

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
JULY 21, 2015 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, July 21, 2015 to order at 6:05 p.m. Present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Councilor John Vajda arrived at 7:45 p.m. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud and City Engineer Justin Messner. Guest present was Tom Therrien from Hanover Youth Ball.

**Approval of Agenda**

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

**Consent Agenda**

Hagen corrected a vendor name in the claims for check number 31128. A check made out to Minnesota Exteriors will be voided and corrected to reflect the vendor the payment should have been issued to, Minnesota Fire Service Certification. An additional claim for the City of St. Michael for the 2015 2<sup>nd</sup> quarter lift station flows was added in the amount of \$32,130.99.

**MOTION** by Hammerseng to approve consent agenda as amended, seconded by Warpula.

**a. Approve Minutes of July 7, 2015 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 175,174.06
➤ Payroll	\$ 11,865.48
➤ P/R taxes & Exp	\$ 3,533.95
➤ Other Claims	<u>\$ 1,262.02</u>
➤ Total Claims	<u>\$ 191,835.51</u>

**Motion carried unanimously.**

**Hanover Youth Ball Update**

Tom Therrien for the Hanover Youth Ball gave an update on the growth of the Hanover Youth Ball. There are currently 321 children participating in the leagues. The program has grown with the addition of websites and email communication; they also recently took in some of the Corcoran teams. Mr. Therrien stated there is a lack of fields and many scheduling conflicts. As kids advance in age, Hanover Youth Ball loses their players to Buffalo, since Hanover does not have fields large enough for the 16U age group.

Mr. Therrien would like to apply for a grant from the Minnesota Twins to assist in upgrades to fields here in Hanover. The grant money may also be used towards creation of new fields. Kauffman suggested visiting with the Athletic Association to work with them on bettering the field in Settlers Park. The City and the Athletic Association have had discussions in the past, unfortunately nothing has come of them yet. The City is still willing to work with the Athletic Association to alter the Settlers Park field for a better setup. It was also suggested that the fields behind the elementary school could be repaired to playing condition for the younger players. Mr. Therrien inquired about any other land options to build fields. Council explained that the City owns 10 acres along 5<sup>th</sup> St NE. At this point that is not available, but if a business withdraws its' interest then things could change; there is also the Duininck Pit that may be listed. Warpula suggested that the Settler's Park field should be assessed to see how many trees would need to be cut.

Mr. Therrien and Mr. Hagen plan to attend the next Hanover Athletic Association meeting so the three organizations can work together to create more ball fields.

## **5<sup>th</sup> St. Water Expansion**

Mr. Messner answered questions on the estimate to expand a water main down 5<sup>th</sup> St. NE. He stated connecting the water line to River Road and County Road 19 lines would create a loop in the system and provide the best service to properties. Council questioned the loop proposal and costs. Messner stated that a stub could be installed now and extend the line as needed. Payment options are for the City to fully fund the project, or to recuperate costs through assessments. Council felt that it would be best to look into alternative routes to find a more reasonable solution, and to tie the funding in with additional bonding if needed to save on administrative costs.

Hagen inquired on when this project will start. If the intent is to capitalize on bonding, then Public Works Facility needs to be considered. Prior to bonding there are certain steps needed to be completed like adopting a Capital Improvement Plan and providing the public opportunity to submit feedback. There is also time needed for design and project bid to name a few.

Staff was directed to converse with other cities on the process, gather plans from other cities to provide a starting point, and to continue to meet with Northland Securities on bonding the project or projects.

## **MS4 Proposal Update**

Messner walked through the proposal from WSB to develop and implement the MS4 permit. They were able to reduce the costs by around \$2,220 for a total proposal of \$9,300 to implement MS4. Messner explained that work has been completed which in the future will need to be documented as part of MS4. We will make sure this is recognized and added to Hanover's GIS. Warpula inquired about Task 3, Public Education. Messner stated that WSB would provide written information to be sent to residents. These communications are usually sent with utility billings or in city newsletters.

Kauffman agrees the costs provided are reasonable, but still is not in favor of the new requirement. Hammerseng agreed and would be interested to know if other cities have provided any push back.

## **Engineer Report**

Messner gave his report early:

- CSAH 19 Trail - seeding and grading will be done 7/22/15. A chain link fence with wood posts and signage will be installed next week. The flat areas will be hydro seeded and the sloped areas will have a blanket seeding to prevent erosion. The crossings will also be striped in the same manner as the other trail crossings and the storm sewers will be opened once grass has been established. Messner further stated a resident had requested wild flowers along the trail. The request was past to Three Rivers, their response was that Crow Hassan Park is one of the largest native flower parks they operate and they do not intend to plant additional flowers along the trail.
- Beebe Lake Trail – met with New Look Contracting for the final items on the Beebe Lake Trail. The bird baths in the asphalt have been fixed and will fog seal and stripe (at contractors cost). Pearson's will tack the road shoulder to help keep gravel off the trail.

John Vajda arrived at 7:45pm

## **Res No 07-21-15-42 – Approving AEM to Provide Acct. Training/2015 Audit Prep**

Hagen explained that the proposal from AEM was the same; however, the wording better defines what cost may be. The proposal is to charge for training on an hourly basis as needed. A guideline on training was provided in the proposal. Hagen also noted that audit preparation has historically cost approximately \$6,500, which is included in this proposal.

**MOTION** by Hammerseng to approve Res No 07-21-15-42, seconded by Zajicek. **Motion carried unanimously.**

## **Ordinance Amendments**

### **Public Bathroom Use Ordinance**

Kauffman stated that the Alliance Defending Freedom would defend the City of Hanover should the City pass this ordinance and someone brought the City to court. Kauffman would prefer to avoid a lawsuit, but did ask if Council would speak with the origination and vet them. Kauffman predicts that if the City were sued, there would be no fine, but rather amended ordinances and policies be forced.

### **Restricted Residence Ordinance**

Kauffman stated this ordinance reflects closely to that of which is already regulated against these individuals. The ordinance would be more restrictive and recognize it on the local level.

### **Medical Marijuana Facilities**

Kauffman stated the Medical Marijuana ordinance would need to go to the Planning and Zoning commission. Warpula stated that only two licenses were given out in Minnesota and neither one was issued in Hanover.

## **2015 Budget Amendment**

Hagen recommended amendments to the 2015 budget. These changes mostly reflect staffing changes and expenses that are paid in full for the year. Kauffman pointed out that the State Aid given for road improvements needs to be added. Hagen also addressed that some items within the budget are being allocated at more detailed level than in the past, for example Medical Benefits will now be broken down by HSA, Dental, and Medical Insurance. Worker's Compensation will also be allocated within the correct departments as well, instead of one line item.

## **Staff Retention**

Hagen asked the council if they had further input on adjusting the staff salary ranges or personnel policy. Kaufmann explained these items will help Hagen budget for 2016. Kauffman and Hammerseng asked if Hagen if he would look into other medical insurance providers. Council also asked Hagen to send the current personnel policy, job descriptions, and wage ranges to everyone to review.

## **Reduction to One Garbage Hauler in Hanover**

Vajda and Warpula explained that currently Hanover has six garbage haulers and contracting with one hauler would reduce the amount of garbage trucks on the City streets. This would result in better public safety and reduce wear and tear on the streets.

Kauffman asked if Warpula had a study to verify the reduction in wear and tear, as the study he found stated that the environment was the largest factor in wear and tear. Kauffman also stated he did not want to take away the residents freedom to choose their own garbage hauler.

Hammerseng stated this might not be a high priority issue compared to the other projects currently going, but would like to revisit it at a later date. Zajieck asked which haulers currently have the most of Hanover's business. It was assumed that there are two haulers that have approximately 80% of the business in Hanover. Zajieck asked instead of going to one hauler, the city could remove the licenses as each hauler came up for renewal and only provide two licenses. Council decided to revisit after the first of the year.

## **Overlook Circle Ditch Maintenance**

Hagan stated that a resident in Overlook Circle requested their drainage ditch be fixed. The surrounding ditches were filled in over the years and rain water is no longer running through the culverts correctly and is pooling in the resident's ditch. The ditch was scheduled to be fixed with a larger project; however that project has been pushed to a later date, rather than further delaying the fix, Hagen has a bid from Burschville Construction for \$1,000. Warpula asked why Public Works could not do this work; Hagen stated the city does not have the proper equipment. Hammerseng asked Hagen if this work would cause any other drainage

issues, Hagen stated it would not. Hammerseng also asked if there is a warranty with the work provided by Burschville Construction. It was agreed that a warranty of the work will be worded in the agreement.

**MOTION** by Hammerseng to complete ditch maintenance on Overlook Circle, seconded by Zajicek.  
**Motion carried unanimously.**

### **Crow River Regional Trail**

Hagen stated that the Three Rivers Park would like to create a new trail from Lake Rebecca Regional Park to Confluence of Mississippi River. The project is still in the planning stage but Three Rivers desires to have the Master Plan completed within a year. Council inquired on the cost to the city. Hagen stated that Three Rivers intends to fund the project with their taxing authority and other grant funding opportunities. Three Rivers is asking for any feedback the cities may have, letter of support would come at a later date. Council had no problems with the trail.

### **Reports**

Hagen

- Greenhouse soil borings results were positive. Soil boring information was passed along to Bradford Development.
- The developer for the Greenhouse has adjusted the building location to begin with what they originally planned for the second building location. Staff is questions whether an amended concept plan shall be brought to Planning Commission. Council felt like the site location has been visited and that final site plan approval shall suffice.

Lindrud

- Amy has received Three Night to Unite confirmations, with a 4<sup>th</sup> as tentative. She will send out an email on the 31<sup>st</sup> and again on the 4<sup>th</sup> with confirmation and location addresses. Brian Johnson relayed information to Amy that Night to Unite did not have as much interest this year.

Vajda

- Volunteers are needed for Harvest Fest. They will be working all day on Friday starting at 9am. There is a section on the Harvest Fest website to sign up for 2 hours slots on Saturday. Also volunteers are needed for Sunday's tear down and clean up.
- Invited everyone to stop by the information desk Saturday.

Hammerseng

- Stated he will not be able to attend the Planning meeting due to a scheduling conflict

Kauffman

- Stated he will not be able to attend the next work session. This prompted discussion if a special meeting may be needed to go over the preliminary 2016 budget, as that was scheduled to be on the agenda that night. Kauffman stated he can provided feedback prior to the meeting and no meeting change would be needed.

Vajda asked Zajicek if the Historical Bridge boards were going to be planed down for refuse. Zajicek stated the current plan is to rough saw for a fresh look and stored on the 10 acres until needed.

**Adjournment**

**MOTION** by Vajda to adjourn at 9:30 p.m., seconded by Warpala. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator