

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
OCTOBER 17, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, October 17, 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 and Public Works Supervisor Jason Doboszenski.

Approval of Agenda

Hagen requested to add a discussion on 5th St. NE drainage issues. Kauffman requested to add a discussion on issuing temporary Certificate of Occupancies and Zoning District Allowed Uses.

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

Motion carried unanimously.

Consent Agenda

Warpula inquired to why the Public Works Facility pay voucher had items like bolts being purchased by Kinghorn Construction. Hagen stated he was unsure of the reason, but did state that Kinghorn is our Construction Manager. Part of their role is to review the pay vouchers and manage the project. Kinghorn Construction has recommended payment of the invoices included. Hagen further stated he would follow up for more details about what to expect in the invoices.

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

Motion carried unanimously.

a. Approve Minutes of October 3, 2017 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 544,110.71
➤ Payroll	\$ 9,194.39
➤ P/R taxes & Exp	\$ 3,502.29
➤ Other Claims	<u>\$ 2,354.49</u>
➤ Total Claims	<u>\$ 559,161.88</u>

c. Res No 10-17-17-104 – Accepting Donation from Hanover Lions Club

d. Res No 10-17-17-105 – Approving Public Works Facility Construction Pay Voucher #1

Motion carried unanimously.

Fire Department Generator

Warpula explained that the generator on Engine 12 has stopped working. The department has attempted to repair the machine with no success. The generator is portable and used to provide electricity to lights and equipment on scene. The department is looking to purchase a 4,000 watt generator at a price up to \$2,000.

MOTION by Hallstein to approve up to \$2,000 to purchase a generator, seconded by Zajicek. **Motion carried unanimously.**

2018 Water and Sewer Rates

Hagen stated that Hanover has not raised its utility rates in recent years. After speaking with St. Michael, Hagen learned they were considering a 4% increase to their rates. Hagen further reiterated that our auditors annually find we are not fully funding the depreciation of our systems. Utility rates are used to fund operating and maintenance costs of our systems.

Council consensus is to raise rates 4% for the 2018 calendar year. Hagen stated the change would be incorporated into the 2018 Fee Schedule adoption.

Salary Compensation/Classification Study

Hagen provided the memo from the September Worksession as well as the 2015 Salary Study results. Council discussed the need for the study to be completed by a third party. They were comfortable with staff conducting the study for 2017. Cities shall include all Wright County cities, as well as the other non-Wright County cities included in the 2015 study.

Kauffman and Zajicek expressed concern about a study being conducted every two years. It was suggested that in future years, staff should ask Council for their desire to review salary ranges.

Councilor Warpula dismissed himself for Fire Department training at 7 p.m.

11234 River Rd NE House Demo

Hagen explained that the Hanover EDA has changed their recommendation to lease the property on a short term basis, to recommending demolition of the house/garage in order to take a step closer to the end goal of a parking lot.

The demolition phase of the project could be completed in house by the Public Works Department. This would entail renting a large excavator and dumpsters to knock the house down and remove debris. Other steps in the project would include having the house inspected for hazardous material, terminating utilities, and back filling the basement upon debris removal. Staff predicts the costs to be no more than \$10,000 to complete in house. Should there be hazardous material, the cost may need to be adjusted.

MOTION by Hallstein to approve up to \$10,000 for demo costs payable by the Hanover EDA, seconded by Hammerseng. **Motion carried unanimously.**

Temporary Certificate of Occupancies

Kauffman expressed frustration about the City's lack of regulations on issuing temporary. He feels businesses should be able to move in and operate out of their building prior to having all site work completed, should the completion of the building not allow enough time in the warm months to finish other necessary work.

Hagen stated that staff can draft regulations identifying when a Temporary Certificate of Occupancy could be issued.

Zoning Code Allowed Uses

Kauffman stated that neighboring cities questioned how a land use application made it to the City Council just to be given the direction to deny the request. Kauffman further stated that these same neighboring cities made comments that stated city staff would have told the applicant the use was not allowed prior to the applicant incurring costs.

Hagen clarified the process to Council by stating that staff follows the approach of informing applicants of the likely hood of an approval. Hagen stated that past interested businesses have inquired about their use at certain properties and after review, staff informed the business that the use is not supported by the ordinance and that staff would likely recommend denial should the applicant choose to apply anyways.

Hagen further clarified that the most recent application submitted by GP Welding was supported by staff as it was originally explained. It was not until the Public Hearing was being held that the applicant began requesting items that were not allowed by the ordinances. Hagen stated that if the applicant would have shared his true desires at the beginning, staff would have provided a different answer, which in turn could have saved the applicant money.

Reports

Hagen

- Noted there are three vacancies for the EDA at the end of the year. All three positions could be filled by new members as the current members would be willing to pass the position along.
- Inquired to Council's desire to donate the City's blow up movie screen to FYCC. The city no longer hosts a movie in the park event, however, FYCC hosts multiple events throughout the year in Albertville, Hanover, and St. Michael. Council consensus was to donate the screen to FYCC.

Doboszanski

- Began concrete work around the Settlers Park playground
- All park irrigation has been blown out for in order to prevent freezing in the winter months

Zajicek

- Expressed frustration with Metro West Building Inspection services. He believes there were not correct inspections completed at the time his house was built. Zajicek stated he did not purchase the house new and they are completing some interior renovations where he has found inadequate work completed during construction. Metro West was the inspection company at the time the house was constructed. Furthermore, Zajicek expressed frustration with a project he recently completed. He felt he was over charged for a basement finish building permit, and felt the inspector did not thoroughly inspect the work to ensure proper completion. Zajicek paid \$741 in permit fees and estimates the inspector spent 15 minutes in total for all inspections. Zajicek question what can be done to ensure Metro West is providing proper services. Council also inquired as to whether a neighboring City would entertain contracting Hanover building inspection services.

Kauffman

- Reminded everyone of the upcoming Small City Comprehensive Plan Training held in St. Cloud on November 15th & 16th

Adjournment

MOTION by Hammerseng to adjourn at 8:10 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator