

**CITY OF HANOVER
CITY COUNCIL MEETING
JULY 10, 2017 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, July 10, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Jackie Heinz, City Attorney Jay Squires, City Planner Cindy Nash, City Engineer Justin Messner, Public Works Supervisor Jason Doboszenski. Guests included Clark Lee, Joe Kaul of Hanover Historical Society, Tim Zimmerman, Matt Lee and other residents.

Approval of Agenda:

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

Consent Agenda:

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

Consent Agenda Items:

- a. **Approve Minutes of June 20, 2017 City Council Meeting**
- b. **Approve Minutes of June 26, 2017 Special City Council Meeting**
- c. **Approve Minutes of June 26, 2017 Joint City Council/Planning Commission Meeting**
- d. **Approve Claims as Presented:**

➤ Claims	\$ 244,988.94
➤ Payroll	\$ 6,707.80
➤ P/R taxes & Exp	\$ 2,795.27
➤ Other Claims	\$ <u>2,162.20</u>
➤ Total Claims	\$ <u>256,654.21</u>
- e. **Res No 07-10-17-65 – Approving Donation from Hanover EDA to Hanover Harvest Festival**
- f. **Res No 07-10-17-66 – Approving Donation from Hanover EDA to Hanover Harvest Festival**
- g. **Res No 07-10-17-67 – Approving Fire Department Job Descriptions and Wages**
- h. **Res No 07-10-17-68 – Approving 2018-2020 Hennepin County CDBG Program**

Motion carried unanimously.

Citizen's Forum:

Clark Lee

Lee asked to withhold his comments until the PUD discussion.

Joe Kaul

Kaul was in attendance on behalf of the Hanover Historical Society. He stated that the Hanover Historical Society is excited about the prospect of becoming caretakers of the Hanover Zion United Methodist Church after the church permanently closes. They hope to make the church and hall a sustainable location for the organization to operate from. The intent is to maintain the historical significance of the church. They ask the City Council to reflect on the importance of the structure to Hanover and its place in Hanover's history. They recognize there is a need to work with the City in order to obtain the goal. Kaul, by example, stated the City recognized the historical importance of the Historic Bridge in town, and feels the Hanover Zion United Methodist Church is equally important.

Tim Zimmerman

Zimmerman is a former resident of Hanover and former Hanover Council member. He outlined the history of the Hanover Zion United Methodist Church by stating it existed prior to Hanover being incorporated as a city. This was a place of gathering for the townspeople prior to a City Hall being built. The Church is part of the History of Hanover and he would like to see it preserved.

Matt Lee

Lee asked to withhold his comments until the PUD discussion.

Public Hearings:

None

Unfinished Business:

Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application

Bill Alms of WSB performed a demo of the SWAMP application. The application is able to track maintenance of storm water ponds, meets MS4 requirements, links with GIS, and the information is stored for cataloguing. The application can be run on a laptop or iPad so information can be entered in the field by city staff. There is a cost to purchase and setup the software of \$10,100 and an annual subscription cost of \$1,400 thereafter.

MOTION by Hammerseng to approve Res No 06-20-17-64, seconded by Zajicek. **Motion carried unanimously.**

Res No 07-10-17-69 – Approving Wright County Joint Cooperative Agreement for Fire Aid

Chief Malewicki presented the information at the June 20 City Council Meeting. This is for reimbursement from entities for mutual aid calls.

MOTION by Hammerseng to approve Res No 07-10-17-69, seconded by Warpula. **Motion carried unanimously.**

Ord. 2017-02 – Amendment to Chapter 2, Fees for Emergency Fire Services Related Costs

Chief Malewicki presented the information at the June 20 City Council Meeting. This amendment gives authority to charge property owners for emergency calls associated with false alarms, underground utility breaks, illegal activities, arson fires and hazardous materials.

MOTION by Kauffman to approve Ord. 2017-02, seconded by Warpula. **Motion carried unanimously.**

Ord. 2017-03 – Amendment to Chapter 1, Administrative Enforcement of Code Regulations

Hagen explained the Amendment defines an administrative process to fine property owners versus going through the nuisance abatement process. The changes intend to make the process more efficient and cost effective.

MOTION by Warpula to approve Ord. 2017-03, seconded by Zajicek. **Motion carried unanimously.**

Ord. 2017-04 – Amendment to the 2017 City of Hanover Fee Schedule

Hagen explained the addition of fees for Administrative Citations for Code Offenses, increase in the water meter fee and the fees to property owners for emergency protection fire services.

MOTION by Warpula to approve Ord. 2017-14, seconded by Hammerseng. **Motion carried unanimously.**

Res No 07-10-17-70 – Approving 11234 River Road NE Purchase Agreement

Hagen explained the home inspection is complete and there were no red flags. If the property were to be rented as a home or business there would be minor updates needed. The EDA is recommending purchasing the property. There is no short term plan with the property.

MOTION by Hallstein to approve Res No 07-10-17-70, seconded by Warpula. **Motion carried unanimously.**

New Business:

Res No 07-10-17-71 – Approving Lot Split for Elayne Hengler

Nash explained the lots were combined several years ago. This split would make the lots as they were originally platted. Water is available but not sanitary sewer. Staff is recommending approval with the agreement that a new water service line with curbstop be installed to Lot 17.

MOTION by Hammerseng to approve Res No 07-10-17-71, seconded by Hallstein. **Motion carried unanimously.**

Res No 07-10-17-72 – Approving Variance for 11045 10th St. NE

Nash explained the request is for a second driveway on the same street. Both driveways would be off of 10th Street. Planning Commission is recommending approval.

MOTION by Zajicek to approve Res No 07-10-17-72, seconded by Hammerseng. **Motion carried unanimously.**

Res No 07-10-17-73 – Approving an Amendment to the Comprehensive Plan

Nash explained Backes Companies, the developer, is proposing to plat 30 single family lots in the Crow River Heights West 3rd Addition. Maintenance of the ponds is same as previous ponds.

Clark Lee explained he is in support of the development. He further feels the statement that there is no wetland is an opinion and not fact. Lee suggested the city not approve the plat until Wright Soil and Water sign off on the wetland delineation report.

Matt Lee expressed there is different treatment of land whether owned by the City or homeowner. For example property owners in the development dump grass clippings in an area because they know it is city owned. He wants the storm water ponds to be owned by a property owner. He further feels the storm water pond areas should only be limited use not to allow the City to do whatever they please with the area. Hagen stated that the purpose of the area is for a storm water pond. Therefore, the city will only support use related to storm water management.

Hallstein stated the City can now fine for dumping on City land, Matt Lee could now call and complain with the new fee structure.

Hammerseng stated the new homes being built will help with the dumping problem.

Nash stated there is a condition in the recommendation on the final plat where is a wetland was found, rules would be followed and a possible redesign of the lots and development would happen.

MOTION by Hammerseng to approve Res No 07-10-17-73, seconded by Zajicek. **Motion carried unanimously.**

Res No 07-10-17-74 – Approving Rezoning a Property for a Planned Unit Development

Nash explained the new PUD has a variation of lot sizes but the buildable area is still similar to the existing homes in the development.

Matt Lee requested the 7' side setback be removed and have a 10' side setback instead. The smaller setback would change the look of the neighborhood.

Clark Lee explained the smaller setback makes safety an issue with house fires. If shrubs and additions are added to the house the area between houses becomes less and makes it hard for firefighters to gain access to the back of the house.

Discussion around the setback distance change was held. The developer stated he was looking for flexibility to allow builders to construct a larger home if desired. Consensus was an eight foot setback would suffice.

MOTION by Hammerseng to approve Res No 07-10-17-74, with the amendment of 8 foot side yard setback, seconded by Warpula. **Motion carried unanimously.**

Res No 07-10-17-75 – Approving Prelim. & Final Plat for Crow River Heights West Third Add.

Nash explained temporary cul-de-sacs and easements are needed, escrow would be required for the removal of the cul-de-sacs in the future.

Hallstein inquired about doing one final lift when the development is completed vs in stages. Messner suggested against one final lift, plow and truck damage could happen and the road itself would be weakened.

MOTION by Zajicek to approve Res No 07-10-17-75, seconded by Warpula. **Motion carried unanimously.**

Ord. 2017-05 – Amendment to Chapter 10, Modifications to Site Plans

Hagen explained staff is asking to amend the ordinance to allow administrative approval of minor site plan modifications. The amendment will simplify and shorten the process as well as reduce costs to applicants.

Warpula requested the approvals be added to the Friday updates in order for Council to stay informed.

MOTION by Hammerseng to approve Ord. 2017-05, seconded by Warpula. **Motion carried unanimously.**

Ord. 2017-06 – Amendment to Subd. Regulations Sec. 30-04-01, Administrative Subdivisions

Hagen explained staff is asking to amend the ordinance to allow administrative approval of lot splits and combinations. The amendment will simplify and shorten the process as well as reduce costs to applicants.

Warpula requested the approvals be added to the Friday update in order for Council to stay informed.

MOTION by Warpula to approve Ord. 2017-06, seconded by Zajicek. **Motion carried unanimously.**

Ord. 2017-07 – Amendment to Chapter 10, Design Review Guidelines

Hagen explained districts B1, I1 and I2 require design standards while B2 has no design requirements. This amendment creates consistency across zoning districts.

Hallstein asked if the Amendment will affect existing buildings. Hagen stated no it would not, only if they were to make improvements.

MOTION by Warpula to approve Ord. 2017-07, seconded by Hammerseng. **Motion carried unanimously.**

Res No 07-10-17-76 – Approving Purchase of Office Printer/Copier/Scanner

Hagen explained the existing machine is 9 years old and starting to show its age. The printer adds a pink hue to pages printed after large jobs.

MOTION by Warpula to approve Res No 07-10-17-76, seconded by Hallstein. **Motion carried unanimously.**

Res No 07-10-17-77 – Approving Matching Grant Business Incentive

Hagen explained Pattie Yantes would like to update the signage for her business. Yantes is requesting straight grant funding. EDA has recommended approval. The amount requested is half of the total cost and would replace / update and add new signage.

MOTION by Warpula to approve Res No 07-10-17-77, seconded by Hallstein. **Motion carried, voting in favor: Hammerseng, Warpula, Zajicek, Hallstein. Abstaining: Chris Kauffman due to ownership of property.**

Res No 07-10-17-78 – Approving Release of Crow River Heights Master Subd. Agreement

Squires explained the old agreement has been satisfied. This resolution gets rid of the old and starts with a new one since the land has been sold to a new developer.

MOTION by Warpula to approve Res No 07-10-17-78, with the amendment subject to final review and approval by City Attorney, seconded by Hammerseng. **Motion carried unanimously.**

Reports

Doboszanski

- Introduced new Public Works employee Jason Ramthun
- DMJ is done with patching
- Rip Rap is delivered, Need Mini for 1 Week rental to complete
- Prepping for the Hanover Harvest Festival
- Moved Shed and leveled in new ball field
- Requesting OT Hours, work with Brian on

Messner

- The area on 5th street by culvert will be repaired this week by the contractor and is under warranty

Hallstein

- Asked about quantity of business cards to be ordered

Zajicek

- Concert in the Park went well
- New Ball Field looks good

Hagen

- Asked about holding off on printing the newsletter until the new printer arrived or spend \$1,300 to print. Hammerseng recommended asking company where the new printer is coming from to print for free.
- Chief Malewicki would like councils okay for the boy scouts to have fireworks

Heinz

- Harvest Festival plans are coming along great

Kauffman

- LMC selected Senator Mary Kiffmeyer to receive a MN Cities Legislator of Distinction Award

Adjournment

MOTION by Warpula to adjourn at 9:38 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator