

CITY OF HANOVER
JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION
FEBRUARY 18, 2014 – OFFICIAL MINUTES

Call to Order

Mayor Kauffman called the Joint Council and Planning Commission Work Session Meeting of Tuesday, February 18, 2014 to order at 6:00 p.m. on behalf of the City Council. Chair Kolasa also called the meeting to order on behalf of the Planning Commission. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng, Ken Warpula, Planning Commission members Stan Kolasa, Dawn Spraugel, Jim Schendel, Reid Rabon, and Michelle Armstrong. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Public Works Supervisor Scott Vogel, City Planner Cindy Nash, and City Engineer Justin Messner. Councilor Wendy Pinor was absent.

Approval of Agenda

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

MOTION by Spraugel to approve the agenda as presented, seconded by Rabon. **Motion carried unanimously.**

Consent Agenda

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

a. Approve Minutes of February 3, 2014 Regular City Council Meeting

b. Approve Claims as Presented:

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|-------------------|---------------------|
| ➤ Claims | \$ 33,965.79 |
| ➤ Payroll | \$ 6,190.23 |
| ➤ P/R taxes & Exp | \$ 2,416.52 |
| ➤ Other Claims | <u>\$ 1,366.08</u> |
| ➤ Total Claims | <u>\$ 43,938.62</u> |

c. Res No 02-18-14-15 – Approving 2013 Escrow Fund Transfers

d. Res No 02-18-14-16 – Approving 2013 Capital Fund Transfers

e. Res No 02-18-14-17 – Approving 2012 & 2013 Fire Department Transfers

Motion carried unanimously.

Downtown Area Snowmobile Trail

Smythe explained a conversation she held with a business owner from the downtown area. He expressed concern about the location of the snowmobile trail through the downtown area. He understands that Hanover is welcoming to snowmobiles because of the business they bring to the City. However, he has seen damage done to his property throughout the years from snowmobile riders. He requested the City revisit the trail location in order to re-route the direction the snowmobilers travel. Kolasa stated the City designated that side of the road for the trail. Vogel agreed that the south side of the road is best because there is a sidewalk on the opposite side. Vogel also stated he feels part of the problem is due to the amount of snow this year. Vogel stated the snow is piling up to a point where snowmobiles are unable to ride near the curb, and in turn resort to going further into the property. Council directed Vogel to create a flat top by pushing the snow back away from the curb. They feel this will create a barrier and help solve the issue.

Joint Discussion with Planning Commission on 2014 Goals

Smythe explained that vacant lots in Hanover are dwindling. The City has received one request to develop land on septic and well. Currently any new development would require municipal water and sewer to be extended to the area. There is a demand for large acre parcels and it is not economical to extend water and sewer to large acreage parcels. Staff predicts that a large acre parcel development would come to Hanover if the requirement for water and sewer be eliminated. Nash explained this can be accomplished by first amending the Comprehensive Plan, then amending the Subdivision Ordinance. Nash explained that a study should be completed to determine costs and feasibility of water and sewer extension throughout Hanover. Council believes this was completed by WSB & Associates already. Council directed Nash and Messner to work together in order to determine feasible locations to not require water and sewer.

Discussion about lot width was also held. It was asked if developers tend to create lots to the minimum width allowed by a City. Nash stated that developers will complete a market study of what type of home will sell. They then create a development off of that information. If they want to build larger homes the lot widths would come in wider than the City minimum. Nash also stated that developers can request narrower lot widths through a Planned Unit Development agreement with the City.

Armstrong asked what the Collaborative Process entails as required by the Comprehensive Plan. Nash stated a committee would be formed with of people who represent staff, Council, and the Planning Commission. This group would meet with the developer to review plans in order for the plans to represent Hanover's vision. Nash stated this requirement tends to extend the entire process because of the difficulty that comes with setting up meetings. Nash asked if this process should stay as a requirement or if she would be able to meet with developers in the beginning and then bring the collaborative process in when details become more set. Consensus was to allow planner, engineer, and staff to meet with developers in the beginning stages in order to keep the process smooth.

Draft Chapter 8 of City Code, Sec. 8.19

Hagen presented the draft version he compiled between three different of this ordinance he found on record. Council felt the ordinance should allow some flexibility for amount of time a property owner has to mow the tall grass. Hagen stated he will make that change along with double checking section references.

Draft Chapter 2 of City Code, Fire Department False Alarm Calls

Council asked if Chief Dave Malewicki was able to review the ordinance. Hagen stated he was able to give his input and he was happy with the way it read. Hagen asked if Council would want the twelve month time frame to be calendar year or from the first false alarm. Council felt from the first false alarm is best. Council also requested language be added to be specific to fire alarm false alarms. They do not want this ordinance to deter neighbors from calling in a suspicion.

Reports

Vogel had the following:

The key to unlock the front door was jammed in the lock over the weekend. The locking system needs repair because it is old and wearing out. Council direct Vogel to receive quotes for a key fob unlocking system.

Vajda asked about salt status. Vogel stated he has gone through the 100 ton he ordered in the beginning of the season. Since the New Year, he has ordered 50 more ton.

Vajda also asked about the temporary winter worker. Vogel stated he is doing great work and works about 4 days a week in the afternoons.

Hagen stated he attended a meeting to present on the grant he submitted for the bridge construction. He felt Hanover has a quality project given the amount the request was and the importance of the bridge connecting two regional trail systems. Hagen stated the grant would allow work to be completed in Fiscal Year 2017, meaning construction starts July 2016. There was some concern about the timeframe of the project and the 125 year celebration that will happen that summer. Hagen stated he plans to apply for other grants as well to allow earlier construction work.

Smythe stated she is continuing to attend meetings related to the River Rider program. The group is still trying to find an alternative program.

Adjournment

MOTION by Hammerseng to adjourn on behalf of the Council at 8:31 p.m., seconded by Vajda. **Motion carried unanimously.**

MOTION by Rabon to adjourn on behalf of the Planning Commission at 8:31 p.m., seconded by Armstrong. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita M. Smythe, City Administrator