

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 21, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 21, 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, City Engineer Justin Messner, and Public Works Supervisor Jason Doboszanski. Guest present was Doug Voerding of the Wright County Journal Press.

Approval of Agenda

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

Consent Agenda

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

Motion carried unanimously.

- a. **Approve Minutes of November 8, 2017 City Council Meeting**
- b. **Approve Minutes of November 17, 2017 Emergency City Council Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** \$ **31,261.43**
 - **Payroll** \$ **8,591.66**
 - **P/R taxes & Exp** \$ **3,365.07**
 - **Other Claims** \$ **2,383.27**
 - **Total Claims** \$ **45,601.43**

Motion carried unanimously.

Hanover Cemetery Head Stone Adjustment

Hagen explained that there was an error in marking a cemetery plot. Unfortunately a person was buried in the wrong location. The plot did not have a headstone on it at the time, but was owned by someone else. The person who owned the plot also owns an adjacent plot. The plot owner has requested two adjacent cemetery plots, and has requested his headstone that currently sits on an empty plot be moved professionally to the new plots with the City paying for the costs.

Hagen stated Public Works is capable of moving the headstone without hiring it out, but brought the plot owners request to Council. Council consensus was to hire a company and pay for up to \$500 of the moving cost.

MOTION by Warpula to approve up to \$500 to move head stone, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-21-17-115 – Approving 2018 Pavement Improvement Engineering Services

Messner identified three areas of Hanover that needs pavement maintenance. The three areas include Pheasant Run development, a portion of River Rd NE, and 10th St. NE/Laddyslipper Ln NE. Engineers estimate of the three projects is \$1.04 million including engineering fees.

Warpula inquired what two areas were in most need given the City may not have cash funds available for all areas. Messner felt Pheasant Run and River Rd NE would be in most need of maintenance. Messner stated the City could prepare plans and specifications for all areas and send the project out for bid identifying all three areas, but only award contracts based on available funds. Consensus was to proceed with that plan.

MOTION by Hallstein to approve Res No 11-21-17-115, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-21-17-116 – Approving WCAT Joint Powers Agreement

Hagen stated this joint powers agreement would allow Wright County to become a member of WCAT. WCAT responsibilities would then transfer in full to the Wright County Board over the next coming years. The Wright County cities that currently form WCAT joint powers would then relinquish their involvement.

MOTION by Hammerseng to approve Res No 11-21-17-116, seconded by Hallstein. **Motion carried unanimously.**

Public Works Facility: Jib Crane, Fuel Barrel, Overhead Shelving

Hagen explained that a crane system, fuel barrels, or overhead shelving was not identified in the original project scope. Hagen previously informed Council of his decision to use contingency dollars in order to have a footing installed for the crane system. This decision was made in order to prevent the need to cut open a newly poured concrete floor in order to install the footing at a later date. The footing cost was approximately \$7,500 and the crane would be an additional \$20,000. Hagen would provide a specific quote for approval at the next meeting.

The fuel barrel system was always desired, however, Kinghorn Construction did not include any of the budget categories as they assumed the barrels and management system could be obtained for free from a fuel vendor. This is not the case as staff has held conversations with vendors. Because the City is not a large user of fuel, vendors would only be willing to supply tanks. The fuel management or card reader system would need to be purchased. The card reader would be approximately \$5,600.

The last item that would make the new facility functional would be some overhead shelving system to allow equipment to be parked under the shelf. This could likely be built in house and attached to the building frame and walls.

Hagen noted that the cost of these three items may still fall within the contingency budget line, but there are other items that have had to come from the contingency dollars as well. Council felt the shelving could be completed at any time and did not necessarily have to happen prior to moving into the building. Council did feel the crane and fuel barrels were important enough to be installed immediately.

Ordinance – 2018 Fee Schedule

Hagen reviewed the fee schedule draft 1 for 2018. Changes included the 45 increase to utility rates as well as two other minor changes. One change was identifying a case by case determination for non-residential escrows related to landscaping, erosion control, and infrastructure. The other would be to add a fee related to the Administrative Site Plan Amendment.

Council did note that the organizations that receive the hall rental at no charge should be leaving the area as they found it. They suggested reminding these users of the expectation.

Ordinance Amendment – Review of Chapters 1-9

Hagen outlined the memo included with the packet. He addressed several minor ordinance amendments that would ensure the ordinance matches city policies. He also asked questions related to amending ordinances in order to update Hanover's regulations with today's expectations of residents.

Hagen would bring the final version for review and approval at a later date.

Hennepin County Law Enforcement Coverage Proposal

Hagen explained a proposal from Greenfield Councilor Mike Erickson which would have Hennepin County pool the coverage hours of Greenfield and Hanover into one time slot. It would then provide a roving patrol of the two entities to allow for more policing coverage in the western part of Hennepin County. Hanover Council supported this proposal and a letter of support would be sent to Greenfield.

Reports

Hagen

- Noted that the annual staff reviews would be sent out for Council review. He would then bring the official approval to the December 5th meeting.

Doboszewski

- Public Works is looking to flood family ice rinks in two of our parks. This would not be to compete against the Hanover Athletic Association. Staff still intends to assist the Athletic Association where possible to flood their rink. Council suggested getting support from the Park Board.

Hallstein

- Attended the small cities comprehensive plan training. She found it beneficial and learned a lot about Hanover current plan as the trainers were the actual people that worked on it.

Warpula

- Stated he is hearing great things from the public regarding the accomplishments of public works.
- Also reminded everyone of the upcoming Turkey Bingo event.

Adjournment

MOTION by Hammerseng to adjourn at 8:39 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator