

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
JUNE 20, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, June 20, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Councilor Jim Zajicek arrived at 6:25 p.m. Also present were City Administrator Brian Hagen and Fire Chief Dave Malewicki. Other guests included John Studer of Kinghorn Construction, Carol Dixon of Zion Methodist Church, and other residents.

Approval of Agenda

Kauffman added Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application.

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

Motion carried unanimously.

Consent Agenda

Kauffman corrected the voting results of Resolution 06-06-17-64 as he abstained from the vote. Kauffman further thanked Darcy Wandersee for his service to the Fire Department, as well as thanked the two organizations for the donations.

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

Motion carried unanimously.

a. **Approve Minutes of June 6, 2017 City Council Meeting**

b. **Approve Claims as Presented:**

➤ Claims	\$ 141,782.40
➤ Payroll	\$ 6,772.20
➤ P/R taxes & Exp	\$ 2,831.78
➤ Other Claims	\$ <u>1,476.17</u>
➤ Total Claims	\$ <u>152,862.55</u>

c. **Res No 06-20-17-59 – Accepting Donation from Hanover Athletic Association**

d. **Res No 06-20-17-60 – Approving 2017 Hennepin County Liquor License**

e. **Res No 06-20-17-61 – Accepting Donation from Hanover Fire Relief Association**

f. **Res No 06-20-17-62 – Recognizing Fire Department Resignation of Darcy Wandersee**

Motion carried unanimously.

Hanover Zion United Methodist Church Cemetery

Hagen reported that he spoke with Wright County regarding other options for the long term responsibility of the land. If no one maintains the property, the City would be able to deem the property abandoned. Once abandoned, the land would go to Wright County, where the County would then find a responsible party for long term responsibility.

Carol Dixon stated the desire from the church would be for the City to take ownership. This would allow for long term maintenance and management, as well as provide future cemetery needs for the City. Dixon also stated there would be approximately \$35,000 in a cemetery fund transferred to the new responsible party.

Joe Kaul, on behalf of the Hanover Historical Society, stated they are interested in the church and hall portion of the property. He encouraged the Council to consider for the city to take ownership of the entire parcel and allow the Historical Society to occupy a portion of the facility. He further stated that the Historical Society estimates approximately \$10,000 a year in operating and maintenance costs.

Councilor Zajicek arrived at this time.

Council consensus was to move forward with the acquisition of the cemetery land. The property lines would require adjustment prior to conveyance to the City.

Res No 06-20-17-63 – Awarding Bids for the Public Works Facility

John Studer of Kinghorn Construction outlined bids received. He further outlined overall anticipated costs of the project. He noted that the added costs associated with the soils correction was the large factor in exceeding the \$2 million project cost goal. The other adjustment from the original estimate was the change to the building footprint and finalizing details of the plans. Studer further suggested awarding contracts for all low bids except the HVAC portion. Studer feels this amount is high, and rebidding the contract would provide a lower bid. Studer did note a rebid of the HVAC contract would not delay the project.

MOTION by Hammerseng to approve Res No 06-20-17-63, with the amendment to rebid contract #19 – HVAC portion, seconded by Kauffman. **Motion carried unanimously.**

Joint Cooperative Agreement – Wright County Fire Departments

Chief Malewicki presented a Joint Cooperative Agreement for use of Fire Personnel and Equipment prepared by the Wright County Fire Chiefs. This agreement would allow for reimbursement from entities when called to a mutual aid call. The agreement formalizes an agreement already in place, as well as adds the reimbursement aspect to mutual aid calls. This would not replace any city to city mutual aid agreements.

Malewicki further suggested the City adopt an ordinance to allow for the ability to charge property owners for emergency calls associated with underground utility breaks, hazardous materials, fire from illegal activities, and arson. This ordinance would allow for a recuperation of costs associated to emergency response efforts to situations which otherwise should have been avoided.

Council was supportive of Chief Malewicki's suggestions.

Fire Department Job Descriptions

Hagen outlined Fire Department Job Descriptions he drafted. They were based off existing position description recognized by the department. The new descriptions would be formally recognized by Council with an approved wage.

Malewicki stated the following wages are currently being paid to the various descriptions:

- Fire Chief \$800/year in addition to regular Firefighter wages
- Assistant Chief \$600/year in addition to regular Firefighter wages
- Captains 1, 2, 3, & 4 \$200/year in addition to regular Firefighter wages
- Lieutenants 3 & 4 \$100/year in addition to regular Firefighter wages
- Firefighters \$10/hour for emergency calls (one hour minimum pay and \$17/meeting)

Eagle Scout Project – John Miller

Hagen stated that the Hanover signs would require permanent sign easements at some of the locations. This will require acquisition of land. Hagen asked if Council had any support to pay for the easement costs. Council consensus was to pay for the engineering related costs, but Mr. Miller should solicit donations to pay for any land purchase costs.

Ordinance Amendment – Implementation of Administrative Fine System

After review, Council suggested changing the late charge for failure to pay a fine to 15% for each fourteen days instead of seven days. Hagen stated the final ordinance would be presented at the July 10th meeting.

Ordinance Amendment – 2017 Fee Schedule

Hagen stated the fee schedule amendment is associated with the Administrative fine system. He asked about an amount to be charged for the administrative hearing. Council stated \$50 to be paid if final decision determines fault of the property owner.

Public Works Third Full Time Position

Hagen requested guidance on how Council wishes to see the work load organized for Public Works when discussing justification to hire the budgeted third position. Council stated to list regular and planned projects for the next several years.

City of Hanover Building Permits

Hallstein inquired as to whether Hanover is charging too much for building permits. Her and Zajicek were concerned about recent permits they pulled for their property. They felt like the city is charging too much in relationship to the time required to issue the permit.

Hagen stated the fees charged can be adjusted to what Council feels is a fair price. However, Hagen cautioned that because Metro West receives 35% of collected fees, they would likely request a new contract if Hanover reduces the fees charged.

There was feel that reducing fees would encourage property owners to pull permits vs completing work illegally. There was also feeling that fees would not impact whether property owners pull permits or not. Council consensus was further discussion could happen at a later date if desired.

City Hall Hours July 3rd

Hagen requested permission to close City Hall on July 3rd. Staff have expressed interest in taking a long holiday vacation. Council agreed to the request stating vacation time should be used or take the day unpaid.

Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application

This item was not discussed.

Reports

Hagen

- Requested Council support to join a West Metro Leadership group. Currently administrators and managers from both cities and counties attend the group. The group is organized by Don Salverda, the same gentlemen who organized the Hanover Goal Setting in March of this year. Council stated to attend one meeting to see test out the group first, but did support the request.
- Asked about changing the August 1, 2017 Council meeting date due to National Night Out. Council agreed to move it to July 31st at 7 p.m.

Adjournment

MOTION by Warpula to adjourn at 8:25 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator