

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
APRIL 18, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, April 18, 2017, to order at 6:07 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, City Attorney Jay Squires, Public Works Maintenance Worker Jason Doboszanski, Fire Chief Dave Malewicki, and Wright County Assessors and Hennepin County Assessors. Other guests included Grady Kinghorn of Kinghorn Construction, Wright County Sheriff Joe Hagerty, and three other Sheriff Department members.

Approval of Agenda

Hagen requested Res No 04-18-17-43 – Approving Settlers Park Ballfield Redesign Irrigation quote be added as item 9.a.

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

Motion carried unanimously.

Closed Session: Discuss Formulation of Offer to Purchase Property Located at 11234 River Rd. NE

Squires noted Minnesota State Statute 13D.05 authorization to enter into a closed session to discuss the purchase of property located at 11234 River Rd NE.

Meeting closed at 6:09 p.m.

Present during the closed session included Mayor Kauffman, Councilors Hammerseng, Warpula, Zajicek, Hallstein, Administrator Hagen, and Attorney Squires.

Council discussed details of the purchase with members present.

Regular Meeting was reopened at 6:37 p.m.

Consent Agenda

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

Motion carried unanimously.

- a. **Approve Minutes of April 4, 2017 Local Board of Appeal and Equalization**
- b. **Approve Minutes of April 4, 2017 City Council Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 109,046.84
➤ Payroll	\$ 8,522.85
➤ P/R taxes & Exp	\$ 3,365.14
➤ Other Claims	<u>\$ 2,018.92</u>
➤ Total Claims	<u>\$ 48,317.01</u>
- d. **Res No 04-18-17-36 – Approving Hire of Summer Seasonal Position**
- e. **Res No 04-18-17-37 – Accepting Donation from Maverick Construction**
- f. **Res No 04-18-17-38 – Accepting Donation from Miller Trucking & Landscape**
- g. **Res No 04-18-17-39 – Approving Chops 2am License**
- h. **Res No 04-18-17-40 - Approving Pay Voucher #2, Soils Correction Public Works Facility**

Motion carried unanimously.

Wright County Sheriff – Review of 2016

Sheriff Hagerty and Captains of the Wright County Sheriff Office provided an overview of the 2016 year. Hagerty identified items that the department has done to assist with becoming a better organization. Captain Anselment outlined statistics for Hanover.

Fire Chief Dave Malewicki

Chief Malewicki requested authorization to purchase two items for the Fire Department. First was a slide in water tank and pump for the new Polaris Ranger Grass Rig. The amount would be \$8,039.00 and would be paid for from the donation fund. The second item would be a gas reader. The department has one now. There are times where a second truck responds to a call and the gas reader is not available due to being in a different vehicle. The amount would be \$1,201.90.

MOTION by Hammerseng to approve the purchase of a water tank and gas reader, seconded by Hallstein. **Motion carried unanimously.**

Res No 04-18-17-41 – Authorizing Bids for Construction of Public Works Facility

Hagen stated they are near a point to bid the project. Staff is seeking authorization to bid the remaining contracts to complete the facility. Kinghorn stated that all contracts would be bid and brought to Council prior to the start of the building construction. Council cautioned on ensuring contracts kept the project within the budget goal.

MOTION by Warpula to approve Res No 04-18-17-41, seconded by Hammerseng. **Motion carried unanimously.**

Res No 04-18-17-43 – Approving Contract for Settlers Park Ballfield Irrigation

Hagen stated that an updated quote was provided by NW Lawn. This quote includes a water spigot in addition to irrigation heads throughout the field area. Doboszinski stated this company has worked on our systems in the past. They also quoted heavy duty irrigation heads. The quote amount is \$12,048.60.

MOTION by Zajicek to approve Res No 04-18-17-43, seconded by Warpula. **Motion carried unanimously.**

Res No 04-18-17-42 – Approving Hire of Accountant/Deputy Clerk

Council and staff discussed final candidates. They were Jackie Heinz and Heather Koskiniemi. After discussion, consensus was that Heinz was the top applicant. Mayor Kauffman recommended offering a salary equivalent to \$24.00 per hour which is the same offer given the last time this position was filled.

MOTION by Kauffman to approved Res No 04-18-17-42 offering Jackie Heinz the position at a salary equivalent to \$24.00 per hour, seconded by Hallstein. **Motion carried unanimously.**

Staffing Review

Hagen stated that with the resignation of the Public Works Supervisor, we are left with one full time and one seasonal employee in Public Works. Given upcoming projects, Hagen requested hiring additional staffing to ensure projects are not delayed. Council first asked if Doboszinski would be interested in filling the role of Public Works Supervisor. Doboszinski agreed. Hagen recommended Council promote Doboszinski to Interim Public Works Supervisor, with the intent to approve a resolution making the move permanent at the next Council meeting.

MOTION by Zajicek to promote Doboszinski to Interim Public Works Supervisor at a rate of \$26.50 per hour, seconded by Warpula. **Motion carried unanimously.**

Council further discussed options to bring in additional help. Council felt immediate action to fill the vacant full time position was needed. Depending on timing of filling the vacancy, a second seasonal position may be filled.

MOTION by Hallstein to authorize staff to take action on hiring a full time Public Works position or hiring a second seasonal position, seconded by Warpula. **Motion carried unanimously.**

City Policies Review

Council has discussed proposed changes over the past months. They agreed to proposed changes as well as made recommendations for final changes prior to adoption. They are as follows:

- Work to reduce equipment capital improvement list to reflect what Hanover actually has
- Remove requirement to have Mayor sign Administrator's timecard
- Remove requirement to require placement of cemetery headstone within six months
- Remove prevention of firearms from the cemetery

Reports

Doboszenski

- Stated projects will continue to move forward throughout the transition

Hagen

- Asked if Council had a opposition to allowing developers to prepared plans and specs on infrastructure for future developments. There would still be a final review and approval by the City's Engineer and construction inspection completed by the City. Council agreed to allow developers to prepare the plans.
- Asked if Council had opposition to allowing intoxicating beer at the Harvest Festival. The Hanover Lions are looking to bring craft beer options for visitors. Council supported the change.

Hallstein

- Stated Wayne Elam met with the EDA. The Duininick Pit is being marketed.

Kauffman

- Stated the state has the ability to waive wetland fees. The City should keep this in mind for future projects where wetland credits may be required to purchase.

Zajicek

- Stated the Easter Egg hunt went well. The rain stopped prior to the start so all children were able to partake in the activity outside.

Adjournment

MOTION by Hammerseng to adjourn at 9:20 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator