

**CITY OF HANOVER
CITY COUNCIL MEETING
OCTOBER 15, 2019 – OFFICIAL MINUTES**

Call to Order:

Mayor Chris Kauffman called the regular meeting of Tuesday, October 15, 2019 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula and Jim Zajicek. Also present was City Administrator Brian Hagen. Guests included Doug Voerding of the Wright County Journal Press, Josh Jacobs of WITS Realty and Dr. Scott Thielman of B.H.M. Schools. Councilor MaryAnn Hallstein was absent.

Approval of Agenda:

Kauffman requested to add a discussion to the end of the agenda.

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

Consent Agenda:

MOTION by Warpula to approve the consent agenda, seconded by Zajicek.

a. Approve Minutes of October 1, 2019 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 95,564.17
➤ Payroll	\$ 10,288.73
➤ P/R taxes & Exp.	\$ 3,713.56
➤ Other Claims	<u>\$ 2,602.32</u>
➤ Total Claims	<u>\$ 112,168.78</u>

c. Res No 10-15-19-85 - Appointing Jack Olson to the Hanover Fire Department

d. Res No 10-15-19-86 - Appointing Shane Boudreaux to the Hanover Fire Department

e. Res No 10-15-19-87 - Approving Hanover FRA Excluded Bingo Permit

Motion carried unanimously.

B.H.M. Schools – Superintendent Thielman

Dr. Thielman outlined the purpose of the operating referendum question on the November 2019 Ballot. Thielman explained historical operating decisions to adjust the budget. Thielman further identified future impacts should the voters pass the referendum or deny it.

Res No 10-15-19-88 – Approving Amendment #1 to Grading Agreement River Town Villas

Hagen identified two major changes that would occur with the approval of the amendment. First, it would allow for the developer to enter into an Escrow Pledge and Payment Agreement instead of the traditional Letter of Credit. The City has approved an Escrow Pledge and Payment Agreement on a different project in the past and experienced positive results with it. Secondly, the amendment would provide the City with an additional escrow fund submission to account for expenses related to MS4 compliance inspections. No changes to the grading plan itself are proposed.

MOTION by Hammerseng to approve Res No 10-15-19-88, seconded by Zajicek. **Motion carried unanimously.**

Res No 08-05-19-73 – Ratifying FRA Pension Increase

Kauffman confirmed with the group that the FRA can increase their annual pension payout amount without receiving City Ratification. However, regulations related to City liabilities would dictate future expenses to the City. Kauffman further noted the FRA fund would need to decrease by approximately

\$200,000 before the City would be obligated to contribution additional funds. Kauffman stated the FRA is in a good position currently.

MOTION by Hammerseng to approve Res No 08-05-19-73, seconded by Zajicek. **Motion carried unanimously. Warpula abstained due to conflict of interest.**

Fire Department Facility Upgrades

Fire Chief Malewicki requested support of upgrades to the Fire Department facility. First, to install an access drive between the Public Works site and the Fire Department site. This would allow for quicker response by members during peak traffic times, allowing responding members to bypass CSAH 19. Second, to prepare an estimate to building a live burn/search and rescue training facility on site. The department would look to purchase old shipping containers and retro fit them to create a training facility. The facility could be utilized by outside departments as well.

Council supported the requests and directed Public Works to install an access drive and Chief Malewicki to prepare a detailed estimate for the training facility.

Fire Department Policy, SOG, and Job Descriptions Review

Chief Malewicki and City Administrator Hagen reviewed proposed changes to the documents. Malewicki explained the proposed changes largely came from members of the department but have been reviewed by both Chiefs and the Administrator prior to coming to Council. Hammerseng suggested better defining “one drink.”

City Policies Review

Hagen reviewed changes to the personnel policy and purchasing policy. Hagen also requested general direction on pricing point for the columbarium niches. Council indicated support for a price near \$750 per niche and to differ a price between resident and non-resident.

Additional Discussion

Kauffman requested a draft agenda be provided to Council approximately one week before the meeting. This would allow for Council to suggest any changes they see beneficial.

Adjournment

MOTION by Warpula to adjourn at 8:51 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator