manager felt the initial engineer estimate is still accurate. Messner stated he called all three contractors with follow up questions as to why their bids were not in line with the engineer estimate. Redstone felt the deck replacement could be costly because of the disposal of the old deck boards. Kauffman inquired why there would be extra cost, as the City was keeping the deck boards. Messner explained the deck boards are considered a hazardous waste because they were treated with creosote. Since the City is accepting State aid there specific guidelines they must follow in documenting and disposing of the old deck boards.

Kauffman also inquired about the cost of painting the bridge. Messner stated LS Black Constructors misunderstood the plans and thought they were bidding to paint the entire bridge, not just the railings. Messner feels the third contract may have made that same error in their bid.

Messner recommended that council re-bid the project, with more specific plans and a mandatory pre-bid meeting for the contractors, as well as adding alternate options within the project. Messner will also call the State to get further information on the state regulations for disposing of hazardous waste. Vogel will pull a board for testing.

MOTION by Vajda to table Res 08-03-15-47, seconded by Zajicek. **Motion carried unanimously.**

Res No. 08-03-15-48 – Approving Transfer of CSAH 19 Trail Easement

Hagen stated that Three Rivers Park District has requested transfer of easements per the cooperative agreement between them and the City. They will not reimburse the City until the easements have been transferred. Warpula inquired about lawn maintenance along the trail and who would be responsible. Squires stated that the mowing is a separate issue; the park must maintain the grass along the trail, but the City could work with them if more frequent mowing are desired.. Kauffman asked if the project is complete. Hagen stated that it is close, the final grading has been done and the grass will need to establish. Hammerseng mentioned that the striping has not been done at the crosswalks.

MOTION by Warpula to approve Res No 08-03-15-48, seconded by Vajda. **Motion carried unanimously**

Res No 08-03-15-49 – Approving Amendment to Hennepin County Recycling Grant Agreement

Hagen stated that extra funding from Hennepin County for recycling has been extended to December, 31 2016. Warpula inquired as to how much the City receives; Hagen stated he will need to check on that information. It was also asked if the City will have to continue using Randy’s Sanitation. Hagen stated that the City just has to participate in a recycling program; the County does not specify a provider to be used. Squires stated that the provider would need to meet the requirements outlined by the County as to which materials they are able to recycle.

MOTION by Hammerseng to approve Res No 08-03-15-49, seconded by Zajicek. **Motion carried unanimously**

Res No 08-03-15-50 – Approving 2016-2017 Wright County Sheriff Contract

Hagen stated that the City has a two year contract with the Wright County Sheriff’s Department. The contract costs increased approximately 4% each renewal period.

MOTION by Vajda to approve Res No 08-03-15-49, seconded by Hammerseng. **Motion carried unanimously**

Res No 08-03-15-51 – Requesting Acquisition of Tax Forfeited Land

Hagen stated that there are four parcels of forfeited land. All four parcels are or can be used for public use. Zajicek inquired if this would be an additional cost to the City, Hagen stated there would be a nominal fee to obtain ownership of the land, but the City is currently maintaining the parcels. Warpula asked who brought them to the City’s attention. Hagen stated the counties are required to send a notice to the City.

MOTION by Vajda to approve Res No 08-03-15-51, seconded by Hammerseng. **Motion carried unanimously**

Res No 08-03-15-52- Approving the Release of Tax Forfeited Land

Hagen stated there is a parcel of land in the north eastern portion of Hanover that is an out lot. Cindy Nash recommended against acquiring this parcel to develop. It was part of a subdivision but little information could be found on why this parcel remained to be an out lot. Kauffman inquired as to who would then sell the land, Hagen stated the County would sell to a private party.

MOTION by Vajda to approve Res No 08-03-15-52, seconded by Hammerseng. **Motion carried unanimously**

Res No 08-03-15-53 – Approving 2014 General Fund Surplus Transfer

Hagen stated that with the completion of the 2014 audit the City had a surplus of \$207,300 in the General Fund. He recommends transferring \$28,300 to the Fire Department Capital Fund and the remaining \$179,000 to Street Capital.

MOTION by Vajda to approve Res No 08-03-15-53, seconded by Warpula. **Motion carried unanimously**

Second Quarter Budget Review

Hagen walked the Council through the Second Quarter Budget Review. The report was created from a combination of the reports out of the City's accounting software and the First Quarter Report created by AEM. Overall the City is at 40% of the expenditure budget. Over 50% of the tax revenue has been released to the City as well.

Reports

Squires

- Presented a draft of language to add to the code around what laws the City follows. States that the City follows the laws of the Federal Government of the United States.

Lindrud

- Completed a day and half of the proposed training. AEM will come back for an overview on budget and then for audit prep.

Hagen

- Focus in the coming weeks will be on the preliminary 2016 budget, special meetings may be needed prior to preliminary levy certification at the end of September.
- EDA Levy will need to be certified in September as well.

Vogel

- The part time summer help's last day with the City was last Friday. Will be looking for someone to work the final month of summer.
- The contractor on 107th and 9th completed backfilling with dirt along the street. There was minimal damage caused, mainly scratches in the surface that will wear away.
- Worked the Harvest Festival, there were a lot of people attending and it was busy, but a good time.

Messner

- CSAH 19 trail finished grading and seeding will be going back and redoing the seeding and removing sticks and rocks. Vajda asked about the trees that are down in the park along the trail. Messner will check, if the trees were cut down by the construction they will take care of them. Any trees that were already down, the park asked that they leave down. Warpula asked about the fences, and Messner stated they will be up after the seeding is redone.

Vajda

- Thanked Scott Vogel and Jason Doboszanski for all their hard work during the Harvest Festival. Vendors commented on how helpful they were. He also said Amy Biren went above and beyond helping prepare for the Harvest Festival.

Zajicek

- Park Board would like to install Free Little Libraries in the parks. Bob Hegland happened to be in attendance at the Park Board meeting and stated he would donate the materials and his services to build the libraries.
- Park Board received some free advice from Bob Hegland regarding the band shell, with the understanding that the project would have to go through the bidding processes. Hegland gave ideas on how to save costs on the design, such as changing the roof line and getting donations from local contractors. He also suggested building in a retractable screen for Movies in the Park.
- Movie in the Park will be August 22, Park Board will be putting up additional advertising and signs.

Hammerseng

- The Harvest Festival Committee did a good job.

Warpula

- The Fire Department is advertising for Firefighters
- Thanked Scott and Jason for their help at the Harvest Festival, as well as John Vajda.
- Thanked Justin for his help resolving issues with the new trail.

Kauffman

- The Harvest Festival had largest attendance and the largest number of racers in the 5k this year. Thanked everyone for their work.

Adjournment:

MOTION by Vajda to adjourn at 8:35 pm, seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator