

**CITY OF HANOVER  
CITY COUNCIL MEETING  
DECEMBER 17, 2019 – OFFICIAL MINUTES**

**Call to Order:**

Mayor Chris Kauffman called the regular meeting of Tuesday, December 17, 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, Public Works Supervisor Jason Doboszinski and City Planner Cindy Nash. Guests included Doug Voerding of the Wright County Journal Press.

**Approval of Agenda:**

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

**Consent Agenda:**

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

**a. Approve Minutes of December 3, 2019 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 113,745.18
➤ Payroll	\$ 9,793.00
➤ P/R taxes & Exp.	\$ 3,535.05
➤ Other Claims	<u>\$ 2,625.21</u>
➤ Total Claims	<u>\$ 129,698.44</u>

**c. Res No 12-17-19-107 – Accepting Donation from Hanover Athletic Association**

**Motion carried unanimously.**

**Ordinance 2019-05**

Nash noted that majority of the changes were to incorporate changes to the Comprehensive Plan into the Zoning Ordinance. Other changes were general in nature and recommended by staff. The Planning Commission reviewed and recommends approval.

**MOTION** by Hammerseng to approve Ordinance 2019-05, seconded by Hallstein. **Motion carried unanimously.**

**Res No 12-17-19-108 – Adopting Hanover City Policy Chapter 2300**

Hagen noted two changes made from the direction provided by Council at the previous meeting.

**MOTION** by Hallstein to approve Res No 12-17-19-108, seconded by Warpula. **Motion carried unanimously.**

**Ordinance 2019-04 – Adopting 2020 Fee Schedule**

Hagen reviewed changes made from the direction provided at the last meeting. Council further discussed fees including the Hall Rental fees. Council supported increasing the rental fee to \$300 for non-alcohol and \$425 for alcohol rentals.

**MOTION** by Hammerseng to approve Ordinance 2019-04 with the Hall Rental Fee adjustment, seconded by Hallstein. **Motion carried unanimously.**

**Discussion – 2020 Appointments**

Council reviewed the vacant positions for the 2020 appointments. Council gave direction to Hagen for preparing a resolution approving official appointments at the January 7, 2020 meeting.

### **Review of Business Hours**

Hagen stated that the level of service continues to meet the needs of the public. He further stated that they provide assistance to customers between 7:30 and 8:00 am for items like building permits. Hagen was unaware of any complaints from the public, but further reiterated that there are opportunities to easily provide assistance to the public during off hours due to evening meetings that are regularly scheduled. Public Works Supervisor Doboszinski concurred that the adjusted hours work well for their needs.

Council directed no change to the normal working hours.

### **Discussion – Winter Trail Maintenance**

Zajicek requested this discussion item be brought back to Council as he felt the last meeting was unproductive on the topic. He expressed concern for how the message was sent to a resident about our winter trail maintenance practices. Zajicek further suggested revisiting the topic in greater detail in the summer to consider installing a hand rail at the historic bridge. Council agreed to the request.

### **Review 2019 Compensation Study**

Hagen provided the compensation study completed for 2019. Hagen noted that with changes over the previous two years, Hanover compensation program has become considerably more competitive. There was some concern of where some positions fell for their range. Hagen provided a brief overview of Hanover's positions as they related to pay equity reporting and what that means from a salary range comparison within Hanover's positions.

Council directed Hagen to bring the compensation study back in summer of 2020 for further review.

### **Reports**

Hallstein – requested a review of our garbage hauler licenses and the number Hanover allows. Council requested information related to how many residents each provider services and for research on the impacts to roads from garbage haulers.

Hagen – updated council on the recent sale of the Hilltop Bar. No formal plan has been shared with staff, as the current owners will begin by cleaning the building and property up first.

Nash - provided an update of the Mahler Pit IUP Application. Council will provide their first review of the application at the January 7, 2020 meeting.

### **Closed Session – City Administrator Annual Review**

Kauffman stated that the City Council would be entering into a closed session for the purpose of conducting the annual performance review of the City Administrator. Kauffman closed the meeting at 8:43 p.m.

Present during the closed session were Mayor Kauffman, Councilors Hammerseng, Warpula, Zajicek, Hallstein and City Administrator Hagen. Council conducted the annual performance review.

Mayor Kauffman reopened the Public Meeting at 10:26 p.m.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 10:26 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator