

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 15, 2016 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 15, 2016 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, City Engineer Justin Messner, Accountant/Deputy Clerk Elizabeth Lindrud, and Public Works Supervisor Scott Vogel. Other guests present were Butch Cox, Kathryn Lokken-Cox, Christy Hopp and Ann Hallstein. John Vajda was absent.

Approval of Agenda

Hagen added item 10.1 related to the purchase of a new firewall for the server.

MOTION by Warpula to approve the agenda as amended, seconded by Hammerseng. **Motion carried unanimously. Vajda absent.**

Consent Agenda

Lindrud added a claim for Cardmember Service in the amount of \$1,136.09 for Fire Department purchases, bringing claims to \$90,584.74 and total claims to \$104,135.34.

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

1. Consent Agenda Items:

a. Approve Minutes of November 1, 2016 City Council Meeting (3)

b. Approve Claims as Presented: (6)

➤ Claims	\$ 90,584.74
➤ Payroll	\$ 7,868.66
➤ P/R taxes & Exp	\$ 3,140.50
➤ Other Claims	<u>\$ 2,541.44</u>
➤ Total Claims	<u>\$ 104,135.34</u>

Motion carried unanimously.

Assessment Hearing – Fifth Street NE Watermain Extension Project

Messner gave an overview of the Fifth Street NE Watermain Extension project, the watermain was installed along the south side of Fifth Street NE and connected to the watermain along County Road 19 and the watermain along River Road. The final project cost was \$276,985.73 with 25% assessable to each benefiting property, which came to \$17,311.61 per property. The financing options are a 15-year assessment directly to property taxes or it can be paid in full by November 30th for 2016 or by November 14th going forward.

MOTION by Warpula to open the Public Hearing at 6:08 p.m., seconded by Zajicek. **Motion carried unanimously.**

Butch Cox stated that he had no recollection of being notified of the watermain project before it began. He also stated he thought there was an approach on his land before the project, but that approach is no longer there. Messer did not recall an approach on the land. He also explained that the City did notify all the property owners by mail, as well as following the proper Public Hearing process of posting notice and advertising in the newspaper. Hagen added that letters were sent to residents in the adjacent cul-de-sac as well, since they would be impacted by the construction.

Kauffman asked if there were any further comments. There were none.

MOTION by Warpula, to close the Public Hearing at 6:15 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-15-16-122 – Adopting 5th St. Watermain Extension Assessment

Messner stated that the Resolution will need to be updated to reflect a 0% interest rate, since the project was paid for in cash.

MOTION by Hammerseng to approve Res No 11-15-16-122 with the interest rate correction, seconded by Warpula. **Motion carried unanimously.**

Crow River Dr. No Parking

Hagen explained that he sent letters to each property on Crow River Drive in regards to adding No Parking to one side of the street. He did receive feedback from eight of the residents, all supporting the proposal. Discussion took place around which side to designate as No Parking, it was agreed the side with the least amount of homes.

MOTION by Hammerseng to approve No Parking on one side of Crow River Drive, seconded by Zajicek. **Motion carried unanimously.**

Speed Limit Follow Up

Hagen continued the discussion to lower the speed limit to 25 mph throughout Hanover. He stated both Wright County and Hennepin County Sheriff's gave feedback that they have not noticed that there is a speeding issue and that it is tough for residents to gauge if people are truly speeding. They suggested putting the speed trailers out more often. Both Counties also stated that if the City is going to lower the speed limit, it should be done City wide to avoid confusion. Council discussed options and directed Staff to raise awareness of the issue through the City Newsletter, Facebook, and Website.

Local Board of Appeals vs. Open Book Meeting Option

Hagen explained that the idea of switching to an Open Book meeting option was brought to Council last spring. The County would take on the appeals process fully and they meetings would be held at the County offices. The pros to the Open Book Meeting are that the property owners would not need to attend a public meeting and speak in front of others, the appeals often end up at the County level, and it gives property owners more time to appeal their assessment. The con to the Open Book Meeting is that the local officials give up interaction with residents at the local level. Kauffman stated there is now online training for the Local Board of Appeals process and directed Staff to send the information out to the rest of Council. Council agreed to keep the Local Board of Appeals.

Third Public Works Position

Vogel explained there was a list of all the current job duties that the public work staff handles. He further explained there are also items that he would like to start taking on in house with the addition of a third employee and the addition of MS4 regulations will also add a larger workload. Vogel stated that by doing the crack filling in house this summer roughly \$12,000 was saved. Kauffman suggested hiring a seasonal employee on with the opportunity to become full time. Discussion took place around if a qualified individual would apply for a position with no benefits and no guarantee they would be hired on full time. Hammerseng asked if the list of duties could be quantified.

Final Budget Draft 1

Lindrud stated the only change from Final Budget Draft 1 and the Preliminary Budget was the reduction in the Public Works Bond levy, which lowered the tax rate to 52.25%. Lindrud summarized the four options to pay off a portion of current debt to lower the tax rate. Option 1 would leave the budget as is which provides a tax rate of 52.25%. Option 2, 3, and 4 would all utilize cash from the General Capital Fund to call some of the bonds before their maturity. Option 2 would require the least amount of cash, approximately \$95,000, while Option 3 would require around \$167,000 and Option 4 would

require \$187,000. Discussion took place around the ultimate goal to keep the tax rate flat. Council directed Staff to proceed with Option 2 and to find another \$17,000 to get the tax rate down to 49.50%.

Purchase of Firewall

Hagen stated that the City's current firewall expires this Sunday. The City can renew it for next year for approximately \$600 or purchase a new firewall with a 2 year license for \$1,134. Hagen explained that the City's IT contractor suggests buying a new firewall because it will have better features and technology.

MOTION by Hammerseng to approve the purchase of a new firewall, seconded by Warpula. **Motion carried unanimously.**

Reports

Messner:

- FEMA updated the floodplain maps and WSB has brought them into the GIS. Messner is creating maps with contours to show that the floodplain does not impact structures on resident's properties. Residents can then send these revision maps to their insurance companies.

Kauffman requested that Messner provide updated numbers for the Sewer and Road Improvements in the Pheasant Run neighborhood.

Vogel:

- Plows are out of storage and the mowers have been moved into storage.
- Maintenance work is being done on the plow truck.
- The new trail along the Greenhouse has been completed, there is still some restoration work to be done.
- The Community Hall walls were repainted.
- Looked at the bollards in Three Rivers Park, there is approximately five and half to six feet between the bollards they use on the trails. He stated that would not keep motorcycles off the Historic Bridge and anything closer together would make a very narrow opening for the bicyclists to fit through, so he did not install additional bollards on the bridge entrances.
- Christmas decorations will be hung next week.

Lindrud:

- Spent last week working at the elections and getting caught up after the elections.
- The Caring for Kids donation box was placed at City Hall today.

Hagen:

- Met with the Foxtailers, their plan is to lay down matting across six to eight feet of the bridge width and rope it off with cones, leave the other half of the bridge open to foot traffic. They will also provide signage that the bridge is open to one lane only of snowmobile traffic and only four snowmobiles should be on the bridge at one time.
- A precision manufacturing company is looking to move in the Rogers area, Hagen gave them information on the City owned two acres and the Pearson property. Currently they are looking to lease an existing facility, but Hanover was not out of the running.
- WCAT has concerns with the Trailblazer Transit board, there are concerns that the Director will lose his job on Thursday and Trailblazer Transit could dissolve immediately after. The Wright

County Administrators are putting together a study along with MNDOT to show the need for public transportation in the area.

- Biren will be sending out Hagen's 360 review. There will be a closed session at 6:30 p.m. on December 6th to go over the reviews.

Warpula:

- The Hanover Fire Department Poultry Social is this Friday.

Kauffman:

- Inquired when Fehn would start dirt work on the public works site. Hagen stated they would be starting shortly, possibly this week.
- Kauffman stated that while attending the NW Hennepin Mayors Meeting, he did learn that Cities can decide on the order that names appear on a ballot.
- Stated that many residents in the Pheasant Run neighborhood did express interest in having sewer installed.
- Related to the Bechtold property, Kauffman stated that it is the buyer, not the seller's responsibility to provide a perk test. Hagen stated that the City ordinance still requires the perk test before a lot split can be approved.

Adjournment

MOTION by Warpula to adjourn at 8:05 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator