

**CITY OF HANOVER  
CITY COUNCIL MEETING  
FEBRUARY 2, 2016 – OFFICIAL MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, February 2, 2016 to order at 7:05 p.m. Present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. John Vajda was absent. Also present were City Administrator Brian Hagen and Public Works Supervisor Scott Vogel. Resident Pat Athmann and a Hennepin County Sheriff were present as guests.

**Approval of Agenda:**

Hagen outlined changes reflected in the revised agenda. Changes added two items related to the Greenhouse Assisted Living project, a resignation from a Park Board member, and item 7.c. does not have a resolution included and instead will just need a motion and a vote.

**MOTION** by Warpula to approve the revised agenda, seconded by Hammerseng. **Motion carried unanimously.**

**Consent Agenda:**

Kauffman corrected the interpretation of his comments related to the public works supervisor pay status at the last meeting. Kauffman stated that he feels the job description needs to reflect current job duties. Resident Athmann also asked questions regarding claims. First was related to the fiber optic contract costs. Hagen explained this was an agreement to pay for infrastructure costs of a fiber optic wire loop. Athmann also asked questions related to the WSB invoice. Staff would follow up with Athmann with the answers.

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

**a. Approve Minutes of January 19, 2015 City Council Work Session Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 74,655.31
➤ Payroll	\$ 7,353.12
➤ P/R taxes & Exp	\$ 2,939.60
➤ Other Claims	<u>\$ 1,437.00</u>
➤ Total Claims	<u>\$ 86,385.03</u>

**c. Res No 02-02-16-11 – Approving Renewal of Consumption and Display Permit**

**Motion carried unanimously.**

**Citizen's Forum:**

None

**Public Hearings**

None

**Unfinished Business:**

**Public Works Supervisor Exempt vs. Non-Exempt Status**

Kauffman stated this is a continued discussion. He further stated that he feels the attorney's opinion letter was based off of an inaccurate job description. Discussion continued about the accuracy of the job description, if changes were needed, and how the pay would be changed. When asked if a change to the job description would present a discussion on a change to salary pay versus hourly, Kauffman stated no change would be made to pay status. Kauffman only feels an update to the job description is needed.

**New Business:**

**Res No 02-02-16-12 – Approving 5<sup>th</sup> St. NE Watermain Extension Feasibility Report**

Hagen began discussion by explaining that, if Council has a desire to assess any or all of the project then a feasibility report is required by state law. Council discussed the project, and consensus was that there would be an assessment on the project. Warpula asked if \$2,100 was a fair price for the report. Hagen stated that WSB is the City's engineer and therefore did not receive more than one quote for the report. Hagen further stated that he was not aware of the full extent of work required for the report. Warpula felt the proposed price was too high and suggested approving the proposal at a lower rate.

**MOTION** by Warpula to approve Res No 02-02-16-12 with a not to exceed amount of \$2,000, seconded by Zajicek. **Motion carried.**

**Voting in Favor: Kauffman, Warpula, Zajicek.**

**Voting Against: Hammerseng, with the record showing his vote against the motion was due to the price adjustment by Council to the proposal.**

**Res No 02-02-16-13 – Approving 2016 Crack Filling Quote**

Vogel present a quote from Brock White in the amount of \$2,905.50. This quote provides the City with materials needed to complete road maintenance in the form of crack filling. The quote also would provide equipment rental for one week to allow staff to complete the project. Vogel further stated that in 2015 the City paid approximately \$25,000 to contract out the crack filling. Vogel presented this option in order to try to bring this project in house to reduce costs. Vogel informed Council that the project may take longer due to the limited number of staff available, but for the cost savings it would be worth the extra time.

**MOTION** by Hammerseng to approve Res No 02-02-16-13 with the addition of an extra week for the rental if needed, seconded by Zajicek.

Kauffman requested an amendment to the motion to allow the hire of a temporary employee through a temp. service if additional labor is required. Hammerseng agreed to the amendment.

**Motion carried unanimously.**

**Approving Public Works Facility Architect**

Hagen present three proposals for architectural services on the Public Works Facility. Hagen further stated that Kinghorn Construction was pleased with the low proposal as the architect has design Butler style buildings before. This is beneficial as Kinghorn is planning a Butler style building for Hanover's Public Works Facility. The low proposal is DJ Medin at \$14,950. This does not include engineered plans for plumbing, mechanical, electrical, but that would be available at an extra fee. Council questioned how the project bids for those sections would be comparable. Hagen answered that Kinghorn Construction would provide general specifications to companies, then companies would be required to provide the engineered plans for the building permit.

**MOTION** by Hammerseng to approve DJ Medin Architects in the amount of \$14,950, seconded by Zajicek.

**Motion carried unanimously.**

**Res No 02-02-16-14 – Approving Lot Split of City Owned Land**

Hagen outlined a memo provided by the City Planner. Hagen further explained this proposal follows the direction given through the process which in the end would provide JS Stewart with the opportunity to purchase the eastern half of the currently City owned 10 acre parcel of 5<sup>th</sup> St. NE. Hagen further noted that if the sale of the land does not happen with JS Stewart, then this lot split would not be recorded per the contingencies in the approving resolution.

**MOTION** by Hammerseng to approve Res No 02-02-16-14, seconded by Warpula. **Motion carried unanimously.**

### **March 1, 2016 Council Meeting Date Change**

Hagen stated that March 1, 2016 is a precinct caucus night and we are not allowed to hold a public meeting as regularly scheduled.

**MOTION** by Warpula reschedule the March 1, 2016 meeting to February 29, 2016 at 7:00 p.m., seconded by Hammerseng. **Motion carried unanimously.**

### **Res No 02-02-16-15 – Calling for Public Hearings for CIP and Bond Issuances**

Hagen explained that in order for the City to gain authority to issue bonds, the City is required to hold a public hearing outlining the Street Reconstruction Plan, Capital Improvement Plan, and Bond details. This resolution identifies the public hearing dates and approves publication.

**MOTION** by Zajicek to approve Res No 02-02-16-15, seconded by Hammerseng. **Motion carried unanimously.**

### **Purchase of Recognition Plaques**

Hagen requested permission and direction on purchasing four recognition plaques for recent retirements from City boards and departments. Council agreed that long term commitment to the City should receive higher recognition. Kauffman stated precedent should be placed at 10 years of service. Council further directed staff to purchase plaques at a cost of \$100 per plaque plus setup fees.

### **Settlers Park Tree Clearing**

Kauffman and Zajicek explained to the rest of Council that the Hanover Youthball and Athletic Association continue to partner with each other to redesign the Settler's Park Ballfield. It has been suggested that a public hearing be held on the potential need to clear some of the oak trees near the existing field. Council felt at this point a hearing is not needed. Once the two groups have final plan for field location and exact number of trees a public hearing can be considered.

### **DNR Grant – Improving Community Forests Through Citizen Engagement**

Hagen explained this grant opportunity does not make sense for this year as the City does not have any plans for park projects, however, Hagen explained this is an opportunity to keep in mind. Council agreed that this grant should not be pursued at this time.

### **February Open House Preparation**

Discussion related to what informational material will be available at the open house was held. Information related to the pavement management plan, public works facility, and funding plan will be available. There was also short discussion on the existing public works garage and how that will be utilized for future City Hall expansion. No plans for the space are in place.

### **Res No 02-02-16-16 – Approving Assignment Agreement for Greenhouse Assisted Living**

Hagen explained that the Assignment Agreement states that Hanover acknowledges and agrees to Bradford Development assigning responsibilities related to the Greenhouse project to Hanover Land Holdings, LLC. Brad Bass, of Bradford Development, informed the City that this is how he operates his projects where Bradford Development controls the project until closing.

**MOTION** by Zajicek to approve Res No 02-02-16-16, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 02-02-16-17 – Approving Purchase Agreement Amendment #2, Lot 40, Block 8 Bridges at Hanover**

Hagen stated that this amendment was requested due to a delay in financing. Bradford Development was required to provide updated information to the lender related to a number of items. One of those items was a market study for the proposed development. These requirements pushed financing past the closing date of February 4, 2016. Hagen did inform Council that staff expressed frustration to Bradford Development due to the fact that the closing date as established in the first amendment to the purchase agreement should have reflected these requirements. This second amendment provides a closing date no later than July 1, 2016.

**MOTION** by Hammerseng to approve Res No 02-02-16-17, seconded by Zajicek. **Motion carried unanimously.**

**Accepting Resignation from Arlee Anderson from the Park Board**

Hagen explained that Arlee was unable to attend the January Park Board meeting. She then informed staff of her desire to resign from the park board due to an inability to provide the time needed to the City. Staff thanked her for her commitment for the last three years. Hagen further recommended Council accept her resignation at this time to allow the process of finding a replacement to begin earlier.

**MOTION** by Warpula to accept Arlee Anderson’s resignation from the Park Board, seconded by Zajicek. **Motion carried unanimously.**

**Reports**

Hagen stated that there have been requests for the City to maintain the Lake Independence Regional Trail along Co. Rd. 19 in Hennepin County during the winter months. Hagen explained in order for the City to do so, a winter use permit is required from Three Rivers Park District to show Hanover claims responsibility and liability of the trail and its’ users during the winter months. Council direct staff not to pursue the winter use permit as the trail is Three Rivers Park District’s, and the funding agreement for construction of trail set the expectation.

**Adjournment:**

**MOTION** by Warpula to adjourn at 9:45 pm, seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator