

**CITY OF HANOVER
CITY COUNCIL MEETING
FEBRUARY 3, 2014 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance: 7:00 p.m.

Mayor Kauffman called the Regular Council Meeting of Monday, February 3, 2014 to order at 7:04 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, and Doug Hammerseng. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, and City Attorney Jay Squires. Councilor Ken Warpula was absent. Guests present were Doug Voerding from the Wright County Journal Press, Bob Hegland, Duane Skyberg, and a Hennepin County Sheriff.

Approval of Agenda:

Smythe added two discussion items to the agenda. Item 7.e. Pay Equity Report and item 7.f. Temporary Winter Public Works Employee.

MOTION by Vajda to approve amended agenda, seconded by Pinor. Motion carried unanimously.

Consent Agenda Items:

MOTION by Pinor to approve the consent agenda as presented, seconded by Hammerseng.

a. Approve Minutes of January 21, 2014 City Council Work Session

b. Approve Claims as Presented:

➤ Claims	\$ 36,092.78
➤ Payroll	\$ 6,446.86
➤ P/R taxes & Exp	\$ 2,525.89
➤ Other Claims	<u>\$ 1,184.61</u>
➤ Total Claims	<u>\$ 46,250.14</u>

c. Res No 02-03-14-12 – Approving Renewal of Consumption and Display Permit

Motion carried unanimously.

Citizen's Forum:

Vitalization Award – Bryan Reitzner, Dewey, Bob Hegland

Smythe introduced Bob Hegland and Duane Skyberg (Dewey) in recognition of the time and efforts they donated in past years towards the playhouse raffled off at the Hanover Harvest Festival. Smythe also noted that Bryan Reitzner was not present, however, he was nominated by the EDA in recognition of his donations for the EDA Business Social.

Public Hearings:

Res No 02-03-14-13 – Vacating and Granting Drainage and Utility Easement 707 Kayla Lane

Hagen explained that unauthorized grading happened in a drainage and utility easement on the parcel. The City is unsure of when it happened, and the property owner has since installed extensive landscaping. The City became aware of the problem when a new construction permit was requested on the adjacent property. There were substantial amounts of standing water, and concerns from another property owner brought the issue to the attention of the City. In order to correct the issue, the builder of the new construction created a swale in the back portion of 707 Kayla Lane. This allows the proper drainage of water across the parcels. The City Engineer was involved in the process, and supervised the project ensuring correct grading.

The public hearing was opened at 7:15 p.m. and closed immediately due to no one being present to address Council on the matter.

MOTION by Pinor to approve the resolution, seconded by Kauffman. Motion carried unanimously.

Unfinished Business:

None.

New Business:

Res No 02-03-14-14 – 707 Kalea Court Variance

Hagen explained how this parcel has already received a variance on the wetland setback. However, after the builder began to dig at the start of construction it was determined a building pad was not installed per what was shown on the final plat. The house was reduced in depth in order to fit on the building pad. Because of the changed building plans, a new variance request is required in order to build the new home.

MOTION by Vajda to approve variance request in accordance with the Planning Commission's recommendation, seconded by Hammerseng. Motion carried unanimously.

Girl Scout Park Rental Fee

Staff requested direction on the park rental fee for the Girl Scouts. They reserve Settlers Park for a one week event each summer. In the past, they were charged a fee that current staff cannot reconcile with current or prior fee schedules. Council stated that because the Girl Scouts complete projects around the City that their fee was established in order to cover additional costs needed during their event. For example, to cover extra staff time to needed to clean the facility each morning, and the added amounts of bathroom tissue used. Council directed staff to revisit the fee charged in prior years to verify it covers current costs, and keep as is or raise, if needed.

Fee for Non-Profits

Staff requested direction on fees charged to non-profits. Hanover's fee schedule has a list of specific organizations exempt from rental fees. Staff is questioning whether Council wants to waive fees for all non-profits. It was brought to staff's attention that other cities waive fees for temporary signs when non-profit organizations request a sign permit. Hammerseng stated he is more willing to waive fees on a case by case basis in order to determine the benefit the City receives from the organization. Hagen explained that Hanover's sign ordinance can be confusing to understand, so knowing what is allowed and not allowed is hard to learn. Council tabled more detailed discussion of the sign ordinance for a future worksession meeting.

Chapter 8 – Public Protection, Crime and Offenses

Hagen stated he recently updated the City's ordinances on the website. He stated they were not updated since 2011 when the new City Code was passed. While updating the chapters, Hagen noticed several versions of Chapter 8, particularly the section on tall grass and weeds. Hagen seeks direction from Council in order to present an ordinance to regulate tall grass and weeds. Council stated they agree with the differentiation between empty lots and lots with structure for what height to allow grass to grow to before requiring mowing. Council directed staff to draft an ordinance and present it at next meeting.

Pay Equity Report

Smythe stated Council is required to accept the report and acknowledge it was submitted. Mayor Kauffman asked what Springsted worked on for the report. Smythe explained how Springsted compared Hanover's job descriptions to several other job descriptions in order to assign points. Those points place the jobs in a scale. Majority of the work is this task and it consumes a sizeable amount of time.

MOTION by Pinor to accept the Pay Equity Report, seconded by Vajda. Motion carried unanimously.

Temporary Winter Public Works Employee

Smythe stated that the Public Works Supervisor is unable to keep up with tasks due to the extensive amount of snow fall this winter. It was planned to hire a full time employee come spring, staff is requesting a temporary person be hired to help in Public Works for a period up to six months. This position would help with snow plowing duties mainly, as well as other maintenance tasks reserved for the winter months.

MOTION by Pinor to approve the position, seconded by Vajda. Motion carried unanimously.

Reports:

Hammerseng stated the first Planning Commission meeting of 2014 went well. He stated Stan Kolasa was selected for Chair, and Dawn Spraugel will serve as Vice Chair for 2014. Hammerseng feels Michelle Armstrong will also be a good addition to the board. He stated a main focus of 2014 will be to visit a Comprehensive Plan Amendment. The Planning Commission also requested a goal setting session between all of the boards similar to years past. Council consensus was to hold joint meetings with the boards in order to have a focus on their responsibilities. The joint Planning Commission/Council meeting will be at the February 18, 2014 Council Work Session. Hammerseng also informed Council he will be out of town for the March 18, 2014 Council Work Session.

Mayor Kauffman thanked Bryan Reitzner for hosting the EDA Business Social. It was a well-attended event and everyone seemed to enjoy themselves. He also reminded everyone of the scheduled caucuses on February 4, 2014.

Smythe stated all of the escrow accounts have been reconciled. She also informed Council that the audit has been scheduled for the middle of May.

Hagen stated a Transportation Alternatives Grant has been applied for. The request was almost \$80,000 which would cover 80% of the construction costs. The grant requires the City to fund engineering and planning costs, as well as match 20% of the construction cost. The total estimate of the project was approximately \$150,000. The majority of the cost estimate is for white oak replacement decking. If the grant is awarded to Hanover, all costs will be covered between the grant funds and the existing capital balance in the historic capital fund.

Vajda stated the recent newsletter was put together well, but requested future newsletters be reviewed by Council. Staff agreed that Council review is a good idea.

Pinor agreed with Vajda, and stated the City should advertise to residents of the recycling money the City receives when residents recycle versus use garbage for all of their waste.

Adjournment:

MOTION by Pinor to adjourn at 8:36 p.m., seconded by Vajda. Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita Smythe, City Administrator