

**AGENDA
HANOVER CITY COUNCIL
APRIL 5, 2016**

**MAYOR
CHRIS KAUFFMAN**

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

1. **Call to Order/Pledge of Allegiance Local Board of Appeal and Equalization: 7:00 p.m. (pg. 5)**
2. **Adjournment**
3. **Call to Order Regular City Council Meeting: Immediately Following**
4. **Approval of Agenda**
5. **Consent Agenda Items:**
 - a. **Approve Minutes of March 15, 2016 City Council Work Session Meeting (page 28)**
 - b. **Approve Claims as Presented: (page 32)**

➤ Claims	\$ 99,496.75
➤ Payroll	\$ 7,477.64
➤ P/R taxes & Exp	\$ 3,006.79
➤ Other Claims	\$ <u>1,463.55</u>
➤ Total Claims	\$ <u>111,444.73</u>
 - c. **Res No 04-05-16-41 – Accepting a Donation from Comfort Matters**
 - d. **Res No 04-05-16-42 – Accepting a Donation from Hanover Athletic Association**
 - e. **Res No 04-05-16-43 – Accepting a Donation from River Inn**
 - f. **Res No 04-05-16-44 – Approving Optional 2 AM Liquor License for Chops Bar & Grill**
 - g. **Res No 04-05-16-45 – Approving Miscellaneous Escrow Fund Transfers**
 - h. **Res No 04-05-16-46 – Approving Miscellaneous Escrow Fund Releases**
 - i. **Res No 04-05-16-49 – Accepting a Donation from Marketplace**
6. **Citizen’s Forum:**
7. **Public Hearings**
8. **Unfinished Business**
 - a. **10754 106th Ave. N Sewer Line Repair**
 - b. **JS Stewart**
 - c. **Settlers Park Ballfield Redesign (pg. 71)**

9. New Business

- a. **Ordinance 2016-01 – Amendment to Chapter 10 Related to Impervious Surface Coverage and Municipal Separate Storm Sewer System (MS4) Requirements** (*page 78*)
- b. **Ordinance 2016-02 – Amendment to Chapter 9 Related to Municipal Separate Storm Sewer System (MS4) Requirements** (*pg. 101*)
- c. **Res No 04-05-16-47 – Supporting Crow River Regional Trail** (*page 191*)
- d. **Res No 04-05-16-48 – Supporting Regional Park or Trail Designation Application in Greater Minnesota** (*page 199*)
- e. **Res No 04-05-16-50 – Approving Cemetery Records Organization** (*pg. 201*)
- f. **Res No 04-05-16-51 – Approving Hiring of Summer Seasonal Employee** (*pg. 215*)
- g. **City Recreational Field Reservations** (*pg. 216*)
- h. **Excess Timber Decking**

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

- 11. Closed Session Pursuant to Minn. Stat. 13D.05, subd. 3(b)(3) to Develop an Offer for the Sale of Real Property Owned by the City, located at 11149 5th Street NE, Hanover, MN**

12. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: March 31, 2016
Re: Review of April 5, 2016 City Council Agenda

1. **Call to Order/Pledge of Allegiance Local Board of Appeal and Equalization: 7:00 p.m. (pg. 5)**
2. **Adjournment**
3. **Call to Order Regular City Council Meeting: Immediately Following**
4. **Approval of Agenda**
5. **Consent Agenda Items: *See enclosed consent packet.***
 - a. **Approve Minutes of March 15, 2016 City Council Work Session Meeting (page 28)**
 - b. **Approve Claims as Presented: (page 32)**
 - **Claims \$ 99,496.75**
 - **Payroll \$ 7,477.64**
 - **P/R taxes & Exp \$ 3,006.79**
 - **Other Claims \$ 1,463.55**
 - **Total Claims \$ 111,444.73**
 - c. **Res No 04-05-16-41 – Accepting a Donation from Comfort Matters**
 - d. **Res No 04-05-16-42 – Accepting a Donation from Hanover Athletic Association**
 - e. **Res No 04-05-16-43 – Accepting a Donation from River Inn**
 - f. **Res No 04-05-16-44 – Approving Optional 2 AM Liquor License for Chops Bar & Grill**
 - g. **Res No 04-05-16-45 – Approving Miscellaneous Escrow Fund Transfers**
 - h. **Res No 04-05-16-46 – Approving Miscellaneous Escrow Fund Releases**
 - i. **Res No 04-05-16-49 – Accepting a Donation from Marketplace**
6. **Citizen’s Forum:**

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
7. **Public Hearings**
8. **Unfinished Business**
 - a. **10754 106th Ave. N Sewer Line Repair**

This item is continued from the March 15th Council Work Session.
 - b. **JS Stewart**

Mr. Stewart will be present to discuss the ongoing negotiations of the sale of property located at 11149 5th St. NE Hanover, MN.
 - c. **Settlers Park Ballfield Redesign (pg. 71)**

The Park Board has made multiple recommendations regarding the ball field redesign for Council to consider.

9. New Business

a. Ordinance 2016-01 – Amendment to Chapter 10 Related to Impervious Surface Coverage and Municipal Separate Storm Sewer System (MS4) Requirements (page 78)

Planning Commission held the required Public Hearing for the amendments to the Zoning Ordinance related to MS4 requirements and Impervious Surface Coverage regulations for the City of Hanover. Enclosed is an ordinance amendment reflecting their recommendation of approval.

b. Ordinance 2016-02 – Amendment to Chapter 9 Related to Municipal Separate Storm Sewer System (MS4) Requirements (pg. 101)

Enclosed in the ordinance amendment to Chapter 9 of the Hanover City Code are changes required to the code related to MS4 requirements.

c. Res No 04-05-16-47 – Supporting Crow River Regional Trail (page 191)

Three Rivers Park District is seeking support for cities along the Crow River in their attempt to identify a regional trail to be located along the Crow River. Three Rivers has completed extension public opinion gathering as well as internal planning for this trail. The Hanover Park Board has been informed of Three Rivers intent with the trail, and the Park Board recommends Council approve the enclosed resolution showing support of the regional trail.

d. Res No 04-05-16-48 – Supporting Regional Park or Trail Designation Application in Greater Minnesota (page 199)

This resolution is in conjunction to Res No 04-05-16-47, however, this resolution shows support to Wright County in seeking regional trail designation in greater Minnesota for the Crow River Regional Trail.

e. Res No 04-05-16-50 – Approving Cemetery Records Organization (pg. 201)

This proposal is brought to Council in an interest to clean up the City's cemetery records. This proposal was delayed until 2016 in order to ensure a budgeted amount in the City's overall budget. This project would allow staff to work with an outside firm familiar with cemetery record organization in order to better our records. Currently our records include handwritten information on a homemade excel spreadsheet representing the cemetery plots.

f. Res No 04-05-16-51 – Approving Hiring of Summer Seasonal Employee (pg. 215)

Interviews have been completed for the Public Works Summer Seasonal position. Nine applications were received. The enclosed resolution authorizes the hiring of staff's recommendation with a start date to be determined by Public Works Supervisor Vogel. This position is not to exceed six months. Additionally, staff is seeking discussion on the wage as the hiring range was \$10-\$12/hour.

g. City Recreational Field Reservations (pg. 216)

As our Parks become utilized more frequently for organized sports, Park Board has recommended the City consider a field reservation system. More discussion will be held on the matter.

h. Excess Timber Decking

Now that the timber decking from the bridge rehab project has been milled to two inch thickness, there are excess boards with a variable thickness of approximately one inch. Staff is seeking Council direction on future use of these boards, or if the boards should be auctioned off to the highest bidder.

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

11. Closed Session Pursuant to Minn. Stat. 13D.05, subd. 3(b)(3) to Develop an Offer for the Sale of Real Property Owned by the City, located at 11149 5th Street NE, Hanover, MN

12. Adjournment



Hennepin County Assessor Department

Assessor Department
A-2103 Government Center
Minneapolis, Minnesota 55487-0231

612 348-3046, Phone
612 348-8751, Fax

To: City of Hanover, Mayor and Council
From: Melissa Potter, Sr. Appraiser
Date: March 7th, 2016
Re: 2016 Assessment and Board of Appeal Meeting

The 2016 Hanover Board of Appeal Meeting has been scheduled for Tuesday, April 5, 2016 at 7:00. In preparation for the upcoming Board of Appeal Meeting, please find the enclosed data to help you understand the 2016 assessment. There is a revaluation area map, and Board of Appeal meeting procedures. In addition, we have included a sample of sales throughout the city, with photos and respective characteristics.

Annual Revaluation

Each year, one fifth of the properties in the city are normally reviewed and the records are updated. Enclosed is a map of the 2016 revaluation area as well as the areas to be reviewed over the next four years.

Summary of the 2016 Assessment

Each year the estimated market values are analyzed along with sales data from the market. Adjustments, as appropriate for each property, are made. The results of those adjustments for the 2016 assessment areas are as follows:

Residential Off-River	3.0%
Residential On-River	3.3%
Townhouses	-0.8%
Agricultural	0.7%
Commercial/Industrial	0.0%

There are 265 taxable parcels in the city with a total market value of approximately \$72,085,700. This value includes \$1,293,000 in new construction improvements. The overall value increased 2.3% for all property types in the City of Hanover.

The Local Board of Appeal and Equalization Process

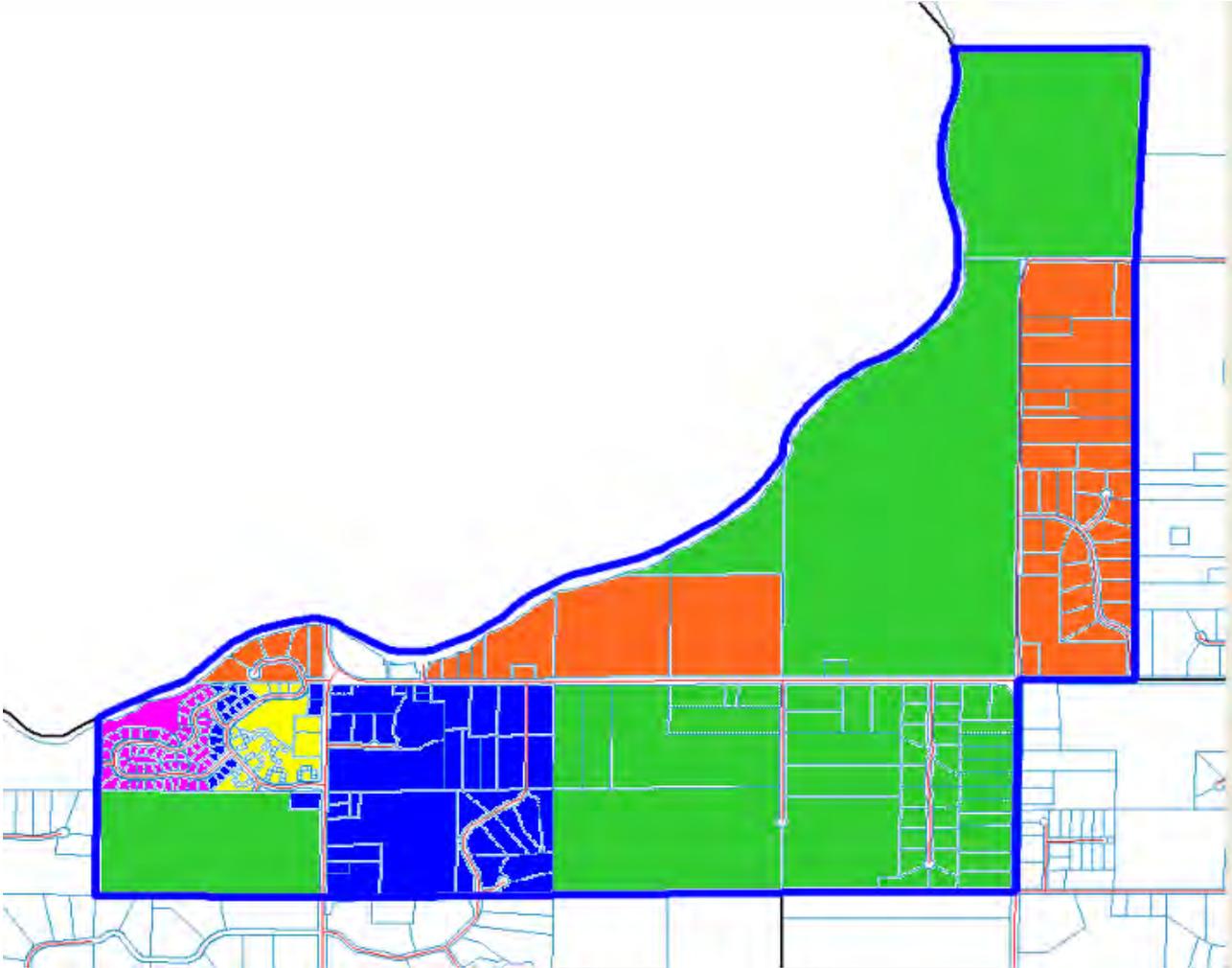
Valuation Notices were mailed out in the beginning of March. Taxpayers with value or classification concerns should call the assessor's office. During the initial conversation the property owner may discuss their concerns and review sales information with an appraiser. The majority of callers are satisfied after having a conversation with an appraiser. If additional attention is necessary, the appraiser will review the property.

The board has the authority to increase, decrease, or take no action on individual valuations. The total reduction must not reduce the cities aggregate assessment by more than one percent or none of the adjustments will be allowed. The board cannot increase or decrease by a percentage to all of the assessments in the district by class. If the board chooses to reconvene, it must do so within 20 days (from the meeting call to order). Enclosed are additional duties and information for local boards as provided by the Minnesota Tax Administrators Manual, which is prepared by the Minnesota Department of Revenue - Property Tax Division.

In order for the taxpayer to appeal to the County Board they must first appeal to the Local Board either in person or in writing. The County Board of Appeal and Equalization will begin meeting on June 13, 2016. All requests for appointments at the County Board must be received before May 18, 2016. To make an appointment, taxpayers should call 612-348-7050.

If you have any questions or concerns, please contact us at 612-348-3046.

HANOVER REVALUATION MAP



2016

2017

2018

2019

2020

2015 Annual Housing Market Report – Twin Cities Metro

Median Prices – Around the Metro



MINNEAPOLIS AREA Association
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	2011	2012	2013	2014	2015	Change From 2014	Change From 2011
Twin Cities Region	\$150,000	\$167,900	\$192,000	\$205,600	\$220,000	+ 7.0%	+ 46.7%
Afton	\$430,000	\$275,000	\$409,500	\$412,375	\$435,000	+ 5.5%	+ 1.2%
Albertville	\$142,500	\$149,950	\$178,900	\$179,900	\$210,000	+ 16.7%	+ 47.4%
Andover	\$182,000	\$205,000	\$227,491	\$236,700	\$248,200	+ 4.9%	+ 36.4%
Annandale	\$153,170	\$169,500	\$159,000	\$172,221	\$204,450	+ 18.7%	+ 33.5%
Anoka	\$114,000	\$122,900	\$146,950	\$166,000	\$179,900	+ 8.4%	+ 57.8%
Apple Valley	\$149,900	\$175,000	\$195,000	\$213,000	\$224,900	+ 5.6%	+ 50.0%
Arden Hills	\$157,500	\$325,000	\$300,300	\$252,000	\$282,000	+ 11.9%	+ 79.0%
Bayport	\$147,000	\$184,500	\$200,000	\$237,450	\$207,000	- 12.8%	+ 40.8%
Becker	\$131,700	\$149,375	\$155,900	\$169,900	\$183,900	+ 8.2%	+ 39.6%
Belle Plaine	\$136,050	\$144,500	\$159,000	\$187,700	\$193,250	+ 3.0%	+ 42.0%
Bethel	\$100,000	\$115,950	\$135,000	\$115,000	\$158,185	+ 37.6%	+ 58.2%
Big Lake	\$117,500	\$134,900	\$154,500	\$169,900	\$178,000	+ 4.8%	+ 51.5%
Birchwood Village	\$240,500	\$227,900	\$287,375	\$340,000	\$260,000	- 23.5%	+ 8.1%
Blaine	\$154,900	\$175,000	\$199,200	\$218,665	\$220,000	+ 0.6%	+ 42.0%
Bloomington	\$157,000	\$171,000	\$193,100	\$201,000	\$218,000	+ 8.5%	+ 38.9%
Bloomington – East	\$140,000	\$145,300	\$169,000	\$182,000	\$198,000	+ 8.8%	+ 41.4%
Bloomington – West	\$181,725	\$191,000	\$215,000	\$225,000	\$235,000	+ 4.4%	+ 29.3%
Brainerd MSA	\$147,000	\$155,000	\$161,000	\$165,000	\$170,000	+ 3.0%	+ 15.6%
Brooklyn Center	\$82,300	\$95,000	\$122,250	\$139,950	\$154,950	+ 10.7%	+ 88.3%
Brooklyn Park	\$127,000	\$146,000	\$167,000	\$174,900	\$194,000	+ 10.9%	+ 52.8%
Buffalo	\$131,500	\$141,000	\$171,810	\$175,000	\$200,000	+ 14.3%	+ 52.1%
Burnsville	\$147,750	\$165,300	\$185,000	\$209,500	\$222,000	+ 6.0%	+ 50.3%
Cambridge	\$94,000	\$101,300	\$127,000	\$148,250	\$163,500	+ 10.3%	+ 73.9%
Cannon Falls	\$123,500	\$145,000	\$177,500	\$166,100	\$193,000	+ 16.2%	+ 56.3%
Carver	\$225,000	\$245,000	\$282,500	\$270,000	\$277,750	+ 2.9%	+ 23.4%
Centerville	\$154,600	\$180,000	\$189,950	\$197,500	\$223,000	+ 12.9%	+ 44.2%
Champlin	\$148,000	\$159,400	\$182,500	\$193,950	\$205,000	+ 5.7%	+ 38.5%
Chanhassen	\$297,500	\$280,500	\$305,000	\$318,838	\$325,000	+ 1.9%	+ 9.2%
Chaska	\$170,000	\$207,500	\$252,000	\$235,000	\$255,000	+ 8.5%	+ 50.0%
Chisago	\$155,700	\$168,500	\$199,850	\$201,500	\$235,150	+ 16.7%	+ 51.0%
Circle Pines	\$124,150	\$139,450	\$144,150	\$154,000	\$162,550	+ 5.6%	+ 30.9%
Clear Lake	\$146,800	\$152,450	\$160,375	\$154,500	\$184,750	+ 19.6%	+ 25.9%
Clearwater	\$127,750	\$150,000	\$160,000	\$159,500	\$157,500	- 1.3%	+ 23.3%
Coates	\$0	\$0	\$0	\$0	\$161,625	--	--
Cokato	\$107,500	\$105,000	\$129,900	\$123,200	\$132,450	+ 7.5%	+ 23.2%
Cologne	\$189,900	\$182,550	\$181,500	\$262,950	\$250,000	- 4.9%	+ 31.6%
Columbia Heights	\$101,500	\$99,950	\$132,000	\$140,000	\$158,125	+ 12.9%	+ 55.8%
Columbus	\$177,277	\$208,500	\$202,800	\$227,500	\$236,300	+ 3.9%	+ 33.3%
Coon Rapids	\$114,900	\$125,105	\$150,000	\$160,300	\$175,000	+ 9.2%	+ 52.3%
Corcoran	\$246,000	\$230,000	\$300,000	\$312,500	\$330,000	+ 5.6%	+ 34.1%
Cottage Grove	\$160,000	\$174,400	\$194,000	\$209,900	\$222,000	+ 5.8%	+ 38.8%
Crystal	\$105,000	\$127,550	\$149,250	\$157,500	\$172,000	+ 9.2%	+ 63.8%
Dayton	\$142,000	\$191,500	\$274,000	\$218,250	\$328,709	+ 50.6%	+ 131.5%

2015 Annual Housing Market Report – Twin Cities Metro

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	2011	2012	2013	2014	2015	Change From 2014	Change From 2011
Deephaven	\$322,000	\$493,250	\$518,500	\$585,000	\$622,500	+ 6.4%	+ 93.3%
Delano	\$173,150	\$205,500	\$232,870	\$241,250	\$275,600	+ 14.2%	+ 59.2%
Dellwood	\$499,000	\$360,000	\$507,500	\$765,000	\$594,215	- 22.3%	+ 19.1%
Eagan	\$171,000	\$193,990	\$220,000	\$234,700	\$243,050	+ 3.6%	+ 42.1%
East Bethel	\$162,500	\$165,000	\$179,900	\$198,000	\$219,500	+ 10.9%	+ 35.1%
Eden Prairie	\$257,110	\$257,000	\$279,294	\$300,000	\$299,900	- 0.0%	+ 16.6%
Edina	\$339,000	\$344,000	\$350,000	\$380,000	\$396,000	+ 4.2%	+ 16.8%
Elk River	\$132,000	\$157,000	\$172,000	\$195,000	\$215,700	+ 10.6%	+ 63.4%
Elko New Market	\$193,000	\$215,000	\$247,627	\$257,520	\$264,250	+ 2.6%	+ 36.9%
Excelsior	\$350,000	\$291,500	\$409,750	\$452,500	\$502,500	+ 11.0%	+ 43.6%
Falcon Heights	\$207,500	\$228,706	\$238,000	\$257,450	\$257,000	- 0.2%	+ 23.9%
Faribault	\$102,000	\$115,000	\$135,000	\$135,250	\$143,450	+ 6.1%	+ 40.6%
Farmington	\$140,500	\$163,000	\$192,500	\$210,000	\$220,000	+ 4.8%	+ 56.6%
Forest Lake	\$153,750	\$185,000	\$191,500	\$219,900	\$225,500	+ 2.5%	+ 46.7%
Fridley	\$120,000	\$126,500	\$154,250	\$160,000	\$175,000	+ 9.4%	+ 45.8%
Gem Lake	\$240,000	\$352,261	\$169,450	\$563,864	\$411,000	- 27.1%	+ 71.3%
Golden Valley	\$199,450	\$218,500	\$246,000	\$247,500	\$264,900	+ 7.0%	+ 32.8%
Grant	\$422,500	\$367,500	\$415,500	\$445,000	\$399,900	- 10.1%	- 5.3%
Greenfield	\$373,000	\$350,000	\$354,000	\$486,500	\$410,000	- 15.7%	+ 9.9%
Greenwood	\$755,000	\$675,000	\$921,500	\$747,500	\$965,000	+ 29.1%	+ 27.8%
Ham Lake	\$211,500	\$231,000	\$271,600	\$289,900	\$297,500	+ 2.6%	+ 40.7%
Hamburg	\$75,200	\$111,500	\$95,500	\$138,000	\$119,900	- 13.1%	+ 59.4%
Hammond	\$118,000	\$121,900	\$145,000	\$163,000	\$160,950	- 1.3%	+ 36.4%
Hampton	\$172,000	\$138,500	\$204,000	\$200,000	\$233,000	+ 16.5%	+ 35.5%
Hanover	\$214,950	\$211,000	\$239,950	\$254,313	\$266,250	+ 4.7%	+ 23.9%
Hastings	\$128,500	\$142,000	\$169,900	\$182,250	\$196,000	+ 7.5%	+ 52.5%
Hilltop	\$0	\$24,500	\$34,500	\$47,500	\$0	- 100.0%	--
Hopkins	\$125,000	\$159,950	\$180,500	\$182,000	\$214,250	+ 17.7%	+ 71.4%
Hudson	\$184,500	\$195,000	\$228,500	\$233,500	\$261,575	+ 12.0%	+ 41.8%
Hugo	\$137,000	\$164,199	\$195,000	\$180,000	\$204,500	+ 13.6%	+ 49.3%
Hutchinson	\$115,250	\$111,750	\$125,000	\$142,900	\$145,000	+ 1.5%	+ 25.8%
Independence	\$249,900	\$387,500	\$411,500	\$424,950	\$525,000	+ 23.5%	+ 110.1%
Inver Grove Heights	\$155,000	\$160,000	\$194,950	\$180,000	\$193,250	+ 7.4%	+ 24.7%
Isanti	\$91,500	\$117,000	\$125,000	\$149,900	\$158,500	+ 5.7%	+ 73.2%
Jordan	\$178,000	\$177,000	\$215,000	\$209,000	\$247,000	+ 18.2%	+ 38.8%
Lake Elmo	\$374,800	\$367,500	\$374,900	\$428,500	\$401,000	- 6.4%	+ 7.0%
Lake Minnetonka Area	\$329,000	\$340,000	\$369,950	\$380,000	\$395,000	+ 3.9%	+ 20.1%
Lake St. Croix Beach	\$85,250	\$180,000	\$139,000	\$176,250	\$187,250	+ 6.2%	+ 119.6%
Lakeland	\$221,000	\$195,500	\$204,990	\$223,000	\$244,000	+ 9.4%	+ 10.4%
Lakeland Shores	\$178,139	\$270,000	\$265,000	\$1,500,000	\$247,423	- 83.5%	+ 38.9%
Lakeville	\$205,000	\$226,000	\$258,000	\$272,000	\$298,745	+ 9.8%	+ 45.7%
Lauderdale	\$128,150	\$171,450	\$175,000	\$117,750	\$175,000	+ 48.6%	+ 36.6%
Lexington	\$108,563	\$136,950	\$149,900	\$181,920	\$172,862	- 5.0%	+ 59.2%
Lilydale	\$177,500	\$190,000	\$200,250	\$280,000	\$240,000	- 14.3%	+ 35.2%

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	2011	2012	2013	2014	2015	Change From 2014	Change From 2011
Lindstrom	\$143,900	\$140,000	\$160,025	\$179,999	\$190,000	+ 5.6%	+ 32.0%
Lino Lakes	\$173,500	\$208,375	\$229,900	\$243,000	\$254,600	+ 4.8%	+ 46.7%
Little Canada	\$140,000	\$175,000	\$185,500	\$192,593	\$206,250	+ 7.1%	+ 47.3%
Long Lake	\$186,500	\$227,500	\$231,500	\$212,250	\$269,950	+ 27.2%	+ 44.7%
Lonsdale	\$137,000	\$145,000	\$171,900	\$183,000	\$211,300	+ 15.5%	+ 54.2%
Loretto	\$217,875	\$130,000	\$199,900	\$156,900	\$256,000	+ 63.2%	+ 17.5%
Mahtomedi	\$257,500	\$249,900	\$245,000	\$301,450	\$325,000	+ 7.8%	+ 26.2%
Maple Grove	\$214,000	\$219,453	\$233,000	\$245,500	\$245,000	- 0.2%	+ 14.5%
Maple Lake	\$112,840	\$134,950	\$145,000	\$167,000	\$170,000	+ 1.8%	+ 50.7%
Maple Plain	\$153,500	\$187,450	\$178,750	\$212,500	\$243,900	+ 14.8%	+ 58.9%
Maplewood	\$139,400	\$145,000	\$165,000	\$182,000	\$187,998	+ 3.3%	+ 34.9%
Marine on St. Croix	\$242,000	\$274,450	\$320,000	\$322,450	\$320,000	- 0.8%	+ 32.2%
Mayer	\$169,900	\$164,405	\$189,900	\$190,000	\$212,000	+ 11.6%	+ 24.8%
Medicine Lake	\$315,000	\$650,000	\$542,000	\$465,000	\$836,250	+ 79.8%	+ 165.5%
Medina	\$485,000	\$457,985	\$521,623	\$527,500	\$555,047	+ 5.2%	+ 14.4%
Mendota	\$80,000	\$154,500	\$287,000	\$78,000	\$0	- 100.0%	- 100.0%
Mendota Heights	\$286,500	\$272,000	\$282,500	\$330,000	\$339,797	+ 3.0%	+ 18.6%
Miesville	\$0	\$140,000	\$231,671	\$205,000	\$0	- 100.0%	--
Minneapolis - (Citywide)	\$140,000	\$165,000	\$189,000	\$205,000	\$220,000	+ 7.3%	+ 57.1%
Minneapolis - Calhoun-Isle	\$267,021	\$300,000	\$327,780	\$318,500	\$360,000	+ 13.0%	+ 34.8%
Minneapolis - Camden	\$45,052	\$59,700	\$77,000	\$101,250	\$122,000	+ 20.5%	+ 170.8%
Minneapolis - Central	\$214,250	\$220,000	\$247,250	\$321,000	\$260,000	- 19.0%	+ 21.4%
Minneapolis - Longfellow	\$147,500	\$169,000	\$185,200	\$196,250	\$207,250	+ 5.6%	+ 40.5%
Minneapolis - Near North	\$43,000	\$60,000	\$80,500	\$101,000	\$125,200	+ 24.0%	+ 191.2%
Minneapolis - Nokomis	\$162,700	\$176,500	\$199,900	\$222,375	\$227,000	+ 2.1%	+ 39.5%
Minneapolis - Northeast	\$125,000	\$140,000	\$168,755	\$179,500	\$199,825	+ 11.3%	+ 59.9%
Minneapolis - Phillips	\$72,500	\$88,000	\$90,225	\$115,000	\$141,500	+ 23.0%	+ 95.2%
Minneapolis - Powderhorn	\$110,000	\$116,400	\$157,250	\$168,000	\$185,050	+ 10.1%	+ 68.2%
Minneapolis - Southwest	\$264,450	\$277,000	\$306,000	\$323,500	\$340,000	+ 5.1%	+ 28.6%
Minneapolis - University	\$207,500	\$221,000	\$232,250	\$226,000	\$230,000	+ 1.8%	+ 10.8%
Minnetonka	\$232,500	\$255,000	\$279,000	\$270,000	\$300,000	+ 11.1%	+ 29.0%
Minnetonka Beach	\$1,130,000	\$675,000	\$670,000	\$1,096,450	\$1,487,500	+ 35.7%	+ 31.6%
Minnetrissa	\$349,950	\$385,000	\$435,000	\$436,000	\$445,500	+ 2.2%	+ 27.3%
Monticello	\$124,000	\$137,095	\$156,045	\$172,000	\$186,000	+ 8.1%	+ 50.0%
Montrose	\$115,000	\$130,357	\$149,000	\$164,550	\$164,450	- 0.1%	+ 43.0%
Mora	\$84,400	\$86,500	\$98,000	\$99,750	\$122,000	+ 22.3%	+ 44.5%
Mound	\$150,000	\$169,000	\$191,000	\$202,000	\$215,950	+ 6.9%	+ 44.0%
Mounds View	\$134,950	\$139,500	\$163,000	\$176,000	\$187,673	+ 6.6%	+ 39.1%
New Brighton	\$157,500	\$165,000	\$171,000	\$197,000	\$219,900	+ 11.6%	+ 39.6%
New Germany	\$110,000	\$100,000	\$142,450	\$165,708	\$153,610	- 7.3%	+ 39.6%
New Hope	\$126,125	\$155,000	\$173,000	\$185,000	\$199,000	+ 7.6%	+ 57.8%
New Prague	\$146,000	\$174,000	\$195,000	\$189,900	\$215,000	+ 13.2%	+ 47.3%
New Richmond	\$110,000	\$124,900	\$137,850	\$155,850	\$178,000	+ 14.2%	+ 61.8%
New Trier	\$0	\$75,000	\$63,700	\$0	\$137,000	--	--

2015 Annual Housing Market Report – Twin Cities Metro

Median Prices – Around the Metro



MINNEAPOLIS AREA Association
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	2011	2012	2013	2014	2015	Change From 2014	Change From 2011
Newport	\$72,175	\$98,500	\$140,500	\$167,000	\$157,261	- 5.8%	+ 117.9%
North Branch	\$115,000	\$123,650	\$150,000	\$164,900	\$175,778	+ 6.6%	+ 52.9%
North Oaks	\$480,000	\$510,000	\$625,000	\$632,997	\$692,844	+ 9.5%	+ 44.3%
North Saint Paul	\$120,000	\$139,900	\$150,500	\$168,000	\$174,000	+ 3.6%	+ 45.0%
Northfield	\$145,000	\$157,500	\$183,000	\$183,000	\$199,000	+ 8.7%	+ 37.2%
Norwood Young America	\$122,500	\$128,912	\$144,000	\$158,500	\$166,400	+ 5.0%	+ 35.8%
Nowthen	\$180,000	\$209,500	\$234,500	\$241,000	\$305,000	+ 26.6%	+ 69.4%
Oak Grove	\$175,000	\$200,825	\$228,920	\$243,495	\$265,000	+ 8.8%	+ 51.4%
Oak Park Heights	\$130,000	\$134,799	\$176,200	\$177,000	\$202,000	+ 14.1%	+ 55.4%
Oakdale	\$133,000	\$134,950	\$164,000	\$167,500	\$188,400	+ 12.5%	+ 41.7%
Orono	\$532,500	\$377,223	\$501,000	\$572,000	\$542,500	- 5.2%	+ 1.9%
Osseo	\$115,000	\$153,950	\$141,950	\$175,000	\$174,900	- 0.1%	+ 52.1%
Otsego	\$159,900	\$163,450	\$194,525	\$214,950	\$218,500	+ 1.7%	+ 36.6%
Pine City	\$82,250	\$105,260	\$111,275	\$120,000	\$126,375	+ 5.3%	+ 53.6%
Pine Springs	\$300,000	\$271,500	\$320,000	\$377,500	\$395,000	+ 4.6%	+ 31.7%
Plymouth	\$245,000	\$275,500	\$304,450	\$305,000	\$320,000	+ 4.9%	+ 30.6%
Princeton	\$111,000	\$105,000	\$138,900	\$149,000	\$163,500	+ 9.7%	+ 47.3%
Prior Lake	\$212,000	\$227,500	\$270,100	\$281,250	\$300,000	+ 6.7%	+ 41.5%
Ramsey	\$137,000	\$153,000	\$182,000	\$199,900	\$216,000	+ 8.1%	+ 57.7%
Randolph	\$168,937	\$139,950	\$190,000	\$262,500	\$208,250	- 20.7%	+ 23.3%
Red Wing	\$130,000	\$130,000	\$133,875	\$145,000	\$147,950	+ 2.0%	+ 13.8%
Richfield	\$140,250	\$155,000	\$174,950	\$183,500	\$205,000	+ 11.7%	+ 46.2%
River Falls	\$143,600	\$151,000	\$168,500	\$179,900	\$195,000	+ 8.4%	+ 35.8%
Robbinsdale	\$104,750	\$123,499	\$140,000	\$158,875	\$175,000	+ 10.1%	+ 67.1%
Rockford	\$130,000	\$154,000	\$197,400	\$184,535	\$195,299	+ 5.8%	+ 50.2%
Rogers	\$210,000	\$236,000	\$265,000	\$278,950	\$293,978	+ 5.4%	+ 40.0%
Rosemount	\$170,388	\$181,000	\$215,000	\$228,500	\$239,950	+ 5.0%	+ 40.8%
Roseville	\$158,500	\$187,450	\$197,535	\$205,000	\$215,000	+ 4.9%	+ 35.6%
Rush City	\$113,000	\$92,000	\$122,750	\$149,000	\$129,500	- 13.1%	+ 14.6%
Saint Anthony	\$178,200	\$154,950	\$179,950	\$211,700	\$248,435	+ 17.4%	+ 39.4%
Saint Bonifacius	\$145,000	\$189,500	\$185,500	\$179,000	\$220,000	+ 22.9%	+ 51.7%
Saint Cloud MSA	\$128,000	\$135,000	\$145,000	\$150,000	\$155,900	+ 3.9%	+ 21.8%
Saint Francis	\$122,550	\$130,000	\$149,900	\$159,450	\$180,500	+ 13.2%	+ 47.3%
Saint Louis Park	\$185,000	\$198,450	\$218,900	\$230,000	\$239,000	+ 3.9%	+ 29.2%
Saint Mary's Point	\$1,100,000	\$170,500	\$258,800	\$347,400	\$235,000	- 32.4%	- 78.6%
Saint Michael	\$165,000	\$183,000	\$198,900	\$220,000	\$231,000	+ 5.0%	+ 40.0%
Saint Paul	\$100,000	\$120,000	\$143,450	\$157,250	\$168,000	+ 6.8%	+ 68.0%
Saint Paul - Battle Creek / Highwood	\$89,250	\$112,000	\$135,050	\$146,251	\$157,900	+ 8.0%	+ 76.9%
Saint Paul - Como Park	\$134,900	\$155,000	\$177,500	\$187,080	\$195,000	+ 4.2%	+ 44.6%
Saint Paul - Dayton's Bluff	\$49,500	\$59,000	\$93,950	\$110,463	\$130,000	+ 17.7%	+ 162.6%
Saint Paul - Downtown	\$126,500	\$136,000	\$160,000	\$172,000	\$164,900	- 4.1%	+ 30.4%
Saint Paul - Greater East Side	\$85,000	\$88,900	\$115,500	\$129,900	\$141,600	+ 9.0%	+ 66.6%
Saint Paul - Hamline-Midway	\$104,500	\$126,350	\$149,125	\$155,950	\$168,299	+ 7.9%	+ 61.1%
Saint Paul - Highland Park	\$235,000	\$229,900	\$249,500	\$264,000	\$270,350	+ 2.4%	+ 15.0%

2015 Annual Housing Market Report – Twin Cities Metro

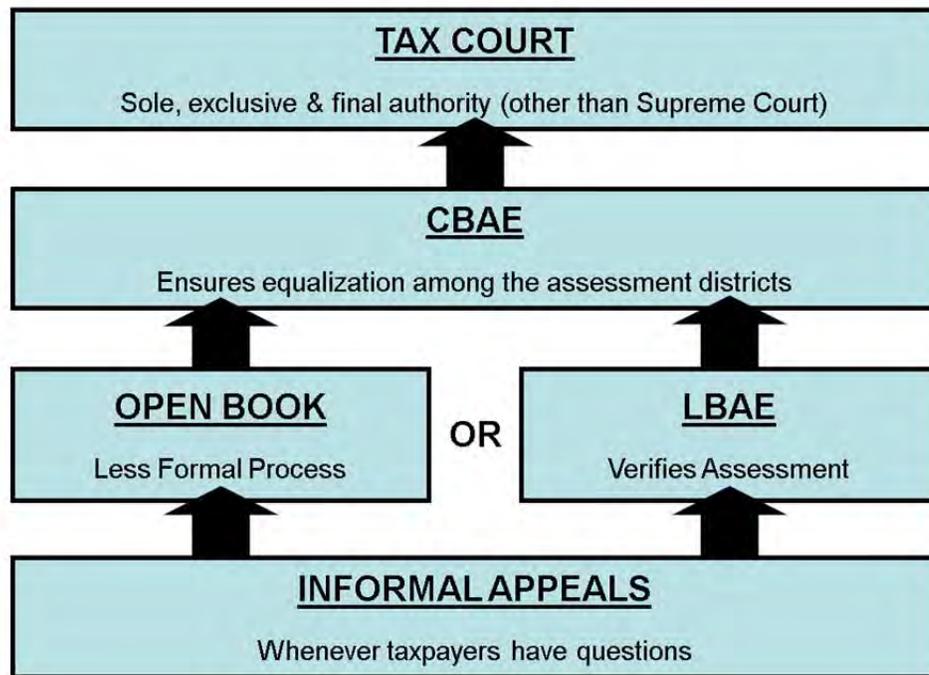
Median Prices – Around the Metro



MINNEAPOLIS AREA Association
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	2011	2012	2013	2014	2015	Change From 2014	Change From 2011
Saint Paul - Merriam Park / Lexington-Hamline	\$210,000	\$240,000	\$228,950	\$249,950	\$256,000	+ 2.4%	+ 21.9%
Saint Paul - Macalester-Groveland	\$228,750	\$235,000	\$263,500	\$277,750	\$292,000	+ 5.1%	+ 27.7%
Saint Paul - North End	\$55,000	\$68,550	\$89,900	\$107,750	\$128,500	+ 19.3%	+ 133.6%
Saint Paul - Payne-Phalen	\$65,000	\$80,500	\$100,000	\$124,900	\$133,500	+ 6.9%	+ 105.4%
Saint Paul - St. Anthony Park	\$180,000	\$192,500	\$259,500	\$239,000	\$227,900	- 4.6%	+ 26.6%
Saint Paul - Summit Hill	\$325,000	\$288,000	\$340,000	\$344,500	\$369,000	+ 7.1%	+ 13.5%
Saint Paul - Summit-University	\$130,000	\$159,900	\$170,000	\$194,280	\$210,000	+ 8.1%	+ 61.5%
Saint Paul - Thomas-Dale (Frogtown)	\$45,000	\$55,000	\$80,900	\$106,500	\$130,000	+ 22.1%	+ 188.9%
Saint Paul - West Seventh	\$103,626	\$121,000	\$145,000	\$148,250	\$169,900	+ 14.6%	+ 64.0%
Saint Paul - West Side	\$82,000	\$90,000	\$122,000	\$137,000	\$150,000	+ 9.5%	+ 82.9%
Saint Paul Park	\$117,000	\$127,750	\$145,200	\$160,000	\$172,200	+ 7.6%	+ 47.2%
Savage	\$187,000	\$208,000	\$235,000	\$255,000	\$254,950	- 0.0%	+ 36.3%
Scandia	\$240,000	\$247,870	\$283,367	\$286,250	\$298,950	+ 4.4%	+ 24.6%
Shakopee	\$154,900	\$166,750	\$194,700	\$205,000	\$209,000	+ 2.0%	+ 34.9%
Shoreview	\$180,000	\$191,000	\$222,750	\$223,000	\$237,000	+ 6.3%	+ 31.7%
Shorewood	\$349,950	\$414,900	\$425,000	\$382,500	\$417,500	+ 9.2%	+ 19.3%
Somerset	\$127,000	\$119,900	\$144,500	\$175,000	\$179,550	+ 2.6%	+ 41.4%
South Haven	\$187,500	\$153,500	\$179,900	\$190,750	\$217,000	+ 13.8%	+ 15.7%
South Saint Paul	\$115,000	\$112,000	\$139,450	\$148,000	\$165,000	+ 11.5%	+ 43.5%
Spring Lake Park	\$92,250	\$118,000	\$141,000	\$164,900	\$169,950	+ 3.1%	+ 84.2%
Spring Park	\$199,900	\$352,500	\$272,500	\$446,050	\$310,000	- 30.5%	+ 55.1%
Stacy	\$139,000	\$108,750	\$181,750	\$201,950	\$200,000	- 1.0%	+ 43.9%
Stillwater	\$208,000	\$216,000	\$233,000	\$265,000	\$256,500	- 3.2%	+ 23.3%
Sunfish Lake	\$550,320	\$685,000	\$819,000	\$1,110,000	\$900,000	- 18.9%	+ 63.5%
Tonka Bay	\$550,000	\$797,500	\$477,500	\$570,000	\$444,012	- 22.1%	- 19.3%
Vadnais Heights	\$165,000	\$149,900	\$167,250	\$194,650	\$191,000	- 1.9%	+ 15.8%
Vermillion	\$153,500	\$187,500	\$157,500	\$220,000	\$0	- 100.0%	- 100.0%
Victoria	\$351,250	\$344,123	\$371,500	\$369,990	\$403,250	+ 9.0%	+ 14.8%
Waconia	\$187,500	\$205,000	\$229,000	\$237,000	\$250,000	+ 5.5%	+ 33.3%
Watertown	\$118,000	\$153,000	\$175,000	\$170,450	\$204,900	+ 20.2%	+ 73.6%
Wayzata	\$426,000	\$427,500	\$359,000	\$627,500	\$528,000	- 15.9%	+ 23.9%
West Saint Paul	\$120,000	\$125,700	\$143,500	\$156,200	\$171,000	+ 9.5%	+ 42.5%
White Bear Lake	\$148,500	\$161,950	\$178,500	\$192,900	\$198,500	+ 2.9%	+ 33.7%
Willernie	\$77,000	\$141,500	\$128,900	\$160,000	\$145,767	- 8.9%	+ 89.3%
Woodbury	\$219,900	\$240,000	\$267,500	\$284,000	\$289,000	+ 1.8%	+ 31.4%
Woodland	\$1,782,500	\$700,000	\$370,000	\$3,275,000	\$850,000	- 74.0%	- 52.3%
Wyoming	\$150,000	\$163,750	\$190,000	\$209,000	\$213,250	+ 2.0%	+ 42.2%
Zimmerman	\$118,000	\$130,000	\$150,500	\$161,900	\$185,000	+ 14.3%	+ 56.8%
Zumbrota	\$120,750	\$168,000	\$126,250	\$161,950	\$167,000	+ 3.1%	+ 38.3%

The Assessment Appeal Process



Informal Appeals

- Property owners should be always encouraged to contact the assessor's office whenever they have questions or concerns about their market value, classification, or the assessment process. Almost all questions can be answered during this informal type of appeal process.
- When taxpayers call to question the market value, every effort should be made by appraisers to make appointments to inspect properties that have not been previously inspected to ensure that property records are correct.
- If all data on the property is considered to be correct by the appraiser, the appraiser should be able to show the property owner other sales that have taken place within the market that support the appraiser's estimated market value.
- If errors are found during the inspection, or other factors indicate a value reduction is warranted, the appraiser can easily make these changes at this time.

Assessment Review and Appeals

- If the property owner is not satisfied after talking with the assessor, he/she can explore formal appeal options including:
 - open book meetings,
 - local and county boards of appeal and equalization, and/or
 - Minnesota Tax Court.
- The property owner is not required to take part in an informal appeal, but it is often more efficient for everyone involved to begin the appeal process with this step.

Open Book Meetings

- This version of appeal is an organized approach to address individual appeals in a less formal manner than the Local Board of Appeal and Equalization.
- The assessor sets aside a time (during the months of April and May) and place to meet with citizens individually to discuss their specific concerns about their properties.
- These meetings are generally an alternative to the local board meeting but they can be held in addition to local boards.
- If the taxpayer and assessor continue to disagree after the open book meeting, the taxpayer may choose to proceed to the Local Board of Appeal and Equalization meeting (if one is held in addition to the open book meeting) or to the County Board of Appeal and Equalization meeting (if there is no local board meeting). Ultimately, the taxpayer may choose to pursue an appeal to Tax Court.

What are the benefits of open book meetings?

- Taxpayers often find them less intimidating than presenting their appeal to the Local Board of Appeal and Equalization.
- They often appreciate the fact that they can have their questions answered in a more private setting and not have to be apprehensive about making a presentation in front of their friends and neighbors.
- In a one-on-one setting, property owners may spend more as much time with the appraiser as they need. They can compare the value of their home with the values of similar homes and review similar homes that have sold.
- The process is very efficient because concerns and questions are often resolved immediately. Property owners can see that the appraiser collects the same information on all properties, reassuring them that the process is the same for everyone, and they have not been singled out for a value increase.

What are the procedures for open book meetings?

There are several different procedures for open book meetings.

- Some counties hold countywide open book meetings at one or more locations over a set time period, often during both daytime and evening hours.
 - The dates, times, and locates of all meetings appear on the valuation notices.
 - Taxpayers can attend any of the locations at any time and meet with an appraiser to discuss their valuations and/or classifications.
 - Property records and value information is brought to any offsite meetings or accessed via laptop computers.

- Other counties hold open book meetings for specific jurisdictions.
 - Taxpayers in these jurisdictions are notified of the date and time of the meeting on their valuation notices.
 - These meetings may take place at a public facility in that jurisdiction or at the county offices.
 - All of the property information is brought to the meeting or accessed via laptop computers if the meeting is held offsite.

- If a county allows for countywide open book meetings but still has some jurisdictions with traditional Local Board of Appeal and Equalization meetings, the taxpayers in those jurisdictions may attend the open book meetings, but it is not required. The taxpayer may choose to appeal directly to the Local Board of Appeal and Equalization. If the taxpayer does attend the open book meeting and the taxpayer and assessor continue to disagree, the taxpayer can appeal to the Local Board of Appeal and Equalization.

- If the taxpayer and assessor continue to disagree on the market value or classification after meeting at the open book meeting, the taxpayer is free to attend the County Board of Appeal and Equalization (unless there is a local board, in which case, the taxpayer must appeal there first).

What is the assessor's role at the open book meeting?

- The assessor must handle each and every appeal presented at the open book meeting.

- County assessor offices may choose to show each taxpayer a short presentation about the assessment and property tax process, how the assessor arrives at the estimated market value and how values have changed in the jurisdiction over the past year.

- The office should have **documentation procedures** in place so taxpayer appeals can be recorded and addressed.
 - In cases where changes are made, the assessor will need to document these changes and their rationale, and make sure the changes are reflected for that assessment.
 - The office should also have procedures in place for notifying taxpayers of any changes that result from the open book meeting. This notification is important because any changes to

Assessment Review and Appeals

the assessment made during the open book process may be further appealed by the taxpayer to the local or county boards, or to Tax Court.

- If a taxpayer comes to the open book meeting to discuss issues and the **property has not been recently inspected** by someone in the assessor's office, an appointment to view the property, both interior and exterior, should be scheduled.
- The ultimate role for the assessor at the open book meeting is to be sure all questions are addressed and that clear information is shared with property owners. The open book meeting can be an avenue to improve public relations.

Local Board of Appeal and Equalization

What is the purpose and function of the local board of appeal and equalization?

- The purpose of the Local Board of Appeal and Equalization (LBAE) is to provide a fair and objective forum for property owners to appeal their valuations and/or classifications.
- The local board often serves as the first formal step to the appeals process.
- Effective actions taken by the local board may potentially make a direct contribution to attaining assessment equality.
- The local board must address property owners' issues efficiently, fairly, and objectively and can only make changes that are substantiated by facts and that meet statutory guidelines.
- Any changes must be justified because they have the effect of shifting the tax burden to other properties in the jurisdiction.

Primary Statutory References: 274.01; 274.014; 274.03

Can an assessor make a change before the LBAE meets?

- Assessors should not make changes to property within the **10-day** "window" between notices of valuation and classification being sent and the date of Local Board of Appeal and Equalization.
- If an assessor feels that a change to valuation or classification needs to be made between the time that notices are sent out and the board convenes, the assessor must notify the property owner at least **ten days** before bringing the issue before the board, thereby to give the property owner a chance to appear before the board as well.

Primary Statutory References: 274.01; 274.014; 274.03

Who makes up the LBAE?

- Ordinarily, the LBAE is made up of the city council or township board; but it can also be a specially appointed board if a city charter provides for one.
- Some jurisdictions choose to hold open book meetings in lieu of LBAE meetings and still others choose to transfer their local board duties to the County Board of Appeal and Equalization.

Primary Statutory References: 274.01

Assessment Review and Appeals

Who decides when the meeting is held?

- The **county assessor sets a day and time** for each LBAE meeting and **each jurisdiction must be notified in writing on or before February 15 of each year.**
- The **clerk is responsible for giving published and posted notice** of the meeting **at least 10 days before** the meeting.
 - The publishing typically occurs in the local newspaper of the jurisdiction, and posting typically occurs in the city or town hall.
 - An example of such notice is included at the end of this section.
- Meetings shall be held **between April 1 and May 31** of each year.

Primary Statutory References: 274.01; 274.014; 274.03

What are the basics of the LBAE meeting?

- The LBAE meets at a **centralized location** within the county that the jurisdiction is located in, **or at the office of the clerk** to review the valuations and classifications of properties within the jurisdiction.
- The assessor must be present to answer any questions and present evidence supporting their values and/or classifications.
- The county assessor, or delegate, must also attend.
- In order to appeal to the County Board of Appeal and Equalization, a property owner must first appeal to the Local Board of Appeal and Equalization, if one is held.
- The LBAE may recess from day to day until they finish hearing the cases presented, but must adjourn **within 20 days.**
 - A longer period may be approved by the Commissioner of Revenue. The board must apply in writing for an extension; and the commissioner's approval is necessary to legalize any proceedings subsequent to the expiration of the 20-day period.
 - The commissioner will not extend the time for LBAEs to convene in June.
- **No action may be taken by the board after May 31.** All complaints heard after the initial 20-day period (unless extended by the commissioner) or any complaints brought forth after May 31 must be appealed to the County Board of Appeal and Equalization.
- These meetings are public and must adhere to open meeting laws.

Assessment Review and Appeals

- Board members may not participate in any actions of the board which result in market value adjustments or classification changes to property owned by the board member, the board member's spouse, parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew, or niece, or to any property in which the board member has a financial interest. Any relation may be by blood or by marriage.
 - If such **conflict of interest** arises, the remaining board may elect to hear the appeal, if a quorum and trained member remain.
 - Otherwise, no change shall be made to the property, and the property owner shall be eligible to appear before the County Board of Appeal and Equalization.

- Taxpayers may appeal in person, in writing, or by representative.
 - If a taxpayer fails to appeal in person, in writing, or by representative to appeal the valuation and/or classification of property, that person may not appeal to the County Board of Appeal and Equalization.
 - This does not apply if an assessment was made after the local board meeting or if the taxpayer can establish not having received the notice of market value at least five days before the meeting.

Primary Statutory References: 274.01; 274.014; 274.03

What is the assessor's role with the LBAE?

- Give notice to the clerk of the date and time of the Local Board of Appeal and Equalization meeting by no later than February 15.
- Give the board information concerning the state of the real estate market.
- Attend the meeting with assessment books and papers, but do not vote.
- Attend the meeting with maps and tables relating particularly to land values for guidance.
- Raise objections received in writing for review to the local board.
- Provide an alternative review option (open book meeting) as described above, when necessary.
- Provide the Commissioner of Revenue with a record form from the proceedings of the LBAE within ten days of final action of the board.

Primary Statutory Reference(s): Minnesota Statutes, section 274.01; M.S. 274.014; M.S. 274.03; M.S. 274.12



ADDRESS: 10761 SETTLERS LA N		PID# (67) 02-119-24-11-0036		
<u>Sale Date:</u> 7/2015	<u>Direct Sale Price:</u> \$254,900	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$258,902	<u>2016 EMV:</u> \$251,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story		Age: 2011		
Ground Floor Area: 1592 Sq.Ft.		Above Grade Area 1592 Sq.Ft.		
Basement Area: 90%		Finished Bsmt Area: 70%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 0	3/4: 2	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 88.00	Deck: 146.00		
	Garage #1: 528	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 3,136 Sq.Ft		0.07 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10754 106TH AVE N		PID# (67) 02-119-24-11-0019		
<u>Sale Date:</u> 6/2015	<u>Direct Sale Price:</u> \$320,100	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$325,971	<u>2016 EMV:</u> \$330,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story		Age: 2007		
Ground Floor Area: 1624 Sq.Ft.		Above Grade Area 1624 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 80%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 1	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 248.00	Deck: 280.00		
	Garage #1: 932	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 12,585 Sq.Ft		0.29 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10888 SETTLERS LA N		PID# (67) 02-119-24-11-0066		
<u>Sale Date:</u> 7/2015	<u>Direct Sale Price:</u> \$369,900	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$375,708	<u>2016 EMV:</u> \$331,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story		Age: 2004		
Ground Floor Area: 1767 Sq.Ft.		Above Grade Area 1767 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 80%		
Fireplaces: 2	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 1	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 60.00	Deck: 192.00		
	Garage #1: 812	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 17,819 Sq.Ft		0.41 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 11364 CROW HASSAN PARK RD PID# (67) 31-120-23-13-0007				
<u>Sale Date:</u> 10/2014	<u>Direct Sale Price:</u> \$475,000	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$493,866	<u>2016 EMV:</u> \$426,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story		Age: 1989		
Ground Floor Area: 1456 Sq.Ft.		Above Grade Area 1456 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 70%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 0	Full: 2	3/4: 1	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 130.00	Deck: 192.00		
	Garage #1: 784	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 212,395 Sq.Ft		4.88 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10644 GINSENG LA N		PID# (67) 06-119-23-24-0010		
<u>Sale Date:</u> 2/2015	<u>Direct Sale Price:</u> \$203,700	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$209,602	<u>2016 EMV:</u> \$193,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story Split Entry		Age: 1976		
Ground Floor Area: 952 Sq.Ft.		Above Grade Area 952 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 80%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 0	Full: 1	3/4: 1	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 0.00	Deck: 192.00		
	Garage #1: 910	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 78,627 Sq.Ft		1.81 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10723 GINSENG LA N		PID# (67) 06-119-23-21-0012		
<u>Sale Date:</u> 7/2015	<u>Direct Sale Price:</u> \$223,000	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$226,501	<u>2016 EMV:</u> \$200,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story Split Level		Age: 1974		
Ground Floor Area: 1118 Sq.Ft.		Above Grade Area 1118 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 50%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 0	Full: 1	3/4: 1	1/2: 0	
Porches -	Glazed: 192.00	Screened: 0.00		
	Open: 0.00	Deck: 160.00		
	Garage #1: 576	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 76,161 Sq.Ft		1.75 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 30058 107TH AVE N		PID# (67) 01-119-24-22-0014		
<u>Sale Date:</u> 8/2015	<u>Direct Sale Price:</u> \$296,900	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$300,780	<u>2016 EMV:</u> \$295,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story Split Entry		Age: 1988		
Ground Floor Area: 1344 Sq.Ft.		Above Grade Area 1344 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 80%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 0	Full: 2	3/4: 1	1/2: 0	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 32.00	Deck: 228.00		
	Garage #1: 528	Type: Detached		
	Garage #2 0	Type:		
Lot Size: 89,179 Sq.Ft		2.05 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10635 108TH AVE N		PID# (67) 02-119-24-12-0040		
<u>Sale Date:</u> 9/2015	<u>Direct Sale Price:</u> \$320,585	<u>MCAP(annual):</u> 3.12%	<u>MCAP Sale Price:</u> \$323,932	<u>2016 EMV:</u> \$333,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 2 Story		Age: 2004		
Ground Floor Area: 1222 Sq.Ft.		Above Grade Area 2406 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 60%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 1	1/2: 1	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 49.00	Deck: 578.00		
	Garage #1: 680	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 16,475 Sq.Ft		0.38 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MARCH 15, 2016 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, March 15, 2016 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, City Engineer Justin Messner, Fire Chief Dave Malewicki and Assistant Fire Chief Brian Kottke, from Veolia Kelly Browning and Eric Otte, and John Edison from Rupp, Anderson and Squires. Other guests present were Mike Trullinger, Rodney Bechtold and several other Hanover Fire Department Members, Jim and Linda Hennessey, Pat Athmann, Jason Barrett, Joelle and Andrew Olson and Aaron Brom from the Crow River News.

Approval of Agenda

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

Consent Agenda

Lindrud stated there was an additional claim of \$3,000 payable to Dan Kiernan for the Fire Hall conference room technology upgrades and installation, bringing the total claims amount to \$219,339.21. Kauffman requested clarification on the Beebe Lake Trail final voucher costs. Messner stated that the overall project came in under cost, however there were line item overages due to unforeseen circumstances. Messner further stated that the trail had to be raised to the same height as the road, additional tree removal along the trail, tacking the gravel shoulder to prevent gravel run-off, addition of a retainage wall and additional fencing in areas with a steep slope were highlighted among the overages.

Kauffman acknowledged the many donations that were received for the Fire Department's Extraction Tool and the donations to the Park Board Easter Egg Hunt.

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

a. Approve Minutes of March 15, 2016 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 203,350.46
➤ Payroll	\$ 7,428.76
➤ P/R taxes & Exp	\$ 2,984.48
➤ Other Claims	<u>\$ 2,575.51</u>
➤ Total Claims	<u>\$ 216,339.21</u>

c. Res No 03-15-16-31 – Accepting Donation from Hanover Lions Club

d. Res No 03-15-16-32 – Accepting Donation from Cub Foods, Chanhassen, MN

e. Res No 03-15-16-33 – Accepting Donation from Hanover Athletic Association

f. Res No 03-15-16-34 – Approving Beebe Lake Trail Final Pay Voucher

g. Res No 03-15-16-35 – Approving Bridge Rehab Pay Voucher #4

h. Res No 03-15-16-36 – Accepting Donation from Northwest Area Jaycees

i. Res No 03-15-16-37 – Accepting Donation from Corcoran Lions Club

j. Res No 03-15-16-38 – Accepting Donation from Hanover Fire Relief Association

k. Res No 03-15-16-39 – Approving the Purchase of Fire Department Extraction Tool

l. Res No 03-15-16-40 – Approving EDA Rent Reimbursement Request

Motion carried unanimously.

Recognition Awards – Rodney Bechtold, Mike Trullinger, Jim Hennessey

Chief Malewicki thanked Rodney Bechtold for his 35 years of service and Mike Trullinger for his 19 years of service with the Hanover Fire Department. Kauffman thanked Jim Hennessey for his many years of service with Hanover. A recognition plaque was presented to the individuals.

10754 106th Ave N. Sewer Line Backup

Kelly Browning, Veolia Project Manager, gave a recap of the sewer line backup at 10754 106th Ave N. Browning stated that there is no easy answer; the damage to the sewer pipe was done many years ago before Mr. Olson had purchased his home. She further stated that the City has a very basic policy in place and that most policies do put the responsibility for the pipe from the main to the home on the homeowner. Since the City's sewer lines are new, this is the first time this issue has come up and costs for the Olson's were extensive. Browning further stated that many times the extent of the problem isn't known until they dig.

Homeowners Andrew and Joelle Olson addressed Council with a timeline of the events surrounding the sewer back up. The Olson's discovered 2-3 inches of sewer water in their basement and called the City (sic Veolia) and had Roto-Rooter at their home. Mrs. Olson further stated the water receded, but the cause of the blockage had not been determined. The Olson's cleaned the damaged items in their basement. The sewer backed up into their basement a 2nd time, the plumber still was unable to see a blockage, but determined the issue was in the street and possibly a collapsed pipe and marked the spot. Mrs. Olson stated the issue was then determined to be in the street and called Scott Vogel and Joint Powers. Joint Powers could not see in the pipe, the Olson's showed Joint Powers where the plumber had marked in the street. Mrs. Olson stated that she was told the City would pay for any costs related to the outdoor work required to dig up the pipe. She further stated that an area in the yard was dug up first, then the area in the street, it was in the street that it was discovered the pipe had separated. She stated when Scott Vogel came to the site; they once again asked if the City would cover the costs. Vogel stated he would check with Brian Hagen. Hagen met with the homeowners and stated it's a grey area, as the City doesn't want homeowners digging up City streets. Mr. Olson stated they went without water and sewer for 4 days and has incurred an estimate of \$10,000 in expenses and are asking Council to vote to cover the costs and put in place clear ordinances for these situations.

Browning stated that the builder for the original homebuilder for the previous homeowner had installed the line, forgot the air test plug in the line after the pressure test. She stated the line then had to be dug up to remove the plug. It was at this time, in 2006, that the line separated.

Kauffman stated they are unable to vote at this meeting, as it is a work session and will need time to investigate and review the current ordinance. Discussion took place around if the City's insurance would cover any of the costs; Browning stated only if the city is at fault due to negligence in maintenance of the lines. Council, Staff, and Veolia expressed that it is an unfortunate situation, as no one is at fault and that there were no reported issues for 10 years and the new homeowners had this happen after only 6 months of living in the home. Kauffman stated they will have a decision at the April 5th Council meeting.

Water Sewer Line Policies

Discussion around types Water and Sewer Line Policies took place. Browning said there are many different policies, some Cities will pay for all costs related to breaks, some will split costs with homeowners and others will put all responsibility on the homeowner.

8th St. Extension Project

Messner stated both the DNR and Army Corp of Engineers advise against creating a roadway to extend 8th street to County Road 19. Kauffman inquired how large of an area would need wetland mitigation. Messner stated the entire roadway extension would run through the wetland. It was stated that the roadway would take industrial park traffic off residential streets. Messner stated there are grants to help cover costs, however there would have to be serious intent to go ahead with the project. Messner estimated the engineer costs between \$200,000 - \$300,000 and the overall project would easily be \$2,000,000. Kauffman stated the road extension is not currently a top priority.

Historic Bridge Rehab. Project Update

Messner gave an overview on the issues with the bridge deck timbers. He stated the wood was excessively heavy; WSB tested the iron strength and determined that the iron was stronger than originally estimated and the timbers could be installed as is. Messner stated that as the timbers were being placed the contractor noticed that the boards were not an even 3 inches thick, some were over 3 inches and some were less than 3 inches, and would create an uneven walking surface and trip hazard. He further stated the supplier would cut down the boards and supply new boards for the undersized boards. Messner stated Vogel was able to rent a portable saw mill and felt more comfortable having himself and Doboszinski cut the boards to size. The timber supplier will cover the costs of the saw mill and blades and replace the boards that were undersized. It was discussed that the installation looks good so far, Warpula thanked Vogel and Doboszinski for their work.

Silt Fence Public Works Site

Vogel stated that he would only need 800 of silt fence on the public works site at 99 cents/ft. He further stated that he will call and order the fencing tomorrow. Council consensus was to install the needed fencing.

Park Comprehensive Plan Direction

Lindrud requested clarification on the Park Boards role in the Park Comprehensive Plan, as there currently no new developments or funds for any major capital projects. Kauffman stated he would like the Park Board to focus more on the parks versus events. He further stated he would like them to evaluate if there should be new amenities added and which parks they should be placed in. Zajcek stated the Park Board would like to use the information from the Park Board Survey to guide them. Kauffman stated that he was very happy with the number of surveys that were returned.

Reports

Vogel:

- Jeff Johnson from the Bridges of Hanover contacted the City to request “Watch for Children at Play” or similar signage in the Bridges. Vogel stated that Bridges Association would cover the cost of the signs if the City would install them. Vogel stated he is happy to install signs, however, the League of Minnesota Cities recommends against it, as it gives a false sense of security for families. Messner agreed with that statement as well. Discussion took place that children shouldn’t be playing in the streets, knowing that yes on occasion children will run into the street and that the best course of action is to have the Association talk to their homeowners to reduce their speeds in the neighborhood.

Messner:

- Stated he will send the Beebe Lake Trail voucher to MNDOT.
- Stated he all three projects are currently out for bid and the big openings will be March 31.

Zajcek:

- Park Board is in the final stages of the Easter Egg hunt planning. It will take place Saturday, March 26th at 10am.

Warpula:

- Hanover Fire Department Pancake Breakfast is 8-12 at the Fire Station on Sunday, March 20th.
- Attended the WCAT meeting, there are 8 busses on the road in Buffalo, 5 drivers in training, and the new garage should be open April 4th.

Lindrud:

- Stated that Brian's wife had a baby boy and Brian will be out on leave.
- Audit Preparation with AEM was completed last week.
- Final arrangements are being made for the Park Board Easter Egg Hunt.
- The Historical Bridge Grant money was received in full yesterday.
- Permit and Hall Rental inquiries have kept Biren very busy for the last several days.

Kauffman:

- The Wright County Mayors Association Dinner is in St. Michael at the Legion, if anyone would like to join him, they are invited.

Closed Session Pursuant to Minn. Stat. 13D.05, subd. 3(b)(3) to Develop an Offer for the Sale of Real Property Owned by the City, located at 11149 5th Street NE, Hanover, MN

At this time Mayor Kauffman read a statement identifying authorization to enter into a closed session to discuss the sale of property located at 11149 5th St. NE, Hanover, MN

MOTION by Warpula to enter into a closed session at 8:47 p.m., seconded by Zajicek. **Motion carried unanimously.**

Present during the closed session included Mayor Kauffman, Councilors Hammerseng, Warpula, Zajicek, Accountant/Deputy Clerk Lindrud, and Attorney Edison.

Attorney Edison discussed details of the sale with the members present.

MOTION by Warpula to reconvene the regular meeting at 9:50 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Adjournment

MOTION by Warpula to adjourn at 9:56 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Elizabeth Lindrud, Accountant – Deputy Clerk

HANOVER

Payments

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Current Period: April 2016

Batch Name	04/05/16 PAY Payment		Computer Dollar Amt	\$99,496.75		Posted
Refer	1565 <u>AFLAC</u>					<u>Ck# 001565E 4/5/2016</u>
Cash Payment	G 100-21706 Medical/Dental Ins					Supplemental Insurance - March 2016 Account# G1V17
Invoice	422827	3/12/2016				
Transaction Date	3/22/2016		Due 0	Cash	10100	Total <u>\$134.16</u>
Refer	1579 <u>ASSURANT EMPLOYEE BENEFITS</u>					-
Cash Payment	G 100-21707 Life Ins					Life Insurance - April 2016
Invoice		3/21/2016				
Transaction Date	3/29/2016		Due 0	Cash	10100	Total <u>\$383.65</u>
Refer	1576 <u>AT&T MOBILITY</u>					-
Cash Payment	E 100-43000-321 Telephone					PW Cell Phone - 02/18/16 - 3/17/16
Invoice	03252016	3/28/2016				
Transaction Date	3/28/2016		Due 0	Cash	10100	Total <u>\$159.60</u>
Refer	1574 <u>BLUE TARP FINANCIAL</u>					-
Cash Payment	E 100-43000-215 Shop Supplies					Acetylene Gas #3
Invoice	0193078163	3/23/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E					Metal Cord Reel
Invoice	0193078163	3/23/2016				
Cash Payment	E 100-43000-240 Small Tools and Minor E					7pc Impact ujoint set
Invoice	0193078163	3/23/2016				
Transaction Date	3/25/2016		Due 0	Cash	10100	Total <u>\$104.97</u>
Refer	1583 <u>COLLABORATIVE PLANNING LLC</u>					<u>Ck# 001568E 4/5/2016</u>
Cash Payment	E 100-41910-310 Other Professional Servi					General Planning
Invoice	2016-030	3/29/2016				
Transaction Date	3/31/2016		Due 0	Cash	10100	Total <u>\$784.00</u>
Refer	1577 <u>COLONIAL LIFE</u>					-
Cash Payment	G 100-21706 Medical/Dental Ins					Supplemental Insurance - April 2016
Invoice		3/21/2016				
Transaction Date	3/28/2016		Due 0	Cash	10100	Total <u>\$30.26</u>
Refer	1589 <u>COMCAST</u>					-
Cash Payment	E 100-41940-321 Telephone					Digital Voice & Internet - April 2016
Invoice		3/25/2016				
Transaction Date	3/31/2016		Due 0	Cash	10100	Total <u>\$266.26</u>
Refer	1594 <u>DELTA DENTAL</u>					-
Cash Payment	G 100-21706 Medical/Dental Ins					Dental Premiums - April 2016
Invoice	6425734	3/15/2016				
Transaction Date	3/17/2016		Due 0	Cash	10100	Total <u>\$119.10</u>
Refer	1587 <u>DJ MEDIN ARCHITECTS</u>					-
Cash Payment	E 411-41940-310 Other Professional Servi					Public Works Building
Invoice	16-005-1	3/22/2016				Project 208218
Transaction Date	3/31/2016		Due 0	Cash	10100	Total <u>\$3,149.50</u>
Refer	1582 <u>DOBOSZENSKI, JASON</u>					-

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Payments

Current Period: April 2016

Transaction Date	3/21/2016	Due 0	Cash	10100	Total	\$2,716.86
Refer	1578 <i>INITIATIVE FOUNDATION</i>					
Cash Payment	E 201-41330-306 Dues & Subscriptions		Endowment Pledge (A) - 2016			\$300.00
Invoice	8933	4/1/2016				
Transaction Date	3/29/2016	Due 0	Cash	10100	Total	\$300.00
Refer	1593 <i>LOFFLER COMPANIES, INC.</i>					
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Overage Charge - 02/17/16 - 3/16/16			\$74.37
Invoice	2192971	3/10/2016				
Transaction Date	3/17/2016	Due 0	Cash	10100	Total	\$74.37
Refer	1592 <i>METRO WEST INSPECTION SERVI</i>					
Cash Payment	E 100-42401-310 Other Professional Servi		504 Overlook			\$17.50
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		9970 4th			\$5.25
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		258 Jandel			\$17.50
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		11079 Lamont			\$43.84
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		258 Jandel			\$5.25
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		625 Kadler			\$1,351.02
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		531 Kayla			\$1,372.24
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		11585 Erin			\$1,301.86
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		10759 Settlers			\$1,323.26
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		10484 Kalen			\$80.42
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		11912 Whitetail			\$112.30
Invoice		3/10/2016				
Cash Payment	E 100-42401-310 Other Professional Servi		10625 106th			\$17.50
Invoice		3/10/2016				
Transaction Date	3/17/2016	Due 0	Cash	10100	Total	\$5,647.94
Refer	1573 <i>MIDWEST ASPHALT CORPORATIO</i>					
Cash Payment	E 418-43121-310 Other Professional Servi		107th Ave asphalt paving			\$16,626.67
Invoice	3	3/24/2016				
Cash Payment	E 418-43121-310 Other Professional Servi		9th St asphalt paving			\$4,891.98
Invoice	3	3/24/2016				
Transaction Date	3/24/2016	Due 0	Cash	10100	Total	\$21,518.65
Refer	1572 <i>RANDYS ENVIRONMENTAL SERVI</i>					
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		Recycling - March 2016			\$3,151.20
Invoice		3/19/2016				
Transaction Date	3/23/2016	Due 0	Cash	10100	Total	\$3,151.20
Refer	1587 <i>ROBERT J. HIIVALA</i>					

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Payments

Current Period: April 2016

Cash Payment	R 612-36100 Special Assessments	Principal on Special Assessment PID: R108-500-363214				\$102.85
Invoice	3/15/2016					
Cash Payment	R 612-36100 Special Assessments	Interest on Special Assessment Fire Hall PID: R108-500-363214				\$22.06
Invoice	3/15/2016					
Cash Payment	R 612-36100 Special Assessments	Principal on Special Assessment - PID: R108-500-362102				\$4,094.14
Invoice	3/15/2016					
Cash Payment	R 612-36100 Special Assessments	Interest on Special Assessment PID: R108-500-362102				\$1,560.61
Invoice	3/15/2016					
Transaction Date	3/15/2016	Due 0	Cash	10100	Total	\$5,779.66
Refer	1571 RSN COMPANIES LLC					
Cash Payment	G 818-20200 Accounts Payable	Wetter Annexation Escrow Refund				\$1,028.00
Invoice	3/31/2016					
Transaction Date	3/23/2016	Due 0	Cash	10100	Total	\$1,028.00
Refer	1570 S W WOLD CONSTRUCTION					
Cash Payment	G 818-20200 Accounts Payable	710 Kadler As-Built Escrow Refund				\$500.00
Invoice	3/31/2016					
Transaction Date	3/23/2016	Due 0	Cash	10100	Total	\$500.00
Refer	1580 SCHENDEL, JIM					
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Hall Rental - 3/27/16				\$200.00
Invoice	3/28/2016					
Transaction Date	3/29/2016	Due 0	Cash	10100	Total	\$200.00
Refer	1584 THE WHITE SIDEWALLS					
Cash Payment	E 100-45200-440 Programs	Concert in the Park - 6/16/16 1st half of payment				\$800.00
Invoice	3/23/2016					
Transaction Date	3/31/2016	Due 0	Cash	10100	Total	\$800.00
Refer	1588 TREE TOP CLEARING					
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Site - Tree Clearing				\$10,000.00
Invoice 5610	3/17/2016				Project 208218	
Transaction Date	3/31/2016	Due 0	Cash	10100	Total	\$10,000.00
Refer	1585 VISA - BANKWEST					
Cash Payment	E 100-41110-437 Other Miscellaneous	River Inn - Council Work Session				\$85.46
Invoice	3/20/2016					
Cash Payment	E 100-43000-260 Uniforms	Jeans - Scott				\$51.98
Invoice	3/20/2016					
Cash Payment	E 100-41570-207 Computer Supplies	Domain Registration				\$265.89
Invoice	3/20/2016					
Cash Payment	E 100-43000-208 Training and Instruction	Food - Public Works Training in Corcoran				\$36.82
Invoice	3/20/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Envelopes/seal tabs/files				\$63.81
Invoice	3/20/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	License paper				\$6.19
Invoice	3/20/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Minute Book				\$181.29
Invoice	3/20/2016					

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Current Period: April 2016

Cash Payment	E 100-43000-215 Shop Supplies	Kerosene				\$47.23
Invoice	3/20/2016					
Cash Payment	E 100-42280-215 Shop Supplies	Kerosene				\$17.50
Invoice	3/20/2016					
Cash Payment	E 100-43000-215 Shop Supplies	5 gallon safety can				\$66.14
Invoice	3/20/2016					
Cash Payment	E 100-42280-215 Shop Supplies	5 gallon safety can				\$40.94
Invoice	3/20/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Stadium file/binder clips/file bands/post-it/binders/napkins/makers				\$110.83
Invoice	3/20/2016					
Cash Payment	E 100-41110-437 Other Miscellaneous	Candy - Council Meetings				\$14.17
Invoice	3/20/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Command hooks/file folders/calander/furniture polish/business card holder				\$37.94
Invoice	3/20/2016					
Cash Payment	E 100-41970-341 Employment	Public Works Seasonal Help Ad - Wright County Journal				\$97.20
Invoice	3/20/2016					
Cash Payment	E 201-41330-306 Dues & Subscriptions	Lunarpages Domain Registration - Hanover EDA				\$19.95
Invoice	3/20/2016					
Cash Payment	E 100-41600-310 Other Professional Servi	MSFT Online Exchange				\$28.00
Invoice	3/20/2016					
Transaction Date	3/31/2016	Due 0	Cash	10100	Total	\$1,171.34
Refer	1585 WEGNER, SHANNON		-			
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Hall Rental - 3/12/16				\$200.00
Invoice	3/14/2016					
Transaction Date	3/14/2016	Due 0	Cash	10100	Total	\$200.00
Refer	1595 WEX BANK		-			
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel				\$129.90
Invoice	44468665	3/15/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	PW Vehicle Wash				\$13.60
Invoice	44472330	3/15/2016				
Cash Payment	E 100-43000-212 Motor Fuels	PW Fuel - Hauling Bridge Timbers				\$17.59
Invoice	44472330	3/15/2016			Project 208205	
Cash Payment	E 100-43000-212 Motor Fuels	PW Fuel				\$213.62
Invoice	44472330	3/15/2016				
Transaction Date	3/21/2016	Due 0	Cash	10100	Total	\$374.71
Refer	1575 WRIGHT-HENNEPIN COOPERATIV		Ck# 001567E 4/5/2016			
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park				\$55.92
Invoice						
Transaction Date	3/25/2016	Due 0	Cash	10100	Total	\$55.92
Refer	1597 WSB & ASSOCIATES, INC.		Ck# 001561E 4/5/2016			
Cash Payment	E 401-41950-303 Engineering Fees	Hennepin CR 19 Trail Project				\$1,360.00
Invoice	3/17/2016				Project 127252	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering - 2016				\$6,385.00
Invoice	3/17/2016					
Cash Payment	E 402-41950-303 Engineering Fees	CSAH 19 Sidewalk Extension				\$2,334.50
Invoice	3/17/2016					

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Payments

Current Period: April 2016

Cash Payment	E 418-43121-310 Other Professional Servi	Hanover Hills Surface Improvement Project				\$8,557.00
Invoice	3/17/2016				Project 208219	
Cash Payment	E 401-41950-303 Engineering Fees	5th Street Watermain Extension				\$11,402.50
Invoice	3/17/2016				Project 208218	
Cash Payment	E 100-41950-303 Engineering Fees	MS4 Services				\$226.25
Invoice	3/17/2016					
Cash Payment	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation				\$4,502.50
Invoice	3/17/2016				Project 208205	
Transaction Date	3/21/2016	Due 0	Cash	10100	Total	\$34,767.75
Refer	1591 XCEL ENERGY					
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE - 02/07/16 - 03/08/16				\$49.21
Invoice	493026115 3/9/2016					
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting - 02/07/16 - 03/08/16				\$92.97
Invoice	493085782 3/9/2016					
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE - 02/08/16 - 03/09/16				\$84.05
Invoice	493104522 3/10/2016					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall - 02/06/16 - 03/08/16				\$873.48
Invoice	493183348 3/9/2016					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Hall - 02/06/16 - 03/08/16				\$315.88
Invoice	493183007 3/10/2016					
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE - 02/08/16 - 03/09/16				\$13.08
Invoice	493211548 3/9/2016					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall - 03/08/16 - 03/10/16				\$42.44
Invoice	493569515 3/14/2016					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Hall - 03/08/16 - 03/10/16				\$13.87
Invoice	493568818 3/14/2016					
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE - 03/06/16 - 03/10/16				\$0.39
Invoice	493601543 3/14/2016					
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE - 03/08/16 - 03/10/16				\$3.07
Invoice	493591700 3/14/2016					
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE - 03/09/16 - 03/10/16				\$2.58
Invoice	493482221 3/14/2016					
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting - 03/08/16 - 03/10/16				\$5.80
Invoice	493599102 3/9/2016					
Cash Payment	E 100-45200-381 Electric Utilities	631 Kadler Circle 02/09/16 - 03/10/16				\$13.99
Invoice	494481977 3/21/2016					
Transaction Date	3/15/2016	Due 0	Cash	10100	Total	\$1,510.81
Refer	1581 ZEP SALES & SERVICE					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Towels/Garbage Bags/Cleaning supplies				\$303.23
Invoice	9002166435 3/21/2016					
Transaction Date	3/29/2016	Due 0	Cash	10100	Total	\$303.23

Payments

Current Period: April 2016

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$3,333.84
612 SEWER CAPITAL IMP FUND	\$5,779.66
418 STREET CAPITAL PROJ FUND	\$30,662.07
411 CITY HALL CAPITAL PROJ FUND	\$13,149.50
404 HISTORICAL CAPITAL PROJ FUND	\$4,502.50
402 PARKS CAPITAL PROJECTS	\$2,925.30
401 GENERAL CAPITAL PROJECTS	\$13,348.92
201 EDA SPECIAL REVENUE FUND	\$319.95
100 GENERAL FUND	\$25,475.01
	<hr/>
	\$99,496.75

Pre-Written Check	\$39,757.01
Checks to be Generated by the Computer	\$59,739.74
	<hr/>
Total	\$99,496.75

HANOVER

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Page 1

*Check Summary Register©

Cks 4/5/2016 - 4/5/2016

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001560E HEALTH PARTNERS	4/5/2016	\$2,716.86	Medical Premiums - April 2016
Paid Chk# 001561E WSB & ASSOCIATES, INC.	4/5/2016	\$34,767.75	Hennepin CR 19 Trail Project
Paid Chk# 001565E AFLAC	4/5/2016	\$134.16	Supplemental Insurance - March
Paid Chk# 001566E ECM PUBLISHERS, INC.	4/5/2016	\$1,298.32	5th Street Watermain Extension
Paid Chk# 001567E Wright-Hennepin Coop Electric	4/5/2016	\$55.92	Eagleview Park
Paid Chk# 001568E Collaborative Planning LLC	4/5/2016	\$784.00	General Planning
Paid Chk# 031733 ASSURANT EMPLOYEE BENEFIT	4/5/2016	\$383.65	Life Insurance - April 2016
Paid Chk# 031734 AT&T MOBILITY	4/5/2016	\$159.60	PW Cell Phone - 02/18/16 - 3/1
Paid Chk# 031735 BLUE TARP FINANCIAL	4/5/2016	\$104.97	7pc Impact ujoint set
Paid Chk# 031736 COLONIAL LIFE	4/5/2016	\$30.26	Supplemental Insurance - April
Paid Chk# 031737 COMCAST	4/5/2016	\$266.26	Digital Voice & Internet - Apr
Paid Chk# 031738 Delta Dental of Minnesota	4/5/2016	\$119.10	Dental Premiums - April 2016
Paid Chk# 031739 DJ MEDIN ARCHITECTS	4/5/2016	\$3,149.50	Public Works Building
Paid Chk# 031740 DOBOSZENSKI, JASON	4/5/2016	\$119.88	Mileage - MS4 Training in Brai
Paid Chk# 031741 FAMILY HERITAGE LIFE INSURA	4/5/2016	\$76.09	Supplemental Insurance - March
Paid Chk# 031742 FINANCE & COMMERCE	4/5/2016	\$710.70	CSAH 19 Sidewalk Extension Bid
Paid Chk# 031743 FIRSTLAB	4/5/2016	\$21.25	FD Background Check - R. Jacob
Paid Chk# 031744 GLADYS MILDRED RUTER REV	4/5/2016	\$1,718.77	Prelim/Final Plat Escrow Refun
Paid Chk# 031745 GRAINGER	4/5/2016	\$319.80	Fluorescent Lamps (36)
Paid Chk# 031746 INITIATIVE FOUNDATION	4/5/2016	\$300.00	Endowment Pledge (A) - 2016
Paid Chk# 031747 LOFFLER COMPANIES, INC.	4/5/2016	\$74.37	Contract Overage Charge - 02/1
Paid Chk# 031748 METRO WEST INSPECTION SER	4/5/2016	\$5,647.94	10625 106th
Paid Chk# 031749 MIDWEST ASPHALT CORPORAT	4/5/2016	\$21,518.65	107th Ave asphalt paving
Paid Chk# 031750 Randy's Environmental Services	4/5/2016	\$3,151.20	Recycling - March 2016
Paid Chk# 031751 ROBERT J. HIIVALA	4/5/2016	\$5,779.66	Interest on Special Assessment
Paid Chk# 031752 RSN COMPANIES LLC	4/5/2016	\$1,028.00	Wetter Annexation Escrow Refun
Paid Chk# 031753 S W WOLD CONSTRUCTION	4/5/2016	\$500.00	710 Kadler As-Built Escrow Ref
Paid Chk# 031754 SCHENDEL, JIM	4/5/2016	\$200.00	Damage Deposit Hall Rental - 3
Paid Chk# 031755 THE WHITE SIDEWALLS	4/5/2016	\$800.00	Concert in the Park - 6/16/16
Paid Chk# 031756 TREE TOP CLEARING	4/5/2016	\$10,000.00	Public Works Site - Tree Clear
Paid Chk# 031757 VISA	4/5/2016	\$1,171.34	5 gallon safety can
Paid Chk# 031758 WEGNER, SHANNON	4/5/2016	\$200.00	Damage Deposit Hall Rental - 3
Paid Chk# 031759 WEX BANK	4/5/2016	\$374.71	FD Fuel
Paid Chk# 031760 XCEL ENERGY	4/5/2016	\$1,510.81	Historical Bridge Lighting - 0
Paid Chk# 031761 Acuity Specialty Products, Inc	4/5/2016	\$303.23	Towels/Garbage Bags/Cleaning s
Total Checks		\$99,496.75	

FILTER: None

#1568

Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569

March 29, 2016

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- General Planning
Invoice # 2016-030

Date	Task	Hours	Amount
2/9/2016	Various with Brian re: peddler.	0.25	24.50
2/11/2016	Review packet.	0.25	24.50
2/16/2016	Various with Amy re: rest of west.	0.25	24.50
2/17/2016	Various re: transitional housing and public works building.	1	98.00
2/18/2016	Various with Brian re: public works, ordinances, plans.	0.5	49.00
2/19/2016	Various with Amy.	0.25	24.50
2/21/2016	Review PC packet.	0.25	24.50
	Attend PC meeting. Phone conference with Brian, phone conference with Amy, various emails.	4.5	441.00
2/22/2016	Review site plan info, email to Brian.	0.25	24.50
2/23/2016	Various emails.	0.25	24.50
2/24/2016	Review packet.	0.25	24.50
		<u>8</u>	<u>\$784.00</u>

Additional Charges		\$0.00
Total Amount of this Invoice	100-41910-310 - 784.00	\$784.00
Previous Balance		\$269.50
Payments Received		\$269.50
Balance Due		\$784.00

#1561

WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2016	Billed to Date February 29, 2016
1272-520	Hennepin CR 19 Trail Project	\$1,360.00	\$2,632.00	\$247,515.79
1272-610	Simple Sub-division 5th Street Parcel			\$2,776.50
1272-620	Bankwest Survey Hennepin County			\$480.00
2082-013	2016 General Engineering Services	\$6,385.00	\$8,625.50	\$8,625.50
2082-040	Bridges of Hanover Assisted Living Project			\$3,917.71
2082-070	CSAH 19 Sidewalk Extension	\$2,334.50	\$2,334.50	\$6,975.00
2082-090	Hanover Hills Surface Improvement Project	\$8,557.00	\$12,016.25	\$20,228.70
2082-100	5th Street Watermain Extension	\$11,402.50	\$16,470.50	\$16,470.50
2092-750	MS4 Services	\$226.25	\$226.25	\$226.25
2931-000	Bridge 92366 Rehabilitation	\$4,502.50	\$8,677.01	\$47,524.98
3245-000	Easement Acquisition - BankWest Parcel			\$66.50
Current Invoice Total		\$34,767.75	\$50,982.01	

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401-41950-303
 100-41950-303
 403-41950-303
 418-43121-210
 401-41950-303
 100-41950-303
 404-410303-810

477 Temperance Street
St. Paul, MN 55101
Tel: 651-286-8450
Fax: 651-286-8488

Building a better way



March 17, 2016

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

Re: February, 2016 Invoices

Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of February 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



& Associates, Inc.

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

March 17, 2016
Project No: 01272-520
Invoice No: 60

Hennepin CR 19 Trail Project

Professional Services from February 01, 2016 to February 29, 2016

Phase 3 Construction

Professional Personnel

			Hours	Rate	Amount	
Survey Comps						
Stender, Kyle	2/8/2016	record drawing	6.00	85.00	510.00	
Stender, Kyle	2/9/2016	record drawing	5.00	85.00	425.00	
Stender, Kyle	2/10/2016	record drawing	5.00	85.00	425.00	
Totals			16.00		1,360.00	
Total Labor						1,360.00
				Total this Phase		\$1,360.00
				Total this Invoice		\$1,360.00

Billings to Date

	Current	Prior	Total
Labor	1,360.00	199,171.50	200,531.50
Consultant	0.00	23,439.50	23,439.50
Expense	0.00	1,178.79	1,178.79
Field Services	0.00	22,366.00	22,366.00
Totals	1,360.00	246,155.79	247,515.79

Comments:

Approved by:

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



Associates, Inc.

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

March 17, 2016
Project No:
Invoice No:

02082-013
2

2016 General Engineering Services

Professional Services from February 01, 2016 to February 29, 2016

Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Carlson, Jesse	2/25/2016	.50	121.00	60.50
Design requirements for public works site				
Messner, Justin	2/10/2016	2.00	147.00	294.00
Rockford Twp Co-op				
Messner, Justin	2/11/2016	3.00	147.00	441.00
Open House Flyers, GIS Chip Seal Layers, 8th Street Feasibility Info				
Messner, Justin	2/12/2016	1.00	147.00	147.00
Pavement Management Maps for Open House				
Messner, Justin	2/15/2016	2.00	147.00	294.00
Maps and Brochures for Open House				
Messner, Justin	2/16/2016	3.00	147.00	441.00
Open House				
Messner, Justin	2/18/2016	3.00	147.00	441.00
Engineering/Staff Meeting				
Tipp, Dustin	2/4/2016	1.00	92.00	92.00
AsBuilt's for GIS layers				
Tipp, Dustin	2/5/2016	.50	92.00	46.00
PDF and send to Anita				
Meetings				
Messner, Justin	2/4/2016	3.00	147.00	441.00
Staff Meeting				
Messner, Justin	2/22/2016	4.00	147.00	588.00
Planning Commission Meeting				
Messner, Justin	2/23/2016	4.00	147.00	588.00
Meeting with Rockford Twp to discuss Division Street				
Messner, Justin	2/24/2016	1.00	147.00	147.00
Public works site response to drainage questions from Dalke				
Messner, Justin	2/25/2016	2.00	147.00	294.00
State/Federal Audit Paperwork				
Base Mapping				
Mackiewicz, John	2/9/2016	1.00	158.00	158.00
GIS Base Mapping/DataLink Update				
Phillippi, Michael	2/5/2016	2.50	74.00	185.00
"Link to GIS" -utility edits.				
Phillippi, Michael	2/5/2016	1.00	74.00	74.00
General Engineering				
Phillippi, Michael	2/8/2016	.50	74.00	37.00
Finished updating the correct Install Dates				

Project	02082-013	HANO - 2016 General Engineering Services	Invoice	2
Phillippi, Michael	2/8/2016	.50	74.00	37.00
Lamont Ave Record Plans "Link to GIS"				
Phillippi, Michael	2/9/2016	2.50	74.00	185.00
"Link to GIS" map edits				
Phillippi, Michael	2/10/2016	1.50	74.00	111.00
finished "Link to GIS" as-builts				
Phillippi, Michael	2/24/2016	1.00	74.00	74.00
GIS to As_Built Link				
Pittman, Bryan	2/9/2016	.50	109.00	54.50
Utility Updates				
Pittman, Bryan	2/10/2016	.50	109.00	54.50
Utility Updates				
Rantala, Matthew	2/16/2016	3.50	109.00	381.50
Hanover: Seal Coat Update				
Rantala, Matthew	2/18/2016	2.50	109.00	272.50
Hanover: Seal Coat Update				
Rantala, Matthew	2/25/2016	1.00	109.00	109.00
Hanover DataLink: Sealcoat +2015 updates				
Rantala, Matthew	2/26/2016	1.00	109.00	109.00
Hanover DataLink: Sealcoat +2015 updates				
Reutiman, Anita	2/12/2016	1.50	99.00	148.50
Updated Pavement OCI Map; Seal Coat Data				
Totals		51.00		6,305.00
Total Labor				6,305.00

Field Services Billing

Council Mtg and/or Planning Commission

2.0 Meetings @ 40.00

80.00

Total Field Services

80.00

80.00

Total this Invoice

\$6,385.00

Billings to Date

	Current	Prior	Total
Labor	6,305.00	1,700.50	8,005.50
Expense	0.00	500.00	500.00
Field Services	80.00	40.00	120.00
Totals	6,385.00	2,240.50	8,625.50

Comments:

Approved by:



Reviewed by: Andrew Brotzler

Project Manager: Justin Messner



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

March 17, 2016
Project No: 02082-070
Invoice No: 4

CSAH 19 Sidewalk Extension
Professional Services from February 01, 2016 to February 29, 2016

Phase 2 Final Design
Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Messner, Justin	2/11/2016	1.00	147.00	147.00
Plans				
Design				
Messner, Justin	2/18/2016	2.00	147.00	294.00
Final Design				
Messner, Justin	2/24/2016	4.00	147.00	588.00
Design				
Messner, Justin	2/26/2016	1.00	147.00	147.00
Resolutions				
Messner, Justin	2/29/2016	3.00	147.00	441.00
Design				
Drawings/Layouts				
Ekdorn, Dane	2/25/2016	.75	85.00	63.75
Ekdorn, Dane	2/26/2016	2.00	85.00	170.00
Ekdorn, Dane	2/29/2016	.75	85.00	63.75
Quantity/Cost Opinion				
Keeling, Kevin	2/12/2016	4.00	105.00	420.00
Kevin plan review				
Totals		18.50		2,334.50
Total Labor				2,334.50
Total this Phase				\$2,334.50
Total this Invoice				\$2,334.50

Billings to Date

	Current	Prior	Total
Labor	2,334.50	3,890.50	6,225.00
Field Services	0.00	750.00	750.00
Totals	2,334.50	4,640.50	6,975.00

Comments: _____

Approved by: _____

Project	02082-070	HANO - CSAH 19 Sidewalk Extension	Invoice	4
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Reviewed by: Andrew Brotzler

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

March 17, 2016
Project No: 02082-090
Invoice No: 3

Hanover Hills Surface Improvement Project
Professional Services from February 01, 2016 to February 29, 2016

Phase 2 Final Design
Professional Personnel

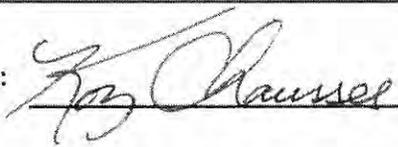
	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin	16.00	147.00	2,352.00
Osborn, Mark	2.00	121.00	242.00
Perkey, Benjamin	1.50	92.00	138.00
Williams, Shawn	1.00	112.00	112.00
Specifications			
Messner, Justin	3.00	147.00	441.00
Pederson, Karla	4.50	75.00	337.50
Perkey, Benjamin	9.00	92.00	828.00
Drawings/Layouts			
Beckius, Gregory	8.00	74.00	592.00
Perkey, Benjamin	36.00	92.00	3,312.00
Phillippi, Michael	2.00	74.00	148.00
Pittman, Bryan	.50	109.00	54.50
Totals	83.50		8,557.00
Total Labor			8,557.00

Billing Limits	Current	Prior	To-Date
Total Billings	8,557.00	11,671.70	20,228.70
Limit			35,200.00
Remaining			14,971.30
		Total this Phase	\$8,557.00
		Total this Invoice	\$8,557.00

Billings to Date (All Phases)

	Current	Prior	Total
Labor	8,557.00	9,837.50	18,394.50
Field Services	0.00	1,834.20	1,834.20
Totals	8,557.00	11,671.70	20,228.70

Comments: _____

Approved by: 

Project	02082-090	HANO - Hanover Hills Surface Improvement	Invoice	3
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Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

March 17, 2016
Project No: 02082-100
Invoice No: 2

5th Street Watermain Extension
Professional Services from February 01, 2016 to February 29, 2016

Phase 2 Final Design

Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Keller, Kris	2/1/2016	1.50	112.00	168.00
Project Coordination of CAD files from previous project to begin design				
Keller, Kris	2/2/2016	3.00	112.00	336.00
Plan Set Coordination and Design				
Keller, Kris	2/3/2016	4.00	112.00	448.00
Assembling Feasibility Report				
Keller, Kris	2/4/2016	5.00	112.00	560.00
Continued Feasibility Report, Assembling Plan Sheets, and Finalizing Design				
Keller, Kris	2/5/2016	4.50	112.00	504.00
Continued Feasibility Report, Assembling Plan Sheets, and Finalizing Design				
Keller, Kris	2/8/2016	8.50	112.00	952.00
Final Design				
Keller, Kris	2/9/2016	4.00	112.00	448.00
Final Design				
Keller, Kris	2/10/2016	9.50	112.00	1,064.00
Feasibility Report				
Keller, Kris	2/11/2016	9.50	112.00	1,064.00
Feasibility Report				
Keller, Kris	2/12/2016	8.50	112.00	952.00
Final Design				
Messner, Justin	2/12/2016	3.00	147.00	441.00
Plan Review/Project Management				
Design				
Cartony, Timothy	2/12/2016	2.00	130.00	260.00
design with Ben				
Ekdorn, Dane	2/2/2016	3.50	85.00	297.50
Watermain layout design/drawing				
Ekdorn, Dane	2/3/2016	3.25	85.00	276.25
Watermain layout design & drawing				
Ekdorn, Dane	2/4/2016	4.50	85.00	382.50
Drawing plan and profile sheets for watermain				
Ekdorn, Dane	2/5/2016	3.00	85.00	255.00
Drawing plan and profile sheets for watermain				
Ekdorn, Dane	2/10/2016	1.50	85.00	127.50
Updating watermain plan drawings.				

Project	02082-100	HANO - 5th Street Watermain Extension	Invoice	2
Ekdorn, Dane	2/11/2016	1.00	85.00	85.00
Feasibility/location figures.				
Ekdorn, Dane	2/12/2016	.50	85.00	42.50
Feasibility/location figures.				
Ekdorn, Dane	2/16/2016	3.75	85.00	318.75
Working on plan sheets.				
Ekdorn, Dane	2/17/2016	4.00	85.00	340.00
Working on plan sheets.				
Ekdorn, Dane	2/18/2016	7.50	85.00	637.50
Working on plan sheets.				
Ekdorn, Dane	2/19/2016	2.50	85.00	212.50
Working on plan sheets.				
Ekdorn, Dane	2/22/2016	.50	85.00	42.50
Reprinting plans in CAD				
Keller, Kris	2/25/2016	6.00	112.00	672.00
Plan sheet revisions/finalization for City submittal				
Messner, Justin	2/26/2016	1.00	147.00	147.00
Resolutions				
Specifications				
Messner, Justin	2/29/2016	2.00	147.00	294.00
Design & Specifications				
Pederson, Karla	2/26/2016	1.00	75.00	75.00
spec work and set up quest number				
Totals		108.50		11,402.50
Total Labor				11,402.50

Billing Limits	Current	Prior	To-Date
Total Billings	11,402.50	5,068.00	16,470.50
Limit			28,600.00
Remaining			12,129.50
Total this Phase			\$11,402.50

Billings to Date	Current	Prior	Total
Labor	11,402.50	1,788.00	13,190.50
Field Services	0.00	3,280.00	3,280.00
Totals	11,402.50	5,068.00	16,470.50
Total this Invoice			\$11,402.50

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
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

March 17, 2016
Project No: 02092-750
Invoice No: 1

MS4 Services

Professional Services from February 01, 2016 to February 29, 2016

Professional Personnel

	Hours	Rate	Amount
General			
Carlson, Jesse 2/22/2016	.50	121.00	60.50
Planning Commission - Assistance to Greg regarding attendance at planning commission meeting			
Foster, Elizabeth 2/22/2016	.25	75.00	18.75
Opening and budgeting project			
Messner, Justin 2/22/2016	1.00	147.00	147.00
MS4 Review			
Totals	1.75		226.25
Total Labor			226.25
		Total this Invoice	\$226.25

Billings to Date

	Current	Prior	Total
Labor	226.25	0.00	226.25
Totals	226.25	0.00	226.25

Comments: _____

Approved by: _____

Reviewed by: Justin Messner
Project Manager: Jennifer Hildebrand



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

March 17, 2016
Project No: 02931-000
Invoice No: 13

Bridge 92366 Rehabilitation
Professional Services from February 01, 2016 to February 29, 2016

Phase 1 Inspection

Professional Personnel

	Hours	Rate	Amount	
Structural Inspection				
Roy, Gregory	.50	130.00	65.00	
Phone calls and in office discussion				
Roy, Gregory	2.00	130.00	260.00	
Site Inspection				
Roy, Gregory	5.50	130.00	715.00	
Site Meeting				
Totals	8.00		1,040.00	
Total Labor				1,040.00
				Total this Phase \$1,040.00

Phase 2 Load Rating

Professional Personnel

	Hours	Rate	Amount	
Bridge Rating				
Ayaz, Sabri	2.00	158.00	316.00	
Bridge Rating Check				
Totals	2.00		316.00	
Total Labor				316.00
				Total this Phase \$316.00

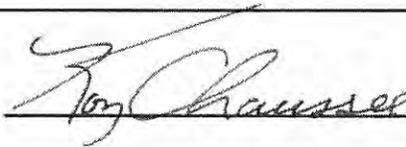
Phase 5 Construction

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin	1.00	147.00	147.00
Final Design			
Messner, Justin	11.00	147.00	1,617.00
Project Management			
Osberg, Carl	1.00	158.00	158.00
Bearing receival			
Osberg, Carl	6.00	158.00	948.00
Design Load review with heavy planks			
Osberg, Carl	.25	158.00	39.50
meeting			
Osberg, Carl	1.50	158.00	237.00

Project	02931-000	HANO - Bridge 92366 Rehabilitation	Invoice	13
	Stringer cap review			
	Totals	20.75	3,146.50	
	Total Labor			3,146.50
			Total this Phase	\$3,146.50
Billing Limits		Current	Prior	To-Date
Total Billings		4,502.50	43,022.48	47,524.98
Limit				57,382.00
Remaining				9,857.02
			Total this Invoice	\$4,502.50

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500441	000000003	Hagen, Brian S.	6	Bi-Weekly	\$1,854.51	3/25/2016	Outstanding
500440	000000008	Doboszinski, Jason	6	Bi-Weekly	\$1,365.97	3/25/2016	Outstanding
500439	000000011	Biren, Amy	6	Bi-Weekly	\$1,121.79	3/25/2016	Outstanding
500443	000000005	Vogel, Scott F.	6	Bi-Weekly	\$1,784.12	3/25/2016	Outstanding
500442	000000060	Lindrud, Elizabeth	6	Bi-Weekly	\$1,351.25	3/25/2016	Outstanding
					<hr/>		
					\$7,477.64		

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2016(6)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$198.89	
	000000008 Doboszinski, Jason	\$150.14	
	000000003 Hagen, Brian S.	\$254.53	
	000000060 Lindrud, Elizabeth	\$177.17	
	000000005 Vogel, Scott F.	\$208.64	
	<i>Federal</i>		\$989.37
005 State Tax - MN	000000011 Biren, Amy	\$85.40	
	000000008 Doboszinski, Jason	\$66.27	
	000000003 Hagen, Brian S.	\$112.32	
	000000060 Lindrud, Elizabeth	\$75.96	
	000000005 Vogel, Scott F.	\$90.75	
	<i>State Tax - MN</i>		\$430.70
049 Medicare	000000011 Biren, Amy	\$23.75	
	000000008 Doboszinski, Jason	\$26.73	
	000000003 Hagen, Brian S.	\$37.52	
	000000060 Lindrud, Elizabeth	\$27.19	
	000000005 Vogel, Scott F.	\$35.19	
	<i>Medicare</i>		\$150.38
051 Social Security	000000011 Biren, Amy	\$101.54	
	000000008 Doboszinski, Jason	\$114.28	
	000000003 Hagen, Brian S.	\$160.43	
	000000060 Lindrud, Elizabeth	\$116.26	
	000000005 Vogel, Scott F.	\$150.47	
	<i>Social Security</i>		\$642.98
501 Social Security Benefit	000000011 Biren, Amy		\$101.54
	000000008 Doboszinski, Jason		\$114.28
	000000003 Hagen, Brian S.		\$160.43
	000000060 Lindrud, Elizabeth		\$116.26
	000000005 Vogel, Scott F.		\$150.47
	<i>Social Security Benefit</i>		\$642.98
502 Medicare Benefit	000000011 Biren, Amy		\$23.75
	000000008 Doboszinski, Jason		\$26.73
	000000003 Hagen, Brian S.		\$37.52
	000000060 Lindrud, Elizabeth		\$27.19

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2016(6)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$35.19
	<i>Medicare Benefit</i>		\$150.38
<i>Grand Total</i>		\$2,213.43	\$793.36

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2016(6)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$106.46	
	000000008 Doboszinski, Jason	\$119.81	
	000000003 Hagen, Brian S.	\$168.19	
	000000060 Lindrud, Elizabeth	\$127.30	
	000000005 Vogel, Scott F.	\$157.75	
	<i>PERA</i>	\$679.51	
503 PERA ER	000000011 Biren, Amy		\$122.84
	000000008 Doboszinski, Jason		\$138.24
	000000003 Hagen, Brian S.		\$194.06
	000000060 Lindrud, Elizabeth		\$146.88
	000000005 Vogel, Scott F.		\$182.02
	<i>PERA ER</i>		\$784.04
	<i>Grand Total</i>	\$679.51	\$784.04

HANOVER
Cash Balances
 April 2016

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Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$780,476.87	\$0.00	\$25,475.01	\$755,001.86
107 FIRE DEPT DONATIONS FUND	\$56,257.35	\$0.00	\$0.00	\$56,257.35
201 EDA SPECIAL REVENUE FUND	\$99,889.81	\$0.00	\$319.95	\$99,569.86
205 EDA BUSINESS INCENTIVE FUND	\$232,056.12	\$0.00	\$0.00	\$232,056.12
311 2008A GO CIP REFUNDING BOND	\$33,143.81	\$0.00	\$0.00	\$33,143.81
312 2009A GO IMP REFUNDING BOND	\$18,839.38	\$0.00	\$0.00	\$18,839.38
313 2010 GO EQUIPMENT CERTIFICATES	-\$17,850.59	\$0.00	\$0.00	-\$17,850.59
314 2011A GO IMP CROSSOVER REF BD	\$392,811.15	\$0.00	\$0.00	\$392,811.15
401 GENERAL CAPITAL PROJECTS	\$770,693.41	\$0.00	\$13,348.92	\$757,344.49
402 PARKS CAPITAL PROJECTS	\$234,534.79	\$0.00	\$2,925.30	\$231,609.49
403 FIRE DEPT CAPITAL FUND	\$161,033.40	\$0.00	\$0.00	\$161,033.40
404 HISTORICAL CAPITAL PROJ FUND	-\$14,245.07	\$0.00	\$4,502.50	-\$18,747.57
407 TIF REDEV DIST #1	\$5,602.46	\$0.00	\$0.00	\$5,602.46
411 CITY HALL CAPITAL PROJ FUND	\$48,616.96	\$0.00	\$13,149.50	\$35,467.46
417 EQUIPMENT CAPITAL FUND	\$106,846.36	\$0.00	\$0.00	\$106,846.36
418 STREET CAPITAL PROJ FUND	\$691,862.94	\$0.00	\$30,662.07	\$661,200.87
601 WATER ENTERPRISE FUND	\$782,263.54	\$0.00	\$0.00	\$782,263.54
602 SEWER ENTERPRISE FUND	\$328,771.80	\$0.00	\$0.00	\$328,771.80
603 STORM WATER ENTERPRISE FUND	\$136,569.60	\$0.00	\$0.00	\$136,569.60
611 WATER CAPITAL IMP FUND	\$404,694.13	\$0.00	\$0.00	\$404,694.13
612 SEWER CAPITAL IMP FUND	\$1,733,877.89	\$0.00	\$5,779.66	\$1,728,098.23
613 STORM WATER CAPITAL IMP FUND	\$548,921.19	\$0.00	\$0.00	\$548,921.19
804 SCHENDELS FIELD ESC FUND	\$146,014.50	\$0.00	\$0.00	\$146,014.50
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$33,250.00	\$0.00	\$0.00	\$33,250.00
815 LANDSCAPE ESCROW FUND	\$43,000.00	\$0.00	\$0.00	\$43,000.00
817 INFRASTRUCTURE ESCROW FUND	\$24,000.00	\$0.00	\$0.00	\$24,000.00
818 MISC ESCROWS FUND	\$10,268.10	\$0.00	\$3,333.84	\$6,934.26
820 BRIDGES TOWNHOMES ESC FUND	\$3,545.76	\$0.00	\$0.00	\$3,545.76
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,755.37	\$0.00	\$0.00	\$11,755.37
900 INTEREST	\$58,129.18	\$0.00	\$0.00	\$58,129.18
	\$7,852,153.71	\$0.00	\$99,496.75	\$7,752,656.96

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$4,505.00	\$771,014.33	\$766,509.33	0.58%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$112,838.38	\$112,838.38	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,477.70	\$12,000.00	\$8,522.30	28.98%
Source Alt Code TAXES		\$0.00	\$7,982.70	\$895,852.71	\$887,870.01	0.89%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$1,175.00	\$8,000.00	\$6,825.00	14.69%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$300.00	\$2,000.00	\$1,700.00	15.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$9.25	\$50.00	\$40.75	18.50%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$12,414.37	\$104,284.82	\$91,870.45	11.90%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,274.20	\$6,000.00	\$4,725.80	21.24%
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	\$267.18	\$3,000.00	\$2,732.82	8.91%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,650.00	\$2,000.00	\$350.00	82.50%
Source Alt Code SERVICE		\$0.00	\$17,090.00	\$125,734.82	\$108,644.82	13.59%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.49	\$0.00	-\$0.49	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	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$2,100.00	\$0.00	-\$2,100.00	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	\$2,725.00	\$8,000.00	\$5,275.00	34.06%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$5,982.69	\$0.00	-\$5,982.69	0.00%
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	\$19,200.00	\$0.00	-\$19,200.00	0.00%
Source Alt Code MISC		\$0.00	\$30,008.18	\$21,000.00	-\$9,008.18	142.90%
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	\$50.00	\$100.00	\$50.00	50.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$40,701.88	\$100,000.00	\$59,298.12	40.70%
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	\$1,250.00	\$1,500.00	\$250.00	83.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$2.00	\$50.00	\$48.00	4.00%
Source Alt Code LIC PERM		\$0.00	\$42,023.88	\$112,200.00	\$70,176.12	37.45%
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	\$107,496.00	\$107,496.00	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	\$2,000.00	\$36,000.00	\$34,000.00	5.56%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$2,000.00	\$149,335.00	\$147,335.00	1.34%
FINES	R 100-35100 Court Fines	\$0.00	\$391.19	\$1,500.00	\$1,108.81	26.08%
Source Alt Code FINES		\$0.00	\$391.19	\$1,500.00	\$1,108.81	26.08%
Fund 100 GENERAL FUND		\$0.00	\$99,495.95	\$1,305,622.53	\$1,206,126.58	7.62%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$0.00	\$99,495.95	\$1,305,622.53	\$1,206,126.58	7.62%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$744.00	\$744.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$174.00	\$174.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$1,088.90	\$7,000.00	\$5,911.10	15.56%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$99.63	\$541.34	\$25,202.92	\$24,661.58	2.15%
Dept 41110 Council		\$99.63	\$1,630.24	\$46,570.92	\$44,940.68	3.50%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	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%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,250.00	\$4,250.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$15,490.00	\$67,275.00	\$51,785.00	23.02%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,161.74	\$5,045.63	\$3,883.89	23.02%
CITYADM	E 100-41400-122 FICA	\$0.00	\$960.41	\$4,171.05	\$3,210.64	23.03%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$224.61	\$975.49	\$750.88	23.03%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$92.01	\$384.00	\$291.99	23.96%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$2,092.38	\$8,400.00	\$6,307.62	24.91%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$410.00	\$1,500.00	\$1,090.00	27.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41400 City Administrator		\$0.00	\$20,431.15	\$88,251.17	\$67,820.02	23.15%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,014.40	\$1,000.00	-\$14.40	101.44%
Dept 41410 Elections		\$0.00	\$1,014.40	\$8,300.00	\$7,285.60	12.22%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$9,697.12	\$42,059.16	\$32,362.04	23.06%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$727.29	\$3,154.44	\$2,427.15	23.06%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$601.21	\$2,607.67	\$2,006.46	23.06%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$140.63	\$609.86	\$469.23	23.06%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$264.30	\$1,080.00	\$815.70	24.47%
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	\$0.00	\$2,100.00	\$8,400.00	\$6,300.00	25.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$255.00	\$500.00	\$245.00	51.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41430 Clerical Staff		\$0.00	\$13,785.55	\$58,661.13	\$44,875.58	23.50%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
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	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 41435 Staff Expenses		\$0.00	\$150.00	\$3,300.00	\$3,150.00	4.55%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$11,735.04	\$50,918.40	\$39,183.36	23.05%
ACCTING	E 100-41530-121 PERA	\$0.00	\$880.13	\$3,818.88	\$2,938.75	23.05%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$674.89	\$3,156.94	\$2,482.05	21.38%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$157.84	\$738.32	\$580.48	21.38%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$245.10	\$504.00	\$258.90	48.63%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,700.00	\$10,800.00	\$8,100.00	25.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$410.00	\$1,000.00	\$590.00	41.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.00	\$500.00	\$450.00	10.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41530 Accounting		\$0.00	\$16,853.00	\$74,436.54	\$57,583.54	22.64%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$150.00	\$27,400.00	\$27,250.00	0.55%
Dept 41540 Auditing		\$0.00	\$150.00	\$27,400.00	\$27,250.00	0.55%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$28.00	\$18,000.00	\$17,972.00	0.16%
Dept 41550 Assessing		\$0.00	\$28.00	\$18,000.00	\$17,972.00	0.16%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$400.06	\$1,234.75	\$4,000.00	\$2,765.25	30.87%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$11.00	\$100.00	\$89.00	11.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$265.89	\$265.89	\$3,500.00	\$3,234.11	7.60%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$74.37	\$553.96	\$5,800.00	\$5,246.04	9.55%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$832.54	\$1,500.00	\$667.46	55.50%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$740.32	\$2,898.14	\$18,900.00	\$16,001.86	15.33%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$28.00	\$204.00	\$4,000.00	\$3,796.00	5.10%
Dept 41600 Computer		\$28.00	\$204.00	\$4,000.00	\$3,796.00	5.10%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$5,556.97	\$21,786.56	\$16,229.59	25.51%
Dept 41610 City Attorney		\$0.00	\$5,556.97	\$21,786.56	\$16,229.59	25.51%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$784.00	\$1,641.50	\$17,000.00	\$15,358.50	9.66%
Dept 41910 Planning and Zoning		\$784.00	\$1,641.50	\$17,000.00	\$15,358.50	9.66%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$303.23	\$829.23	\$10,000.00	\$9,170.77	8.29%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$1,716.00	\$8,400.00	\$6,684.00	20.43%
GOVTBLDG	E 100-41940-321 Telephone	\$266.26	\$1,044.04	\$3,500.00	\$2,455.96	29.83%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$213.59	\$250.00	\$36.41	85.44%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$915.92	\$5,869.53	\$9,000.00	\$3,130.47	65.22%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$1,110.49	\$5,000.00	\$3,889.51	22.21%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$399.01	\$2,400.00	\$2,000.99	16.63%
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	\$201.60	\$681.60	\$5,000.00	\$4,318.40	13.63%
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		\$1,687.01	\$12,113.49	\$52,850.00	\$40,736.51	22.92%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$6,611.25	\$8,851.75	\$25,000.00	\$16,148.25	35.41%
Dept 41950 Engineer		\$6,611.25	\$8,851.75	\$25,000.00	\$16,148.25	35.41%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$0.00	\$9,317.50	\$9,317.50	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	\$24,740.10	\$24,740.10	0.00%
Dept 41960 Insurance		\$0.00	\$0.00	\$34,057.60	\$34,057.60	0.00%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$97.20	\$97.20	\$250.00	\$152.80	38.88%
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	\$158.31	\$418.22	\$2,000.00	\$1,581.78	20.91%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$255.51	\$515.42	\$3,000.00	\$2,484.58	17.18%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$71,404.96	\$71,404.96	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$71,404.96	\$71,404.96	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$24,522.00	\$98,088.00	\$73,566.00	25.00%
Dept 42102 Wright County Sheriff		\$0.00	\$24,522.00	\$98,088.00	\$73,566.00	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 100-42210-150 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	\$1,426.00	\$4,000.00	\$2,574.00	35.65%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$355.00	\$950.00	\$595.00	37.37%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$0.00	\$6,119.40	\$6,119.40	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$21.25	\$21.25	\$0.00	-\$21.25	0.00%
Dept 42210 Fire Dept Administration		\$21.25	\$1,802.25	\$58,253.40	\$56,451.15	3.09%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$235.00	\$15,500.00	\$15,265.00	1.52%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$72.50	\$850.00	\$777.50	8.53%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$316.76	\$4,500.00	\$4,183.24	7.04%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$762.50	\$5,000.00	\$4,237.50	15.25%
Dept 42220 Fire Dept Equipment		\$0.00	\$1,386.76	\$27,350.00	\$25,963.24	5.07%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$481.91	\$7,500.00	\$7,018.09	6.43%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$729.50	\$3,000.00	\$2,270.50	24.32%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$427.42	\$1,500.00	\$1,072.58	28.49%
Dept 42240 Fire Dept Training		\$0.00	\$1,638.83	\$12,000.00	\$10,361.17	13.66%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$129.90	\$500.14	\$5,000.00	\$4,499.86	10.00%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$1,034.76	\$9,000.00	\$7,965.24	11.50%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$53.57	\$2,000.00	\$1,946.43	2.68%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$2,325.00	\$7,465.00	\$5,140.00	31.15%
Dept 42260 Fire Vehicles		\$129.90	\$3,913.47	\$23,465.00	\$19,551.53	16.68%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$58.44	\$132.27	\$1,650.00	\$1,517.73	8.02%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$727.30	\$3,500.00	\$2,772.70	20.78%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$61.76	\$800.00	\$738.24	7.72%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$329.75	\$665.85	\$5,000.00	\$4,334.15	13.32%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$931.51	\$3,000.00	\$2,068.49	31.05%
Dept 42280	Fire Stations and Bldgs	\$388.19	\$2,518.69	\$14,125.00	\$11,606.31	17.83%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$5,647.94	\$13,570.81	\$35,000.00	\$21,429.19	38.77%
Dept 42401	Building Inspection Admin	\$5,647.94	\$13,570.81	\$35,000.00	\$21,429.19	38.77%
Dept 42700	Animal Control					
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	\$2,500.00	\$2,500.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$24,530.56	\$106,604.16	\$82,073.60	23.01%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$497.38	\$1,000.00	\$502.62	49.74%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$670.00	\$15,000.00	\$14,330.00	4.47%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$1,877.10	\$7,995.31	\$6,118.21	23.48%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$1,593.28	\$6,609.46	\$5,016.18	24.11%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$372.65	\$1,545.76	\$1,173.11	24.11%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$465.48	\$1,584.00	\$1,118.52	29.39%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$4,800.00	\$19,200.00	\$14,400.00	25.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$156.70	\$426.70	\$1,500.00	\$1,073.30	28.45%
PUBWRKS	E 100-43000-212 Motor Fuels	\$231.21	\$1,374.25	\$7,000.00	\$5,625.75	19.63%
PUBWRKS	E 100-43000-215 Shop Supplies	\$163.36	\$958.24	\$2,500.00	\$1,541.76	38.33%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$13.60	\$703.46	\$6,000.00	\$5,296.54	11.72%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$54.98	\$79.15	\$5,000.00	\$4,920.85	1.58%
PUBWRKS	E 100-43000-260 Uniforms	\$51.98	\$51.98	\$2,000.00	\$1,948.02	2.60%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$1,250.00	\$16,000.00	\$14,750.00	7.81%
PUBWRKS	E 100-43000-321 Telephone	\$159.60	\$585.85	\$2,000.00	\$1,414.15	29.29%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$120.00	\$200.00	\$80.00	60.00%
Dept 43000	Public Works (GENERAL)	\$831.43	\$40,356.08	\$203,738.69	\$163,382.61	19.81%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
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	\$138.91	\$276.06	\$27,000.00	\$26,723.94	1.02%
Dept 43160	Street Lighting	\$138.91	\$276.06	\$27,000.00	\$26,723.94	1.02%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$3,151.20	\$9,417.24	\$35,000.00	\$25,582.76	26.91%
Dept 43245	Recycling: Refuse	\$3,151.20	\$9,417.24	\$35,000.00	\$25,582.76	26.91%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$0.00	\$1,178.74	\$8,000.00	\$6,821.26	14.73%
Dept 45186	Senior Center	\$0.00	\$1,178.74	\$8,000.00	\$6,821.26	14.73%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$118.20	\$750.68	\$6,000.00	\$5,249.32	12.51%
	PARKS E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$182.15	\$443.11	\$2,000.00	\$1,556.89	22.16%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	PARKS E 100-45200-440 Programs	\$800.00	\$964.97	\$1,000.00	\$35.03	96.50%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$281.62	\$7,000.00	\$6,718.38	4.02%
Dept 45200	Parks (GENERAL)	\$1,100.35	\$2,440.38	\$35,800.00	\$33,359.62	6.82%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$0.00	\$4,357.03	\$10,500.00	\$6,142.97	41.50%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,357.03	\$10,500.00	\$6,142.97	41.50%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$400.00	\$2,000.00	\$9,000.00	\$7,000.00	22.22%
Dept 48205	Damage Deposit Refunds	\$400.00	\$2,000.00	\$9,000.00	\$7,000.00	22.22%
Dept 49360	Transfers Out					
	TRANSFERS E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
	TRANSIT E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Fund 100	GENERAL FUND	\$22,014.89	\$195,201.95	\$1,309,122.55	\$1,113,920.60	14.91%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$22,014.89	\$195,201.95	\$1,309,122.55	\$1,113,920.60	14.91%

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-05-16-41

A RESOLUTION ACCEPTING DONATION FROM HANOVER ATHLETIC ASSOCIATION

WHEREAS, the Hanover Park Board hosts an annual Easter Egg Hunt; and

WHEREAS, Comfort Matters has donated \$100 to be used towards the Easter Egg Hunt.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$100 from Comfort Matters.

BE IT FURTHER RESOLVED, that the City Council expresses its thanks and appreciation for the donation and the continued collaboration.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-42

A RESOLUTION ACCEPTING DONATION FROM HANOVER ATHLETIC ASSOCIATION

WHEREAS, the Hanover Park Board hosts an annual Concert in the Park; and

WHEREAS, the Hanover Athletic Association has donated \$1,600 to be used towards Concert in the Park.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$1,600 from the Hanover Athletic Association.

BE IT FURTHER RESOLVED, that the City Council expresses its thanks and appreciation for the donation and the continued collaboration.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-43

A RESOLUTION ACCEPTING DONATION FROM THE RIVER INN

WHEREAS, the Hanover Park Board hosts an annual Easter Egg Hunt; and

WHEREAS, River Inn has donated 25 certificates for complimentary children’s meals to be given away at the Easter Egg Hunt.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of 25 certificates for complimentary children’s meals from River Inn.

BE IT FURTHER RESOLVED, that the City Council expresses its thanks and appreciation for the donation and the continued collaboration.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-44

**A RESOLUTION APPROVING RENEWAL OF
CHOPS BAR & GRILL OPTIONAL 2 AM LIQUOR LICENSE**

WHEREAS, Chops Bar & Grill has submitted a renewal application for an Optional Liquor 2 AM license and has provided the necessary application materials and fees for submission to the Minnesota Department of Public Safety; and

WHEREAS, staff discussions with the local sheriff’s department elicited no concerns with the renewal of said license.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby approves the renewal application for Optional 2 AM liquor for Chops Bar & Grill for the licensing period of one year.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-05-16-45

A RESOLUTION APPROVING TRANSFER OF MISC ESCROWS

WHEREAS, the City maintains miscellaneous escrow funds; and

WHEREAS, staff recently completed a full reconciliation of these funds; and

WHEREAS, certain dollar amounts have, over the years, not been properly reallocated to the correct funds;

WHEREAS, staff recommends reallocating the funds to the correct funds.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the reallocation of escrow fund dollars:

Transfer of incorrectly allocated interest and payables from the general fund:

From Fund 100 to Fund 818 **\$1,449.01**

Transfer of incorrectly allocated special assessment revenue to the general fund:

From Fund 818 to Fund 100 **\$1,030.41**

Transfer of incorrectly allocated SAC fees to the Sewer Enterprise Fund:

From Fund 818 to Fund 602 **\$ 613.25**

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-05-16-46

A RESOLUTION APPROVING RELEASE OF MISCELLANOUS ESCROWS

WHEREAS, the City maintains miscellaneous escrow funds; and

WHEREAS, staff recently completed a full reconciliation of these funds; and

WHEREAS, certain dollar amounts have, over the years, not been properly claimed; and

WHEREAS, staff has researched and found the money is owed to the individuals; and

WHEREAS, staff recommends releasing the claimed funds to the recipients.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the following release of escrow funds:

RSN Companies LLC	\$1,028.00
SW Wold	\$ 500.00
<u>Ruter Trust</u>	<u>\$1,718.77</u>
Total amount:	\$3,246.77

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-49

A RESOLUTION ACCEPTING DONATION FROM THE MARKETPLACE

WHEREAS, the Hanover Park Board hosts an annual Easter Egg Hunt; and

WHEREAS, The Marketplace has donated a \$25.00 gift certificate to be used for the Easter Egg Hunt.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of a \$25.00 gift certificate from The Marketplace.

BE IT FURTHER RESOLVED, that the City Council expresses its thanks and appreciation for the donation and the continued collaboration.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Title



1 inch = 94 feet



February 25, 2016

Map Powered by DataLink
from WSB & Associates

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

ORDINANCE NO. 2016-01

**AN ORDINANCE AMENDING CHAPTER 10,
SECTIONS 10.01 10.20, 10.21, & 10.28
PERTAINING TO THE ZONING ORDINANCE**

THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:

Section 1. The definition for “Erosion and Sediment Control Plan” in Section 10.01 of the City of Hanover Code of Ordinances is repealed in its entirety and a new definition for “Erosion and Sediment Control Plan” in Section 10.01 of the Hanover Code of Ordinances is added as follows:

Erosion and Sediment Control Plan. Otherwise known as a Stormwater Pollution Prevention Plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a project site during and after construction.

Section 2. Section 10.20 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.20 is added as follows:

SEC. 10.20 DESIGN REVIEW GUIDELINES

A. *Applicability*

- A. The Standard Design Guidelines apply to the B-1, B-1A, I-1 and I-2 District.
- B. The Standard Design Guidelines shall apply to all new buildings, additions and exterior renovations.
- C. All proposed façade changes including painting shall be subject to approval from the City of Hanover, including all required permitting. Painting or staining the exterior materials of a building in the same color as exists on the building shall be considered maintenance and not subject to approval.
- D. The Design Guidelines for Stormwater Management apply to all Districts.
 - 1. No building permit or permit to allow land disturbing activities shall be issued until approval of the requirements set forth in City Code: Chapter 9 – Water, Sanitary Sewer, and Storm Water. The Erosion and Sediment Control (ESC) Plans and

Stormwater Management Plans (SWMP) shall be consistent with NPDES permit requirements, and the filing or approval requirements of other regulatory bodies.

B. *Standard Design Guidelines Criteria*

A. The exterior of non-residential and multi-family residential structures shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance.

B. **General Requirements.**

1. Exterior Materials.

a. All structures shall have an exterior finish consisting of the following permitted materials:

(1) Brick.

(2) Stone (natural or artificial).

(3) Integral colored spit face (rock face) concrete block.

(4) Wood, natural or engineered, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood or cypress.

(5) Stucco (natural or artificial), including exterior insulated finishing systems (EIFS).

(6) Fiber cement board.

(7) Precast concrete.

(8) Metal may be used as an exterior material for architectural trim.

b. Building foundations not exceeding two (2) feet and other such portions of a building's façade need not comply with the requirements for the primary façade treatment or materials.

C. **Special Design and Performance Standards in B-1 District.** The following special design and performance standards shall be observed in the B-1 District:

1. Areas adjacent to the Crow River should be retained as open space with walking trails, and passive recreation amenities including benches, picnic areas, view corridors, and natural open space.

2. Where possible, building designs should take advantage of view from public streets as well as from the Crow River and treat both as building frontages for architectural design.

3. An awning, canopy, or marquee suspended from a building may extend over the public right-of-way ten (10) feet and not closer than five (5) feet to the curb line extended. The lowest point of such structures shall be not less than eight (8) feet from the sidewalk or ground grade line, and the owner of such structure shall be responsible for its structural safety.

4. Flat roof or a false front or parapet (false front) wall covering a sloped roof is desired.

5. Building fronts should contain multiple windows, excluding skylights, tinted windows and ribbon windows.

6. Divided Windowpanes with mullions are encouraged except for storefront windows.

7. Multi-panel exterior doors are encouraged.
8. Desirable Design Elements.
 - a. Storefront canopies or window canopies.
 - b. Hanging signs.
 - c. One or more accent colors.
 - d. Planters and landscaped areas.
 - e. Benches.
 - f. Decorative lighting.
9. Parking.
 - a. Site parking is to be located to the side or rear of buildings where possible.
 - b. A reduction of up to ten (10) percent in the number of required offstreet parking spaces may be approved by the Zoning Administrator in the case of shared parking areas between abutting uses.
10. Loading.
 - a. Loading areas and docks shall be located to the rear or side of the principal building where possible.
 - b. Special landscape, screening or building design measures shall be required to minimize and limit the visual impact of loading docks and areas from view from adjacent properties, right-of-way and the Crow River.
11. Pedestrian Circulation.
 - a. Each property shall be responsible for the installation and maintenance of a sidewalk pursuant to City standards from the front lot line to the main entrance of the principal structure.
 - b. Each property shall provide a designated pedestrian circulation system (i.e. sidewalk) through and from off-street parking areas to the main entrance of the principal structure.
 - c. Each property shall provide sidewalk access at property edges and to adjacent lots and said access shall be coordinated with existing development to provide circulation patterns between developments. Buildings, landscaping, fences and other improvements shall be located so as not to preclude eventual site-to-site connections.

C. *Design Guidelines for Stormwater Management Criteria*

- A. **Erosion and Sediment Control.** Unless otherwise exempted by other City Codes, Applicants are required to develop an Erosion and Sediment Control (ESC) Plan and follow the Erosion and Sediment Control requirements of Chapter 9 of the City Code and are encouraged to incorporate the Stormwater Management requirements of the same code, for all proposed land disturbing activities within the City that meet any or all of the following:
 1. Disturbs a total land surface area of 5,000 square feet or more; or
 2. Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of material; or
 3. Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or

may violate any other erosion and sediment control standard set forth in this ordinance.

- B. **Stormwater Management.** Unless otherwise exempted by other City Codes, Applicants are required to develop a Stormwater Management Plan that meets the requirements of Chapter 9 of the City Code, for all proposed land disturbing activities within the City that meet any or all of the following:
1. Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or
 2. All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or
 3. Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

Section 3. Section 10.21, Subdivision F of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.21, Subdivision F is added as follows:

- A. *Site Plan Information Requirement:* The information required for all site plan applications generally consists of the following items, and shall be submitted unless waived by the Administrator.
1. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
 - a. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet (1" = 50') or less.
 - b. North point indication.
 - c. Existing boundaries with lot dimension and area.
 - d. Existing site improvements.
 - e. All encroachments.
 - f. Easements of record.
 - g. Legal description of the property.
 - h. Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.

2. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
 - a. Name and address of developer/owner.
 - b. Name and address of architect/designer.
 - c. Date of plan preparation.
 - d. Dates and description of all revisions.
 - e. Name of project or development.
 - f. All proposed improvements, including:
 - (1) Required and proposed setbacks.
 - (2) Location, setback and dimensions of all proposed buildings and structures.
 - (3) Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - (4) Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - (5) Location, number, and dimensions of proposed loading spaces.
 - (6) Location, width, and setbacks of all curb cuts and driveways.
 - (7) Vehicular circulation.
 - (8) Sidewalks, walkways, trails.
 - (9) Location and type of all proposed lighting, including details of all proposed fixtures.
 - (10) Location of recreation and service areas.
 - (11) Location of rooftop equipment and proposed screening.
 - (12) Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - (13) Location, sizing, and type of water and sewer system mains and proposed service connections.

3. Grading, stormwater pollution prevention plan, and drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
 - a. Existing contours at two (2) foot intervals (may be from LIDAR if verified by surveyor).
 - b. Proposed grade elevations at two (2) foot maximum intervals.
 - c. Drainage plan, including the configuration of drainage areas and calculations.
 - d. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - e. Spot elevations (prepared by a Minnesota licensed surveyor).
 - f. Proposed driveway grades.
 - g. Surface water ponding and treatment areas.
 - h. Erosion control measures as required by Chapter 9 of the City Code.
 - i. Requirements in of Storm Water Pollution Control Regulations in City Code.
4. Landscaping plan, utilizing a copy of the site plan as a base for the site in question, depicting the following:
 - a. Planting schedule (table) containing:
 - (1) Symbols.
 - (2) Quantities.
 - (3) Common names.
 - (4) Botanical names.
 - (5) Sizes of plant material.
 - (6) Root specification (bare root, balled and burlapped, potted, etc.).
 - (7) Special planting instructions.
 - b. Location, type and size of all existing significant trees to be removed or preserved.

- c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
 - e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 - f. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 - g. Delineation of both sodded and seeded areas with respective areas in square feet.
 - h. Coverage plan for underground irrigation system, if any.
 - i. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
 - j. Other existing or proposed conditions which could be expected to affect landscaping.
5. Other plans and information as required by the Administrator including, but not limited to:
- a. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 - b. Floor plan drawn to scale with a summary of square footage for each use or activity.
 - c. Fire protection plan.
 - d. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
 - e. Type, location and size (area and height) of all signs to be erected upon the property in question.
 - f. Vicinity map showing the subject property in reference to nearby highways or major street intersections.

- g. Sound source control plan.
- h. Lighting plan including a photometric plan.

Section 4. The Non-Residential District Performance Standard Chart in Section 10.28 is amended as follows:

Impervious surface coverage in the I-3 Zoning District is changed to the following:
75% (30% in shoreland area; 25% of lot must be green space)

Section 5. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this ___th day of _____, 2016.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Memorandum

To: *Planning Commission, City of Hanover*

From: *Greg Beckius, WSB & Associates*
Justin Messner, WSB & Associates

Date: *March 22, 2016*

Re: *WSB Project No. 2092-750*

WSB & Associates' staff reviewed the City of Hanover's Chapter 10: Zoning Ordinance and have identified where the current ordinances have deficiencies according to the requirements of the Municipal Separate Storm Sewer System (MS4) General Permit.

Our recommended ordinance revisions are designed to bring the City's ordinances into compliance with the new regulatory mechanism requirements of the MS4 General Permit.

Below is a brief summary of the ordinance analysis performed and recommendations for ordinance revisions required to satisfy the new requirements of the MS4 General Permit as outlined below.

Ordinance Analysis

WSB staff reviewed the Minnesota Pollution Control Agency's MS4 Permit, which outlined the tasks the City agreed to undertake in order to come into compliance with the MS4 General Permit by October 25, 2016. WSB staff compared the City of Hanover's ordinances to the Environmental Protection Agency's model ordinances and ordinances that have been adopted by other Cities that are representative of the type of language and content needed to satisfy the new permit requirements. WSB staff also utilized guidance documents from the Minnesota Pollution Control Agency which included recommendations for satisfying the regulatory mechanism requirements for Minimum Control Measure 3, 4, and 5.

Recommendations

The following City Chapter 10: Zoning Ordinance changes are recommended to be revised to be in compliance with the new requirements of the MS4 General Permit. Also identified, is a brief description of the revisions.

Sec 10.01 – Definitions

- Supplement current *Erosion and Sediment Control Plan* definition with reference to the Stormwater Pollution Prevention Plan that is already referenced in the ordinance for these plans are the same and can be called as either.

Sec 10.20 – Design Review Guidelines

- Update the Design Guidelines section to include Standard Design Guidelines section and the subsequent references to allow for the addition of section C.
- Add Section C. Design Guidelines for Stormwater Management Criteria
 - Include the thresholds for the submittal of an Erosion and Sediment Control Plan
 - Include the thresholds for the submittal of a Stormwater Management Plan
- Reference Chapter 9 of the City Code to remove any redundancy and repetition within the City Code

Sec 10.21 – Site and Building Plan Review

- Reference Chapter 9 of the City Code to remove any redundancy and repetition within the City Code

Dwelling, multiple-family. A building designed exclusively for or occupied exclusively by three or more families living independently of each other.

Dwelling, multiple-family, townhouse. A building exclusively for or occupied exclusively by between three and six families living independently of each other. Each dwelling unit is attached horizontally in a linear arrangement with private front and rear entrances. Each dwelling unit must be separated from other dwelling units by a fire wall extending from foundation through the roof with no openings. Each dwelling unit shall have a totally exposed front and rear wall to be used for entry, light, and ventilation.

Dwelling unit. A residential building or portion thereof, intended for occupancy by a single-family, but not including hotels, motels, boardinghouses, rooming houses or tourist homes.

Dynamic display. Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the Sign Structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

Easement. A grant by a property owner for the use of a portion of land by the public or any person for any specific purpose.

Ecological Corridor. A network of land containing linear elements that are planned, designed and managed for multiple purposes including ecological, recreational, cultural, aesthetic, or other purposes compatible with the concept of sustainable land use. Ecological corridors are also known as Greenways.

Ecological Resources. Ecological resources include fish and wildlife populations, habitats, and their relationships to each other and the environment/ecosystem.

Erect. To build, construct, attach, hang, place, suspend, or affix and also includes the painting of wall signs.

Erosion and Sediment Control Plan. Otherwise known as a Stormwater Pollution Prevention Plan (SWPPP) which is a set of plans prepared by or under the direction of a licensed professional engineer or certified contractor indicating the specific measures and sequencing to be used to control the sediment and erosion on a project site during and after construction, to employ BMPs or other measures designed to control surface runoff and limit soil erosion, and to prevent sediment from entering surface waters and existing storm sewer systems due to land disturbing activities; and the prevention of soil erosion and sedimentation following the completion of land disturbing activities using permanent BMPs or other planned structures.

of the City occasioned by such requests shall be borne by the applicant. The reimbursement to the City shall be limited to actual costs of the City. Actual costs shall include all engineering, legal, planning, or other consultant fees or costs paid by the City for other consultants for expert review of a development application.

- B. *Base Zoning Fee.* Each applicant shall pay a non-refundable base zoning fee at the time an application is presented to the City for a zoning change of any nature, site and building plan review, a conditional use, or a variance. This fee is intended to reimburse the City for its reasonable costs for administrative processing of a development application. If this fee proves to be insufficient to cover such costs, such additional costs will be charged as a part of the zoning deposit, or the supplemental zoning deposit.
- C. *Escrow Deposit.* At the time of application, in addition to the non-refundable basic zoning fee, each applicant shall pay an escrow deposit in an amount established by City Council resolution. The applicant shall also sign a written agreement to pay any and all costs incurred by the City in processing the application. Actual costs including, but not limited to, planning, engineering, legal, or other consultant fees or costs, incurred by the City in the processing of the application shall be paid from or reimbursed to the City, from the escrow deposit.
- D. *Supplemental Deposit.* At any time while the application is pending and before its final conclusion, if the Administrator determines that the amount of the escrow deposit required by Section 10.19 (General Administration, Cost Recovery) of this Chapter is or is estimated to be insufficient to pay for present or anticipated actual costs of the application, a supplementary deposit shall be required by the Administrator to be paid by the applicant. The one or more supplemental deposits shall be in an amount sufficient to pay all actual costs of the City. Supplemental deposits shall be paid within five business days of the City's request.
- E. Refunds
1. Administrative Costs. The base zoning fee intended to cover administrative costs is non-refundable.
 2. Direct Costs. If the direct costs of the City in processing the application are less than the amount of the escrow deposit and any supplemental deposit, any such overage shall be refunded to the applicant upon the conclusion of the proceedings, and any such costs in excess of the supplemental deposits on hand with the City shall be paid by the applicant prior to completion of the proceedings by the City and before the issuance of any building permit(s).

SEC. 10.20 DESIGN REVIEW GUIDELINES

A. *Applicability*

- A. The Standard Design Guidelines apply to the B-1, B-1A, I-1 and I-2 District.
- B. The Standard Design Guidelines shall apply to all new buildings, additions and exterior renovations.
- C. All proposed façade changes including painting shall be subject to approval from the City of Hanover, including all required permitting. Painting or staining the exterior materials of a building in the same color as exists on the building shall be considered maintenance and not subject to approval.
- D. The Design Guidelines for Stormwater Management apply to all Districts.
 - 1. No building permit or permit to allow land disturbing activities shall be issued until approval of the requirements set forth in City Code: Chapter 9 – Water, Sanitary Sewer, and Storm Water. The Erosion and Sediment Control (ESC) Plans and Stormwater Management Plans (SWMP) shall be consistent with NPDES permit requirements, and the filing or approval requirements of other regulatory bodies.

DB. *Standard Design Guidelines Criteria*

- A. The exterior of non-residential and multi-family residential structures shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance.
- B. **General Requirements.**
 - 1. Exterior Materials.
 - a. All structures shall have an exterior finish consisting of the following permitted materials:
 - (1) Brick.
 - (2) Stone (natural or artificial).
 - (3) Integral colored spit face (rock face) concrete block.
 - (4) Wood, natural or engineered, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood or cypress.
 - (5) Stucco (natural or artificial), including exterior insulated finishing systems (EIFS).
 - (6) Fiber cement board.
 - (7) Precast concrete.
 - (8) Metal may be used as an exterior material for architectural trim.
 - b. Building foundations not exceeding two (2) feet and other such portions of a building's façade need not comply with the requirements for the primary façade treatment or materials.
- C. **Special Design and Performance Standards in B-1 District.** The following special design and performance standards shall be observed in the B-1 District:

1. Areas adjacent to the Crow River should be retained as open space with walking trails, and passive recreation amenities including benches, picnic areas, view corridors, and natural open space.
2. Where possible, building designs should take advantage of view from public streets as well as from the Crow River and treat both as building frontages for architectural design.
3. An awning, canopy, or marquee suspended from a building may extend over the public right-of-way ten (10) feet and not closer than five (5) feet to the curb line extended. The lowest point of such structures shall be not less than eight (8) feet from the sidewalk or ground grade line, and the owner of such structure shall be responsible for its structural safety.
4. Flat roof or a false front or parapet (false front) wall covering a sloped roof is desired.
5. Building fronts should contain multiple windows, excluding skylights, tinted windows and ribbon windows.
6. Divided Windowpanes with mullions are encouraged except for storefront windows.
7. Multi-panel exterior doors are encouraged.
8. Desirable Design Elements.
 - a. Storefront canopies or window canopies.
 - b. Hanging signs.
 - c. One or more accent colors.
 - d. Planters and landscaped areas.
 - e. Benches.
 - f. Decorative lighting.
9. Parking.
 - a. Site parking is to be located to the side or rear of buildings where possible.
 - b. A reduction of up to ten (10) percent in the number of required offstreet parking spaces may be approved by the Zoning Administrator in the case of shared parking areas between abutting uses.
10. Loading.
 - a. Loading areas and docks shall be located to the rear or side of the principal building where possible.
 - b. Special landscape, screening or building design measures shall be required to minimize and limit the visual impact of loading docks and areas from view from adjacent properties, right-of-way and the Crow River.
11. Pedestrian Circulation.
 - a. Each property shall be responsible for the installation and maintenance of a sidewalk pursuant to City standards from the front lot line to the main entrance of the principal structure.
 - b. Each property shall provide a designated pedestrian circulation system (i.e. sidewalk) through and from off-street parking areas to the main entrance of the principal structure.
 - c. Each property shall provide sidewalk access at property edges and to adjacent lots and said access shall be coordinated with existing development to provide circulation patterns between developments.

Buildings, landscaping, fences and other improvements shall be located so as not to preclude eventual site-to-site connections.

C. *Design Guidelines for Stormwater Management Criteria*

- A. **Erosion and Sediment Control.** Unless otherwise exempted by other City Codes, Applicants are required to develop an Erosion and Sediment Control (ESC) Plan and follow the Erosion and Sediment Control requirements of Chapter 9 of the City Code and are encouraged to incorporate the Stormwater Management requirements of the same code, for all proposed land disturbing activities within the City that meet any or all of the following:
1. Disturbs a total land surface area of 5,000 square feet or more; or
 2. Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of material; or
 3. Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.
- B. **Stormwater Management.** Unless otherwise exempted by other City Codes, Applicants are required to develop a Stormwater Management Plan that meets the requirements of Chapter 9 of the City Code, for all proposed land disturbing activities within the City that meet any or all of the following:
1. Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or
 2. All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or
 3. Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

SEC. 10.21 SITE AND BUILDING PLAN REVIEW

- A. *Purpose:* The purpose of this Section is to establish a collaborative formal site plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Chapter.
- B. *Exceptions to Review:* Except in those cases specifically cited within this Chapter, the following shall be excepted from the foregoing requirements of this Section:
1. Agricultural Uses.

2. Single-family detached dwellings.
3. Two-family attached dwellings if in a group of four (4) or less dwelling units.
4. Residential accessory structures

C. *Sketch Plan:*

1. Prior to the formulation of a site plan and to filing of a formal application, applicants may present a sketch plan to the Administrator. The sketch plan shall be conceptual but shall be drawn to scale with topography of a contour interval not greater than two (2) feet and may include the following:
 - a. The proposed site with reference to existing development, topography, and drainage conditions on adjacent properties, at least to within two hundred (200) feet.
 - b. Natural features.
 - c. General location of existing and proposed structures including signs.
 - d. Tentative access, circulation and street arrangements.
 - e. Amenities to be provided such as recreational areas, open space, walkways, landscaping, etc.
 - f. General location of parking areas.
 - g. Proposed public sanitary sewer, water and storm drainage.
 - h. A statement showing the proposed density of the project with the method of calculating said density also shown.
 - i. Extent of and any proposed modifications to land within the special Environmental Protection Districts as established by the Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
 - j. Other items as may be deemed necessary by City staff.
2. The Administrator shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Administrator, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.

- D. *Procedure:* An application for site and building plan review is to be processed in accordance with the provisions of this Chapter.
- E. *Criteria:* The Planning Commission and City Council shall evaluate the proposed site plan based upon compliance with the City Comprehensive Plan, provisions of this Chapter, and other applicable chapters of the City Code.
- F. *Site Plan Information Requirement:* The information required for all site plan applications generally consists of the following items, and shall be submitted unless waived by the Administrator.
1. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
 - a. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet (1" = 50') or less.
 - b. North point indication.
 - c. Existing boundaries with lot dimension and area.
 - d. Existing site improvements.
 - e. All encroachments.
 - f. Easements of record.
 - g. Legal description of the property.
 - h. Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.
 2. A site plan utilizing a copy of the current certificate of survey as a base for the site in question, depicting the following:
 - a. Name and address of developer/owner.
 - b. Name and address of architect/designer.
 - c. Date of plan preparation.
 - d. Dates and description of all revisions.
 - e. Name of project or development.

- f. All proposed improvements, including:
 - (1) Required and proposed setbacks.
 - (2) Location, setback and dimensions of all proposed buildings and structures.
 - (3) Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
 - (4) Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
 - (5) Location, number, and dimensions of proposed loading spaces.
 - (6) Location, width, and setbacks of all curb cuts and driveways.
 - (7) Vehicular circulation.
 - (8) Sidewalks, walkways, trails.
 - (9) Location and type of all proposed lighting, including details of all proposed fixtures.
 - (10) Location of recreation and service areas.
 - (11) Location of rooftop equipment and proposed screening.
 - (12) Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
 - (13) Location, sizing, and type of water and sewer system mains and proposed service connections.
- 3. Grading, stormwater pollution prevention plan, and drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
 - a. Existing contours at two (2) foot intervals (may be from LIDAR if verified by surveyor).
 - b. Proposed grade elevations at two (2) foot maximum intervals.

- c. Drainage plan, including the configuration of drainage areas and calculations.
 - d. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
 - e. Spot elevations (prepared by a Minnesota licensed surveyor).
 - f. Proposed driveway grades.
 - g. Surface water ponding and treatment areas.
 - h. Erosion control measures as required by Chapter 9 of the City Code.
 - i. Requirements in of Storm Water Pollution Control Regulations in City Code.
4. Landscaping plan, utilizing a copy of the site plan as a base for the site in question, depicting the following:
- a. Planting schedule (table) containing:
 - (1) Symbols.
 - (2) Quantities.
 - (3) Common names.
 - (4) Botanical names.
 - (5) Sizes of plant material.
 - (6) Root specification (bare root, balled and burlapped, potted, etc.).
 - (7) Special planting instructions.
 - b. Location, type and size of all existing significant trees to be removed or preserved.
 - c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
 - d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.

- e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
 - f. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
 - g. Delineation of both sodded and seeded areas with respective areas in square feet.
 - h. Coverage plan for underground irrigation system, if any.
 - i. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
 - j. Other existing or proposed conditions which could be expected to affect landscaping.
5. Other plans and information as required by the Administrator including, but not limited to:
- a. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
 - b. Floor plan drawn to scale with a summary of square footage for each use or activity.
 - c. Fire protection plan.
 - d. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
 - e. Type, location and size (area and height) of all signs to be erected upon the property in question.
 - f. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
 - g. Sound source control plan.
 - h. Lighting plan including a photometric plan.

- G. *Site Plan Modifications:* An amended site plan shall be applied for and administered in a manner similar to that required for a new site plan.
- H. *Site Plan Agreements:* All site and construction plans officially submitted to the City shall be treated as a formal agreement between the applicant and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Administrator for review and approval. Within the flood plain, the applicant shall be required to submit certification by a registered professional engineer or land surveyor that the finished fill and finished floor elevations were accomplished in compliance with the provisions of this Chapter.
- I. *Building Codes:* The review and approval of site improvements pursuant to the requirements of City adopted building and fire codes shall be in addition to the site plan review process established under this Article. The site plan approval process does not imply compliance with the requirements of building and fire codes.

SEC. 10.22 ZONING DISTRICTS AND THE MAP

(a) For the purpose of this chapter, the city is hereby divided into the following zoning districts.

Symbol	District Name
RA	Residential-Agricultural
R-1	Neighborhood Residential
R-1A	Single-Family Residential
R-2	Multifamily Residential
B-1	Downtown River Commercial District
B-1A	Downtown River District
B-2	Highway Commercial District
I-1	Limited Industrial District
I-2	General Industrial District
I-3	Industrial Park District
CD	Conservation Design Overlay District
EC	Ecological Corridor Overlay District
PUD	Planned Unit Development Overlay District

(b) The location and boundaries of the districts and overlay districts established by this chapter is set forth on the zoning map which is hereby incorporated as part of this

SEC. 10.28 NON-RESIDENTIAL DISTRICT PERFORMANCE STANDARD CHART

LAND USES DIMENSIONAL REQUIREMENTS AND PERFORMANCE
STANDARDS
BUSINESS INDUSTRIAL DISTRICTS

Performance Standard	B-1	B1A	B-2	I-1	I-2	I-3
Minimum Lot Area	12,000 sq. ft.	12,000 sq.ft./ 15,000 ft. residential plus 2,000 sq. ft for each dwelling in excess of 2	20,000 sq. ft.	1 acre	32,670 sq. ft.	32,670 sq. ft.
Minimum Lot Width	50 ft.	50 ft./	100 ft.	100 ft.	100 ft.	
Minimum Lot Depth						
Maximum building height (except permitted by CUP)	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	2 ½ stories or 35 ft.	3 stories or 45 ft.
Front yard setback and Corner Side Setback	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (20 ft. on River Road and Main Street)	30 ft. (100 ft if across from residential)	30 ft. (100 ft if across from residential)

Performance Standard	B-1	B1A	B-2	I-1	I-2	I-3
Side yard setback	None (50 ft. where adjacent to residential district)	None (50 ft. where adjacent to residential district); Residential structures 15 ft.	Ten Feet (10) (50 ft. where adjacent to residential district)	None (50 ft. where adjacent to residential district)	20 ft. (100 ft. where adjacent to residential district)	20 ft. (100 ft. where adjacent to residential district)
Rear yard setback	None except no building shall be located within twenty (20) feet of a rear lot line abutting any residential district.	None except no building shall be located within twenty (20) feet of a rear lot line abutting any residential district.	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)	20 ft. (50 ft. where adjacent to residential district)
Wetland setback	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.
Bluff setback	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.	30 ft.
GD and RD waters setback	75 ft.	75 ft.	75 ft.	75 ft.	75 ft.	75 ft.
NE waters setback	200 ft.	200 ft.	200 ft.	200 ft.	200 ft.	200 ft.
Impervious coverage	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75% (30% in shoreland area)	75 % 50% (30% in shoreland area; 25% of lot must be green space)

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

ORDINANCE NO. 2016-02

**AN ORDINANCE AMENDING CHAPTER 9,
SECTIONS 9.26, 9.27, 9.29, 9.32, 9.35, 9.36, 9.37, 9.38
PERTAINING TO MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:

Section 1. Section 9.26 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 9.26 is added as follows:

SEC. 9.26 PURPOSE AND INTENT

This article is intended to:

- A. Protect life and property from dangers associated with flooding.
- B. Implement the city's Comprehensive Water Resource Management Plan.
- C. Protect public and private property and natural resources from damage caused by stormwater runoff and erosion.
- D. Ensure site design that minimizes the generation of stormwater and maximizes the use of best management practices (BMPs) for stormwater treatment consistent with Low Impact Development (LID) practices.
- E. Provide a single, consistent set of performance standards that apply to land disturbing activities.
- F. Protect water quality from impacts due to increased nutrients, pathogens, toxins, debris, sediment, and thermal stress.
- G. Promote infiltration and groundwater recharge.

This article is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462; Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.

Section 2. Section 9.27 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 9.27 is added as follows:

SEC. 9.27 DEFINITIONS

- A. “Best Management Practices (BMPs)” means erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. Examples of BMPs can be found in Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices, U.S. Environmental Protection Agency 1992; Protecting Water Quality in Urban Areas, Minnesota Pollution Control Agency 2000; Minnesota Urban Small Sites BMP Manual, Metropolitan Council 2001; Erosion Control Handbook, Minnesota Department of Transportation 2002; State of Minnesota Stormwater Manual, MPCA 2005.
- B. “Discharge” means the conveyance, channeling, runoff, or drainage of storm water, including snow melt, from a construction site.
- C. “Energy Dissipation” refers to methods employed at pipe outlets to prevent erosion. Examples include, but are not limited to, aprons, riprap, splash pads, and gabions that are designed to prevent erosion.
- D. “Erosion” means any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of people and nature.
- E. “Erosion Control” means methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.
- F. “Erosion and Sediment Practice Specifications or Practice” means the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by either the City, county or local watershed group, whichever is more stringent.
- G. “Exposed Soil Areas” means all areas of the construction site where the vegetation (trees, shrubs, brush, etc.) has been removed. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site.
- H. “Filter Strips” means a vegetated section of land designed to treat runoff as overland sheet flow. They may be designed in any natural vegetated form from a grassy meadow to a small forest. Their dense vegetated cover facilitates pollutant removal and infiltration.
- I. “Final Stabilization” means all soil disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of seventy-five (75) percent of the cover for unpaved areas and areas not covered by permanent structures has been established or equivalent

permanent stabilization measures have been employed. Simply sowing grass seed is not considered stabilization.

- J. “Hazardous Materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- K. “Hydric Soils” means soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.
- L. “Hydrophytic Vegetation” means macrophytic plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.
- M. “Illegal Discharge” means any direct or indirect non-stormwater discharge to the storm drain system.
- N. “Illicit Connections” are defined as either of the following:
 - a. Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to sewage, process wastewater, wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or
 - b. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.
- O. “Industrial Activity” means activities subject to NPDES Industrial Stormwater Permits as defined in 40 CFR, Section 122.26 (b)(14).
- P. “Land Disturbance Activity” means any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government’s jurisdiction, including clearing and grubbing, grading, excavation, transporting, logging, and filling of land. Within the context of this rule, land disturbance activity does not mean:
 - a. Minor land disturbance activities such as home gardens and an individual’s home landscaping, repairs, and maintenance work.
 - b. Construction, installation, and maintenance of electric, telephone, and cable television, utility lines or individual service connection to these utilities, which result in creating under five thousand (5,000) square feet of exposed soil.
 - c. Tilling, planting, or harvesting of agricultural or horticultural crops.

- d. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles that result in creating under five thousand (5,000) square feet of exposed soil.
 - e. Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have required an approved erosion and sediment control plan, except for the emergency, then the land area disturbed must be shaped and stabilized in accordance with the City's requirements as soon as possible.
- Q. "Municipal Separate Storm Sewer System (MS4)" means the system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) owned and operated by the City of Hanover and designed or used for collecting or conveying stormwater, and that is not used for collecting or conveying sewage.
- R. "National Pollutant Discharge Elimination System (NPDES)" Stormwater Discharge Permit means a permit issued by Minnesota Pollution Control Agency that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
- S. "Non-Stormwater Discharge" means any discharge to the storm drain system that is not composed entirely of stormwater.
- T. "Paved Surface" means a constructed hard, smooth surface made of asphalt, concrete or other pavement material. Examples include, but are not limited to, roads, sidewalks, driveways and parking lots.
- U. "Permanent Cover" means the surface type that will minimize soil failure under erosive conditions. Examples include grass, native vegetation, landscape rock, gravel, asphalt, and concrete.
- V. "Redevelopment" means projects with more than 15 percent impervious prior to construction.
- W. "Runoff Coefficient" means the average annual fraction of total precipitation that is not infiltrated into or otherwise retained by the soil, concrete, asphalt or other surface upon which it falls that will appear at the conveyance as runoff.
- X. "Sediment" means the product of an erosion process; solid material both mineral and organic, that is in suspension, is being transported, or has been moved by water, air, or ice, and has come to rest on the earth's surface either above or below water level.
- Y. "Sedimentation" means the process or action of depositing sediment caused by erosion.
- Z. "Sediment Control" means the methods employed to prevent sediment from leaving the development site. Sediment control practices include silt fences, sediment traps, earth dikes,

drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

- AA. “Stabilized” means the exposed ground surface after it has been covered by sod, erosion control blanket, rip rap, or other material that prevents erosion from occurring. Simply sowing grass seed is not considered stabilization.
- BB. “Storm Water,” Under Minnesota Rule 7077.0105, subpart 41b, as amended, supplemented or replaced from time to time, means “precipitation runoff, storm water runoff, snow melt runoff, and any other surface runoff and drainage.” (According to the Federal Code of Regulations under 40 CFR 122.26 [b][13], “Storm water means storm water runoff, snow melt runoff and surface and drainage.”)
- CC. “Storm Water Management Plan” means a joint storm water and erosion and sediment control plan that is a document containing the requirements set forth in this Chapter, that when implemented will decrease soil erosion on a parcel of land and off-site non-point pollution and sediment damages.
- DD. “Temporary Erosion Protection” means methods employed to prevent erosion before final stabilization. Examples include: straw, mulch, erosion control blankets, wood chips, and erosion netting.
- EE. “Urban” means of, relating to, characteristic of, constituting a city.
- FF. “Vegetated or Grasses Swales” means a vegetated earthen channel that conveys storm water, while treating the storm water by biofiltration. Pollutants are removed by both filtration and infiltration.
- GG. “Waters of the State,” As defined in Minnesota Statutes Section 115.01, subd. 22, as amended, supplemented or replaced from time to time, the term “... “waters of the state” means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.”
- HH. “Wet Detention Facility” means a permanent man-made structure for the temporary storage of runoff that contains a permanent pool of water.
- II. “Wetlands,” as defined in Minnesota Rules 7050.0130, subp. F, as amended, supplemented or replaced from time to time, are those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

- a. A predominance of hydric soils;
- b. Inundated or saturated by surface water or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and
- c. Under normal circumstances support a prevalence of such vegetation.

Section 3. Section 9.29 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 9.29 is added as follows:

SEC. 9.29 APPLICABILITY AND SCOPE

- A. Stormwater Management Permit. The City requires a Stormwater Management Permit for land disturbing activities. The application requirements and performance standards vary depending on the size of the project as described below.
 - 1. Small Site Projects - construction erosion and sediment control focus that are required to develop an Erosion and Sediment Control (ESC) Plan.
 - a. The following land disturbing activities shall require a Stormwater Management Permit:

Location of Activity	Activity Threshold
<ul style="list-style-type: none"> • Bluff impact zone • Shoreland setback area • Wetland buffer zone (30 feet from wetland edge) 	Activities disturbing more than 5,000 square feet and less than one (1) acre.
<ul style="list-style-type: none"> • Natural or constructed drainageways 	Any activity that alters the course, current or cross-section of the drainageway
<ul style="list-style-type: none"> • All other areas 	Disturbs a total land surface area of 5,000 square feet or more Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of material. Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance

- b. The following activities may be undertaken without a Stormwater Management Permit:
 - 1) Any part of a subdivision if a preliminary plat for the subdivision has been approved by the City Council on or before the effective date of this Article.
 - 2) Any site plans approved on or before the effective date of this Article.
 - 3) A lot for which a building permit has been approved on or before the effective date of this Article.
 - 4) Operation and maintenance of yards and gardens.
 - 5) Installation and maintenance of fence, sign, and other kinds of posts or poles.
 - 6) Tilling, planting, or harvesting of agricultural or horticultural crops.
 - 7) Emergency work to preserve life, limb, or property and emergency repairs.
- 2. Large Site Projects – construction erosion control and post construction stormwater management that are required to develop a Stormwater Management Plan in combination with the erosion and sediment control requirements.
 - a. The following activities shall require a Stormwater Management Permit:
 - 1) Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or
 - 2) All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or
 - 3) Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.
 - b. The following activities may be undertaken without a Stormwater Management Permit:
 - 1) Emergency work to preserve life, limb, or property and emergency repairs

- B. NPDES Permit. All activity must comply with the most recent NPDES permit requirements as administered under the Minnesota NPDES General Stormwater Permit for Construction Activity, Permit Number MN R100001 and all subsequent revisions.
- C. TMDL Allocation Plans. All permits must be in compliance with TMDL allocation plans, and other special district plans as shall be adopted and amended from time to time.
- D. Other Permits Contingent on Land Disturbing Permit. No building permit, subdivision approval, or other permit to allow land disturbing activities shall be issued until the permits described in this Article have been approved. No land disturbing activity covered by this Article shall be conducted until after the required permits have been approved and issued.
- E. Activity not Requiring a Permit. All land disturbing activities not specifically required to obtain a permit are encouraged to incorporate erosion and sediment control best management practices relevant to the activity.

Section 4. Section 9.32 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 9.32 is added as follows:

SEC. 9.32 PERFORMANCE STANDARDS

- A. Small Site Projects. All small site projects shall:
 - 1. Implementation of all practices identified on the EROSION AND SEDIMENT CONTROL PLANNING CHECKLIST.
- B. Large Site Projects. All large site projects shall:
 - 1. Comply with the most recent requirements and performance standards of the NPDES General Stormwater Permit as administered under the Minnesota NPDES General Stormwater Permit for Construction Activity, Permit Number MN R100001 and all subsequent revisions.
 - 2. Achieve the following rate control standards for permanent stormwater management facilities:
 - a. New Development. For the 1-year, 10-year, and 100-year 24-hour SCS Type II storm events and the 100-year 10-hour snowmelt event (see Table 1), the proposed post- development runoff rate must not exceed 0.1 cubic feet per second per acre In flood prone areas and landlocked subwatersheds, greater restrictions may apply. Pervious curve numbers shown in Table 3 shall be used for new turf grass.
 - b. Redevelopment. For the 1-year, 10-year, and 100-year 24-hour SCS Type II storm events, and the 100-year 10-hour snowmelt event (Table 1) the proposed post-development runoff rate must not exceed the existing development conditions runoff rate. In flood prone areas and landlocked subwatersheds, greater

restrictions may apply. Pervious curve numbers shown in Table 3 shall be used for existing and new turf grass.

Table 1. Precipitation for different storm events

SCS Type II 24-hour storm event	Precipitation
1-Year	2.3 inches
10-Year	4.1 inches
100-Year	5.9 inches
SCS Type II 10-day snow melt	
100-year 10-day snow melt	7.35 inches

Table 2. Runoff curve numbers for pre-settlement conditions

Hydrologic Soil group	A	B	C	D
Runoff Curve Number	35	55	70	77

3. Achieve the following volume control standards for permanent stormwater management facilities:
 - a. New Development/Redevelopment. For nonlinear developments that create and/or fully reconstruct more than one acre of impervious surface on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1 inch of runoff from all impervious surfaces on the site.
 - b. Linear Development. Linear projects on sites without restrictions that create one acre or greater of new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:
 - 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site
 - 1 inch of runoff from the net increase in impervious area on the site

Mill and overlay and other resurfacing activities are not considered fully reconstructed.

The use of infiltration techniques shall be restricted and subject to additional City review where the infiltration BMP will be constructed in any of the following areas:

- Where industrial facilities are not authorized to infiltrate industrial stormwater under and NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- Where vehicle fueling and maintenance occur.
- With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of the bedrock.
- Where high levels of contaminant in soil or groundwater will be mobilized by the infiltrating stormwater.
- Soils are predominately Hydrologic Soil Group D (clay) soils.
- Drinking Water Supply Management Areas are present, as defined by Minn. R. 4720.51000, subp. 13, unless precluded by a local unit of government with an MS4 permit.
- Soil infiltration rates are more than 8.3 inches per hour unless soils are amended to flow the infiltration rate below 8.3 inches per hour.

Where the site factors listed above limit the construction of infiltration systems, the project proposer shall provide appropriate documentation to the City regarding the limitations. If the City determines that infiltration is restricted or prohibited onsite, the applicant will follow the flexible treatment options outlined below in section 9.32.B.5.

For linear projects with lack of right-of-way, easements or other permissions from property owners to install treatments systems that are capable of treating the total water quality volume on site, the project must maximize treatment through other methods or combination of methods before runoff is released to nearby surface waters. Alternative treatment options include: grassed swales, filtration systems, smaller ponds, or grit chambers. In all circumstances, a reasonable attempt must be made to obtain right-of-way during the project planning and all attempts of infeasibility must be recorded.

4. Achieve the following water quality standards for permanent stormwater management facilities:
 - a. New Development. Reduce the total suspended solids load by eighty-five (85) percent, and the phosphorus load by sixty (60) percent for the site as a whole, based on the average annual rainfall, as compared to no runoff management controls.

- b. Redevelopment. There shall be no net increase in phosphorus and sediment load from the site.
5. In the event that it is infeasible to meet the volume control standard due to contaminated soils, site constraints, etc. the proposed permanent stormwater treatment practices will need to maintain the total suspended solids and total phosphorus loading to satisfy the water quality standards using the following flexible treatment options (FTPs):

Option 1:

- Applicant attempts to comply with the following conditions:
 - Achieve at least 0.55 inch volume reduction goal, and
 - Remove 75 percent of the annual total phosphorus load, and
 - Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site

Option 2:

- Applicant attempts to comply with the following conditions:
 - Achieve volume reduction to the maximum extent practicable (as determined by the Local Authority), and
 - Remove 60 percent of the annual total phosphorus load, and
 - Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.

Option 3:

- Off-site mitigation (including banking or cash or treatment on another project, as determined by the local authority) equivalent to the volume reduction performance goal can be used in areas selected in the following order of preference:
 - Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - Locations within the same Department of Natural Resources (DNR) catchment area as the original construction activity.
 - Locations in the next adjacent DNR catchment area up-stream.
 - Locations anywhere within the local authority's jurisdiction.

Methods for meeting these water quality requirements in the decreasing order of preference:

- a) Credits and site design practices to minimize the creation of connected impervious surfaces are used to the extent practical.
- b) Underdrains to promote filtration instead of infiltration.
- c) Off-site infiltration.
- d) On-site wet detention with permanent pool volume below the normal outlet that is greater than or equal to the runoff from a 2.5 inch, 24-hour storm over the entire contributing drainage area, assuming full development.

6. Infiltration practices shall be distributed throughout areas containing A and B soils.
7. To the greatest extent practical, placement of impervious surfaces on A and B soils shall be avoided.
8. The soil survey found in the Comprehensive Water Resource Management Plan shall be used as a starting point for assessing soil types.
9. Better Site Design/Low Impact Development practices as identified in the Minnesota Stormwater Manual published by the Minnesota Pollution Control Agency and the Alternative Stormwater Best management Practices Guidebook published by the Valley Branch Watershed District shall be used to design sites and meet the performance standards.
10. Stormwater ponds shall meet the following design standards in addition to standard engineering practices and recommended practices under the NPDES permit:
 - a. Side slopes shall be no greater than 5:1. Side slopes are defined as the area between the permanent water level and the top of the slope.
 - b. At a minimum, side slopes shall be seeded with turf grass or native seed mix appropriate to the site conditions. The selection of native seed species should be guided by the “ecological system summaries and class factsheets” for native plant communities published by the Minnesota Department of Natural Resources. Selected factsheets representing desired native plant communities are available from the City. Side slopes shall also be planted with trees at the rate of 12 trees per acre of side slope.
 - c. Be maintained by the applicant appropriately during the first three years to ensure plant establishment and survival. The City shall withhold sufficient financial security to warrant plant survival for three years. The City will release the security after determining that the side slopes are stabilized, that intended vegetation is well established and that it is relatively free of invasive species.
 - d. Emergency overland flow structures (e.g. swales, spillways) shall be incorporated into pond designs to prevent undesired flooding resulting from storms larger than the 100-year event or plugged outlet conditions.
11. The Lowest Floor Elevation (LFE) of any structure shall be at least three (3) feet above the anticipated high water elevation.
12. Stormwater management plans will stage construction and specifically address temporary erosion and sediment control measures to preserve the infiltration capacity of proposed on site and regional stormwater management features to ensure that such features are not impaired at conclusion of construction. Plans shall also demonstrate methods of staging construction to minimize soil compaction during construction. Soil testing and decompaction may be required if site construction activities negatively impact soil permeability.

13. All stormwater treatment facilities shall be located in an Outlot unless the facility is adjacent to a public right of way. A drainage and utility easement shall cover all facilities unless the facility is located in an Outlot dedicated to the city. Facilities may be located within the right of way at the city's discretion. Access shall be provided to each treatment facility of sufficient size to perform maintenance activities identified in the maintenance plan.

Section 5. Section 9.35 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 9.35 is added as follows:

SEC. 9.35 STORMWATER AND URBAN RUNOFF POLLUTION CONTROL

A. Illegal Disposal.

1. Discarded Materials. No person shall throw, deposit, place, leave, maintain, or keep or permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might be or become a pollutant, except in containers, recycling bags, or other lawfully established waste disposal facility.
2. Landscape Materials and Debris. No person shall apply fertilizer or chemicals or dispose of leaves, dirt, or other landscape debris into a street, road, alley, impervious surface, catch basin, culvert, curb, gutter, inlet, ditch, natural water body or watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance. Fertilizers and chemical applications shall not occur within 16.5 feet of any wetland or the vegetation line abutting water resources.

B. Good Housekeeping Provisions. Any owner or occupant of property within the City shall comply with the following good housekeeping requirements:

1. Chemical or Septic Waste. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm drain systems may occur. This section shall apply to both actual and potential discharges.
2. Runoff Minimized. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and is not in violation of any other provision of the City's Land Use Code.
3. Storage of Materials, Machinery, and Equipment. Materials or equipment shall be stored to limit risk of contamination by runoff and in conformance with local, state, and federal requirements.
 - a. Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff.

- b. Any machinery or equipment which is to be repaired or maintained shall be placed in a confined area to contain leaks, spills, or discharges.

C. Removal of Debris and Residue.

1. All motor vehicle parking lots located in areas susceptible to runoff shall be kept clean of debris and residues. Such debris shall be collected and disposed of properly.
2. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which are located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly or as determined by the Administrator. Household hazardous waste may be disposed of through the City collection program or at any other appropriate disposal site and shall not be placed in a trash container.

Section 6. A new Section 9.36 of the City of Hanover Code of Ordinances is added as follows:

SEC. 9.36 REGULATION OF DISCHARGE INTO STORM SEWER SYSTEM

- A. Statutory Authorization and Purpose. The purpose of this section is to provide for the health, safety, and general welfare of the citizens of the City of Hanover through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This section establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the MS4 permit issued to the City of Hanover by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this section are:
1. To regulate the contribution of pollutants to the MS4 by stormwater discharges by any user.
 2. To prohibit illicit connections and discharges to the MS4.
 3. To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this section.
- B. Applicability. This section shall apply to all water entering the storm drainage system generated on any developed and undeveloped lands unless explicitly exempted by the City of Hanover.
- C. Responsibility for Administration. The City of Hanover shall administer, implement, and enforce the provisions of this section. Any powers granted or duties imposed upon the City of Hanover may be delegated in writing by the city manager to persons or entities acting in the beneficial interest of or in the employ of the city.
- D. Compatibility with Other Regulations. This section is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this section are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law,

and where any provision of this section imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

- E. Severability. The provisions of this section are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this section or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this section.
- F. Ultimate Responsibility. The standards set forth herein and promulgated pursuant to this section are minimum standards; therefore this section does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.
- G. Discharge Prohibitions.
 - 1. Prohibition of Illegal Discharges. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any pollutants or waters containing any pollutants, other than stormwater.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- a) The following discharges are exempt from discharge prohibitions established by this section: water line flushing, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, and street wash water.
 - 1) Discharge of swimming pools, crawl spaces, sump pumps, footing drains, and other sources that may be determined to contain sediment or other forms of pollutants may NOT be discharged directly to a gutter or storm sewer. This discharge must be allowed to flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals, and infiltration of water consistent with the stormwater requirements of the City of Hanover.
 - b) Discharges or flow from firefighting, and other discharges specified in writing by the City of Hanover as being necessary to protect public health and safety.
 - c) Discharges associated with dye testing; however, this activity requires a verbal notification to the City of Hanover prior to the time of the test.
 - d) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Minnesota Pollution Control Agency (MPCA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
- 2. Prohibition of Illicit Connections.

- a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- c) A person is considered to be in violation of this section if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- d) Improper connections in violation of this section must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City of Hanover.
- e) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of Hanover requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City of Hanover.

H. Watercourse Protection. Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within their property free of trash, debris, yard waste generated by the owner and/or lessee, excessive planted vegetation, and other manmade obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse with the exception of natural vegetation and trees.

I. Industrial or Construction Discharges.

1. Submission of NOI to the City

- a) Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Hanover prior to the allowing of discharges to the MS4.
- b) The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial activity shall submit a copy of the Notice of Intent (NOI) to the City of Hanover at the same time the operator submits the original Notice of Intent to the EPA as applicable.
- c) The copy of the Notice of Intent may be delivered to the City of Hanover either in person or by mailing it to:

Notice of Intent to Discharge Stormwater
 City of Hanover
 11250 5th Street NE
 Hanover, MN 55341

- d) A person commits an offense if the person operates a facility that is discharging stormwater associated with industrial activity without having submitted a copy of the Notice of Intent to do so to the City of Hanover.

J. Compliance Monitoring.

1. Right of Entry. On behalf of the City of Hanover, the City Administrator, or his or her designee shall be permitted to enter and inspect facilities subject to regulation under this section as often as may be necessary to determine compliance with this section.
2. Search Warrants. If the City of Hanover, the City Administrator, or the designee has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this section, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City of Hanover may seek issuance of a search warrant from any court of competent jurisdiction.

- K. Requirement to Prevent, Control, and Reduce Stormwater Pollutants by the Use of Best Management Practices. On behalf of the City of Hanover, the City Administrator, or his or her designee will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the United States. The owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs.

Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater management plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

- L. Notification of Spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City of Hanover in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City within three (3) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or

operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

Failure to provide notification of a release as provided above is a violation of this ordinance.

- M. Violations and Penalties. Any person violating any provision of this article is guilty of a misdemeanor.
1. Emergency cease and desist orders. When the City Administrator or his or her designee finds that any person has violated, or continues to violate, any provision of this section, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the state which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City Administrator or his or her designee may issue an order to the violator directing it immediately to cease and desist all such violations.
 2. Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger.
 3. Violations deemed a public nuisance. In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this section is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense; and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.
- N. Remedies Not Exclusive. The remedies listed in this section are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City of Hanover to seek cumulative remedies.

The City of Hanover may recover all attorney's fees, court costs and other expenses associated with enforcement of this section, including sampling and monitoring expenses.

Section 7. Existing Section 9.36 of the City of Hanover Code of Ordinances is renumbered to Section 9.37:

Section 8. Existing Section 9.37 of the City of Hanover Code of Ordinances is renumbered to Section 9.38:

Section 8. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this ___th day of _____, 2016.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Memorandum

To: *Planning Commission, City of Hanover*

From: *Greg Beckius, WSB & Associates*
Justin Messner, WSB & Associates

Date: *March 31, 2016*

Re: *WSB Project No. 2092-750*

WSB & Associates' staff reviewed the City of Hanover's Chapter 9: Water, Sanitary Sewer, and Storm Water Ordinance and have identified where the current ordinances have deficiencies according to the requirements of the Municipal Separate Storm Sewer System (MS4) General Permit.

Our recommended ordinance revisions are designed to bring the City's ordinances into compliance with the new regulatory mechanism requirements of the MS4 General Permit.

Below is a brief summary of the ordinance analysis performed and recommendations for ordinance revisions required to satisfy the new requirements of the MS4 General Permit as outlined below.

Ordinance Analysis

WSB staff reviewed the Minnesota Pollution Control Agency's MS4 Permit, which outlined the tasks the City agreed to undertake in order to come into compliance with the MS4 General Permit by October 25, 2016. WSB staff compared the City of Hanover's ordinances to the Environmental Protection Agency's model ordinances and ordinances that have been adopted by other Cities that are representative of the type of language and content needed to satisfy the new permit requirements. WSB staff also utilized guidance documents from the Minnesota Pollution Control Agency which included recommendations for satisfying the regulatory mechanism requirements for Minimum Control Measure 3, 4, and 5.

Recommendations

The following City Chapter 9: Water, Sanitary Sewer, and Storm Water Ordinance changes are recommended to be revised to be in compliance with the new requirements of the MS4 General Permit. Also identified, is a brief description of the revisions.

Sec 9.26 – Purpose and Intent

- Update the Purpose section to include statutory authorization

Sec 9.27 – Definitions

- Add clear definitions for the following:
 - Hazardous materials, illegal discharge, illicit connections, industrial activity, municipal separate storm sewer system, national pollutant discharge elimination system, non-stormwater discharge, redevelopment

Sec 9.29 – Applicability and Scope

- Update requirements for Small Site Projects to develop an Erosion and Sediment Control (ESC) Plan that follows the new Chapter 10 update
- Update requirements for Large Site Projects to develop an Stormwater Management Plan that follows the new Chapter 10 update

Sec 9.32 – Performance Standards

- The permit requirement is to capture and treat one inch of runoff off of the new impervious for projects that create an acre or more of new impervious
- Add language stating that if volume control is not feasible, various flexible treatment options would be incorporated into the project after a site evaluation to determine the best option
- Require projects to attempt to reach the minimum volume control the project can handle while still providing water quality treatment to reduce pollutants (total phosphorus) by 60%

Sec 9.35 – Stormwater and Urban Runoff Pollution Control

- Remove part B to create a new section for illicit discharge

Sec 9.36 – Regulation of Discharge into Storm Sewer System (new)

- New section
- Add language based on EPA model ordinance

Water Utility

SEC. 9.01 DELEGATION

The water system and facilities of the City of Hanover shall be operated and controlled by the Hanover, Frankfort, St. Michael and Albertville Water and Sanitary Sewer Board ("Board"). All rules and regulations concerning City Water shall be governed by the Board, which provisions are hereby incorporated by reference as if fully set forth herein.

SEC. 9.02 EXCLUSIVE STATUS

No person, group, corporation, association, cooperative, partnership or anyone else may install a private water system where public water service is available without the express written permission of the Board. Said permission shall be granted when a private system is the only feasible alternative because the Board cannot offer service in the area sought to be served. Further, no competing service or persons shall offer water services or facilities to anyone within the boundaries of the Board covered by this Ordinance.

SEC. 9.03 WATER PERMIT

A. Definitions. For the purpose of this section, the following terms shall have the following meanings:

1. "Joint Powers Board" shall mean the Hanover, St. Michael, and Albertville Water Board.
2. "Person" shall mean any individual, group of individuals, partnership, corporation, or entity other than a political subdivision that is a member of the Joint Powers Board or any employee, officer, agent, or representative of the Joint Powers Board or any of its members, acting in the line of duty and/or on behalf of said Board and/or its members.
3. "Joint Powers Board Water" or "Water" shall mean water obtained from a hydrant or other water dispensing device owned and/or operated by, the Joint Powers Board, that is not controlled and/or operated by a Joint Powers Board customer.

B. Obtaining Water. Joint Powers Board water may be obtained subject to the following:

1. Any person desiring to take, use, or obtain Joint Powers Board water shall make application for a water permit to the Joint Powers Board, on a form to be provided by the Joint Powers Board. Each water permit

application shall be accompanied by a deposit set by the Joint Powers Water Board which shall be used to offset the cost of water obtained.

2. No water may be obtained unless a permit has been acquired therefore from the Joint Powers Board. No permit shall be issued until the applicant submits the required application and deposit to the Joint Powers Board.
 3. No person shall obtain water from the Joint Power Board at any source other than the Pump House hydrant, located at 11100 50th Street N.E., Albertville, MN. Water may only be obtained from the Pump House hydrant when a back flow valve, provided by Joint Powers Board, is properly installed and used.
- C. Violation. Any person violating the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to the punishments set forth in the Minnesota Statutes and, shall also reimburse the Joint Powers Board for all costs incurred in remedying damage, including, but not limited to, contamination and “brown water”, resulting from said violation. Each unauthorized taking of water shall constitute a separate offense. Conviction of a violation of this Ordinance shall not preclude the Joint Powers Water Board (or this political subdivision) from pursuing any other recourse available at law.

SEC. 9.04 SPRINKLING BAN AND RESTRICTED WATER USE

In case of an emergency or water supply shortage, as determined by the Joint Powers Water Board, the City may, by resolution, limit the times and hours during which water may be used for sprinkling, irrigation, car washing, air conditioning, or other specified uses. The City may prohibit lawn and garden watering between the hours of 10:00 AM and 6:00 PM and/or may require residents whose address ends in an even number, to water on even numbered days and residents whose address ends in an odd number, to water on odd numbered days. New sod and/or seeding is exempt from these restrictions during the first growing season.

The city shall require compliance with any or all of these restrictions, or any modification of, or addition to, the restrictions contained herein; whatever is deemed necessary by the Joint Powers Water Board and when directed to do so by the Board.

After publication of the resolution or two days after the mailing of the resolution to each customer, conviction of this violation shall be a petty misdemeanor as defined in the Minnesota statutes and each day will be considered a separate violation.

The Joint Powers Water Board may shut off water at the street following the third violation until such time as the property owner complies with the restrictions. A \$25.00

shut off and \$25.00 turn on fee will be added to the penalties.

SEC. 9.05 CHARGES

1. Imposition of Charges. The City of Hanover may impose just and equitable charges for the use and availability of, and connection to, water and /or sewer system facilities (hereinafter “Charges”) to assist in the payment of costs for the construction, reconstruction, repair, enlargement, improvement, and maintenance of said facilities as incurred by the above-described Joint Powers Board (hereinafter “Facilities Work”).
2. Calculation of Charges. In the event of City Council and the Joint Powers Board determines to impose Charges for Facilities Work, the appropriate Joint Powers staff and consultants shall develop a formula for the just and equitable imposition of the Charges related to said facilities Work done by or on behalf of the Joint Powers Board.
3. Notice of Intent to Impose Charges. Once a formula has been developed for the imposition of Charges, the Joint Powers Board shall set a specific date at which the proposed imposition will be discussed (hereinafter the “Imposition Meeting”) and shall send notice of the date, time, place, and purpose of the meeting to those people on whom it is intended to impose such Charges. Anyone proposed to be charged pursuant to this Ordinance shall be permitted to present any information they deem applicable, to the Joint Powers Board at the Imposition Meeting. The Joint Powers Board may consider any information it deems relevant to the imposition of Charges, and adjust the formula , or amend the list of those properties upon which it is proposed to impose Charges, in any manner that results in a just and equitable imposition of said Charges.
4. Notice of Imposition of Charges. Once the Joint Powers Board has reviewed and weighed any information it deems relevant, it may, either at the Imposition Meeting, or at any other Joint Powers Board meeting, establish the Charges to be Imposed for the Facilities Work in question. And a corresponding list of properties against which said Charges are to be imposed. Upon the establishment of said Charges, the Joint Powers Board staff shall send, by certified mail, a Notice of Imposition of Charges to each property owner on whom said Charges are to be Imposed.
5. Objection Hearings. Upon receipt of a Notice of Imposition Charges, any property owner or person upon whom said Charges are to be imposed may request a hearing before the Joint Powers Board (hereinafter “Objection Hearing”). Any Objection hearing must be requested, in writing, within ten days of mailing the Notice of Imposition to the person

to be charged. Failure to request a hearing, within said ten days, shall be deemed a waiver of that person's right to a hearing. Upon receipt of a written request for an Objection Hearing, the Joint Powers Board staff shall set a date for said Hearing and notify, in writing, the person requesting the Hearing. Any person upon whom Charges are to be imposed may, at the Objection Hearing, present to the Joint Powers Board any information or evidence they believe will demonstrate the proposed Charges to be unjust or inequitable. In the event the Joint Powers Board determines that said Charges are unjust or inequitable, the Joint Powers Board shall take whatever action is necessary to cause said Charges to be just and equitable in their imposition.

6. Notice of Final Charges. In the event the ten days following mailing of Notice of Imposition expires without a request for an Objection hearing, or once the Joint Powers Board has heard and made its decision regarding all Objections Hearings, the Joint Powers Board staff shall send, by certified mail, a Notice of Final charges to each person who received a Notice of Imposition of Charges, informing them of the Joint Powers Board's decision regarding the property in which they have an interest.
7. Certification of Unpaid Charges to County Auditor. Pursuant to Minn. Stat. 444.075, the Joint Powers Board hereby authorizes the Joint Powers Board staff to certify any unpaid Charges imposed pursuant to this Ordinance, to the County Auditor for collection as other taxes. Each Notice sent to a person on whom the Joint Powers Board intends to impose Charges shall contain language informing them of the Joint Powers Board's ability to certify unpaid Charges pursuant to this Paragraph 7.

Sanitary Sewer Utility

SEC. 9.06 DEFINITIONS

- A. Unless the context specifically indicates otherwise, the meaning of terms used in this Ordinance shall have the meanings hereinafter designated:
1. "Act" means the Federal Water Pollution Control Act, also referred to as the Clean Water Act, as amended 33 U.S.C. 1251 et seq.
 2. "ASTM" means American Society for Testing Materials.
 3. "Authority" means the City of Hanover, or its authorized representative thereof.
 4. "BOD5 or Biochemical Oxygen Demand" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at twenty (20) degrees Centigrade and as expressed in terms of milligrams per liter (mg/l).
 5. "Building Drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning ten (10) feet outside of the building wall.
 6. "Building Sewer" means the extension from the building drain to the public sewer or other place of disposal, also referred to as a house connection or service connection.
 7. "City" means the area within the corporate boundaries of the City of Hanover as presently established or as amended by ordinance by other legal actions at a future time. The term "City" when used herein may also be used to refer to the City Council and its authorized representative.
 8. "Chemical Oxygen Demand (COD)" means the quantity of oxygen utilized in the chemical oxidation of organic matter as determined by standard laboratory procedures, and as expressed in terms of milligrams per liter (mg/l).
 9. "Compatible Pollutant" means biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the NPDES/SDS Permit if the treatment facilities are designed to treat such pollutants to a degree which complies with effluent concentration limits imposed by the permit.

10. “Control Manhole” means a structure specifically constructed for the purpose of measuring flow and sampling of wastes.
11. “Debt Service Charge” means a charge to users of the wastewater treatment facility for the purpose of repaying capital costs.
12. “Easement” means an acquired legal right for the specific use of land owned by others.
13. “Equivalent Residential Unit (ERU)” means a unit of wastewater volume of two hundred seventy-five (275) gallons per day at a strength not greater than NDSW.
14. “Fecal Coliform” means any number of organisms common to the intestinal tract of man and animals whose presence in sanitary sewage is an indicator of pollution.
15. “Floatable Oil” means oil, fat or grease in a physical state, such that it will separate by gravity from wastewater.
16. “Garbage” means animal or vegetable waste resulting from the handling, preparation, cooking, and serving of food.
17. “Incompatible Pollutant” means any pollutant that is not defined as a compatible pollutant (Sub. 9) including non-biodegradable dissolved solids.
18. “Industry means any non-governmental or non-residential user of a publicly owned treatment works which is identified in the Standard Industrial Classification Manual, latest edition, categorized in Divisions A, B, D, E, and I.
19. “Industrial User”
 - a. Any entity as defined in the Standard Industrial Classification Manual, latest edition, as categorized, that discharge wastewater to the sewer.

Division A: Agricultural, Forestry and Fishing
Division B: Mining
Division E: Transportation, Communications, Electric, Gas, & Sanitary Sewers
Division I: Services
 - b. Any user whose discharges, singly or by interaction with other wastes:

- i. Contaminate the sludge of the wastewater treatment system,
 - ii. Injure or interfere with the treatment process,
 - iii. Create a public nuisance or hazard,
 - iv. Have an adverse effect on the waters receiving wastewater treatment plant discharges,
 - v. Exceed NDSW limitations,
 - vi. Exceed normal residential unit volumes of wastewater.
20. “Industrial Waste” means gaseous, liquid, and solid wastes resulting from industrial or manufacturing processes, and processing of natural resources, as distinct from residential or normal domestic strength wastes.
21. “Infiltration/Inflow (I/I)” means waste other than wastewater that enters the sewer system from the ground or from surface runoff, as defined in Minnesota Rules.
22. “Interference” means the inhibition or disruption of the City’s wastewater treatment facilities processes or operations which causes or significantly contributes to a violation of any requirement of the City’s NPDES and/or SDS Permit. The term includes prevention of sewage sludge use or disposal by the City in accordance with published regulations providing guidelines under Section 405 of the Act or any regulations developed pursuant to the Solid Waste Disposal Act, or the Clean Air Act, the Toxic Substances Control Act, or more stringent state criteria applicable to the method of disposal or use employed by the City.
23. “MPCA” means Minnesota Pollution Control Agency.
24. “National Categorical Pretreatment Standards” means Federal regulations establishing pretreatment standards for introduction of pollutants in publicly-owned wastewater treatment facilities which are determined to be not susceptible to treatment by such treatment facilities or would interfere with the operation of such treatment facilities, pursuant to Section 307(b) of the Act.
25. “National Pollutant Discharge Elimination System (NPDES) Permit” means a permit issued by the MPCA, setting limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to Section 402 and 405 of the Act.
26. “Natural Outlet” means any outlet, including storm sewer and combined sewers, which overflow into a watercourse, pond, ditch, lake or other body of surface water or ground water.
27. “Non-Contact Cooling Water” means the water discharged from any use

such as air conditioning, cooling or refrigeration, or during which the only pollutant added to the water is heat.

28. “Non-Residential Use” means a user of the treatment facility whose building is not used as a private residence, and discharges NDSW.
29. “Normal Domestic Strength Waste” means wastewater that is primarily introduced by residential users with a BOD5 concentration not greater than two hundred fifty (250) mg/l and a suspended solids (TSS) concentration not greater than two hundred fifty (250) mg/i.
30. “Operation, Maintenance and Replacement Costs (OM&R)” means expenditures necessary to provide for the dependable, economical and efficient functioning of the treatment facility throughout its design life, including operator training, and permit fees. Replacement refers to equipment replacement costs, not the cost of future replacement of the entire facility.
31. “Person” means any individual, firm company, association, society, corporation, or group.
32. “pH” means the logarithm of the reciprocal of the concentration of hydrogen ions in terms of grams per liter of solution.
33. “Pre-Treatment” means the treatment of wastewater from industrial sources prior to the introduction of the waste effluent into publicly owned treatment facilities (see Sub. 23).
34. “Properly Shredded Garbage” means the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than one-half (1/2) inch (1.27 cm) in any dimension.
35. “Residential User” means a user of the treatment facility whose building is used primarily as a private residence and discharges NDSW.
36. “Sewage” means the spent water of a community. The referred term is wastewater.
37. “Sewer” means a pipe or conduit that carries wastewater or drainage water.
 - a. “Collection Sewer” means a sewer whose primary purpose is to collect wastewater from individual point source discharges and connections.

- b. “Combined Sewer” means a sewer intended to serve as a sanitary sewer and a storm sewer.
 - c. “Force Main” means a pipe in which wastewater is carried under pressure.
 - d. “Interceptor Sewer” means a sewer whose primary purpose is to transport wastewater from collection sewers to a treatment facility.
 - e. “Private Sewer” means a sewer which is not owned and maintained by a public authority.
 - f. “Public Sewer” means a sewer owned, maintained and controlled by a public authority.
 - g. “Sanitary Sewer” means a sewer intended to carry only liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of ground, storm and surface waters which are not intentionally admitted.
 - h. “Storm Sewer or Storm Drain” means a drain or sewer intended to carry storm waters, surface runoff, ground water, sub-surface water, street wash water, drainage, and unpolluted water from any source.
38. “Sewer Service Charge” means the total of the User Charge and the Debt Service Charge.
39. “Shall” is mandatory, may is permissive.
40. “Significant Industrial User” means any industrial user of the wastewater treatment facility who:
- a. Is subject to or potentially subject to national categorical pre-treatment standards promulgated under Section 307(b) or (c) of the Act;
 - b. Has as its wastes toxic pollutants as defined pursuant to Section 307(a) and Section 502 of the Act;
 - c. Has a non-domestic flow of twenty-five thousand (25,000) gallons or more per average work day;

- d. Is determined by the treatment authority to have a significant impact or potential for significant impact, either singly or in combination with other contributing industries, on the wastewater treatment facilities, the quality of sludge, the facilities' effluent quality, or air emissions generated by the new system.
- 41. "Slug" means any discharge of water or wastewater which in concentration of any given constituent, or in the quantity of flow, exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average 24-hour concentration of flows during normal operation, and shall adversely affect the collection and/or performance of the wastewater treatment facilities.
- 42. "State Disposal System (SDS) Permit" means any permit (including any terms, conditions and requirements thereof) issued by the MPCA pursuant to Minnesota Statutes 115.07 for a disposal system as defined by Minnesota Statutes 115.01, Subdivision 8.
- 43. "Suspended Solids (SS) or Total Suspended Solids (TSS)" means the total suspended matter that either floats on the surface of, or is in suspension of water, wastewater or other liquids, and is removable by laboratory filtering as prescribed in Standard Methods for the Examination of the Water and Wastewater, latest edition, and referred to as non-filterable residue.
- 44. "Toxic Pollutant" means the concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse effects as defined in standards issued pursuant to Section 307(a) of the Act.
- 45. "Unpolluted Water" means water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards, and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities (see Sub. 29).
- 46. "User" means any person who discharges or causes or permits the discharge of wastewater into the City's wastewater treatment facilities.
- 47. "User Charge" means a charge to users of a treatment facility for the user's proportionate share of the cost of operation and maintenance, including replacement.
- 48. "Wastewater System Operator" means the official of the City designated by the City Council and certified to operate the wastewater system.
- 49. "Wastewater Treatment Facilities or Treatment Facilities" means an arrangement of any devices, facilities, structures, equipment, or processed

owned or used by the City for the purpose of the transmission, storage, treatment, recycling, and reclamation of municipal sewage, domestic sewage or industrial wastewater, or structures necessary to recycle or reuse water including interceptor sewers, out fall sewers, collection sewers, pumping, power, and other equipment and their appurtenances; extensions, improvements, remodeling additions, and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities; and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

- 50. "Watercourse" means a natural or artificial channel for the passage of water, either continuously or intermittently.
- 51. "WPCF" means the Water Pollution Control Federation.

SEC. 9.07 CONTROL BY THE WASTEWATER SYSTEM OPERATOR

The Wastewater System Operator shall have control and general supervision of all public sewers and service connections in the City and shall be responsible for administering the provisions of this Ordinance to the end that a proper and efficient public sewer is maintained. The authorized representative may delegate responsibilities to designated representatives.

SEC. 9.08 USE OF PUBLIC SEWERS REQUIRED

- a) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under jurisdiction, any human or animal excrement, garbage or objectionable waste except for the spreading of manure for agricultural related uses.
- b) It shall be unlawful to discharge to any natural outlet any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance and the City's NPDES/SDS Permit.
- c) Except as provided hereinafter, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of wastewater.
- d) The owner(s) of all houses or buildings constructed after March 2, 1999, shall be required at the owner(s)' expense to install an approved service connection to the public sewer in accordance with the provisions of this Ordinance and as

required to obtain a building permit from the City. The owner(s) of all houses, buildings or properties used for human occupancy, employment, recreation, or other purposes from which wastewater is discharged, and which is situated within the City, and which is not presently connected to the public sewer, and which utilizes a private septic system, may pump said septic system and/or make routine maintenance of said private septic system, but shall not upgrade, or replace said private septic system and instead shall, within thirty (30) days' written notice from the Wastewater System Operator; or before the sale of such property; be required at the owner(s)' expense to install an approved service connection to the public sewer in accordance with the provisions of this Ordinance.

- e) In the event an owner shall fail to connect to a public sewer in compliance with a notice given under 9.08 (D) of this Ordinance, the City will undertake to have said connection made and shall assess the cost thereof against the benefited property. Such assessment, when levied, shall bear interest at the rate determined by the City Council and shall be certified to the Auditor of the County of Wright or Hennepin, Minnesota and shall be collected and remitted to the City in the same manner as assessments for local improvements. The rights of the City shall be in addition to any remedial or enforcement provisions of this Ordinance.
- f) Except as provided hereinafter, it shall be unlawful to construct or maintain any private facility intended or used for the disposal of wastewater.

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) It is unlawful for any person to construct, maintain, or use any wastewater treatment system regulated under this ordinance that results in raw or partially treated wastewater seeping to the ground surface or flowing into any surface water. Any surface discharging system must be permitted by the

MPCA under the National Pollutant Discharge Elimination System program.

- d) The City hereby adopts, by this reference, Minnesota Rules Parts 7080 and 7081, as now constituted and from time to time amended.
- e) 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.
- f) 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.
- g) 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.
- h) **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.

i) 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:
 - i. An application for any type of building or land use permit is made and the property falls within a designated Shoreland Management Overlay District.
 - ii. Receipt of information of a potential ISTS failure or imminent health threat.
 - iii. 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.
 - iv. Any addition or remodel of a licensed food, beverage, or lodging establishment or any other establishment where the ISTS design flow may be effected.

j) 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:
 - i) 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.
 - ii) 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.

- iii) 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.
- iv) 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.

k) 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

l) 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.

m) 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.

n) Variances

- 1 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.

o) 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.

p) 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.

q) 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.

r) 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.

s) 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:
 - i. The disputing parties must meet at the disputed site in an attempt to resolve differences.
 - ii. If the provision does not resolve the differences then:
 1. 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.
 2. 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:
 - i. A representative of the City and the licensed business must meet and the disputed site in an attempt to resolve differences.
 - ii. 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.
 - iii. 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.
- t) 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.
- u) 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.

SEC. 9.10 BUILDING SEWERS AND CONNECTIONS

- a) No person(s) shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the City. Permits and applications therefore shall be available in the offices of the City Clerk.
- b) Applications for permits shall be made by the owner or authorized agent and the

party employed to do the work, and shall state the location, name of owner, street number of the building to be connected, and how occupied. No person shall extend any private building drain beyond the limits of the building or property for which the service connection permit has been given.

c) There shall be two (2) classes of building sewer permits:

1. For residential and commercial service; and
2. For service to establishments producing industrial wastes.

In either case, the application shall be supplemented by any plans, specifications, or any other information considered pertinent in the judgment of the City. The industry, as a condition of permit authorization, must provide information describing its wastewater constituents, characteristics, and type of activity.

- d) All costs and expenses incidental to the installation and connection of the building sewer shall be borne by the owner(s). The owner(s) shall indemnify the City from any loss or damage that may be directly or indirectly occasioned by the installation of the building sewer.
- e) Any new connection(s) to the sanitary sewer system shall be prohibited unless sufficient capacity is available in all downstream facilities including, but not limited to, capacity or flow, BOD5 and suspended solids, as determined by the City Council.
- f) A separate and independent building sewer shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, driveway or yard. The building sewer from the front building may be extended to the rear building and the whole considered one building sewer. The City does not and will not assume any obligation or responsibility for damage caused by or resulting from any such connection aforementioned.
- g) Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Wastewater System Operator to meet all requirements of this Ordinance.
- h) The size, slopes, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling of the trench shall all conform to the requirements of the State of Minnesota Building and Plumbing Code or other applicable rules and regulations of the City. In the absence of code provisions, or in the amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice NO. 9., shall

apply.

- i) Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- j) No person(s) shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff of ground water to a building sewer or indirectly to the wastewater treatment facilities.
- k) The connection of the building sewer into the public sewer shall conform to the requirements of the State of Minnesota Building and Plumbing Code or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the ASTM and the WPCS Manual or Practice No. 9. All such connections shall be made gas tight and water tight to prevent the inclusion of infiltration/inflow. Any deviation from the prescribed procedures and materials must be approved by the City prior to installation.
- l) The applicant for the building sewer permit shall notify the City when the building sewer is ready for inspection and connection to the public sewer. The connection and inspection shall be made under the supervision of the Wastewater System Operator.
- m) All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work, shall be restored in a manner satisfactory to the City.
- n) An appropriate construction license is required to install a service connection. Any person desiring a license shall apply in writing to the City Council, providing satisfactory evidence of the applicant's qualifications. If approved by the Council, the license shall be issued by a designated representative upon the filing of a bond as hereinafter provided.
- o) A license for sewer service connection installation shall not be issued until a \$10,000.00 license and permit bond to the City is filed and approved by the City Council. The license will indemnify the City Council from all suits, accidents and damage that may arise by reason of any opening in any street, alley or public ground, made by the licensee or by those in the licensee's employment.
- p) The cost of a license for making service connections is \$100.00. All licenses shall expire on January 31st of the license year unless the license is suspended

or revoked by the City Council for any reasonable cause.

- q) The fee for making service connections shall be as set by City Council resolution from time to time. All permits for connection to the public sewer shall expire sixty (60) days after the date of the permit unless suspended or revoked prior thereto by the Council for cause.
- r) The Council may suspend or revoke any permit issued for connection to the public sewer under this section or for any of the following causes:
 - a. Giving false information in connection with the application for a permit.
 - b. Incompetence of the person applying for the permit.
 - c. Willful violation of any provisions of this section or any rule or regulation pertaining to the making of service connections.
 - d. Failure to adequately protect and indemnify the City and the user.
- s) No garage constructed after March 2, 1999 shall include a garage drain. The City Building Inspector shall not approve any construction plans, which include a garage drain in any garage constructed after the date of this Ordinance. For purposes of this Ordinance, the term “garage” shall be defined as follows: An accessory building designed or used for the storage of not more than three (3) automotive, motor driven vehicles owned and used by the occupants of the building to which it is accessory.

SEC. 9.11 USE OF PUBLIC WASTEWATER TREATMENT FACILITIES

- 1. No person(s) shall discharge or cause to be discharged by unpolluted water such as storm water, ground water, roof runoff, surface drainage or non-contact cooling water to any sanitary sewer.
- 2. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designed as storm sewers or to a natural outlet approved by the City and other regulatory agencies. Industrial cooling water or unpolluted process waters may be discharged to a storm sewer or natural outlet on approval of the City and upon approval and the issuance of a discharge permit by the MPCA.
- 3. No person(s) shall discharge or cause to be discharged any of the following described waters or wastes into any public sewers:
 - a. Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other

substances to cause fire or explosion or be injurious in any other way to the wastewater treatment facilities or to the operation of the system. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.

- b. Solid or viscous substances which will cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, tissues, paunch manure, hair, hides or paper cups, milk containers, etc., either whole or ground by garbage grinders.
 - c. Any wastewater having a pH of less than 5.0 or greater than 9.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater treatment facilities.
 - d. Any wastewater containing toxic pollutants in sufficient quantity, either alone or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the wastewater treatment facilities. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Act, and Minnesota Statutes 115.01, Subdivision 14.
4. The following described substances, materials, waters, or wastes shall be limited in discharges to the wastewater treatment facilities to concentrations or quantities which will not harm either sewers, the treatment facilities treatment process or equipment, will not have an adverse effect on the receiving stream and/or soil, vegetation and ground water, or will not otherwise endanger lives, limb, public property, or constitute a nuisance. The City may set limitations lower than limitations established in the regulations below if, in its opinion, such more severe limitations are necessary to meet the above objectives. In forming its opinion as to the acceptability of wastes, the City will give consideration to such factors as the quantity of subject waste in reaction to flows and velocities in the sewers, materials of construction of the sewers, nature of the wastewater treatment process, the City's NPDES and/or SDS Permit, capacity of the treatment plant, degree of treatability of wastes in the treatment plant, and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewater discharged to the sanitary sewer which shall not be violated without approval of the Wastewater System Operator are as follows:
- a. Any wastewater having a temperature greater than 150 degrees F (65.6 C), or causing, individually or in combination with other wastewater, the

effluent at the treatment facilities to have a temperature exceeding 104 degrees F (40 C), or having heat in amounts which will inhibit biological activity in the treatment facilities resulting in interference therein.

- b. Any wastewater containing fats, wax, grease or oils, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees F and 150 degrees F (0 C and 65.6 C), and any wastewater containing oil and grease concentrates of mineral origin of greater than 100 mg/l, whether emulsified or not.
- c. Any quantities of flow, concentrations, or both which constitute a “slug” as defined herein (see 207.01, Sub. 36).
- d. A discharge of water or wastewater which in concentration or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average 24-hour concentration of flows during normal operation.
- e. Any garbage not properly shredded, as defined in 207.01, Sub. 31. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food on the premises or when served by caterers.
- f. Any noxious or malodorous liquids, gases, or solids which either alone or by interaction with other wastes are capable of creating a public nuisance or hazard to life, or are sufficient to prevent entry into the sewers for their maintenance and repair.
- g. Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.
- h. Non-contact cooling water or unpolluted storm, drainage or ground water.
- i. Wastewater containing inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) in such quantities that would cause disruption with the wastewater treatment facilities.
- j. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Wastewater System Operator in compliance with applicable state or federal regulations.

- k. Any waters or wastes containing arsenic, total chromium, copper, zinc, cadmium, cyanide, lead, mercury, nickel, silver and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the treatment works exceeds the limits established by the Wastewater System Operator for such materials.
 - l. Any waters or wastes containing BOD5 or suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the treatment facilities, except as may be permitted by specific written agreement subject to the provisions of this Chapter.
 - m. Waters or wastes containing substances which are not amenable to treatment or recution by the wastewater treatment process employed, or are amenable to treatment only to such degree that the effluent cannot meet the requirements or otherwise causes a violation of any statute, rule, regulations, or ordinance of any regulatory agency, or state or federal regulatory body having jurisdiction over discharge into the receiving waters.
5. If any waters or wastes are discharged or are proposed to be discharged to the public sewers which contain substances or possess the characteristics enumerated in Sub. 3 and 4 of this section, and/or which in the judgment deleterious effect upon the treatment facilities, processes, or equipment, receiving waters and/or soil, vegetation, and ground water, or which otherwise create a hazard to life or constitute a public nuisance, the City may:
- a. Reject the wastes,
 - b. Require pre-treatment to an acceptable condition for discharge to the public sewers, pursuant to Section 307(b) of the Act and all addenda thereof.
 - c. Require control over the quantities and rates of discharge, and/or,
 - d. Require payment to cover the added costs of handling, treating, and disposing of wastes not covered by existing taxes or sewer charges.

If the City permits the pre-treatment or equalization of waste flows, the design, installation, and maintenance of the facilities and equipment shall be made at the owner's expense and shall be subject to the review and approval of the City pursuant to the requirements of the MPCA.

6. No user shall increase the use of process water, or in any manner, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to

achieve compliance with the limitations contained in Sub. 3 and 4 of this Section, or contained in the National Categorical Pre-Treatment Standards or any state requirement.

7. Where pre-treatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by and at the expense of the owner(s).
8. Grease, oil and sand interceptors shall be provided when, in the opinion of the Wastewater System Operator, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified Section 4(b), any flammable wastes as specified in Section 3(a), sand or other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal of the captured materials by appropriate means, and shall maintain a record of dates and means of disposal which are subject to review by the Wastewater System Operator. Any removal and hauling of the collected materials not performed by the owner's personnel must be performed by a currently licensed waste disposal firm.
9. Where required by the City, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable structure, or control manhole, with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling and measurement of wastes. Such structure shall be accessible and safely located, and shall be constructed in accordance with plans approved by the City. The structure shall be installed by the owner at his expense and shall be maintained by the owner so as to be safe and accessible at all times.
10. The owner of any property serviced by a building sewer carrying industrial wastes may, at the discretion of the City, be required to provide laboratory measurement, tests, analyses of waters or wastes to illustrate compliance with this Ordinance and any special condition for discharge established by the City or regulatory agencies having jurisdiction over the discharge. The number, type and frequency of sampling and laboratory analyses to be performed by the owner shall be as stipulated by the City. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with federal, state and local standards are being met. The owner shall report the results of measurements and laboratory analyses to the City at such times and in such manner as prescribed by the City. The owner shall bear the expense of all measurement, analyses and reporting required by the City. At such times as deemed necessary, the City reserves the right to take measurements and samples for analysis by an independent laboratory.

11. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this Ordinance shall be determined in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association. Sampling methods, location, times, duration and frequencies are to be determined on an individual basis subject to approval by the Wastewater System Operator.
12. Where required by the City, the owner of any property serviced by a sanitary sewer shall provide protection from an accidental discharge of prohibited materials or other substances regulated by this Ordinance. Where necessary, facilities to prevent accidental discharges of prohibited materials shall be provided and maintained at the owner's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Wastewater System Operator for review and approval prior to construction of the facility. Review and approval of such plans and operating procedures shall not relieve any user from responsibility to modify the user's facility as necessary to meet the requirements of this Ordinance. Users shall notify the Wastewater System Operator immediately upon having a slug or accidental discharge of substance of wastewater in violation of this Ordinance to enable countermeasures to be taken by the Wastewater System Operator to minimize damage to the treatment facilities. Such notification will not relieve any user of any liability for any expense, loss or damage to the treatment facilities or treatment process, or for any fines imposed on the City on account thereof under any state and/or federal law. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of a slug or accidental discharge. Employers shall ensure that all employees, who may cause or discover such a discharge, are advised of the emergency notification procedure.
13. No person having charge of any building or other premises, which drains into the public sewer, shall permit any substance or matter which may form a deposit or obstruction of flow to pass into the public sewer. Within thirty (30) days after receipt of written notice from the City, the owner shall install a suitable and sufficient catch basin or waste trap, or if one already exists, shall clean out, repair or alter the same, and perform such other work as the Wastewater System Operator may deem necessary. Upon the owner's refusal or neglect to install a catch basin or waste trap or to clean out, repair, or alter the same after the period of thirty (30) days, the Wastewater System Operator may cause such work to be completed at the expense of the owner or representative thereof.
14. Whenever any service connection becomes clogged, obstructed, broken or out of order, or detrimental to the use of the public sewer, or unfit for the purpose of drainage, the owner shall repair or cause such work to be done and the Wastewater System Operator may direct. Each day after thirty (30) days that a person neglects or fails to so act shall constitute a separate violation of this section, and the Wastewater System Operator may then cause the work to be

done, and recover from such owner or agent the expense thereof by an action in the name of the City.

15. The owner and operator of any motor vehicle washing or servicing facility shall provide and maintain in serviceable condition at all times, a catch basin or waste trap in the building drain system to prevent grease, oil, dirt or any mineral deposit from entering the public sewer system.
16. In addition to any penalties that may be imposed for violation of any provision of this section, the City may assess any person the cost of repairing or restoring sewers or associated facilities damaged as a result of the discharge of prohibited wastes by such person, and may collect such assessment as an additional charge for the use of the public sewer system or in any other manner deemed appropriate by the City.
17. No statement contained in this section shall be constructed as preventing any special agreement or arrangement between the City of Hanover and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payment therefore by the industrial concern, providing that National Categorical Pretreatment Standards and the City's NPDES and/or State Disposal System Permit limitations are not violated.

SEC. 9.12 DAMAGE TO SYSTEM

No person(s) shall willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is part of the wastewater treatment facilities. Any person violating this provision shall be subject to immediate arrest under the charge of a misdemeanor.

SEC. 9.13 THE SEWER SERVICE CHARGE SYSTEM

1. The City of Hanover hereby establishes a sewer system. All revenue collected from users of the wastewater treatment facilities will be used for annual operation, maintenance, replacement, and capital costs. Each user shall pay a proportionate share of operation, maintenance and replacement costs based on the user's proportionate contribution to the total wastewater loading.

Charges to users of the wastewater treatment facility shall be determined and fixed in a Sewer Service Charge System (SSCS) developed according to the provisions of this Ordinance. The SSCS adopted by resolution upon enactment of this Ordinance shall be published in the local newspaper and shall be effective upon publication. Subsequent changes in the sewer service rates and charges shall be adopted by Council resolution and published in the local paper.

Revenues collected through the SSCS shall be deposited in a separate fund known as the Sanitary Sewer Enterprise Fund (SSEF).

2. The community of Hanover hereby establishes a Sanitary Sewer Enterprise Fund as an income fund to receive all revenues generated by the SSCS and all other income dedicated to the wastewater treatment facility.

The SSF administered by the City shall be separate and apart from all other accounts. Revenue received by the SSF shall be transferred to the following accounts established as income and expenditure accounts.

1. Operation and Maintenance
2. Equipment Replacement
3. Debt Retirement for the Treatment Facility (if any)
3. Administration of the Sewer Service Fund.

The City Clerk shall maintain a proper system of accounts and records suitable for determining the operation, maintenance, replacement (OM&R) and debt retirement costs of the treatment facilities, and shall furnish the Council with a report of such costs annually.

At that time, the Council shall determine whether sufficient revenue is being generated for the effective management of the facilities and debt retirement. The Council will also determine whether the user charges are distributed proportionately. If necessary, the SSCS shall be revised to insure proportionality of user charges and sufficient funds.

In accordance with state requirements, each user will be notified annually in conjunction with a regular billing of that portion of the sewer service charge attributable to OM&R.

Sewer service charges shall be billed on a monthly basis. Any bill not paid in full fifteen (15) days after the due date will be considered delinquent. At that time, the user will be notified regarding the delinquent bill and subsequent penalty. The penalty shall be the same as the penalty established by the Joint Powers Water Board for unpaid water bills, and shall be imposed for every month the bill is outstanding.

SEC. 9.14 POWERS AND AUTHORITY OF INSPECTORS

- 1) The Wastewater System Operator or other duly authorized

employee(s) of the City, bearing proper credentials and identification, shall be permitted to enter all properties for the purpose of inspection, observations, measurement, sampling, testing, repair and maintenance, pertinent to the discharges to the City's sewer system in accordance with the provisions of this Ordinance.

- 2) Industrial users shall be required to provide information concerning industrial processes, which have a direct bearing on the type and source of discharge to the collection system. An industry may withhold information considered confidential. However, the industry must establish that the information in question might result in an advantage to competitors and that the industrial process does not have deleterious results on the treatment process.
- 3) The Wastewater System Operator or other duly authorized employee(s) of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the wastewater facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

SEC. 9.15 PENALTIES

- a. Upon determination that a user has violated or is violating applicable provisions of this Ordinance or related permit, the City may issue a Notice of Violation. Within thirty (30) days of such notification, the violator shall submit to the City an adequate explanation for the violation and a plan for the correction and prevention of such occurrences, including specific actions required. A submission of such a plan in no way relieves the violator of liability for any violations occurring before or after the Notice of Violation.
- b. Any violation is subject to a fine not exceeding \$1,000.00. Each day in which any such violation occurs shall be deemed as a separate offense. Such fines may be added to the user's next sewer service charge, and will hence be subject to the same collection regulations as specified in 9.12 (C) of this section. Users desire to dispute a fine must file a request for the City to reconsider within thirty (30) days of the issuance of the fine. If the City believes that the request has merit, a hearing on the matter shall

be convened within thirty (30) days of receipt of the request.

- c. To collect delinquent sewer service charge accounts, the City may file a civil action suit or levy a lien against the violator. The violator shall also be responsible for payment of the City's attorney fees and expenses incurred. The violator shall be liable for interest on all balances at a rate of eighteen (18) percent annually.
- d. Any person violating any of the provisions of this Ordinance shall become liable to the City for any expense, loss or damage occasioned by the City by reason of such violation, including attorneys, fees and court costs.

Partial or Incomplete Connections to Water and Sewer Utilities

SEC. 9.16 PARTIAL OR INCOMPLETE CONNECTION TO WATER AND SEWER UTILITIES

- Purpose. The purpose of this Ordinance is to address the issue of water and sewer services to individual properties that are partial or incomplete connections. A property owner or contractor that has or wishes to run a new, incomplete line or partial connection for any reason should abide by this policy. Specific examples of partial or incomplete connections are
 - a. water line has been run into the house but has not connected or in use;
 - b. sewer line has been run into the house but not connected or in use;
 - c. water or sewer line run partially across property; or
 - d. connection to municipal water but desire to continue use of well for main water supply.
- New Service Hookups. Any partial connection attempted or desired after the adoption of this policy will not be allowed and must complete the hook-up and abandon all associated private services and be subject to any penalties and/or fees included. In this situation, the property owner and/or contractor will abide by all of the following statements in this policy.
 1. Any connections following the adoption of this policy shall be fully connected, inspected, and approved for use.
 2. Lack of familiarity with this policy does not waive a customer's obligations under this policy.
 3. Any connection to the City water where there is an existing well shall properly abandon or disconnect the well from any connections to the potable water system and be inspected by a representative of the City and/or Joint Powers Water Board.

4. Upon connection to sanitary sewer, the private septic system must be properly abandoned and inspected by a representative of the City.
5. The property owner shall be solely responsible for paying any fees and applying for the appropriate permits in association with the connection(s).
6. No connection shall be made without the proper inspections in accordance with the City, Joint Powers Water Board, and/or Engineering specifications.
7. All connections shall be made in accordance with the specifications of the City and/or Joint Powers Water Board Engineer, as well as the Minnesota Department of Health and State of Minnesota Plumbing Code.
8. The property owners shall be solely responsible for any regular bills that are associated with connecting to the said service and are established at the time of inspection. Example: lines are run into the structure or property with or without meter or internal plumbing completed.
 - Partial or Incomplete Water or Sewer Connections on Existing Properties **Prior** to Adoption of this Ordinance.

Any property with a partial or incomplete water or sewer connection prior to adoption of this Ordinance shall meet the following requirements.

1. The property owner shall be solely responsible for paying any fees and applying for all appropriate permits in association with the connection(s).
2. The property owner shall guarantee that the unfinished connection is completely and properly sealed and in no way is connecting to the property's primary water and/or sewer source.
3. The property owners shall allow the City and/or the Joint Powers Water Board to inspect the connection to guarantee continued sealment annually and/or at random until the connection is completed.
4. The property owner shall finish the connection in accordance with the specifications of the City, Joint Powers Water Board, and/or Engineering specifications, including all required inspections.
5. Utility billing shall be placed "on hold" until the final connection is completed. Any regular billing associated with the said service prior to the adoption of this policy shall not be credited or waived.

- Penalty. Any violation of any part of this Ordinance shall be deemed a Misdemeanor and subject to penalty as set forth in Section 1.05 (B) of the Hanover City Code.

Storm Water Utility

SEC. 9.17 STORM WATER UTILITY ESTABLISHED

A municipal storm water utility is hereby established and shall be operated as a public utility pursuant to Minnesota Statutes, Section 444.075 from which revenues will be derived subject to the provisions of this Chapter and Minnesota Statutes.

SEC. 9.18 PURPOSE

The intent of this Ordinance is to improve the quality of storm water runoff, to promote the long term sustainability of storm water infrastructure, and to position the City to meet regulatory requirements. Consequently, the purpose of this Ordinance is to establish a storm water utility to collect charges to finance costs associated with the operation and maintenance of the City's storm sewer system and implementation of storm water management programs.

SEC. 9.19 STORM WATER UTILITY DRAINAGE FEES

- 1 The charges imposed as a part of this storm water utility shall be in the form of an annual area fee derived from parcels net acreage and residential equivalency factor (REF). The REF is defined as the ration of runoff volume generated by one acre of land to the runoff volume generated by one acre of a particular land use to the volume of runoff generated by the area of neighborhood residential land based upon average annual rainfall. The residential equivalency factors for each land use established as part of this storm water utility shall be as follows:

<u>Land Use</u>	<u>REF</u>
Rural Residential	0.5
Neighborhood Residential	1.0
Commercial/Downtown Commercial	1.7
Industrial	1.9
Public/Institutional	1.0
Parks/Open Space	0.3
Agricultural	0.3

- 2 All storm water utility fees shall be calculated based on the following formula:

$$(\text{REF})(\text{Base Rate as established by the City Council}) = \text{Rate per Acre}$$

- 3 Neighborhood Residential parcels shall be charged on a per lot 1/3 acre basis. All other land uses shall be charged on a per acre basis with the following exceptions:
 1. Rural Residential shall pay on a per lot 1/3 acre basis.
 2. Agricultural, Commercial/Downtown Commercial, Industrial, Public/Institutional, and Parks/Open Space shall pay on a per acre basis up to a maximum fee of 2.0 acres.

SEC. 9.20 STORM WATER UTILITY RATE

The storm water utility rate charge, as set forth in the City Council Fee Ordinance shall be charged to all parcels not listed as exempt in Section 9.20.

SEC. 9.21 EXEMPTIONS

The following land uses are exempt from storm water utility fees:

- A. Public Rights of Way
- B. Delineated wetlands, lakes and rivers
- C. Land outside the City
- D. Vacant lots in those subdivisions in which the infrastructure (sanitary sewer, water, streets, storm sewer, etc.) has not been formally accepted by the City Council.

For purposes of calculation of the storm water fee, contiguous lots that are under common ownership shall be treated as one lot.

SEC. 9.22 OTHER LAND USAGE

The storm water utility fee applicable to land uses not specifically listed in Sections 209.03 and 209.05 shall be determined by the City Engineer based on comparable amounts of impervious coverage and parcel size. An appeal of such determination by the City Engineer may be made to the City Council.

SEC. 9.23 CREDITS

The City Engineer may adjust the REF for parcels of land (other than Residential (Single Family, Duplex, Townhome) if the City Engineer determines that the impervious surface

of said land is substantially different from the REF being used for comparable parcels. Information and hydrologic data must be supplied by the property owner(s) to demonstrate that a fee adjustment is warranted. Adjustments to an individual REF shall not be made retroactively. Appeals of the City Engineer's determination shall be made to the City Council.

The Council may adopt, from time to time, by resolution a best management practices incentive or credit program which would allow for the reduction of storm water utility fees for individual parcels of land. The maximum reduction for any parcel shall be 20%.

SEC. 9.24 BILLING AND PAYMENT

Storm water utility fees shall be computed and billed periodically along with the utility bill for other utility services such as water and sanitary sewer. If a parcel of land subject to the storm water utility fee is not served by other utilities, a separate bill shall be issued annually by the City. Each billing for storm water utility fees which is not paid when due shall incur a penalty charge set forth under the City of Hanover Fee Schedule. If storm water utility fees are not paid, the City shall certify the amount due, together with penalties, to the County Auditor to be collected with other real estate taxes on the parcel.

SEC. 9.25 ESTABLISHMENT OF FUND

All fees collected for the storm water utility shall be placed in a fund for storm water purposes as permitted by Minnesota Statutes, Section 444.075.

Storm Water Management

SEC. 9.26 PURPOSE AND INTENT

This article is intended to:

- A. Protect life and property from dangers associated with flooding.
- B. Implement the city's Comprehensive Water Resource Management Plan.
- C. Protect public and private property and natural resources from damage caused by stormwater runoff and erosion.
- D. Ensure site design that minimizes the generation of stormwater and maximizes the use of best management practices (BMPs) for stormwater treatment consistent with Low Impact Development (LID) practices.
- E. Provide a single, consistent set of performance standards that apply to land disturbing activities.
- F. Protect water quality from impacts due to increased nutrients, pathogens, toxins, debris, sediment, and thermal stress.
- G. Promote infiltration and groundwater recharge.

[This article is adopted pursuant to the authorization and policies contained in Minnesota Statutes Chapters 103B and 462; Minnesota Rules, Parts 6120.2500-6120.3900, Minnesota Rules Chapters 8410, 8420 and 70510.0210.](#)

SEC. 9.27 DEFINITIONS

- A. "Best Management Practices (BMPs)" means erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. Examples of BMPs can be found in Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices, U.S. Environmental Protection Agency 1992; Protecting Water Quality in Urban Areas, Minnesota Pollution Control Agency 2000; Minnesota Urban Small Sites BMP Manual, Metropolitan Council 2001; Erosion Control Handbook, Minnesota Department of Transportation 2002; State of Minnesota Stormwater Manual, MPCA 2005.
- B. "Discharge" means the conveyance, channeling, runoff, or drainage of storm water, including snow melt, from a construction site.

C. “Energy Dissipation” refers to methods employed at pipe outlets to prevent erosion. Examples include, but are not limited to, aprons, riprap, splash pads, and gabions that are designed to prevent erosion.

D. “Erosion” means any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of people and nature.

~~D.~~E. “Erosion Control” means ~~M~~methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.

~~E.~~F. “Erosion and Sediment Practice Specifications or Practice” means the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by either the City, county or local watershed group, whichever is more stringent.

~~F.~~G. “Exposed Soil Areas” means all areas of the construction site where the vegetation (trees, shrubs, brush, etc.) has been removed. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site.

~~G.~~H. “Filter Strips” means a vegetated section of land designed to treat runoff as overland sheet flow. They may be designed in any natural vegetated form from a grassy meadow to a small forest. Their dense vegetated cover facilitates pollutant removal and infiltration.

~~H.~~I. “Final Stabilization” means all soil disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of seventy-five (75) percent of the cover for unpaved areas and areas not covered by permanent structures has been established or equivalent permanent stabilization measures have been employed. Simply sowing grass seed is not considered stabilization.

J. “Hazardous Materials” means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

~~I.~~K. “Hydric Soils” means soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

~~J.L.~~ “Hydrophytic Vegetation” means macrophytic plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

M. “Illegal Discharge” means any direct or indirect non-stormwater discharge to the storm drain system.

N. “Illicit Connections” are defined as either of the following:

a. Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to sewage, process wastewater, wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or

b. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

O. “Industrial Activity” means activities subject to NPDES Industrial Stormwater Permits as defined in 40 CFR, Section 122.26 (b)(14).

~~K.P.~~ “Land Disturbance Activity” means any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government’s jurisdiction, including clearing and grubbing, grading, excavation, transporting, logging, and filling of land. Within the context of this rule, land disturbance activity does not mean:

- a. Minor land disturbance activities such as home gardens and an individual’s home landscaping, repairs, and maintenance work.
- b. Construction, installation, and maintenance of electric, telephone, and cable television, utility lines or individual service connection to these utilities, which result in creating under five thousand (5,000) square feet of exposed soil.
- c. Tilling, planting, or harvesting of agricultural or horticultural crops.
- d. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles that result in creating under five thousand (5,000) square feet of exposed soil.
- e. Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have required an approved

erosion and sediment control plan, except for the emergency, then the land area disturbed must be shaped and stabilized in accordance with the City's requirements as soon as possible.

Q. “Municipal Separate Storm Sewer System (MS4)” means the system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) owned and operated by the City of Hanover and designed or used for collecting or conveying stormwater, and that is not used for collecting or conveying sewage.

R. “National Pollutant Discharge Elimination System (NPDES)” Stormwater Discharge Permit means a permit issued by Minnesota Pollution Control Agency that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

S. “Non-Stormwater Discharge” means any discharge to the storm drain system that is not composed entirely of stormwater.

~~L.T.~~ “Paved Surface” means a constructed hard, smooth surface made of asphalt, concrete or other pavement material. Examples include, but are not limited to, roads, sidewalks, driveways and parking lots.

~~M.U.~~ “Permanent Cover” means the surface type that will minimize soil failure under erosive conditions. Examples include grass, native vegetation, landscape rock, gravel, asphalt, and concrete.

V. “Redevelopment” means projects with more than 15 percent impervious prior to construction.

~~N.W.~~ “Runoff Coefficient” means the average annual fraction of total precipitation that is not infiltrated into or otherwise retained by the soil, concrete, asphalt or other surface upon which it falls that will appear at the conveyance as runoff.

~~Θ.X.~~ “Sediment” means the product of an erosion process; solid material both mineral and organic, that is in suspension, is being transported, or has been moved by water, air, or ice, and has come to rest on the earth's surface either above or below water level.

~~P.Y.~~ “Sedimentation” means the process or action of depositing sediment caused by erosion.

~~Θ.Z.~~ “Sediment Control” means the methods employed to prevent sediment from leaving the development site. Sediment control practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe

slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

- | ~~R-AA.~~ “Stabilized” means the exposed ground surface after it has been covered by sod, erosion control blanket, rip rap, or other material that prevents erosion from occurring. Simply sowing grass seed is not considered stabilization.
- | ~~S-BB.~~ “Storm Water,” Under Minnesota Rule 7077.0105, subpart 41b, as amended, supplemented or replaced from time to time, means “precipitation runoff, storm water runoff, snow melt runoff, and any other surface runoff and drainage.” (According to the Federal Code of Regulations under 40 CFR 122.26 [b][13], “Storm water means storm water runoff, snow melt runoff and surface and drainage.”)
- | ~~T-CC.~~ “Storm Water Management Plan” means a joint storm water and erosion and sediment control plan that is a document containing the requirements set forth in this Chapter, that when implemented will decrease soil erosion on a parcel of land and off-site non-point pollution and sediment damages.
- | ~~U-DD.~~ “Temporary Erosion Protection” means methods employed to prevent erosion before final stabilization. Examples include: straw, mulch, erosion control blankets, wood chips, and erosion netting.
- | ~~V-EE.~~ “Urban” means of, relating to, characteristic of, constituting a city.
- | ~~W-FF.~~ “Vegetated or Grasses Swales” means a vegetated earthen channel that conveys storm water, while treating the storm water by biofiltration. Pollutants are removed by both filtration and infiltration.
- | ~~X-GG.~~ “Waters of the State,” As defined in Minnesota Statutes Section 115.01, subd. 22, as amended, supplemented or replaced from time to time, the term “... “waters of the state” means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.”
- | ~~Y-HH.~~ “Wet Detention Facility” means a permanent man-made structure for the temporary storage of runoff that contains a permanent pool of water.
- | ~~Z-II.~~ “Wetlands,” as defined in Minnesota Rules 7050.0130, subp. F, as amended, supplemented or replaced from time to time, are those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed

wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

- a. A predominance of hydric soils;
- b. Inundated or saturated by surface water or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and
- c. Under normal circumstances support a prevalence of such vegetation.

SEC. 9.28 GENERAL PROVISIONS

- A. Responsibility. Neither the issuance of a stormwater management permit, nor compliance with conditions or the provisions of this article, shall relieve any person from any responsibility otherwise imposed by law for damages to persons or properties. Nor shall the issuance of any permit hereunder serve to impose any liability on the City or its officers or employees for injury or damage to persons or property.
- B. Application to all Water Entering System. This ordinance shall apply to all water entering the stormwater management system.
- C. Responsibility for Administration and Waivers. The Administrator shall administer, implement, and enforce the provisions of this article. Any powers granted or duties imposed upon the Administrator by this article may be delegated to persons or entities acting in the interest of the City. The Administrator may waive any submittal or administrative requirement that will not adversely affect achievement of the purpose, goals, and performance standards of this article.

SEC. 9.29 APPLICABILITY AND SCOPE

- A. Stormwater Management Permit. The City requires a Stormwater Management Permit for land disturbing activities. The application requirements and performance standards vary depending on the size of the project as described below.
 1. Small Site Projects - construction erosion and sediment control focus that are required to develop an Erosion and Sediment Control (ESC) Plan.

- a. The following land disturbing activities shall require a Stormwater Management Permit:

Location of Activity	Activity Threshold
<ul style="list-style-type: none"> • Bluff impact zone • Shoreland setback area • Wetland buffer zone (30 feet from wetland edge) 	Activities disturbing more than 5,000 square feet and less than one (1) acre.
<ul style="list-style-type: none"> • Natural or constructed drainageways 	Any activity that alters the course, current or cross-section of the drainageway
<ul style="list-style-type: none"> • All other areas 	<p><u>Disturbs a total land surface area of 5,000 square feet or more</u></p> <p><u>Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of material.</u></p> <p><u>Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.</u></p> <p>Activities disturbing more than 20,000 square feet and less than one (1) acre.</p>

- b. The following activities may be undertaken without a Stormwater Management Permit:

- 1) Any part of a subdivision if a preliminary plat for the subdivision has been approved by the City Council on or before the effective date of this Article.
- 2) Any site plans approved on or before the effective date of this Article.
- 3) A lot for which a building permit has been approved on or before the effective date of this Article.

- 4) Operation and maintenance of yards and gardens.
- 5) Installation and maintenance of fence, sign, and other kinds of posts or poles.
- 6) Tilling, planting, or harvesting of agricultural or horticultural crops.
- 7) Emergency work to preserve life, limb, or property and emergency repairs.

2. Large Site Projects – construction erosion control and post construction stormwater management that are required to develop a Stormwater Management Plan in combination with the erosion and sediment control requirements.

a. The following activities shall require a Stormwater Management Permit:

4) Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or

5) All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or

6) Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

~~1) Any project requiring a NPDES permit for construction activity disturbing one or more acres of land, as per the current NPDES Permit requirements, and all subsequent revisions.~~

~~2) Any project adding at least 10,000 square feet of new impervious surface. Class 5 is considered an impervious surface.~~

b. The following activities may be undertaken without a Stormwater Management Permit:

- 1) Emergency work to preserve life, limb, or property and emergency repairs

- B. NPDES Permit. All activity must comply with the most recent NPDES permit requirements as administered under the Minnesota NPDES General Stormwater Permit for Construction Activity, Permit Number MN R100001 and all subsequent revisions.
- C. TMDL Allocation Plans. All permits must be in compliance with TMDL allocation plans, and other special district plans as shall be adopted and amended from time to time.
- D. Other Permits Contingent on Land Disturbing Permit. No building permit, subdivision approval, or other permit to allow land disturbing activities shall be issued until the permits described in this Article have been approved. No land disturbing activity covered by this Article shall be conducted until after the required permits have been approved and issued.
- E. Activity not Requiring a Permit. All land disturbing activities not specifically required to obtain a permit are encouraged to incorporate erosion and sediment control best management practices relevant to the activity.

SEC. 9.30 APPLICATION SUBMITTAL REQUIREMENTS

- A. Small Site Projects. Each permit application shall include the following items.
 - 1. Completed application forms and fees required by the City.
 - 2. Completed an EROSION AND SEDIMENT CONTROL PLANNING CHECKLIST specifying the erosion and sediment control practices to be used on the site (checklist provided by the City). The landowner/contractor shall sign the checklist certifying their understanding of the measures and that penalties may be exacted by the City for failure to comply with the agreed upon measures.
- B. Large Site Projects. Each permit application shall include the following items unless waived by the Administrator in writing or by his/her designee:
 - 1. Completed application forms, fees, and security deposit required by the City.
 - 2. Estimate of costs necessary to perform all erosion and sediment control measures for determining appropriate financial security as required in section 20-39-10.
 - 3. Copies of permits or permit applications required by other jurisdictions (e.g. NPDES, Wetland Conservation Act, Clean Water Act Section 404).

4. Narrative description of the project including:
 - a. Proposed land disturbing activities and measures to prevent erosion and manage sedimentation.
 - b. The schedule of anticipated starting and completion dates of each land disturbing activity including the installation of construction site erosion control measures.
 - c. Provisions for maintenance of the construction site erosion control measures during construction.
 - d. Proposed permanent stormwater management BMPs and how they achieve the stated purpose.
5. A Stormwater Pollution Prevention Plan (SWPPP) compliant with the most recent requirements of the Minnesota NPDES General Stormwater Permit for Construction Activity, Permit Number MN R100001 and all subsequent revisions shall be prepared to a scale appropriate to the size of the project and suitable for review to be performed. Two (2) sets of drawings and plans as described below shall be prepared to a scale appropriate to the size of the project and suitable for the review to be performed.

Existing Predevelopment Site Conditions Plans

- a. A certificate of survey showing all property lines, lot dimensions, lot area, and all easements (drainage, utility, other).
- b. Existing zoning classifications for the land.
- c. Location of all buildings, impervious surface, and outdoor uses including all dimensions and setbacks.
- d. Location of all roads, driveways and parking areas including all dimensions and setbacks.
- e. Location and dimensions of existing natural and artificial water features on site and adjacent to the property, as well as normal water level and ordinary high water level and delineated wetland boundaries, if any. If not available, appropriate flood zone determination and wetland delineation, may be required at applicant's expense.
- f. Location and description of vegetative cover, wooded areas, and a clear delineation of any vegetation proposed for removal.

- g. Location of any preservation areas or other officially designated natural resource areas.
- h. Adjacent areas within one hundred (100) feet beyond the project site boundaries including neighboring streams, residential areas, and roads which might be affected by the land disturbing activity.
- i. Locations of steep slopes where areas of twelve (12%) percent or more exist over a distance of fifty (50) feet or more. The location of all special waters and impaired waters as identified in the most recent listing by the MPCA that receive runoff from the project within one mile of the project.
- k. Map of the watershed drainage area. Available in Comprehensive Water Resource Management Plan.
- l. Map of soil types, infiltration rates, depth to bedrock, and depth to seasonal high water table. Soil borings may be required by the city.
- m. Existing elevations or contours shown with two (2) -foot intervals or less.

Construction Plans.

- a. Locations and dimensions of areas where proposed land disturbing activities (e.g. grubbing, clearing, tree removal, grading, excavation, fill, stockpiles) will be phased to minimize duration of exposed areas. Those areas to be protected from land disturbing activities shall also be identified.
- b. Locations and dimensions of all temporary soil or material stockpiles. Stockpiles are not allowed in surface waters or wetlands.
- c. Locations and dimensions of all temporary and permanent erosion prevention, sediment control, and soil stabilization BMPs for the site during and after construction.
- d. Location of construction easements.
- e. Lot sizes, layout, numbers and dimensions of lots and blocks.
- f. Minimum building setback lines as required by pertinent land use ordinances in all applicable zoning districts.

- g. Finished grading plan containing contours at two (2) -foot intervals or less and clearly showing the relationship of proposed changes to existing topography and remaining features.
- h. A drainage plan of the developed site showing in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect.
- i. Location of existing and proposed sanitary sewer, water and storm sewer mains.
- j. Landscape plan including the location, type, size, and description of all proposed landscape materials and proposed ground cover.
- k. Presettlement and post development hydrologic calculations for total runoff volume and peak discharge rates to show compliance with the performance standards in section 20-39-06 (B).
- l. Elevations, sections, profiles, and details as needed to describe all natural and artificial features of the project.
- m. Locations of all stormwater management practices, drainageways, infiltration areas, and areas not to be disturbed during construction.
- n. Location and designs for structural stormwater management practices.
- o. Normal water level, 100-year water level, and emergency overflow elevations for proposed ponding areas on the site as well as for existing wetlands, ponds, lakes, streams and rivers, if available.
- p. Hydrologic analysis shall be based on SCS methods using a Type II storm distribution, twenty-four-hour duration, and average soil moisture conditions (AMC-2) as defined by the SCS.
- 6. Easements and other property interests acceptable to the City Attorney to allow permanent access to the stormwater facilities for ongoing and regular inspection.

SEC. 9.31 APPLICATION REVIEW PROCESS AND PERMIT APPROVAL

- A. Review and Approval Authority. Permits shall be reviewed and approved in accordance with Articles 3 (General Administration) and 4 (Administrative Permits) of this Chapter.
- B. Pre-Application Meeting. The applicant and contractor shall review proposed activities with City staff prior to completing plans for land disturbing activities. City staff may suggest alternative methods of construction and erosion and sediment control as well as stormwater treatment facilities that will assist the applicant in complying with this ordinance.
- C. Permit Approval. A permit will be issued if the City determines that the standards and requirements for a permit have been met. A permit application may be approved subject to conditions reasonable and necessary to ensure that the requirements contained in this Article are met. Such conditions may include, but not be limited to, limiting the size, kind or character of the proposed development, requiring the construction of structures, drainage facilities, storage basins and other facilities, requiring replacement of vegetation, establishing required monitoring procedures, staging the work over time, requiring alteration of the site design to ensure buffering, and require the conveyance to the City or other public entity of certain lands or interests therein.
- D. Permit Denial. If the City determines that the application does not meet the requirements of this article, the application will be denied. No land use and building permits shall be issued until the applicant has an approved land disturbing permit.
- E. Plan Modifications. The applicant must amend any submitted and/or approved plans as necessary to include additional requirements, such as additional or modified BMPs designed to correct problems identified, or to address situations whenever:
 - 1. There is a change in design, construction, operation, maintenance, weather, or seasonal conditions that has a significant effect on the discharge of pollutants to surface or ground waters.
 - 2. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in preventing or significantly minimizing the discharge of pollutants to surface or ground waters or that the discharges are causing a water quality standard exceedance.
 - 3. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.

- F. Permit Duration. Permits issued shall be valid for the period during which the proposed activities take place or are scheduled to take place. The permit will expire or terminate when:
1. The site has been stabilized and approved by the Administrator; or
 2. Work under the permit has not begun within one year of the issuance of the permit, or
 3. There has been one year of inactivity.

SEC. 9.32 PERFORMANCE STANDARDS

- A. Small Site Projects. All small site projects shall:
1. Implementation of all practices identified on the EROSION AND SEDIMENT CONTROL PLANNING CHECKLIST.
- B. Large Site Projects. All large site projects shall:
1. Comply with the most recent requirements and performance standards of the NPDES General Stormwater Permit as administered under the Minnesota NPDES General Stormwater Permit for Construction Activity, Permit Number MN R100001 and all subsequent revisions.
 2. Achieve the following rate control standards for permanent stormwater management facilities:
 - a. New Development. For the 1-year, 10-year, and 100-year 24-hour SCS Type II storm events and the 100-year 10-hour snowmelt event (see Table 1), the proposed post- development runoff rate must not exceed 0.1 cubic feet per second per acre In flood prone areas and landlocked subwatersheds, greater restrictions may apply. Pervious curve numbers shown in Table 3 shall be used for new turf grass.
 - b. Redevelopment. For the 1-year, 10-year, and 100-year 24-hour SCS Type II storm events, and the 100-year 10-hour snowmelt event (Table 1) the proposed post- development runoff rate must not exceed the existing development conditions runoff rate. In flood prone areas and landlocked subwatersheds, greater restrictions may apply. Pervious curve numbers shown in Table 3 shall be used for existing and new turf grass.

Table 1.Precipitation for different storm events

SCS Type II 24-hour storm event	Precipitation
1-Year	2.3 inches
10-Year	4.1 inches
100-Year	5.9 inches
SCS Type II 10-day snow melt	
100- year 10-day snow melt	7.35 inches

Table 2. Runoff curve numbers for pre-settlement conditions

Hydrologic Soil group	A	B	C	D
Runoff Curve Number	35	55	70	77

3. Achieve the following volume control standards for permanent stormwater management facilities:_____
- a. New Development/Redevelopment. For nonlinear developments that create and/or fully reconstruct more than one acre of impervious surface on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1 inch of runoff from all impervious surfaces on the site.
 - b. Linear Development. Linear projects on sites without restrictions that create one acre or greater of new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:
 - 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site
 - 1 inch of runoff from the net increase in impervious area on the site

Mill and overlay and other resurfacing activities are not considered fully reconstructed.

The use of infiltration techniques shall be restricted and subject to additional City review where the infiltration BMP will be constructed in any of the following areas:

- Where industrial facilities are not authorized to infiltrate industrial stormwater under and NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
- Where vehicle fueling and maintenance occur.
- With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of the bedrock.
- Where high levels of contaminant in soil or groundwater will be mobilized by the infiltrating stormwater.
- Soils are predominately Hydrologic Soil Group D (clay) soils.
- Drinking Water Supply Management Areas are present, as defined by Minn. R. 4720.51000, subp. 13, unless precluded by a local unit of government with an MS4 permit.
- Soil infiltration rates are more than 8.3 inches per hour unless soils are amended to flow the infiltration rate below 8.3 inches per hour.

Where the site factors listed above limit the construction of infiltration systems, the project proposer shall provide appropriate documentation to the City regarding the limitations. If the City determines that infiltration is restricted or prohibited onsite, the applicant will follow the flexible treatment options outlined below in section 9.32.B.5.

For linear projects with lack of right-of-way, easements or other permissions from property owners to install treatments systems that are capable of treating the total water quality volume on site, the project must maximize treatment through other methods or combination of methods before runoff is released to nearby surface waters. Alternative treatment options include: grassed swales, filtration systems, smaller ponds, or grit chambers. In all circumstances, a reasonable attempt must be made to obtain right-of-way during the project planning and all attempts of infeasibility must be recorded.

- a. ~~New Development. For the 1 year 24 hour SCS Type II event events (Table 1), the proposed post-development runoff volume~~

~~leaving the site must not exceed the runoff volume for presettlement land conditions in A and B soils. In landlocked subwatersheds, greater restrictions may apply. Runoff curve numbers shown in Table 2 shall be used for determining presettlement conditions. Pervious curve numbers shown in Table 3 shall be used for new turf grass.~~

- ~~b. Redevelopment. For the 1 year 24 hour SCS Type II storm events (Table 1), the proposed post development runoff volume must not exceed the existing conditions runoff volume in A and B soils. In landlocked subwatersheds, greater restrictions may apply. Pervious curve numbers shown in Table 3 shall be used for existing and new turf grass.~~

Table3: SCS Pervious Curve Numbers for Turf Grass

<p style="text-align: center;">Hydrologic Soil group P</p>	<p style="text-align: center;">A</p>	<p style="text-align: center;">B</p>	<p style="text-align: center;">Formatted: Level 3 (1,2,3), Indent: Left: 1", Hanging: 0.5", Space After: 0 pt</p>
<p style="text-align: center;">Runoff Curve Number</p>	<p style="text-align: center;">61*</p>	<p style="text-align: center;">61</p>	<p style="text-align: center;">Formatted: Level 3 (1,2,3), Indent: Left: 1", Hanging: 0.5", Space After: 0 pt</p>

~~*Curve number of 61 is used for both A and B soils to reflect the standard landscaping practice of placing loamy soils on top of compacted subgrade in preparation for the placement of turf grass.~~

4. Achieve the following water quality standards for permanent stormwater management facilities:
- a. New Development. Reduce the total suspended solids load by eighty-five (85) percent, and the phosphorus load by ~~fifty-fivesixty~~ (5560) percent for the site as a whole, based on the average annual rainfall, as compared to no runoff management controls.
 - b. Redevelopment. There shall be no net increase in phosphorus and sediment load from the site.

5. In the event that it is infeasible to meet the volume control standard due to contaminated soils, site constraints, etc. the proposed permanent stormwater treatment practices will need to maintain the total suspended solids and total phosphorus loading to satisfy the water quality standards using the following flexible treatment options (FTPs):

Option 1:

- Applicant attempts to comply with the following conditions:
 - Achieve at least 0.55 inch volume reduction goal, and
 - Remove 75 percent of the annual total phosphorus load, and
 - Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site

Option 2:

- Applicant attempts to comply with the following conditions:
 - Achieve volume reduction to the maximum extent practicable (as determined by the Local Authority), and
 - Remove 60 percent of the annual total phosphorus load, and
 - Options considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.

Option 3:

- Off-site mitigation (including banking or cash or treatment on another project, as determined by the local authority) equivalent to the volume reduction performance goal can be used in areas selected in the following order of preference:
 - Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - Locations within the same Department of Natural Resources (DNR) catchment area as the original construction activity.
 - Locations in the next adjacent DNR catchment area up-stream.
 - Locations anywhere within the local authority's jurisdiction.

Methods for meeting these water quality requirements in the decreasing order of preference:

- a) Credits and site design practices to minimize the creation of connected impervious surfaces are used to the extent practical.
- b) Underdrains to promote filtration instead of infiltration.
- c) Off-site infiltration.
- d) On-site wet detention with permanent pool volume below the normal outlet that is greater than or equal to the runoff from a 2.5 inch, 24-

hour storm over the entire contributing drainage area, assuming full development.

56. Infiltration practices shall be distributed throughout areas containing A and B soils.
67. To the greatest extent practical, placement of impervious surfaces on A and B soils shall be avoided.
78. The soil survey found in the Comprehensive Water Resource Management Plan shall be used as a starting point for assessing soil types.
89. Better Site Design/Low Impact Development practices as identified in the Minnesota Stormwater Manual published by the Minnesota Pollution Control Agency and the Alternative Stormwater Best management Practices Guidebook published by the Valley Branch Watershed District shall be used to design sites and meet the performance standards.
910. Stormwater ponds shall meet the following design standards in addition to standard engineering practices and recommended practices under the NPDES permit:
 - a. Side slopes shall be no greater than 5:1. Side slopes are defined as the area between the permanent water level and the top of the slope.
 - b. At a minimum, side slopes shall be seeded with turf grass or native seed mix appropriate to the site conditions. The selection of native seed species should be guided by the “ecological system summaries and class factsheets” for native plant communities published by the Minnesota Department of Natural Resources. Selected factsheets representing desired native plant communities are available from the City. Side slopes shall also be planted with trees at the rate of 12 trees per acre of side slope.
 - c. Be maintained by the applicant appropriately during the first three years to ensure plant establishment and survival. The City shall withhold sufficient financial security to warrant plant survival for three years. The City will release the security after determining that the side slopes are stabilized, that intended vegetation is well established and that it is relatively free of invasive species.
 - d. Emergency overland flow structures (e.g. swales, spillways) shall be incorporated into pond designs to prevent undesired flooding

resulting from storms larger than the 100-year event or plugged outlet conditions.

- | ~~4011~~. The Lowest Floor Elevation (LFE) of any structure shall be at least three (3) feet above the anticipated high water elevation.
- | ~~412~~. Stormwater management plans will stage construction and specifically address temporary erosion and sediment control measures to preserve the infiltration capacity of proposed on site and regional stormwater management features to ensure that such features are not impaired at conclusion of construction. Plans shall also demonstrate methods of staging construction to minimize soil compaction during construction. Soil testing and decompaction may be required if site construction activities negatively impact soil permeability.
- | ~~4213~~. All stormwater treatment facilities shall be located in an Outlot unless the facility is adjacent to a public right of way. A drainage and utility easement shall cover all facilities unless the facility is located in an Outlot dedicated to the city. Facilities may be located within the right of way at the city's discretion. Access shall be provided to each treatment facility of sufficient size to perform maintenance activities identified in the maintenance plan.

SEC. 9.33 INSPECTION AND RECORD KEEPING RESPONSIBILITIES

- A. Applicant Inspections and Record Keeping. The Applicant is responsible for regular inspections and record keeping needed to document compliance with the permit requirements.
- B. Stormwater Permit Responsibilities. Stormwater permittees shall:
 - 1. Comply with NPDES inspection and monitoring requirements.
 - 2. Maintain a copy of the SWPPP on site that is available at ALL TIMES. The SWPPP must be protected from weather and maintained so that it is legible.
- C. City Inspections. The City may conduct inspections as needed to ensure that both erosion and sediment control and stormwater measures are properly installed and maintained prior to construction, during construction, and at the completion of the project. The applicant shall notify the City within a minimum of three (3) days prior to the start of any land disturbing activities. After construction, the city may conduct inspections of privately owned facilities on a regular basis at any reasonable time to assure the safe and proper functioning of the permanent stormwater management facilities and/or to respond to citizen concerns.
- D. Right of Entry. The issuance of a permit constitutes a right-of-entry for the City or its contractor or engineer to enter the construction site and take necessary actions to ensure that the applicant complies with the terms of the permit and this ordinance. The applicant shall allow the City and its authorized representatives, to:
 - 1. Enter the permitted site for the purpose of obtaining information, examining records, conducting investigations, or surveys.
 - 2. Bring such equipment on the site as is necessary to conduct such surveys and investigations.
 - 3. Examine and copy any books, papers, or digital files pertaining to activities or records required to be kept under the terms and conditions of the permitted site.
 - 4. Inspect the stormwater pollution control measures.
 - 5. Sample and monitor any items or activities pertaining to stormwater pollution control measures.
 - 6. Correct deficiencies in stormwater and erosion and sediment control measures and charge back construction costs to the property.

SEC. 9.34 MAINTENANCE OF PRIVATE STORMWATER FACILITIES

- A. Maintenance Plan. No private stormwater facilities may be approved unless a long-term maintenance plan is provided and approved. All private stormwater facilities shall be inspected annually and maintained in proper condition consistent with the performance standards for which they were originally designed.
- B. Maintenance Agreement. Owners of private stormwater facilities approved by the City shall enter into an agreement with the City describing responsibility for the long-term operation and maintenance of the stormwater facilities. Such agreements shall be executed and recorded with the final plat. Such Agreement shall allow the city to repair and maintain the facility, if after proper and reasonable notice by the city to the owner of the facility the owner has not corrected or maintained the facility to the standards established in the maintenance plan. The Agreement shall permit the city to certify the costs of the maintenance/correction to the taxes for the subject property.

SEC. 9.35 STORMWATER AND URBAN RUNOFF POLLUTION CONTROL

- A. Illegal Disposal.
 - 1. Discarded Materials. No person shall throw, deposit, place, leave, maintain, or keep or permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might be or become a pollutant, except in containers, recycling bags, or other lawfully established waste disposal facility.
 - 2. Landscape Materials and Debris. No person shall apply fertilizer or chemicals or dispose of leaves, dirt, or other landscape debris into a street, road, alley, impervious surface, catch basin, culvert, curb, gutter, inlet, ditch, natural water body or watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance. Fertilizers and chemical applications shall not occur within 16.5 feet of any wetland or the vegetation line abutting water resources.
- ~~B. Illegal Discharges and Illicit Connections. No person shall cause any illegal discharge to enter the municipal stormwater system unless such discharge: (1) consists of non-stormwater that is authorized by an NPDES point source permit obtained from the MPCA; or (2) is associated with fire fighting activities. No~~

~~person shall use an illicit connection to intentionally convey non stormwater to the City stormwater system.~~

CB. Good Housekeeping Provisions. Any owner or occupant of property within the City shall comply with the following good housekeeping requirements:

1. Chemical or Septic Waste. No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm drain systems may occur. This section shall apply to both actual and potential discharges.
2. Runoff Minimized. Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and is not in violation of any other provision of the City's Land Use Code.
3. Storage of Materials, Machinery, and Equipment. Materials or equipment shall be stored to limit risk of contamination by runoff and in conformance with local, state, and federal requirements.
 - a. Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff.
 - b. Any machinery or equipment which is to be repaired or maintained shall be placed in a confined area to contain leaks, spills, or discharges.

DC. Removal of Debris and Residue.

1. All motor vehicle parking lots located in areas susceptible to runoff shall be kept clean of debris and residues. Such debris shall be collected and disposed of properly.
2. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which are located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly or as determined by the Administrator. Household hazardous waste may be disposed of through the City collection program or at any other appropriate disposal site and shall not be placed in a trash container.

SEC. 9.36 REGULATION OF DISCHARGE INTO STORM SEWER SYSTEM

B. Statutory Authorization and Purpose. The purpose of this section is to provide for the health, safety, and general welfare of the citizens of the City of Hanover through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This section establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the MS4 permit issued to the City of Hanover by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this section are:

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52. To regulate the contribution of pollutants to the MS4 by stormwater discharges by any user.

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53. To prohibit illicit connections and discharges to the MS4.

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54. To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this section.

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C. Applicability. This section shall apply to all water entering the storm drainage system generated on any developed and undeveloped lands unless explicitly exempted by the City of Hanover.

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D. Responsibility for Administration. The City of Hanover shall administer, implement, and enforce the provisions of this section. Any powers granted or duties imposed upon the City of Hanover may be delegated in writing by the city manager to persons or entities acting in the beneficial interest of or in the employ of the city.

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E. Compatibility with Other Regulations. This section is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this section are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this section imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

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F. Severability. The provisions of this section are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this section or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this section.

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G. Ultimate Responsibility. The standards set forth herein and promulgated pursuant to this section are minimum standards; therefore this section does not intend or

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imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

H. Discharge Prohibitions.

3. Prohibition of Illegal Discharges. No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any pollutants or waters containing any pollutants, other than stormwater.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

g) The following discharges are exempt from discharge prohibitions established by this section: water line flushing, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, and street wash water.

1) Discharge of swimming pools, crawl spaces, sump pumps, footing drains, and other sources that may be determined to contain sediment or other forms of pollutants may NOT be discharged directly to a gutter or storm sewer. This discharge must be allowed to flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals, and infiltration of water consistent with the stormwater requirements of the City of Hanover.

h) Discharges or flow from firefighting, and other discharges specified in writing by the City of Hanover as being necessary to protect public health and safety.

i) Discharges associated with dye testing; however, this activity requires a verbal notification to the City of Hanover prior to the time of the test.

j) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Minnesota Pollution Control Agency (MPCA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

4. Prohibition of Illicit Connections.

v) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

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- w) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- x) A person is considered to be in violation of this section if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- y) Improper connections in violation of this section must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City of Hanover.
- z) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of Hanover requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City of Hanover.

I. Watercourse Protection. Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within their property free of trash, debris, yard waste generated by the owner and/or lessee, excessive planted vegetation, and other manmade obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse with the exception of natural vegetation and trees.

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J. Industrial or Construction Discharges.
18. Submission of NOI to the City

- t) Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Hanover prior to the allowing of discharges to the MS4.
- u) The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial activity shall submit a copy of the Notice of Intent (NOI) to the City of Hanover at the same time the operator submits the original Notice of Intent to the EPA as applicable.

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v) The copy of the Notice of Incent may be delivered to the City of Hanover either in person or by mailing it to:

Notice of Intent to Discharge Stormwater
City of Hanover
11250 5th Street NE
Hanover, MN 55341

w) A person commits an offense if the person operates a facility that is discharging stormwater associated with industrial activity without having submitted a copy of the Notice of Intent to do so to the City of Hanover.

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K. Compliance Monitoring.

4. Right of Entry. On behalf of the City of Hanover, the City Administrator, or his or her designee shall be permitted to enter and inspect facilities subject to regulation under this section as often as may be necessary to determine compliance with this section.

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5. Search Warrants. If the City of Hanover, the City Administrator, or the designee has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this section, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City of Hanover may seek issuance of a search warrant from any court of competent jurisdiction.

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L. Requirement to Prevent, Control, and Reduce Stormwater Pollutants by the Use of Best Management Practices. On behalf of the City of Hanover, the City Administrator, or his or her designee will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the United States. The owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs.

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Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater management plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

M. Notification of Spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City of Hanover in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City within three (3) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

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Failure to provide notification of a release as provided above is a violation of this ordinance.

N. Violations and Penalties. Any person violating any provision of this article is guilty of a misdemeanor.

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4. Emergency cease and desist orders. When the City Administrator or his or her designee finds that any person has violated, or continues to violate, any provision of this section, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the state which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City Administrator or his or her designee may issue an order to the violator directing it immediately to cease and desist all such violations.

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5. Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger.

6. Violations deemed a public nuisance. In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this section is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense; and/or

a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

O. Remedies Not Exclusive. The remedies listed in this section are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City of Hanover to seek cumulative remedies.

The City of Hanover may recover all attorney's fees, court costs and other expenses associated with enforcement of this section, including sampling and monitoring expenses.

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| SEC. 9.367 FINANCIAL SECURITY

- A. Amount and Type. The applicant shall provide security for the performance of the work described and delineated in the approved permit in an amount not less than one hundred and twenty five percent (125%) of the approved estimated cost of performing the described work. The type of the security shall be one or a combination of the following to be determined by the Administrator:
1. Bond or bonds issued by one or more corporate sureties duly authorized to do business in the State of Minnesota. The form of the bond or bonds shall be subject to the approval of the City Attorney;
 2. Deposit, either with the Administrator or a responsible escrow agent or trust company at the option of the Administrator, of money, negotiable bonds of the kind approved for securing deposits of public monies, or other instrument of credit from one or more financial institutions subject to regulation by the State or Federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment; or
 3. Cash in U.S. currency.
- B. Maintaining the Financial Security. If at anytime during the course of the work this cash amount falls below fifty (50%) percent of the required cash deposit, the applicant shall make another deposit, within seven (7) days of notification, in the amount necessary to restore the cash deposit to the required amount. If the deposit is not made, the City may withhold inspections and/or issuance of a Certificate of Occupancy, or revoke any permit issued by the City to the applicant.
- C. Release. Security deposited with the City for faithful performance of the approved plans and to finance necessary remedial work shall be released one (1) year after final inspection has been approved by the Administrator, provided no action against such security has been filed prior to that date. The City reserves the right to retain all or a percentage of the security for a warranty period at the discretion of the Administrator.
- D. Reduction of Security. The applicant may have the option to reduce the security one time within each permitted year.

| SEC. 9.378 ENFORCEMENT ACTIONS TO ENSURE COMPLIANCE

- A. Orders. The Administrator may issue an order to modify the approved permit and stipulate a time frame for compliance per section 20-39-05 (H). The applicant shall comply with said order.

- B. Permit Suspension. The Administrator shall suspend the permit and issue a stop work order if the Administrator determines that the permit was issued in error, the applicant supplied incorrect information, or the applicant is in violation of any provision of the approved plans, the permit, or this Article. The Administrator shall reinstate a suspended permit upon the applicant's correction of the cause of the suspension.
- C. Construction Stop Order. The Administrator may issue a stop work order for a related building permit.
- D. Permit Revocation. If the applicant fails or refuses to cease work as required, the Administrator shall revoke the permit and the applicant shall be subject to enforcement, penalties, and loss of its financial security in accordance with terms of section 20-39-11 (F) (2) of this Article. The Administrator shall not reinstate a revoked permit.
- E. Remedial Corrective Action. The City or a private contractor under contract with the City may conduct remedial or corrective action on the project site or adjacent sites affected by project failure or to implement actions specified in an order to modify plans and permit. The City may charge applicant for all costs associated with correcting failures or remediating damage from the failures according to the order including but not limited to, materials, equipment, staff time, and attorney's fees. If payment is not made within thirty (30) days, payment will be made from the applicant's financial security. Alternatively, the City may certify the charges to the County for assessment against the property.
- F. Action Against Financial Security. In any of the following circumstances, the City shall use funds from the financial security to finance remedial work undertaken later by the City or a private contractor under contract to the City, and to reimburse the City for all direct costs including, but not limited to, staff time and attorney's fees.
 - 1. The applicant ceases land-disturbing activities and/or filling activities prior to completion of the approved Erosion and Sediment Control Permit.
 - 2. The applicant fails to conform to the Stormwater Management Permit as approved or as modified under this Article, and has had his/her permit revoked under this Article.
 - 3. The techniques utilized under the Stormwater Management Permit fail within one (1) year of installation, or before final stabilization is implemented for the site or portions of the site, whichever is later.
 - 4. The Administrator determines that action by the City is necessary to prevent excessive erosion or to prevent illicit discharges from occurring on the site.

- G. Misdemeanor Violation. Any violation of the provisions of this article or failure to comply with any of its requirements shall constitute a misdemeanor.
- H. Cumulative Enforcement. The procedures for enforcement of a permit, as set forth in this article, are cumulative and not exclusive.

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-05-16-46

A RESOLUTION SUPPORTING THE CROW RIVER REGIONAL TRAIL

WHEREAS, The City of Hanover recognizes the Crow River Regional Trail as an important component of the regional parks system providing a desirable recreational and non-motorized transportation amenity to the residents of the City and the region; and

WHEREAS, The Crow River Regional Trail will provide safe, off-street non-motorized access to existing regional and state recreation amenities including the Luce Line State Trail, Lake Rebecca Park Reserve, Crow-Hassan Park Reserve, the planned Lake Sarah, Rush Creek (extension) and West Mississippi River Regional Trails; and

WHEREAS, The City of Hanover recognizes that Three Rivers Park District, in conjunction with efforts of Wright and Carver Counties, and the directly affected cities, have gathered significant public input in the development of the Crow River Regional Trail Master Plan; and

WHEREAS, The City of Hanover recognizes that Three Rivers Park District has drafted the Crow River Regional Trail Master Plan and accepted and responded to public comments appropriately; and

WHEREAS, The Crow River Regional Trail Master Plan is consistent with other approved local and regional plans; and

WHEREAS, The City of Hanover supports the acquisition, design, implementation, and operation of the Crow River Regional Trail pursuant to the Master Plan; and

WHEREAS, The City of Hanover intends to enter into a regional trail cooperative agreement with the Park District formally outlining the acquisition, design, implementation, and operation responsibilities of the Crow River Regional Trail.

BE IT RESOLVED, that the City of Hanover, Minnesota, hereby supports the Crow River Regional Trail Master Plan.

Council members voting in favor:

Opposed or abstained:

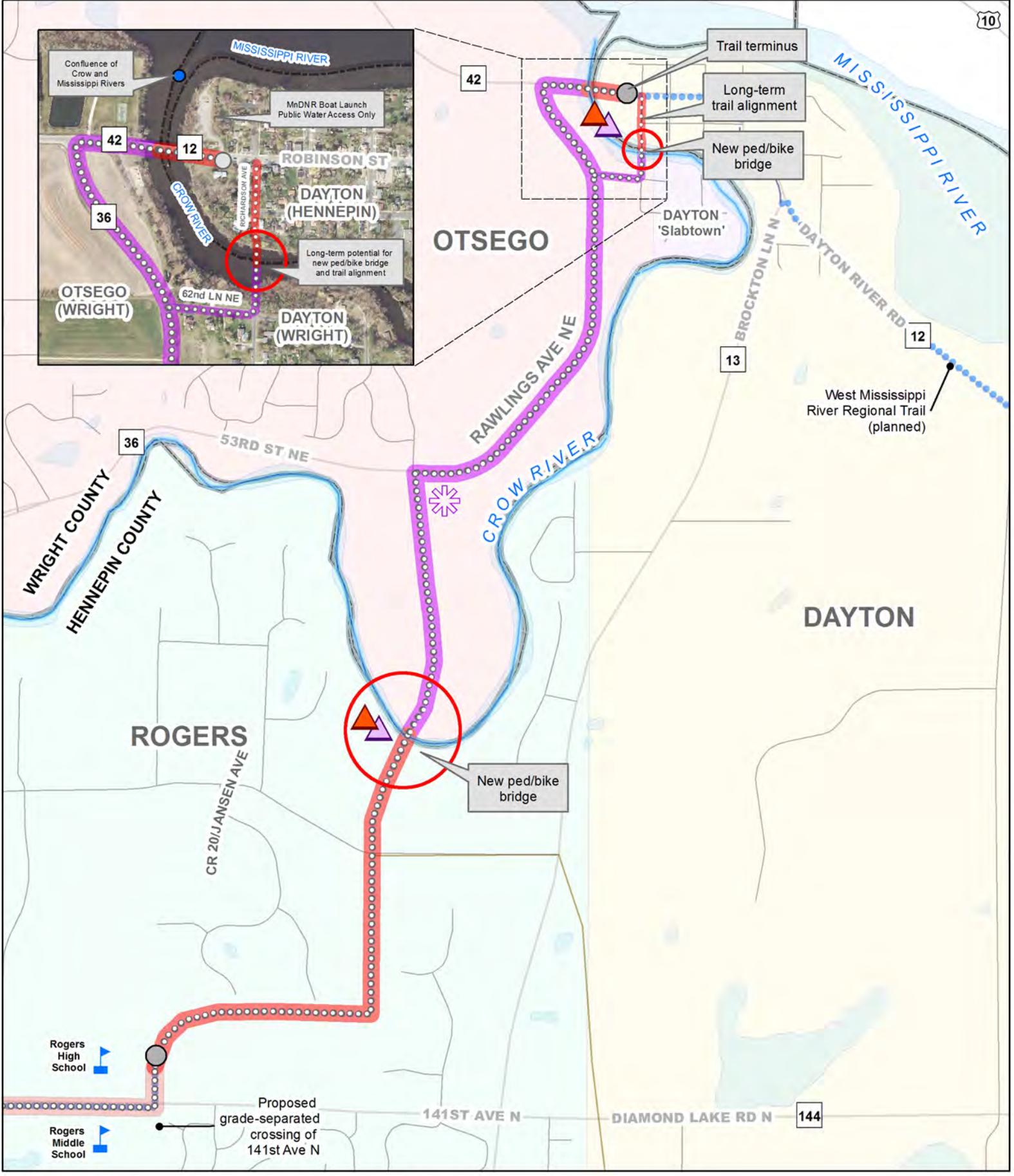
Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

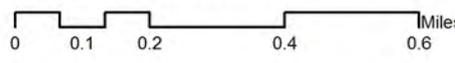
ATTEST:

Brian Hagen, City Administrator



Crow River Regional Trail

Segment E

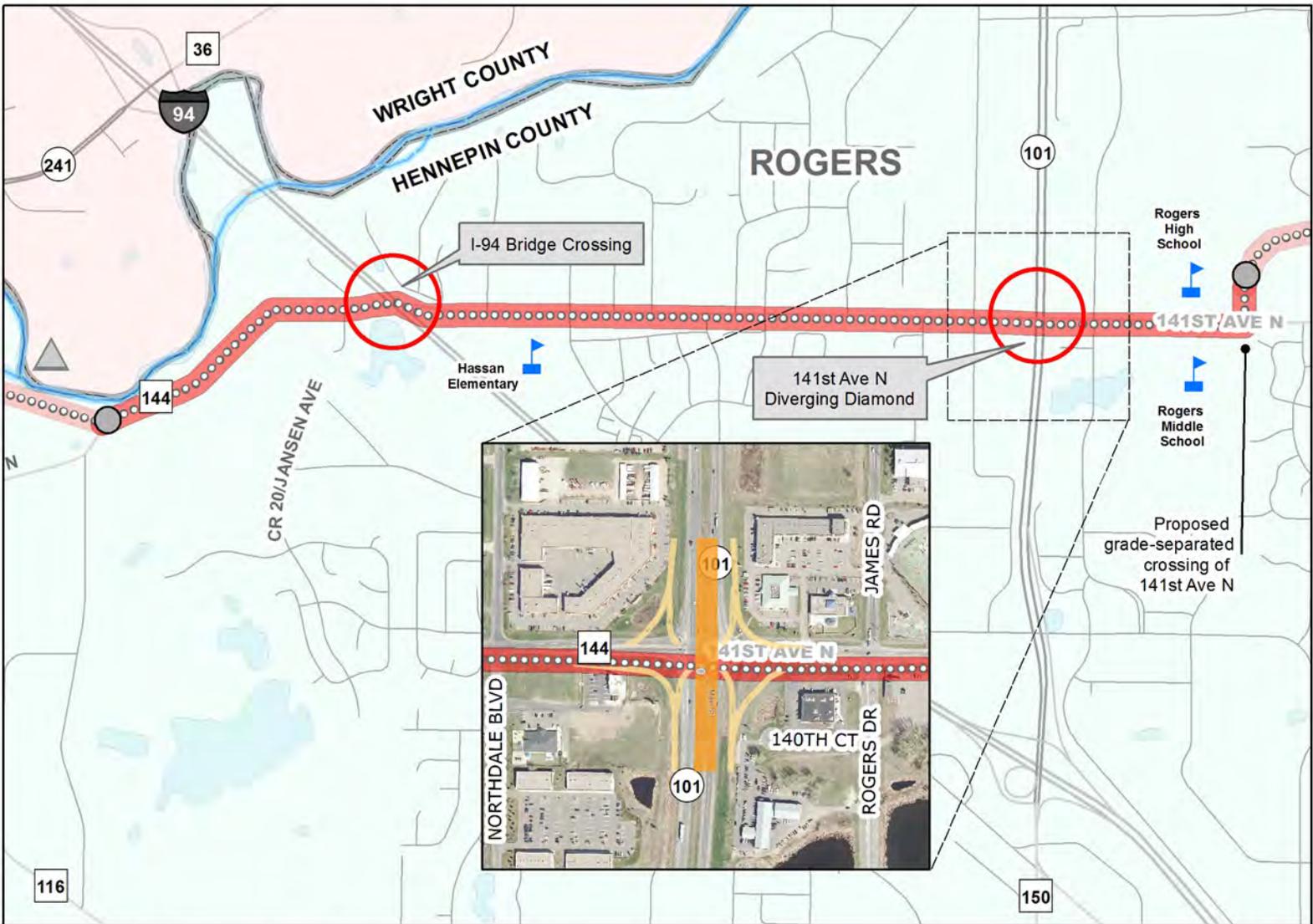


- Hennepin County
- Wright County

- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint



March 9, 2016 AR



Crow River Regional Trail

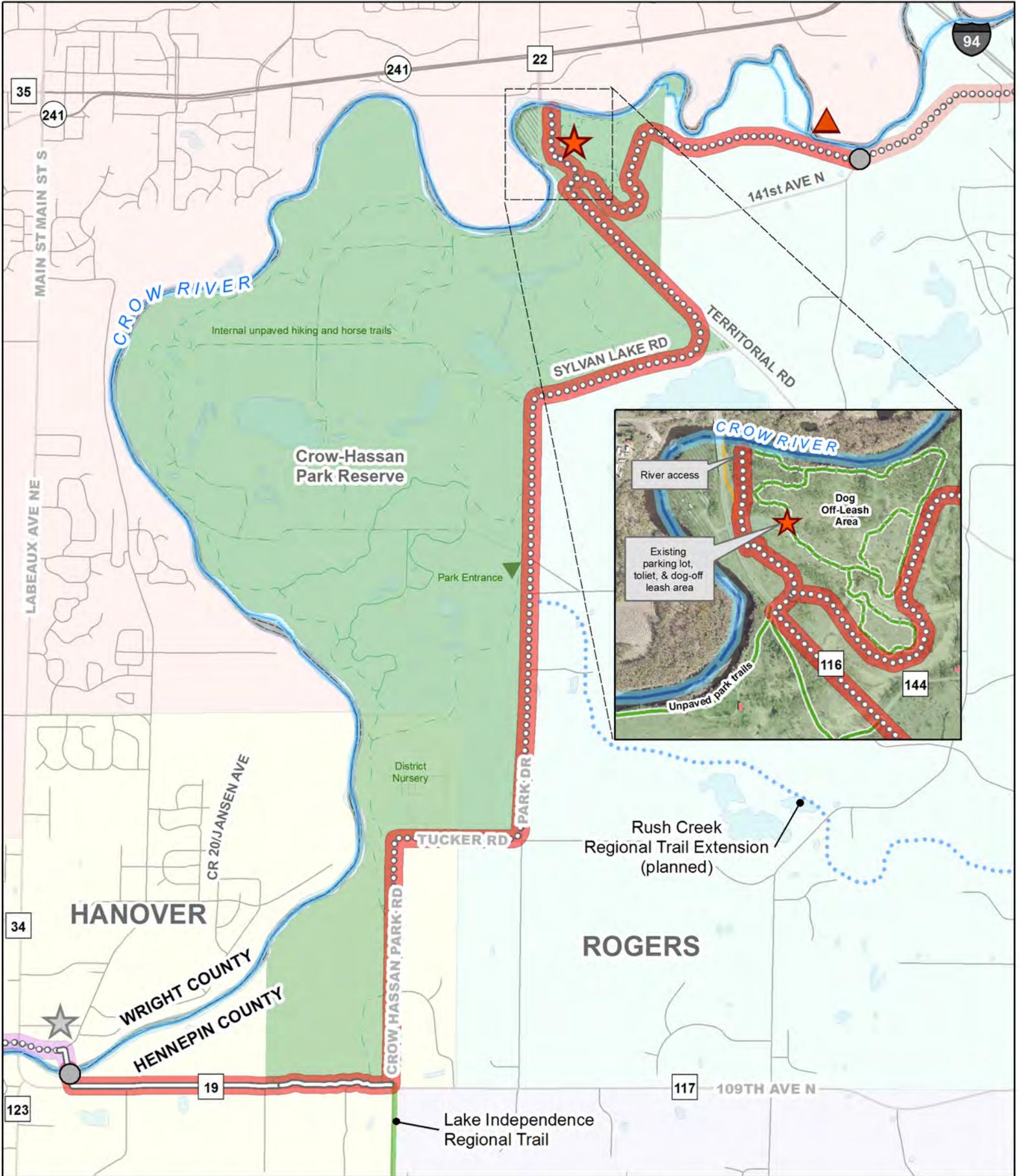
Segment D



Hennepin County

- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint





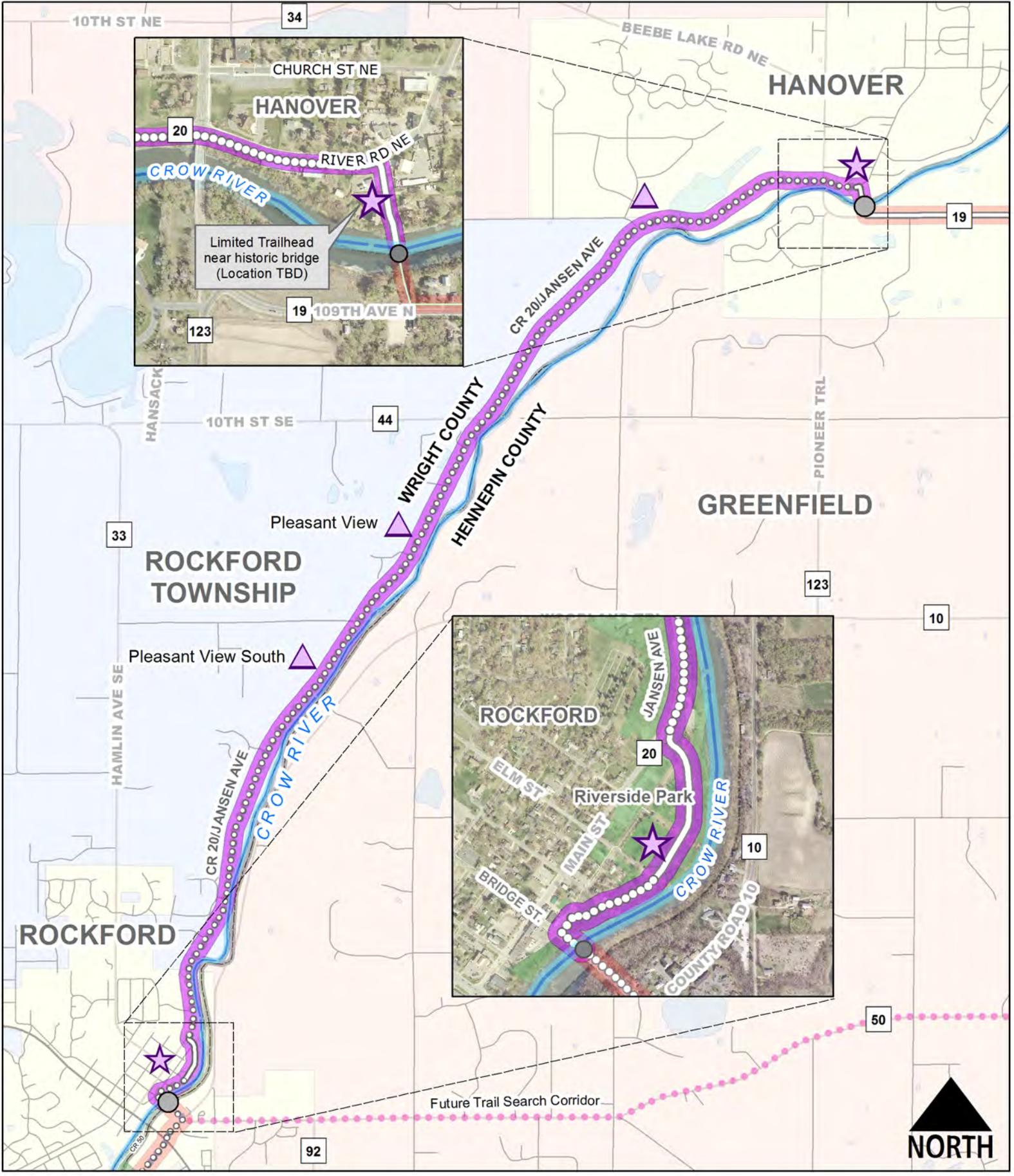
Crow River Regional Trail

Segment C



 Hennepin County

-  Existing trail segment
-  Proposed trail segment
-  River Touchpoint & Trailhead
-  Trailhead
-  River Touchpoint



Crow River Regional Trail

Segment B



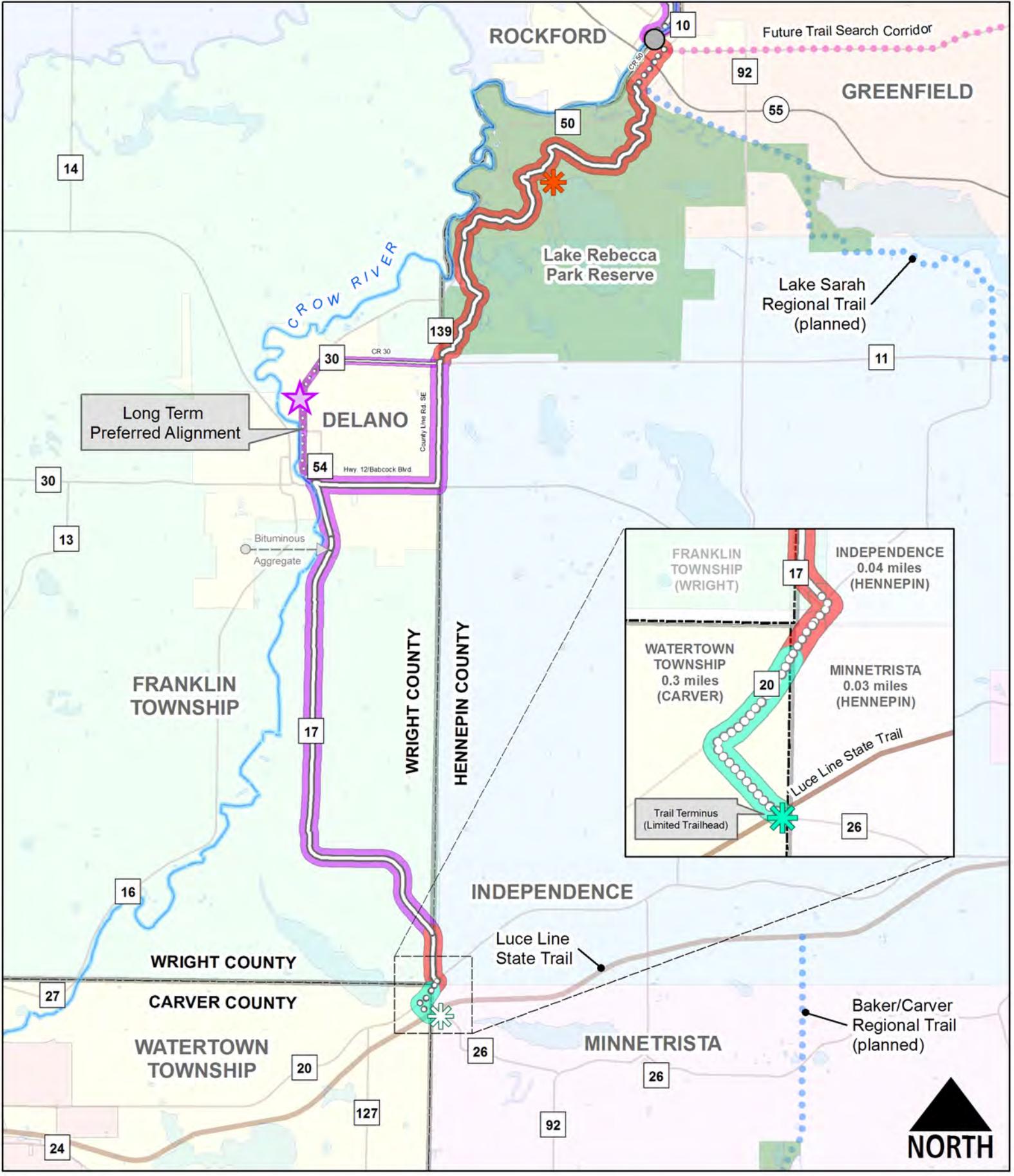
- Hennepin County
- Wright County

- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint



March 7, 2016 AR



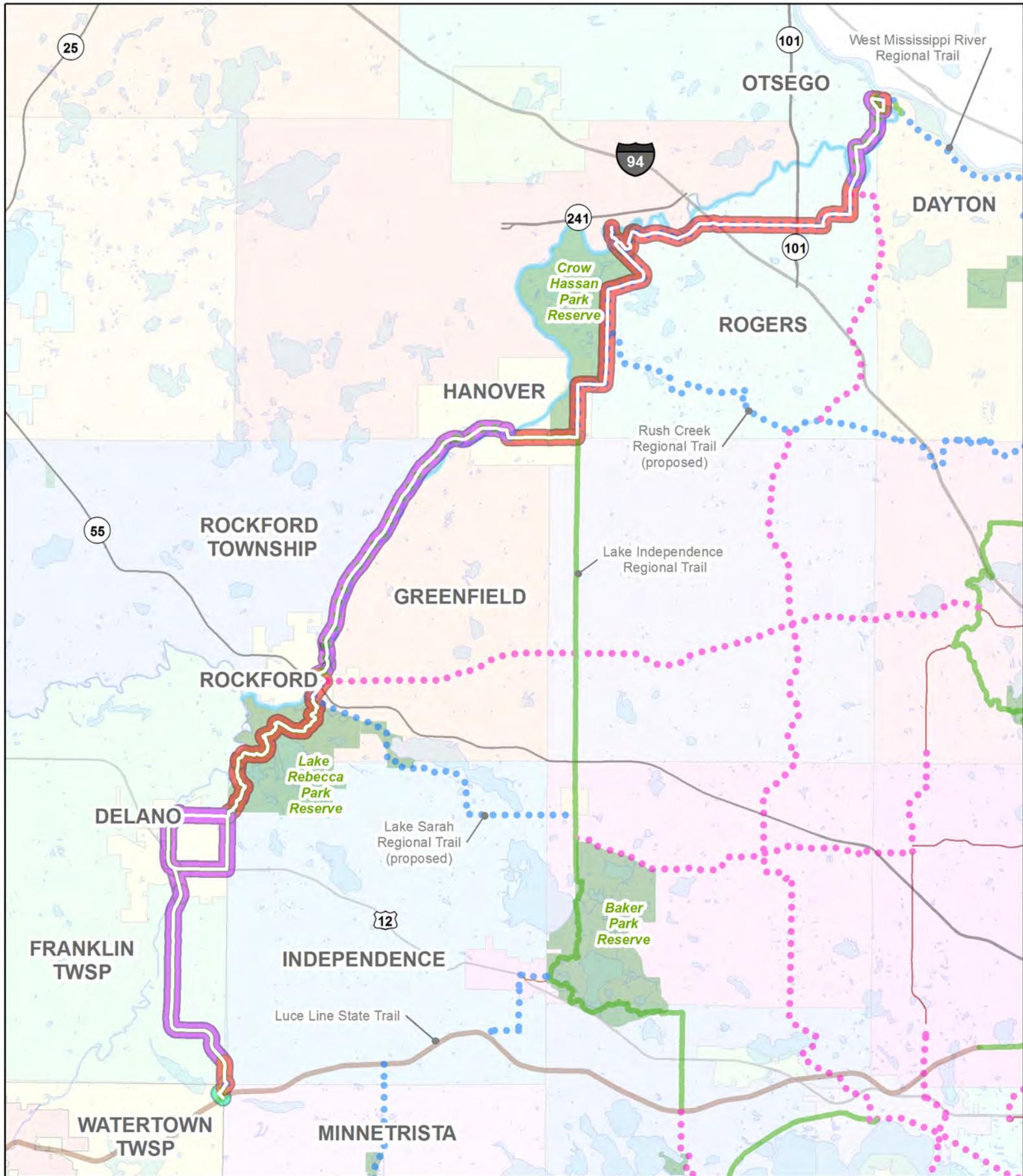


Crow River Regional Trail

Segment A

March 7, 2016 AR





March 10, 2016 AR

Crow River Regional Trail Jurisdiction

- Agency Jurisdiction**
- Hennepin - Three Rivers Park District
 - Wright County
 - Carver County



**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-05-16-47

**A RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION
APPLICATION IN GREATER MINNESOTA**

Park or trail name: Crow River Regional Trail_____

Location: Wright County_____

Check below as identified on application:

Joint Applicant/Partner (Hanover)

BE IT RESOLVED that the City of Hanover as a joint applicant, formally supports and authorizes Wright County to submit the Crow River Regional Trail on behalf of the partnership, for *Designation as a Regional Park or Trail in Greater Minnesota*.

BE IT FURTHER RESOLVED that as a joint applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should The Crow River Regional Trail receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the joint applicant *we* have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that the City of Hanover certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-50

A RESOLUTION APPROVING CITY CEMETERY RECORDS ORGANIZATION

WHEREAS, the City has a municipal cemetery; and

WHEREAS, the record keeping is hand written for plot locations and burial information; and

WHEREAS, staff received a quote from Cemetery Updating Services in 2014 which would be honored in 2016; and

WHEREAS, the quote includes mapping the cemetery, confirming existing records and recording the data, and correcting any discrepancies.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the quote received from Cemetery Updating Services in the amount of \$2,046.00.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Cemetery Updating Services

P.O. Box 1234, Winona, Minnesota 55987 Voice/Fax: (507) 453-0811
<http://www.cemeteryrecordservices.com/> Email: cemeteryhelp@yahoo.com

July 29, 2014

ATTN: Amy L. Biren
Administrative Intern
City of Hanover
11250 5th Street NE
Hanover, MN 55341
Amyb@ci.hanover.mn.us
(763) 797-3777

Re: Proposal for 2014 Update of City of Hanover Cemetery Records and Maps

Dear Amy:

Please find attached with this email a PDF version of a service contract (to be viewed as a project proposal). Please print a hard copy of this document. If there is interest in proceeding with this project, please have the document signed and then return it to me along with **copies** of your original records and maps and a check for 50% of the estimated total. At that point, we will put you on our summer schedule and arrive onsite as soon as possible to complete this project.

Please also find attached a cemetery packet. Please print a hard copy of these documents. They include explanations, testimonials and example sheets of what your records and maps would look like. Also, when you are presenting the information, please make it known that this system allows you to be 100% independent (if you choose to be) and is very cost effective. That being said, I can also provide updates. I will provide a hard copy book of your records and maps and also an electronic version on a CD.

Amy, thank you for interest. If you have any questions or concerns, please feel free to give me a call. Also, if it would be helpful for me to answer questions for the council when they meet, I will be happy to attend the meeting via speaker-phone.

Sincerely,

Deborah Wiczek

SERVICE CONTRACT

I, BRIAN HAGEN-City Admin., 11250 5th St. NE, Hanover, MN, 55341
(Name of Authorizing Person) (Mailing Address) (City) (State) (Zip Code)

763-797-3777, being authorized to retain work for the Hanover City Cemetery,
(Telephone Number) (Cemetery Name)

In Hanover, MN understand and agree to the following terms:
(City) (State)

- a. All data will be entered as provided.
- b. Any typographical errors or accidental omissions by CEMETERY UPDATING SERVICES will be corrected or added at no additional charge. The right is reserved to verify typographical errors or omissions by reviewing the original data. If, after reviewing the original data, CEMETERY UPDATING SERVICES was not in error, all corrections and/or updates will be performed on a chargeable \$ 50.00 per hour basis.
- c. Any data that is omitted by CEMETERY UPDATING SERVICES because of illegibility will be noted and when adequate data is provided, entering that data will be performed on a chargeable \$ 50.00 per hour basis.
- d. Prior to beginning the project or within seven (7) working days after a service agreement has been reached, 35% (50% if travel is necessary) of the Total Estimated Contract Price is required as a retainer towards expenses.
- e. Upon completion, the completed product and the original records and maps will be delivered on a C.O.D. basis (Cashier's Check or Money Order ONLY). The balance of the Final Billing Price and all shipping and C.O.D. charges will be required. If payment is not submitted at time of delivery, the original records, maps and the finished product will be retained and an additional charge will be added to the billing.

 #1. **Phase 1:** Includes: One Original Book(s) containing 8 1/2" X 11" Maps, Alphabetical, Numerical, Chronological, Burial Listings and Alphabetical and Numerical Veteran and Lot Owner Listings: (Conditioned on Data Availability) Compact Disc of Records. \$ per grave space (Empty or Full) X Grave # = \$.
New Sections at \$ /per grave space or \$ 50.00 per hour. Additional books at time and materials.

XXX #2. **Phases 1, 2 & 3:** Includes: Book(s) containing 8 1/2" X 11" Maps, Alphabetical, Numerical, Chronological Burial Listings and Alphabetical and Numerical Veteran and Lot Owner Listings. (Conditioned on Data Availability) On-site proofing of records with headstones and the final correction of records. Compact Disc of Records. \$ 6.00 per grave space (Empty or Full) X Grave # 341 = \$ 2,046.00 + \$ - 0 - Expenses.
New Sections at \$.55/per grave space or \$ 50.00 per hour. (When CEMETERY UPDATING SERVICES obtains or verifies data on-site, accuracy is the ultimate goal. However, because of marker weathering and deterioration, inadequate cemetery records and inconsistent burial placements, accuracy cannot be guaranteed. Maps or records produced from this method are not to be considered a reliable indicator of grave availability or exact burial locations.) Larger mylar or vellum maps are available at additional charge.

 #3. **Data Entry:** \$ per grave space (Empty or Full) X Grave # = \$ or \$ 50.00 per hour plus materials. Includes: Book(s) containing Alphabetical, Numerical, Chronological and Veteran Burial Listings and Alphabetical and Numerical Lot Owner Listings. (Conditioned on Data Availability)

 #4. **Mapping:** \$ per grave space plus materials or \$ 50.00 per hour plus materials. Includes original over-all map, burial maps, and listed veterans. (Conditioned on Data Availability) A "clean copy" numerical list of lot owners, burial names and veterans must be provided for this service. Larger mylar or vellum maps are available at additional charge.

 #5. **Update - Data & Maps:** \$ /per grave space (Empty or Full) X Grave # = \$ plus materials or \$ 50.00 per hour plus materials. Unused sections of cemetery completed at \$ 50.00 per hour plus materials. Includes the addition of new information in maps and data, paper copies of data and maps, and Compact Disc. Paper copies of records provided for self-assembly. New and completed book(s) can be produced \$ 50.00 per hour plus materials.

ESTIMATED CONTRACT PRICE: \$ 2,046.00 + \$ - 0 - Expenses

FULL SERVICE PACKAGE PAYMENT SCHEDULE: The first required payment is a 50% Retaining Fee + Expenses.

50% X \$ 2,046.00 = \$ 1,023.00 + \$ - 0 - Expenses. First Payment \$ 1,023.00 Estimated Balance: \$ 1,023.00 Based on the above terms, CEMETERY UPDATING SERVICES, at P.O. Box 1234, Winona, Minnesota, 55987, Phone: 507-453-0811 mail: cemeteryhelp@yahoo.com, Website: www.cemeteryrecordservices.com is contracted to provide the above services.

(Authorizing Signature)

Deborah Weisick

(Authorizing Signature for CEMETERY UPDATING SERVICES)

(Date)

7/29/2014

(Date)

* The Estimated Contract Price is based on the estimated grave count, decisions made and the information that was provided at time of estimate. If the Final Billing Price is higher or lower than the Estimated Contract Price, justification for the decrease or increase will be provided.



Cemetery Updating Services

P.O. Box 1234, Winona, Minnesota 55987 Voice/Fax: (507) 453-0811 Cell: (507) 312-0811 <http://www.cemeteryrecordservices.com/>

This is an easy and proven method of record keeping

At Cemetery Updating Services, we believe that records should be so easy to understand that anyone can access the information quickly, efficiently and easily. We realize that your cemetery records are the hub of your business and without them, in whatever condition, you cannot function. Your records are invaluable and irreplaceable. When you trust our company with your records, we realize their importance and do our best to give you fast, dependable service and to make your records the best and most efficient they can be.

***Mapping Services**

- Computerized redrawing of original cemetery maps
- The 8 1/2" X 11" maps and all your cemetery records would be returned to you in a water resistant, easy to handle book(s) that lends itself very well to being on-site or anywhere. Every cemetery record you need would be at your fingertips.
- Because of the 8 1/2" X 11" format, the maps and records can be easily and inexpensively duplicated for extra copies or for resale.
- 11" X 17", 18" X 24" and 24" X 36" maps are also available.

***Record Organization Service (Conditioned on Data Availability)**

In addition to maps, your records would include the following:

- Alphabetical Listing of all burials
- Numerical Listing of burials by location
- Chronological Listing of burials by Death Dates
- Alphabetical and Numerical listing of Veterans
- Alphabetical and Numerical listing of Lot Owners

***Updating Services**

- Additional information can be easily added to the original information.
- Data is electronically archived and if because of catastrophe all of your records are destroyed or damaged, your maps & records can be reproduced.

***Benefits**

Cemetery Updating Services will make your cemetery records easy for anyone to understand and maintain. This eliminates dependency on only a few people who understand the record keeping system and the layout of the cemetery.

- It is not necessary for the cemetery to expend the money to own and maintain expensive computer equipment and computer trained people to maintain the records.
- Record efficiency allows you to better manage your assets. You will be better able to track saleable burial sites and lot activity.



Cemetery Updating Services

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In conjunction with the information that comes with the packet, the following explanation applies:

1. **Updating a cemetery is typically a 3-phase process.** In almost all cases, there are discrepancies in the records. If you want your records to be as correct as possible, these errors need to be corrected by implementing Phases One, Two and Three.
2. **Phase One:** You would send all of your cemetery records and maps to Cemetery Updating Services. We would do the best we could with them. Discrepancies in your records would be indicated for your attention. After Phase One is completed, a book and a compact disc that would contain all of the data of your maps and records would be provided. *For a Phase One estimate, please provide a count of each cemetery grave space (empty or full) and we will give you a price based on your count for completing the maps and data for your cemetery. Phase One includes all of the maps and data that can be obtained from your existing records. **Please note that multiple burials in a grave (i.e. cremations, babies, etc.) are counted as an additional grave space. The only extra cost you pay is shipping.***
3. **Phase Two:** This requires someone going to the cemetery, measuring each of the graves, combining information from the headstones with the records and indicating corrections that need to be made. Volunteers can be used for Phase Two.
4. **Phase Three:** When Phase Two is completed and the corrections to be made are indicated in the book of records and maps, you may update the records yourself or you may send the book back to us for updating. Phase Three requires changing the data in the computer and making the indicated corrections on the maps and the records. If you would like to hire Cemetery Updating Services to complete Phase Three, the charge is \$.75 per grave space (empty or full). A complete and corrected book of your records and maps would be produced and you would also receive the updated information on a compact disc.
5. *For a price to complete Phase One, Two and Three, please provide a count of each cemetery grave space (empty or full). We will then give you a price, based on your count, for us to arrive on-site and complete the maps and data for your cemetery. **Please note that multiple burials in a grave (i.e. cremations, babies, etc.) are counted as an additional grave space.***
6. Please note that you are not purchasing software, support or a computer as part of this service. The purpose in giving you the disc of your records is for you to **keep it in a safe place** so that if something happens to our copies of your records, your data would still be safe with you. You could then provide that copy to us for any future updates. **The benefit to you** of having a copy of your records is that if you have the computer capability, the software and the knowledge, you could update your own records and would not be dependent upon us.

RECOMMENDATIONS

"This product speaks for itself and has made our cemetery records so much easier to deal with. We have used this system for many years and I can't think of anything I'd change as it works so well and is so very easy to use. We already had the Excel software on our computers but in addition, we purchased the VersaCAD program for our maps and now we maintain our records ourselves. Sometimes though, we have been too busy to do our own updates and it has been nice to be able to use Cemetery Updating Services to update for us. For this last update, I simply faxed two sheets from our Chronological List to Cemetery Updating Services. They electronically archive our records and they were able to completely and inexpensively update our records for us from those two sheets! It was so easy. We mostly use the book and have found that this is a very user-friendly format. We frequently have new employees in our office and the cemetery records are very easy for them to figure out. We love the 8 1/2" by 11" format. When Funeral Homes, the VFW or the general public needs information it is so easy to just mail or fax them a copy of what they need. It works good for them and for us. Public Works loves the 8 1/2" by 11" format too. They just make a copy of the map they need and take it with them out to the cemetery so they minimize burial placement errors. I haven't found anything out there like this. I highly recommend this service."

Tina Hendricks, Murray Hill Cemetery, City of Clatskanie, Oregon (503) 728-2622

"This service has made life so much easier for all of the employees at city hall. The maps are particularly helpful in that we can easily copy and give the maps to prospective clients and they can go to the cemetery with the maps and look around themselves. The ability to cross reference all of the data on the deceased or on a purchased plot really helps to quickly find what you need."

Judy Brown, Silver Hill Cemetery, Frostproof, Florida (863) 635-7854

"Awesome! Wonderful! Precise! Pleasant to work with! Professional! It has made our cemetery records (which were awful) a walk in the park. I can't say enough. I've been very, very happy. I would strongly recommend Cemetery Updating Services to any cemetery."

Mary M. M. Mitchell, Fox Valley Cemetery, Lyons, Oregon (503) 859-2167

"To us, the big advantage of this system was finally getting our records organized. We have also found that the maps are wonderful. I like the ability to sort the data in the computer and find what I am looking for quickly. Our cemetery manager prefers to use the book at the cemetery. He then gives me the new information and I enter it in the computer as a back up. This system has worked really well for us and keeps our data much more secure. We are happy we took this step of putting our records on computer. After years of using Cemetery Updating Services to update our maps, we have now purchased software so that we can update our own maps. This system is working out great for us."

Lori Thull, St. Anastasia Catholic Cemetery, Hutchinson, Minnesota (320) 587-6507

"Very cooperative, professional, timely and a real cost saver! Feel free to call me for more details."

Patricia Violet, Woodlawn Cemetery, Nashville, Tennessee (615) 383-4754

"Cemetery Updating Services has done an excellent job in taking the available data from our cemetery and turning it into something we can use. I would highly recommend this service."

David Hahn, Glens Rest Cemetery, City of Glens Ferry, Idaho (208) 366-7418

"We dance around every time we open the cemetery book now instead of cussing and swearing."

Mike Jones, City Office, Blooming Prairie Cemetery, Blooming Prairie, Minnesota (507) 583-7573

"It is the best thing we could have done for our maps and records. Very much worth it! We have updated four times and it's impressive how efficient, cost effective and easy this method is. Our records are better than they have ever been. Have it done now! You won't regret it."

Lyle Miller, Crown Hill Cemetery, Preston, Minnesota (507) 765-2349



Cemetery Updating Services

P.O. Box 1234, Winona, Minnesota 55987 Voice/Fax: (507) 453-0811 Cell: (507) 312-0811

<http://www.cemeteryrecordservices.com/>

"It is so much easier to find things now. We were looking for one person and the only information we had was his date of death. We found him right away and then we were able to cross-reference and find his parents and all kinds of other information. The ability to cross-reference is great. This service has been a big help to us. Now when I get a phone call for information, it takes me just a minute to find what they want. Before it would have taken me hours. We are very happy."

Sverre "Junior" Dahl, Hesper Lutheran Cemetery, Decorah, Iowa (319) 735-5818

"Before we had our records done, recording or selling grave sites was complicated, sketchy and time consuming. Since then even our public works guys can do it. A month ago, I was out of the office and someone came in needing information. One of our new public works guys whipped open the book and easily answered every question. We like our records a lot now."

LaNae Osmond, Spice City Cemetery, Spicer, Minnesota (320) 796-5562

"We had such a mess and what we got back was great. Some of our board members were against getting it done but when we got the records and maps back everyone on the board was astounded and just so very pleased. The work was absolutely outstanding."

Linda Anderson, Oakland Cemetery, Star Prairie, Wisconsin (715) 248-7474

"The part I love the best is having access to everything in our records on the computer. It makes it so fast! I would definitely recommend this service."

Marge Scheffle, Benson City Cemetery, Benson, Minnesota (320) 843-4775

"We are very satisfied with Cemetery Updating Services and we plan to use the service for our future updates. Our records were really improved. We were very happy with the price too. Very reasonable."

Harold Carlstrom, East Moe Lutheran Cemetery, Garfield, Minnesota (320) 834-2457

"The things I was most impressed with was the familiarity the company had about the operation of cemeteries and the speed with which our records and the finished product was returned to us. Cemetery Updating Services took not so good records, gleaned out the information, and gave it all back to us in a very useable form."

Greg Turner, Lenora Cemetery, Canton, Minnesota (507) 743-8408

"We are very satisfied with the services we have received so far and once we have completed the entire process and cleaned up our records this will be a real help to us."

Gary Dreger, Rose City Evangelical Free Cemetery, Eagle Bend, Minnesota (218) 338-2164

"In the spring of 2004 we contracted with Cemetery Updating Services to update our records and maps and to come to our cemetery to verify the locations of graves and the information from the headstones. The work was done in a very timely manner and with satisfactory results. We would highly recommend this service and intend to keep using them. The work was done for a very reasonable fee and there were no surprises or hidden costs at the end. Their approach to organizing and verifying the records made good sense, was well thought out and informed. In addition, it is such a relief having our records safe now."

Ken Esser, St. Mary Cemetery, Cross Plains, Wisconsin (608) 798-2985

"We were looking for someone with the skills and abilities that Cemetery Updating Services offered. We were very, very pleased with their work. The new books (that were painstakingly produced) now make finding grave locations much easier than using our old hand written books. We highly recommend Cemetery Updating Services!"

J. Frank Quintanilla, Savannah Memorial Park, Rosemead, California (626) 572-8555

"Now our records are in a nice, orderly form and the information is easy to find. It's also nice having the sheets in the protective plastic and having all of the information on computer disks and reproducible in case something should happen to our records."

Bob Steckl, Butler Cemetery, Letcher, South Dakota (605) 248-2454



Cemetery Updating Services

P.O. Box 1234, Winona, Minnesota 55987 Voice: (507) 453-0811 Cell: (507) 312-0811
<http://www.cemeteryrecordservices.com/>

**Mound Cemetery
LeSueur, Minnesota 56058**

March 9, 1998

To Whom It May Concern:

Re:
Cemetery Updating Services
P.O. Box 1234
Winona, Minnesota 55987

Mound Cemetery had been keeping its records manually for over 100 years.

While this system was adequate and served our purposes for all those years, there was concern about the feasibility of this rather antiquated method of keeping our records for the next century. In addition, the possibility that a disaster could destroy these irreplaceable records had always been a worry of the trustees.

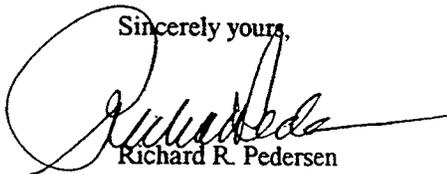
Our local funeral director advised us that this whole record keeping process could be computerized. We wrote to several firms that specialize in this process. Every firm we contacted was ready to sell us the software but we would have to train someone locally to transfer all of our data to the program.

After considerable research, we contacted Deborah Wiczek from Cemetery Updating Services out of Winona, Minnesota. Debbie advised us that she would transfer all of our records to computer. In addition, she would provide maps of every section of the cemetery. Each grave would be identified with a small rectangular box with the name of the deceased in the box. This new system would allow us to quickly locate any grave in our cemetery. This was a monumental task for our cemetery that has over 6,000 graves. Debbie advised us that after the transfer of the records was completed, we should walk the cemetery and check our records against the headstones to verify that they were correct. This verification process resulted in correcting over 1,500 grave locations. We submitted these corrections to Debbie who made the changes. Upon completion of this process, we were able to proclaim that Mound Cemetery's records were perfect for the first time in over 100 years.

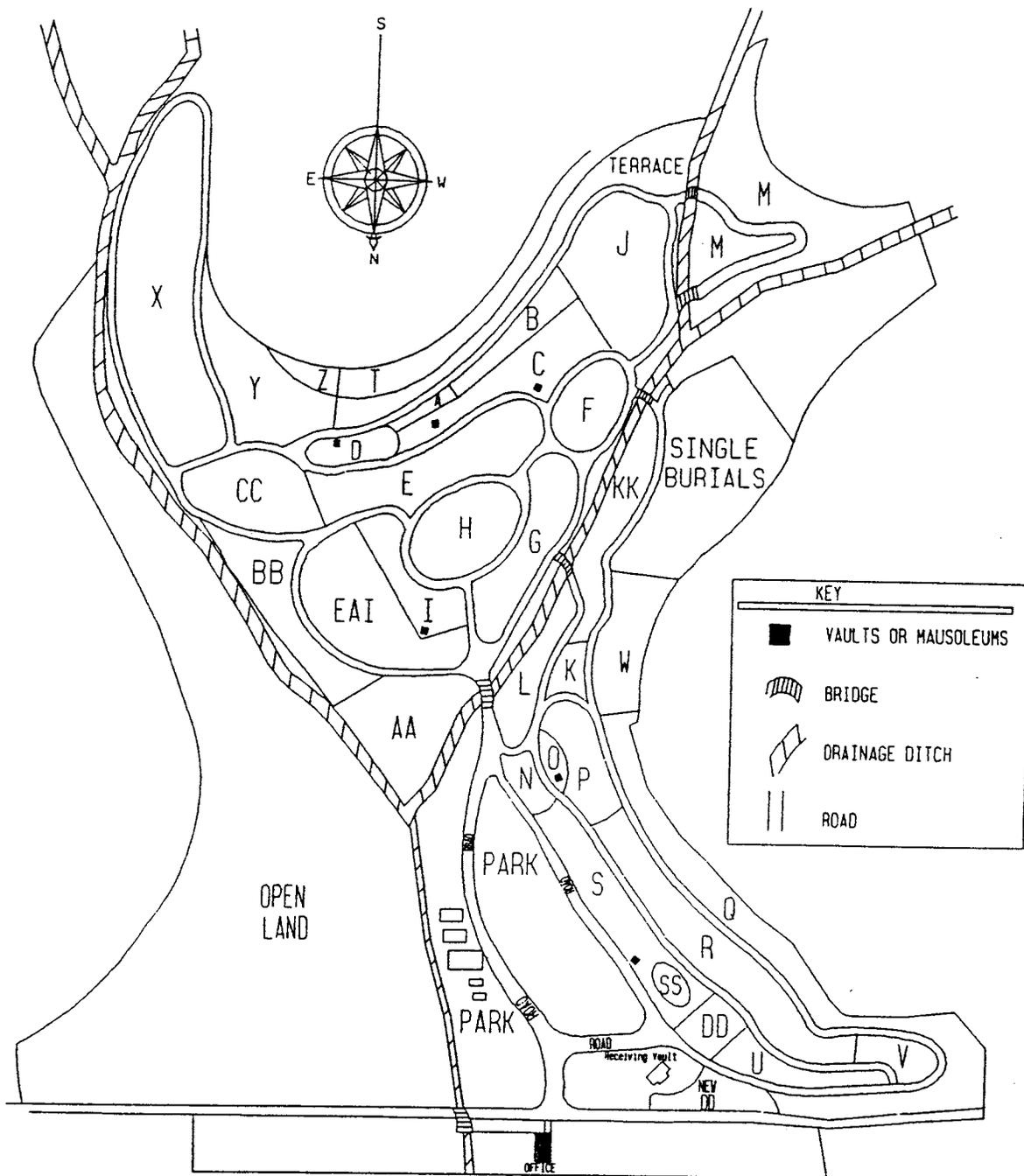
Debbie also updates our records annually. Thus, our records are always in perfect order.

I would highly recommend Cemetery Updating Services to anyone. This is a very reliable firm that keeps its promises and delivers a fine finished product.

Sincerely yours,



Richard R. Pedersen
President
Mound Cemetery Assn.



WOODLAWN CEMETERY
 WEST LAKE BOULEVARD
 WINONA, MINNESOTA 55987
 (507) 452-6016
 HOURS: 8:00 - 4:30 MONDAY - FRIDAY

Cemetery Updating Services

P.O. Box 1234, Winona, Minnesota 55987 Voice: (507) 453-0811 Cell: (507) 312-0811 <http://www.cemeteryrecordservices.com>

The following four sheets are examples of how your cemetery records would appear.

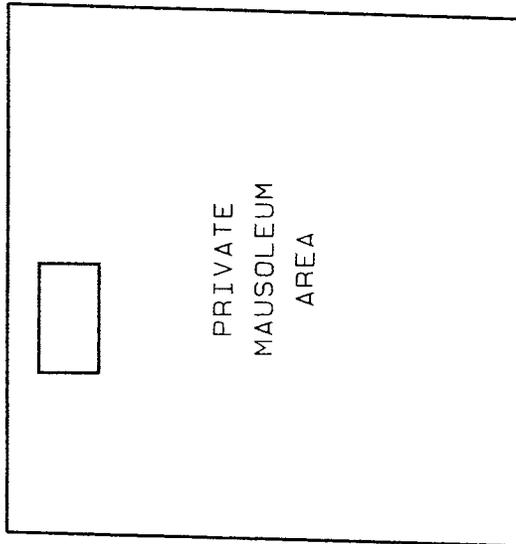
NEW CEMETERY - Section Two
71st. Street

212 213 214 215 216	206 207 208 209 210 211	33 34 35 36	37 38 39 40	41 42 43 44 45
221 220 219 218 217	205 204 203 202 201 200	27 26 25 24	23 22 21 20	19 18 17 16 15
222 223 224 225 226	194 195 196 197 198 199	2 3 4 5	6 7 8 9	10 11 12 13 14
231 230 229 228 227	193 192 191 190 189 188	58 57 56 55	54 53 52 51	50 49 48 47 46
232 233 234 235 236	182 183 184 185 186 187	77 78 79 80	81 82 83 84	85 86 87 88 89
241 240 239 238 237	181 180 179 178 177 176	102 101 100 99	98 97 96 95	94 93 92 91 90
242 243 244 245 246	170 171 172 173 174 175	121 122 123 124	125 126 127 128	129 130 131 132 133
251 250 249 248 247	169 168 167 166 165 164			
252 253 254 255 256	158 159 160 161 162 163			
261 260 259 258 257	157 156 155 154 153 152			
262 263 264 265 266	146 147 148 149 150 151			
271 270 269 268 267	145 144 143 142 141 140			
272 273 274 275 276	134 135 136 137 138 139			
281 280 279 278 277	30 31 32			
282 283 284 285 286	29 28			
291 290 289 288 287	1			
292 293 294 295 296				
67 66 65 64 63	62 61 60 59			
68 69 70 71 72	73 74 75 76			
111 110 109 108 107	106 105 104 103			
112 113 114 115 116	117 118 119 120			

OLD CEMETERY - Section One
71st. Street

1	16	17	32	33	48
2	15	18	31	34	47
3	14	19	30	35	46
4	13	20	29	36	45
5	12	21	28	37	44
6	11	22	27	38	43
7	10	23	26	39	42
8	9	24	25	40	41

PUBLIC ROAD - CO. RD. 10



41 42 43 44 45	19 18 17 16 15	10 11 12 13 14
37 38 39 40	23 22 21 20	6 7 8 9
58 57 56 55	54 53 52 51	81 82 83 84
77 78 79 80	98 97 96 95	125 126 127 128
102 101 100 99	121 122 123 124	
117 118 119 120		



Spicer City Cemetery

Spicer, Minnesota

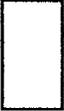
Drawn by: Cemetery Mapping Services
P.O. Box 1234
Winona, MN 55987 (507)453-0811

Date: 12/29/1999
File Name: MNSPMAP

Your entire cemetery would be drawn on an 8 1/2" X 11" sheet. Larger mylar or vellum maps would also be available at an additional cost. Turn to the next page.

NEW CEMETERY - Section Two
71st. Street

212	213	214	215	216
221	220	219	218	217
222	223	224	225	226
231	230	229	228	227
232	233	234	235	236
241	240	239	238	237
242	243	244	245	246
251	250	249	248	247
252	253	254	255	256
261	260	259	258	257
262	263	264	265	266
271	270	269	268	267
272	273	274	275	276



30A

PRIVATE
MAUSOLEUM
AREA

206	207	208	209	210	211
205	204	203	202	201	200
194	195	196	197	198	199
193	192	191	190	189	188
182	183	184	185	186	187
181	180	179	178	177	176
170	171	172	173	174	175
169	168	167	166	165	164
158	159	160	161	162	163
157	156	155	154	153	152
146	147	148	149	150	151
145	144	143	142	141	140
134	135	136	137	138	139

PUBLIC ROAD - CO. RD. 10

OLD CEMETERY - Section One
71st. Street

1	16	33	48
2	15	34	47
3	14	35	46
4	13	36	45
5	12	37	44

MAIN STREET

6	11	27	43
7	10	26	42
8	9	25	41

30	31	32	33	34	35	36
29	28	27	26	25	24	23
2	3	4	5	6	7	8
9	10	11	12	13	14	15
54	53	52	51	50	49	48
81	82	83	84	85	86	87
98	97	96	95	94	93	92
125	126	127	128	129	130	131
132	133	134	135	136	137	138
58	57	56	55	54	53	52
77	76	75	74	73	72	71
102	101	100	99	98	97	96
121	122	123	124	125	126	127
62	61	60	59	58	57	56
73	74	75	76	77	78	79
106	105	104	103	102	101	100
117	118	119	120	121	122	123

Grave Detail	1	2	3	4	5
Grave Detail	6	7	8	9	10
Grave Detail	11	12	13	14	15
Grave Detail	16	17	18	19	20

Spicer City Cemetery
Spicer, Minnesota

Date: 12/29/1999
File Name: MNSPMAP

Then the cemetery map would be divided into numbered blocks.
Locate block number #14 on this map. Turn to the next page.

SECTION 1

(2) (1)

	8		4		8		4
				WALLIN		BJORK	
	7		3	Grace E LUND		BJORK	3
6		John HOLLAND	2	Albert N WALLIN		Eldora WALLIN	2
ORRED	5		1	Raymond WALLIN		BJORK	1
ORRED	8		4				4
PARKER		PARKER		WHITE		WHITE	
7			3				3
Ellen D PARKER		UNKNOWN		James S WHITE		Stephen S WHITE	2
6		Julia H PARKER	2				
Thomas R PARKER				Margaret M WHITE		Hulda E WHITE	1
5		Forrest E PARKER	1				
PARKER							

(28) (4)

(2) (1)

	8		4		8		4
BANKER		BANKER				ELLIS	
7			3		7	Nellie ELLIS	3
BANKER		BANKER					
6			2		6	Jason M ELLIS	2
Vet William C BANKER		BANKER		ELLIS			
5			1		5		1
Jean BANKER		BANKER		ELLIS		ELLIS	
8			4		8		4
Dale W CHRISTIANSEN		MARDIN		CAMPBELL		Pearl G GOSWICK	
7		Norma SANTELLA	3		7		3
Gladys P MARDIN				Margaret J CAMPBELL		Wilton COURTRIGHT	
6			2		6		2
Ida MARDIN		MARDIN		Helen H CAMPBELL		Levern M COURTRIGHT	
5			1		5		1
Alfred G MARDIN		MARDIN		Hugh E.H CAMPBELL		Minta C. HOLT	

(21) (4)

14

Spicer City Cemetery

Spicer, Minnesota

Drawn by: Cemetery Updating Services
P.O. Box 1234
Winona, MN 55987 (507) 453-0811

Date: 12/30/1999
File Name: MNSP14

This Is Burial Map #14. On the Burial Map note the following:

1. Lot Owners are indicated by last name only
2. Burials are indicated by first and last name
3. Veterans are indicated by a dark grave line and the word "Vet"
4. The graves that are for sale are blank

Turn to the next page

SPICER CITY CEMETERY - SPICER, MINNESOTA

NUMERICAL

A	B	C	D	E	F	G	H	I	J	K	L	M
MAP	LAST NAME	FIRST NAME	M.NAME	D.O.B	D.O.D	AGE	S/B	LOT	GR	V	L.O.	COMMENT
1	ELLIS	J. (Mrs)	H.				S1-021	001			X	Graves - 01,2,3,4,5 & 6-Reg.Plot Owners List
2							S1-021	001			X	Graves - 07 & 8
3							S1-021	001	1			
4							S1-021	001	2			
5	ELLIS	Jason	Morey	1870/02/26	1925/11/09	55y	S1-021	001	3			
6	ELLIS	Nellie		1870/09/26	1959/05/11	88y	S1-021	001	4			
7							S1-021	001	5			
8							S1-021	001	6			Ellis headstone and a large bush on this grave
9	UNAVAILABLE						S1-021	001	7			Ellis headstone and a large bush on this grave
10	UNAVAILABLE						S1-021	001	8			
11							S1-021	002			X	Graves - 01,2,3,4,5,6,7 & 8 - No date - \$5.00
12	BANKER	W.	C.				S1-021	002	1			
13							S1-021	002	2			
14							S1-021	002	3			
15							S1-021	002	4			
16							S1-021	002	5			
17	BANKER	Jean		1894	1926/04/22	32y	S1-021	002	6	X		Mother - Note: Laura Gene Banker-Chk name/SpG
18	BANKER	William	C.				S1-021	002	7			Father ? (Name? Only listed on veterans list)
19							S1-021	002	8			
20							S1-021	002	8			
21	MARDIN						S1-021	003			X	Graves - 01,2,3,4,5,6,7 & 8-- Martin? Chk Spg?
22							S1-021	003	1			
23							S1-021	003	2			
24	SANTELLA	Norma "Chris"	Mae		1923/07/06	69y	S1-021	003	3			Cremation on east end of lot-Son:David Johnson
25							S1-021	003	3			
26							S1-021	003	4			
27	MARDIN	Alfred	Gilson	1857	1953/05/29	96y	S1-021	003	5			
28	MARDIN	Ida		1869	1946	77y	S1-021	003	6			
29	MARDIN	Gladys	P.	1895	1896	7m	S1-021	003	7			Baby
30	CHRISTIANSEN	Dale	W.	1954	1978	23y	S1-021	003	8			Son of Wes & Ann Christiansen-Tree on West side
31	CAMPBELL						S1-021	004			X	Graves - 01,2,3,4,5,6,7 & 8
32	HOLT	Minta	Campbell	1889	1946/08/06	57y	S1-021	004	1			
33	COURTRIGHT	Levern	M.	1913	1917/03/13	3y	S1-021	004	2			Child
34	COURTRIGHT	Wilton		1919	1919/06/19	12d	S1-021	004	3			Baby
35	GOSWICK	Pearl	G.	1930	1930	0y	S1-021	004	4			Baby
36	CAMPBELL	Hugh Edward	Henry	1848	1911	62y	S1-021	004	5			
37	CAMPBELL	Helen	Houdek	1862/10/20	1942/01/08	79y	S1-021	004	6			
38	COURTRIGHT	Margaret	J.	1881	1977	96y	S1-021	004	7			
39							S1-021	004	8			
40							S1-022	001			X	Graves - 01,2,3,4,5,6,7 & 8 -1926/07/29-\$5.00
							S1-022	001	1			Grave sunk - Possible burial
							S1-022	001	2			
							S1-022	001	3			
							S1-022	001	4			

This is an example of what your data sheets would look like.
 This example is sorted numerically by grave space. Every grave in your cemetery would be represented. You would also receive your records Alphabetically and Chronologically by date of death. An Alphabetical and Numerical list for Lot Owners and Veterans would also be provided along with a veteran's map. Column A: MAP indicates which map each grave can be found on.

**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 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of April, 2016.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-05-16-51

A RESOLUTION APPROVING THE HIRING OF SEASONAL PUBLIC WORKS EMPLOYEE

WHEREAS, the City Council authorized the advertisement of a seasonal Public Workers position; and

WHEREAS, staff interviewed the applicants and recommends the hiring of Terry Notvedt as a Public Works/Parks Seasonal Position employee not to exceed six months of employment.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Terry Notvedt at a rate of \$_____ per hour, subject to required background checks.

BE IT FURTHER RESOLVED that the City Council hereby directs Public Works Supervisor Scott Vogel to negotiate the starting employment dates to cover the needs of the Public Works Department. The employment dates are subject to the condition that the position shall not continue beyond a period of six months from the hire date.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of April, 2016

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Summary of surrounding City's playing field policies/fees

Buffalo

Fees:

Individual Reservation: \$10/field/hour

League and Practice Use: \$10/participant

Tournaments: \$300/complex/event

City Responsibility:

Normal maintenance of the fields and facilities

Chalk/paint lines before each game during the week

Drag the fields each day

**Additional fees if for weekend detail or other requests

Other:

Field permit requests are accepted after the first business day of that specific year.

Rogers

Fees:

Seasonal Maintenance Fee (Youth organizations): \$11/participant –billed for a minimum of 100 players

Seasonal Set up fee (if new): Baseball/softball - \$75/field, Soccer/football/Lacrosse - \$100/field, Additional striping - \$50/field, Use of lights for practice - \$25/field/day

City Responsibility:

Field maintenance is prohibited without prior approval from the City

Other:

No Applications processes prior to Feb 1st

City programs have priority over all other reservations, followed by School District

Additional fees may be assessed for refuse, damages, etc.

Permits are issued for Rogers resident groups (50% must be residents),

Businesses/churches/and schools located in Rogers, and Rogers Non-profit organizations

St. Michael/Albertville

Fees:

Private Field Rental: \$50/field/day

Youth Soccer Tournaments (Fri-Sun): \$100/park/weekend

Youth Baseball/Softball Tournaments (Fri-Sun): \$25/field/day

Tournament Cleaning Fee: \$100/weekend event

Adult League – Summer: \$175/team

Adult League – Fall/Winter: \$100/team

City Responsibility:

Other:

Reservations may be made no earlier than January 1st of the given year.

City Staff will not clean over the weekends, additional \$50/hr with a minimum 2 hours will be charged if cleaning is needed.

Damage deposit required, if damages exceed deposit, additional fees assessed.

Corcoran**Fees:**

Corcoran Youth Ball: No fees

City Responsibility:

Coaches do their own striping