

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
OCTOBER 18, 2016 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, October 18, 2016 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, City Engineer Justin Messner, City Planner Cindy Nash, Accountant/Deputy Clerk Elizabeth Lindrud, and Public Works Supervisor Scott Vogel. Other guests present were Lyle Wagner, Rod & Lucy Bechtold, Ben Tregasla's, Ed Sjolín, Mary Ann Hallstein, and Paul Johnson with WSB. John Vajda was absent.

Approval of Agenda

Hagen clarified that items 6, 7, and 10 were all added to the agenda after the initial packet was delivered to Council.

MOTION by Hammerseng to approve the agenda as amended, seconded by Zajicek. **Motion carried unanimously. Vajda absent.**

Consent Agenda

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

1. Consent Agenda Items:

a. Approve Minutes of October 4, 2016 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 107,975.28
➤ Payroll	\$ 7,789.29
➤ P/R taxes & Exp	\$ 3,101.18
➤ Other Claims	<u>\$ 2,541.44</u>
➤ Total Claims	<u>\$ 121,407.19</u>

Motion carried unanimously. Zajicek absent.

Bechtold/Wagner Property – PID 108-500-033301

Ed Sjolín explained that the previous City Administrator, Bob Derus had stated that the Bechtold/Wagner Property qualified for two building entitlements because the property is 60.9 acres. Sjolín explained that he has a letter from current staff stating the property has only one entitlement. They have lost several sales because of the entitlement issue, buyers would like to separate into more than one property. Kauffman agreed that this property is perfect for a large lot development. Ben Tregasla explained that he has been watching this property and is interested in the gravel pit portion and would like to split the lot and sell the flat portion to investors.

Nash explained that there needs to be a completed survey. She also explained that the section of land along the river, separated by the roadway, would need to be split into a third parcel, as it is unbuildable and in the 100-year flood plain. She stated that the City's Comprehensive and Ordinances require City water and sewer in a new development. A survey with available sites for septic would need to be completed before going ahead with a variance application. Nash further explained that a preliminary and primary plat would be needed for the road and the river section would be an outlot.

Res No 10-18-16-114 – Declaring Cost and Ordering Preparation of 5th St. Watermain Extension Assessment

Messner explained the resolution declares the total cost of the watermain extension and allows Messner to begin the assessment process. Twenty-five percent of the cost will be assessed to the benefiting properties, equaling approximately \$17,000 per property.

MOTION by Hammerseng to approve Res No 10-18-16-114, seconded by Zajicek. **Motion carried.**
Voting aye: Warpula, Hammerseng, Zajicek. Abstaining: Kauffman.

Res No 10-18-16-115 – Calling 5th St. Watermain Extension Assessment Hearing

Messner stated the resolution sets the public hearing for November 15, 2016 at 6:00 p.m., and authorizes the placement of the publication for the hearing.

MOTION by Hammerseng to approve Res No 10-18-16-115, seconded by Zajicek. **Motion carried.**
Voting aye: Warpula, Hammerseng, Zajicek. Abstaining: Kauffman.

Warpula left at 6:50 p.m.

MS4 Application Review – Paul Johnson, WSB

Paul Johnson with WSB gave a presentation of the MS4 permit application and requirements. Johnson explained the goal is to reduce the amount of pollutants discharged in stormwater through City infrastructure. There are six minimum control measures required for the permit; public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site stormwater runoff control, post-construction stormwater managements, and pollution prevention and good housekeeping for municipal operations. Johnson explained that WSB's role will be to put procedures in place and once the program is up and running WSB is available for support through quarterly check-ins.

Fire Department Officer Selection

Hagen explained that the new officer selection process is not completed. He explained the main changes are that the Chief 1 position would move from a two year term to a four year term and some changes to the minimum requirements for officer positions. Hagen stated that now would be a great time to look at the Fire Department policies in depth. The goal would be bring the Fire Department into conformance as a full City Department. The League of Minnesota Cities is available for assistance through this process, and they already have an in-depth memo related to this process. Hagen does not predict major changes to the departments operations, more so, a change in recognizing what document is responsible for regulating what activity of the department. Council agreed and supported the transition.

Fire Relief Association Bylaws

Hagen explained that the Fire Relief Association was required to update their bylaws and the new bylaws were included for Council's information, no action is required.

Res No 10-18-16-113 – Approving Bridges at Hanover Trail Extension

Messner felt the quote of \$26,139 was high given the contractor is already onsite. Council felt the project was desired this fall yet, but wanted to ensure a best price was offered. Council directed staff to work with Brennan Companies on clarifying project costs, and to obtain additional quotes.

MOTION by Zajicek to approve an amount not to exceed \$26,139 and if with Brennan Companies, not pay mobilization costs, seconded by Kauffman. **Motion carried.**

Reports

Messner:

- R.L. Larson will be out of the 5th street touch ups.
- Waiting on final invoice for the sidewalk extension.

Vogel:

- Irrigation systems were blown out and the Shelter will be shut down tomorrow.
- October 28th will be the last day for Terry, the summer help.
- Will begin switching over the plow trucks.

Kauffman inquired of the City would help with the ice rink this winter. Vogel stated yes, they would help, they just need someone from the Hanover Athletic Association to give them a call when they want assistance with clearing the actual ice or help making the ice.

Lindrud:

- Biren sent out FEMA letters to 104 residents with 127 parcels on September 30th and October 11th. Ten residents have contacted City Hall so far with questions.
- An average of three absentee ballots have been given out per day over the counter in addition to the ballots requested online.

Hagen:

- The Settlers Park ballfield redesign will not start this fall. The Hanover Athletic Association did not get a completed application in on time and did not receive approval from the MN Gambling Control Board on the funds for the project.
- Public Works did the fall irrigation blow-outs themselves this year versus hiring it out.
- The Public Works soil correction bids will begin on Thursday with a ten day bid and end on Monday, October 31st the lowest bid will be presented at the November 1st Council meeting.
- Continuing to work with Bankwest on the property easement for the trail switchback.

Zajicek:

- Inquired if Staff knew who was leaving the Save the Trees signs in the park and if the City is able to fine for littering.

Hammerseng:

- The 125th Celebration was a nice event, enjoyed seeing the elders and the military veterans of the community recognized.
- Attended the NW Hennepin League of Cities Mayor's meeting for Mayor Kauffman. The guest speaker gave a presentation on the ground water and the projected population growth and it did not bode well.

Kauffman

- Attended the 125th Celebration and had a good time.

Adjournment

MOTION by Hammerseng to adjourn at 8:30 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator