

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 18, 2014 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 18, 2014 to order at 6:03 p.m. Present were Mayor Chris Kauffman, Councilors Wendy Pinor, John Vajda, Doug Hammerseng, and Ken Warpula. Also present were City Administrator Annita Smythe and Administrative Assistant Brian Hagen. Kelly Daleiden from Veolia and Councilor-elect Jim Zajicek were present as guests.

Approval of Agenda

Mayor Kauffman suggested having Daleiden discuss both of her points at the beginning of the meeting in order to allow her to leave earlier.

MOTION by Hammerseng to approve agenda as amended, seconded by Pinor. **Motion carried unanimously.**

Consent Agenda

Smythe made an addition to other claims in order to reflect a payment to Health Partners for the recent contract agreement for medical benefits. The amount was \$2,201.34.

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

- a. Approve Minutes of November 3, 2014 City Council Meeting**
- b. Approve Minutes of November 12, 2014 City Council Special Meeting**
- c. Approve Claims as Presented:**

➤ Claims	\$ 46,474.87
➤ Payroll	\$ 7,140.91
➤ P/R taxes & Exp	\$ 2,917.38
➤ Other Claims	<u>\$ 3,793.27</u>
➤ Total Claims	<u>\$ 60,326.43</u>

Motion carried unanimously.

At this time Daleiden addressed Council on Hanover's portion of the proposed 2015 Veolia budget. She noted that increases were due to staff wages and benefit increases as well as maintenance to vehicles due to higher number of calls to Hanover than in the past. Daleiden credited the increase in vehicle maintenance to the increase in construction Hanover is seeing. The Water portion of the budget has a 3.59% increase and the Wastewater portion has a 3.2% increase.

Res No 11-18-14-84 – Adopting 2014 Special Assessments

Daleiden commented that special assessments have dropped in recent years partly due to a shut off policy and reminders being sent to the residents on overdue bills.

MOTION by Vajda to approve the resolution adopting 2014 Special Assessments for utilities and city services, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-18-14-85 – Approving Lot Split

Hagen outlined the request made by Lynn Tiemann for the Martin J. Ruter Trust. The request is to divide Parcel # 108-500-303300. The lot split would then allow 20 acres to be combined with Parcel # 108-500-312202. Staff recommends approval of this request because it is not creating additional building entitlements, and because the split lot would be combined with an existing lot. City Planner Nash provided a staff memo outlining the staff recommendation and several conditions for approval.

MOTION by Warpula to approve Res No 11-18-14-85, seconded by Vajda. **Motion carried unanimously.**

Fee Schedule Changes

Smythe outlined the proposed changes. There were minor changes made this year. Smythe did explain to Council that the utility rates were not amended last year, although the rates charged by St. Michael did increase. The City was responsible for the difference that the public billed rates did not cover. Council felt this year Hanover should follow what St. Michael does for rate increases. Staff noted a Public Hearing for the changes will be held in December.

Budget and Levy

Smythe noted the enclosed budget reflects an approximate \$35,000 levy increase from 2014. The budget is the same budget that was provided at the previous meeting, except for the reduction to the benefit contributions.

Council expressed interest in moving forward on some larger projects that have been listed as goals. One project is determining a future Public Works Facility. Warpula suggested a special work session to specifically discuss the public works facility. Council also directed staff to look into grant funding opportunities for the 8th St. Extension.

Due to Council availability, the regular December Work Session was moved to December 15, 2014 at 6:00 p.m. A special meeting was set for December 18, 2014 at 6:00 p.m. to discuss future Public Works.

Reports

Hagen noted that the November Planning Commission has been cancelled. He provided a brief update on the discussions for a future lot split on a property on Beebe Lake Road. He also updated that the party requesting a CUP for a shed has withdrawn their application.

Closed Session – City Administrator Review

The Mayor closed the meeting at approximately 7:15 p.m. in order to conduct the annual performance review for City Administrator Annita Smythe. A summary of conclusions will be provided at the next meeting.

Additional Reports

The Mayor re-opened the public meeting at approximately 8:22 p.m. Warpula gave a reminder of the Fire Department's Turkey Bingo coming up on Friday. Council also indicated that the approved overtime for Public Works staff during the fall season has now ended.

Adjournment

MOTION by Pinor to adjourn at 8:25 p.m., seconded by Vajda. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Annita M. Smythe, City Administrator