

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MAY 15, 2018 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, May 15, 2018 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, Public Works Supervisor Jason Doboszanski, and Fire Chief Dave Malewicki. Andrew Grice of BerganKDV was also present.

Approval of Agenda

Kauffman requested to add discussion on the July 3, 2018 meeting date and Crow River Heights development.

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

Consent Agenda

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

- a. **Approve Minutes of May 1, 2018 City Council Meeting**
- b. **Approve Minutes of May 9, 2018 Joint City Council and Planning Commission Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 99,480.79
➤ Payroll	\$ 9,454.83
➤ P/R taxes & Exp.	\$ 3,390.01
➤ Other Claims	\$ 2,390.03
➤ Total Claims	<u>\$ 114,715.66</u>

- d. **Res No 05-15-18-52 – Approving Hanover EDA Donation to Hanover Harvest Festival**

Motion carried unanimously.

2017 Audit Review – Andrew Grice, BerganKDV

Grice presented the annual audit for the 2017 calendar year. The City received a clear opinion which is the best possible outcome. There were three items noteworthy to outline to Council. First, was a finding related to the City's decision not to comply with GASB 68 and 69 related to FRA Pensions. The reason it is noteworthy for 2017 is due to the amount of funds the FRA has in the pension fund in relationship to the assets and liabilities of the fund. Second, the City was found to be out of compliance with segregation of duties. This occurs each year due to the number of staff available to handle financial transactions. Grice did note that the process in place is very good given what is available for resources. Third, was a legal compliance associated with not having payment and performance bonds for the Public Works Facility contracts.

Grice further reviewed the financials of the City noting a negative balance to the enterprise funds when depreciation is factored with the operating expenses. The City ended the year with a 58% reserve in the general fund balance.

Fire Department Building Expansion

Fire Chief Malewicki stated that he would like Council to begin considering an expansion of the Fire Station. Currently the station is full with equipment and it is difficult to move equipment around.

Council did not expressed interest in a building expansion at this time, but did encourage an informal quote in order to begin the financial planning portion of the project.

Cleaning Contract

Fire Chief Malewicki stated the members of the department are willing to take cleaning duties in house of the station. Hagen noted that currently the City contracts cleaning services for both City Hall and the Fire Station.

Council consensus was to amend the cleaning contract to remove the Fire Station weekly cleaning. Hagen was directed to notify the cleaning company of the change.

City Hall Renovation

Council requested this item be added to a future meeting agenda for brainstorming discussion. Hagen asked if Council desire any information in order to assist with the discussion.

Building Inspection Review

Hagen reviewed the memo included with the Council Agenda Packet. Zajicek continued to state how dissatisfied he is with MetroWest. Other members of the Council felt no change to building inspection services would be beneficial.

Council consensus was to consider an adjustment to values associated with construction projects in order to better compare to neighboring cities.

Warpula left at 7:00 p.m. for Fire Department Training.

Cleanup Day Review

Hagen stated that staff has organized the event and will have everything ready the morning of. Council is encouraged to attend as well. The event will run from 8am - 12 pm.

July 3, 2018 Council Meeting Date Change

Council could not determine the best date to change the meeting to. Further consideration will be given at the June 15, 2018 Work Session.

Crow River Heights West Future Additions

Kauffman noted the public hearing for the preliminary plat is scheduled for May 23rd.

Reports

Kauffman

- Requested support of Council to allow the school district to place an advertisement sign entering Crow River Heights. Hagen stated that he has discussed this with both the High School principal and the Developer, Backes. Backes is fine with the school replacing his development sign as long as they note the development name.
- Suggested that Hennepin County place an extra patrol car to assist with traffic control at the intersection adjacent to Crow Hassan Park while State Highway 55 is receiving road work. Hagen would pass the request along to Hennepin County Sherriff.

Hagen

- Hanover will be receiving an invoice for our portion of WCAT bus purchases
- The Downtown Parking lot site plan will be presented at the May 23rd Planning Commission meeting then come to the June 5th City Council meeting.

Hallstein

- Suggested the City purchase a speed trailer to place at various locations around the City. The remainder of Council was not supportive of the purchase at this time.

Adjournment

MOTION by Hammerseng to adjourn at 7:55 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator