

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
FEBRUARY 16, 2016 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, February 16, 2016 to order at 8:10 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, Maintenance Worker Jason Doboszanski, City Engineer Justin Messner and WSB associate Ben Perkey. Resident Pat Meister was a guest present.

**Approval of Agenda**

Hagen added item 6a – Appointing Abby Peterson to the Park Board.

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

**Consent Agenda**

Lindrud stated that the Sales and Use Tax amount of \$213.59 was added to claims. Kauffman inquired on the debits to December 2015 cash. Lindrud explained this was the negative Fair Market Value/Interest Allocations from investments for the 4<sup>th</sup> Quarter. Hammerseng asked for further information on the Escrow Release/Transfer resolutions. Lindrud explained they were escrows collected from the early 2000s and that there were no records that they were paid out. In order to clear them off the books a letter was sent to the addresses on file to respond whether the funds should be released. On current escrow forms there is a disclaimer stating that the recipient must request their escrow refund. This disclaimer was not present on the old forms.

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

**a. Approve Minutes of February 16, 2016 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 94,110.63
➤ Payroll	\$ 7,475.28
➤ P/R taxes & Exp	\$ 2,960.91
➤ Other Claims	<u>\$ 2,541.44</u>
➤ Total Claims	<u>\$ 107,088.26</u>

**c. Res No 02-16-16-18 – Approving Historic Bridge Rehab Pay Voucher #3**

**d. Res No 02-16-16-19 – Approving Release of Short Term Escrow Funds**

**e. Res No 02-16-16-20 – Approving Transfer of Short Term Escrow Funds**

**f. Res No 02-16-16-21 – Approving the Hire of Fire Department Member**

**Motion carried unanimously.**

**Review of February 16, 2016 Open House**

Council and Staff felt the information on the Public Works Building and Pavement Management Project was well presented. Kauffman requested that one set of boards be kept on display. Hagen stated that the next step would be a bonding referendum period after a public hearing on February 29, 2016. The bond amount may be authorized at \$1,500,000 for the facility. The actual bond amount could be lower.

Vajda and Warpula stated they were not happy with the layout of the building. Discussion took place around various items to add or rearrange. Resident Pat Meister gave input based on his experience as the Public Works Supervisor in Corcoran. Items to be added are two separate bathrooms with a shower between them, Move the office outside the main building. Also move the wash bay outside the main building with garage doors to keep the humidity away from the stored vehicles inside the main structure. Add an asphalted lot/drive at the rear of the building, and construct a lean-to along the east side. Council inquired if they could

take a tour of the Corcoran Public Works Facility, Meister stated he would check, but that it was fine with him.

**MOTION** by Vajda to hold a special meeting on Tuesday, February 23, 2016 at 7 a.m. to tour the Corcoran Public Works Building, seconded by Warpula. **Motion carried unanimously.**

Hammerseng stated that he didn't hear much about the road projects, but what he did hear was positive. Warpula inquired why the City doesn't do Hanover Hills and Pheasant Run this year. Hagen stated that bonding for the additional funds would have a larger tax impact. The goal of the pavement improvement plan is to spread the projects out to lower the tax impact as the streets are repaired.

### **Earl Schendel Property**

Hagen stated that he was contacted by the current owner of the 45 acre farm site north of the industrial park on River Road. The owner wanted to see if the City was interested in purchasing the land before they put it up for sale. It is zoned general industrial and multifamily. Council advised Staff to see what the cost would be for the land.

### **Transitional Housing Ordinance**

Kauffman stated that if a sober living or halfway house has six or less residents any house can be used without restrictions per state statute if there are no guiding ordinances within the city. Hagen stated that an ordinance may fall within the Zoning Code, if so, the Planning Commission would be responsible for the ordinance. Council directed the Planning Commission to address the ordinance.

### **Park Board Appointment – Abby Peterson**

Hagen stated that after Council accepted Arlee Anderson's resignation at the last Council Meeting, there is currently an opening. Abby Peterson said she would be interested in returning to Park Board.

**MOTION** by Hammerseng to approve Abby Peterson's appointment to Park Board to finish Anderson's term, seconded by Warpula. **Motion carried unanimously.**

### **Reports**

Lindrud:

- Stated that a resident had inquired whether claims from the previous meeting should be amended for the ISD 877 payment. The original payment was sent to the incorrect school district. The City has been refunded and a payment has now been made to ISD 877. Claims do not need to be amended, but should be noted in the minutes of the current meeting.

Hagen:

- Stated he has been meeting with Kinghorn Construction on the site plan
- Stated he is preparing for the beginning of March when he will be out of the office.

Vogel:

- Tree Top Services of Buffalo will be submitting a quote to conduct the tree clearing on the future public works site.
- Thanks to everyone for the time put in on the new Public Works Building design.

Warpula:

- Inquired if the area behind the Fire Hall was included in the bids, Hagen stated that the first bid was around \$14,000 for the Public Works site and the Fire Hall, however Council only approved up to \$10,000 for tree removal. Tree Top Service has been directed to give a quote for the same area.

Kauffman:

- Met with Hanover Athletic Association about the Ball Field and would like everyone to go out and see the trees that would need to be cut down. He also stated he would like to add lights to the field that would be powered by the HAA.

- Stated that the 125<sup>th</sup> Celebration will take place on October 8<sup>th</sup>. The next meeting is next Wednesday.

Messner:

- The Bridge Timber was delivered, the deck boards should be installed in the next 2-3 weeks.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 8:30 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator