

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
OCTOBER 20, 2015 – OFFICIAL MINUTES**

Call to Order

Acting Mayor Hammerseng called the Regular City Council Work Session Meeting of Tuesday, October 20, 2015 to order at 6:00 p.m. Present were Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Mayor Kauffman and Councilor Vajda were absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Park Board Member Mat Boie, Park Board Member Dee Zajicek. Guests present were Susan Blood with NWHHSC, and Richard and Kelli Gedart.

Approval of Agenda

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

Consent Agenda

Hagen stated that there was a late fee on the Wex Invoice, as Wex did not change the account from a 22 day cycle to a 45 day cycle as they stated they would. Staff called again and will be receiving credits and a change to the 45 day cycle with the next invoice.

MOTION by Warpula to approve agenda, seconded by Zajicek.

a. Approve Minutes of October 6, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 187,143.57
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,157.55</u>
➤ Total Claims	<u>\$ 199,297.98</u>

Motion carried unanimously.

Susan Blood - NWHHSC

Susan Blood with Northwest Hennepin Human Services Council gave an annual report to Council. Blood stated that NWHHSC provides resources and emergency services to residents within Hennepin County. They have workforce development, early childhood and senior health programs, as well as connections with the food shelf. Some examples of services provided are helping families connect with caregivers for elder care, bring small business experts to in home daycare providers at tax time, and provide CPR training for in home daycare providers. The resources they provide are for Hennepin County residents, however, the information on their website is available to anyone and when they do receive calls from Wright County residents, they will direct them to the correct Wright County contact.

Nuisance Abatement Hearing – 11375 12st NE

Hagen provided an overview of the communication between staff and the property owner of the above stated address regarding missing siding. Hagen explained that letters were mailed to the owners on August 18, 2015 and September 29, 2015 both citing the ordinance violation and a deadline to correct to violation. The property owner did make contact with the City stating they were attempting to correct the violation. The second letter gave until October 12, 2015 to correct the violation. No progress has been made so staff brought the nuisance abatement to Council. The three options are 1) extend the deadline for the homeowner to fix 2) Fine the homeowner per the ordinance, or 3) City will contract out the work and pass the costs onto the homeowner.

Hagen stated that Kelli did come into City Hall Friday, October 20, 2015 and felt that she did want the home fixed and that if she could provide a contract in place with a contractor it would show they are taking action.

Kelli did send over a signed contract as of the day on this meeting with an expected finish date of November 6th. Hagen then turned the floor over to the Gedarts so they could speak.

Richard Gedart gave a history of the siding damage. It was damaged in a 2008 hail storm and they had to have that side of their home resided and the roof redone. They hired Marquette Construction and had a lot of problems, the incorrect roofing was put on and within four months their siding started to bubble and come off. Marquette did replace the siding, but would not replace the incorrect roofing. In 2009 the siding fell off the home again, at this time Marquette was still refusing to fix the roof and would not fix the siding. AJ Starner, a friend of the Gedarts, came out and fixed the siding. In 2012 the siding fell down again, once again AJ Starner fixed the siding. The siding came down again in 2013 and 2014, Gedart made the repairs himself, injuring himself in 2014. The siding then came down again in 2015, this time the siding pieces were broken and could not be put back up. Gedart had planned to hire Starner to replace and repair, however, Starner's schedule was not open, but has provided the Gedharts with a referral. The contractor in place is licensed and comes with references, Council had discussion around ensuring that the contractor ordered the correct color and thickness of siding, Gedhart stated that he was able to get the product code off the broken siding to make a correct match.

Council and Staff agreed that the homeowner is showing good faith throughout the process, but that a deadline will need to be put in place. The contractor stated in the contract that he would be finished with work on November 6th. Council, Staff, and the Gedharts agreed to a final work completion date of November 20th to allow of any unexpected delays. Council also requested that should any delays occur, to please call and inform the City. The Gedarts asked should they miss the deadline, would the contractor the City hires be reputable. Hagen stated yes, the City would go through the same process as we go through for our own projects.

MOTION by Zajicek to set November 20th, 2015 as a final date for the siding repair at 11375 12st ST NE, if the date is not met the City will hire a contractor and pass the cost onto the homeowners, seconded by Warpula. **Motion carried unanimously.**

Park Board/Council Joint Discussion

Dee Zajicek and Mat Boie from the Park Board attended the work session to discuss items around a questionnaire that Park Board would like to send to residents. A special Park Board Meeting was advertised, however, due to no quorum a Park Board meeting was not called to order. Dee Zajicek went through the questionnaire she had created. She would like to get more information on which parks residents visited and how often, what resident's expectations of the Park Board are, and what Park Board events residents attend and their feedback. Discussion took place to leave the questions open ended. Hagen stated that in the past sending surveys with a stamped and self-addressed envelope received a better response than just sending the survey without a return envelope.

Dee Zajicek went on to discuss that the Mayor had asked her to work on a new baseball field for Settlers Park. Hammerseng mentioned that Youth Ball and the Athletic Association are working together on that. Hagen stated that the Park Board could help facilitate that project and Hammerseng stated a letter of support from Park Board could help them with their grant application.

Dee Zajicek also stated that she would like more events/equipment for older children and the adults in the community as well as more park benches and trash cans along the trails. She also wanted to start more community involved activities, a community garden at Settler's Park or a garden club or garden tour among residents. Warpula and Jim Zajicek mentioned there used to be an Oktoberfest near the Historic Bridge, Warpula also mentioned monthly BBQ's at the parks to get the community together. Hammerseng stated that the Council supports the programs the Park Board currently does and supports their desire to add new events as well as keep the ones that are popular. Warpula also thanked them for their service to the City.

Res No 10-20-15-70 – Approving WSB Proposal for Easement Acquisition

Hagen stated this proposal would allow for needed information to obtain an easement for the switchback for the Lake Independence Regional Trail. Total cost from WSB is \$2,700.00. The attorney would review the documents prior to approval and execution of the documents. Hagen stated he has not heard from Bankwest if they will want a monetary value for the land. Hagen would wait to move forward until he received that information.

MOTION by Warpula to approve Res No 10-20-15-70, seconded by Zajicek. **Motion carried unanimously.**

JS Stewart Purchase Agreement

Hagen stated that per the last Council Meeting, the 10 acres project is put on hold until a purchase agreement is put in place with JS Stewart. Jay Squires estimates 4-5 hours at his hourly rate to draft a purchase agreement based on the average agreement. This estimate is based on an average purchase agreement with no unexpected challenges. Hagen stated he would like direction from Council before asking Squires to create the Purchase Agreement. Council agreed that Hagen can move forward with Squires to draft a Purchase Agreement.

Res No 10-20-15-71 – Approving WSB Proposal for PID 108-500-363226 Lot Split

Hagen stated that WSB provided a proposal for the costs involved in the lot split for the 10 acres for a total of \$4,200.00. Hagen stated that WSB included a \$1,200 line item for Real Estate Services, which he had not been able to get more clarification on before the meeting. Hagen felt that the WSB proposal includes drafting language for the purchase agreement, which the attorney would be drafting.

Zajicek inquired as to what was involved in these costs, his concern stemmed from it being much lower than he anticipated and were some items missing. He also inquired what costs Jim Stewart would incur. Hagen stated that it is generally the property owner's responsibility to have the lot prepared for sale. In our case, survey work, purchase agreement, and a subdivision are required. Once the lot is sold Stewart will incur the rest of the costs of developing the property. Council and Staff would like to go back to WSB and eliminate/clarify the real estate costs line item and further clarification on WSB not quoting the cost of the lot staking.

MOTION by Hammerseng to deny Res No 10-20-15-71, seconded by Warpula. **Motion carried unanimously.**

City of Hanover/St. Michael Library Funding Agreement

Hagen gave a history on the joint agreement for the Library in St. Michael. Hanover was not willing to pay the original amount requested, which was based on population. Instead a motion was passed which stated Hanover would pay \$7,000 a year towards debt for the first ten years, then \$11,000 for the second 10 years, future council would re-evaluate the payments for years 21 and beyond. Operating and maintenance costs would be considered on a case by case basis. Hagen discovered this when asking Steve Bot, with the City of St. Michael, if Hanover was contributing what they should be towards agreements in place with St. Michael.

Hagen further asked Council if they would like to commit to contributing to the portion of the operating costs (based on population) for the Library. The library is open to Hanover residents in the Wright County portion. Warpula inquired as to the current amount Hanover would need to pay. Hagen stated that in 2009 it was estimated at \$2,200 a year, but changes each year with the annual budget. Hammerseng also inquired if Hagen could get information the Hanover resident's usage of the library. Council did agree they would review the information.

Reports

Warpula:

- Warpula stated it was nice to have NWHHSC visit and discuss their programs.
- Warpula stated he liked hearing from Park Board.
- Noticed the work had started on the Historic Bridge and asked if it would be open for the snowmobiles this winter. Hagen stated that the contractor will be removing all decking, and will leave the decking off until new decking is installed in the last steps of the project.
- Asked for an update on the new key system for City Hall/Public Works. Hagen stated they are preparing the estimate now. They will be looking at how our current system can be added to, or if a new system would be required. If a new one is required, they will be looking into whether the current panels can be moved to the Fire Hall, as Chief Malewicki has noted the Fire Hall would like to use them.

Hagen/Public Works:

- The concrete pad for the Lion Head drinking fountain was installed
- Sprinklers have been blown out and the shelter has been closed out for the season.
- Vogel and Doboszinski have been clearing brush by the Historic Bridge to help facilitate the construction crew.
- Silt fencing has been put up around the dirt on the 10 acres.

Lindrud

- Staff sent out roughly 140 requests to vendors for ACH information, currently the requests were only sent to vendors that the city has used more than once in between 2014 and 2015. Only a few vendors have declined to participate. Lindrud is hoping to send the first ACH payments with the November Claims.

Hagen/Engineer Report:

- CSAH 19 Trail: The contractor will be out near the end of the month to remove and replace curb at the driveway apron. The final walk through with MnDOT has been requested, typically MnDOT is out within a few weeks of receiving the request. Once the walk through and curb are finished the project will be closed out. Messner anticipates the project to be closed out to be near the end of November.
- Historic Bridge: The contractor has begun to set up for the project. After the decking and timber spans are clear, the abutments will be tuck-pointed, followed by bridge lifting to replace the roller bearings and bearing timbers. There will likely be a delay between the tuck pointing and bridge lifting due to the lead time to order needed materials. Once the bearing timbers and roller bearings are replaced the new deck will be installed.

Hagen:

- Hagen stated at the last FRA meeting members had stated they were not satisfied with KDV as an auditor and would like to do an RFP. KDV was contacted and was unaware that the FRA was dissatisfied; Hagen feels they will improve their service. Hagen further stated that KDV would be submitting an engagement letter to be approved by Council for future audits. If Council is satisfied we could commit to three years. We could also agree to a one year commitment and go out for an RFP next year for both the City and FRA audit. Council consensus was that if the City is happy with KDV we should capitalize on locking in a three year rate.

Adjournment

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

APPROVED BY:

Doug Hammerseng, Acting Mayor

ATTEST:

Brian Hagen, City Administrator