

**CITY OF HANOVER
CITY COUNCIL MEETING
NOVEMBER 3, 2014 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Kauffman called the Regular Council Meeting of Monday, November 3, 2014, to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng and Ken Warpula. Councilor Wendy Pinor was absent. Also present were City Administrator Annita Smythe, Administrative Assistant Brian Hagen, and Public Works Director Scott Vogel. Guests present included Jason Doboszinski from Public Works, Jeff Grupp and family, Tiemann family, and residents near the proposed Ruters River View plat.

Approval of Agenda:

Smythe noted a change to 3.b. of the claims to add \$46 for a recording fee of the easement location related to the Greenhouse Project.

MOTION by Warpula to approve agenda as presented, seconded by Vajda. **Motion carried unanimously.**

Consent Agenda:

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

a. Approve Minutes of October 21, 2014 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 192,535.70
➤ Payroll	\$ 7,311.09
➤ P/R taxes & Exp	\$ 3,007.60
➤ Other Claims	\$ 1,239.99
➤ Total Claims	<u>\$ 204,094.38</u>

c. Res No 11-03-14-77 – Approving Hire of Administrative Assistant

d. Res No 11-03-14-78 – Approving Agreement with Buffalo School District

Motion carried unanimously.

Citizen's Forum:

Vitalization Award – Jeff Grupp

Mayor Kauffman, on behalf of the City of Hanover, presented a Vitalization Award to Jeff Grupp for his organization and execution of the Antique Car Show during the Hanover Harvest Festival.

Public Hearings:

None

Unfinished Business:

None

New Business:

Res No 11-03-14-79 – Approving Payment to Hennepin County Sheriff Reserves

MOTION by Warpula to approve payment the Hennepin County Sheriff Reserves, seconded by Vajda. **Motion carried unanimously.**

Res No 11-03-14-80 – Approving Purchase Agreement for Lot 40, Block 8, The Bridges At Hanover

Smythe explained the changes made to the purchase agreement from the last time Council reviewed it. The changes were adding the purchase price and a change in the developer's legal name. An architect is working on the designs, with hopes to break ground in the spring. Easement agreements are congruent with the purchase agreement. The developer may be looking at two separate structures instead of a two story building. Next steps will be to have a development plan submitted and reviewed by the Planning Commission.

MOTION by Vajda to accept the purchase agreement, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-03-14-81 – Approving Plat for Ruters River View

Hagen introduced the topic by explaining that a plat of similar nature has once been approved by Council. After the initial approval, the family had some additional wishes as to how to divide the land. A minor change has been made from the original plat which would move a north/south property line between Outlots A & B further west.

Pat Meister was present to share his comments on the request. Meister main concern was how residents were notified of the proposed plat. HE did not feel staff meet the requirements of proper notice. He further questioned the map included with the notice of the proposed plat. Meister brought the map with, and Hagen explained that the map included with the notice is informational in nature to show the location of the parcel in question. Meister felt the proposed plat should have been included as well. Hagen stated that historically this is how residents are notified of such requests, but would be able to include a proposed plat as well with the notification.

Meister further questions the road right of way and park dedication fees. Hagen explained that the City is acquiring road right of way as part of this plat. Hagen further explained that park dedication fees are not required as part of this plat because no additional building entitlements are being created with this request. Meister went on to further express concern about the process which was taken with this request. He continues to feel the residents were not properly notified.

Hammerseng asked Meister if he is opposed to what is being requested by the Tiemanns for this plat. Meister did not show major opposition to the actual request, but more towards staff's actions.

MOTION by Hammerseng to approve the Ruters River View Plat, seconded by Vajda. **Motion carried unanimously.**

Res No 11-03-14-82 – Approving New Personnel Policy

Smythe explained that majority of the changes are due to state law changes. Additionally, a major change will be the City's contribution to staff medical benefits. The preliminary budget showed an increase to \$800 per month for individual coverage and \$1000 per month for family coverage. Smythe stated these numbers came from an educated guess, but we now know actual amounts based on the contract approved by Council with Health Partners for 2015.

Council discussed some specific sections of the personnel policy. On page 120-13 the heading for salary range adjustments should state Bi-Annual not annual. Council would also like a breakdown of additional benefits to include disability coverage, etc. A question of whether employees can accrue sick time will on sick leave was asked and if employees can choose no pay versus using vacation and sick time to attend children's school events. Smythe stated the no pay versus using vacation or sick time was state statute and the accruing sick time while using sick time was already in the policy.

Discussion on amount the City should contribute to employee medical benefits continued. Mayor Kauffman stated they need to determine what is fair to both City and employee. Kauffman further feels that if a medical benefit is given, then salary increases should be limited. Overall Council consensus was to keep the benefits coverage comparable to what it was

MOTION by Vajda to approve the personnel policy with the changes listed: change annual to bi-annual salary range adjustments, remove the ability to accrue sick time while on sick leave, and to increase the health benefits to \$700 for single coverage and \$900 for family coverage, seconded by Hammerseng. **Motion carried unanimously.**

Discussion of SSTS Ordinance Change

MPCA sent a letter advising of a change in state law and that the ordinance in Hanover is outdated. Smythe gave the review of SSTS (septic) change needed: either adopt a new ordinance that says Hanover will update and enforce it or a new ordinance saying that the county would handle it. Since Hanover is in two counties, both counties would be governing it. If the county version of the ordinance is selected building permits may be delayed if the counties are not moving as quickly.

Council requested that the letter from the MPCA be sent to them so they could make the decision about what type of ordinance to be drafted.

Reports:

Smythe:

- updated Council on the newsletter not being sent to residents that don't have a Hanover address and are serviced by another post office. An address file is being created and there about 40 parcels that would be mailed first class.
- The Hennepin County Trail specs are at MNDOT for approval prior to getting bids. A letter was also sent to residents extending the easement through August of next year. The Beebe Lake trail is waiting the state inspection, but the inspector didn't know when it would take place. The pedestrian button was being put in today since parts have been on backorder.
- Coat rack in the hallway is heavily used. If it was taken down, there would need to be another solution for hanging coats. Council felt the coat rack should stay for its' convenience.

Vogel

- updated the Council on electricity in the park. Warpula came out to the park and helped advise Public Works staff on what was needed. The size of wire currently there will do 50 amp and an increase is not needed as originally thought. The cost and location of the proposed cabinet remains the same as before. Council asked Vogel to look for more cabinets/options that are not as high as what is proposed. It was confirmed that the project will not be completed this year.
- Irrigation quotes have been received. Council requested that they be scanned and sent to them.
- The furnace in the community center/hall is no longer working. Some quotes have come in. It will be around \$10,000 because of disconnect switch that needs to be installed. Council asked Vogel to get a quote from B&D Plumbing.

MOTION by Vajda to approve the purchase of a furnace for the community hall up to \$11,000, seconded by Hammerseng. **Motion carried unanimously.**

- A pressure washer for the public works building is needed to replace the steam cleaner that is not working. Vogel researched and received prices from various sources and have one from American Pressure in the shop to try. This machine was a demo so it is available for much less than a new one. **MOTION** by Vajda to approve quote to purchase the demo unit, seconded by Hammerseng. **Motion carried unanimously.**

Vajda

- stated that there have been concerns expressed about the traffic in Hanover Hills and the desire for a stop sign to decrease speeds in the area. The complaints received have been anonymous. The desired site for the stop sign is Third Street and Kadler Ave. Smythe stated that this is a City road and Council can make the decision about road signage. Council requested that a letter be sent to the residents of Hanover Hills surveying their opinion on a stop sign and have it be their decision.
- suggested for the vitalization award process to discuss nominations at the work session and present the award during the meeting at the first of the month. This would incorporate a process of review by the council before presentation of the award.

Hammerseng stated the Planning commission will be addressing the potential for two driveways on certain lots within the City. Hammerseng also asked for an update of the 5th St Senior Housing project. Smythe stated they were denied the funding assistance, but are meeting with the state to discuss how to submit a stronger application next time.

Kauffman expressed excitement on the purchase agreement for the Greenhouse project.

Adjournment:

MOTION by Vajda to adjourn at 9:10 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita Smythe, City Administrator