

**CITY OF HANOVER  
CITY COUNCIL MEETING  
OCTOBER 6, 2015 – OFFICIAL MINUTES**

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

Mayor Chris Kauffman called the regular meeting of Tuesday, October 6, 2015 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Liz Lindrud, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, and City Engineer Justin Messner. Guests present included Doug Voerding from Wright Journal Press, Jim Stewart owner of JS Stewart Companies, Hanover Youth Ball Association Board, Wright County Sherriff, resident Mark Tusler, and Jason Doboszanski.

**Approval of Agenda:**

Hagen requested adding discussion of the Hanover Elementary SAC charges to New Business item 7g.

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

**Consent Agenda:**

**MOTION** by Hammerseng to approve the consent agenda as presented, seconded by Warpula. **Motion carried unanimously.**

a. **Approve Minutes of September 15, 2015 City Council Work Session Meeting**

b. **Approve Minutes of September 28, 2015 City Council Special Meeting**

c. **Approve Claims as Presented:**

➤ <b>Claims</b>	<b>\$ 107,177.84</b>
➤ <b>Payroll</b>	<b>\$ 7,161.19</b>
➤ <b>P/R taxes &amp; Exp</b>	<b>\$ 2,835.67</b>
➤ <b>Other Claims</b>	<b>\$ 1,383.65</b>
➤ <b>Total Claims</b>	<b><u>\$ 118,558.35</u></b>

d. **Res No 10-06-15-63 – Approving Temporary Snowplow Drivers**

e. **Res No 10-06-15-64 – Approving Maintenance Worker Salary Range Adjustment**

f. **Res No 10-06-15-65 – Approving City Administrator Annual Review**

**Motion carried unanimously.**

**Citizen's Forum:**

**Hanover Youth Ball Board**

Tom Theirren and Missy Thompson spoke on behalf of the Hanover Youth Ball Association about the condition of the City ball fields. They stated that they have 320 kids in their program, both boys and girls and ages ranging from T-ball to 14-16 year olds. They have kids playing on the fields every night from April through September/October. The program is staffed with volunteers and has grown significantly in recent years. They stated that Vogel has helped them with the fields when he is able to, but the fields are in need of repair. They want to better partner with the City to schedule ball field maintenance, realizing the Vogel has many responsibilities within the City. They are concerned with the safety of the players as well as meeting all of the rules and regulations.

There was discussion about which fields Youth Ball uses, they stated all the fields. Vogel and Doboszanski stated that they drag the fields towards the end of the day so that they are ready for the Youth Ball, since fields are also used during the day by neighborhood kids. The estimated time to drag prepare the fields is around an hour and half. Since the use has increased, the fields need to be dragged almost every day. Theirren stated it is the worn areas and divots in the field that are most concerning. Thompson inquired if

City could provide Vogel with more help, it is their understanding the seasonal summer help doesn't start until May and their season starts in April.

The other topic they came to discuss was adding a new field in Settlers Park. They have an opportunity to apply for a \$25,000 grant from the Minnesota Twins to build a new field. Therrien stated he wanted permission to apply for the grant, as the land is the City's. He also wants to partner with the Hanover Athletic Association so both groups are able to utilize the new ball field. There was discussion on how long the process would take to build a new field, Therrien stated 2-3 months, however, they wouldn't start until July 2016, since they can't afford to lose a field during the regular season.

**MOTION** by Kauffman to support the Hanover Youth Ball's application for Minnesota Twins Grant for a new ball field, seconded by Warpula. **Motion carried unanimously.**

A concern was brought up about the portable toilet facility at Cardinal Park and how often it is cleaned. Vogel stated every two weeks. Parents have stated that with added use of Cardinal Park the facility may need more frequent cleaning and possibly have a second one added, one near the ball field and one near the playground.

### **Public Hearings**

None

### **Unfinished Business:**

#### **JS Stewart Companies, Inc. – Purchase of City Owned Property**

Hagen updated Council that more material than approved at the special meeting on September 28, 2015 had been delivered. The delivery of material is completed and the City has received few questions or complaints about the dirt being hauled and delivered. Warpula inquired as to how much clay had been delivered, Stewart stated more than anticipated and that he hoped he had not overstepped his boundaries by bringing in more dirt than originally agreed upon. There is currently a total of around 15,000 cubic yards, but Stewart has already agreed to have approximately 2,400 more cubic yards delivered. Stewart explained that the City still is only responsible for the original payment on 3,000 cubic yards.

After discussion of other items that need to be determined, Council agreed to stop accepting material until formal agreements can be put in place between the City and Jim Stewart for the sale/purchase of the land. Other necessary items will be grading plan, stormwater management plan, site plan, etc. Messner also informed the City of the requirement to install erosion control measures.

Stewart asked if he could receive approval for the 2,400 cubic yards he already accepted to be delivered on Wednesday, October 7, 2015.

**MOTION** by Kauffman to approve Stewart to haul in an additional 2,400 cubic yards of material, seconded by Warpula. **Motion carried unanimously.**

Vogel stated that the street sweeper will be going out Wednesday or Thursday once the hauling has finished. County Road 19 and 5<sup>th</sup> street will be swept.

Hagen inquired if the City willing to incur the costs of the survey, Kauffman stated that typically it is the seller's responsibility to get the property ready for sale. Hagen further inquired if Council would like a proposal of costs from the City's consultants for the lot split. Hagen will forward any applications needed to Stewart and bring the cost proposal for the lot split to the next meeting.

Stewart inquired if the City will need more dirt, since he was able to haul in more than anticipated. Squires stated that the additional dirt can be addressed in the purchase agreement. Hammerseng stated that the City

should hold to the current agreement to pay Rachel Contracting \$6,000 and work out any additional costs within the purchase agreement.

**Res No 10-06-15-66 – Approving 2016-2018 Fire Service Contract**

Hagen stated that the Greenfield came back with an amendment to the contract to be able to get out of the contract with cause within 90 days. Hagen and Chief Malewicki decided it was best to update the contract for all the Cities to remain consistent. Corcoran has already signed and returned their contract, Hagen doesn't expect there to be an issue with Greenfield and Rockford Township because the contract was discussed at the last Fire Advisory Board meeting.

Warpula inquired what role the Fire Advisory Board plays, Hagen stated they go over the preliminary budget, make suggestions, review equipment purchases on behalf of their City, etc. It serves as a mean to eliminate the need to go to each City individually. Kauffman added it provides an open line of communication between the parties involved.

**MOTION** by Hammerseng to approve Red No 10-06-15-66, seconded by Zajicek. **Motion carried unanimously.**

**New Business:**

**Trail Switchback Easement Acquisition**

Hagen stated the easement is related to the County Road 19 trail leading up to the bridge, the switchback is needed to meet ADA compliance. There is a verbal agreement with Three Rivers Park District where the park district will construct the trail segment if the City obtains the easement. There have been no costs for purchasing the easement stated at this point. Hagen will provide a resolution with a proposal to prepare documents needed to obtain the easement at the next Council meeting.

**Res No 10-06-15-67 – Authorizing Membership in the 4M Fund**

Lindrud outlined benefits of investing with the 4M Fund. This fund is managed by the League of Minnesota Cities, and with the membership other services that would be helpful for the City, such as Cash Flow Management and helping to structure the investment and bond payment schedules would be available to staff. Warpula inquired as to the amount to be invested, his concern was if the City will have enough cash on hand to pay for regular invoices. Hagen stated there would still be funds available and investments will be structured around projected projects. Kauffman asked if the current investments with UBS are tied to specific fund balances, Lindrud replied no, the investment totals are currently pooled and allocated to each fund.

**MOTION** by Hammerseng to approve Res No 10-06-15-68, seconded by Zajicek. **Motion carried unanimously.**

**Res No 10-06-15-68 – Approving Purchase of ACH Payment Module**

Lindrud stated that Banyon software has an ACH payment module and the cost is a one-time fee of \$795.00. Currently each check written by the City costs .81 cents between the cost of the actual check, envelope and postage. For reference, in 2014 the City wrote 1047 checks. The savings from paying ACH has the potential pay for the module within a year. Kauffman inquired if he would need to electronically sign to approve. Hagen assumed not signature would be required for the electronic payment. Hagen further stated that the claims would still be reviewed by staff for accuracy and approved by Council prior to payment. There was discussion as to how the claims would be provided in the Agenda Packet. Hagen stated the report would remain the same.

**MOTION** by Hammerseng to approve Res No 10-06-15-68, seconded by Warpula. **Motion carried unanimously.**

### **Res No 10-06-15-69 – Approving Hennepin County Pictometry User Agreement**

Hagen stated that Hennepin County has a web-based Pictometry program that can show property details. This is a service provided by Hennepin County with no fees associated with its use. Kauffman asked if it shows utilities, Hagen stated it does not; you can make measurements and look up property details. Warpula inquired what the pros are to using the program. Hagen stated without currently having access he didn't have specifics, the City will most likely use the GIS software from WSB and the County GIS most of the time. There may be other benefits yet to be determined. Hagen did state that, had there been a cost to the program he would not have suggested approving the agreement.

**MOTION** by Warpula to approve Res No 10-06-15-69, seconded by Hammerseng. **Motion carried unanimously.**

### **November Regular Meeting Date Change**

Hagen stated that November 3, 2015 is an Election Day, and therefore public meetings are not permitted. Council will need to set an alternative day for the first meeting in November. Council stated that the Wednesday, November 4<sup>th</sup> would work best.

**MOTION** by Warpula to approve November Regular Meeting date change to November 4th, seconded by Zajicek. **Motion carried unanimously.**

### **Update on Greenhouse**

Hagen stated that the original purchase agreement for the Greenhouse project has expired. Bradford Development has submitted site plans for City review. With this, the City will need to put a new purchase agreement in place updating some details that have expired. Mark Tusler asked when the flyer will be sent out. Hagen stated it will be sent out this week and will include the site plan. The Greenhouse is proposed to be a two story, 24 unit building. The driveway will be in the location determined for the driveway easement. Tusler asked if the building plans have changed and would be similar to the building in Mankato. Hagen stated that it would compare to the building Bradford has in Mankato. The building will similar to a house with siding and pitched roof tops. Hagen further stated the October Planning Commission Meeting is the opportunity for public input at the Public Hearing.

### **Hanover Elementary SAC Charges**

Hagen outlined the history of the Elementary Addition related to the sewer connection charges (SAC fees). The school district does not feel the SAC fees should be as high as they were determined because the district is not adding student enrollment. Because majority of SAC fees paid to Hanover actually get passed onto St. Michael, Hagen requested input from St. Michael. St. Michael's Council approved payment of the 2.59 SAC units for the addition/remodel to be paid as an existing unit price of \$1,436, until such a time that the space is utilized for student capacity. Hagen stated that Hanover's existing unit price is set at \$2,145 per unit.

Hagen expressed concern about having to track yearly enrollment rates, but understands the desire to work with other organizations. Hagen further explained that the original SAC estimate was based off the existing rates.

**MOTION** by Kauffman to charge the addition/remodel for 2.59 SAC units at the existing unit price of \$2,145, seconded by Warpula. **Motion carried unanimously.**

### **Reports**

Vogel

- There are issues with the Fire Station repairs. Cottonwood came out and did the repairs and the wall was rebuilt level. When compared to where the wall was lined up prior to the accident, it appears to be repaired wrong.
  - Kauffman asked if it is a visual issue or structural, Vogel stated it's visual. Vogel stated he was asked to have Cottonwood put the wall back in as it was. Hagen stated this project has been very stressful for Vogel to take on half way through the process. It has been learned

that next time a City building is in need of maintenance, that Vogel be responsible from beginning to end.

- The dirt project with Stewart is going well.
  - Messner stated that Vogel will need to put of a silt fence around the dirt.

#### Messner

- The Beebe Lake trail will be closing out in the first part of November; the line has not been repainted yet, but once complete we will determine final costs.
- The County Road 19 trail has been reseeded, the rocks were picked out and it was regraded where needed.
  - Kauffman inquired as to when a ribbon cutting would take place. Hagen stated that possibly coordinate with the other projects or possibly at the Thanksgiving 5K run.
- There have been conversations with the contractor on the Historic Bridge Rehabilitation. There will be a pre-construction meeting in the next week or two. Messner will make a recommendation on whether or not the snowmobilers will be able to use the bridge at the next meeting after he gets a schedule from the contractor.

#### Hammerseng

- Met with Tammy Omdahl last week with Kauffman, Hagen and Lindrud. The City received good ideas from the proposals on how to structure future project funding.

#### Warpula

- There is a theft/vandalism problem in the industrial park, not sure of the exact time or days that the activities are occurring. Warpula asked for solution ideas, increasing police presence possibly.
  - Hagen stated that when he contacted other Cities as to how they handled these kinds of issues, he received feedback that the businesses should put up security cameras along with additional lighting because that has helped deter theft/vandalism. Another possibility is to get the EDA involved. Warpula stated it was more than one business that has been hit and they are being hit repeatedly. Hagen stated he will send a letter out to the businesses.
- Warpula inquired if there were any new ideas to address the parking problems on River Road.
  - Kauffman stated that that could be another topic to bring up with the EDA.

#### Lindrud

- Stated that the September Park Board meeting was cancelled, since there were not enough members present to form a Quorum. The Park Board would like to join the October 20<sup>th</sup> Council Work Session to go over their survey and other items.
  - Council agreed that they can be added to the October 20<sup>th</sup> Work Session.

#### Hagen

- Stated that he has been in and out of training the last few weeks, but it seems some ongoing projects should be able to be closed up over the next few months.
  - Warpula inquired about the Public Works looking into new keys in the Weekly Update. Hagen stated that last Spring City Hall was rekeyed, however people still seem to be getting into the Public Works without permission. Vogel is looking into the cost of switching to all electronic key fobs. They can't be duplicated and each one is assigned to a specific person, so staff can track who is coming in and out of the building. Vogel stated that he and Doboszanski are responsible for the equipment and tools and don't want to see things going missing. Hagen also stated that safety is an issue, if people are around or using the equipment without permission and get hurt.

**Adjournment:**

**MOTION** by Warpula to adjourn at 9:21 pm, seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator