

**CITY OF HANOVER
CITY COUNCIL MEETING
DECEMBER 01, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, December 1, 2015 to order at 7:00 p.m. Present were Mayor Chris Kauffman, John Vajda, 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 remaining City Staff Jason Doboszinski, Amy Biren, Doug Voerding from the Wright County Journal Press, Hennepin County Sheriff, Dan Gold, Randy and Sheila Vollbrecht, Bob Baxa, Todd and Jen Gilb, Pat Athmann and other guests.

Approval of Agenda:

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

Consent Agenda:

Warpula asked for item 3.d. Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee to be moved to New Business item k.

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

a. Approve Minutes of November 17, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

| | |
|-------------------|---------------------|
| ➤ Claims | \$ 36,755.75 |
| ➤ Payroll | \$ 6,950.86 |
| ➤ P/R taxes & Exp | \$ 2,730.15 |
| ➤ Other Claims | \$ <u>1,383.65</u> |
| ➤ Total Claims | \$ <u>47,820.41</u> |

c. Res No 12-01-15-79 – Approving Purchase of Community Hall Tables

Motion carried unanimously.

Citizen's Forum:

Randy Vollbrecht

Randy Vollbrecht stated he has lived in Hanover for 62 years, in 1988 he developed the Vollbrecht Estates and when the Bridges of Hanover was being developed he granted them the easement needed for road to the Bridges Development. Vollbrecht stated that the road was not meant to be a main entrance or exit for the Bridges and that their road, 109th Avenue N., is the main road with Settler's Lane being the side street. Vollbrecht stated that a stop sign should not be placed on 109th Avenue N. He further stated there was an agreement in place with past administration and Council that a stop sign would never go up on 109th Avenue N. Vollbrecht went on to state that drivers entering the Bridges Development do not yield to drivers exiting the 109th cul-de-sac.

Don Gold

Don Gold also came to the meeting to discuss the stop sign on 109th Avenue N. He stated there was no study conducted for the approval of the stop sign. He also stated that residents should have been given notice that a sign was being considered. He further stated that it was the lack of following process that he has issue with. He felt that the installation of stop signs should be supported by engineering studies. He also stated that the incorrect placement of stop signs can create more unsafe conditions. Gold stated that the traffic coming in and out of the Bridges should yield to them.

At this point City Engineer Justin Messner gave a presentation on the process that goes into determining if a stop sign should or should not be installed. He stated that you do not need a traffic study to install a stop sign, but they do look at a guideline for general safety. Messner stated a stop sign is recommended for a 3 legged intersection if any of the following are present; traffic from 6,000 vehicles a day, restricted view, or need to control left turn conflicts. He stated that vegetation growth near the intersection restricts the view of traffic on 109th Ave N and there are left turn conflicts as described by the residents who live on 109th. He stated they are looking to avoid major conflicts, such as t-bone accidents. Messner stated that if vegetation was removed to reduce visibility restrictions, then yield signs should be installed at a minimum.

Kauffman stated the City will notify the residents when any changes occur.

Public Hearings

MOTION by Warpula to open the Public Hearing at 7:35 p.m., seconded by Zajicek. **Motion carried unanimously.**

Truth In Taxation

Hagen provided the Truth in Taxation Presentation for the Proposed 2016 Budget. Hagen educated the audience on the factors that influence the tax levy and how the property tax system works. He stated that the levy will increase by \$102,018 from 2015 to 2016. The levy remained flat for several years but has increased the past two years. Hanover's tax capacity has increased, which has allowed the City to propose an increase to the levy while keeping a flat tax rate from the prior year. The tax rate went from 49.51% in 2015 to 49.50% for 2016. Hagen gave an example of proposed tax amounts of a median value home in both Hennepin and Wright County. Hennepin County median home value is approximately \$276,000, total tax is \$3,944.17, and the City portion is \$1,274.29. Wright County median home value is \$220,000, total tax is \$3,156, and the City portion is \$979.90.

The final budget and tax levy for 2016 is set to be adopted on December 15th, 2016 at 6:00 p.m at City Hall.

Kauffman asked if there were any questions from the public. There were none.

MOTION by Warpula to close the Public Hearing and re-open the Regular meeting at 7:47 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Unfinished Business:

Res No 12-01-15-80 – Approving Library Funding Agreement

Hagen gave history that past council had made a motion to commit to a portion of the debt incurred by the City of St. Michael to build a joint library between Albertville, Hanover, and St. Michael. One of the items requested at the time was to fund a portion of the operating budget, Hanover did not agree. Hagen stated that Hanover has paid amounts that were committed to in the past, Hagen further feels that operating cost should be funded by Hanover as well. Kauffman inquired of the other cities paid a portion of the debt on the Hanover Fire Station, Hagen stated that yes, the Fire Station debt is included in the Fire Protection contract. Kauffman stated he would like more detail on the operating expenses and clarification on whether Great River Library would be responsible for staff costs, not the surrounding cities for the library funding.

MOTION by Kauffman to table Res No 12-01-15-80, seconded by Warpula. **Motion carried unanimously.**

New Business:

Memo from Fire Chief Malewicki

Hagen stated the memo from Fire Chief Malewicki is requesting approval to hire Ben Scherer and Justin Ray pending background checks and physical exams. He would also like approval to purchase 4 new sets of turn out gear. Malewicki also wanted to recognize two retiring members, Rodney Bechtold who served on the Fire Department for 35 years and Medical Captain Mike Trullinger who served for 18 years. Malewicki and

Hagen are working on a way for the City to recognize members for their many years of service. Hagen stated the City thanks both members for their service on the Fire Department.

MOTION by Vajda to approve the purchase of four sets of turnout gear, seconded by Hammerseng. **Motion carried unanimously.**

Res No 12-01-15-81 – Approving the Hire of FD Members

Hagen stated from the above memo that resolution approves the hiring of two new Probationary Fire Department members, Ben Scherer and Justin Ray.

MOTION by Warpula to approve Res No 12-01-15-81, seconded by Hammerseng. **Motion carried unanimously.**

Settlers Park Ball Field Design

Hagen stated that the Youth Ball member that was going to speak tonight had to miss the meeting due to personal event. Hagen stated that he did get an update from Youth Ball that they did apply for the grant and did hear feedback that they were one of the few groups that submitted a complete application and that the grant will be award on December 10th. Kauffman inquired on the plan for the ball field. Hagen stated it is his understanding that between Youth Ball and the Hanover Athletic Association, a field will be designed for that area. Hagen further stated that it is his understanding that Hanover Athletic Association would be covering any gap in funding. The City will require an agreement allowing the field to be built on City Property by Hanover Youth Ball and Hanover Athletic Association. Squires added that within the agreement there should also be an agreement on future improvements and insurance.

Res No 12-01-15-87 – Authorizing Plans and Specs of Hanover Hills Street Improvements

Messner stated the proposal for Hanover Hills is for pavement maintenance as defined in the pavement management plan. The estimated cost is \$830,000, this figure is reflective of current costs and included \$63,900 in engineering costs, and 15% contingency cost and 15% indirect costs. The advantages of this project are that it will create a new paved surface and reduce maintenance costs. Messner added they will also replace some culverts and repair drainage issues. Messner recommends moving forward and approve in plans and get bids in February, then open the bids in March. Messner also explained there is a fee for creating a standard set of City specs to use going forward for future projects and developments. Warpula inquired if we have the plans from when the roads in Hanover Hills were first put in, Messner replied no, but even if the City did, today's standards are different.

MOTION by Vajda to approve Res No 12-01-15-87, seconded by Warpula. **Motion carried unanimously.**

Ordinance 2015-07 – Amending Chapter 10, B-1 Downtown River Commercial District

Hagen stated PHS West is leaving Hanover and the City wants to be ready with information on whether a new business can or cannot move into the old PHS West location. In 2012 an ordinance was approved that allowed limited industrial uses in B-1 zoning. This language was not included in the larger recodification that happened in 2013. Discussion around what types of businesses could move in under this ordinance occurred. Questions around whether manufacturing or fabricating were brought up, as the Ordinance appears to not allow this type of activity, thus limiting the kind of business that could move into the space. Council supported this use, and would like clarification from the City Planner before approving the Ordinance.

MOTION by Hammerseng to table Ordinance 2015-07, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-82 – Approving the Purchase of a Chop Saw

Vogel explained this piece of equipment would be used when patching roads, sidewalks, roadside curbs, and water gate valves to name some examples. A quote for a new chop saw and cart was provided to the City reflecting a discounted rate for government organizations at a cost of \$1,368.25. Warpula inquired if this saw would be large enough for the City's projects. Vogel explained that it was because it is closely comparable to the one that is rented.

MOTION by Vajda to approve Res No 12-01-15-82, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter

Hagen stated the engagement letter allows Northland Securities to work as the underwriter for the sale of 2016A bond needed to cover costs of a Public Works Facility and funding for road improvement projects. It would include the capital improvement plan and public hearing. Hammerseng inquired if this would obligate the City to work with them on future bonds. Hagen stated the letter is for this bond and if the City were to need an additional bond in 2016 we could use a different provider. Hagen stated that the City has bonds with Northland currently and Tammy has always been helpful in answering questions. Discussion around how the fees are determined began. Squires stated there is not a rate schedule, that Northland charges a percentage of the bond. Squires further added that if the City were not to go ahead with the 2016A bond, Northland would bear all costs. Council would like clarification on the percentage amount that Northland would charge.

MOTION by Hammerseng to table Res No 12-01-15-83, seconded by Warpula. **Motion carried unanimously.**

Res No 12-01-15-84 – Approving State of MN Joint Powers Agreement on behalf of Attorney.

Squires stated that the State created a Joint Powers Agreement to allow local prosecutors to access the State's criminal justice database. Kauffman inquired on the section related to fees paid and for more clarification on what the fees are. Squires stated he did not have that answer, if there are fees they are mostly likely nominal. He further recommended to approve the agreement and have Staff bring back the cost information.

MOTION by Warpula to approve Res No 12-01-15-84, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-85 – Approving 2015 Annual Staff Reviews

Hagen conducted reviews for Staff and provided them to Council for review and feedback. He stated he did not change any of the reviews based on feedback that he received. Kauffman requested that next year Council be given more time to review and Hammerseng stated that Council should see the reviews before they are presented to Staff. Hagen further stated he will add a self-evaluation next year for each Staff member to complete. Kauffman stated he would like to update Public Works Supervisor to an exempt position. Squires stated that would have to be explored, because whether a position is exempt or non-exempt is determined under the Fair Labor Act.

MOTION by Hammerseng to approve Res No 12-01-15-85, seconded by Vajda. **Motion carried unanimously.**

2016 Final Budget Draft 1

Hagen stated that the budget received minor changes from the approved preliminary budget. Hagen went through the revenue and expenses by department. Council was supportive of the levy amount and did not have changes. The final budget and levy will be presented at the December 15th, 2016 meeting for approval.

Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee

Warpula stated he has been pushing for a new Public Works building, but after talking with residents he would like to know the actual costs before moving forward. Hagen stated that the subcommittee would explore those costs. Warpula was asked if he would still like to serve on the subcommittee and he stated yes.

MOTION by Hammerseng to approve Res No 12-01-15-86, seconded by Zajicek. **Motion carried unanimously.**

Reports

Messner

- Hennepin County 19 trail project is being finalized. The two driveways on Warpula's property were replaced. The contractor began work on the wrong driveway and those costs are being covered by the contractor.
- The bridge timbers will be ready for delivery in the next couple weeks. Messner asked that they hold off until the bearings and bearing timbers are in place. They are scheduled for delivery around the 2nd week in December.

Vogel

- Vogel detailed the work done on the wing of the plow. He and Doboszinski re-built the wing instead of buying it new.

Zajicek

- Park Board will be showing Big Hero 6 at City Hall on January 23rd.
- The revised Park Board survey was completed and sent to Staff.

Warpula

- Inquired if anyone had applied for the open board appointments.
 - Hagen stated that two people have applied for the Planning Commission. Hagen added that Abby Peterson also resigned from Park Board.
- Thanked everyone on behalf of the FRA for attending the Poultry Social.
- Stated that he felt the Staff Reviews were excellent.

Lindrud

- Completed training with Vicki at AEM on the year end process and began audit prep training.

Kauffman

- Reminded everyone to donate to the Caring for Kids Toy Donation box located in the City Hall entry.

Adjournment:

MOTION by Vajda to adjourn at 9:45 pm, seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator