

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
DECEMBER 20, 2016 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, December 20, 2016 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, and Ken Warpula. Also present were City Administrator Brian Hagen and Accountant/Deputy Clerk Elizabeth Lindrud. Other guests present were Eric Otte from Veolia, Brian Kottke, Pat Meister, MaryAnn Hallstein, and Doug Voerding from the Wright County Journal press. John Vajda and Jim Zajicek were absent.

Approval of Agenda

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

Consent Agenda

Kauffman stated the Wright County median home value is incorrect in the December 6 regular meeting minutes.

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

a. Approve Minutes of Special December 6, 2016 City Council Meeting

b. Approve Minutes of December 6, 2016 City Council Meeting

c. Approve Claims as Presented:

➤ Claims	\$ 81,301.15
➤ Payroll	\$ 36,244.08
➤ P/R taxes & Exp	\$ 7,707.84
➤ Other Claims	\$ <u>1,437.00</u>
➤ Total Claims	\$ <u>126,690.07</u>

d. Res No 12-20-16-136 – Accepting Insurance Dividend Check from LMC

e. Res No 12-20-16-137 – Approving Trade-In of Bobcat Skid Loader

Motion carried unanimously.

2017 Joint Powers Budget

Eric Otte from Veolia presented the Hanover Budget for the Joint Powers Water Board. He stated that there is a small increase in labor and vehicle expense from last year. Otte invited Council Members and residents to come to tour the water treatment plant.

Public Hearings:

MOTION by Warpula to open the Public Hearing at 6:05 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Ord. 2016-10 – Adopting 2017 Fee Schedule

Hagen highlighted the changes to the 2017 Fee Schedule. Council discussed changing the hall rental rates to resident and non-resident and agreed to raise the hall rental rate \$25 instead. Hagen clarified other items noted in the draft ordinance.

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

MOTION by Warpula to close the Public Hearing and re-open the Regular meeting at 6:23 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Ord. 2016-10 – Adopting 2017 Fee Schedule

MOTION by Hammerseng to approve Ord. 2016-10 with changes stated, seconded by Warpula.

Motion carried unanimously.

Fire Department Grass Rig/Medical Vehicle Purchase

Assistant Fire Chief Brian Kottke explained that the Fire Department received two proposals for a new grass/medical truck. The bid from Danko Emergency Equipment was \$68,962 and the bid from Hieman Fire Equipment for \$53,122. Kottke stated the Fire Department would like to keep the cost under \$100,000 and that the truck would be used more for medical calls than grass fires. He explained that the current truck used for medical calls is too large for many of the areas they respond to. Warpula stated he would like to see the full cost of the truck including all items to make it fully equipped prior to approving the purchase.

Res No 12-20-16-138 – Approving 2017 City Consultant Rates

Hagen stated that the rates raised approximately 3% for all the consultants. He explained SEH had the largest rate increase. This increase is due to Heidi being promoted to a higher role in the company. Heidi is mindful of the budget and delegates work to the staff that works below her.

Hammerseng inquired if there was a set time that the City would ever look to RFP. Hagen explained that the City does not have a set schedule. If there is a set schedule and the City does an RFP they may be bound to the lowest consultant rate.

MOTION by Warpula to approve Res No 12-20-16-138, seconded by Hammerseng. **Motion carried unanimously.**

Ord. 2017-01 – Amending Chapter 9, Related to Water & Sanitary Sewer Service Lines

Hagen explained this amendment clarifies who is responsible for the water and sewer service lines should there be an issue. The policy is similar to St. Michael's policy. The water service line from the home to the curb stop is the homeowner's responsibility, then from the curb stop to the watermain is the City's responsibility. The sewer line from the home to the sewer main is entirely the homeowner's responsibility. Hagen stated he will have an ordinance ready for approval at the January 3rd meeting.

2017 Appointments/Vacancies

Council discussed the Council Board Liaison positions and decided not to change any assignments. MaryAnn Hallstein would be placed on the EDA Board to replace John Vajda's vacancy. Hagen asked if Council would like to switch the official newspaper to the Wright County Journal Press. Explained the Wright County Journal Press had lower rates for legal publications by approximately a third of the cost. Council also discussed the open Board positions, there are applications for all positions except for the EDA. The Mayor will make the appointments at the January 3rd meeting. Hammerseng is the most senior Council Member and will be the new Vice Mayor.

City Policies Review – Chapters 100-500

Hagen explained there are two new policies, the Social Media policy and the Fire Department policy. He explained the Fire Department policy will be added into the City's overall policy while keeping the Fire Department SOG's separate. There was discussion that all Council, Board, and Fire Department members will be given city emails. Hagen stated he will review the Fire Department policy with the Fire Department to gain their input.

City Network Upgrade Proposal

Hagen stated the proposal for the network upgrades is \$7,594, that total includes hardware and labor. Hagen further state he plans to tie in the new public works building and the fire department to the City Hall network. This will allow for a shared phone system as well as shared internet.

Final Budget Draft 4

Lindrud explained the largest change to the budget was allocating the portion of public works wages related to MS4 work to the storm fee fund. Several other line items were also reduced and the tax rate is now at 49.50%.

Res No 12-20-16-139 – Certifying 2017 Property Tax Levy

MOTION by Hammerseng to approve Res No 12-20-16-139, seconded by Warpula. **Motion carried unanimously.**

Res No 12-20-16-140 – Approving Fund Transfer

Lindrud explained the fund transfer will properly allocate funds to their correct projects. The revenue from the sale of the Greenhouse will be used to bring the Bridges at Hanover Escrow to a zero balance and the remaining revenue will be used to offset the cost of the trail/sidewalk extension that was completed in the Bridges. The revenue from the sale of the 5 acres will be transferred to facilities capital. The early payoff of the 2010 Equipment Certificate and the historic bridge fund will be brought to a zero balance with a transfer from general capital. The funds in the park capital fund are a mix of park dedication and park capital, park dedication fees can only be used for the creation of new parks. Since the regional bike trails can be paid for with park dedication fees, the remaining park capital fund will be transferred to the general fund to offset some of the trail costs that were paid out of general capital. Going forward there are two separate funds for park capital and park dedication fees.

MOTION by Hammerseng to approve Res No 12-20-16-140, seconded by Warpula. **Motion carried unanimously.**

Reports

Lindrud:

- Started getting ready for the audit.

Hagen:

- Requested that Council give feedback to Amy on the January newsletter by the end of this week.
- Presented a photo of the Nighthawks Cross Country Running team that they gave to thank Council for letting them practice and warm up at City Hall.
- JS Stewart submitted his grading escrow
- The Hanover Athletic Association approved the termination of the lease agreement with the City for the ballfield. Gambling funds cannot be used towards any adult use for the ballfield, the HAA wants to remove the lease and donate directly to the City. Hanover Youth Ball is also looking for other sources of funding.
- The Foxtailers put down rubber matting on the bridge and it seems to be working.

Hammerseng:

- Will not be able to attend the December Planning Commission meeting.

Kauffman:

- Thanked the Hanover Athletic Association for getting the skating rink open early.
- This was supposed to be John Vajda's last meeting and he wanted to let him know everyone appreciates everything he has done in the past.

Adjournment

MOTION by Warpula to adjourn at 7:45 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator