

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
DECEMBER 15, 2014 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Monday, December 15, 2014 to order at 6:04 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, Doug Hammerseng, and Ken Warpula. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, City Engineer Justin Messner and Fire Chief Dave Malewicki. Hanover resident Pat Athmann was present as a guest.

**Approval of Agenda**

Smythe added three items and made an adjustment to the claims. Item 11.b. Resolution 12-15-14-94 Authorizing the Historic Bridge Rehabilitation Project, 11.c. Accepting a Donation from the Hanover Lions to the Fire Department and 11.d. Approval of the League of Minnesota Cities Dividend for Insurance. Claims were adjusted to show a change in TIF Payment to BankWest after an adjustment was made to the assessed value of the property, revised claims total of \$91,010.04.

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

**Consent Agenda**

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

**a. Approve Minutes of December 2, 2014 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 70,250.52
➤ Payroll	\$ 14,967.37
➤ P/R taxes & Exp	\$ 4,203.71
➤ Other Claims	<u>\$ 1,588.44</u>
➤ Total Claims	<u>\$ 91,010.04</u>

**Motion carried unanimously.**

**Fire Department Requests – Fire Chief Dave Malewicki**

Malewicki provided a number of updates as well provided Council with requests for their consideration. Requests included a raise in the contribution to the retirement benefit. Mayor Kauffman asked if this can be effective starting in 2015 and moving forward. Attorney Squires stated it could not be set for a certain time moving forward. The benefit would be retroactive to the date the Fire Fighter became employed by the department. Malewicki further requested a consideration to move from per call pay to a per hour pay. Malewicki feels these two changes will help with the recruitment and the retention of fire fighters. Malewicki is also recommending changing the number of maximum fire fighters on the department to 34 members in order to train new members in and be prepared for future retirement. A request from Malewicki of moving the budgeted bond payment for the Fire Hall to Capital was already made for the 2015 Budget.

**Public Hearings**

**Ordinance 2014-09 – Adopting 2015 Fee Schedule**

**Ordinance 2015-02 – Amending Chapter 2 of the City Code – Fire Alarms**

Mayor Kauffman closed the regular meeting and opened the Public Hearings at 6:20 p.m.

Smythe provided an overview of the changes to the 2015 Fee Schedule. There were minor changes made to clarify the intentions of some charges. Major changes included the potential to add false alarm fees for false fire alarms pending the passage of Ordinance 2015-02, and the second major change was an increase to the Utility Rates. Hanover chose not to raise these fees last, however St. Michael did. St. Michael is choosing to raise the fees this year as well. The change in Hanover's fees match the percentage increase St. Michael implemented.

Hagen explained that the Amendment to Chapter 2 was discussed earlier this year. Staff chose to wait for the adoption of the ordinance until this time in order to coincide with the Fee Schedule adoption considering the ordinance would be adding false alarm fees.

Hammerseng noted a wording change to the fee schedule for better clarification on how the false alarm fee would be charged. Hammerseng also inquired whether the contract cities would be required to adopt an ordinance similar to the false alarm fees. Attorney Squires stated the language could be added to the contract during annual negotiations.

**MOTION** by Vajda to close the Public Hearing at 6:38 p.m., seconded by Pinor. **Motion carried unanimously.**

**MOTION** by Pinor to adopt Ordinances 2014-09 and 2014-02 as amended, seconded by Vajda. **Motion carried unanimously.**

**Res No 12-15-14-88 – Authorizing Summary Publication of Ordinance 2014-09**

**MOTION** by Hammerseng to approve Res No 12-15-14-88, seconded by Warpula. **Motion carried unanimously.**

**Res No 12-15-14-89 – Authorizing Summary Publication of Ordinance 2014-02**

**MOTION** by Pinor to approve Res No 12-15-14-89, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 12-15-14-90 – Adopting 2015 Budget and Levy**

Smythe explained there have been no changes since the last meeting. This resolution includes the City's 2015 Budget and Levy, the EDA Budget and Levy, as well as the Veolia Budget.

**MOTION** by Vajda to approve Res No 12-15-14-90, seconded by Warpula. **Motion carried unanimously.**

**Res No 12-15-14-91 – Approving 2015 Assessor Contract**

Smythe stated the contract is for Wright County and the years 2016/2017. Attorney Squires stated the contract is consistent with past years, but with updated costs.

**MOTION** by Pinor to approve Res No 12-15-14-91, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 12-15-14-92 – Approving 2014 Audit Engagement**

Smythe explained this is for the annual audit done by KDV. This amount includes an extra required audit for the Beebe Lake Trail.

**MOTION** by Pinor to approve Res No 12-15-14-92, seconded by Warpula. **Motion carried unanimously.**

**Res No 12-15-14-93 – Approving Final Pay Voucher for County Road 19/County Road 34 Signal Light Project**

A question was asked if payment could be delayed due to the amount of time it took to complete the project. Attorney Squires advised Council to approve the payment in order to pay the invoice within the required 45 days.

**MOTION** by Pinor to approve Res No 12-15-14-93, seconded by Vajda. **Motion carried unanimously.**

**Res No 12-15-14-94 Authorizing Historic Bridge Rehabilitation Project**

Hagen explained the authorization for the project must be given before the grant agreement can be finalized.

**MOTION** by Pinor to approve Res No 12-15-14-94, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 12-15-14-95 Accepting Donation from Hanover Lions to the Fire Department**

**MOTION** by Pinor to approve Res No 12-15-14-95, seconded by Warpula. **Motion carried unanimously.**

**Approving Dividend from the League of Minnesota Cities**

**MOTION** by Pinor to approve dividend from the League of Minnesota Cities, seconded by Vajda. **Motion carried unanimously.**

**Approval of 2015 Rates for City Consultants**

**EDA Consultant - \$25,000 estimated 2015 total**

**City Engineer – 2.66% increase for the company rate table**

**City Planner - \$95/hr.**

**City Attorney - \$170/hr.**

There was a question raised about the time to advertise a Request for Proposal on a contracted service. The specific service was for engineering. Council consensus was to hold further discussion at the January Work Session.

**MOTION** by Vajda to approve the City Consultant 2015 Rates for service, seconded by Pinor. **Motion carried unanimously.**

**Authorization for Pavement Management Projects – 107th Ave and 9th St**

Vogel stated these two projects are set to be completed in 2015 based on the Capital Improvement Plan. Minimum of three quotes would need to be collected for cost.

**MOTION** by Warpula to approve 107<sup>th</sup> Ave and 9<sup>th</sup> St pavement management projects, seconded by Hammerseng. **Motion carried unanimously.**

**Discussion of Pavement Management Project – Pheasant Run Overlay**

Smythe briefly explained the past discussions of the project. The project began as a sewer extension project, widen the road, and install storm sewer with full curb. The project was minimized to a maintenance project like an overlay. The project was table until a time where, as staff understood, could be funded without assessments. Vogel noted the current plan is to complete an overlay of the road and complete some ditch work to fix problem drainage areas. Engineer Messner estimates an overlay to extend the life of the road approximately fifteen years if chip sealing is completed every five years. Discussion on assessing the project was held. Attorney Squires recommended look at the City of Cambridge if Council wished to combine special assessments and general fund money to fund pavement management projects. It was still Council's goal to fund projects without assessing residents. Council wishes to discuss Pheasant Run at the January Work Session.

**Authorization to Fund Road Vacation Costs – Plantenburg Lot Split**

Smythe explained how a potential lot split on Beebe Lake Road has encountered a special circumstance. The lot has a road easement on the property for the old County Road 34. In Order for Wright County to approve the lot split and grant road access to County Road 34, this old road easement must be addressed as well as a driveway access which currently utilizes the old road easement. The applicant has requested the City be willing to fund the cost of the vacation of the old road easement in order to help a potential future development area. Council consensus was this request is part of development.

**MOTION** by Pinor to deny the request, seconded by Kauffman. **Motion carried unanimously.**

**Discussion of 2015 Appointments**

Smythe explained vacancies there are. She stated applications were emailed to Council separately for them to begin considering appointments. Warpula opened discussing on the Park Boards responsibility. Mayor Kauffman stated he would like to see them become more active again in the park walk through with Public Works each spring. Vogel explained that the park walk through are not beneficial because he knows where woodchips, grass seed, etc. is needed. Vogel feels the Park Board would be most helpful in the event new equipment is needed.

**Schedule Joint Goal Setting Meeting with EDA**

The EDA is the last of the boards to have a joint meeting. Council was asked to look at calendars and determine availability.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:02 p.m., seconded by Pinor. **Motion carried unanimously.**

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Annita Smythe, City Administrator