

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MAY 16, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, May 16, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Councilor Jim Zajicek was absent. Also present were City Administrator Brian Hagen, City Attorney Jay Squires, City Planner Cindy Nash, and Public Works Supervisor Jason Doboszanski. Other guests included Andrew Grice of Bergan KDV, Aaron Brom of Crow River News, Dean Kuitunen, and Ben Lange.

Approval of Agenda

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

Motion carried unanimously.

Consent Agenda

Kauffman corrected the income level stated in the minutes for the workforce housing project.

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

Motion carried unanimously.

a. Approve Minutes of May 2, 2017 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 85,560.47
➤ Payroll	\$ 7,448.39
➤ P/R taxes & Exp	\$ 3,152.73
➤ Other Claims	\$ <u>1,292.64</u>
➤ Total Claims	\$ <u>97,454.23</u>

Motion carried unanimously.

Bergan KDV – 2016 Audit Review

Andrew Grice provided an overview of the 2016 financial statements. There were few significant changes to the City's financial status. The largest change was a reduction to the general fund reserve. This is due to a larger capital fund transfer. This transfer still allows the City to remain at a 50% plus reserve level. Per the City's policies, this is on the conservative end on what level of reserves to hold. Grice further explained that the City remains to have good practices in place to manage the financials.

Res No 05-16-17-51 – Approving Variance for 311 Jansen Ave. NE

Nash outline the variance request. She further explained that the Planning Commission discussed the request over two separate meetings. Lange was directed to make adjustments to the plans, which are identified in the version provided to Council.

Kauffman felt a shed located in the front yard should match the home both in color and siding materials. Nash noted that the Planning Commission discussed that matter in depth and ultimately held a larger concern for a matching color.

Lange stated he intends to have the shed match the house by having a two toned color scheme as well as a stone front.

MOTION by Warpula to approve Res No 05-16-17-51 with the added conditions of installing a stone front, two tone color on remaining three sides, tin color to coordinate with house, and have color approved by staff, seconded by Hammerseng. **Motion carried unanimously.**

Ordinance Amendment – Site Plan Approval & Administrative Lot Split Process

Nash explained that currently both site plan approvals and administrative lot splits are required to come before the City Council. This process tends to add time and money to these applications. Staff is proposing to amend the ordinances to allow minor site plan amendments to be approved by the Administrator as well as lot splits. This will allow for a more streamlined process. The same conditions

would be required to be met as currently are required. Council supported the change and directed discussion to continue with the Planning Commission.

Sand Companies Workforce Housing Follow Up Discussion

Discussion on the presentation given at the May 2nd meeting was held. Council questioned the desire to provide a local incentive at this time.

Ordinance Amendment – Implementation of Administrative Fine System

Hagen explained that currently staff conducts code enforcement on a complaint basis. The enforcement is limited to following proper steps to allow the city to step in and correct the violation. Staff has not experienced great success with this method, and have experienced a great amount of time spent on code enforcement. It is suggested to implement a fine system in order to allow an additional method to receive results as well as reduce the staff time.

Council suggested better language to identify what a separate offense would be. They further suggested that the administrative hearing process be conducted by one staff person and one councilor.

Goal Setting Retreat – Review of Action Plan, Mission Statement, Vision Statement

Hagen outlined action plans for the top six goals. He stated that several of the goals all identified a plan which included the comprehensive plan amendment. Hagen also noted that several people used the term fiscal responsibility at the goal setting session. Hagen suggested that a consensus be formed come budget session on what is fiscally responsible.

Hagen further provided a suggested mission statement as follows:

“The mission of Hanover is to maintain fiscal responsibility while providing high quality amenities and services. This is done to retain the small town atmosphere while offering a desirable community to live, work, and play.”

Hagen further provided a suggested vision statement as follows:

“Hanover is a historic Crow River city valuing small town tradition, while embracing both business and residential growth opportunities.”

Council Meeting Date Changes – July 4th & August 1st

MOTION by Warpula to move the July 4th meeting to July 10th, seconded Hallstein. **Motion carried unanimously.**

The August 1st meeting would be discussed at a later date.

Reports

Hallstein

- Stated the EDA purchase of 11234 River Rd is proceeding forward.
- Stated there is interest in developing a 4 acre parcel at the intersection of Church St. and River Rd into an apartment complex.

Warpula

- Complimented Amy on the City’s Facebook page.

Kauffman

- Asked for a sit in for the Jt. Powers Water Board. Warpula would attend.

Hagen

- Outlined the status of the WCAT intent to withdraw from the service agreement with Trailblazers Transit. WCAT representatives will continue to meet with McLeod and Sibley Counties to come to a resolution. Wright County is still refusing to pay funds from MnDOT onto WCAT.
- Stated the Public Works Facility Bids will be opened June 5th. Council will also see a site plan amendment for the facility on June 6th.

- Stated Hanover Youthball would like to lay sod the weekend of June 2nd. Sod will be installed in the outfield area and seed will be installed beyond the fence lines. Total cost of this will be approximately \$15,000.
MOTION by Kauffman to approve up to \$15,000 towards sod, seed, and erosion blankets in order to establish turf, seconded by Hammerseng. **Motion carried unanimously.**

Doboszenski

- All portable toilets are open
- Approximately 1 day remains for crack filling
- The shed was moved at the Settlers park Ballfield in order to complete the irrigation line wet tap
- All parks have been fertilized

Adjournment

MOTION by Warpula to adjourn at 8:20 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator