

**CITY OF HANOVER  
CITY COUNCIL MEETING  
OCTOBER 16, 2018 – OFFICIAL MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, October 16, 2018 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Public Works Supervisor Jason Doboszenski and City Engineer Justin Messner. Other guests included Fire Chief Dave Malewicki, Alan Roessler and Jason VerSteeg from Paxmar.

**Approval of Agenda:**

Hagen requested to add Res No 10-16-18-102 – Approving a Change of Employee Insurance Plan as item 10.a.

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

**Consent Agenda:**

Hagen added an ice machine repair to claims in the amount of \$587.36.

**MOTION** by Warpula to approve the amended consent agenda, seconded by Zajicek.

**a. Approve Minutes of October 2, 2018 Regular City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 189,104.86
➤ Payroll	\$ 9,881.92
➤ P/R taxes & Exp	\$ 3,503.72
➤ Other Claims	\$ 2,397.38
➤ Total Claims	<u>\$ 204,887.88</u>

**c. Res No 10-16-18-98 – Approving Final Pay Voucher for Downtown Parking Lot Construction**

**Motion carried unanimously.**

**Res No 10-16-18-99 – Finding that Hanover Cove Does Not Have Potential for Significant Environmental Impacts**

Hagen outlined the findings of the EAW. The EAW identified potential environmental impacts and in some cases outlined measures to reduce impacts. The EAW found no significant impacts to the environment. He noted that the Planning Commission collected public comments and discussed the EAW. They recommend approving a negative declaration on the EAW.

VerSteeg, Paxmar, stated that the Preliminary Plat will be submitted in the coming weeks. They have been addressing staff comments prior to submitting full plans for plat consideration.

**MOTION** by Kauffman to approve Res No 10-16-18-99, seconded by Warpula. **Motion carried unanimously.**

**Res No 10-16-18-100 – Adopting Hanover Fire Department Standard Operating Guidelines**

Hagen reviewed the changes made from discussion at the prior meeting and a review with the City Attorney. Discussion furthered to gain a better understanding of the new officer appointing process. Hagen explained that the notable differences will be more involvement from the City Administrator for a record keeping process and an additional step to conduct interviews with City Council.

Council consensus was to not be limited to the top two peer reviewed scoring applicants for interviews, but that all applicants shall be shared with Council, including the peer review scores in order to determine who is interviewed.

**MOTION** by Zajicek to adopt the Hanover Fire Department Standard Operating Guidelines with the amendment of all applicants for officer candidacy be presented to Council, seconded by Warpula. **Motion carried unanimously.**

### **Storm Water Fee Audit**

Hagen explained the purpose and findings of the audit. Staff found some discrepancies in some storm water fee calculations. Staff sought out direction from Council on whether refunds shall be issued and assessments be certified for lost revenue or if adjustments shall be made January 2019 moving forward.

Council felt that because the City ultimately has under collected fees and the dollar amount is relatively small, staff should adjust billing to be accurate beginning January 2019.

**MOTION** by Kauffman to adjust billings effective January 1, 2019, seconded by Warpula. **Motion carried unanimously.**

### **Ordinance 2018-04 – Amending Chapter 9 Related to Individual Sewage Treatment Systems**

Hagen refreshed memories by explaining this was discussed previously this year. By adopting this ordinance, regulation of septic systems within Hanover would be authorized to Wright and Hennepin Counties.

**MOTION** by Warpula to approve Ordinance 2018-04, seconded by Zajicek. **Motion carried unanimously.**

### **Res No 10-16-18-101 – Approving Agreement with Hennepin County for ISTS Regulations**

Hagen explained Hennepin County is requesting this agreement. The agreement focuses on outlining which entity is liable for claims on septic system regulations should a lawsuit be filed. The City of Hanover would be liable for claims on regulations while there was local authority on septic regulations, whereas, Hennepin County will hold liability beginning January 1, 2019.

**MOTION** by Zajicek to approve Res No 10-16-18-101, seconded by Warpula. **Motion carried unanimously.**

### **Cemetery Columbarium**

Staff presented some basic estimates of cost to purchase a columbarium structure and a fee schedule for selling the individual niches. A small discussion on location ensued, a suggestion was made to look into potential partnership with St. Paul's Church.

### **Downtown On-Street Parking Review**

Staff presented an aerial image with measurements of the current on street parking areas downtown. Messner outlined MnDOT standards for when should parking can be allowed. Warpula advocated to restrict all on street parking in front of the River Inn and Maverick Construction, stating it is a safety issue to people crossing the road.

Kauffman and Zajicek felt the downtown on-street parking should remain for now. The only restriction would be to meeting the 20-foot standard on either side of a crosswalk.

**Res No 10-16-18-102 – Approving Change of Employee Insurance Plan**

Hagen explained that staff has been reviewing options to reduce insurance premiums. A public employee plan is offered that would reduce insurance premiums to better match the City’s contribution value towards employee benefits. Hagen further noted this is not a request to adjust any City contribution dollars.

**MOTION** by Zajicek to approve Res No 10-16-18-102, seconded by Warpula. **Motion carried unanimously.**

**Reports**

Messner

- The 2018 Pavement Project Final Pay Voucher will be submitted soon as the contractor is working on submitting final documents.

Hagen

- Inquired to whether Council objected to City Hall being closed on the Monday of Christmas Eve, subject to staff using vacation time for any time off. Consensus was City Hall May close.

**Adjournment**

**MOTION** by Warpula to adjourn at 7:55 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator