

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 17, 2015 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 17, 2015 to order at 6:00 p.m. Present were Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Councilor Vajda was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, and City Engineer Justin Messner. Guests present were Grady Kinghorn, Pat Athmann, and Wright County Sheriff Nathan Brown.

Approval of Agenda

MOTION by Warpula to approve agenda, seconded by Zajicek. **Motion carried unanimously.**

Consent Agenda

Hagen stated that there was an adjustment to the delinquent utilities. PID 108-015-002100 has since paid their utilities and can be removed, bringing the total amount to be assessed to \$1,657.73.

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

a. Approve Minutes of November 4, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 31,404.03
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,157.55</u>
➤ Total Claims	<u>\$ 43,558.44</u>

c. Res No 11-17-15-78 – Adopting Assessments on Delinquent Utilities

Motion carried unanimously.

Public Works Facility

Hagen gave a brief background on the proposed public works building, stating that the City now has a location selected. In past discussions there was talk of hiring an architect who would charge a percentage of the total project costs to draw detailed plans for the building. Hagen stated that while talking with Dayton's City Administrator, Bob Derus, Derus mentioned Dayton is using Grady Kinghorn to assist with the City of Dayton's new public works building. Hagen, Kauffman, and Vogel met with Kinghorn and asked him to present his business plan to the rest of Council.

Kinghorn stated Kinghorn Construction is a family business based out of Rogers; they have built between 400-500 buildings. They are a design to build company; they want their clients to have a complete list of needs and some wants before they start the planning process, this reduces/eliminates change orders. Kinghorn stated that he has been hired as a building consultant/manager for other cities to work with Council. The process starts with one to two planning sessions to determine the City's needs and wants; they also take into consideration future growth and plan for a Phase 2. This allows the base work to be completed at the beginning, which in turn reduces costs later in Phase 2. Around the third planning session an architect is brought in and everything is put into a plan and then moved around as needed. Kinghorn stated planning is very important to his company; he wants everyone on the same page and doesn't like surprises. The City would be responsible for the costs related to soil borings, survey work, and site plans. Kinghorn stated his company would then bid out the project and ensure the subcontractors have proper qualifications. Once the City accepts a bid the City enters into a contract with Kinghorn Construction.

Kauffman asked Kinghorn to explain his role in the process in more detail. Kinghorn stated he would be a consultant that assists in each step. Given his experience building he feels he brings a benefit to the City because he knows what materials cost. In regards to costs of service, he stated they charge a percentage of the project cost, but would not charge for work leading up to the acceptance of a bid. He further stated the goal is not make the project cost more; they assist cities in the surrounding area as a way to give back to the community.

Hagen asked if Kinghorn could describe the building style for the public works building in Dayton. Kinghorn stated there would be 8-10ft high poured concrete walls. If someone were to hit the wall with a piece of equipment, the wall would not get damaged like it would if the walls were made of steel. Then from the top of the concrete wall to the roof the wall would be steel. The roof would be a standing seam steel roof that typically lasts up to 75 years. Kauffman inquired on the cost difference between steel vs. concrete. Kinghorn stated steel buildings do cost less to build, however, they require more maintenance. Hagen inquired if there is a difference between bidding in January vs. July. Kinghorn stated that January is a better time to get bids, by July many contractors are booked and will bid higher. Hagen further inquired on the time needed before the City would be ready to build. Kinghorn stated that the plans could be ready by March, but that would mean starting meetings in December and having an aggressive timeline.

Council advised Hagen to move forward with Kinghorn. Hagen informed Council a public education meeting will be recommended in January to share with residents next year's projects of public works and road maintenance. Kauffman inquired about creating a subcommittee, Council agreed and both Kauffman and Warpula volunteered to be on the subcommittee.

Future Bond Review/2016 Road Projects

Kauffman started the discussion around the planned road projects on Pheasant Run and Hanover Hills. He stated he felt the costs provided may no longer be accurate, since they are older estimates. Messner agreed and stated that road costs have increased an average of 20% due to increased material costs and contractors readjusting to the market conditions. Hagen stated that there will be \$700,000 in the street capital fund for 2016. Crack filling is budgeted separately in the operating budget and those funds would cover crack filling the whole City. Vogel stated that the crack filling should go down each year after the large project completed this past summer. Kauffman stated that the road projects could be funded by incrementally assessing the neighborhoods affected each year or the City could have an overall tax increase City wide and fund through bonding.

Discussion took place around chip sealing, Messner stated that the roads should only be chip sealed every 3-5 years. If you do it too often it could actually damage the roads. It was discussed to set a budget and then select an area each year to chip seal. Warpula stated he would like to see a plan in place so that this process wouldn't have to be revisited if there is ever a Council or Staff turnover. Vogel and Messner stated that they are working on creating documentation process within the City GIS.

Kauffman inquired which road project would be worked on for 2016, Hanover Hills or Pheasant Run. Vogel stated Hanover Hills. Kauffman inquired as to why it would be done ahead of Pheasant Run. Hagen stated that Hanover Hills is now in similar condition of Pheasant Run. Hagen further inquired if Pheasant Run should be repaired now or wait until the sewer and storm water could be upgraded. The reasoning being why repair Pheasant Run if the road might need to be torn up a few years from now for sewer and storm water upgrades. Kauffman requested that Hagen update the Capital Improvement Plan to move Pheasant Run to 2018 and Hanover Hills to 2016. He also asked Hagen to update the costs by 20% to reflect current costs.

Board Appointments

Hagen stated that four board appointment terms end December 2015; Jim Schendel and Reid Rabon on Planning Commission, Arlee Anderson on Park Board, and Jim Hennessey on EDA. Hagen inquired if Council would like to advertise. Kauffman stated to reach out to each of the existing members whose terms are up to see if they are interested in reappointment and also to advertise.

Set Special Meeting – Fire Department Items

Hagen stated he would like to have a separate meeting with Chief Malewicki to go over items related to the Fire Department. A special meeting is requested due to the length our regular meetings tend to last. Hagen stated discussion would revolve around Fire Department Policies. Council agreed to December 9th at 6pm.

MOTION by Hammerseng to approve a special meeting to discuss Fire Department Policies on December 9th at 6 p.m., seconded by Zajicek. **Motion carried unanimously.**

Reports

Messner:

- Messner clarified it is not the decking that is holding up the Historic Bridge project, but the treated timbers and bearings that are needed for underneath the bridge. The bearings were \$2,300 of additional costs. The project is on track as we anticipated down time due to material ordering.
- The tuck pointing and abutments have been finished on the Historic Bridge.
- The Beebe Lake Trail project is officially closed out, the white line was painted and the State inspected the trail.

Hagen:

- WCAT Board discussed 2016 budget at the most recent meeting. The local share of Trailblazers 2016 budget was anticipating \$25,000 in funding from Wright County cities based on what they were requesting from MNDOT. MNDOT came back with a lower amount, so the Wright County share is now \$125,000. The Trailblazer Board will be expressing concern to MnDOT on the funding amount in an attempt to better match the requested amount. There should not be a large impact to Hanover because individual city's amount is based on ridership numbers. Hanover is on the lower end of that list. Trailblazers currently have 18 buses and the goal is to have 29 for next year. There is also a new bus shed being built in Buffalo.

Vogel

- Vogel presented information on a chop saw that he would like to purchase for the City, it would be approximately \$1,500. They would utilize it on smaller road projects, sidewalk projects, and cutting pipe if needed. Currently we have to rent the equipment.
- The wing for the plow truck is being repaired and reconfigured for the winter.

Warpula:

- Warpula stated he attended the WCAT meeting.
- Reminded everyone of the Fire Department Poultry Social on Friday, November 20, 2015 at 6pm and to come early to find a seat.

Kauffman:

- Kauffman stated he will be gone next week, but that Zajicek will attend the Joint Powers Water Board meeting for him. St. Michael Mayor Zachmann would like to have the water tower painted to reflect the STMA 2015 football state title. Kauffman was fine with that, but doesn't want Joint Powers Water to fund the costs

Adjournment

MOTION by Warpula to adjourn at 8:48 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator