

**CITY OF HANOVER
CITY COUNCIL MEETING
MAY 21, 2019 – OFFICIAL MINUTES**

Call to Order:

Mayor Chris Kauffman called the regular meeting of Tuesday, May 21, 2019 to order at 7:00 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 Nick Preisler, City Planner Cindy Nash, and Public Works Supervisor Jason Doboszanski. Guests Present included Andrew Grice, Bergan KDV, Buck Backes, and Doug Voerding, Wright County Journal Press.

Approval of Agenda:

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

Consent Agenda:

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

- a. **Approve Minutes of May 7, 2019 City Council Meeting**
- b. **Approve Minutes of May 13, 2019 Joint Council & Planning Commission Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** \$ **87,024.48**
 - **Payroll** \$ **9,933.10**
 - **P/R taxes & Exp.** \$ **3,571.88**
 - **Other Claims** \$ **2,600.52**
 - **Total Claims** \$ **103,129.98**

Motion carried unanimously.

Citizen's Forum

2018 Audit Review – Bergan KDV

Grice provided an overview of the City's 2018 Annual Audit. Grice noted the City received a modified opinion due to the FRA not meeting all GASB standards. Grice further noted that when looking solely and the City's finances, the City received an unmodified opinion, which is the best a city can receive.

Res No 05-21-19-39 – Approving Crow River Heights W. 4th Add. Final Plat

Nash outlined the request noting that the plans conform to the previously approved Preliminary Plat for Crow River Heights West Future Additions. Mr. Backes noted that sales have increased from last year. He further anticipates four more phases before completion.

Nash also review the Developers agreement at this time. She provided an updated version which included costs owed by the developer to the City. Nash indicated that minor adjustments may be needed prior to signing, but these adjustments would not impact the City's liability coverage in the agreement.

MOTION by Hallstein to approve Res No 05-21-19-39, seconded by Hammerseng. **Motion carried unanimously.**

Res No 05-21-19-40 – Approving Crow River Heights W. 4th Add. Developers Agreement

MOTION by Hammerseng to approve Res No 05-21-19-40, seconded by Warpula. **Motion carried unanimously.**

Medium Duty Truck Replacement

Staff provided an update on the truck replacement. Two quotes were provided, one to purchase the truck and a second to complete the build out of the dump box, and snowplowing equipment. Doboszinski noted that the truck was quoted as a 2019, but once ordered it may be built as a 2020. The dealer was not aware of a price adjustment due to the model year difference. Doboszinski further recommended upgrading the dump box with the stainless-steel option. As quoted the total price would come to \$81,776.43

MOTION by Zajicek to purchase the truck replacement as recommended with a 5% contingency for price adjustments, seconded by Warpula. **Motion carried unanimously.**

Cemetery Columbarium Concept Plan

Hagen presented the sketch plans prepared by staff. Council supported the option where three columbarium would be placed in a curved fashion. Hagen noted this plan would likely start with one structure, but we could prep the site by installing two columbarium footings for future structures.

Council directed staff to obtain quotes to build out the columbarium and continue to work with the local contractor on their indicated donation to the project.

Work Hours Discussion

Hagen presented the idea of adjusting normal working hours to reflect a nine-hour working day Monday-Thursday and a four-hour working day on Fridays. Initial thoughts would be to adjust hours to 7-4:30 Monday-Thursday and 7-11 on Friday for office staff. Public Works would adjust to 6-3:30 Monday-Thursday and 6-10 on Friday. Hagen further noted that the current hours of being open until 5:30 does not produce many visitors, whereas during the summer staff arrives to work with contractors waiting to pick up building permits. Friday afternoons can fluctuate with visitors but in most cases, it is weekend renters picking up keys. Hagen noted that staff can conduct additional reminder calls to renters to remind them of our office hours.

Kauffman and Zajicek questioned the customer service these hours would provide. Kauffman noted he did not want to reduce the evening hours for commuters. Hagen reiterated that we have not experience residents utilizing these hours. Hagen also noted that typically a staff person is here once per week for an evening meeting. This would allow a period of time where residents can be assisted on a case by case basis after hours.

Hammerseng, Warpula, and Hallstein generally favored an adjustment to the normal working hours noting it is not uncommon for Minnesota businesses to have reduced hours on Fridays during the summer. A suggestion was provided to give it a trial period for the summer. Hammerseng further offered an option of a 7:30 am start for office staff which would still provide morning customer service hours, but reduced Friday hours.

Council did express hesitation to Public Works beginning at 6 am. Doboszinski noted that the hour in the morning would be utilized in prepping equipment for the day and not out in the field where residents would be impacted by early noises. Other tasks would include emptying garbage in the parks or general shop cleaning.

Council directed the discussion be brought back at the next meeting so they can look into what other cities do.

Reports

Doboszinski

- Cleanup Day went well. Hagen noted we received approximately \$1,300 more than last year.
- Fixed a stormwater pipe hole/repared asphalt on Kayla Ln
- Inquired about hanging flags on the poles. Council directed staff to hang flags for Memorial Day, July 4th, Flag day, Labor Day, Veteran’s Day, and 9/11.
- Inquired as to whether staff can sell old hay wagons that are no longer being used. Council directed a resolution authorizing sale be brought back to the next meeting.

Hallstein

- Noted the Annual LMC Conference is in June
- Noted LMC is seeking individuals interested in serving on various boards.

Adjournment

MOTION by Hallstein to adjourn at 8:56 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator