

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
FEBRUARY 20, 2018 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, February 20, 2018 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Jackie Heinz, Public Works Supervisor Jason Doboszinski, Administrative Assistant Amy Biren, and Maintenance Workers Jason Ramthun and Carl Olson. Councilor Jim Zajicek arrived at 6:10 p.m. Guests present included Carol Dix, Josh Mandel, and Kevin Cook.

**Approval of Agenda**

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

**Consent Agenda**

Hagen identified an adjustment to claims in the amount of \$46,834.10. This adjustment is due to a staff vacation the prior week. The added claims are routine invoices that are generally found.

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

- a. **Approve Minutes of February 5, 2018 City Council Meeting**
- b. **Approve Minutes of February 14, 2018 Joint City Council/Planning Commission Meeting**
- c. **Approve Claims as Presented: (8)**
  - **Claims**                   \$ **81,219.25**
  - **Payroll**                    \$ **9,177.36**
  - **P/R taxes & Exp.**       \$ **3,282.00**
  - **Other Claims**           \$ **2,303.98**
  - **Total Claims**           \$ **95,982.59**
- d. **Res No 02-20-18-14 – Approving Staff Review**
- e. **Res No 02-20-18-15 – Agreeing to Accept Transfer of Cemetery**

**Motion carried unanimously. Zajicek Absent at this time.**

**Ordinance Amendment – Chapter 4, Gambling Regulations**

Hagen reviewed the latest draft of the ordinance with Council. Hagen noted that options on the definition of Hanover Trade Area are to leave the trade area included, however, state statute requires all adjacent entities to be included in the trade area. The other option is to remove trade area in its entirety, but that would allow donations to go anywhere. Consensus is to leave a trade area requirement, and to adjust the definition to meet state statute.

Council further discussed the donation requirement. Kauffman felt a requirement of 10% of proceeds donated directly to the City for the purpose of funding the Park Capital Fund would be beneficial. He further felt a total donation requirement should stay at 50%. Consensus is to adjust the donation requirement to 40% to the Hanover Trade Area and 10% directly to the City.

Council further identified a \$100 fee for exempt or excluded gambling permits, and to leave the remaining section related to exempt and excluded gambling permits as drafted.

Hagen noted the final draft for approval will be presented at the March 6<sup>th</sup> meeting along with a fee schedule amendment.

**Res No 02-20-18-16 – Accepting Plans & Authorizing Bids for 2018 Surface Improvement Project**  
Messner presented the project. Council reminded Messner of the City's desire to have an option of picking what parts of the project are awarded based on bid prices. Messner stated there is language to allow for Council to choose certain sections of the project.

**MOTION** by Warpula to approve Res No 02-20-18-16, seconded by Hallstein. **Motion carried unanimously.**

### **2018 Capital Projects Funding Review**

Hagen reviewed the memo included in the packet with Council. The discussion focused on equipment purchases coming in 2018. Consensus of the group was to wait on the purchase of a second plow truck, but to move forward with a mini excavator, trailer, 1-ton dually replacement, woodchipper, bucket truck, and floor zamboni.

Doboszinski noted that the bucket truck, woodchipper, and zamboni would all be purchased used. Council expressed a desire to approve a not to exceed amount towards the used equipment cost in order to allow staff the ability to act on a good deal instead of having to wait for the next meeting.

**MOTION** by Kauffman to approve purchase of a used bucket truck in the amount of \$25,000, used woodchipper in the amount of \$20,000, and a used floor zamboni in the amount of \$3,500, seconded by Warpula. **Motion carried unanimously.**

Hagen informed Council of Wright County's request to partner on the construction of an archery range in the Riverside County Park. Hagen stated that Park Board has discussed this and supports the project. The city of Clearwater and Wright County entered into a similar partnership in 2017 for the same purpose. The project would take an under utilized and under maintained park and increase the use. The Riverside Park currently does not generate many visitors and therefore is not a well kept park. The County would be looking to share costs associated with construction of archery targets and a possible elevated shooting platform. Estimated cost to the City would be no greater than \$5,000.

Kauffman and Hammerseng supported up to \$5,000 towards the archery range. Warpula, Zajicek, and Hallstein felt no costs should be incurred by the City, but supported the project. Council also supported the County in efforts to fix the boat landing.

### **2017 Excess Revenue Transfer Discussion**

Hagen noted approximately \$60,000 in excess funds that will be transferred to the Fire Capital Fund and a remaining amount of approximately \$156,000 to be dispersed at Council's discretion. Consensus was to transfer the funds to the Street Capital Fund. Hagen would bring a resolution at a later meeting along with a budget amendment, prior to the audit.

### **2017 Salary Compensation Study**

Hagen presented the memo included in the agenda packet. He outlined the findings and his recommendation of changes. Consensus was to leave the bottom of the pay ranges as they currently are and increase the top of the ranges as recommended. Council further felt there should be an adjustment to policy to establish a way for Council to address employees who reach the top of the range and increase them higher on a case by case basis. Council also felt an adjustment to policy should be made to complete a salary study the fall prior to the pay equity report being due for submittal.

Discussion on the benefits continued, but no direction was given as Council felt more time was needed to review. Benefits discussion would continue at the March Work Session.

**11238 River Rd NE – Lot Line Adjustment**

Hagen reviewed the request of the lot line adjustment. Hagen stated that Council has consented to the adjustment with the condition of payment in the amount of \$500 for the land value. Hagen stated that the EDA felt no payment would be needed, as long as fees associated with the adjustment and recording the deeds be paid by the applicant. For this reason, Hagen requested direction on Council’s desires to withdraw their condition of \$500 payment for the land.

Council felt a payment for the land is justified.

**Youth Ball Portable Toilet at Hanover Elementary**

Hagen stated that the Hanover Youth Ball organization (HYB) has requested the City pay for a portable toilet at the Elementary School for approximately three months. Historically the city has paid for this cost, but HYB has made the request annually.

Council consensus is to pay for the portable toilet.

**Reports**

Doboszinski

- The move into the new facility is going well and items on the to-do list are being crossed off.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:36 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator