

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
AUGUST 18, 2015 – OFFICIAL MINUTES**

Call to Order

Vice Mayor Vajda called the Regular City Council Work Session Meeting of Tuesday, August 18, 2015 to order at 6:00 p.m. Present were John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Mayor Kauffman was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel and Fire Chief Dave Malewicki.

Approval of Agenda

MOTION by Warpula to approve agenda, seconded by Hammerseng. **Motion carried unanimously. Kauffman absent.**

Consent Agenda

Hagen added additional claims in the amount of \$3,767.39 bringing the total claims amount to \$106,503.69. The Wex Bank bills were included to avoid late fees; Hagen also stated that the previous late fees will be credited on the next invoice and payment period will be extended to prevent future late charges.

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

a. Approve Minutes of August 3, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 93,585.09
➤ Payroll	\$ 7,506.38
➤ P/R taxes & Exp	\$ 2,921.08
➤ Other Claims	<u>\$ 2,491.16</u>
➤ Total Claims	<u>\$ 106,503.69</u>

Motion carried unanimously. Kauffman absent.

Res No 08-03-15-47 – Receiving and Awarding Bid for Historic Bridge Project

Hagen explained that this resolution was tabled and if Council does not want to accept the bid and instead wants to rebid the Bridge Project a motion to not approve Res No 08-03-15-47 is needed.

MOTION by Vajda to not approve Res No 08-03-15-47, seconded by Zajicek. **Motion carried unanimously. Kauffman absent.**

Res No 08-18-15-54 – Authorizing Bids for Historic Bridge Rehabilitation

Hagen stated this resolution will authorize staff to advertise to rebid the Bridge Project; the bids will be opened September 4th and will be brought to Council at the September 15th meeting. If a bid is accepted construction is anticipated to start this fall and finish decking in the winter/spring. Sunset date on state funding is June 2016. Vajda inquired if the information about the mandatory pre-bid meeting was included, Hagen stated it was, also the alternative uses for the old decking were also included.

Hagen and Vogel explained that the old decking could be used for a salt shed for Public Works. When asked if the wood could be donated for other uses, Hagen stated that donating it would be a liability to the City, because of the creosote. Hagen further stated reuse of the decking is a good idea, but cautioned against any use that would put the material in a public setting.

MOTION by Warpula to approve Res No 08-18-15-54, seconded by Hammerseng. **Motion carried unanimously. Kauffman absent.**

Allina Medical Training

Chief Malewicky stated that the Fire Department has been getting trained for years by Allina without getting billed for their services. Malewicky, legal counsel, and Allina put a contract in place. It is a 2 year contract for the 2015-2016 coverage period Allina will be charging \$5,836.00 and \$6,419.00 for 2017-2018. Malewicky stated that the Fire Department has to work under a doctor's orders to provide care when going on a medical call and this contract would provide that service. He also stated that these costs were included in the 2016 preliminary budget.

MOTION by Hammerseng to approve the Allina Medical Training Contract, seconded by Vajda. **Motion carried unanimously. Kauffman absent.**

Hanover Fire Service Coverage Contract

Chief Malewicky stated that he has updated the Fire Service Coverage Contract, as it hadn't been updated for several years. The Fire Board and legal counsel have reviewed the contract and are in agreement. The contract was then sent out to each city in the service area (Greenfield, Hanover, Rockford Township, and Corcoran) for their City Council to review and approve. The contract is a 3 year commitment, with the contract costs being updated each year in alignment with budget. Council would be approving the Service Contract, not the budget contract.

MOTION by Vajda to approve the Hanover Fire Service Coverage Contract, seconded by Hammerseng. **Motion carried unanimously. Kauffman absent.**

Joint Powers Water Board Substitute

Vajda stated each city has two council representatives for the Joint Powers Water Board; Hanover's representatives are himself and Mayor Kauffman. Vajda will not be able to attend some of the meetings this fall and would like to have a substitute if there is ever a case where either he or the Mayor is able to attend. Zajicek volunteered to be the substitute.

2016 Preliminary Budget Draft 1

Hagen and Malewicky stated that the Fire Department budget remained mostly the same. There was a \$10,000 miscellaneous expense that was moved to the equipment budget and \$3,000 for the new 2016 Allina contract was also added. General Liability insurance was added back into the Fire Department budget so that cost could be included when calculating the new contract rates for the surrounding cities. Contract rates were also raised; Malewicky stated that contract rates haven't been raised for 5-8 years.

Warpula asked Hagen to go over the large budget changes. Hagen stated that the elections budget went up, since there was not an election in 2015, the Clerical staff budget went down because there is less clerical staff. However, the Accountant budget went up due to new staffing and audit prep. Insurance costs also have gone up.

Public Works street sign repair was lowered and the costs from Highways and Roads were moved to the general Public Works budget. There was an increase to the wages budget, to include the seasonal part time public works staff. The pavement materials budget was also raised related to crack filling and patching.

The overall levy increase for the preliminary budget is estimated around 5.08%, however, Hagen has not received tax information from the County yet to determine tax rate changes. Hagen stated he will adjust the budget according to estimated tax capacity amounts when they are received. The goal remains to keep the tax rate level in 2016.

Reports

Lindrud

- Stated she is researching additional investment options for the City, including the 4M fund through the League of Minnesota Cities.

Hagen

- Stated he will be leaving for vacation August 28th and will be missing the September 1st meeting.

Zajicek

- Stated he attended a concert in Buffalo and the band shell was made out of bricks and had plaques listing the donors. He wanted to know if this is an idea that could work for the Hanover band shell. Hammerseng also asked if collection jars could be put out at local businesses to collect donations. Vajda added that with the City's 125th birthday celebration, could some money be budgeted for a new structure as a gift to the City.

Vogel

- There is not yet a start date for the Fire Hall repair work.
- Both he and Jason have been busy keeping the parks maintained with the departure of their summer help.
- Public Works is investing whether they can budget for a permanent part time employee instead of relying on seasonal help.
- Stated that they are no longer mowing 8th street, as there is too much dog waste and time spent cleaning their mowers. Letters will be sent to the residents explaining why the mowing has been stopped and signs may be added reminding residents they need to pick up after their dogs.

Hammerseng

- Stated that he received a complaint about commercial vehicles being parked in Kadler Circle and asked if staff could follow up and verify.
- Stated that he met with Tammy Omdahl, Hagen, and Lindrud this afternoon to go over the preliminary Capital Improvement Plan.

Vajda

- Asked Vogel if the dirt from the tractor pull needed to be moved, Vogel stated it could stay where it is.
- Updated Council that Christine O'Rourke has passed away and that the Benefit that was planned for her will still take place to help with medical costs incurred and to benefit her two young children.
- A funeral for Richard Kehn, the father of the Historical Society's President took place at City Hall this morning.

Adjournment

MOTION by Warpula to adjourn at 7:20 p.m., seconded by Vajda. **Motion carried unanimously.**
Kauffman absent.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator