

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
DECEMBER 19, 2017 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, December 19, 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 Planner Cindy Nash, and Public Works Supervisor Jason Doboszanski. Guest present were Doug Voerding of the Wright County Journal Press and Gary Fehn of Fehn Companies.

Approval of Agenda

Hagen requested to move the agenda item “Downtown Parking Lot Ownership/Funding” after Ordinance No. 2017-09.

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

Consent Agenda

Hagen added \$452.49 to the claims for the payment of Hennepin County Truth in Taxation Notices and payment for an MS4 permit application.

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

Motion carried unanimously.

- a. **Approve Minutes of November 27, 2017 Joint City Council/Planning Commission Meeting**
- b. **Approve Minutes of December 5, 2017 City Council Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** \$ 362,453.76
 - **Payroll** \$ 8,789.01
 - **P/R taxes & Exp** \$ 3,437.05
 - **Other Claims** \$ 2,272.12
 - **Total Claims** \$ 376,951.94
- d. **Res No 12-19-17-123 – Approving Public Works Facility Construction Pay Voucher #3**
- e. **Res No 12-19-17-124 – Adopting the 2018 Final Budget and Levy**
- f. **Res No 12-19-17-125 – Approving Fifth Street Watermain Final Pay Voucher**
- g. **Res No 12-19-17-126 – Approving Veolia Contract Extension**
- h. **Ordinance No 2017-08 – Adopting 2018 Fee Schedule**

Motion carried unanimously.

Ordinance No 2017-09 – Amending Chpt. 10 Related to Mineral Extraction

Nash presented an ordinance which would regulate mining within the city limits. The version presented to Council was reviewed and received recommendation for approval from the Planning Commission. Nash further explained that Hanover currently does not have an ordinance which would allow mining to be approved within the City. This ordinance would allow mining as an IUP, with a focus on the reclamation plan and escrow funds submitted.

Fehn asked questions related to obtaining a county permit, which Nash stated a county permit would be required only if applicable to county regulations. Fehn further asked about the stock pile size of 30,000 yards of recycle material. Fehn explained that often times mining operations will collect material to be recycled, but hire a contractor to bring equipment in to complete the recycle process. Due to the mobilization efforts and costs, a 50,000 yard stockpile would be better suited for this regulation. Lastly, Fehn inquired as to what tonnage road 15th St. NE is rated at. Staff felt 15th St. is a collector road and that long term, 15th St. NE is the best route for mining traffic.

Council consensus was to have Nash determine possibility of collecting fees for recycled material, collector road determinations, stockpile maximum size, and to bring back to the Planning Commission for an additional review.

MOTION by Hammerseng to direct Planning Commission to continue review of the Ordinance, seconded by Hallstein. **Motion carried unanimously.**

Downtown Parking Lot Ownership/Funding

Hagen outlined discussions held at the most recent EDA meeting. Hagen stated that the vacant lot has not been improved to a parking lot, yet people have begun using the site as such. Hagen is concerned that vehicles will pick up debris from the house demo in their vehicle tires and then come to the City as the property owners. After discussion, Council consensus was to post the site with no trespassing signs and any other form of notices to prevent liability to the City if people disregard the fact the lot is not a parking lot.

Hagen continued the discussion by asking what Council's intentions are for future ownership. Hagen has found that in most cases, the city owns public parking lots and pays for maintenance and repairs. Nash explained the process for site plan approval as well as preliminary requirements for the improvements. Council consensus was that the Hanover EDA shall continue the project through site plan approval, then the City would take ownership of the property and pay for the parking lot improvements and future maintenance and repairs.

Res No 12-19-17-127 – Approving Phone System Upgrade

Hagen explained he received quotes from Comcast Business and GuidancePoint Technologies for a Voice over IP phone system. The proposals were similar in nature and estimated costs were comparable. Hagen recommends using GuidancePoint Technologies as they are the City's current IT provider.

MOTION by Hallstein to approve Res No 12-19-17-127, seconded by Zajicek. **Motion carried unanimously.**

Discussion of 2018 Annual Appointments

Consensus was to leave appointments related to the board liaison positions the same as 2017. The Council was also supportive of appointing Todd Bartels and Ted Zrust to the Hanover EDA and appointing Dean Kuitunen to the Planning Commission. The Hanover EDA would still have one vacant position needing to be filled and the Park Board would still have two vacant positions needing to be filled.

CSAH 19/Co. Rd. 117/Co. Rd. 203 Intersection Improvements

Hagen presented a concern brought by Tom Therrien related to the intersection adjacent to Crow Hassan Park. Therrien requested information on who to contact regarding plans for an improvement. Hagen explained that he has had some conversations with Hennepin County and he has heard little support to complete an improvement project at this time. Hagen further stated that this project has not been discussed in regards to Council's priority.

Hagen asked what involvement Hanover would like to have in pressuring an intersection improvement. Council consensus was to have the administrators of Hanover, Corcoran, and Rogers if desired meet with the County to gauge their actual interest. The discussion would involve seeking grant funding and plan preparation.

2017 Salary Compensation Study

Hagen presented data collected for the 2017 Salary Compensation Study. He then requested direct from Council and how to proceed. Council direct Hagen to prepare an analysis and recommendation for consideration.

Reports

Hagen

- Stated a draft copy of the newsletter was provided for their review. Any comments or suggestions could be direct to Amy Biren.
- Provided an update of the Public Works Facility. The building is down to finishing touches and a cleaning of the building is scheduled for early January. Staff should be able to begin moving equipment in during the last half of January.

Doboszanski

- State ice rinks are ready to start using the Zamboni for layering ice sheets moving forward. So far the public has loved the new additions to the two parks.

Hallstein

- Requested direct from Council to bring back to the EDA related to the EDA's involvement in downtown redevelopment. No initial thoughts were provided.

Zajicek

- Inquired on the Hanover Historical Society request of funds from the EDA. Hagen stated that Joe Kaul attended the EDA meeting and presented the reason for the request. Kaul outlined challenges of CenturyLink vs. Comcast internet service. The EDA direct Hagen to determine if an incentive program is eligible to apply for by the Historical Society. Hagen has not had an opportunity to make the determination at that time.
- Inquired on status of reaching out to neighboring cities regarding building inspection services. Hagen stated he has not reached out, but would move it up the priority list now that the budget and levy have been approve.

Kauffman

- Stated the I-94 West State of the Cities Luncheon is approaching. Should anyone want to attend, let Hagen know so he can sign you up.

Adjournment

MOTION by Warpula to adjourn at 8:11 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator