

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
JANUARY 17, 2017 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, January 17, 2017 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, and Jim Zajicek. Also present were City Administrator Brian Hagen and Accountant/Deputy Clerk Elizabeth Lindrud. Other guests present were Michael Kehn, Stephanie Gleason, Rich Engel, Brian Kottke, Dave Malewicki, and Carl Olson. Ken Warpula and MaryAnn Hallstein were absent.

**Approval of Agenda**

Kauffman added item 5B, Drainage issues at Roger and Edie Engnell's property, 10590 Prairie Lane. **MOTION** by Hammerseng to approve the amended agenda, seconded by Zajicek. **Motion carried unanimously.**

**Consent Agenda**

**MOTION** by Hammerseng to approve the consent agenda, seconded by Zajicek.

**a. Approve Minutes of Special January 3, 2017 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 84,335.56
➤ Payroll	\$ 7,423.48
➤ P/R taxes & Exp	\$ 2,970.68
➤ Other Claims	<u>\$ 1,927.37</u>
➤ Total Claims	<u>\$ 96,657.09</u>

**c. Res No 01-17-17-08 – Approving the Hire of Fire Department Member**

**d. Res No 01-17-17-09 – Approving Hanover Hills Surface Improvement Final Pay Voucher**

**Fire Department Grass Rig/Medical Vehicle Purchase**

Assistant Fire Chief, Brian Kottke, explained that the grass rig will mainly be used for medical calls. The fire department is going to transfer the current medical equipment onto the new grass rig. Some of the medical supplies that will be in the new truck will be oxygen, auto pulse, blood pressure cuffs, and other medical supplies. Carl Olson stated that cardiac arrest is the number one cause of a fire fighting death and grass fires are the most physically exerting, having the grass rig be multifunctional will also help keep the fire fighters safe when fighting a grass fire. Olson and Rich Engel also explained that many cities are moving to a vehicle similar for a duty crew, since it will have a water tank two fire fighters are able to spray water into a fire until the rest of the department arrives on scene. Olson stated the fire department did hold a vote at their business meeting and the majority voted for this option. Hagen stated he will bring back a resolution to the February meeting.

**Hennepin County Recycling Grant**

Hagen explained that the current Hennepin County Recycling Grant has expired and Hennepin County is moving towards a split in the grant funding to provide 50% towards curbside recycling and 50% towards organic recycling. Council directed Staff to look into the cost impact of the City.

**City Policies Review – Chapters 100-500, 700, 900**

Hagen reviewed the changes to the City Policies. He explained that all the City Board and Council Members should have city emails. Fire Chief Dave Malewicki stated he would like to have five emails dedicated to the Fire Department as well, but did not feel every member needed a city email address. Hagen stated the cost is

\$3.50 per email address. Council directed Hagen to go ahead with emails for the Council and Board members and the five Fire Department emails.

Hagen explained the Social Media policy was new to the City and came from the League of Minnesota Cities.

Hagen explained that the Fire Department will become subject to the personnel policy and that many of the items were already in their standard operating guide already. The training and probationary period will differ between Fire Department and City Staff due to additional training required for the Fire Department. The Fire Department will follow the City's hiring policy and job descriptions and wage amounts will be defined for the Fire Department positions.

Hagen explained that he added the two hour minimum pay for staff when called outside of normal work hours. He stated that this has been a past practice, however, it was not in the policy. Council agreed that this should be added if an employee has to come back into work, but should not cover answering questions over the phone.

Hagen will bring back additional wording for how a Staff member who is also on the Hanover Fire Department will be paid if they respond to call that starts during normal working hours, but ends after normal working hours. If they respond during working hours, they are paid their City wage, if they respond after working hours, they receive the Fire Department wage.

Kauffman requested to change the weighting of the consultant's feedback on the City Administrator's 360 review, Hagen stated he will get examples of how other Cities conduct their reviews.

Holiday was clarified in policy, Council requested to have the Holiday hours not count towards overtime hours. Kauffman requested that Hagen verify that benefits have to be paid to a part time employee after 30 hours, as stated in policy, or if it should be 32 hours. Kauffman stated he would bring suggestions on how he would like to adjust paid leave accruals. Hagen did update that no vacation is accrued during the probationary period.

Hagen stated the Fire Department policy is all new and has been reviewed by Fire Chief Dave Malewicki. Council inquired if all Staff are subject to drug testing, Hagen stated no, only Public Works employees and the Fire Department. Public Works employees are also subject to random drug testing. Council would like to consider all new hires be tested prior to employment.

Hagen stated that at the next meeting he would like to review the Assessment policy, the City can assess per unit or road frontage. He stated this would be for assessing any water or sewer main extensions or a total road reconstruction. He further clarified that Council recently began the direction not to assess for any routine road maintenance, similar to the Hanover Hills project that was completed in 2016.

### **Settlers Park Ballfield Redesign Update**

Hagen informed that Stan Kolasa, President of the Hanover Athletic Association, stated that the Hanover Athletic Association approved to terminate the lease agreement with the City at their December meeting. Hagen further explained he has not received the written notice yet, but will bring it before Council once he has received it. In the Hanover Athletic Association's January meeting they approved a donation to the City to cover the costs of the ballfield. Hagen explained that the City has not yet received the donation, but will bring it before Council once he has received it. With these two changes the City will now be the project manager. Hagen stated that if the City were to manage the project, we would be subject to competitive bidding laws. The ballfield will remain under the City's liability insurance, and the City would be required to schedule the field. Hanover Youth Ball typically gives the City their game schedule each spring.

Stephanie Gleason asked who serves as the Hanover resident's voice. She stated the residents do not want the ballfield and inquired what data was used to make the decision to build the ballfield. Kauffman stated that Council listened to both sides and made their decision.

### **Reports**

Lindrud:

- 1099s were filed and mailed out and all year end reports are finished.
- Park Board meets next Tuesday and would like to add an ice skating event.

Hagen:

- WCAT continues to look into the potential to separate from the transit agreement with Sibley and McLeod Counties. MnDOT is involved in the process due to the funding commitment. MnDOT has a desire to see public transit be successful in all three counties.
- GovOffice quoted \$3,150 to move the EDA website over to the City website. Hagen will move the website site over himself.

Zajicek:

- Hanover Harvest Festival had their first meeting of the year. The car show would like to know if the new Public Works building will have space for the car show.

### **Adjournment**

**MOTION** by Hammerseng to adjourn at 8:11 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator