

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
SEPTEMBER 19, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, September 19, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Public Works Supervisor Jason Doboszenski, City Engineer Justin Messner, and Fire Chief Dave Malewicki. Guests present included State Representative Eric Lucero and Doug Voerding from the Wright County Journal Press.

Approval of Agenda

Kauffman requested adding item 7.b. for discussion on the Hanover EDA's property purchase. Kauffman also requested adding item 7.c. for discussion on JS Stewart's Certificate of Occupancy. Hagen requested adding Res No 09-19-17-98 - Approving Change Order for Fire Department Wildland Vehicle to the agenda, council stated the resolution shall be placed on consent.

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

Motion carried unanimously.

Consent Agenda

Res No 09-19-17-98 – Approving Change Order for Fire Department Wildland Vehicle was added to consent.

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

Motion carried unanimously.

a. Approve Minutes of September 5, 2017 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 133,846.30
➤ Payroll	\$ 9,254.61
➤ P/R taxes & Exp	\$ 3,478.78
➤ Other Claims	<u>\$ 2,316.61</u>
➤ Total Claims	<u>\$ 148,896.30</u>

c. Res No 09-19-17-98 – Approving Change Order for Fire Department Wildland Vehicle

Motion carried unanimously.

MOTION by Warpula to enter into a recess at 6:05 p.m. for the purpose of taking a Public Works Facility ground breaking photo, seconded by Hammerseng. **Motion carried unanimously.**

Public Works Facility Ground Breaking Photo – located at 11149 5th St. NE, Hanover, MN

The Council and staff traveled to the site to take a photo with Grady Kinghorn, construction manager of the project, and State Representative Eric Lucero.

MOTION by Hammerseng to resume the regular City Council meeting at 6:25 p.m., seconded by Warpula. **Motion carried unanimously.**

Res No 09-05-17-94 – Approving MS4 Program Implementation Proposal

Hagen stated this resolution was removed from the previous meeting agenda in order to ask questions to Messner.

Messner presented the proposal from WSB to provide assistance in the annual permitting requirements MS4 puts on the City. WSB would assist in ensuring aspects of the permit are being followed like

education of staff, education and comment periods from residents, as well as the annual report filing. Estimated annual cost would be \$7,700. This fee could be paid out of the stormwater fees collected.

Council inquired to if this would be the last proposal related to MS4. Messner explained there are two steps to MS4 regulations. The first was to submit the initial application. This step has been completed. The second is to maintain compliance on an annual basis, which this proposal addressed. Hanover also approved the creation of the Storm Water Asset Management Program (SWAMP). SWAMP is above the requirements, but provides an asset for staff to use to assist with the requirements of the MS4 program.

Messner further explained the WSB provides this same service to other client cities as well. This service will allow WSB to be responsible for understanding any law changes and permit requirements. WSB would work with Hanover staff to ensure the inspections and maintenance is being completed, and to gather information needed for the annual report.

MOTION by Warpula to approve Res No 09-05-17-94, seconded by Hammerseng. **Motion carried unanimously.**

Fire Department Policy Amendment – Officer Selection Process

Malewicki presented the policy change recommendation. He stated the majority of the department members support this change. The change would provide the Fire Chief more authority to choose the other department officers. The chief position would remain the same selection process already in place. Malewicki further stated that all officers would still be brought to the Council for final approval. Malewicki stated that the current process is not followed perfectly and there is a tendency for people to still choose who they want to see as officers versus following the grading system in place.

Hagen cautioned Council and the Fire Chief that the process in place to identify officers should be fair and equitable. He further stated that he and the City Attorney spoke about the proposed changes and feel it may not be the most fair and equitable process.

Council questioned what other cities follow for a process and directed Hagen to reach out for sample policies.

Res No 09-19-17-96 – Rent Reimbursement ATS Tactical

Hagen explained the business and stated the proper paperwork was submitted with the request. The business also has shown three months of prepaid lease payment. The EDA has made a recommendation of approval for a total of \$2,400.

MOTION by Hallstein to approve Res No 09-19-17-96, seconded by Warpula. **Motion carried unanimously.**

Hanover EDA Property Purchase

Kauffman stated he is not an advocate of the City or EDA leasing the property as a residential rental. Kauffman feels the City should demo the house and make it a gravel parking lot in order to achieve the goal sooner. Hagen informed council that a gravel parking lot would not be allowed as the ordinances require dustless in the form of concrete, asphalt, or other material approved by City Engineer.

Council requested the parking lot ordinances be sent to them for review. In the meantime, staff was directed to proceed forward with preparing a lease for approval and renting the property out.

JS Stewart Certificate of Occupancy

Kauffman has had discussions with Jim Stewart, and Stewart would like to receive his building certificate of occupancy prior to his site plan requirements being finished. Kauffman further stated that Stewart is willing to escrow additional money with the city in order to allow this to happen. Stewart is finishing up projects he has been hired to complete and therefore has limited time to complete the work of his own project prior to when his lease is up.

Hagen stated the staff does not recommend allowing this request. Hagen stated that if the city were to allow additional escrow money, an escrow agreement should be put in place. This would require additional expenses to consultants as well as require a couple weeks to draft and bring back to council for approval. Hagen stated that Stewart's site improvements must be completed prior to issuance of the Certificate of Occupancy to ensure the work is completed. Hagen stated that Stewart is aware of what improvements are to be completed, and the City is not responsible for adjusting the rules to meet the request of a business that is choosing to complete the improvements on their own versus hiring it done.

Council consensus is to require JS Stewart to complete all requirements prior to issuance of a Certificate of Occupancy. Furthermore, consensus was to not enter into a separate escrow agreement to allow JS Stewart to occupy his structure prior to the site work being completed.

Res No 09-19-17-97 – Approving Settlers Park Playground Boarder Replacement

Doboszinski identified the scope of the project. The project would install a three foot sidewalk around the park area. This would be level with the ground, but provide a separation between the grass and the playground woodchips.

MOTION by Warpula to approve Res No 09-19-17-97, seconded by Hallstein. **Motion carried unanimously.**

Code/Special Permit Enforcement

Hagen requested guidance on how Council would like staff to address code compliance and special permit compliance. Hagen stated that there are several permits in the form of special use permits, interim use permits, and conditional use permits that either residents or businesses have obtained through the years. Several of these permits are not in compliance; however, staff has been under the practice of complaint basis enforcement. Hagen is questioning whether staff should be more proactive and enforcement the conditions of special permits without receiving an actual complaint.

Council consensus was to follow the complaint basis approach; however, if a business has received a new permit or an amendment to a permit in recent years and they have not followed the conditions, staff should send enforcement letters to bring the property into compliance.

Salary Compensation/Classification Study

Hagen presented a memo which proposes to hire Springsted Inc. to complete a salary/job classification study. The study would compare positions in Hanover against similar positions in other entities identified by Hanover to compare against. The salary ranges and benefits would be the focus of the study to determine if Hanover is in line with other entities. Hagen proposed the study first because the City policy identifies a study of this nature is to occur every two years. 2015 was the last time a study was completed. Hagen explained that in 2015, no action was taken on the study. Hagen felt Council may want the study completed by an unbiased firm. Hagen did state that staff would be able to complete a similar study to what was done in 2015.

Council directed Hagen to send them the 2015 salary study. Council further stated discussion will be postponed until the October Work Session.

Reports

Messner

- Crow River Heights has a goal of the first week of October to have first lift of asphalt install. The WSB inspector has noted safety concerns while onsite. Worker safety is not the responsibility of the WSB inspector; however, they have still made suggestions.
- A culvert replacement is nearly complete. This was needed after damage during the 5th St. NE Watermain Extension project.

Zajicek

- Stated the compensation study discussion reminded him of the upcoming reviews. He reminded staff that exceeds expectations shall be well justified.

Hammerseng

- Inquired about the Beebe Lake Trail Crossing. Hagen stated he has reached out to Wright County but have not received an answer yet. Messner stated he will review the plans to see if there ever was one prior to the County completing a chip seal project on that road.

Hagen

- Stated he attended the WCEDP Broker event on behalf of the Hanover EDA. The event goal was to show metro area brokers/developers that Wright County is not that far from metro area or major transit opportunities. Additionally, cities brought with items to help explain what makes the community a good place to hold their business.
- Outlined WCAT/Trailblazer funding needs. Working capital funds are needed in order to continue provided public transportation services in Wright County. Two options are to front the money up front. Hanover would be responsible for approximately \$2,500, whereas other cities would be responsible for a much higher amount. Cities with a higher amount are interested in an option of obtaining a line of credit to cover working capital costs.

Doboszanski

- Shared that Rogers has borrowed several pieces of equipment over the last few weeks.
- Public Works assisted the City of Wayzata and Corcoran Public works during the funeral for the Wayzata police officer.
- The catch basin by RiverInn has been completed. Staff feels the next one can be completed entirely in house.

Kauffman

- The Wright County GOP breakfast will be held at the River Inn on September 24th, 8-10 am.

Adjournment

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

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator