

**CITY OF HANOVER
CITY COUNCIL MEETING
JANUARY 5, 2016 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, January 5, 2016 to order at 7:00 p.m. Present were Mayor Chris Kauffman, John Vajda, Doug Hammerseng, and Jim Zajicek. Ken Warpula was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Liz Lindrud, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, and City Engineer Justin Messner. Guests present included Hennepin County Sheriff, Tatiana Menth and her parents, Michele and Will Fuglestad, Jennifer & Kirk Swanson and the Northwest Homeschool Athletic Cooperative.

Approval of Agenda:

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

Consent Agenda:

Kauffman expressed appreciation to the Hanover Lions and the Hanover Athletic Association for their donations to the Hanover Fire Department.

MOTION by Vajda to approve the consent agenda, seconded by Hammerseng.

- a. **Approve Minutes of December 9, 2015 Special City Council Meeting**
- b. **Approve Minutes of December 15, 2015 City Council Work Session Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 189,442.82
➤ Payroll	\$ 44,596.01
➤ P/R taxes & Exp	\$ 10,702.26
➤ Other Claims	\$ <u>2,767.30</u>
➤ Total Claims	\$ <u>247,508.39</u>
- d. **Res No 01-05-16-01 – Accepting Donation from Hanover Lions Club**
- e. **Res No 01-05-16-02 – Accepting Donation from Hanover Athletic Association**
- f. **Res No 01-05-16-03 – Accepting Insurance Dividend**
- g. **Res No 01-05-16-04 – Approving UBS Financial Services Authorized User**

Motion carried unanimously.

Citizen's Forum:

None

Public Hearings

None

Unfinished Business:

None

New Business:

Hall Rental Inquiry Tatiana Menth

Tatiana Menth addressed the Council regarding her Girl Scout Gold Award Badge. She is in 9th grade and is planning a Russian Dinner in the City Hall on April 23rd. She chose a Russian Dinner to highlight her Russian heritage, as she is also Russian and was adopted. She is asking for the fee to be waived, as all proceeds from the dinner will be going towards at least two scholarships, if enough funds are raised she may be able to add a third scholarship. Menth gave details on the menu and stated that the scholarships would go

to two adopted Russian students to use for collage. The scholarships are through Scholarship Dollars for Scholars. The event is open to the public.

MOTION by Hammerseng to approve waiving the hall rental fee, seconded by Vajda. **Motion carried unanimously.**

Hall Rental Inquiry – Jennifer Swanson

Kirk Swanson spoke on behalf of the Northwest Homeschool Athletic Cooperative. He gave a brief background on their organization. They were formed in 2014 as a nonprofit and are located on the Greenfield/Hanover border. They are staffed by volunteers and funded by the parents of the students and local businesses. Their mission is to promote youth fitness and community through athletics. They also promote volunteerism. In fall of 2015 they were the first ever homeschool team to join the MN State High School League with their cross country running team and are adding a track team for 2016.

Swanson stated they need a warm and dry place to stretch before practices until the weather warms up in the spring. He stated that the season would start in March and goes through April and possibly May if any of their students were to make it to State. They would like use of the Hall 2 days a week, Monday and Thursday, starting at 4pm for 20-30 minutes. He stated they would leave wet/muddy shoes at the door. He estimates they would need use of the Hall on 10 occasions during the season.

Kauffman asked if this would be an issue for Staff. Hagen replied that no, it would not interfere; the Hall typically is not used at that time on Mondays or Thursdays. It was further discussed that the group could help out with Harvest Festival or other volunteer opportunities with the City in exchange for use of the Hall.

MOTION by Vajda to approve use of the Hall to the Northwest Homeschool Athletic Cooperative during the dates stated, seconded by Zajicek. **Motion carried unanimously.**

Res No 01-05-16-05 – Approving Annual Appointments

Council discussed the new board appointments. Kauffman recommended Mike Christian and Jim Schendel for Planning Commission, Arlee Anderson for Park Board, and Jessica Johnson for EDA. Kauffman further recommended Council Liaisons for the City boards remain the same as they were in the past, with Vajda remaining Vice Mayor. Zajicek volunteered to replace Vajda on the Joint Powers Water Board as Vajda has some foreseen date conflicts in 2016.

MOTION by Hammerseng to approve Res No 01-05-16-05, seconded by Vajda. **Motion carried unanimously.**

Res No 01-05-16-06 – Approving 2016 Solid Waste Hauler Licenses

Hagen stated that payments have been received by all but one hauler. Staff has contacted the last hauler and were informed the payment is in the mail. Squires informed Council that a temporary License could be allowed until a certain date for the last hauler in order to allow proper payment before stopping the service they provide to residents. Vajda asked if a reminder can be added to the newsletter about bagging garbage before putting it out to reduce the amount of loose garbage on the ground.

MOTION by Vajda to approve Res No 01-05-16-06 and a two week temporary license for Advanced Disposal, seconded by Hammerseng. **Motion carried unanimously.**

Future Public Works Facility Site Engineering

Hagen stated that in the last meeting with Grady Kinghorn that Kinghorn is ready for a site plan and soil boring. Hagen stated that the City received an estimate from Scott Dahlke of Civil Engineering Site Design for the site plan. Mr. Dahlke estimates just the site plan at \$10,000 and the site plan with storm water management design at \$16,000. Hagen stated he also asked for a quote from WSB. Messner stated that on the low end WSB estimated around \$16,700.

Inquiries were made about whether the City can work with Jim Stewart on the timing of the work and use of contractors. Hagen stated that he is working with Stewart and sharing information in case they can reduce costs by using the same contractors, however all costs related to Stewarts half of the 10 acres will be incurred by Stewart and are being invoiced separately.

MOTION by Hammerseng to approve site plan with storm water management design at a not to exceed \$16,000 amount to Scott Dahlke of Civil Engineering Site Design, seconded by Zajicek. **Motion carried unanimously.**

Soil Borings for Future Public Works Facility

Kauffman inquired if the soil borings would only be done in the building site or would they also be needed for the site of the salt shelter. Messner stated that borings would be needed for the footings of the salt shelter. MS4 regulations require that the salt shelter be covered. Hagen stated that there would be eight borings in the proposed building site and future expansion area, the cost would be \$4,750. Additional borings are billed at a rate of \$20 per linear foot. Hagen further stated that there is a cost of \$400 to add the soil borings to the lot survey.

MOTION by Hammerseng to approve the soil borings up to \$6,500 and the lot survey for \$400, seconded by Vajda. **Motion carried unanimously.**

Tree Clearing on Future Public Works Facility Site

Hagen updated Council that the tree preservation ordinance only affects residential lots, so there will not be any conflict clearing the 10 acres for industrial use. Hagen and Vogel had met with Shorewood Tree Service that morning and were expecting to receive a quote in time for the Council Meeting, but have not yet received it. After further discussion based on past invoices and other quotes for tree clearing, Council consensus was to approve a not to exceed amount to allow staff to find a contractor.

MOTION by Hammerseng to approve a not to exceed \$10,000 for additional tree clearing, seconded by Zajicek. **Motion carried unanimously.**

Res No 01-05-16-07 – Authorizing Plans and Specs. For 5th Street Water Extension

Messner stated there are two options for extending the water supply to 5th street. The first would be to install a water main along the entire length of 5th St NE from CR 19 to River Road NE, or to stub a portion of 5th St NE necessary to provide water to the 10 acre parcel. The least expensive option would be to run a stubbed line. Messner further stated that it would be best to close the loop to avoid stagnant water from low usage. Hagen asked what the difference in price would be for 8 inch vs. 10 inch piping, to plan for future development of the area. Messner stated the 8 inch is around \$42/ft and 10 inch is \$50/ft. Questions around whether to use iron vs. plastic pipes were addressed. Messner stated there is not a difference in price between the two. They each have pros and cons. Iron can corrode, plastic can be hard to locate in the event of a water main break.

MOTION by Vajda to approve Res No 01-05-16-07 not to exceed \$25,600, seconded by Hammerseng. **Motion carried unanimously.**

Res No 01-05-16-08 – Approving Lot 40, Block 8, The Bridges At Hanover Purchase Agreement

Squires stated that he prepared an amendment to the Greenhouse Purchase Agreement. He stated due to the passage of time there were dates and passages that needed to be updated.

MOTION by Vajda to approve Res No 01-05-16-08, seconded by Hammerseng. **Motion carried unanimously.**

Res No 01-05-16-09 – Approving Developer’s Agreement for The Greenhouse Assisted Living

Zajicek inquired on the paragraph related to memorializing for the parties and subsequent owners. Squires stated this paragraph holds future owners of the site responsible to this agreement. Hammerseng requested that during construction, the use of a construction driveway vs. the main driveway be highlighted, as that was a concern for the residents in the neighborhood.

MOTION by Vajda to approve Res No 01-05-16-09, seconded by Zajicek. **Motion carried unanimously.**

Fire Department Helmet Lights Purchase

Hagen stated that the Fire Department utilized donated funds to purchase helmet lights. There was a limited days sale which was taken advantage of for cost savings. The total cost came to approximately \$3,000.

Division Street Reclamation

Hagen stated that Rockford Township approached Vogel about Division St and would like to go in half and half with Hanover to reclaim the paved portion. Hagen stated this would tie into the project scheduled for Hanover Hills this year. Messner stated a cooperative agreement for cost sharing would also be approved.

MOTION by Hammerseng to authorize moving forward with the City managing the project and splitting the costs with Rockford Township, seconded by Zajicek. **Motion carried unanimously.**

Reports

Messner

- The bridge timbers are being cut and will be delivered in two weeks. The bearing pads were backordered, once the timber is done it will take around one week to install.
- The invoices for the Hennepin County 19 trail and Beebe Lake trail have been submitted to the contractors and will then be submitted for final payment.

Vogel

- Vogel detailed the rip rap and additional rocks added to the Historic Bridge.
- Stated that the Hall floors were stripped and waxed.
- The Fire Hall garage rails had to be replaced, there were no longer parts available for the existing rails.
- Stated they are continuing to work on the Freightliner plow to extend its life past the 2017 replacement date. He stated the wing and front plow have been reworked and would like to replace the underbody blade because it isn't digging into the snow and ice as well as it should be.

Vajda

- Stated he will be gone the next two meetings and again in March.
- Asked if Hagen could get in touch with Youth Ball, he has heard they received the grant money, but may be repairing the fields at the Hanover Elementary School now.
- Stated the EDA social is January 14th starting at 5pm and that the first Hanover Harvest Festival meeting will be January 18th and 6:30
- Joe Kaul is heading up the efforts to organize the 125th year celebration and possibly adding an event on the Friday night before the Harvest Festival.

Zajicek

- The Hanover Lions called back about the Movie in City Hall
- Asked if the Park Board Survey would be the April Newsletter

Lindrud

- Preparing for year-end W-2 and 1099 reporting
- Kauffman inquired on the cash balance report and escrow funds
 - Lindrud stated that the old fund's with a zero balance could be removed from future reporting
 - Lindrud is currently working on clearing up the old escrow accounts

Kauffman

- Inquired if a volunteer section could be added to the quarterly newsletter.

Hagen

- Stated he has been working on year end reports
- Preparing purchase agreements for the Greenhouse and JS Stewart
- Will continue to work with Jim Stewart to coordinate efforts on the site work.

Adjournment:

MOTION by Hammerseng to adjourn at 9:00 pm, seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator