

**CITY OF HANOVVER
CITY COUNCIL MEETING
JANUARY 22, 2013 – DRAFT MINUTES**

Call to Order/ Pledge of Allegiance

Mayor Kauffman called the Regular Council Meeting of Wednesday, January 22, 2013 to order at 7:03 p.m. The Pledge of Allegiance was said. Present were Mayor Kauffman, Councilors Hammerseng, Pinor, and Vajda. Also present were City Attorney Jay Squires, Interim City Administrator Bob Derus, Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, Lead Maintenance Worker Scott Vogel, and City Engineer Mike Nielson. Guests present included former Mayor Martin Waters, Vonnice Waters, Jen Edison from WSB & Associates, Inc., other citizens, and two Hennepin County Sheriff Deputies.

Approval of Agenda

Mayor Kauffman introduced the agenda for the City Council Meeting. The following items were changed:

- Add authorization for Mike Nielson to receive bids for a seal coating project 7(f)
- Amend Consent Agenda Item (e) to have the Council Work Sessions begin at 6:00 pm. This change would be contingent upon the City's Ordinances permitting the change.

MOTION to approve revised agenda by Pinor, seconded by Vajda. Motion carried unanimously.

Consent Agenda Items:

MOTION by Pinor, seconded by Vajda, to approve the following consent items.

a. **Approve Minutes of January 09, 2013 Regular City County Meeting and January 15, 2013 Work Session**

b. **Approve Claims as Presented:**

• Claims	\$ 264,341.96
• Payroll	\$ 5,262.65
• P/R taxes & Exp	\$ 1,926.29
• Other Claims	<u>\$ 961.30</u>
• Total Claims	<u>\$ 272,492.20</u>

c. **Approve Resolution 01-22-13-08 Payment to RDO Equipment Co. for Front-end Loader**

d. **Approve Resolution 01-22-13-09 Approving Year-end Transfers**

e. **Approve Resolution 01-22-13-10, as amended, Designating 2nd Monthly Council Meeting as a Council Work Session.**

Motion carried unanimously.

Citizens' Forum:

Mayor Kauffman presented a Vitalization Award to Former Mayor Martin Waters for his dedicated service, his leadership and his stewardship in serving the City of Hanover as Mayor from January 1, 2009 to December 31, 2012, as a Park Board Member from May 24, 2005 to December 31, 2008, and as a community leader. The City's many accomplishments during his tenure include the establishment of new parks, completion of the County Road 19 trail, and support and collaboration for the new Public Library and Senior Center.

Public Hearings:

None

Unfinished Business:

Office Remodel

Administrator Derus presented a plan for a remodel of the City Hall's office space, explaining that City Hall is the main function of the building, and the current layout is very inefficient and lacks storage space. He showed a proposed layout of the new office which allows staff members to be centrally located to each other. This layout would also allow for the needed storage area for filing cabinets. Bob went on to explain this would be a short-term fix and should not be lost in a long term fix solution. Councilor Pinor requested blue prints for City Hall to see other areas that can be utilized in a remodel. Councilor Vajda suggested bringing a design professional in to rate the area to determine if the proposed layout is realistic. Mayor Kauffman suggested the discussion be tabled.

MOTION by Pinor to table the office remodel discussion, seconded by Hammerseng. Motion carried unanimously.

Resolution No. 01-22-13-11 Approving Annual Appointments for 2013

A resolution was presented listing the proposed appointments for 2013, based on Council's discussion of the applicants at the January worksession. There was some discussion of the impact of eliminating certain committees. Council advised city staff to contact previous members to ask if there was unfinished business. Resolution amended to include eliminating the following committees:

MOTION by Pinor to adopt amended resolution, seconded by Kauffman. Motion carried with 3-aye, 0-nay, Vajda abstained.

New Business:

Consider Revising Office Hours

Administrator Derus discussed with Council the benefits of switching back to a five day work week. Council had concerns about current staff and the need for some extended hours for commuters. After discussion, Council settled on the following new schedule; Monday, Wednesday, Thursday, 8:00am-4:30pm, Tuesdays 8:00 am-5:30pm and Friday 8:00am-3:30pm. Council directed staff to notify citizens of the change. The new hours are effective Monday, March 04, 2013.

MOTION by Hammerseng to revise City Hall office hours, seconded by Pinor. Motion carried unanimously.

Request to Waive Community Room Rental Fees for Banquet for the Buffalo High School Competition Cheer Team

Councilor Pinor introduced the request to waive the rental fees, and changed the date needed to February 25, 2013. Council agreed to waive the fee considering they were a nonprofit group, but indicated they would still be responsible for the damage deposit.

MOTION by Vajda to waive rental fee, seconded by Hammerseng. Motion carried 3-aye, 0-nay, Pinor abstained.

EDA Minutes

Council briefly discussed EDA loan request from Plug Technologies. At their meeting on January 10th, 2013, the EDA approved the \$20,000 revolving loan and to grant the \$15,000 Working Capital Loan.

MOTION by Pinor, seconded by Vajda, to approve EDA loan. Motion carried unanimously.

Building Cleaning Contract

Administrator Derus introduced to Council the topic of changing to a contracted cleaning service for City buildings as a cost-saving measure. Both City Hall and the Fire Hall would be covered in the proposed contract. The low quote for the contracts was Carlson Building Services, Inc. Hammerseng amended the proposal to include clarification on additional charges for vent-cleaning services. He also asked about references. Administrator Derus stated he has seen Carlson's work for many years and is happy with the results.

MOTION by Pinor to accept proposed contract, as amended by Hammerseng's limits on the vent cleaning, seconded by Hammerseng. Motion carried unanimously.

Set Board of Equalization Review

Both Wright and Hennepin Counties contacted the City to set the Board of Equalization review. Council set the date for Tuesday, April 02, 2013 at 7:00 pm. This will become part of the regularly scheduled Council Meeting.

MOTION by Vajda to set Equalization Review for above date, seconded by Pinor. Motion carried unanimously.

Authorization to Receive Seal Coating Bids

Engineer Nielson requested permission to receive bids to seal coat several roads in the City of Hanover. He estimated the cost to be \$95,000 to \$100,000. He feels this summer would be a good time to complete this project because of oil prices. He can receive three to four quotes by February 14, 2013 in order to have the project ready for Council's review for the February 19, 2013 Council Work Session. Council requested a schedule for the maintenance of the roads in Hanover. Vajda also suggested that the project should have a target completion date of June 10, 2013 before summer breaks starts for young children. Engineer Nielson predicts the project could start as soon as June 01, 2013 weather permitting. Council agreed to receive bids.

Reports of Mayor and Council Members, Staff, Boards and Committees

Mayor Kauffman

- Informed everyone the State of the Cities address went well with Administrator Derus and Councilor Vajda both present. They used the opportunity to explain to other cities in the I94 Chamber what Hanover has accomplished in the last year. It was also a chance to sell the city to business owners who were in attendance.
- Stated the EDA social was well received.

Councilor Vajda

- Stated he was informed by two businesses they were unaware of the EDA social.
- Stated those business that came were happy about the gathering, and word of mouth about the event was good.
- Stated he would like to see the topic of new City of Hanover apparel at a workshop session.
- Questioned the status of new chairs for council. Staff is looking into purchasing the new chairs.

Councilor Hammerseng

- Was concerned on if the advanced warning lights at the new stop light were working properly. He was informed the warning lights only flash if the light is about to change.
- Asked if the speed limit was an issue at the intersection. Engineer Nielson stated the speed limit is set by the state, but he would look into the possibility of adjusting the speed zone.

Engineer Nielson

- Stated there is a DNR Grant that would be beneficial to help with the Hennepin County Trail. He will talk to Three Rivers Park District to write the grant application. This would help the odds of receiving the grant versus a city staff member writing the grant.
- Introduced Jen Edison to Council and staff.

Adjournment

MOTION to Adjourn by Pinor, seconded by Hammerseng. Motion carried unanimously. Adjourned at 8:00 PM.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, Interim City Administrator