

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

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, March 20, 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, Accountant/Deputy Clerk Jackie Heinz, Public Works Supervisor Jason Doboszinski, Administrative Assistant Amy Biren, and Maintenance Worker Carl Olson. Guests present included residents from the City of Hanover.

**Approval of Agenda**

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

**Consent Agenda**

Kauffman requested clarification on the capital fund transfer for the Fire Department. Hagen explained that Fire Department related revenues and expenses are separated from the rest of the City's budget. This is due to the Fire Service Contract held between Hanover and three other entities. Rather than issuing refunds for unused revenue, past practice has been to transfer excess funds to the Capital Fund to offset future debt. Kauffman questioned this practice and whether this was best in the case of future debt being shared proportionally. Hagen stated that any future debt would be included into the department budget and the service fees, but when the current agreement was approved the consensus of the group was to follow this practice.

**MOTION** by Hammerseng to approve the consent agenda, seconded by Zajicek.

- a. **Approve Minutes of March 6, 2018 City Council Meeting**
- b. **Approve Claims as Presented:**
  - **Claims**                               **\$ 163,030.71**
  - **Payroll**                                 **\$ 9,304.14**
  - **P/R taxes & Exp.**                   **\$ 3,326.35**
  - **Other Claims**                       **\$ 2,297.73**
  - **Total Claims**                       **\$ 177,958.93**
- c. **Res No 03-20-18-26 – Approving Donation from Mavco, Inc.**
- d. **Res No 03-20-18-27 – Approving Donation from Mark Miller Trucking**
- e. **Res No 03-20-18-28 – Approving Donation from Hanover Historical Society**
- f. **Res No 03-20-18-29 – Approving Donation from River Inn**
- g. **Res No 03-20-18-30 – Approving Purchase of Kubota Excavator**
- h. **Res No 03-20-18-31 – Approving Purchase of Felling Trailer**
- i. **Res No 03-20-18-32 – Approving Transfer from General Fund to Capital Fund**
- j. **Res No 03-20-18-33 – Approving 2017 Budget Amendment #1**
- k. **Res No 03-20-18-34 – Approving RMEF Exempt Gambling Permit**
- l. **Res No 03-20-18-35 – Approving Correction to Res No 03-06-18-18**

**Motion carried unanimously.**

**Ordinance 2017-09 – Amending Chpt. 10 Related to Mineral Extraction**

Nash outlined the final draft of the Ordinance. This final draft includes the directed changes to recycled material processing. This use would be considered accessory to the overall mining use of the property. A fee would be determined for the hauling of recycled material at the time of an IUP application.

**MOTION** by Hammerseng to approve Ordinance 2017-09, seconded by Zajicek. **Motion carried unanimously.**

### **Res No 03-20-18-36 – Appointing Park Board Vacancies**

Council discussed the applications received for the two Park Board Vacancies.

**MOTION** by Hallstein to approve Res No 02-20-18-16 and appoint Dani Vetrano and Scott Jamison to the Hanover Park Board, seconded by Kauffman. **Motion carried unanimously.**

Discussion with Stan Kolasa, Hanover Athletic Association (HAA) President, continued regarding the Settlers Park Ballfield. Kolasa explained that a donation request for funding towards ballfield lighting was received by HAA. The funding would cover the purchase of lighting and the installation. Kolasa explained that HAA discussed the request and were supportive but want the City to contribute funds as well. Kolasa asked Council if the lights would be installed this year if HAA committed to donating \$50,000 this year and next for a total of \$100,000. Kolasa also felt that if the donations came over the course of two years, HAA may donate the full amount of the lighting.

Hallstein stated she would like Council to discuss what the best use of funds towards park improvements would be. Hallstein further questioned if the City should pay for the project prior to receiving the full donation amount from HAA.

Hagen did state that the City currently does not have a capital plan for Park Capital dollars, but the playgrounds throughout the City will need replacing in approximately 10-15 years. That could amount to \$750,000 estimated at this time. Hagen further stated that the ballfield lighting quote was \$114,000 from Musco Lighting.

Kauffman directed Hagen to determine financing options through Musco. Kauffman further felt that the City would not consider approving the project until the first half donation was received.

### **2017 Salary Compensation Study**

Zajicek presented his research findings. He felt that based on what he found to be average premium costs, Hanover's contribution should not be changed. He further felt that Hanover should not be comparing against Rogers, Delano, or St. Michael. Kauffman stated that employees who accept positions here understand what is offered prior to accepting employment.

Hammerseng stated that he spoke with the HR Department at his company. After reviewing the info, it was felt that Hanover's contribution totals were competitive. Hammerseng did feel an adjustment up to \$1,000 a month towards family coverage would be worth considering as a \$200 gap between single and family coverage is not a large gap. He felt single coverage should stay at \$700 a month. Zajicek was supportive of Hammerseng's proposal.

Warpula inquired as to what it would cost to cover 100% of employee insurance. Hagen stated he did calculate out a middle option from what employees receive now to what was proposed. Hagen state that currently Hanover pays \$55,200 a year toward employee medical and dental insurance. The proposed adjustment would increase that amount to \$76,200. However, should the City cover 100% of medical and dental premiums, plus contribution a single coverage HSA allotment to each employee, the annual cost for todays premium amounts would total \$67,000.

Hagen was directed to bring a resolution for approval adjusting the family monthly total to \$1,000 and leaving the single monthly total at \$700.

## Reports

### Doboszanski

- Public Works has been building walls for the Fire Station to create an enclosed storage room.

### Hagen

- Informed Council of an upcoming site plan consideration for Hanover Dental. Planning Commission will review at their March meeting. Council will review at the April 3<sup>rd</sup> meeting.
- The Hanover Cove Concept Plan will be coming back to Council on April 17<sup>th</sup>.
- Reminded Council of a planned vacation for the week of April 16<sup>th</sup>.

### Warpula

- FRA Pancake Breakfast is Palm Sunday from 8-12 in the morning.

### Kauffman

- Requested support from Council for designating March 21, 2018 Down Syndrome day in the City of Hanover. Council expressed their support of the recommendation.

## Adjournment

**MOTION** by Warpula to adjourn at 7:59 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator