

**CITY OF HANOVER
CITY COUNCIL MEETING
NOVEMBER 1, 2016 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, November 1, 2016 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen and Accountant/Deputy Clerk Elizabeth Lindrud. Guests present included James Calder, Joe Kaul, Grady Kinghorn, Stephanie Gleason, Jim Schendel and Doug Voerding with the Wright County Journal Press.

Approval of Agenda:

Hagen noted the additional information he provided related to item 7b and 7d.

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

Consent Agenda:

MOTION by Vajda to approve the consent agenda, seconded by Hammerseng.

a. **Approve Minutes of October 18, 2016 City Council Work Session Meeting**

b. **Approve Claims as Presented:**

➤ Claims	\$ 203,342.30
➤ Payroll	\$ 7,625.99
➤ P/R taxes & Exp	\$ 3,028.43
➤ Other Claims	<u>\$ 1,437.00</u>
➤ Total Claims	<u>\$ 215,433.72</u>

c. **Res No 11-01-16-116 – Accepting Donation from Corcoran Lions Club**

d. **Res No 11-01-16-117 – Certifying Assessments of Delinquent Utilities**

e. **Res No 11-01-16-118 – Approving Purchase Fire Department Turnout Gear**

Motion carried unanimously.

Citizen's Forum:

Joe Kaul

Joe Kaul requested that Council consider some alternatives for the 5th Street Watermain Assessment. He felt that there are seven properties that can hook up to the watermain and his first alternative would be to spread the assessment across all seven properties. The second alternative would be for the City to take on the entire project cost and not assess any of the properties.

Council explained that the properties that will be assessed are the properties that will receive a new benefit from the watermain installation. The three properties that were not assessed already have the access to a watermain in a different location.

James Calder

James Calder stated he would like to know why the City has not taken action to improve Riverview Road. He explained he has lived there for 20 years and there has never been any repair work done to the road. Calder stated that in a 2010 pavement management plan Riverview was classified as the worst road in Hanover, so he would like to know why Hanover Hills was repaired first.

Hagen explained that a multiple meetings were held to discuss a road and sewer project in the Pheasant Run Development and the project was not backed by the neighborhood and ultimately was put on hold. Hagen further explained the current pavement management plan has the Pheasant Run neighborhood scheduled for 2018 without any assessments to property owners. Hagen stated that since the Hanover Hills project came in under budget there is a potential that Pheasant Run could be moved to 2017, but ultimately the City will need

to skip a year of road projects to allow the funding plan to be successful. Hagen also explained that the Hanover Hills project was done first, because City Staff determined that roads in Hanover Hills were deteriorating at a faster rate than the roads in Pheasant Run.

Public Hearings:

None

Unfinished Business:

None

New Business:

Res No 11-01-16-119 – Approving JS Stewart Site Plan

Hagen stated that a site plan application was submitted for JS Stewart for the eastern half of the City owned five acres and both the City Planner and City Engineer have reviewed the plan. They provided comments on the site plan for Planning Commission and City Council consideration. These comments are incorporated into the approving resolution. Planning Commission has recommended approval of the request.

MOTION by Warpula to approve Res No 11-01-16-119, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-01-16-120 – Awarding Hanover Public Works Facility Soils Correction Bid

Hagen explained that six bids came in for the soil corrections on the future public works site. The low bid came in from Fehn in the amount of \$192,593. Knowing the site has buried debris, Hagen requested an additional \$75,000 contingency that would be available for additional import or export of materials if needed without the need to hold a Council meeting to approve a change order. The resolution also includes a proposal from American Engineering Testing to be on site testing to make sure the soil meets all the requirements and is properly compacted and any required permit costs.

MOTION by Hammerseng to approve Res No 11-01-16-120, seconded by Vajda. **Motion carried unanimously.**

Res No 11-01-16-121 – Approving Hanover Public Works Site Plan

Hagen stated the site plan is for the future Public Works Facility and both the City Planner and City Engineer have reviewed the plan. They provided comments on the site plan for Planning Commission and City Council consideration. These comments are incorporated into the approving resolution. Planning Commission has recommended approval of the request.

MOTION by Hammerseng to approve Res No 11-01-16-120, seconded by Warpula. **Motion carried unanimously.**

2016A Bond Amount – Hanover Public Works Facility

Hagen stated the City has authority to bond up to \$2 million for the project costs. There has been discussion on funding a portion of the project with cash. The estimated project total is still approximately \$1.8 million. Hagen recommends bonding for \$1.5 million. The General Fund has an excess of approximately \$130,000 that can be transferred from the General Fund to the Facilities Capital Fund, in addition there will be an estimated \$1.1 million in the General Capital Fund by the end of the year that is not earmarked for any current or upcoming projects. Hagen stated that by reducing the bond amount, the annual bond payment would lower to around \$100,000 and reduce the levy and tax rate for 2017. Kauffman inquired if any additional action would be needed if the City did not bond until 2017. Hagen stated that to meet the December 31st deadline from the approval of Res No 05-17-16-66 he would need direction this evening to go forward with the bond issuance. If Council does not issue the bond before December 31st then additional steps will be required to extend until next year. Warpula inquired of the project cost estimates are still accurate, as they were compiled in May. Grady Kinghorn stated that are still accurate and when the estimate was created it was created with a spring 2017 start date. Council agreed to bond for \$1.5 million.

Choosing Date to Canvas the Returns of the Local Election Results

Hagen stated that City Council is responsible to canvas local election results within three to ten days of after the General Election. The November 15th Work Session falls within that date range. Council agreed to meet at 5:45 p.m. November 15th to canvas the election results.

2016 Third Quarter Budget Review

Lindrud reviewed the Third Quarter Budget Reports. Total cash and investments is up \$686,744 since 2015. The increase in miscellaneous revenues is comprised of \$19,200 in unclaimed escrows and \$98,570 from the sale of land for the Greenhouse Assisted Living facility. Overall expenditures are at 60.61% of the budget. Lindrud explained the change in cash balances are due the closing of the trail projects, the Historical Bridge Project, Hanover Hills street project, and the 5th Street Watermain extension. Both the water and sewer enterprise fund variances are due to an increase in new home construction, there were 16 new home permits by third quarter 2015 and there are 25 by third quarter 2016.

Reports

Hagen

- Vogel requested quotes for the additional 350 feet of trail in the Bridges of Hanover and they came in lower than Brennen Construction. Hennepin West will be installing the trail for just under \$12,000.
- A motorcycle caused permanent damage to the Historical Bridge, there is a hole that has been worn down into the decking, a police report was filed. Staff is working on quotes for additional bollards to be placed in the middle of the existing bollards to deter motorcycles from using the bridge.
- Around 150 absentee ballots have been issued for the election.
- Public Works is preparing the equipment changeover for winter.

Lindrud

- Has been busy with elections and issuing absentee ballots.

Warpula

- The Hanover Fire Department went on their 170th fire call today.

Adjournment

MOTION by Vajda to adjourn at 8:10 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator