

**AGENDA
HANOVER CITY COUNCIL
MARCH 17, 2015**

**MAYOR
CHRIS KAUFFMAN**

**COUNCIL
JOHN VAJDA
DOUGLAS HAMMERSENG
KEN WARPULA
JIM ZAJICEK**

- 1. Call to Order: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of March 3, 2015 City Council Meeting (page 4)**
 - b. Approve Claims as Presented: (page 9)**

| | |
|-------------------|----------------------------|
| ➤ Claims | \$ 47,982.25 |
| ➤ Payroll | \$ 6,655.98 |
| ➤ P/R taxes & Exp | \$ 2,474.81 |
| ➤ Other Claims | <u>\$ 1,961.22</u> |
| ➤ Total Claims | <u>\$ 59,074.26</u> |
 - c. Res No 03-17-15-10 – Accepting Donation From Miller Trucking & Landscape Supply Inc.**
 - d. Res No 03-17-15-11 – Approving Amendment to the Cooperative Agreement Between Hanover and Hennepin County for the Funding of the Lake Independence Regional Trail**
- 4. Engineer Update**
 - a. MS4 Requirements (page 44)**
 - b. Hennepin County Road 19 Trail**
- 5. Res No 03-17-15-12 – Approving Hire of Probationary Firefighter (page 50)**
- 6. Staff Retention**
- 7. Septic System Ordinance (page 52)**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: March 12, 2015
Re: Review of March 17, 2015 City Council Agenda

1. Call to Order: 6:00 p.m.
2. Approval of Agenda
3. **Consent Agenda Items:** *see attached consent agenda packet*
 - a. **Approve Minutes of March 3, 2015 City Council Meeting** (page 4)
 - b. **Approve Claims as Presented:** (page 9)

| | |
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| ➤ Claims | \$ 47,982.25 |
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 - c. **Res No 03-17-15-10 – Accepting Donation From Miller Trucking & Landscape Supply Inc.**
 - d. **Res No 03-17-15-11 – Approving Amendment to the Cooperative Agreement Between Hanover and Hennepin County for the Funding of the Lake Independence Regional Trail**
4. **Engineer Update**
 - a. **MS4 Requirements** (page 44)

The City has received the final decision from the MPCA that we must conform to the MS4 requirements. Justin will provide an explanation of what will be expected. Also included in the packet is a proposal submitted from WSB to implement and administer Hanover's MS4 requirements.
 - b. **Hennepin County Road 19 Trail**

An update on the awarding of bid and tentative construction start time will be provided.
5. **Res No 03-17-15-12 – Approving Hire of Probationary Firefighter** (page 50)

Chief Malewicki requested this item be placed in front of Council. Larry Spears was a member of the Hanover Fire Department. He retired for a short time, and with current vacancies, the Fire Department is recommending hiring Mr. Spears again. Mr. Spears would be placed on a shorten probationary period in order to complete a physical, background check, and other requires of the department to update his credentials. Please see enclosed resolution and memo from Chief Malewicki.

6. Staff Retention

As discussed at the previous meeting, I approached staff and informed them of Council's willingness to consider potential changes to current wages and overall salary ranges. Further discussion on the current wages will be held, as well as discussion on what specific cities the Council would like to compare salaries too. This information will be used to complete the salary survey.

7. Septic System Ordinance (page 52)

Enclosed you will find a checklist of information which is required to be stated in the ordinance related to septic systems. Based on this checklist, I compared our current ordinance to both Wright and Hennepin County's ordinances in order to update ours. The update allows Hanover to match the more restrictive of the two county ordinances. By making this ordinance amendment, Hanover will continue to be able to monitor septic systems within the City and prevent the need to involve multiple organizations in the future when building permits are requested. I have included the draft ordinance for Council's review. The ordinance has also been sent to the MPCA for their review.

8. Reports of Mayor and Council Members, Staff, Boards, and Committees

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
MARCH 3, 2015 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the Regular Council Meeting of Tuesday, March 3, 2015 to order at 7:00 p.m. Present were Mayor Kauffman, Councilors Doug Hammerseng and Jim Zajicek. Also present were City Administrator Brian Hagen and City Engineer Justin Messner. Members absent were Councilors John Vajda and Ken Warpula. Guests included Shane Burns, Linda Eckard, Scott Wallace and other residents.

Approval of Agenda:

City Administrator Brian Hagen noted that item 7b regarding approving a contract for actuary services for the Fire Department was no longer needed. Hagen spoke with a representative from the company who currently holds all of the City's bonds, and that person stated that bond interest rates will not be effected by not completing this requirement. Hagen presented a revised agenda which replaced item 7b with an amendment to the agreement for funding the County 19 Trail between Hanover and Three Rivers Park District.

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

Consent Agenda:

Hagen stated that he added detail to the Joint City Council/EDA Meeting minutes at the request of an EDA member. The request was for more detail on the 2015 goals for the EDA.

Hammerseng asked to have the Regular City Council minutes amended to reflect the potential for the 10 Acres to be used as ball fields singly in addition to the option of jointly with the Public Works building.

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

a. Approve Amended Minutes of February 17, 2015 City Council Work Session Meeting

b. Approve Amended Minutes of February 19, 2015 Joint City Council/EDA Meeting

c. Approve Claims as Presented:

| | |
|-------------------|---------------------|
| ➤ Claims | \$ 28,759.18 |
| ➤ Payroll | \$ 6,382.43 |
| ➤ P/R taxes & Exp | \$ 2,385.80 |
| ➤ Other Claims | <u>\$ 1,213.59</u> |
| ➤ Total Claims | <u>\$ 38,741.00</u> |

d. Res No 03-03-15-06 – Approving Renewal of Consumption and Display Permit

Motion carried unanimously.

Citizen's Forum:

Hanover Lions: Shane Burns

The Hanover Lions Club would like the Council to allow the Lions to donate a drinking fountain in the shape of a lion in Settlers Park. The fountain costs \$5,000 and the Lions would like the City to help in establishing a water source to the fountain. Burns asked if there were any permits that could be waived. It was determined that the only permit needed was from the Department of Health for drinking fountain and that it was \$150. If the fountain is successful in Settlers Park, the Lions would consider donating another one at Cardinal Circle Park.

Another project the Lions would like to accomplish is to provide a pyramid of recycled tires at the Cardinal Circle Park as an additional playground option. Lion Linda explained that this project would also include community involvement.

Mayor Kauffman stated Council would be accepting of these projects. He further suggested the Lions meet with the Park Board to determine details and other ways the City could be of assistance with the project.

Scott Wallace

Thank you to Scott and Jason in Public Works for clearing the trails. The neighborhood residents are using the trail regularly and really appreciate having the trails cleared.

Mr. Wallace expressed concern about potential open meeting law violations. Wallace feels that the special meeting held on December 18, 2014 violated open meeting law requirements due to an improper notice of the meeting. Wallace further feels a violation was made when negotiations of a job offer was held in a private setting.

Hagen explained that it is not out of the ordinary for a subcommittee to be formed in order to discuss job offer negotiations. While salary and wages are public knowledge, the negotiations are typically conducted in private. Wallace said that according to the League of Minnesota Cities (LMC), that was not allowable. There are seven reasons for a meeting to be closed. Mayor Kauffman stated that the City would like to consult the Attorney on these allegations.

Wallace further emphasized that business conduct by the Council should be fully available to the public. Wallace requested that meeting notices be more specific. He further stated that he does not believe all information provide to the Council is being offered to the public.

Public Hearings:

None

Unfinished Business:

10 Acres Tree Clearing

Hagen stated that multiple quotes were received in the past to clear cut the 10 acres. Tree Top Service was the low quote so staff contacted the company to determine if the quote was still valid. The quote of \$2880 per acre to cut trees and remove stumps still stands. Mayor Kauffman stated it may be possible that Jim Stewart would not need to have the trees cleared when conducting his soil digging. Council felt that until more specific plans for the parcel are in place the trees should not be cleared.

Another citizen stated that some people value trees and the benefits trees provide. They would like to see as few trees cleared as possible.

MOTION by Hammerseng to table the discussion of clearing the 10 Acres, seconded by Zajicek.
Motion carried unanimously.

Res No 03-03-15-09 – Awarding Hennepin County 19 Trail Bid

City Engineer Justin Messner informed Council that Hennepin County plans to award the project to the lowest responsible bidder. The contract would be awarded to Landwehr for \$877,258.11. Messner further presented a breakdown of funding based on the low construction bid and costs related to permitting, land acquisition, and engineering:

| | |
|------------------------------|-----------------------|
| City of Hanover | \$295,000 |
| Three Rivers Park | \$425,000 |
| Hennepin County | \$200,000 |
| Federal Grant | \$216,000 |
| Total Cost of Project | \$1.13 million |

The City of Hanover's cost from what was originally anticipated would be an additional \$39,500. Hammerseng asked what has the City contributed to date. Messner replied \$200,000 which has gone towards plans, permits, wetland credits, easements, etc. Messner stated that the additional \$95,000 moving forward includes \$60,500 was for the survey, observation and administration of the project and then the \$39,500 to cover a portion of the shortfall in construction costs.

A citizen expressed frustration with the project costs. Messner explained the project's cost again and how when federal funding is received, additional requirements accompany the project which requires additional staff time.

MOTION by Kauffman to approve Res No 03-03-15-08, seconded by Hammerseng. **Motion carried unanimously.**

New Business:

Res No 03-03-15-07 – Supporting Changes to the FRA Investment Policy.

Hagen explained that the FRA approved changes on the investment policy in an attempt to make a better return on investment. They voted to increase 5% in common stocks and 5% less in common bonds. While the common stocks are more aggressive than the bonds. The motion is in front of Council for support with the understanding if there ever was a shortfall, the City would make up the difference. They also moved their money to the State and the State is now handling the investments. They will be receiving quarterly reports and would be able to adjust them as needed.

There was further discussion about how often the FRA will look at the investments and make changes. Hagen stated that the board meets quarterly and quarterly reports will be provided to the board. As for changes to the policy, the board could make changes at any time. They understand that the City Council needs to support these changes, they also understand that the investment money is also money used to pay firefighter pensions.

MOTION by Hammerseng to approve Res No 03-03-15-07, seconded Zajicek. **Motion carried unanimously.**

Res No 03-03-15-08 – Approving Amendment to the Cooperative Agreement Between Hanover and Three Rivers Park District for the Funding of the Lake Independence Regional Trail

Hagen explained the three amendments to the trail agreement: the increased cost participation; allowing for early reimbursement at 50% completion of the project for 50% of the funding; and Three Rivers approving who completes the construction observation. Three Rivers has already stated they would be comfortable with WSB completing this portion of the project.

MOTION to accept Res No 03-03-15-09 by Zajicek, seconded by Hammerseng. **Motion carried unanimously.**

2015 Crack Filling and Spray Injection Patching Quote

Hagen explained that the quote in front of Council would provide equipment to complete patching work around catch basins and other problem areas like potholes. This patching technique was demonstrated to

Public Works last fall and the material has held up well to the abuse of snow plowing. Additionally, this quote would complete crack filling needs to the streets. The quote is for approximately 70,000 linear feet. We do not know specifically what that will cover, but the worst cracks will receive the most focus. The cost was not budgeted this year, however, the public works department had a surplus of approximately \$50,000 last year to offset this cost.

MOTION to accept the quote by Zajicek, seconded by Kauffman. **Motion carried unanimously.**

Staff Retention

Mayor Kauffman stated that the Council received a lot of information within the last few days and have not had time to fully digest it. Hagen responded that it was meant to initiate the discussion and to be used in future discussions. Hagen provided a list of adjacent cities and pay comparisons for the public works positions. Kauffman would like to add more cities to the list provided and focus on cities comparable in population to Hanover.

Hagen requested direction on immediate staff retention and secondly, what cities Hanover should be compared to. Hagen stated that the immediate concern is that there are two positions available in neighboring cities which are of interest to some Hanover employees. Council members expressed concern as they did not want to lose employees, yet still do what is fair to the City and the employees. Council consensus was to consider potential salary changes to current wages and to consider overall salary range adjustments. They further directed Hagen to share that information with current staff.

Reports

Justin Messner – Hennepin County is projected to award the trail bid in the coming days. Project start is anticipated to begin shortly after road restrictions are lifted.

Brian Hagen –

- The Local Board of Appeals meeting is set for April 7, 2015. We are required to have one Councilor qualified to conduct the meeting, but it is good to have a backup. A catch up course is being offered to anyone who is interested. Information was included in the FYI.
- The City received official notice from the MPCA that we will need to meet MS4 requirements. WSB plans to argue the finding based on Hanover's population. Further information will be presented at a future meeting.

Jim Zajicek - The Park Board is looking into a band shell and Brian Reitzner is designing the band shell. The Athletic Association was invited to the last meeting, but did not attend. The Park Board is reaching out to them again to continue to build the relationship.

Doug Hammerseng: The Planning Commission has chosen Stan Kolasa as chair and Jim Schendel as vice chair. The Planning Commission spent time hearing a gentleman who is requesting a second address for business reasons. The board also discussed an ordinance on having a second driveway. Feedback on the driveway ordinance was given to the Planner and the Planning Commission will discuss the changes one more time before sending it to Council for approval.

Mayor Kauffman: The Wright County EDP will hold a trap shooting even in May. The Mayor further stated he volunteered to help organize the event.

Adjournment:

MOTION by Hammerseng to adjourn at 8:40 pm, seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

DRAFT

HANOVER

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Payments

Current Period: March 2015

| Batch Name | 03/17/15 PAY | Payment | Computer Dollar Amt | \$47,982.25 | Posted |
|------------------|-----------------|------------------------------|---|---------------------|-------------------------|
| Refer | 672 | ADVANCED DISPOSAL SERVICES | Ck# 030772 | 3/17/2015 | |
| Cash Payment | E 100-41940-384 | Refuse/Garbage Disposa | Standard Trash Service | 2/1/15 - 2/28/15 | \$193.50 |
| Invoice | G20001448317 | 2/28/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$193.50 |
| Refer | 636 | AEM FINANCIAL SOLUTIONS, LLC | Ck# 030773 | 3/17/2015 | |
| Cash Payment | E 100-41530-310 | Other Professional Servi | Professional financial management services- | March 2015 | \$5,000.00 |
| Invoice | 340812 | 3/1/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$5,000.00 |
| Refer | 678 | AT&T MOBILITY | Ck# 030774 | 3/17/2015 | |
| Cash Payment | E 100-43000-321 | Telephone | Monthly Cell Charges-Public Works | 12/18/14 to 1/17/15 | \$124.82 |
| Invoice | | | | | |
| Cash Payment | E 100-43000-321 | Telephone | Monthly Cell Charges-Public Works | 1/18/15 - 2/17/15 | \$164.60 |
| Invoice | | | | | |
| Transaction Date | 3/12/2015 | Due 0 | Cash | 10100 | Total \$289.42 |
| Refer | 674 | BIFFS INC. | Ck# 030775 | 3/17/2015 | |
| Cash Payment | E 100-45200-580 | Other Equipment | 5905 Pheasant Run Park | | \$95.00 |
| Invoice | W554024-IN | 3/4/2015 | | | |
| Cash Payment | E 100-45200-580 | Other Equipment | 10042 Eagleview Park | | \$95.00 |
| Invoice | W554025-IN | 3/4/2015 | | | |
| Cash Payment | E 100-45200-580 | Other Equipment | 59412 Mallard Park | | \$95.00 |
| Invoice | W554026-IN | 3/4/2015 | | | |
| Cash Payment | E 100-45200-580 | Other Equipment | 59413 Cardinal Circle Park | | \$95.00 |
| Invoice | W554027-IN | 3/4/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$380.00 |
| Refer | 675 | CARDMEMBER SRVC (CENTRAL B | Ck# 030776 | 3/17/2015 | |
| Cash Payment | E 100-42220-221 | Equipment Parts | Office Max: New Accountability Borards | | \$80.65 |
| Invoice | | 2/22/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$80.65 |
| Refer | 639 | CARSON, CLELLAND & SCHREDE | Ck# 030777 | 3/17/2015 | |
| Cash Payment | E 100-41610-304 | Legal Fees | Professional Services | | \$207.20 |
| Invoice | | 2/27/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$207.20 |
| Refer | 673 | CENTERPOINT ENERGY | Ck# 030778 | 3/17/2015 | |
| Cash Payment | E 100-41940-383 | Gas Utilities | 11250 5th St NE; | 1/28/15 - 2/26/15 | \$1,015.08 |
| Invoice | | 3/2/2015 | | | |
| Cash Payment | E 100-42280-383 | Gas Utilities | 369 Labeauxe Ave NE | | \$561.00 |
| Invoice | | 3/2/2015 | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total \$1,576.08 |
| Refer | 659 | CENTURY LINK | Ck# 030779 | 3/17/2015 | |
| Cash Payment | E 100-42280-321 | Telephone | Fire Hall Landline | | \$28.46 |
| Invoice | | 2/28/2015 | | | |

HANOVER

Payments

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Current Period: March 2015

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|------------------|--|-----------|---|-------|--------------|-------------------|
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$28.46 |
| Refer | 640 CITY OF ST. MICHAEL | | | | | |
| | | | | | | |
| Cash Payment | E 100-43100-310 Other Professional Servi | | 1st Qtr Compost & Brush Facility Partnership | | | \$1,250.00 |
| Invoice | 03022015-6 | 3/2/2015 | | | | |
| Cash Payment | E 100-45500-437 Other Miscellaneous | | 1st Qtr 2015 Library Bond Payment | | | \$1,750.00 |
| Invoice | 03022015-6 | 3/2/2015 | | | | |
| Cash Payment | E 100-45186-437 Other Miscellaneous | | 1st Qtr 2015 Senior Center Operations | | | \$1,936.49 |
| Invoice | 03022015-6 | 3/2/2015 | | | | |
| Cash Payment | E 100-45186-437 Other Miscellaneous | | 2014 Senior Center Operations | | | -\$479.47 |
| Invoice | 03022015-6 | 3/2/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$4,457.02 |
| Refer | 641 CITY OF ST. MICHAEL | | | | | |
| | | | | | | |
| Cash Payment | E 602-49455-310 Other Professional Servi | | WAC Fees for January 2015; 1034 Emerald St. NE | | | \$4,712.00 |
| Invoice | January 2015 | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$4,712.00 |
| Refer | 657 COMCAST | | | | | |
| | | | | | | |
| Cash Payment | E 100-41940-321 Telephone | | Digital Phone Line Service 3/5/15 - 4/4/15; City Hall | | | \$257.26 |
| Invoice | 3/22/2015 | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$257.26 |
| Refer | 680 COTTONS, INC. | | | | | |
| | | | | | | |
| Cash Payment | E 100-43100-220 Repair/Maint Supply (GE | | Parts | | | \$30.29 |
| Invoice | | | | | | |
| Cash Payment | E 100-43100-220 Repair/Maint Supply (GE | | Windshield Wash | | | \$4.48 |
| Invoice | | | | | | |
| Cash Payment | E 100-43100-212 Motor Fuels | | Prem AW 46 Hyd Fluid 5G | | | \$83.54 |
| Invoice | | | | | | |
| Transaction Date | 3/12/2015 | Due 0 | Cash | 10100 | Total | \$118.31 |
| Refer | 658 ECM PUBLISHERS, INC. | | | | | |
| | | | | | | |
| Cash Payment | E 100-43000-103 Part-Time Employees | | PW/Parks Seasonal Position | | | \$103.00 |
| Invoice | 348079 | 2/12/2015 | | | | |
| Cash Payment | E 100-43000-103 Part-Time Employees | | PW/Parks Seasonal Position | | | \$186.17 |
| Invoice | 348079 | 2/19/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$289.17 |
| Refer | 643 ENDE SEPTIC SERVICE, LLC | | | | | |
| | | | | | | |
| Cash Payment | E 100-41940-220 Repair/Maint Supply (GE | | Pump Flammable Waste Trap @ City Hall | | | \$150.00 |
| Invoice | 13966 | 3/5/2015 | | | | |
| Cash Payment | E 100-42280-220 Repair/Maint Supply (GE | | Pump Flammable Waste Trap at Fire Station | | | \$150.00 |
| Invoice | 13965 | 3/5/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$300.00 |
| Refer | 660 FINKEN WATER SOLUTIONS | | | | | |
| | | | | | | |
| Cash Payment | E 100-42280-220 Repair/Maint Supply (GE | | Cook & Cold Rental Cooler | | | \$19.00 |
| Invoice | 3477632 | 3/1/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$19.00 |
| Refer | 662 FIRE SAFETY USA, INC. | | | | | |
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Payments

Current Period: March 2015

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|---------------------|--|--|------|-----------------------------|--------------|-------------------|
| Cash Payment | E 100-42220-260 Uniforms | Fire-Dex Leather Fire Boot | | | | \$277.50 |
| Invoice | 76066 | 2/12/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$277.50 |
| Refer | 644 <u>HARDWARE HANK</u> | | | <u>Ck# 030787 3/17/2015</u> | | |
| Cash Payment | E 100-43100-215 Shop Supplies | Misc. Builders Hardware | | | | \$4.46 |
| Invoice | 1214003 | 2/25/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$4.46 |
| Refer | 677 <u>HEINS, DENICE</u> | | | <u>Ck# 030788 3/17/2015</u> | | |
| Cash Payment | E 100-41940-520 Buildings and Structures | Storage Lease - April | | | | \$120.00 |
| Invoice | | 3/17/2015 | | | | |
| Transaction Date | 3/12/2015 | Due 0 | Cash | 10100 | Total | \$120.00 |
| Refer | 663 <u>HENNEPIN CTY FIRE CHIEFS ASS</u> | | | <u>Ck# 030789 3/17/2015</u> | | |
| Cash Payment | E 100-42210-306 Dues & Subscriptions | 2015 Dues; Malewicki & Kottke | | | | \$100.00 |
| Invoice | | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$100.00 |
| Refer | 645 <u>JIFFY-JR. PRODUCTS</u> | | | <u>Ck# 030790 3/17/2015</u> | | |
| Cash Payment | E 100-41940-220 Repair/Maint Supply (GE | Cleaning Supplies | | | | \$57.23 |
| Invoice | 159700 | 2/27/2015 | | | | |
| Cash Payment | E 100-41570-220 Repair/Maint Supply (GE | Cleaning Supplies Truck Windows | | | | \$63.69 |
| Invoice | 159721 | 3/2/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$120.92 |
| Refer | 646 <u>JOINT POWERS WATER BOARD</u> | | | <u>Ck# 030791 3/17/2015</u> | | |
| Cash Payment | E 601-49410-310 Other Professional Servi | WAC Fees for January 2015; 1034 Emerald St. NE | | | | \$2,001.00 |
| Invoice | January 2015 | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$2,001.00 |
| Refer | 647 <u>KAUL DESIGN GROUP, LLC</u> | | | <u>Ck# 030792 3/17/2015</u> | | |
| Cash Payment | E 201-41330-437 Other Miscellaneous | Priority Maintenance Pkg. Monthly fee-March 2015 | | | | \$200.00 |
| Invoice | 15-036 | 3/2/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$200.00 |
| Refer | 661 <u>KOTTKE, BRIAN</u> | | | <u>Ck# 030793 3/17/2015</u> | | |
| Cash Payment | E 100-42220-580 Other Equipment | Reimbursement; Water & Powerade | | | | \$49.45 |
| Invoice | | 3/10/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$49.45 |
| Refer | 648 <u>MENARDS-BUFFALO</u> | | | <u>Ck# 030794 3/17/2015</u> | | |
| Cash Payment | E 100-41940-520 Buildings and Structures | Cleaning Supplies | | | | \$49.51 |
| Invoice | 7776 | 2/26/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$49.51 |
| Refer | 670 <u>MN DEPT OF LABOR AND INDUST</u> | | | <u>Ck# 030795 3/17/2015</u> | | |
| Cash Payment | E 100-42401-310 Other Professional Servi | 4th Qtr 2014; Building Surcharge Fees; Confirmation #21923053085 | | | | \$1,061.25 |
| Invoice | | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$1,061.25 |
| Refer | 664 <u>PINOR, DAVID</u> | | | <u>Ck# 030796 3/17/2015</u> | | |

HANOVER

Payments

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Current Period: March 2015

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|------------------|--|--|------|-----------------------------|--------------|-----------------|
| Cash Payment | E 100-42240-208 Training and Instruction | Training Class-Trench Rescue | | | | \$120.00 |
| Invoice | 3/7/2015 | | | | | |
| Cash Payment | E 100-42240-331 Travel Expenses | 2 Nights - Hotel | | | | \$258.28 |
| Invoice | 3/6/2015 | | | | | |
| Cash Payment | E 100-42240-331 Travel Expenses | Per Diem | | | | \$60.00 |
| Invoice | 3/7/2015 | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$438.28 |
| Refer | 649 <u>PLUNKETTS</u> | | | <u>Ck# 030797 3/17/2015</u> | | |
| Cash Payment | E 100-41940-310 Other Professional Servi | Pest Control | | | | \$79.88 |
| Invoice | 4690922 | 2/11/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$79.88 |
| Refer | 650 <u>QUILL.COM</u> | | | <u>Ck# 030798 3/17/2015</u> | | |
| Cash Payment | E 100-41570-220 Repair/Maint Supply (GE | 2 Clear acrylic base signs 2"x8" | | | | \$25.01 |
| Invoice | 9450695 | 1/13/2015 | | | | |
| Cash Payment | E 100-41570-200 Office Supplies (GENER | Misc. Supplies | | | | \$126.78 |
| Invoice | 9346091 | 1/9/2015 | | | | |
| Cash Payment | E 100-41570-200 Office Supplies (GENER | 14 - Round-ring view binders | | | | \$111.86 |
| Invoice | 9411975 | 1/12/2015 | | | | |
| Cash Payment | E 100-41570-200 Office Supplies (GENER | Return Round-ring non view binders | | | | -\$81.76 |
| Invoice | 873597 | 1/9/2015 | | | | |
| Cash Payment | E 100-41570-200 Office Supplies (GENER | 1 Clear acrylic base sign 2"x8" | | | | \$14.99 |
| Invoice | 1751653 | 2/24/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$196.88 |
| Refer | 669 <u>SCHMITZ, NANCY</u> | | | <u>Ck# 030799 3/17/2015</u> | | |
| Cash Payment | E 100-41435-331 Travel Expenses | HC Recycling Coordinator Meeting-Medina | | | | \$17.03 |
| Invoice | | 3/6/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$17.03 |
| Refer | 652 <u>TEGRETE</u> | | | <u>Ck# 030800 3/17/2015</u> | | |
| Cash Payment | E 100-41940-310 Other Professional Servi | Hall Special Cleaning on 2/22/15 | | | | \$90.00 |
| Invoice | 54104 | 3/6/2015 | | | | |
| Cash Payment | E 100-41940-310 Other Professional Servi | Hall Special Cleaning on 2/28/15 | | | | \$90.00 |
| Invoice | 54104 | 3/6/2015 | | | | |
| Cash Payment | E 100-41940-310 Other Professional Servi | Hall Special Cleaning on 3/8/15 | | | | \$90.00 |
| Invoice | 54104 | 3/6/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$270.00 |
| Refer | 635 <u>THE WHITE SIDEWALLS</u> | | | <u>Ck# 030801 3/17/2015</u> | | |
| Cash Payment | E 100-45200-440 Programs/FYCC | Park Board Concert in the Park Event 6/18/15; 1/2 payment | | | | \$800.00 |
| Invoice | | 2/24/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$800.00 |
| Refer | 666 <u>ULTIMATE SAFETY CONCEPTS, IN</u> | | | <u>Ck# 030802 3/17/2015</u> | | |
| Cash Payment | E 100-42220-580 Other Equipment | Safety vests/Coupling Set | | | | \$391.21 |
| Invoice | 159620 | 2/9/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$391.21 |
| Refer | 654 <u>VEOLIA WATER NORTH AMERICA</u> | | | <u>Ck# 030803 3/17/2015</u> | | |
| Cash Payment | E 602-43252-310 Other Professional Servi | April Services | | | | \$3,849.83 |
| Invoice | 00046216 | 3/15/2015 | | | | |

HANOVER

Payments

Current Period: March 2015

| | | | | | | |
|---------------------|--|---|------|-----------------------------|--------------|-------------------|
| | | | | | | |
| Cash Payment | E 601-43252-310 Other Professional Servi | April Services | | | | \$2,812.75 |
| Invoice | 00046216 | 3/15/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$6,662.58 |
| | | | | | | |
| Refer | 667 WARPULA, KEN | | | <u>Ck# 030804 3/17/2015</u> | | |
| Cash Payment | E 100-42260-220 Repair/Maint Supply (GE | Reimbursement - Light Bulbs for Tanker 12 | | | | \$86.94 |
| Invoice | | | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$86.94 |
| | | | | | | |
| Refer | 653 WRIGHT COUNTY AUDITOR-TREA | | | <u>Ck# 030805 3/17/2015</u> | | |
| Cash Payment | E 100-42102-310 Other Professional Servi | WC Deputy Services March | | | | \$7,847.50 |
| Invoice | March | 2/26/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$7,847.50 |
| | | | | | | |
| Refer | 655 WSB & ASSOCIATES, INC. | | | <u>Ck# 030806 3/17/2015</u> | | |
| Cash Payment | E 401-41950-303 Engineering Fees | Beebe Lake Trail. CR 34 | | | | \$1,670.75 |
| Invoice | 3/2/2015 | | | Project 127253 | | |
| Cash Payment | E 100-41950-303 Engineering Fees | 2015 General Engineering Services | | | | \$1,379.50 |
| Invoice | 3/2/2015 | | | | | |
| Cash Payment | E 401-49844-400 Repairs & Maint Cont (G | Bridge Rehabilitation | | | | \$4,615.00 |
| Invoice | 3/2/2015 | | | Project 208205 | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$7,665.25 |
| | | | | | | |
| Refer | 656 XCEL ENERGY | | | <u>Ck# 030807 3/17/2015</u> | | |
| Cash Payment | E 100-43160-381 Electric Utilities | 751 Labeaux Ave NE | | | | \$87.41 |
| Invoice | 0559579747 | 2/23/2015 | | | | |
| Cash Payment | E 100-45200-381 Electric Utilities | Cardinal Circle Park | | | | \$14.22 |
| Invoice | 0559690323 | 2/23/2015 | | | | |
| Cash Payment | E 100-45200-381 Electric Utilities | 1033 Mallard St. NE | | | | \$11.90 |
| Invoice | 0559684126 | 2/23/2015 | | | | |
| Cash Payment | E 100-43160-381 Electric Utilities | City Street Lighting | | | | \$1,521.01 |
| Invoice | 0559579747 | 2/23/2015 | | | | |
| Transaction Date | 3/11/2015 | Due 0 | Cash | 10100 | Total | \$1,634.54 |

Fund Summary

| | |
|------------------------------|-------------|
| | 10100 Cash |
| 602 SEWER ENTERPRISE FUND | \$8,561.83 |
| 601 WATER ENTERPRISE FUND | \$4,813.75 |
| 401 GENERAL CAPITAL PROJECTS | \$6,285.75 |
| 201 EDA SPECIAL REVENUE FUND | \$200.00 |
| 100 GENERAL FUND | \$28,120.92 |
| | \$47,982.25 |

| | |
|--|-------------|
| Pre-Written Check | \$47,982.25 |
| Checks to be Generated by the Computer | \$0.00 |
| Total | \$47,982.25 |



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701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700

February 27, 2015

Mr. Brian Hagen
City of Hanover
11250 5th Street NE
Hanover, MN 55341

Re: January, 2015 Invoices

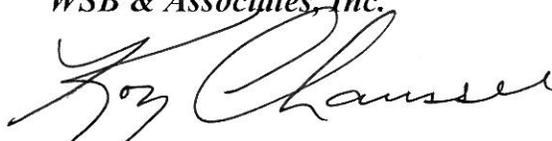
Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of January for the City of Hanover.

If you have any questions, please contact me at 651-286-8465.

Sincerely,

WSB & Associates, Inc.


for Justin Messner
Associate

Enclosures

kc

| WSB Project No. | City of Hanover Description | Current Invoice | Year to Date 2015 | Billed to Date January 31, 2015 |
|--------------------|--|-------------------|----------------------|------------------------------------|
| 1020-561 | Utility Permit Reviews | | | \$4,637.75 |
| 1272-210 | General Engineering Services (2012) -\$6.50 Credit | | | \$16,829.25 |
| 1272-330 | Bridges at Hanover Plat Changes | | | \$780.00 |
| 1272-390 | Hanover Bicycle & Pedestrian Trail | | | \$146,423.70 |
| 1272-420 | Storm Water Utility Justification | | | \$14,069.25 |
| 1272-430 | Wetter Property Development Review | | | \$9,937.00 |
| 1272-460 | School Sidewalk - CR 19 | | | \$1,005.00 |
| 1272-470 | Public Works Site Grading Plan | | | \$12,593.50 |
| 1272-480 | CR 34 Bike Trail Fed. Enhancement Grant | | | \$6,728.50 |
| 1272-500 | 2010-2014 Street Maintenance Report | | | \$335.00 |
| 1272-520 | Hennepin CR 19 Trail Project | | | \$157,724.54 |
| 1272-530 | Beebe Lake Regional Trail - CR 34 | \$1,670.75 | \$1,670.75 | \$244,396.00 |
| 1272-540 | Drainage Analysis for Future PW Site | | | \$4,327.50 |
| 1272-550 | 2012 Seal Coat / Road Rehabilitation | | | \$11,499.50 |
| 1272-560 | PHS West Site Plan Review 2012 | | | \$428.00 |
| 1272-570 | CR 19 at CR 34 Signal | | | \$23,081.25 |
| 1272-580 | Jonquil Lane Ditch Grading | | | \$2,399.25 |
| 1272-590 | Lamont Avenue Extension 2012 | | | \$86,667.64 |
| 1272-600 | Pingree Drainage | | | \$10,656.25 |
| 2082-000 | Pheasant Run Street and Sewer Extension | | | \$17,951.50 |
| 2082-010 | 2013 General Engineering Services | | | \$15,877.00 |
| 2082-011 | 2014 General Engineering Services | | | \$19,612.75 |
| 2082-012 | 2015 General Engineering Services | \$1,379.50 | \$1,379.50 | \$1,379.50 |
| 2082-020 | GIS Services | | | \$11,920.50 |
| 2082-030 | Pavement Management Plan | | | \$13,548.50 |
| 2082-040 | Bridges of Hanover Assisted Living Project | | | \$3,023.21 |
| 2082-050 | Bridge 92366 Rehabilitation Report | | | \$2,272.00 |
| 2082-070 | CSAH 19 Sidewalk Extension | | | \$4,640.50 |
| 2931-000 | Bridge 92366 Rehabilitation | \$4,615.00 | \$4,615.00 | \$4,615.00 |
| | Current Invoice Total | \$7,665.25 | \$7,665.25 | |

401-41950-303 \$1,670.75 Beebe Lk tr. 34
 100-41950-303 \$1,379.50 Gen. Serv. 2015
 401-49844-400 \$4,615.00 Bridge Restoration



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Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700

City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

February 27, 2015
Project No: 01272-530
Invoice No: 48

Beebe Lake Regional Trail - CR 34
Project 2014-01C

Professional Services from January 01, 2015 to January 31, 2015

Phase 3 Construction

Professional Personnel

| | Hours | Rate | Amount |
|---------------------------------|-------|--------|---------------|
| Project Management/Coordination | | | |
| Messner, Justin 1/16/2015 | 2.00 | 133.00 | 266.00 |
| DNR Payment Request | | | |
| Totals | 2.00 | | 266.00 |
| Total Labor | | | 266.00 |

Consultants

| | | | |
|---|--|--|-----------------|
| Braun Intertec Corp. | | | |
| 12/31/2014 Braun Intertec Corporation Invoice No. B014362 | | | 1,404.75 |
| Total Consultants | | | 1,404.75 |

Total this Phase \$1,670.75

Total this Invoice \$1,670.75

Billings to Date

| | Current | Prior | Total |
|----------------|-----------------|-------------------|-------------------|
| Labor | 266.00 | 198,189.25 | 198,455.25 |
| Consultant | 1,404.75 | 16,466.50 | 17,871.25 |
| Expense | 0.00 | 510.00 | 510.00 |
| Field Services | 0.00 | 27,559.50 | 27,559.50 |
| Totals | 1,670.75 | 242,725.25 | 244,396.00 |

Comments:

Approved by:

Reviewed by: Mike Nielson
Project Manager: Justin Messner

INVOICE

**PLEASE REMIT TO**

Braun Intertec Corporation
 NW 7644 PO Box 1450
 Minneapolis, MN 55485

Telephone (952) 995-2000
 Fax (952) 995-2020
 Tax ID. 41-1684205

Mike Nielson
 WSB & Associates, Inc.
 4140 Thielman Lane, Suite 204
 Saint Cloud, MN 56301

Date 11/12/2014
 Invoice number B014362
 Project ID SC1303129
 Customer account W18622
 Customer PO

CSAH 34-Beebe Lake Road Trail
 Construction Materials Testing
 SP 086-090-004
 Hanover, MN 55431

For Professional Services rendered through 10/20/2014

| | | | |
|------------------------------------|-------------|--------------------------------|--------------------------|
| A - Construction Materials Testing | | | |
| PM - Project Management | | \$744.75 | |
| SOIL - Soil Observations & Testing | | \$660.00 | |
| | | | <u>\$1,404.75</u> |
| | | Amount Due This Invoice | <u>\$1,404.75</u> |
| Amount Previously Invoiced: | \$13,841.50 | | |
| Amount Invoiced to Date: | \$15,246.25 | | |

OK Signature 
 Project # 072-53 Phase # 3
 Accounting Use:
 Account Code: _____ AP _____

Please pay from this invoice.
 Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate.



| | Qty/Hours | Rate | Amount |
|---|-----------|--------|-------------------|
| A - Construction Materials Testing | | | |
| PM - Project Management | | | |
| Consulting Services Detail | | | |
| Project Manager | 4.75 | 149.00 | 707.75 |
| Word Processing | 0.50 | 74.00 | 37.00 |
| Total PM - Project Management | | | \$744.75 |
| SOIL - Soil Observations & Testing | | | |
| Consulting Services Detail | | | |
| Compaction Testing, Non-Nuclear | 9.00 | 70.00 | 630.00 |
| Non-Salary Detail | | | |
| Trip charge, per trip | 2.00 | 15.00 | 30.00 |
| Total SOIL - Soil Observations & Testing | | | \$660.00 |
| Total A - Construction Materials Testing | | | \$1,404.75 |
| Total Project | | | \$1,404.75 |



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City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

February 27, 2015
Project No: 02082-012
Invoice No: 1

2015 General Engineering Services
Professional Services from January 01, 2015 to January 31, 2015
Professional Personnel

| | | Hours | Rate | Amount |
|--|-----------|-------|--------|-----------------|
| Meetings | | | | |
| Hansen, Justin | 1/5/2015 | 2.00 | 114.00 | 228.00 |
| DataLink Updates | | | | |
| Hansen, Justin | 1/8/2015 | 1.00 | 114.00 | 114.00 |
| DataLink Updates | | | | |
| Messner, Justin | 1/7/2015 | 2.00 | 133.00 | 266.00 |
| Staff Meeting | | | | |
| Messner, Justin | 1/14/2015 | 2.00 | 133.00 | 266.00 |
| Weekly Staff Meeting | | | | |
| Messner, Justin | 1/21/2015 | 3.50 | 133.00 | 465.50 |
| Staff meeting and school addition review | | | | |
| Totals | | 10.50 | | 1,339.50 |
| Total Labor | | | | 1,339.50 |

Field Services Billing

Council Mtg and/or Planning Commission

| | | |
|-----------------------------|--------------|--------------|
| 1.0 Meeting @ 40.00 | 40.00 | |
| Total Field Services | 40.00 | 40.00 |

Total this Invoice \$1,379.50

Billings to Date

| | Current | Prior | Total |
|----------------|-----------------|-------------|-----------------|
| Labor | 1,339.50 | 0.00 | 1,339.50 |
| Field Services | 40.00 | 0.00 | 40.00 |
| Totals | 1,379.50 | 0.00 | 1,379.50 |

Comments:

Approved by:

Reviewed by: Mike Nielson
Project Manager: Justin Messner



engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700

City of Hanover
Attn: Brian Hagen
11250 5th Street NE
Hanover, MN 55341

February 27, 2015
Project No: 02931-000
Invoice No: 1

Bridge 92366 Rehabilitation

Professional Services from January 01, 2015 to January 31, 2015

Phase 1 Inspection

Professional Personnel

| | Hours | Rate | Amount |
|---------------------------------------|-------|-------------------------|-------------------|
| Research/Data Collection | | | |
| Slominski, Ashley | 2.00 | 117.00 | 234.00 |
| Gather and Review data for inspection | | | |
| Slominski, Ashley | 2.00 | 117.00 | 234.00 |
| Gather Data for Inspection | | | |
| Structural Inspection | | | |
| Alberg, Craig | 8.00 | 123.00 | 984.00 |
| Bridge inspection | | | |
| Robinson, Bradley | 8.00 | 108.00 | 864.00 |
| Field inspection | | | |
| Totals | 20.00 | | 2,316.00 |
| Total Labor | | | 2,316.00 |
| | | Total this Phase | \$2,316.00 |

Phase 2 Load Rating

Professional Personnel

| | Hours | Rate | Amount |
|------------------------------|-------|-------------------------|-------------------|
| Bridge Rating | | | |
| Winters, James | 1.00 | 99.00 | 99.00 |
| Preparing Model | | | |
| Winters, James | .50 | 99.00 | 49.50 |
| Preparing rating | | | |
| Winters, James | 1.00 | 99.00 | 99.00 |
| Section Property Definitions | | | |
| Winters, James | 6.00 | 99.00 | 594.00 |
| Truss Bridge Rating | | | |
| Winters, James | 5.00 | 99.00 | 495.00 |
| Truss Load Rating | | | |
| Winters, James | 9.00 | 99.00 | 891.00 |
| Truss Rating | | | |
| Totals | 22.50 | | 2,227.50 |
| Total Labor | | | 2,227.50 |
| | | Total this Phase | \$2,227.50 |

Phase 4 SHPO

Professional Personnel

| | Hours | Rate | Amount |
|---|-------|---------------------------|-------------------|
| Report/Feasibility Study | | | |
| Corkle, Jacqueline | .50 | 143.00 | 71.50 |
| Review of historic status and procedures for rehabilitation | | | |
| Totals | .50 | | 71.50 |
| Total Labor | | | 71.50 |
| | | Total this Phase | \$71.50 |
| | | Total this Invoice | \$4,615.00 |

Billings to Date

| | Current | Prior | Total |
|---------------|-----------------|-------------|-----------------|
| Labor | 4,615.00 | 0.00 | 4,615.00 |
| Totals | 4,615.00 | 0.00 | 4,615.00 |

Comments: _____

Approved by:



Reviewed by: Mike Nielson
 Project Manager: Justin Messner



ATTORNEYS AT LAW
 6300 SHINGLE CREEK PARKWAY STE 305
 MINNEAPOLIS, MN 55430-2190
 (763)-561-2800

February 27, 2015

CITY OF HANOVER
 CITY ADMINISTRATOR
 11250 5TH STREET NE
 HANOVER, MN 55341

Professional Services

Amount

Criminal

| | | |
|-----------|---|-------|
| 1/29/2015 | Correspond with defense attorneys, probation officers, defendants, court, review discovery, note files | 32.50 |
| 2/3/2015 | Prepare disposition letter and review files | 48.75 |
| 2/18/2015 | Handle arraignment/pretrial calendar at Brookdale court | 32.50 |
| 2/19/2015 | Review audio and video tapes, select witnesses, correspond with defense attorneys, conference with attorney Ross regarding open cases, note files, draft disposition letter | 24.38 |
| 2/25/2015 | Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period | 18.75 |
| | Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period | 37.50 |

SUBTOTAL: [194.38]

For professional services rendered \$194.38

Client Expense Charges :

Criminal Expenses:

| | |
|---------------------|----------|
| Monthly support fee | 12.82 |
| SUBTOTAL: | [12.82] |

Total Client Expense Charges \$12.82

Total amount of this bill \$207.20

MAR 04 2015

100-41610-304

| | <u>Amount</u> |
|---------------------------------------|-------------------|
| Previous balance | \$268.76 |
| 2/27/2015 Payment - thank you | (\$47.50) |
| 2/27/2015 Payment - thank you | (\$221.26) |
| | <hr/> |
| Total payments and adjustments | (\$268.76) |
| | <hr/> |
| Balance due | \$207.20 |
| | <hr/> <hr/> |

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.


Jeffrey A. Carson, City Attorney

HANOVER
Paid Register

| Check Numbe | Employee Number | Employee Name | Pay Period | Pay Group Description | Check Amount | Check Date | Status |
|----------------|--------------------|--------------------|---------------|--------------------------|-----------------|---------------|-------------|
| 500252 | 000000003 | Hagen, Brian S. | 6 | Bi-Weekly | \$1,797.13 | 3/13/2015 | Outstanding |
| 500253 | 000000002 | Schmitz, Nancy A. | 6 | Bi-Weekly | \$994.71 | 3/13/2015 | Outstanding |
| 500251 | 000000008 | Doboszinski, Jason | 6 | Bi-Weekly | \$1,190.44 | 3/13/2015 | Outstanding |
| 500249 | 000000011 | Biren, Amy | 6 | Bi-Weekly | \$1,033.70 | 3/13/2015 | Outstanding |
| 500250 | 000000006 | Bursch, Jeffrey | 6 | Bi-Weekly | \$147.76 | 3/13/2015 | Outstanding |
| EFT | 000000007 | Heins, Russell | 6 | Bi-Weekly | \$0.00 | 3/13/2015 | Outstanding |
| 500254 | 000000005 | Vogel, Scott F. | 6 | Bi-Weekly | \$1,492.24 | 3/13/2015 | Outstanding |
| | | | | | <hr/> | | |
| | | | | | \$6,655.98 | | |

HANOVER

03/10/15 1:00 PM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(6)

| Deduction/Benefit Code & Description | Employee Number & Name | Deduction Amount | Benefit Amount |
|--------------------------------------|-----------------------------|------------------|----------------|
| 001 Federal | 00000011 Biren, Amy | \$179.70 | |
| | 00000008 Doboszinski, Jason | \$113.53 | |
| | 00000003 Hagen, Brian S. | \$242.45 | |
| | 00000002 Schmitz, Nancy A. | \$72.46 | |
| | 00000005 Vogel, Scott F. | \$147.23 | |
| | <i>Federal</i> | | <hr/> |
| 005 State Tax - MN | 00000011 Biren, Amy | \$76.41 | |
| | 00000008 Doboszinski, Jason | \$53.15 | |
| | 00000003 Hagen, Brian S. | \$106.67 | |
| | 00000002 Schmitz, Nancy A. | \$38.50 | |
| | 00000005 Vogel, Scott F. | \$65.17 | |
| | <i>State Tax - MN</i> | | <hr/> |
| 049 Medicare | 00000011 Biren, Amy | \$21.78 | |
| | 00000006 Bursch, Jeffrey | \$2.32 | |
| | 00000008 Doboszinski, Jason | \$22.92 | |
| | 00000003 Hagen, Brian S. | \$36.25 | |
| | 00000002 Schmitz, Nancy A. | \$18.67 | |
| | 00000005 Vogel, Scott F. | \$28.79 | |
| <i>Medicare</i> | | <hr/> | \$130.73 |
| 051 Social Security | 00000011 Biren, Amy | \$93.15 | |
| | 00000006 Bursch, Jeffrey | \$9.92 | |
| | 00000008 Doboszinski, Jason | \$98.01 | |
| | 00000003 Hagen, Brian S. | \$155.00 | |
| | 00000002 Schmitz, Nancy A. | \$79.85 | |
| | 00000005 Vogel, Scott F. | \$123.11 | |
| <i>Social Security</i> | | <hr/> | \$559.04 |
| 501 Social Security Benefit | 00000011 Biren, Amy | | \$93.15 |
| | 00000006 Bursch, Jeffrey | | \$9.92 |
| | 00000008 Doboszinski, Jason | | \$98.01 |
| | 00000003 Hagen, Brian S. | | \$155.00 |
| | 00000002 Schmitz, Nancy A. | | \$79.85 |
| | 00000005 Vogel, Scott F. | | \$123.11 |
| <i>Social Security Benefit</i> | | <hr/> | \$559.04 |
| 502 Medicare Benefit | 00000011 Biren, Amy | | \$21.78 |

HANOVER

03/10/15 1:00 PM

Page 2

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(6)

| Deduction/Benefit Code & Description | Employee Number & Name | Deduction Amount | Benefit Amount |
|--------------------------------------|------------------------------|------------------|----------------|
| 502 Medicare Benefit | 000000006 Bursch, Jeffrey | | \$2.32 |
| | 000000008 Doboszinski, Jason | | \$22.92 |
| | 000000003 Hagen, Brian S. | | \$36.25 |
| | 000000002 Schmitz, Nancy A. | | \$18.67 |
| | 000000005 Vogel, Scott F. | | \$28.79 |
| | <i>Medicare Benefit</i> | | \$130.73 |
| <hr/> <i>Grand Total</i> | | \$1,785.04 | \$689.77 |

HANOVER

03/10/15 1:01 PM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(6)

| Deduction/Benefit Code & Description | Employee Number & Name | Deduction Amount | Benefit Amount |
|--------------------------------------|-----------------------------|------------------|----------------|
| 052 PERA | 00000011 Biren, Amy | \$97.66 | |
| | 00000008 Doboszinski, Jason | \$102.75 | |
| | 00000003 Hagen, Brian S. | \$162.50 | |
| | 00000002 Schmitz, Nancy A. | \$83.71 | |
| | 00000005 Vogel, Scott F. | \$129.06 | |
| | <i>PERA</i> | <hr/> | |
| | | \$575.68 | |
| 503 PERA ER | 00000011 Biren, Amy | | \$112.68 |
| | 00000008 Doboszinski, Jason | | \$118.56 |
| | 00000003 Hagen, Brian S. | | \$187.50 |
| | 00000002 Schmitz, Nancy A. | | \$96.59 |
| | 00000005 Vogel, Scott F. | | \$148.92 |
| | <i>PERA ER</i> | <hr/> | |
| | | | \$664.25 |
| | <i>Grand Total</i> | <hr/> | <hr/> |
| | | \$575.68 | \$664.25 |

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(6)

| Deduction/Benefit Code & Description | Employee Number & Name | Deduction Amount | Benefit Amount |
|---|------------------------------|---------------------|-------------------|
| 505 HSA Contribution | 000000011 Biren, Amy | | \$215.69 |
| | 000000008 Doboszinski, Jason | | \$71.30 |
| | 000000003 Hagen, Brian S. | | \$279.16 |
| | 000000005 Vogel, Scott F. | | \$155.14 |
| | <i>HSA Contribution</i> | | \$721.29 |
| <hr/> | | | |
| | <i>Grand Total</i> | | \$721.29 |

HANOVER
Cash Balances
 March 2015

| Fund | Begin Month | GL Debits Month | GL Credits Month | Balance |
|------------------------------------|----------------|--------------------|---------------------|----------------|
| 100 GENERAL FUND | \$663,633.64 | \$693.95 | \$60,332.64 | \$603,994.95 |
| 107 FIRE DEPT DONATIONS FUND | \$31,388.94 | \$0.00 | \$0.00 | \$31,388.94 |
| 201 EDA SPECIAL REVENUE FUND | \$95,119.34 | \$0.00 | \$1,355.84 | \$93,763.50 |
| 205 EDA BUSINESS INCENTIVE FUND | \$177,733.31 | \$0.00 | \$0.00 | \$177,733.31 |
| 311 2008A GO CIP REFUNDING BOND | \$36,643.35 | \$0.00 | \$0.00 | \$36,643.35 |
| 312 2009A GO IMP REFUNDING BOND | \$18,531.31 | \$0.00 | \$0.00 | \$18,531.31 |
| 313 2010 GO EQUIPMENT CERTIFICATES | -\$21,707.12 | \$0.00 | \$0.00 | -\$21,707.12 |
| 314 2011A GO IMP CROSSOVER REF BD | \$354,097.96 | \$0.00 | \$0.00 | \$354,097.96 |
| 401 GENERAL CAPITAL PROJECTS | \$357,027.88 | \$0.00 | \$6,285.75 | \$350,742.13 |
| 402 PARKS CAPITAL PROJECTS | \$238,851.53 | \$0.00 | \$0.00 | \$238,851.53 |
| 403 FIRE DEPT CAPITAL FUND | \$110,621.36 | \$0.00 | \$0.00 | \$110,621.36 |
| 404 HISTORICAL CAPITAL PROJ FUND | \$95,978.60 | \$0.00 | \$0.00 | \$95,978.60 |
| 407 TIF REDEV DIST #1 | \$4,786.00 | \$0.00 | \$0.00 | \$4,786.00 |
| 408 8TH ST CAPITAL PROJ FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 411 CITY HALL CAPITAL PROJ FUND | \$60,060.31 | \$0.00 | \$0.00 | \$60,060.31 |
| 412 CROW RIVER CROSSING PROJ FD | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 416 RIVER RD RECON FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 417 EQUIPMENT CAPITAL FUND | \$52,347.82 | \$0.00 | \$0.00 | \$52,347.82 |
| 418 STREET CAPITAL PROJ FUND | \$431,528.72 | \$0.00 | \$0.00 | \$431,528.72 |
| 601 WATER ENTERPRISE FUND | \$703,170.52 | \$0.00 | \$7,626.50 | \$695,544.02 |
| 602 SEWER ENTERPRISE FUND | \$232,087.45 | \$0.00 | \$12,411.66 | \$219,675.79 |
| 603 STORM WATER ENTERPRISE FUND | \$106,726.25 | \$0.00 | \$515.00 | \$106,211.25 |
| 611 WATER CAPITAL IMP FUND | \$400,829.15 | \$0.00 | \$0.00 | \$400,829.15 |
| 612 SEWER CAPITAL IMP FUND | \$1,671,234.72 | \$0.00 | \$0.00 | \$1,671,234.72 |
| 613 STORM WATER CAPITAL IMP FUND | \$543,678.81 | \$0.00 | \$0.00 | \$543,678.81 |
| 804 SCHENDELS FIELD ESC FUND | \$144,620.02 | \$0.00 | \$0.00 | \$144,620.02 |
| 809 BRIDGES AT HANOVER ESC FUND | -\$13,523.24 | \$0.00 | \$0.00 | -\$13,523.24 |
| 811 EROSION CONTROL ESCROW FUND | \$34,000.00 | \$0.00 | \$0.00 | \$34,000.00 |
| 815 LANDSCAPE ESCROW FUND | \$45,500.00 | \$0.00 | \$0.00 | \$45,500.00 |
| 817 INFRASTRUCTURE ESCROW FUND | \$16,500.00 | \$0.00 | \$0.00 | \$16,500.00 |
| 818 MISC ESCROWS FUND | \$6,073.42 | \$0.00 | \$0.00 | \$6,073.42 |
| 820 BRIDGES TOWNHOMES ESC FUND | \$3,511.90 | \$0.00 | \$0.00 | \$3,511.90 |
| 821 QUAIL PASS 2ND ADD ESCROW FD | \$11,710.55 | \$0.00 | \$0.00 | \$11,710.55 |
| | \$6,612,762.50 | \$693.95 | \$88,527.39 | \$6,524,929.06 |

Revenue Budget by Source

| Source Alt Code | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|--------------------------|---|----------------|--------------|-----------------|------------------|-------------|
| Fund 100 GENERAL FUND | | | | | | |
| TAXES | R 100-31000 Property Taxes - General | \$0.00 | \$0.00 | \$995,728.00 | \$995,728.00 | 0.00% |
| TAXES | R 100-31020 Property Taxes - Fire | \$0.00 | \$0.00 | \$95,624.00 | \$95,624.00 | 0.00% |
| TAXES | R 100-31800 Franchise Fees | \$0.00 | \$3,100.90 | \$10,000.00 | \$6,899.10 | 31.01% |
| Source Alt Code TAXES | | \$0.00 | \$3,100.90 | \$1,101,352.00 | \$1,098,251.10 | 0.28% |
| SERVICE | R 100-34000 Charges for Services | \$0.00 | \$3,774.68 | \$0.00 | -\$3,774.68 | 0.00% |
| SERVICE | R 100-34101 City Hall Rent Revenue | \$0.00 | \$775.00 | \$5,000.00 | \$4,225.00 | 15.50% |
| SERVICE | R 100-34107 Assessment Search Fees | \$0.00 | \$25.00 | \$300.00 | \$275.00 | 8.33% |
| SERVICE | R 100-34108 Administrative Fees | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | 0.00% |
| SERVICE | R 100-34109 Copies/Faxes | \$0.00 | \$0.00 | \$80.00 | \$80.00 | 0.00% |
| SERVICE | R 100-34207 Fire Protection Services | \$0.00 | \$0.00 | \$106,964.00 | \$106,964.00 | 0.00% |
| SERVICE | R 100-34403 Recycling Rev/Reimb | \$0.00 | \$0.00 | \$6,000.00 | \$6,000.00 | 0.00% |
| SERVICE | R 100-34740 Park & Rec Concessions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| SERVICE | R 100-34780 Park Rental Fees | \$0.00 | \$233.59 | \$2,000.00 | \$1,766.41 | 11.68% |
| SERVICE | R 100-34940 Cemetery Revenues | \$0.00 | \$1,300.00 | \$2,000.00 | \$700.00 | 65.00% |
| Source Alt Code SERVICE | | \$0.00 | \$6,108.27 | \$124,344.00 | \$118,235.73 | 4.91% |
| MISC | R 100-36100 Special Assessments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISC | R 100-36200 Miscellaneous Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISC | R 100-36210 Interest Earnings | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00% |
| MISC | R 100-36215 Investment Income/Loss | \$0.00 | \$0.00 | \$7,000.00 | \$7,000.00 | 0.00% |
| MISC | R 100-36230 Contributions and Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISC | R 100-36235 Insurance Dividends | \$0.00 | \$0.00 | \$6,000.00 | \$6,000.00 | 0.00% |
| MISC | R 100-36250 Damage Deposits | \$0.00 | \$1,000.00 | \$7,000.00 | \$6,000.00 | 14.29% |
| MISC | R 100-36290 Sale of Vehicles/Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISC | R 100-39203 Transfer from Other Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Source Alt Code MISC | | \$0.00 | \$1,000.00 | \$21,000.00 | \$20,000.00 | 4.76% |
| LIC PERM | R 100-32110 Alcoholic Beverages | \$0.00 | \$0.00 | \$10,300.00 | \$10,300.00 | 0.00% |
| LIC PERM | R 100-32180 Other Bus. Licenses/Permits | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00% |
| LIC PERM | R 100-32210 Building Permits | \$0.00 | \$5,453.99 | \$70,000.00 | \$64,546.01 | 7.79% |
| LIC PERM | R 100-32240 Animal Licenses | \$0.00 | \$20.00 | \$100.00 | \$80.00 | 20.00% |
| LIC PERM | R 100-32260 Solid Waste Hauler Licenses | \$0.00 | \$500.00 | \$1,500.00 | \$1,000.00 | 33.33% |
| LIC PERM | R 100-32270 Rental Dwelling Licenses | \$0.00 | \$0.00 | \$300.00 | \$300.00 | 0.00% |
| LIC PERM | R 100-32280 Other Non-Business Lic/Per | \$0.00 | \$7.50 | \$50.00 | \$42.50 | 15.00% |
| Source Alt Code LIC PERM | | \$0.00 | \$5,981.49 | \$82,350.00 | \$76,368.51 | 7.26% |
| INTGOVT | R 100-33400 State Grants and Aids | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTGOVT | R 100-33401 Local Government Aid | \$0.00 | \$0.00 | \$105,859.00 | \$105,859.00 | 0.00% |
| INTGOVT | R 100-33410 MV Credit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTGOVT | R 100-33420 PERA Aid | \$0.00 | \$0.00 | \$339.00 | \$339.00 | 0.00% |
| INTGOVT | R 100-33422 State Fire Aid | \$0.00 | \$0.00 | \$24,000.00 | \$24,000.00 | 0.00% |
| INTGOVT | R 100-33426 State Police Aid | \$0.00 | \$0.00 | \$4,600.00 | \$4,600.00 | 0.00% |
| INTGOVT | R 100-33610 County Grants/Aid for Roads | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00% |
| Source Alt Code INTGOVT | | \$0.00 | \$0.00 | \$136,298.00 | \$136,298.00 | 0.00% |
| FINES | R 100-35100 Court Fines | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00% |
| Source Alt Code FINES | | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00% |
| Fund 100 GENERAL FUND | | \$0.00 | \$16,190.66 | \$1,466,844.00 | \$1,450,653.34 | 1.10% |

HANOVER

Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|--|---|----------------|--------------------|--------------------|--------------------|---------------|
| Fund 100 GENERAL FUND | | | | | | |
| Dept 41110 Council | | | | | | |
| COUNCIL | E 100-41110-111 Committee Wages/Mee | \$0.00 | \$120.00 | \$13,700.00 | \$13,580.00 | 0.88% |
| COUNCIL | E 100-41110-122 FICA | \$0.00 | \$0.00 | \$850.00 | \$850.00 | 0.00% |
| COUNCIL | E 100-41110-123 Medicare | \$0.00 | \$0.00 | \$199.00 | \$199.00 | 0.00% |
| COUNCIL | E 100-41110-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00% |
| COUNCIL | E 100-41110-152 Worker s Comp Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| COUNCIL | E 100-41110-208 Training and Instructio | \$0.00 | \$315.00 | \$1,500.00 | \$1,185.00 | 21.00% |
| COUNCIL | E 100-41110-306 Dues & Subscriptions | \$0.00 | \$406.00 | \$2,500.00 | \$2,094.00 | 16.24% |
| COUNCIL | E 100-41110-331 Travel Expenses | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | 0.00% |
| COUNCIL | E 100-41110-437 Other Miscellaneous | \$0.00 | \$66.11 | \$5,000.00 | \$4,933.89 | 1.32% |
| Dept 41110 Council | | \$0.00 | \$907.11 | \$25,899.00 | \$24,991.89 | 3.50% |
| Dept 41330 Boards and Commissions | | | | | | |
| BRDCOMM | E 100-41330-111 Committee Wages/Mee | \$0.00 | \$0.00 | \$5,500.00 | \$5,500.00 | 0.00% |
| BRDCOMM | E 100-41330-160 Liability Insurance Emp | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00% |
| BRDCOMM | E 100-41330-208 Training and Instructio | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00% |
| BRDCOMM | E 100-41330-331 Travel Expenses | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00% |
| BRDCOMM | E 100-41330-437 Other Miscellaneous | \$21.06 | \$21.06 | \$0.00 | -\$21.06 | 0.00% |
| Dept 41330 Boards and Commissions | | \$21.06 | \$21.06 | \$5,850.00 | \$5,828.94 | 0.36% |
| Dept 41400 City Administrator | | | | | | |
| CITYADM | E 100-41400-101 Full-Time Employees R | \$0.00 | \$15,760.33 | \$65,500.00 | \$49,739.67 | 24.06% |
| CITYADM | E 100-41400-121 PERA | \$0.00 | \$1,182.02 | \$4,900.00 | \$3,717.98 | 24.12% |
| CITYADM | E 100-41400-122 FICA | \$0.00 | \$977.13 | \$4,100.00 | \$3,122.87 | 23.83% |
| CITYADM | E 100-41400-123 Medicare | \$0.00 | \$228.52 | \$900.00 | \$671.48 | 25.39% |
| CITYADM | E 100-41400-131 Employer Paid Health | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CITYADM | E 100-41400-132 Employer Paid HSA | \$0.00 | \$248.31 | \$0.00 | -\$248.31 | 0.00% |
| CITYADM | E 100-41400-134 Employer Paid Life | -\$102.05 | -\$12.60 | \$0.00 | \$12.60 | 0.00% |
| CITYADM | E 100-41400-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CITYADM | E 100-41400-151 Med/Dental Insurance | \$126.36 | \$2,667.97 | \$10,890.00 | \$8,222.03 | 24.50% |
| CITYADM | E 100-41400-208 Training and Instructio | \$0.00 | \$200.00 | \$1,000.00 | \$800.00 | 20.00% |
| CITYADM | E 100-41400-306 Dues & Subscriptions | \$0.00 | \$155.00 | \$0.00 | -\$155.00 | 0.00% |
| CITYADM | E 100-41400-310 Other Professional Serv | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Dept 41400 City Administrator | | \$24.31 | \$21,406.68 | \$87,290.00 | \$65,883.32 | 24.52% |
| Dept 41410 Elections | | | | | | |
| ELECTION | E 100-41410-200 Office Supplies (GENER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ELECTION | E 100-41410-310 Other Professional Serv | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ELECTION | E 100-41410-351 Legal Notices Publishin | \$0.00 | \$0.00 | \$250.00 | \$250.00 | 0.00% |
| ELECTION | E 100-41410-400 Repairs & Maint Cont (| \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00% |
| Dept 41410 Elections | | \$0.00 | \$0.00 | \$1,250.00 | \$1,250.00 | 0.00% |
| Dept 41430 Clerical Staff | | | | | | |
| CLERICAL | E 100-41430-101 Full-Time Employees R | \$5,290.30 | \$27,772.52 | \$82,600.00 | \$54,827.48 | 33.62% |
| CLERICAL | E 100-41430-102 Full-Time Employees O | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CLERICAL | E 100-41430-103 Part-Time Employees | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | 0.00% |
| CLERICAL | E 100-41430-121 PERA | \$396.77 | \$2,082.93 | \$6,200.00 | \$4,117.07 | 33.60% |
| CLERICAL | E 100-41430-122 FICA | \$328.00 | \$1,721.89 | \$5,100.00 | \$3,378.11 | 33.76% |
| CLERICAL | E 100-41430-123 Medicare | \$76.70 | \$402.67 | \$1,200.00 | \$797.33 | 33.56% |
| CLERICAL | E 100-41430-131 Employer Paid Health | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CLERICAL | E 100-41430-132 Employer Paid HSA | \$494.85 | \$1,484.55 | \$0.00 | -\$1,484.55 | 0.00% |
| CLERICAL | E 100-41430-134 Employer Paid Life | \$393.17 | \$751.85 | \$0.00 | -\$751.85 | 0.00% |
| CLERICAL | E 100-41430-142 Unemployment Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| CLERICAL | E 100-41430-151 Med/Dental Insurance | \$416.26 | \$3,972.72 | \$16,932.00 | \$12,959.28 | 23.46% |

HANOVER
Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|-------------|---|----------------|--------------|-----------------|------------------|-------------|
| Dept 41430 | Clerical Staff | \$7,396.05 | \$38,189.13 | \$117,032.00 | \$78,842.87 | 32.63% |
| Dept 41435 | Staff Expenses | | | | | |
| STAFFEXP | E 100-41435-208 Training and Instructio | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00% |
| STAFFEXP | E 100-41435-260 Uniforms | \$0.00 | \$0.00 | \$300.00 | \$300.00 | 0.00% |
| STAFFEXP | E 100-41435-306 Dues & Subscriptions | \$28.00 | \$56.00 | \$4,000.00 | \$3,944.00 | 1.40% |
| STAFFEXP | E 100-41435-310 Other Professional Serv | \$0.00 | \$150.00 | \$1,000.00 | \$850.00 | 15.00% |
| STAFFEXP | E 100-41435-331 Travel Expenses | \$46.73 | \$46.73 | \$1,500.00 | \$1,453.27 | 3.12% |
| Dept 41435 | Staff Expenses | \$74.73 | \$252.73 | \$8,300.00 | \$8,047.27 | 3.04% |
| Dept 41530 | Accounting | | | | | |
| ACCTING | E 100-41530-101 Full-Time Employees R | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-121 PERA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-122 FICA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-123 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-151 Med/Dental Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ACCTING | E 100-41530-310 Other Professional Serv | \$5,000.00 | \$18,250.00 | \$0.00 | -\$18,250.00 | 0.00% |
| Dept 41530 | Accounting | \$5,000.00 | \$18,250.00 | \$0.00 | -\$18,250.00 | 0.00% |
| Dept 41540 | Auditing | | | | | |
| AUDITING | E 100-41540-301 Auditing and Acctg Ser | \$0.00 | \$150.00 | \$26,000.00 | \$25,850.00 | 0.58% |
| Dept 41540 | Auditing | \$0.00 | \$150.00 | \$26,000.00 | \$25,850.00 | 0.58% |
| Dept 41550 | Assessing | | | | | |
| ASSESS G | E 100-41550-310 Other Professional Serv | \$0.00 | \$159.75 | \$17,600.00 | \$17,440.25 | 0.91% |
| Dept 41550 | Assessing | \$0.00 | \$159.75 | \$17,600.00 | \$17,440.25 | 0.91% |
| Dept 41570 | Purchasing | | | | | |
| PURCHASE | E 100-41570-200 Office Supplies (GENER | \$426.89 | \$652.05 | \$5,500.00 | \$4,847.95 | 11.86% |
| PURCHASE | E 100-41570-205 Bank Fees | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00% |
| PURCHASE | E 100-41570-207 Computer Supplies | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 | 0.00% |
| PURCHASE | E 100-41570-220 Repair/Maint Supply (G | \$88.70 | \$419.92 | \$6,800.00 | \$6,380.08 | 6.18% |
| PURCHASE | E 100-41570-322 Postage | \$0.00 | \$381.67 | \$1,500.00 | \$1,118.33 | 25.44% |
| PURCHASE | E 100-41570-570 Office Equip and Furnis | \$0.00 | \$0.00 | \$4,000.00 | \$4,000.00 | 0.00% |
| Dept 41570 | Purchasing | \$515.59 | \$1,453.64 | \$20,900.00 | \$19,446.36 | 6.96% |
| Dept 41600 | Computer | | | | | |
| COMPUTER | E 100-41600-220 Repair/Maint Supply (G | \$205.00 | \$805.00 | \$0.00 | -\$805.00 | 0.00% |
| Dept 41600 | Computer | \$205.00 | \$805.00 | \$0.00 | -\$805.00 | 0.00% |
| Dept 41610 | City Attorney | | | | | |
| CITYATNY | E 100-41610-304 Legal Fees | \$1,699.55 | \$1,920.81 | \$27,295.00 | \$25,374.19 | 7.04% |
| Dept 41610 | City Attorney | \$1,699.55 | \$1,920.81 | \$27,295.00 | \$25,374.19 | 7.04% |
| Dept 41910 | Planning and Zoning | | | | | |
| PLANZONG | E 100-41910-310 Other Professional Serv | \$0.00 | \$190.00 | \$17,000.00 | \$16,810.00 | 1.12% |
| Dept 41910 | Planning and Zoning | \$0.00 | \$190.00 | \$17,000.00 | \$16,810.00 | 1.12% |
| Dept 41940 | General Govt Buildings/Plant | | | | | |
| GOVTBLDG | E 100-41940-210 Operating Supplies (GE | \$0.00 | \$295.07 | \$5,000.00 | \$4,704.93 | 5.90% |
| GOVTBLDG | E 100-41940-220 Repair/Maint Supply (G | \$1,037.73 | \$1,380.74 | \$10,000.00 | \$8,619.26 | 13.81% |
| GOVTBLDG | E 100-41940-306 Dues & Subscriptions | \$250.00 | \$250.00 | \$0.00 | -\$250.00 | 0.00% |
| GOVTBLDG | E 100-41940-310 Other Professional Serv | \$574.01 | \$1,246.01 | \$8,400.00 | \$7,153.99 | 14.83% |
| GOVTBLDG | E 100-41940-321 Telephone | \$257.26 | \$778.79 | \$5,500.00 | \$4,721.21 | 14.16% |
| GOVTBLDG | E 100-41940-325 Taxes | \$0.00 | \$220.00 | \$7,000.00 | \$6,780.00 | 3.14% |
| GOVTBLDG | E 100-41940-381 Electric Utilities | \$698.20 | \$1,110.53 | \$9,000.00 | \$7,889.47 | 12.34% |
| GOVTBLDG | E 100-41940-383 Gas Utilities | \$1,015.08 | \$1,015.08 | \$5,000.00 | \$3,984.92 | 20.30% |

HANOVER
Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|---|---|----------------|--------------|-----------------|------------------|-------------|
| GOVTBLDG | E 100-41940-384 Refuse/Garbage Dispos | \$193.50 | \$388.55 | \$2,000.00 | \$1,611.45 | 19.43% |
| GOVTBLDG | E 100-41940-415 Other Equipment Renta | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00% |
| GOVTBLDG | E 100-41940-520 Buildings and Structure | \$169.51 | \$409.51 | \$5,000.00 | \$4,590.49 | 8.19% |
| GOVTBLDG | E 100-41940-560 Furniture and Fixtures | \$0.00 | \$0.00 | \$2,500.00 | \$2,500.00 | 0.00% |
| GOVTBLDG | E 100-41940-580 Other Equipment | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00% |
| Dept 41940 General Govt Buildings/Plant | | \$4,195.29 | \$7,094.28 | \$60,900.00 | \$53,805.72 | 11.65% |
| Dept 41950 Engineer | | | | | | |
| ENGINEER | E 100-41950-303 Engineering Fees | \$1,379.50 | \$1,379.50 | \$25,000.00 | \$23,620.50 | 5.52% |
| Dept 41950 Engineer | | \$1,379.50 | \$1,379.50 | \$25,000.00 | \$23,620.50 | 5.52% |
| Dept 41960 Insurance | | | | | | |
| INSURANCE | E 100-41960-142 Unemployment Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INSURANCE | E 100-41960-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$2,500.00 | \$2,500.00 | 0.00% |
| INSURANCE | E 100-41960-152 Worker s Comp Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INSURANCE | E 100-41960-361 General Liability Ins | \$0.00 | \$0.00 | \$35,000.00 | \$35,000.00 | 0.00% |
| Dept 41960 Insurance | | \$0.00 | \$0.00 | \$37,500.00 | \$37,500.00 | 0.00% |
| Dept 41970 Legal Publications | | | | | | |
| LEGALPUB | E 100-41970-341 Employment | \$0.00 | \$0.00 | \$250.00 | \$250.00 | 0.00% |
| LEGALPUB | E 100-41970-343 Other Advertising | \$0.00 | \$0.00 | \$250.00 | \$250.00 | 0.00% |
| LEGALPUB | E 100-41970-351 Legal Notices Publishin | \$79.15 | \$79.15 | \$2,000.00 | \$1,920.85 | 3.96% |
| LEGALPUB | E 100-41970-354 Recording Fees | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00% |
| Dept 41970 Legal Publications | | \$79.15 | \$79.15 | \$3,000.00 | \$2,920.85 | 2.64% |
| Dept 42101 Hennepin County Sheriff | | | | | | |
| HCSHERIFF | E 100-42101-310 Other Professional Serv | \$0.00 | \$0.00 | \$69,335.00 | \$69,335.00 | 0.00% |
| Dept 42101 Hennepin County Sheriff | | \$0.00 | \$0.00 | \$69,335.00 | \$69,335.00 | 0.00% |
| Dept 42102 Wright County Sheriff | | | | | | |
| WCSHERIFF | E 100-42102-310 Other Professional Serv | \$7,847.50 | \$23,542.50 | \$94,170.00 | \$70,627.50 | 25.00% |
| Dept 42102 Wright County Sheriff | | \$7,847.50 | \$23,542.50 | \$94,170.00 | \$70,627.50 | 25.00% |
| Dept 42210 Fire Dept Administration | | | | | | |
| FIREADMIN | E 100-42210-103 Part-Time Employees | \$0.00 | \$0.00 | \$34,340.00 | \$34,340.00 | 0.00% |
| FIREADMIN | E 100-42210-122 FICA | \$0.00 | \$0.00 | \$2,129.00 | \$2,129.00 | 0.00% |
| FIREADMIN | E 100-42210-123 Medicare | \$0.00 | \$0.00 | \$515.00 | \$515.00 | 0.00% |
| FIREADMIN | E 100-42210-142 Unemployment Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FIREADMIN | E 100-42210-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 | 0.00% |
| FIREADMIN | E 100-42210-200 Office Supplies (GENER | \$0.00 | \$0.00 | \$200.00 | \$200.00 | 0.00% |
| FIREADMIN | E 100-42210-305 Medical and Dental Fee | \$0.00 | \$0.00 | \$4,000.00 | \$4,000.00 | 0.00% |
| FIREADMIN | E 100-42210-306 Dues & Subscriptions | \$100.00 | \$250.00 | \$950.00 | \$700.00 | 26.32% |
| FIREADMIN | E 100-42210-361 General Liability Ins | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FIREADMIN | E 100-42210-437 Other Miscellaneous | \$0.00 | \$35.00 | \$10,000.00 | \$9,965.00 | 0.35% |
| FIREADMIN | E 100-42210-700 Transfers (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Dept 42210 Fire Dept Administration | | \$100.00 | \$285.00 | \$62,134.00 | \$61,849.00 | 0.46% |
| Dept 42220 Fire Dept Equipment | | | | | | |
| FIREEQUIP | E 100-42220-221 Equipment Parts | \$80.65 | \$190.65 | \$5,500.00 | \$5,309.35 | 3.47% |
| FIREEQUIP | E 100-42220-228 Medical Supplies | \$0.00 | \$171.16 | \$1,500.00 | \$1,328.84 | 11.41% |
| FIREEQUIP | E 100-42220-240 Small Tools and Minor | \$0.00 | \$0.00 | \$850.00 | \$850.00 | 0.00% |
| FIREEQUIP | E 100-42220-260 Uniforms | \$277.50 | \$277.50 | \$4,500.00 | \$4,222.50 | 6.17% |
| FIREEQUIP | E 100-42220-580 Other Equipment | \$440.66 | \$513.85 | \$5,000.00 | \$4,486.15 | 10.28% |
| Dept 42220 Fire Dept Equipment | | \$798.81 | \$1,153.16 | \$17,350.00 | \$16,196.84 | 6.65% |
| Dept 42240 Fire Dept Training | | | | | | |
| FIRETRNG | E 100-42240-208 Training and Instructio | \$120.00 | \$120.00 | \$7,500.00 | \$7,380.00 | 1.60% |
| FIRETRNG | E 100-42240-331 Travel Expenses | \$318.28 | \$318.28 | \$1,500.00 | \$1,181.72 | 21.22% |

HANOVER

Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|-------------|--|----------------|--------------|-----------------|------------------|-------------|
| Dept 42240 | Fire Dept Training | \$438.28 | \$438.28 | \$9,000.00 | \$8,561.72 | 4.87% |
| Dept 42260 | Fire Vehicles | | | | | |
| | FIREVEH E 100-42260-212 Motor Fuels | \$522.64 | \$857.33 | \$5,000.00 | \$4,142.67 | 17.15% |
| | FIREVEH E 100-42260-220 Repair/Maint Supply (G | \$86.94 | \$260.04 | \$9,000.00 | \$8,739.96 | 2.89% |
| | FIREVEH E 100-42260-240 Small Tools and Minor | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | 0.00% |
| | FIREVEH E 100-42260-323 Radio Units | \$0.00 | \$3,810.00 | \$7,465.00 | \$3,655.00 | 51.04% |
| Dept 42260 | Fire Vehicles | \$609.58 | \$4,927.37 | \$23,465.00 | \$18,537.63 | 21.00% |
| Dept 42280 | Fire Stations and Bldgs | | | | | |
| | FIREBLDG E 100-42280-215 Shop Supplies | \$0.00 | \$130.21 | \$1,650.00 | \$1,519.79 | 7.89% |
| | FIREBLDG E 100-42280-220 Repair/Maint Supply (G | \$225.50 | \$225.50 | \$3,500.00 | \$3,274.50 | 6.44% |
| | FIREBLDG E 100-42280-321 Telephone | \$28.46 | \$85.26 | \$800.00 | \$714.74 | 10.66% |
| | FIREBLDG E 100-42280-325 Taxes | \$0.00 | \$0.00 | \$175.00 | \$175.00 | 0.00% |
| | FIREBLDG E 100-42280-381 Electric Utilities | \$379.49 | \$547.26 | \$5,000.00 | \$4,452.74 | 10.95% |
| | FIREBLDG E 100-42280-383 Gas Utilities | \$561.00 | \$2,275.04 | \$2,600.00 | \$324.96 | 87.50% |
| Dept 42280 | Fire Stations and Bldgs | \$1,194.45 | \$3,263.27 | \$13,725.00 | \$10,461.73 | 23.78% |
| Dept 42290 | Fire Relief Association | | | | | |
| | FIRERELIEF E 100-42290-124 Fire Pension Contributi | \$0.00 | \$0.00 | \$29,500.00 | \$29,500.00 | 0.00% |
| | FIRERELIEF E 100-42290-301 Auditing and Acctg Ser | \$0.00 | \$0.00 | \$6,000.00 | \$6,000.00 | 0.00% |
| Dept 42290 | Fire Relief Association | \$0.00 | \$0.00 | \$35,500.00 | \$35,500.00 | 0.00% |
| Dept 42401 | Building Inspection Admin | | | | | |
| | INSPADMN E 100-42401-310 Other Professional Serv | \$7,670.17 | \$9,903.01 | \$25,000.00 | \$15,096.99 | 39.61% |
| Dept 42401 | Building Inspection Admin | \$7,670.17 | \$9,903.01 | \$25,000.00 | \$15,096.99 | 39.61% |
| Dept 42700 | Animal Control | | | | | |
| | ANIMCTRL E 100-42700-210 Operating Supplies (GE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | ANIMCTRL E 100-42700-310 Other Professional Serv | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00% |
| Dept 42700 | Animal Control | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00% |
| Dept 42800 | Cemetery | | | | | |
| | CEMETERY E 100-42800-310 Other Professional Serv | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00% |
| Dept 42800 | Cemetery | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00% |
| Dept 43000 | Public Works (GENERAL) | | | | | |
| | PUBWRKS E 100-43000-101 Full-Time Employees R | \$3,566.40 | \$21,222.46 | \$92,700.00 | \$71,477.54 | 22.89% |
| | PUBWRKS E 100-43000-102 Full-Time Employees O | \$0.00 | \$296.40 | \$0.00 | -\$296.40 | 0.00% |
| | PUBWRKS E 100-43000-103 Part-Time Employees | \$449.17 | \$639.17 | \$1,500.00 | \$860.83 | 42.61% |
| | PUBWRKS E 100-43000-121 PERA | \$267.48 | \$1,613.91 | \$7,000.00 | \$5,386.09 | 23.06% |
| | PUBWRKS E 100-43000-122 FICA | \$231.04 | \$1,355.88 | \$5,700.00 | \$4,344.12 | 23.79% |
| | PUBWRKS E 100-43000-123 Medicare | \$54.03 | \$317.09 | \$1,300.00 | \$982.91 | 24.39% |
| | PUBWRKS E 100-43000-132 Employer Paid HSA | \$226.44 | \$633.16 | \$0.00 | -\$633.16 | 0.00% |
| | PUBWRKS E 100-43000-134 Employer Paid Life | \$127.70 | \$383.10 | \$0.00 | -\$383.10 | 0.00% |
| | PUBWRKS E 100-43000-142 Unemployment Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | PUBWRKS E 100-43000-150 Worker s Comp (GENE | \$0.00 | \$0.00 | \$9,000.00 | \$9,000.00 | 0.00% |
| | PUBWRKS E 100-43000-151 Med/Dental Insurance | \$98.28 | \$7,363.66 | \$19,328.00 | \$11,964.34 | 38.10% |
| | PUBWRKS E 100-43000-152 Worker s Comp Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | PUBWRKS E 100-43000-208 Training and Instructio | \$0.00 | \$950.00 | \$1,500.00 | \$550.00 | 63.33% |
| | PUBWRKS E 100-43000-321 Telephone | \$289.42 | \$289.42 | \$0.00 | -\$289.42 | 0.00% |
| Dept 43000 | Public Works (GENERAL) | \$5,309.96 | \$35,064.25 | \$138,028.00 | \$102,963.75 | 25.40% |
| Dept 43100 | Hwys, Streets, & Roads | | | | | |
| | HWYROAD E 100-43100-212 Motor Fuels | \$150.52 | \$1,568.77 | \$10,000.00 | \$8,431.23 | 15.69% |
| | HWYROAD E 100-43100-215 Shop Supplies | \$4.46 | \$272.94 | \$5,000.00 | \$4,727.06 | 5.46% |
| | HWYROAD E 100-43100-220 Repair/Maint Supply (G | \$167.62 | \$769.31 | \$7,500.00 | \$6,730.69 | 10.26% |
| | HWYROAD E 100-43100-240 Small Tools and Minor | \$0.00 | \$0.00 | \$4,000.00 | \$4,000.00 | 0.00% |

HANOVER
Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|-------------|---|----------------|--------------|-----------------|------------------|-------------|
| HWYROAD | E 100-43100-260 Uniforms | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | 0.00% |
| HWYROAD | E 100-43100-310 Other Professional Serv | \$1,296.50 | \$1,296.50 | \$3,000.00 | \$1,703.50 | 43.22% |
| HWYROAD | E 100-43100-325 Taxes | \$0.00 | \$0.00 | \$200.00 | \$200.00 | 0.00% |
| Dept 43100 | Hwys, Streets, & Roads | \$1,619.10 | \$3,907.52 | \$31,700.00 | \$27,792.48 | 12.33% |
| Dept 43121 | Paved Streets | | | | | |
| PAVSTRTS | E 100-43121-224 Street Maint Materials | \$0.00 | \$0.00 | \$16,000.00 | \$16,000.00 | 0.00% |
| PAVSTRTS | E 100-43121-226 Sign Repair Materials | \$3,347.93 | \$3,347.93 | \$7,000.00 | \$3,652.07 | 47.83% |
| Dept 43121 | Paved Streets | \$3,347.93 | \$3,347.93 | \$23,000.00 | \$19,652.07 | 14.56% |
| Dept 43122 | Unpaved Streets | | | | | |
| UNPAVSTS | E 100-43122-224 Street Maint Materials | \$0.00 | \$0.00 | \$12,500.00 | \$12,500.00 | 0.00% |
| UNPAVSTS | E 100-43122-226 Sign Repair Materials | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00% |
| Dept 43122 | Unpaved Streets | \$0.00 | \$0.00 | \$13,000.00 | \$13,000.00 | 0.00% |
| Dept 43125 | Ice & Snow Removal | | | | | |
| SNOWREMO | E 100-43125-224 Street Maint Materials | \$0.00 | \$0.00 | \$15,000.00 | \$15,000.00 | 0.00% |
| Dept 43125 | Ice & Snow Removal | \$0.00 | \$0.00 | \$15,000.00 | \$15,000.00 | 0.00% |
| Dept 43160 | Street Lighting | | | | | |
| STLGHTG | E 100-43160-381 Electric Utilities | \$1,647.66 | \$4,313.54 | \$30,000.00 | \$25,686.46 | 14.38% |
| Dept 43160 | Street Lighting | \$1,647.66 | \$4,313.54 | \$30,000.00 | \$25,686.46 | 14.38% |
| Dept 43240 | Waste (refuse) Disposal | | | | | |
| REFDISPO | E 100-43240-384 Refuse/Garbage Dispos | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00% |
| Dept 43240 | Waste (refuse) Disposal | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00% |
| Dept 43245 | Recycling: Refuse | | | | | |
| RECYCLING | E 100-43245-215 Shop Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RECYCLING | E 100-43245-384 Refuse/Garbage Dispos | \$2,916.11 | \$5,726.92 | \$28,000.00 | \$22,273.08 | 20.45% |
| Dept 43245 | Recycling: Refuse | \$2,916.11 | \$5,726.92 | \$28,000.00 | \$22,273.08 | 20.45% |
| Dept 43260 | Weed Control | | | | | |
| WEEDCTRL | E 100-43260-215 Shop Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| WEEDCTRL | E 100-43260-310 Other Professional Serv | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Dept 43260 | Weed Control | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Dept 45186 | Senior Center | | | | | |
| SRCENTER | E 100-45186-437 Other Miscellaneous | \$1,457.02 | \$1,457.02 | \$7,250.00 | \$5,792.98 | 20.10% |
| Dept 45186 | Senior Center | \$1,457.02 | \$1,457.02 | \$7,250.00 | \$5,792.98 | 20.10% |
| Dept 45200 | Parks (GENERAL) | | | | | |
| PARKS | E 100-45200-212 Motor Fuels | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| PARKS | E 100-45200-220 Repair/Maint Supply (G | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | 0.00% |
| PARKS | E 100-45200-225 Landscaping Materials | \$0.00 | \$0.00 | \$3,300.00 | \$3,300.00 | 0.00% |
| PARKS | E 100-45200-381 Electric Utilities | \$168.89 | \$294.29 | \$1,100.00 | \$805.71 | 26.75% |
| PARKS | E 100-45200-400 Repairs & Maint Cont (| \$0.00 | \$355.86 | \$6,000.00 | \$5,644.14 | 5.93% |
| PARKS | E 100-45200-440 Programs/FYCC | \$800.00 | \$800.00 | \$5,300.00 | \$4,500.00 | 15.09% |
| PARKS | E 100-45200-441 Community Garden | \$0.00 | \$0.00 | \$4,500.00 | \$4,500.00 | 0.00% |
| PARKS | E 100-45200-580 Other Equipment | \$380.00 | \$1,495.68 | \$2,500.00 | \$1,004.32 | 59.83% |
| Dept 45200 | Parks (GENERAL) | \$1,348.89 | \$2,945.83 | \$27,700.00 | \$24,754.17 | 10.63% |
| Dept 45500 | Libraries (GENERAL) | | | | | |
| LIBRARY | E 100-45500-437 Other Miscellaneous | \$1,750.00 | \$1,750.00 | \$7,000.00 | \$5,250.00 | 25.00% |
| Dept 45500 | Libraries (GENERAL) | \$1,750.00 | \$1,750.00 | \$7,000.00 | \$5,250.00 | 25.00% |
| Dept 48205 | Damage Deposit Refunds | | | | | |
| DMGDEPRF | E 100-48205-810 Refunds & Reimburse | \$800.00 | \$800.00 | \$5,000.00 | \$4,200.00 | 16.00% |
| Dept 48205 | Damage Deposit Refunds | \$800.00 | \$800.00 | \$5,000.00 | \$4,200.00 | 16.00% |

HANOVER
Expenditure Budget Report

| Dept Abbrev | Account Descr | March 2015 Amt | 2015 YTD Amt | 2015 YTD Budget | 2015 YTD Balance | %YTD Budget |
|----------------|---|----------------------|-----------------|--------------------|---------------------|----------------|
| Dept 49360 | Transfers Out | | | | | |
| TRANSFERS | E 100-49360-700 Transfers (GENERAL) | \$0.00 | \$0.00 | \$299,000.00 | \$299,000.00 | 0.00% |
| Dept 49360 | Transfers Out | \$0.00 | \$0.00 | \$299,000.00 | \$299,000.00 | 0.00% |
| Dept 49800 | Transit (GENERAL) | | | | | |
| TRANSIT | E 100-49800-310 Other Professional Serv | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Dept 49800 | Transit (GENERAL) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 100 | GENERAL FUND | \$59,445.69 | \$195,084.44 | \$1,456,823.00 | \$1,261,738.56 | 13.39% |

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 17th day of March, 2015.

The following Council Members were present: Kauffman, Hammerseng, Warpula, Zajicek

The following Council Members were absent: Vajda

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

RESOLUTION NO 03-17-15-10

**A RESOLUTION ACCEPTING A DONATION
FROM MILLER TRUCKING & LANDSCAPE SUPPLY INC. TO THE PARK BOARD**

WHEREAS, the City of Hanover has received a donation of \$100 from the Miller Trucking & Landscape Supply Inc. to be used towards the Easter Egg Hunt Event for the Hanover Park Board.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby acknowledges and accepts the donation of \$100 from the Hanover Lions Club.

BE IT FURTHER RESOLVED, that the City Council and the Hanover Park Board express their thanks and appreciation for the donation from Miller Trucking & Landscape Supply Inc.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained: None.

Adopted by the city Council this 17th day of March, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

The regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 17th day of March 2015.

The following Council Members were present: Kauffman, Hammerseng, Warpula, Zajicek.

The following Council Members were absent: Vajda.

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

**RESOLUTION NO 03-17-15-11
APPROVING AMENDMENT TO THE COOPERATIVE AGREEMENT BETWEEN
HANOVER AND HENNEPIN COUNTY FOR THE FUNDING OF
THE LAKE INDEPENDENCE REGIONAL TRAIL (HENNEPIN COUNTY ROAD 19 TRAIL)**

WHEREAS, the project was advertised for bids a total of two times; and

WHEREAS, the lowest responsible bidder for the project bid the project higher than the engineer's estimate; and

WHEREAS, Hennepin County has agreed to provide additional funding for the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, does hereby approve Amendment No. 2 to the Cooperative Agreement between Hanover and Hennepin County for the funding of the Lake Independence Regional Trail; and

BE IT FURTHER RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby authorizes and directs the Mayor and City Administrator to take such actions as necessary to execute the attached agreement.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained:

Adopted by the City Council this 17th day of March, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

**Amendment No. 2 to
Agreement No. PW 35-30-10
County Project No. 1037
County State Aid Highway 19
City of Hanover
County of Hennepin**

**AMENDMENT NO. 2 TO COOPERATIVE
AGREEMENT FOR COST PARTICIPATION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2015, by and between the **County of Hennepin**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "County", and the **City of Hanover**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, the County and the City previously entered into County Agreement PW 35-30-10 for County cost participation in the costs of constructing a trail along the north side of County State Aid Highway (CSAH)19 from the intersection of County Road (CR) 117/CR 203 to the old Hanover Bridge; and

WHEREAS, the above mentioned trail will close a gap in the existing trail section between the recently constructed trail along CSAH 19 south of CR 117; and

WHEREAS, the construction of the trail has been identified as a City Project 2014-01C (County Project No. 1037) hereinafter referred to as the "Project"; and

WHEREAS, CSAH 19 is designated as a bikeway in both the Hanover Park Trail System and the Hennepin County Bicycle Transportation Plan; and

WHEREAS, the Three Rivers Regional Park District (Park District) has agreed to support the trail project and allow a portion of the trail to reside within the Crow Hassan Park Reserve; and

WHEREAS, the City and Park District have entered into a separate agreement for Park District participation in the costs to construct the Project; and

WHEREAS, the City had prepared an Engineer's Estimate for the construction contract work in the amount of Six Hundred Thirty Four Thousand Two Hundred Eighty Dollars and Thirty Cents (\$634,280.30); and

WHEREAS, the City has been successful in obtaining a Federal SAFETEA-LU Transportation Enhancements grant for the Project; and

Amendment No. 2 to
Agreement No. PW 35-30-10
CSAH 19; C.P. 1037

WHEREAS, the City is a city with a population of less than 5,000 and is therefore not eligible to receive direct Federal Aid funding per the rules and procedures of Mn/DOT Division of State Aid for Local Transportation; and

WHEREAS, in order for the City to use the Federal funding to finance the construction of the trail along the north side of CSAH 19, Mn/DOT State Aid for Local Transportation Division requires that the Project's bid award and subsequent construction be sponsored by the County; and

WHEREAS, the County is willing to sponsor the construction of the trail along the north side of CSAH 19; and

WHEREAS, the County and the City have entered into Amendment No.1 to Agreement PW 35-30-10 for County sponsorship of the Project; and

WHEREAS, the County has opened bids for the Project and the low bid submitted was Eight Hundred Seventy Seven Thousand Two Hundred Fifty Eight Dollars and Eleven Cents \$877,258.11; and

WHEREAS, the City has requested that the County increase its cost participation in the costs of constructing the Project and the County is willing to increase its cost participation; and

WHEREAS, the parties hereto, therefore, desire to amend said Agreement PW 35-30-10 and subsequent Amendment No.1 between the County and City as hereinafter set forth.

NOW THEREFORE:

It is hereby agreed that certain agreement, made and entered into on the 11th day of April, 2011 and bearing Agreement No. PW 35-30-10, and Amendment No.1 to Agreement No. PW 35-30-10 made and entered into on the 6th day of October, 2014 between the herein named parties covering cost participation and project responsibilities for the Project is hereby amended in accordance with the provisions set forth below:

I

The first and second paragraphs of Article I of Amendment No. 1 to Agreement PW 35-30-10 are hereby deleted and replaced with the following two paragraphs:

The City or its agents shall acquire all additional right of way and/or easements required for the construction of the Project at no expense to the County. It is understood that the City has paid \$37,350 for said right of way and easements. It is further understood that the City has paid \$24,271.34 for wetland credits and fees necessary for construction of the Project.

Amendment No. 2 to
Agreement No. PW 35-30-10
CSAH 19; C.P. 1037

The City or its agents shall prepare the necessary plans, specifications and proposals for construction of the Project. Said plans and specifications shall be in accordance with the existing standards required by the Mn/DOT Division of State Aid for Local Transportation and shall be approved by the Mn/DOT State Aid Engineer prior to submittal to the County. It is understood and agreed that the City shall acquire the necessary permits required to construct the Project. It is further understood and agreed that all costs expended by the City for design and permitting for the Project shall be borne by the City. It is understood that the City has paid \$157,724.54 for to design and acquire the necessary permits for the Project.

The fifth paragraph of Article I of Amendment No. 1 to Agreement PW 35-30-10 is hereby deleted and replaced with the following paragraph:

The City or its agents will inspect the construction, perform the necessary material testing, perform the necessary construction staking, perform all contract document administration duties, and document the contract work contemplated herewith, in accordance with the existing practices and procedures required by the Mn/DOT Division of State Aid for Local Transportation for said Project. In the event supplemental agreements and/or change orders are required, the City shall prepare the necessary documents on County provided forms and submit to the County for approval. The City will also be responsible for wage compliance and payroll documentation, and Small Business Enterprise (SBE)/Disadvantage Business Enterprise (DBE) contract documentation. The County Engineer and staff will cooperate with the City's Project Engineer and staff to the extent necessary and shall have the right to enter upon the Project at any time to make any inspections deemed necessary. The estimated amount that the City will for pay for construction administration for the Project is \$60,500.00.

The following is hereby added to the provisions of Article I of Amendment No. 1 to Agreement PW 35-30-10:

It is understood and agreed by the parties hereto that in the event Park District funding for construction of the Project is not made available to the City, the City shall be responsible for said Park District funding.

II

The provisions of Article II of Amendment No. 1 to Agreement PW 35-30-10 are hereby modified as follows:

The amount of One Hundred Thousand Dollars and No Cents (\$100,000.00) written in the first paragraph is hereby amended to Two Hundred Thousand Dollars and No Cents (\$200,000.00).

The second paragraph of Article I of Amendment No. 1 to Agreement PW 35-30-10 is hereby deleted and replaced with the following paragraph:

Amendment No. 2 to
Agreement No. PW 35-30-10
CSAH 19; C.P. 1037

It is understood and agreed by the parties hereto that all additional costs for construction of the Project beyond said County, Park District and Federal funding shall be paid by the City. It is further understood and agreed by the parties hereto that the County's total cost participation for the Project shall not exceed \$200,000.00 without an amendment to this Agreement.

III

Except as provided herein, the terms, conditions and provisions of Agreement No. PW 35-30-11, dated April 11, 2011 and Amendment No. 1, dated October 6, 2014 between the County and the City, shall remain in full force and effect.

(this space left intentionally blank)

Amendment No. 2 to
Agreement No. PW 35-30-10
CSAH 19; C.P. 1037

IN TESTIMONY WHEREOF, The parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

CITY OF HANOVER

(Seal)

By: _____
Mayor

Date: _____

And: _____
City Administrator/Clerk

Date: _____

COUNTY OF HENNEPIN

ATTEST:

By: _____
Deputy/Clerk of the County Board

Date: _____

By: _____
Chair of its County Board

Date: _____

APPROVED AS TO FORM:

By: _____
Assistant County Attorney

Date: _____

And: _____
Acting County Administrator

Date: _____

And: _____
Assistant County Administrator, Public Works

Date: _____

APPROVED AS TO EXECUTION:

By: _____
Assistant County Attorney

Date: _____

RECOMMENDED FOR APPROVAL

By: _____
Director, Transportation Department
and County Highway Engineer

Date: _____



March 11, 2015

Mr. Brian Hagen
City of Hanover
11250 – 5th Street NE
Hanover, MN 55341

Re: Request for Authorization to Provide Professional Services for Program Development and Implementation of the City's newly authorized MS4 Permit

Dear Mr. Hagen:

The Minnesota Pollution Control Agency (MPCA) confirmed that the City of Hanover is a designated MS4 community as of February, 2015. This letter is a scope of work for program development and implementation of the City of Hanover's Municipal Separate Storm Sewer System (MS4) General Permit. The City's compliance requirements are mandated by the NPDES permit that was updated on August 1, 2013.

WSB will work with City staff to develop a revised Stormwater Pollution Prevention Program (SWPPP) that meets the permit requirements defined in the City's Application for Reauthorization, and assist staff with the initial implementation of the City of Hanover's MS4 program for the requirements of **Step 2 (Due October 2016)**.

The following tasks are designed to ensure that the City achieves compliance with the new permit requirements. Each task includes subtasks to define program management, development and implementation.

Task 1: SWPPP Administrative Activities

(Estimated Fee \$1,900)

1.1 Record Keeping & Tracking

WSB will work with the City to identify mechanisms to successfully track and report MS4 related activities that are occurring in the City. This will include integrating the use of the City's existing programs to maintain organized and easy to access records of SWPPP activities to comply with permit requirements, aide in annual report writing, and assist with possible future MPCA audits. This will include the delivery an MS4 excel program that can be used document MS4 activities.

1.2 Partnerships with other MS4's/Non-MS4's

WSB will prepare a draft partnership agreement between other MS4's/Non-MS4's for long-term operations and maintenance of municipal facilities, erosion and sediment control review and permitting, and post-construction stormwater management review and permitting. WSB will also meet with the City's MS4 Administrator to identify, evaluate, and pursue (if applicable) other potential partnerships with outside organizations to aide in fulfilling SWPPP components.

1.3 Administrative Meeting

WSB will work with the City's MS4 Administrator to schedule two 1-2 hour meetings with responsible City staff. Program components, specific responsible task per staff member, and reporting/record keeping requirements will be discussed. The first "kick-off" meeting will occur after the draft completion of certain subtasks in **Tasks 2-7**. The second "SWPPP Implementation" meeting will occur after finalizing the deliverables in **Tasks 1-7**.

1.4 Staff Training

Development of a comprehensive training program is critical to the foundation of any MS4 program. It is important to communicate to all City staff how their role may be impacting stormwater pollution. WSB will complete one annual training session for Public Works, Engineering and Building Inspections staff and provide digital and written training programs for make up or seasonal employees commensurate with the requirements of the MS4 Permit.

Task 2: Regulatory Mechanisms and Enforcement Response Procedures

(Estimated Fee \$3,800)

2.1 Illicit Discharge Detection & Elimination, Construction Site Stormwater Runoff Control and Post-Construction Ordinances

Hanover's City Code was assessed during the application process and the assessment revealed that ordinance revisions will be necessary for illicit discharge detection and elimination, construction site stormwater runoff control, and post-construction stormwater management. This scope includes providing revised ordinance language to be reviewed by the City Attorney and approved by City Council. This task does not include WSB staff attendance or written responses to questions received at City Council meetings.

2.2 Enforcement Response Procedures

WSB will develop Enforcement Response Procedures (ERPs) that will describe internal staff procedures for non-compliance to the standards, policies, and ordinances related to illicit discharge detection and elimination, construction site erosion and sediment control, and post-construction stormwater management requirements.

2.4 Long Term Operation and Maintenance

This task will include providing recommendations for how existing ordinances, policies, and the Hanover's maintenance agreement may need to be modified to allow the City to conduct inspections, perform maintenance, and assess costs to maintain structural stormwater BMPs for private systems constructed throughout the City (e.g., commercial properties, industrial facilities, etc.).

Task 3. Public Education & Participation Program

(Estimated Fee \$800)

3.1 Prioritize Education

This activity will include reviewing the current education program and providing recommendations, such as focusing on high priority stormwater related issues to be emphasized for education and outreach during the permit term (e.g. specific TMDL reduction targets & BMP activities, promoting adoption of the residential BMPs, City webpage updates, public participation events, etc.).

3.2 Annual SWPPP Assessment & Public Meeting

WSB will outline procedures for the City's MS4 Administrator to utilize when conducting the annual SWPPP assessment and in preparation of the annual public meeting. WSB staff will prepare the annual report and assist City staff with the public meeting.

Task 4: Illicit Discharge Detection & Elimination Program

(Estimated Fee \$1,200)

4.1 Illicit Discharge Detection & Elimination (IDDE) Program Manual

The City's existing IDDE program components will be reviewed and updated to include written internal procedures for emergency and non-emergency response to reported spills, illicit discharges, and connections. This task includes compiling all IDDE program components into a new IDDE program manual that can serve as the City's MS4 Administrators reference and reporting document for all of the City's IDDE related activities.

4.2 Illicit Discharge Detection & Elimination (IDDE) Map

WSB will prepare an inspection map of high priority areas that may contain the potential of increased illicit discharges based on current landuse/zoning, history of reported discharges/spills, and active NPDES Industrial Stormwater Permits.

Task 5. Stormwater Runoff Control Program

(Estimated Fee \$700)

5.1 Construction and Post-Construction Operating Procedures

WSB staff will review the City's existing construction site and post-construction stormwater management program components for needed updates to meet new MS4 permit requirements. Program updates identified in the City's Application for Reauthorization include drafting written internal procedures for identifying priority construction sites for inspection, revising plan review and inspection checklists to meet new NPDES Construction Storm Water Permit requirements, and updating City inspection forms.

Task 6: Public Works MS4 Program
(Estimated Fee \$3,100)

MS4 permit requirements are handled through responsible staff and operations within the Public Works and Engineering Departments. The goal of this task is to identify each MS4 activity, define responsible staff, and set-up appropriate reporting procedures to ensure that all MS4 activities are recorded.

6.1 Public Works MS4 Manual

This task includes compiling all Public Works responsible program components into a one Public Works MS4 Program manual that can serve as the City's MS4 Administrators reference and reporting document for all of the City's Public Works Department related MS4 activities. Specific program components that will be reviewed by WSB staff and updated (if needed) include:

- Written procedures for conducting and reporting street sweeping operations, outfall, pond, structural stormwater BMP, and quarterly facility inspections.
- Record keeping practices and methodologies for inspection reporting, determining maintenance, repair, replacement of MS4 stormsewer components.
- Draft a staff training program that would identify training opportunities, certifications, annual schedules, and record keeping. This training program would be used annually by City staff to schedule, conduct and/or host staff training for all MS4 responsible Public Works staff.

6.2 Pond Inventory

This will include evaluating existing City maps and providing updates to the City's pond inventory and map system to comply with the requirements of the NPDES MS4 permit. This also includes the forms and documents required for submittal.

6.3 Facilities Inventory

The Facilities Inventory will be conducted and include: meeting with Public Works staff to gather and compile existing relevant information, complete one facility inspection of each City owned and operated facility, and develop a GIS inventory of all municipally owned/operated facilities. This inventory will include facility maps and a list of all potential stormwater pollution generating activities and material(s) being stored on-site, along with BMPs designed to prevent discharges of pollutants resulting in contact with stormwater.

6.4 Sediment Removal Projects

WSB will develop a reporting component for pond sediment removal projects, as required by the MS4 permit. Reporting procedures will be used by City staff to document sediment removal projects from City owned and operated stormwater ponds during the 5-year MS4 permit cycle.

6.5 Pond Assessment Procedures

The new MS4 permit (Part III.D.6.d) requires MS4 communities to develop procedures and a schedule to determine the Total Phosphorus and Total Suspended Solids treatment effectiveness

of all City-owned and operated ponds. WSB will define an evaluation method, draft procedures, and schedule for the City to use in meeting this permit requirement. Pond assessments will be completed by City staff.

Task 7: Additional Services

(Estimated Fee TBD)

7.1 Storm Sewer & Pond Inspection Services

WSB will provide a staff member to conduct inspections of 20% to 100% of the City owned MS4 outfalls and ponds during Year 1 and 2, and 100% of the structural stormwater BMPs (i.e. Sump manholes or other water quality structures) during Year 1. This minimum 20% pond inspection schedule will allow the City to meet the requirement to inspect all ponds by the end of the 5 year permit cycle. Inspections will be documented in accordance with procedures established in **Task 7**. The associated cost of this task will depend on the number of pond inspections the City would like WSB to complete.

7.2 Comprehensive Pond Assessment Program

WSB's Stormwater Asset Management Program (SWAMP) is a web application that was specifically designed to assist with assessing, scheduling, and budgeting inspection and maintenance activities. It can be used to help to meet the following MS4 permit requirements (MCM –Minimum control Measure):

- Pond Assessment Procedures (MCM 6) - Evaluate the TSS and TP treatment effectiveness of MS4 owned/operated ponds within the City.
- Inspections (MCM 6) - Assist with prioritizing inspections to determine proper function and maintenance needs for ponds.
- Maintenance (MCM 6) - Assist with forecasting maintenance requirements to allow for budgeting of future maintenance activities
- Long-term maintenance of structural BMPs (MCM 5) – Assist with prioritizing maintenance of both public and private BMPs.

WSB will utilize the existing pond inventory, delineated drainage areas, and land use maps to launch a customized version of SWAMP for Hanover. An annual software subscription cost (following Year 1) will provide the City access to the web application, cloud server storage of City's program, and application maintenance/updates. A detailed work plan for the SWAMP is available upon request.

Cost

This proposal represents our complete understanding of the MS4 regulatory program and the work needed to complete the tasks associated with the MS4 program. The total cost for **Tasks 1 through 6** described above is **\$11,500**.

We appreciate the opportunity to share this proposal with you, and look forward to working with the City of Hanover efficiently bring your MS4 Program into compliance. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us. Should you have any questions about this proposal, please contact me at 651-286-84684 or gbeckius@wsbeng.com.

Sincerely,

WSB & Associates, Inc.



Greg Beckius
Environmental Scientist – Environmental Compliance Group

ACCEPTED BY:

City of Hanover

I hereby authorize WSB & Associates, Inc. to complete Tasks 1 through 6 identified above for an hourly not to exceed cost of \$11,500.

Name _____

Signature _____

Date _____

**CITY OF HANOVER
COUNTIES OF WRIGHT AND HENNEPIN
STATE OF MINNESOTA**

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 17th day of March, 2015.

The following Council Members were present: Kauffman, Hammerseng, Warpula, Zajicek

The following Council Members were absent: Vajda

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

RESOLUTION NO 03-17-15-12

APPROVING HIRE OF PROBATIONARY FIREFIGHTER

WHEREAS, the City of Hanover currently has a vacant position on the Fire Department; and

WHEREAS, Larry Spears was a past member of the fire department; and

WHEREAS, the Hanover Fire Department recommends hiring Larry Spears as a Probationary Firefighter in order to update any training, physical and background check credentials.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Larry Spears as a Probationary Firefighter.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek

Opposed or abstained: None.

Adopted by the city Council this 17th day of March, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

To: Mayor Kauffman and Councilors and staff

03-11-2015

From: Chief Malewicki

Re: New Member

The Fire department is looking for approval to accept Larry Spears on to the department. Larry has been a member of the department in the past and retired about 18 months ago. Larry would be hired with a short probationary period so as we can get all his credentials up to date. We would also expect a physical and background check as if he was a new hire. Any Questions you might have please call me 763-286-6501

A handwritten signature in black ink, appearing to read "Dave Malewicki". The signature is fluid and cursive, with the first name "Dave" written in a larger, more prominent script than the last name "Malewicki".

Chief Dave Malewicki



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

SSTS Ordinance Checklist

Subsurface Sewage Treatment Systems (SSTS) Program

Doc Type: Self Audit

Instructions: This checklist is to be completed and sent with a copy of the ordinance to the Minnesota Pollution Control Agency (MPCA) Commissioner at least 30 days prior to adoption of the ordinance. The Commissioner has up to six months to respond. The ordinance may be adopted and implemented during this time.

Note: To **unlock** this form for editing for MS Word 2003 users, select the Tools Menu/Unprotect Document; for MS Word 2007 users, select the Developer Tab/Protect Document/Restrict Formatting & Editing and click on Stop Protection in lower right corner of screen. (To add Developer Tab to Ribbon, click on the icon in the upper left corner of screen, select Word Options/Popular and check Show Developer Tab.)

Submit checklist, list of differences, and a copy of the ordinance to: Minnesota Pollution Control Agency
Attn: Commissioner's Office
520 Lafayette Road North
St. Paul, Minnesota 55155-4194

Local Unit of Government: City of Hanover
Administrator: Brian Hagen Date (mm/dd/yyyy): 3/11/15 - Draft 1

County Programs

Regulatory model chosen:

- Conventional
- Performance
- Alternative Local Standards (for existing systems)
- Alternative Local Standards (for new or replacement systems)

City, Township, or Other Program

County in which your jurisdiction lies: Hennepin & Wright Counties

Regulatory model chosen:

- Conventional
- Performance

All Ordinance Requirements

1. A provision requiring upgrade, replacement, repair, or discontinued use of systems failing to protect ground water as defined in Minn. R. 7080.1500, subp. 4.
 - Included
 - Ordinance citation (page or part number): 9.09 B
 - Upgrade time period: _____
2. A provision requiring upgrade, replacement, repair, or discontinued use of systems posing an imminent threat as defined in Minn. R. 7080.1500, subp. 4.
 - Included
 - Ordinance citation (page or part number): 9.09 I. 3.
3. If the local unit issues permits to add a bedroom, a provision requiring a Certificate of Compliance (COC) or Notice of Noncompliance (NON) be issued on the system prior to issuance of a building permit or variance for the addition of a bedroom.
 - Included
 - Issue bedroom permits included
 - Ordinance citation: 9.09 H.

4. Provision requiring all SSTS work to be done by appropriately licensed businesses, qualified employees or person exempt from licensing in Minn. R. 7083.0700, subp. 1.
 Included
 Ordinance citation (page or part number): 9.09 E.
5. Provision requiring abandonment of systems no longer in use.
 Included
 Ordinance citation (page or part number): 9.09 N.
6. Technical standards and criteria for new and existing SSTS.
 Included
 Ordinance citation (page or part number): 9.09 K. b., K. c., R.
7. Provision specifying whether local variances may be allowed and if so, how to apply.
 Included
 Ordinance citation (page or part number): 9.09 M.
8. Provisions for design review, permit issuance, construction inspection and system operation.
 Included
 Ordinance citation (page or part number): 9.09 F.
9. Provision requiring space for two Type I soil treatment areas.
 Included
 Ordinance citation (page or part number): 9.09 D.
10. Provision specifying conditions for holding tanks.
 Included
 Ordinance citation (page or part number): 9.09 K. d.
11. Provision prohibiting surface discharge of sewage without MPCA National Pollutant Discharge Elimination System (NPDES) permit.
 Included
 Ordinance citation (page or part number): 9.09 B.
12. Provision specifying the allowable use and location for SSTS in floodplains.
 Included
 Ordinance citation (page or part number): 9.09 O.
13. Provision requiring a management plan for all new and replacement SSTS.
 Included
 Ordinance citation (page or part number): 9.09 F.
14. Provision requiring operating permit for Type IV and V systems, and Midsized Sewage Treatment Systems.
 Included
 Ordinance citation (page or part number): 9.09 P.
15. Provision, for systems not with a management plan or operating permit, requiring SSTS maintenance as specified in Minn. R. 7080.2450.
 Included
 Ordinance citation (page or part number): 9.09 G.
16. Provision requiring that owners of Class V wells submit inventory information to the U.S. Environmental Protection Agency (EPA) and that Class V wells be identified as such in property transfer disclosures.
 Included
 Ordinance citation (page or part number): 9.09 Q.
17. Provision outlining how periodically saturated soil disagreements between licensed SSTS businesses or between licensed SSTS businesses and a local unit of government will be resolved.
 Included
 Ordinance citation (page or part number): 9.09 R.

18. Provision specifying what level of local approval is needed for repair, rejuvenation or remediation of SSTS as defined in local ordinance.
 Included
 Ordinance citation (page or part number): 9.09 F.
19. Provision specifying the allowed methods to determine the loading rate from Minn. R. 7080.2150, subp. 3, item E, Tables IX or IXa.
 Included
 Ordinance citation (page or part number): 9.09 S.
20. Provision that requires all sewage generated in the jurisdiction to be treated either in an agency-permitted facility or a system designed under Minn. R. chs. 7080 and 7081 standards.
 Included
 Ordinance citation (page or part number): 9.09 B.
21. Does the ordinance include a provision that allows a reduced separation distance as described in Minn. R. 7080.1500, subp. 4, item D?
 Included. *If so, this reduction must not be more than 15 percent in the vertical separation distance ordinarily required for that system.*
 Ordinance citation (page or part number): 9.09 L.
22. List of technical differences between Minn. R. chs. 7080 and 7081, and the local ordinance.
 Included

Additional Requirements for Performance Programs

1. An education program for SSTS owners
 Included
 Ordinance citation (page or part number): _____
2. A program to evaluate risks of SSTS receiving environments and work with local planning authority to evaluate impacts of SSTS regulation on land use.
 Included
 Ordinance citation (page or part number): _____
3. A program to determine performance requirements necessary for each receiving environment that ensures that underground sources of drinking water are protected to the standard of Minn. R. ch. 4717 and surface water are protected to the standards of Minn. R. ch. 7050.
 Included
 Ordinance citation (page or part number): _____
4. Specify site evaluation requirements to define the process to characterize the receiving environment.
 Included
 Ordinance citation (page or part number): _____
5. A program for operating permits for all system owners, including tracking and review of compliance monitoring reports.
 Included
 Ordinance citation (page or part number): _____
6. A program to track residuals hauling, treatment and disposal according to EPA's 503 regulations and applicable state, tribal and local requirements.
 Included
 Ordinance citation (page or part number): _____
7. A program for notifying owners of pending scheduled submittals and for performing system inspections randomly or at the time of operating permit reissuance.
 Included
 Ordinance citation (page or part number): _____

8. An enforcement program including penalties for failure to comply with the compliance schedule and requiring system inspection by certified inspection at the time of operating permit reissuance.

Included

Ordinance citation (page or part number): _____

9. A recordkeeping program that includes a database inventory with locations, site evaluations, record drawings, permits, inspection reports, tracking for operating permits and compliance reporting.

Included

Ordinance citation (page or part number): _____

10. A financial assistance and funding program to support the management program.

Included

Ordinance citation (page or part number): _____

Additional Requirements for Alternative Local Standards

The draft local ordinance must be submitted to the MPCA at least 30 days before adoption. The submittal package must include the following:

For existing systems:

1. The draft standard that is less restrictive than the Minn. R. ch. 7080 standard for existing systems.

Included

Ordinance citation (page or part number): _____

2. Demonstration that the alternative local standards adequately protect public health and the environment. Include information on soil separation, soil classification, vegetation, system use, localized well placement and construction, localized density of systems and wells, ground water flow patterns, and existing natural or artificial drainage.

Included

For new or replacement systems:

1. The draft standard that is less restrictive than the Minn. R. ch. 7080 standards for new or replacement systems.

Included

Ordinance citation (page or part number): _____

2. A map showing the areas of the county covered by the alternative local standards for new or replacement systems.

Included

3. Documentation of population density in the area covered by the alternative local standard.

Included

4. Description of the reasons why conformance to Minn. R. ch. 7080 standards is difficult or otherwise inappropriate.

Included

5. Description of the hardship that would result from strict conformance to Minn. R. ch.7080.

Included

6. Evidence of sustained and projected low population density.

Included

7. Demonstration that the alternative local standards adequately protect public health and the environment. Include information on soil separation, soil classification, vegetation, system use, localized well placement and construction, localized density of systems and wells, ground water low patterns, and existing natural or artificial drainage.

Included

8. Date the draft ordinance was submitted to the county's local water planning advisory committee, and any comments that may be been received.

Included

SEC. 9.09 INDIVIDUAL SEWAGE TREATMENT SYSTEMS

- A. Where a public sewer is not available under the provisions of 9.08 (D), the building sewer shall be connected to an individual sewage treatment system complying with the provisions of this Section.
- B. The purpose of this section shall be to provide minimum standards for and regulation of individual sewage treatment systems (ISTS) and septic disposal including the proper location, design, construction, operation, maintenance and repair to protect surface water and ground water from contamination by human sewage and waterborne household and commercial waste; to protect the public's health and safety, and eliminate or prevent the development of public nuisances pursuant to the authority granted under Minnesota Statutes Chapters 115 and 145A and Minnesota Rules Chapter 7080, as amended, that may pertain to sewage and wastewater treatment.
- C. The City hereby adopts, by this reference, Minnesota Rules Parts 7080 and 7081, as now constituted and from time to time amended.
- D. On all lots created after January 23, 1996 and on all lots which are existing on January 23, 1996, and all undeveloped lots shall have a minimum of two (2) soil treatment and dispersal areas that can support trenches, seepage beds, mounds, and at-grade systems as described in Minn. Statute 7080.2200 through 7080.2230, 7080.2260, or site conditions described in 7081.0270, Subp. 3 through 7. For the creation and division of new lots, verification by soil borings located on a plan must be submitted establishing that this requirement can be met. All soil treatment areas shall be protected before, during and after construction on the lot. The method of protection of the additional soil treatment area shall be approved by the Building Official and may include, but is not limited to, such things as snow fencing, permanent fencing and silt fencing. No building permit shall be issued for construction on any property within the City until at least two (2) soil treatment areas have been identified and protected on all parcels for which a building permit is applied for.
- E. All design, installation, alteration, repair, maintenance, operation, pumping, and inspection activities for SSTS located in the City must be completed by a business licensed by the state under Minn. R. ch. 7083, an appropriately certified qualified employee, or a person exempted under Minn. R. 7083.0700, subps. 1(A), (C), (D), (F), (G), (H) and (I). Individuals exempt from a state SSTS license under Minn. R. 7083.0700, subps. 1(A), (C), (D), (F), (G), (H) and (I) must follow all applicable local, state, and federal requirements. Property owners that employ a business to perform this work must hire a business that is licensed in accordance with Minn. R. ch. 7083.
- F. No person shall install, alter, repair or extend any individual sewage treatment system in the City without first applying for and obtaining a permit from the

City's building inspector and at the same time paying a fee as listed on the permit. Such permit shall be valid for six (6) months from the date of issuance. A management plan is required for all new or replacement ISTS. The management plan shall be submitted by the designer to the City before issuance of an ISTS permit. Management plans shall include requirements as listed in Minn. Statute 7082.0600, Subp. 1(B) and other requirements as determined by the City Building Official.

G. Maintenance Report.

- a. Licensed maintenance businesses must abide by the requirements described in Minn. R. 7083.0770, subp. 2. All written reports required by Minn. R. 7083.0770, subp. 2 must be provided to the homeowner and the Health Authority within 30 days after any maintenance work is performed. SYSTEMS NOT OPERATED UNDER A MANAGEMENT PLAN. Owners of SSTS that are not operated under a management plan or operating permit must inspect treatment tanks and remove solids if needed every three years. Solids must be removed when their accumulation meets the limit described in Minn. R. 7080.2450.

H. Compliance Inspection Required.

- a. A compliance inspection of the existing ISTS shall be required, and a certificate of compliance or noncompliance shall be submitted to the City when the following are present:
 1. An application for any type of building or land use permit is made and the property falls within a designated Shoreland Management Overlay District.
 2. Receipt of information of a potential ISTS failure or imminent health threat.
 3. An additional bedroom on the property is requested. If a request for an additional bedroom is received between November 1 and April 30, a building permit shall be issued with the contingent requirement that a compliance inspection shall be completed by the following June 1 and a certificate of compliance is submitted to the City by September 30.
 4. Any addition or remodel of a licensed food, beverage, or lodging establishment or any other establishment where the ISTS design flow may be effected.

I. Non-Conforming Systems

- a. A system found to be non-conforming due to design, failure or pollution hazards shall have remedial action required within a reasonable period of time as follows:
 - 1. Septic tanks requiring pumping shall be pumped within forty-eight (48) hours, from receipt of notice. Septic tank pumpers shall submit a copy of the pumping receipt to the City Office.
 - 2. A failed ISTS shall be upgraded, replaced or repair in compliance with Minnesota Rules Chapter 7080.0060, as applicable within one (1) year from the date of notice that the system has failed. The City will give consideration to weather as compliance dates are established.
 - 3. The owner of an ISTS posing an imminent threat to public health or safety may be ordered to seize the discharge by means of capping the outlet pipe from the tank immediately after inspection. The system must be upgraded, replaced or repaired within six (6) months.
 - 4. The owner shall submit to the City an acceptable Replacement Plan within twenty (20) days after notification by the City. The Replacement Plan shall identify the location and design of the ISTS and a schedule for its replacement. Failure to submit and execute an acceptable Replacement Plan is a violation of the chapter.

J. Minimum Setback Distances.

- a. Any water well supply 50 feet
- b. Water under pressure 10 feet
- c. Wetlands 50 feet
- d. Property lines 10 feet

K. More Restrictive Standards.

- a. The Counties of Hennepin and Wright have adopted ordinances regulating ISTS, and where those ordinances may be more restrictive, those more restrictive requirements shall apply.
- b. Septic tank capacity for residential ISTS shall be a minimum of two (2) one thousand (1,000) gallon tanks for a residence containing three (3) bedrooms or less. For each additional bedroom, capacity shall be increased by two hundred fifty (250) gallons per tank, per bedroom.
- c. Absorption area requirements for residential ISTS shall be a minimum of

six hundred fifty (650) square feet for a residence containing three bedrooms or less. For each additional bedroom, the absorption area shall be increased by two hundred (200) square feet per bedroom.

- d. Holding tanks may be used for the following applications only after it can be shown conclusively by the property owner that a SSTS permitted under this ordinance cannot be feasibly installed:
 1. As a replacement for an existing failing ISTS
 2. For an ISTS that poses an imminent threat to public health or safety
 3. For use with buildings with limited water use
- e. Alternative and experimental systems are allowed only in areas where the City Building Inspector official has determined that a standard system cannot be installed or is not the most suitable treatment. The installation of an alternative or experiment system shall be installed only after approval by the City Council, and such approval shall not be construed as a warranty in any way of that system. The City, its employees, and/or any other designated official acting on behalf of the City shall not be held responsible in any manner for the failure of such system.

L. Separation Allowances

- a. ISTS built before April 1, 1996, outside of areas designated as shoreland areas, wellhead protection areas, or ISTS providing sewage treatment for food, beverage, or lodging establishments must have at least two feet of vertical separation between the bottom of the dispersal system and seasonal saturation or bedrock. The vertical separation measurement shall be made outside the area of system influence in an area of similar soil.
- b. ISTS built after March 31, 1996, or ISTS located in a shoreland area, wellhead protection area, or serving a food, beverage, or lodging establishment as defined under Minn. R. 7080.1100, subp. 84 must have a three-foot vertical separation between the bottom soil infiltrative surface and the periodically saturated soil and/or bedrock. Unless otherwise determined by the Health Authority, existing systems that have no more than a 15 percent reduction to the minimum required 36 inch separation distance are considered compliant. (i.e., a separation distance no less than 30.6 inches). This reduction is to account for settling of sand or soil, normal variation of separation distance measurements and interpretation of limiting layer characteristics. The vertical separation measurement shall be made outside the area of system influence in an area of similar soil.

M. VariANCES

- a. VariANCES to wells and water supply lines require approval from the Minnesota Department of Health. The City may grant variANCES to the technical standards and criteria of Minnesota Rules, Chapter 7080 or this Ordinance. However, the City is prohibited from granting variANCES to:
1. Minn. R. 7080.2150, subp. 2.
 2. Minn. R. 7081.0080, subps. 2 to 5, however, variANCES may be granted to Minn. R. 7081.0080, subp. 4(D)(1) for the replacement of MSTs serving existing dwellings or other establishments.
 3. Flow determinations under Minn. R. 7081.0110 if the deviation reduces the average daily flow from more than 10,000 gallons to 10,000 gallons per day or less.

All requests for a variance shall be requested in writing to the City on forms approved by the City.

N. Abandonment of Systems

- a. An ISTS must be properly abandoned when the parcel is connect to City Sanitary Sewer or according to Minn. Statute 7080.2500. If the individual abandoning an ISTS is not a licensed ISTS professional, the abandonment must be inspected by a licensed inspector. A state abandonment document must be submitted to the City within ninety (90) days of abandonment.

O. ISTS in Flood Plains

- a. ISTS shall not be located in a floodway or flood fringe, and whenever possible location in such an area shall be avoided. If no option to place an ISTS outside of such area, location within a floodway or flood fringe is allowed if the requirements of Minn. R. 7080.2270 and all relevant requirements are met.

P. Operating Permits

- a. ISTS specified in parts 7080.2290, 7080.2350, 7080.2400, and Chapter 7081 requires an operating permit and shall include 7082.0600, Subp. 2 and other requirements as determined by the permitting authority. The operating permit for new SSTS and MSTs will be issued in tandem with the construction permit for the new system. Operating permits when needed for existing systems and or system repair will be issued as

separate permits. Any additional fees for operating permits will be listed in the fee schedule determined by the City Council.

Q. Class V injection wells.

- a. All owners of new or replacement SSTS that are considered to be Class V injection wells as defined in the Code of Federal Regulations, title 40, part 144, are required to submit SSTS inventory information to the United States Environmental Protection Agency and the MPCA. Owners are also required to identify all Class V injection wells in property transfer disclosures.

R. Disputes.

- a. If a documented discrepancy arises in the depth of the periodically saturated soil between licensed businesses for ISTS design or compliance purposes, all disputing parties must follow the procedure outlined in this subpart:
 1. The disputing parties must meet at the disputed site in an attempt to resolve differences.
 2. If the provision does not resolve the differences then:
 - a. Obtain an opinion from a Minnesota licensed professional soil scientist who is a certified ISTS designer or inspector and who is independent of, and agreed upon by, both parties.
 - b. If opinions rendered do not resolve the dispute, all initial and follow-up documents and information generated must be submitted to the City. The City shall take into consideration all information and opinions rendered and make a final judgement. The City shall render findings of fact, conclusions of law, and findings setting forth the reasons for any final decision it renders.
- b. If a documented discrepancy arises on the depth of the periodically saturated soil between an IST licensed business and the City for ISTS design or compliance purposes, all disputing parties shall follow the procedure outlined in this subpart:
 1. A representative of the City and the licensed business must meet and the disputed site in an attempt to resolve differences.
 2. If the provision does not resolve differences, the the ISTS licensed business may obtain an opinion from a Minnesota licensed professional soil scientist who is a certified ISTS designer or inspector and who is independent of, and agreed upon

by, both parties.

3. If still unresolved, the City shall take into consideration all information and opinions rendered and make final judgment. The City shall render findings of fact, conclusions of law, and findings setting forth the reasons for any final decisions they render.

c. Upon resolutions of disputes, amendments to initial disputed documents containing the resolution shall be made and submitted to the City and all other parties involved.

S. Hydraulic Load Rating and ISTS Sizing

a. Table IX from Minn. R. 7080.2150, subp. 3(E) entitled Loading Rates for Determining Bottom Absorption Area for Trenches and Seepage Beds for Effluent Treatment Level C and Absorption Ratios for Determining Mound Absorption Areas Using Detail Soil Descriptions and Table IXa from Minn. R. 7080.2150, subp. 3(E) entitled Loading Rates for Determining Bottom Absorption Area for Trenches and Seepage Beds for Effluent Treatment Level C and Absorption Ratios for Determining Mound Absorption Areas Using Percolation Tests and herein adopted by reference shall both be used to size SSTS infiltration areas using the larger sizing factor of the two for SSTS design.

T. Enforcement.

a. Any person who violates any of the provisions of this Section, or who makes false statement on a certificate of compliance, shall be guilty of a misdemeanor, punishable by imprisonment or a fine of both as defined by law.

b. In the event of a violation of this Section, in addition to other remedies, the City Attorney may institute appropriate actions or proceedings to prevent, restrain, correct or abate such violations.

c. No building permit, certificate of occupancy, license or other permit shall be issued for the construction upon use or occupation of any parcel of property within the City of Hanover unless the requirements of this Ordinance are met with respect to said parcel of property.