

**AGENDA
HANOVER CITY COUNCIL
MAY 3, 2016**

**MAYOR
CHRIS KAUFFMAN**

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

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of April 19, 2016 City Council Work Session Meeting (*page 5*)
 - b. Approve Claims as Presented: (*page 9*)

➤ Claims	\$ 68,633.65
➤ Payroll	\$ 7,353.99
➤ P/R taxes & Exp	\$ 2,938.73
➤ Other Claims	\$ 1,437.00
➤ Total Claims	<u>\$ 80,363.37</u>
 - c. Res No 05-03-16-55 – Adopting State Records Retention
 - d. Res No 05-03-16-56 – Adopting Wright County Hazard Mitigation Plan
 - e. Res No 05-03-16-57 – Approving E-Poll Book Agreement
 - f. Res No 05-03-16-58 – Approving Snow Plow Driver Payment
 - g. Res No 05-03-16-59 – Approving Purchase of Fire Department Pagers
 - h. Res No 05-03-16-60 – Accepting Donation from Chanhassen Cub Foods
 - i. Res No 05-03-16-61 – Approving Purchase of Office Computer
4. Citizen’s Forum:
5. Public Hearings
 - a. 5th St. NE Watermain Extension Project
6. Unfinished Business
7. New Business
 - a. Clark Lee – House Size Regulations
 - b. Res No 05-03-16-62 – Ordering 5th St. NE Watermain Extension Project (*pg. 62*)
 - c. Res No 05-03-16-63 – Awarding 5th St. NE Watermain Extension Project Bid (*pg. 64*)
 - d. Hanover Royalty/Insurance Coverage
 - e. Park Playground Border Upgrades (*pg. 66*)
 - f. 2016 First Quarter Budget Review (*pg. 67*)

- 8. Reports of Mayor and Council Members, Staff, Boards, and Committees**
- 9. 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**
- 10. 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, identified as PID 108-046-001060**
- 11. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: April 29, 2016
Re: Review of May 3, 2016 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent packet.*
 - a. Approve Minutes of April 19, 2016 City Council Work Session Meeting (page 5)
 - b. Approve Claims as Presented: (page 9)

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 - h. Res No 05-03-16-60 – Accepting Donation from Chanhassen Cub Foods
 - i. Res No 05-03-16-61 – Approving Purchase of Office Computer
4. 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.
5. Public Hearings
 - a. 5th St. NE Watermain Extension Project
Messner will provide a presentation on the project prior to opening the Public Hearing.
6. Unfinished Business
None
7. New Business
 - a. Clark Lee – Housing Standards Ordinance
Mr. Lee requested to be placed on the agenda to discuss Hanover's ordinance related to housing standards.
 - b. Res No 05-03-16-62 – Ordering 5th St. NE Watermain Extension Project (pg. 62)
Messner will be available to discuss further.

- c. Res No 05-03-16-63 – Awarding 5th St. NE Watermain Extension Project Bid** *(page 64)*
Messner will be available to discuss further.
- d. Hanover Royalty/Insurance Coverage**
Discussion will be held regarding City equipment being used for royalty parades, and City insurance covering royalty equipment.
- e. Park Playground Upgrades** *(pg. 66)*
Discussion on playground upgrades regarding converting from woodchips to pea rock, and using different materials for park borders will be held.
- f. 2016 First Quarter Budget Review** *(pg. 67)*
Lindrud will provide this update.

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

9. 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

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11. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
APRIL 19, 2016 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, April 19, 2016 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, and City Engineer Justin Messner. Other guests present were Grady Kinghorn and Penny Kauffman. Doug Hammerseng was absent.

Approval of Agenda

Warpula requested specific discussion on extending the sidewalk project from the intersection of CR 19 and CR 20 to the school. Zajicek and Warpula added item 14b – Settlers Ballpark Design/Tree removal.

MOTION by Vajda to approve the agenda as amended, seconded by Warpula. **Motion carried unanimously.**

Consent Agenda

Kauffman would like an adjustment to the minutes stating that Council did not feel the need for a public hearing related to the tree removal needed for the Settlers Ballpark redesign. Warpula inquired if the cemetery mapping was complete, Lindrud stated no, this was the first half of the payment.

Lindrud stated there was an additional claim of \$120 payable to Denise Heins for monthly storage payment, bringing the total claims amount to \$104,645.54.

MOTION by Vajda to approve consent agenda as amended, seconded by Warpula.

- a. **Approve Minutes of April 5, 2016 Local Board of Appeals and Equalization**
- b. **Approve Minutes of April 5, 2016 City Council Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 91,610.14
➤ Payroll	\$ 7,269.98
➤ P/R taxes & Exp	\$ 2,987.08
➤ Other Claims	\$ 2,778.34
➤ Total Claims	<u>\$ 104,645.54</u>

Motion carried unanimously.

Public Works Facility Project Estimate Update

Grady Kinghorn gave an update on the costs for the Public Works Facility. Kinghorn stated that estimates were received and project cost currently sits at \$1,759,356.78. Discussion on the bond amount ensued. Council debated on an acceptable amount to bond. Hagen stated that if Council sets a bond amount, that amount can always be reduced. However, if the project is more expensive than anticipated, then the Council would be required to go through the bonding process of public notice in order to increase the bond total. Discussion took place around the placement of the building. The building cannot be placed in the front, due to storm water management requirements. Kauffman inquired on the next steps once the bond is approved. Hagen stated the Public Hearing is set for May 17th, a 30 day reverse referendum period is required, and if the public does not vote against the bond funds would come in July. Kinghorn stated there is work that can be done before the first draw on the bond. He further stated that once the bids come in, he would sit down with Council and adjustments can still be made if needed to reduce costs. Warpula inquired if there would be funds from the bond that could be used to retrofit the current Public Works. Hagen stated that he did not believe the public works facility bond could be used to retrofit a portion of City Hall given the City Hall plans were not placed on the Capital Improvement Plan.

5th St. Watermain Funding Plan

Hagen stated that due to conflict of interest, Kauffman cannot discuss the 5th St. Watermain Funding Plan. Kauffman excused himself from the discussion. Hagen stated there are three funding options:

- 1) Assess full project costs of \$250,000 to all properties benefited.
- 2) Assess only the final construction costs to all properties benefited.
- 3) Assess a reduced portion of the project costs to all properties benefited. The City would fund the difference.

Messner noted that the third option would be justified through the City paying for the oversizing of the water pipe. Warpula inquired if the WAC fees would still be required in addition to the assessment and what those would be. Messner stated that they would still be required and that the fee is calculated per property based on building use. Hagen stated the City could allow the properties to hook up to the watermain at a later date when their wells fail instead of allowing them to dig a new well. Discussion took place around a percentage that would be reasonable to assess the property owners. There are currently 5 properties, with the potential to go down to 4 properties and possibly even down to 3 if the sale of the 5 acres to JS Stewart were to fall through. Penny Kauffman spoke to the status of her property. She is in the process of combining her three lots into one. She further stated that there is access to the watermain off County Road 19. Hagen stated that the City would assess if there was a benefit to the property, if there was another option available for the property to hook up to water, it would not be assessed. Council discussed the options of splitting the cost by 50/50 or 75/25. Messner stated that the funding breakdown can be set at what Council is comfortable with. Council directed staff to present a 75% City cost, 25% assessment cost at the Public Hearing. Messner stated that the property owners will be invited to the Public Hearing and he will talk about the project and assessments.

Res No 04-19-16-52 – Awarding Bid for Hanover Hills Surface Improvement Project

Messner stated that the resolution before Council awards the contract for the Hanover Hills Surface Improvement Project. He stated there were 9 bidders and the low bid was \$491,969.80 from Knife River Corporation. He further stated that there were very favorable prices due to low oil prices. \$424,544.05 was the cost for Hanover Hills, while the additional \$67,725.75 was the alternative bid if Council decided to also add the paved portion of Division Street. Messner recommended that Council award Knife River the entire project, including Division Street. Council inquired if staff had heard anything further from Rockford Township, staff stated they had not, but that Rockford Township did not see interested in sharing costs. Hagen stated they can approach them again.

MOTION by Warpula to approve Res No 04-19-16-52, seconded by Vajda. **Motion carried unanimously.**

Res No 04-19-16-53 – Awarding Bid for CSAH 19 Sidewalk Extension Project

Messner stated the resolution before Council awards the contract for the CSAH 19 Sidewalk Extension Project. He stated there were 4 bidders and the low bid was \$84,443.50 from Burschville Construction. Messner recommended that Council award Burschville Construction the project. Kauffman inquired about the extension of the sidewalk from CSAH 19 Bridge to Hanover Elementary School and if there were funds available for Safe Routes to School. Messner stated that there would have to be a plan first before the City would be able to request grant funding. Vajda stated that there are two utility poles that need to be moved and in the past when looked into was expensive to do so. Discussion took place around the approaching the county or school district to share costs should the City decide to add a sidewalk at a later date.

MOTION by Vajda to approve Res No 04-19-16-53, seconded by Warpula. **Motion carried unanimously.**

Res No 04-19-16-54 – Calling for Public Hearing for 5th St. Watermain Extension

Hagen stated that the Public Hearing would be set for May 3rd. He stated that Messner will have a presentation of the project and then it will be open for discussion.

MOTION by Warpula to approve Res No 04-19-16-54, seconded by Zajicek. Abstain: Kauffman **Motion carried unanimously.**

Solar Garden Subscription Agreement

Hagen stated that this is not a solar garden in Hanover, but they City can subscribe to it, he further stated that Xcel Energy is required to provide a certain amount of credit for solar energy. Geronimo Energy is offering .01 per kilowatt used if the City subscribes with them. Hagen stated it is a 25 year contract with an estimated savings of \$23,000. Warpula inquired if Council can table it so they can research more into the contract. Hagen agreed, stating the Geronimo representative would also be willing to come out and speak to Council.

MOTION by Warpula to table Solar Garden Subscription Agreement until the May 17th, seconded by Vajda. **Motion carried unanimously.**

City Apparel for City Representatives

Hagen stated that Marty Waters requested that if Council gets new apparel with the city logo on, can those individuals that served on the logo committee also get a shirt at no cost. Council discussed that they no longer felt the need for city apparel for city representatives and currently use name tags instead, as that is more cost effective. Council and Staff agreed that at this time no apparel would be ordered.

Historic Bridge Photo Use Request

Hagen stated that the way the copyright agreement reads the City and EDA may use the photo for marketing the City. He stated Staff did not feel comfortable sharing the photo without Council approval. Kauffman stated that he did reach out to Mary Coons and all proceeds from the book sale will go back to the Hanover Historical Society. Kauffman stated he feels the book does market the City. Council agreed that the Hanover Historical Society may use the picture for the book Planks of History.

Hennepin County Assessing Contract

Hagen inquired if Council wanted to keep Hennepin County as Hanover's assessor. Council inquired if there were other choices, Hagen stated there are third party vendors. Council felt Hennepin County gives fair assessments and stated that Hagen can move forward with the contract renewal.

Cash Flow/Fund Balance Analysis

Lindrud and Hagen reviewed the cash flow and fund balance analysis as related to the upcoming road projects. Hagen also reviewed the CIP plan and percentage of debt levy and how the change to a \$2 million bond would change that percentage. He stated the original goal was to keep the debt/CIP levy annual increase to a percentage of 3%. The percentage for 2017 would increase 11%% for a \$2 million bond.. Hagen stated that due to publication deadlines he would need a number Council would like to bond for tonight or at a special meeting before noon on Friday.

MOTION by Warpula to bond for \$2 million for the public works facility, seconded by Kauffman. **Motion carried unanimously.**

2015 4th Quarter Budget Review

Lindrud presented the 2015 4th Quarter Budget Review. Lindrud and Hagen both stated they plan to ask the auditors about the two general fund transfers in relation to the budget surplus. Currently, the transfers appear as expenditures and are skewing the surplus so it appears the City only had a surplus of \$6,540, when it should be closer to \$200,000.

Settlers Ballpark Redesign and Tree Removal

Zajicek inquired how many people have been contacted by residents related to the removal of the oak trees in Settlers Park. Vajda stated he had two phone calls and both people were fine with the decision once he explained what was happening. Hagen stated he only received two phone calls from residents concerned about the tree removal. Council requested that a presentation be made at the next Park Board meeting showing the approved plan and inviting Youth Ball and Hanover Athletic Association to attend.

Reports

Messner:

- LS Black will be back in early May to finish the Bridge decking. Warpula inquired on what was needed to seal the boards. Messner stated that the supplier instructed him to let the wood sit and dry for one year and will send recommendations on oils to use to seal the wood. Kauffman inquired on the asphalt approaches at the bridge, Messner stated they will be done at the same time as the road projects.

Lindrud:

- Attended Election training

Hagen:

- Attended Election training, Hennepin County will be using the E-poll books instead of the paper rosters and to register Hennepin County voters. Hanover will also need an absentee ballot board to accept or reject absentee ballots at City Hall, Hennepin County will no longer do this for the City. Hagen stated that he sent out letters to current election judges and will also be advertising for more, as well as looking into using student judges.
- Stated the Russian Dinner is this weekend hosted by Tatiana Menth.

Vogel:

- Stated that snowplows are in storage and he has been preparing the upcoming street and maintenance projects.
- Inquired if regular maintenance items that exceed \$500 should come before council, examples being street sweeping, road grading, or replacing the ballasts at the Fire Hall. Council discussed and Hagen suggested changing the purchasing policy to eliminate any grey areas.
- Stated that Hanna statue is in disrepair and should it be removed. Council agreed to leave Hanna standing.

Zajicek:

- Stated that he received a large donation of Easter candy and products from Cub Foods, they stated Jim can use what he needs for the Easter Egg hunt and donate what isn't needed for the Easter Egg Hunt his discretion.

Warpula:

- Stated that the FRA bought chairs and tables for the Fire Hall, donates for new equipment, the fire department buys their own uniforms and the new fire extraction tool and six-wheeler were paid for through donations, fundraisers and the FRA.

Kauffman:

- Stated that the City of Dayton also has a park reservation system in place for its ballfields.

Adjournment

MOTION by Kauffman to adjourn at 9:10 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: May 2016

Batch Name	05/03/16 PAY	Payment	Computer Dollar Amt	\$68,633.65	Posted
Refer	1597	AFLAC	Ck# 001587E	5/3/2016	
Cash Payment	G 100-21706	Medical/Dental Ins	Supplemental Insurance - April 2016	Account# G1V17	\$134.16
Invoice	853528	4/12/2016			
Transaction Date	4/22/2016	Due 0	Cash	10100	Total \$134.16
Refer	1606	ASSURANT EMPLOYEE BENEFITS	Ck# 031798	5/3/2016	
Cash Payment	G 100-21707	Life Ins	Life Insurance - May 2016		\$383.65
Invoice		5/1/2016			
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$383.65
Refer	1589	AVENET, LLC	Ck# 031799	5/3/2016	
Cash Payment	E 100-41570-207	Computer Supplies	GovOffice Annual Service Package - 5/30/16 - 12/31/16		\$302.05
Invoice	38688	4/13/2016			
Cash Payment	G 100-15500	Prepaid Items	GovOffice Annual Service Package - 01/01/17 - 04/30/17		\$147.95
Invoice	38688	4/13/2016			
Transaction Date	4/18/2016	Due 0	Cash	10100	Total \$450.00
Refer	1607	CARROT-TOP INDUSTRIES INC.	Ck# 031800	5/3/2016	
Cash Payment	E 100-41940-580	Other Equipment	4x6 Ployester US Flag (6)		\$226.16
Invoice	3006500	4/15/2016			
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$226.16
Refer	1610	COLLABORATIVE PLANNING LLC	Ck# 001590E	5/3/2016	
Cash Payment	G 818-20200	Accounts Payable	Libert		\$49.00
Invoice	2016-038	4/28/2016		Project 208215	
Cash Payment	E 100-41910-310	Other Professional Servi	General Planning		\$882.00
Invoice	2016-038	4/28/2016			
Cash Payment	G 818-20200	Accounts Payable	Rhino Auto CUP Amendment		\$490.00
Invoice	2016-039	4/28/2016		Project 208221	
Transaction Date	4/28/2016	Due 0	Cash	10100	Total \$1,421.00
Refer	1590	DELTA DENTAL	Ck# 031801	5/3/2016	
Cash Payment	G 100-21706	Medical/Dental Ins	Dental Premiums - May 2016		\$119.10
Invoice		4/15/2016			
Transaction Date	4/18/2016	Due 0	Cash	10100	Total \$119.10
Refer	1602	ECM PUBLISHERS, INC.	Ck# 001588E	5/3/2016	
Cash Payment	E 100-41970-351	Legal Notices Publishing	Ordinance 2016-01		\$63.32
Invoice	339039	4/21/2016			
Cash Payment	E 100-41970-351	Legal Notices Publishing	Ordinance 2016-02		\$63.32
Invoice	339040	4/21/2016			
Cash Payment	E 100-41970-341	Employment	Public Works Seasonal Help Ad		\$88.29
Invoice	342070	3/13/2016			
Cash Payment	E 100-41970-341	Employment	Public Works Seasonal Help Ad		\$88.29
Invoice	342072	3/13/2016			
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$303.22
Refer	1611	ESS BROTHERS AND SONS INC.	Ck# 001591E	5/3/2016	

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Payments

Current Period: May 2016

Cash Payment	E 100-43121-224 Street Maint Materials	10" female top section				\$47.50
Invoice VV1403	4/12/2016					
Cash Payment	E 100-43121-224 Street Maint Materials	16" female top section				\$62.00
Invoice VV1403	4/12/2016					
Cash Payment	E 100-43121-224 Street Maint Materials	26" female top section				\$87.00
Invoice VV1403	4/12/2016					
Cash Payment	E 100-43121-224 Street Maint Materials	Valve box slip in top section				\$66.00
Invoice VV1403	4/12/2016					
Transaction Date	4/28/2016	Due 0	Cash	10100	Total	\$262.50
Refer	1603 <u>FAMILY HERITAGE LIFE INSURAN</u>				<u>Ck# 031802 5/3/2016</u>	
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - April 2016				\$76.10
Invoice 571934	4/15/2016					
Transaction Date	4/25/2016	Due 0	Cash	10100	Total	\$76.10
Refer	1586 <u>FLAGSHIP RECREATION</u>				<u>Ck# 031803 5/3/2016</u>	
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	6' tuff timber for park border				\$173.00
Invoice F6022	4/12/2016					
Transaction Date	4/18/2016	Due 0	Cash	10100	Total	\$173.00
Refer	1609 <u>HENNEPIN COUNTY SHERIFF SER</u>				<u>Ck# 031804 5/3/2016</u>	
Cash Payment	E 100-42101-310 Other Professional Servi	HC Sheriff Patrol Services - 1st Quarter 2016				\$17,851.24
Invoice 1000075924	4/22/2016					
Transaction Date	4/27/2016	Due 0	Cash	10100	Total	\$17,851.24
Refer	1588 <u>LOFFLER COMPANIES, INC.</u>				<u>Ck# 031805 5/3/2016</u>	
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Overage Charge - 03/17/16 - 4/16/16				\$237.22
Invoice 2213280	4/8/2016					
Transaction Date	4/18/2016	Due 0	Cash	10100	Total	\$237.22
Refer	1585 <u>MENARDS-BUFFALO</u>				<u>Ck# 031806 5/3/2016</u>	
Cash Payment	E 100-43121-224 Street Maint Materials	Sealbest Pothole Patch				\$55.65
Invoice 10391	4/12/2016					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Bath Fan				\$49.99
Invoice 10908	4/19/2016					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Motion Switch (9)				\$179.64
Invoice 10908	4/19/2016					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Switch Plates (9)				\$7.27
Invoice 10908	4/19/2016					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Washer 93PC				\$2.19
Invoice 10908	4/19/2016					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Performance Glove (2)				\$9.98
Invoice 10908	4/19/2016					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Rivet 100 pc (2)				\$19.98
Invoice 10908	4/19/2016					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Coffee Board Meetings (2)				\$13.94
Invoice 10908	4/19/2016					
Cash Payment	E 100-43000-215 Shop Supplies	Electrical Tape 10 pk				\$4.44
Invoice 10908	4/19/2016					
Cash Payment	E 100-41940-210 Operating Supplies (GE	Water Softner Cubes 40lb (15)				\$71.70
Invoice 10391	4/19/2016					
Transaction Date	4/18/2016	Due 0	Cash	10100	Total	\$414.78

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Payments

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Current Period: May 2016

Refer	1600 MENTH, LISA	Ck# 031807 5/3/2016			
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Hall Rental - 4/23/16			\$200.00
Invoice	4/25/2016				
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$200.00
Refer	1608 METRO CITIES	Ck# 031808 5/3/2016			
Cash Payment	E 100-41110-306 Dues & Subscriptions	Membership Dues - 2016			\$150.00
Invoice	4/22/2016				
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$150.00
Refer	1587 NORTHLAND TRUST	Ck# 031809 5/3/2016			
Cash Payment	E 314-47000-611 Bond Interest	COH \$1,225,000 GO Imp Crossover Refunding Bonds, Series 2011A - Interest Payment			\$10,387.50
Invoice	4/12/2016				
Cash Payment	E 314-47000-611 Bond Interest	COH \$1,225,000 GO Imp Crossover Refunding Bonds, Series 2011A - Annual Fee			\$495.00
Invoice	4/12/2016				
Transaction Date	4/18/2016	Due 0	Cash	10100	Total \$10,882.50
Refer	1598 RANDYS ENVIRONMENTAL SERVI	Ck# 031810 5/3/2016			
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - April 2016			\$3,151.20
Invoice	4/19/2016				
Transaction Date	4/22/2016	Due 0	Cash	10100	Total \$3,151.20
Refer	1612 RUPP ANDERSON SQUIRES & WA	Ck# 031811 5/3/2016			
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous			\$335.36
Invoice 4168	4/26/2016				
Cash Payment	E 100-41610-304 Legal Fees	City Council and Board/Commission Meetings			\$300.00
Invoice 4168	4/26/2016				
Cash Payment	E 100-41610-304 Legal Fees	Purchase Agreement (5 acre lot)			\$669.31
Invoice 4168	4/26/2016	Project 208218			
Cash Payment	E 100-41610-304 Legal Fees	Volunteer Firefighter Matter			\$544.50
Invoice 4168	4/26/2016				
Transaction Date	4/28/2016	Due 0	Cash	10100	Total \$1,849.17
Refer	1595 S E H	Ck# 001586E 5/3/2016			
Cash Payment	E 201-41330-310 Other Professional Servi	EDA Services - February & March 2016			\$965.44
Invoice 314002	4/18/2016				
Transaction Date	4/21/2016	Due 0	Cash	10100	Total \$965.44
Refer	1594 SATELLITE INDUSTRIES	Ck# 031812 5/3/2016			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Porta Potty - Toilet Seat (2)			\$21.46
Invoice SII-IN129091	4/19/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Porta Potty - Roof (1)			\$259.37
Invoice SII-IN129091	4/19/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Porta Potty - Hinges (8)			\$45.92
Invoice SII-IN129091	4/19/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Porta Potty - Closure Assy (2)			\$123.78
Invoice SII-IN129091	4/19/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Porta Potty - Latch Replacement Kit (4)			\$170.48
Invoice SII-IN129091	4/19/2016				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plastic Vent Screen (10)			\$15.40
Invoice SII-IN129091	4/19/2016				

HANOVER

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Payments

Current Period: May 2016

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE Shipping & Handling				\$135.00
Invoice	SII-IN129091	4/19/2016			
Transaction Date	4/21/2016	Due 0	Cash	10100	Total \$771.41
Refer	1592 VEOLIA WATER NORTH AMERICA			<u>Ck# 031813 5/3/2016</u>	
Cash Payment	E 602-43252-310 Other Professional Servi Sewer Services - May 2016				\$3,983.20
Invoice	00056776	4/15/2016			
Cash Payment	E 601-43252-310 Other Professional Servi Water Services - May 2016				\$2,884.38
Invoice	00056776	4/15/2016			
Cash Payment	E 602-43252-310 Other Professional Servi Sewer Services - February 2016				\$3,983.20
Invoice	00054372	1/19/2016			
Cash Payment	E 601-43252-310 Other Professional Servi Water Services - February 2016				\$2,884.38
Invoice	00054372	1/19/2016			
Transaction Date	4/20/2016	Due 0	Cash	10100	Total \$13,735.16
Refer	1601 VISA - BANKWEST			<u>Ck# 031814 5/3/2016</u>	
Cash Payment	E 100-41570-200 Office Supplies (GENER Name Tags - A. Peterson & J. Doboszinski				\$23.19
Invoice		4/18/2016			
Cash Payment	E 100-41600-310 Other Professional Servi MSFT Online Exchange				\$28.00
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE Sink Facet				\$218.03
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE 1 Qt Clobber				\$15.35
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE 14 TPI Ice Edge Saw Blade 5pk				\$25.62
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE 5T Ax Sawzall Blade 5 pk				\$19.95
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE Sink Facet - Refund				-\$218.03
Invoice		4/18/2016			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE Spout for facet				\$19.99
Invoice		4/18/2016			
Cash Payment	E 100-41570-200 Office Supplies (GENER Dry Erase Board				\$6.49
Invoice		4/18/2016			
Cash Payment	E 100-41570-200 Office Supplies (GENER Expandable Wall Organizer (2)				\$23.48
Invoice		4/18/2016			
Cash Payment	E 100-41570-200 Office Supplies (GENER 3 Tier File Organizer				\$16.99
Invoice		4/18/2016			
Cash Payment	E 100-41570-200 Office Supplies (GENER Toner				\$40.49
Invoice		4/18/2016			
Cash Payment	E 100-43000-240 Small Tools and Minor E GPS Field Camera App				\$8.50
Invoice		4/18/2016			
Transaction Date	4/25/2016	Due 0	Cash	10100	Total \$228.05
Refer	1591 WESTSIDE WHOLESALE TIRE & S			<u>Ck# 001584E 5/3/2016</u>	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE RM Tube				\$31.86
Invoice	765082	4/18/2016			
Transaction Date	4/20/2016	Due 0	Cash	10100	Total \$31.86
Refer	1584 WEX BANK			<u>Ck# 031815 5/3/2016</u>	
Cash Payment	E 100-43000-212 Motor Fuels PW Fuel - Bridge Timbers				\$68.99
Invoice	44841131	4/15/2016			

Project 208205

HANOVER

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Payments

Current Period: May 2016

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	PW Vehicle Wash				\$5.48
Invoice	44841131	4/15/2016				
Cash Payment	E 100-43000-212 Motor Fuels	PW Fuel				\$235.46
Invoice	44841131	4/15/2016				
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel				\$136.92
Invoice	44837085	4/15/2016				
Transaction Date	4/18/2016	Due 0	Cash	10100	Total	\$446.85
Refer	1605 <u>WRIGHT-HENNEPIN COOPERATIV</u>				<u>Ck# 001589E 5/3/2016</u>	
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park				\$55.92
Invoice		4/18/2016				
Transaction Date	4/25/2016	Due 0	Cash	10100	Total	\$55.92
Refer	1593 <u>WSB & ASSOCIATES, INC.</u>				<u>Ck# 001585E 5/3/2016</u>	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering - 2016				\$1,860.00
Invoice		3/31/2016				
Cash Payment	E 402-41950-303 Engineering Fees	CSAH Sidewalk Extension				\$2,599.50
Invoice		3/31/2016			Project 208224	
Cash Payment	E 418-43121-310 Other Professional Servi	Hanover Hills Surface Improvement Project				\$4,634.75
Invoice		3/31/2016			Project 208219	
Cash Payment	E 401-41950-303 Engineering Fees	5th Street Watermain Extension				\$1,052.25
Invoice		3/31/2016			Project 208223	
Cash Payment	E 100-41950-303 Engineering Fees	MS4 Services				\$1,332.00
Invoice		3/31/2016				
Cash Payment	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation				\$1,297.00
Invoice		3/31/2016			Project 208205	
Transaction Date	4/20/2016	Due 0	Cash	10100	Total	\$12,775.50
Refer	1604 <u>XCEL ENERGY</u>				<u>Ck# 031816 5/3/2016</u>	
Cash Payment	E 100-42280-381 Electric Utilities	Fire Hall - 02/13/16 - 04/05/16				\$246.12
Invoice	498050707	4/18/2016				
Cash Payment	E 100-41940-381 Electric Utilities	City Hall - 02/13/16 - 04/05/16				\$723.05
Invoice	498050707	4/18/2016				
Cash Payment	E 100-45200-381 Electric Utilities	Historical Brdge Lighting				\$79.84
Invoice	498050707	4/18/2016				
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE				\$48.81
Invoice	498050707	4/18/2016				
Cash Payment	E 100-45200-381 Electric Utilities	631 Kadler Cir				\$14.16
Invoice	498050707	4/18/2016				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE				\$18.97
Invoice	498050707	4/18/2016				
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Ave NE				\$77.70
Invoice	498050707	4/18/2016				
Transaction Date	4/25/2016	Due 0	Cash	10100	Total	\$1,208.65
Refer	1596 <u>ZEP SALES & SERVICE</u>				<u>Ck# 031817 5/3/2016</u>	
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Dust Mops (6)				\$129.81
Invoice	9002204844	4/14/2016				
Transaction Date	4/22/2016	Due 0	Cash	10100	Total	\$129.81

HANOVER

Payments

Current Period: May 2016

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$539.00
602 SEWER ENTERPRISE FUND	\$7,966.40
601 WATER ENTERPRISE FUND	\$5,768.76
418 STREET CAPITAL PROJ FUND	\$4,634.75
404 HISTORICAL CAPITAL PROJ FUND	\$1,297.00
402 PARKS CAPITAL PROJECTS	\$2,599.50
401 GENERAL CAPITAL PROJECTS	\$1,052.25
314 2011A GO IMP CROSSOVER REF BD	\$10,882.50
201 EDA SPECIAL REVENUE FUND	\$965.44
100 GENERAL FUND	\$32,928.05
	<hr/>
	\$68,633.65

Pre-Written Check	\$68,633.65
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$68,633.65

HANOVER

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*Check Summary Register©

Cks 5/3/2016 - 5/3/2016

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001584E WESTSIDE WHOLESALE TIRE &	5/3/2016	\$31.86	RM Tube
Paid Chk# 001585E WSB & ASSOCIATES, INC.	5/3/2016	\$12,775.50	General Engineering - 2016
Paid Chk# 001586E Short Elliott Hendrickson, Inc	5/3/2016	\$965.44	EDA Services - February & Marc
Paid Chk# 001587E AFLAC	5/3/2016	\$134.16	Supplemental Insurance - April
Paid Chk# 001588E ECM PUBLISHERS, INC.	5/3/2016	\$303.22	Ordinance 2016-01
Paid Chk# 001589E Wright-Hennepin Coop Electric	5/3/2016	\$55.92	Eagleview Park
Paid Chk# 001590E Collaborative Planning LLC	5/3/2016	\$1,421.00	Libert
Paid Chk# 001591E ESS BROTHERS AND SONS INC.	5/3/2016	\$262.50	10" female top section
Paid Chk# 031798 ASSURANT EMPLOYEE BENEFIT	5/3/2016	\$383.65	Life Insurance - May 2016
Paid Chk# 031799 AVENET, LLC	5/3/2016	\$450.00	GovOffice Annual Service Packa
Paid Chk# 031800 CARROT-TOP INDUSTRIES INC.	5/3/2016	\$226.16	4x6 Ployester US Flag (6)
Paid Chk# 031801 Delta Dental of Minnesota	5/3/2016	\$119.10	Dental Premiums - May 2016
Paid Chk# 031802 FAMILY HERITAGE LIFE INSURA	5/3/2016	\$76.10	Supplemental Insurance - April
Paid Chk# 031803 FLAGSHIP RECREATION	5/3/2016	\$173.00	6' tuff timber for park border
Paid Chk# 031804 HENNEPIN COUNTY SHERIFF S	5/3/2016	\$17,851.24	HC Sheriff Patrol Services - 1
Paid Chk# 031805 LOFFLER COMPANIES, INC.	5/3/2016	\$237.22	Contract Overage Charge - 03/1
Paid Chk# 031806 MENARDS-BUFFALO	5/3/2016	\$414.78	Water Softner Cubes 40lb (15)
Paid Chk# 031807 MENTH, LISA	5/3/2016	\$200.00	Damage Deposit Hall Rental - 4
Paid Chk# 031808 METRO CITIES	5/3/2016	\$150.00	Membership Dues - 2016
Paid Chk# 031809 Northland Trust Services	5/3/2016	\$10,882.50	COH \$1,225,000 GO Imp Crossove
Paid Chk# 031810 Randy's Environmental Services	5/3/2016	\$3,151.20	Recycling - April 2016
Paid Chk# 031811 Rupp Anderson Squires & Waldsp	5/3/2016	\$1,849.17	City Council and Board/Commiss
Paid Chk# 031812 SATELLITE INDUSTRIES	5/3/2016	\$771.41	Plastic Vent Screen (10)
Paid Chk# 031813 Veolia Water North America	5/3/2016	\$13,735.16	Sewer Services - May 2016
Paid Chk# 031814 VISA	5/3/2016	\$228.05	3 Tier File Organizer
Paid Chk# 031815 WEX BANK	5/3/2016	\$446.85	FD Fuel
Paid Chk# 031816 XCEL ENERGY	5/3/2016	\$1,208.65	Historical Brdge Lighting
Paid Chk# 031817 Acuity Specialty Products, Inc	5/3/2016	\$129.81	Dust Mops (6)
Total Checks		\$68,633.65	

FILTER: None

1590

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

April 28, 2016

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- General Planning
Invoice # 2016-038

Date	Task	Hours	Amount
3/1/2016	Various re: zoning map.	0.25	24.50
3/3/2016	Emails from Amy, research, phone conference with Amy.	0.5	49.00
3/6/2016	Various emails.	0.25	24.50
3/7/2016	Phone conference with Amy re: Greenfield, various emails.	0.75	73.50
3/9/2016	Phone conference with Brian.	0.25	24.50
3/10/2016	Review zoning question for 874 Kayla Lane. Review zoning question for 10691 108th Ave. Prepare public hearing notice. Phone conference with Amy, various emails.	1	98.00
3/11/2016	Phone conference with Amy, various re: PC, emails.	0.5	49.00
3/12/2016	Phone conference with Amy re: 5th Street.	0.25	24.50
3/15/2016	Various emails.	0.25	24.50
3/16/2016	Various re: annexation area, new CUP application.	0.5	49.00
3/21/2016	Various emails.	0.25	24.50
3/22/2016	Various re: 11413 Crow.	0.5	49.00
3/23/2016	Phone conference with Amy re: PC packets, various emails.	0.75	73.50
3/24/2016	Phone conference with Liz.	0.25	24.50
3/25/2016	Various re: 10 acres, zoning ord amendment, PC packet, 11413 Crow	0.5	49.00
3/28/2016	Prep for and attend PC meeting.	1.5	147.00
3/29/2016	Various emails.	0.25	24.50
3/30/2016	Prepare MS4 ordinance for packet.	0.5	49.00
3/30/2016	Libert: Review file, prepare zoning certification letter.	0.5	49.00
		<hr/>	
		9.5	\$931.00

Additional Charges	Libert: 818-20000 - 49.00	\$0.00
Total Amount of this Invoice	100-41910-310 - 882.00	\$931.00
Previous Balance	931.00	\$784.00

City of Hanover
General Planning

April 28, 2016
Page 1

#1590

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

April 28, 2016

**City of Hanover
PO Box 278
Hanover, MN 55341**

**Reference to: City of Hanover -- Rhino Auto
Invoice # 2016-039**

Date	Task	Hours	Amount
3/4/2016	Email from Amy, review application.	0.25	24.50
3/7/2016	Various emails.	0.25	24.50
3/8/2016	Various emails.	0.25	24.50
3/10/2016	Phone conference with Amy, prepare public hearing notice. Various emails.	0.25	24.50
3/23/2016	Review plans, prepare staff report, phone conference with Amy, various emails.	1.5	147.00
3/28/2016	Phone conference with agent. Prep for and attend PC meeting.	2.5	245.00
		<hr/>	
		5	\$490.00

Additional Charges	\$0.00
Total Amount of this Invoice	\$490.00
Previous Balance	\$0.00
Payments Received	\$0.00
Balance Due	\$490.00

818-20200 -490.00


APR 28 2016



Rupp, Anderson, Squires & Waldspurger, P.A.

333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 3/31/2016
Statement Date: 4/26/2016
Statement No. 4168

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

4011(1)-0001: Miscellaneous	335.36	100-41610-304
4011(1)-0004: City Council and Board/Commission Meetings	300.00	100-41610-304
4011(1)-0078: Purchase Agreement (5 Acre Lot)	669.31	100-41610-304
4011(1)-0081: Volunteer Firefighter Matter	544.50	100-41610-304

Total Fees and Expenses:	\$1,849.17
Previous Balance:	-
Total Now Due:	\$1,849.17

98



Rupp, Anderson, Squires & Waldspurgen, P.A.

333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
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Federal Tax ID 46-1641135

Statement as of: 3/31/2016
Statement Date: 4/26/2016
Statement No. 4168

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
03/04/2016	JTS Brian e-mail regarding firefighter; Reply.	0.20	175.00	35.00
03/15/2016	JTS Review and analyze Crow River Heights development agreements regarding payment of fees; Telephone conference with Amy regarding same.	1.30	175.00	227.50
03/16/2016	JTS Office conference with associate regarding Stewart deal points; Meeting.	0.30	175.00	52.50
03/28/2016	JTS Liz e-mail regarding ballpark improvements; Reply.	0.10	175.00	17.50
	Sub-total Fees:			<u>\$332.50</u>

4011(1)-0004: City Council and Board/Commission Meetings

		Hours	Rate	Amount
03/15/2016	JPE Travel to and from Hanover City Hall; Prepare for and participate in City Council meeting.	4.30	165.00	300.00
	Sub-total Fees:			<u>\$300.00</u>

4011(1)-0078: Purchase Agreement (5 Acre Lot)

		Hours	Rate	Amount
03/09/2016	JPE Review and analyze issues associated with Jim Stewart's counteroffer; Telephone conferences and e-mail correspondence with Brian Hagen regarding same.	0.80	165.00	132.00
03/10/2016	JPE Receive and review packet for March 15 council meeting; Voice mail message with Brian Hagen regarding preparation for March 15 meeting.	0.30	165.00	49.50
03/14/2016	JPE Receive and review voicemail message from Liz Lindrud regarding additional e-mail correspondence from proposed buyer; E-mail correspondence with Liz Lindrud regarding same and procedure for closing meeting.	0.20	165.00	33.00



Rupp, Anderson, Squires & Waldspurger, P.A.

333 South Seventh Street, Suite 2800
 Minneapolis, MN 55402
 Office (612) 436-4300 Fax (612) 436-4340
 www.raswlaw.com

Federal Tax ID 46-1641135

03/15/2016 JPE	Review and analyze issues related to J.S. Stewart counteroffer.	1.00	165.00	165.00
03/17/2016 JPE	Telephone conference with Liz Lindrud regarding preparation for meeting with Jim Stewart; Review and analyze issues to address during meeting; Draft e-mail to Brian Hagen, Liz Lindrud and Mayor Chris Kaufman regarding same.	0.40	165.00	66.00
03/18/2016 JPE	Revised draft purchase agreement and accompanying documents in advance of City meeting with Jim Stewart; Draft e-mail to Brian Hagen, Liz Lindrud, and Mayor Chris Kaufman regarding revised purchase agreement and accompanying documents and advice for approach to meeting with Jim Stewart.	0.80	165.00	132.00
03/29/2016 JPE	Telephone conference with Brian Hagen and Liz Lindrud regarding status of negotiations with landowner.	0.30	165.00	49.50
Sub-total Fees:				\$627.00

4011(1)-0081: Volunteer Firefighter Matter

		Hours	Rate	Amount
03/01/2016 ZJC	Office conference with Jay Squires regarding volunteer firefighter issue; Legal research regarding Minnesota Statute §§ 299F.035 and 364.03 and criminal histories of job applicants.	1.20	165.00	198.00
03/02/2016 ZJC	Legal research regarding determining relationship of criminal history to firefighter's job duties; E-mail Brian Hagen, City Administrator, regarding volunteer firefighter job description.	1.00	165.00	165.00
03/03/2016 ZJC	Draft memorandum on volunteer firefighter applicant's criminal history.	1.10	165.00	181.50
Sub-total Fees:				\$544.50

Rate Summary

Zachary J. Cronen	3.30 hours at \$165.00/hr	544.50
John P. Edison	8.10 hours at \$165.00/hr	927.00
Jay T. Squires	1.90 hours at \$175.00/hr	332.50
Total hours:	13.30	1,804.00

Expenses

	Units	Price	Amount
03/15/2016 Meal.	1.00	1.81	1.81
03/15/2016 Mileage.	1.00	40.50	40.50
03/31/2016 Online Legal Research.	1.00	2.86	2.86



Invoice

Invoice Number: 314002

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 2

\$ 1586

BILL TO:

Brian Hagen
City of Hanover
11250 5th St NE
Hanover MN 55341

Pay This Amount	\$965.44
Due Date	18-MAY-16
Invoice Date	18-APR-16
Bill Through Date	31-MAR-16
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	135432

REMIT TO:

Short Elliott Hendrickson, Inc.
NW6262
PO Box 1450
Minneapolis, MN 55485-6262

Project Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Client Service Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Accounting Representative / Email / Phone
Mary Graff / mgraff@sehinc.com / 720.540.6800

Project #	Project Name	Project Description
135432	HANOV 2016 Economic Developmen	HANOV 2016 Economic Development Services

Project Billing Summary

	Current	Prior	To Date
Totals	\$965.44	\$535.00	\$1,500.44

Notes:

201-41380-310 - 965.44
ESL

APR 21 2016



Invoice

Invoice Number: 314002

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 2 of 2

Direct

Personnel	Hours	Rate	Amount
Graff, Mary A	0.25	90.00	\$22.50
Peper, Heidi L	6.50	140.00	\$910.00
	6.75		\$932.50

Reimbursed - Expenses

Expenditure Type	Amount
Mileage	\$32.94
	\$32.94

Invoice total \$965.44

1585

WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2016	Billed to Date March 31, 2016
1272-520	Hennepin CR 19 Trail Project		\$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	\$1,860.00	\$10,485.50	\$10,485.50
2082-040	Bridges of Hanover Assisted Living Project			\$3,917.71
2082-070	CSAH 19 Sidewalk Extension	\$2,599.50	\$4,934.00	\$9,574.50
2082-090	Hanover Hills Surface Improvement Project	\$4,634.75	\$16,651.00	\$24,863.45
2082-100	5th Street Watermain Extension	\$1,052.25	\$17,522.75	\$17,522.75
2092-750	MS4 Services	\$1,332.00	\$1,558.25	\$1,558.25
2931-000	Bridge 92366 Rehabilitation	\$1,297.00	\$9,974.01	\$48,821.98
3245-000	Easement Acquisition - BankWest Parcel			\$66.50
Current Invoice Total		\$12,775.50	\$63,757.51	

100 - 41950-303
 102 - 41950-303
 418-41321-310
 401-41950-503
 100 - 41950-303
 404 - 41950-303
 910
 282



Building a legacy – *your* legacy

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

April 18, 2016

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

Re: March, 2016 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

A handwritten signature in cursive script that reads "Justin Messner".

AM
Justin Messner
Associate

Enclosures

kc



government · energy · commercial

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

April 18, 2016

Project No:

02082-013

Invoice No:

3

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

2016 General Engineering Services

Professional Services from March 01, 2016 to March 31, 2016

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Carlson, Jesse 3/1/2016	1.00	121.00	121.00
Guidance to Scott Dahlke regarding public works site			
Messner, Justin 3/3/2016	3.00	147.00	441.00
Engineering/Staff Meeting			
Messner, Justin 3/3/2016	1.00	147.00	147.00
Storm Water Response to Scott Dalke - 10 Acres			
Messner, Justin 3/4/2016	1.50	147.00	220.50
Sewer/Water Service Policy			
Messner, Justin 3/16/2016	1.00	147.00	147.00
Public Works Site Plan Review and comments to Dahlke			
Pederson, Karla 3/15/2016	1.50	75.00	112.50
Create TOC for Detail sheets, final review of City Spec and PDF.			
Pederson, Karla 3/16/2016	.50	75.00	37.50
Prepare to print and send to Brett			
Meetings			
Beckius, Gregory 2/22/2016	2.00	74.00	148.00
Hanover Planning Commission meeting - number will change to Hanover number.			
Base Mapping			
Reutiman, Anita 3/4/2016	1.00	99.00	99.00
Aerial Photo map			
Reutiman, Anita 3/7/2016	3.50	99.00	346.50
zoning map update, aerial photo map			
Totals	16.00		1,820.00
Total Labor			1,820.00

Field Services Billing

Council Mtg and/or Planning Commission

1.0 Meeting @ 40.00

40.00

Total Field Services

40.00

40.00

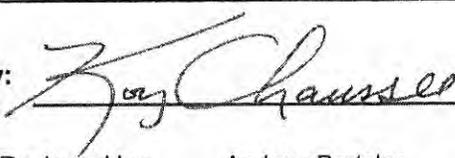
Total this Invoice

\$1,860.00

Billings to Date

	Current	Prior	Total
Labor	1,820.00	8,005.50	9,825.50
Expense	0.00	500.00	500.00
Field Services	40.00	120.00	160.00
Totals	1,860.00	8,625.50	10,485.50

Comments:

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



government · energy · commercial

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

April 18, 2016
 Project No: 02082-070
 Invoice No: 5

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

CSAH 19 Sidewalk Extension

Professional Services from March 01, 2016 to March 31, 2016

Phase 2 Final Design

Professional Personnel

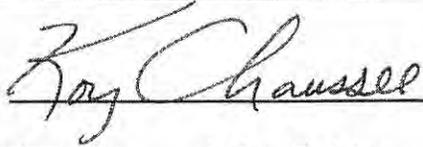
		Hours	Rate	Amount
Project Management/Coordination				
Messner, Justin	3/1/2016	3.00	147.00	441.00
Final Design & Ad for Bid				
Messner, Justin	3/14/2016	2.00	147.00	294.00
Final Plans and Specs				
Messner, Justin	3/17/2016	3.00	147.00	441.00
Project Management				
Messner, Justin	3/29/2016	2.00	147.00	294.00
Project Management/Bid Questions				
Messner, Justin	3/31/2016	1.50	147.00	220.50
Bid Opening/Etc.				
Pederson, Karla	3/30/2016	.50	75.00	37.50
bidders list				
Pederson, Karla	3/31/2016	.25	75.00	18.75
post bid results				
Perkey, Benjamin	3/31/2016	.75	92.00	69.00
bid opening				
Specifications				
Pederson, Karla	3/2/2016	1.00	75.00	75.00
Work on Spec				
Pederson, Karla	3/9/2016	.50	75.00	37.50
PDF quantities and updat spec				
Pederson, Karla	3/10/2016	.50	75.00	37.50
Enter info on Quest and open ad				
Pederson, Karla	3/15/2016	1.50	75.00	112.50
Final Spec review, PDF and Upload				
Pederson, Karla	3/16/2016	.50	75.00	37.50
Prepare to print and send to Brett				
Drawings/Layouts				
Ekdorn, Dane	3/1/2016	4.75	85.00	403.75
Ekdorn, Dane	3/3/2016	.50	85.00	42.50
Administrative				
Pederson, Karla	3/4/2016	.50	75.00	37.50
submit AFB and set up calendar				
Totals		22.75		2,599.50
Total Labor				2,599.50
Total this Phase				\$2,599.50

Project	02082-070	HANO - CSAH 19 Sidewalk Extension	Invoice	5
			Total this Invoice	\$2,599.50

Billings to Date

	Current	Prior	Total
Labor	2,599.50	6,225.00	8,824.50
Field Services	0.00	750.00	750.00
Totals	2,599.50	6,975.00	9,574.50

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner



government · energy · commercial

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

April 18, 2016
Project No: 02082-090
Invoice No: 4

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

Hanover Hills Surface Improvement Project
Professional Services from March 01, 2016 to March 31, 2016

Phase 2 Final Design

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin	8.50	147.00	1,249.50
Pederson, Karla	1.75	75.00	131.25
Perkey, Benjamin	.75	92.00	69.00
Specifications			
Messner, Justin	10.25	147.00	1,506.75
Pederson, Karla	2.75	75.00	206.25
Perkey, Benjamin	8.00	92.00	736.00
Drawings/Layouts			
Perkey, Benjamin	8.00	92.00	736.00
Totals	40.00		4,634.75
Total Labor			4,634.75

Billing Limits	Current	Prior	To-Date
Total Billings	4,634.75	20,228.70	24,863.45
Limit			35,200.00
Remaining			10,336.55
		Total this Phase	\$4,634.75
		Total this Invoice	\$4,634.75

Billings to Date (All Phases)

	Current	Prior	Total
Labor	4,634.75	18,394.50	23,029.25
Field Services	0.00	1,834.20	1,834.20
Totals	4,634.75	20,228.70	24,863.45

Comments:

Approved by:

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



government · energy · commercial

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

April 18, 2016
 Project No: 02082-100
 Invoice No: 3

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

5th Street Watermain Extension

Professional Services from March 01, 2016 to March 31, 2016

Phase 2 Final Design

Professional Personnel

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin 3/30/2016	2.00	147.00	294.00	
Project Managment/Bid Questions/Addendum				
Messner, Justin 3/31/2016	1.50	147.00	220.50	
Bid Opening/Etc.				
Pederson, Karla 3/4/2016	.50	75.00	37.50	
submit AFB and create calendar				
Perkey, Benjamin 3/31/2016	.75	92.00	69.00	
bid opening				
Specifications				
Pederson, Karla 3/2/2016	.50	75.00	37.50	
Work on Specs				
Pederson, Karla 3/9/2016	.75	75.00	56.25	
PDF of quantities and update spec				
Pederson, Karla 3/10/2016	.50	75.00	37.50	
Enter Project info on Quest and open ad				
Pederson, Karla 3/15/2016	1.00	75.00	75.00	
Final Spec review, PDF and Upload				
Pederson, Karla 3/16/2016	.50	75.00	37.50	
Prepare to print and send to Brett				
Pederson, Karla 3/28/2016	1.00	75.00	75.00	
prepare addendum				
Pederson, Karla 3/29/2016	.50	75.00	37.50	
finalize and upload addendum				
Pederson, Karla 3/30/2016	.75	75.00	56.25	
bidders list				
Pederson, Karla 3/31/2016	.25	75.00	18.75	
post bid results				
Totals	10.50		1,052.25	
Total Labor				1,052.25
Billing Limits				
Total Billings	1,052.25	16,470.50	17,522.75	
Limit			28,600.00	
Remaining			11,077.25	
		Total this Phase		\$1,052.25

Billings to Date

	Current	Prior	Total	
Labor	1,052.25	13,190.50	14,242.75	
Field Services	0.00	3,280.00	3,280.00	
Totals	1,052.25	16,470.50	17,522.75	
			Total this Invoice	\$1,052.25

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



government · energy · commercial

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

April 18, 2016
Project No:
Invoice No:

02092-750
2

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

MS4 Services
Professional Services from March 01, 2016 to March 31, 2016
Professional Personnel

		Hours	Rate	Amount
General				
Beckius, Gregory	2/22/2016	4.00	74.00	296.00
MS4 - program development, ordinance review				
Beckius, Gregory	3/14/2016	2.75	74.00	203.50
MS4 - ordinance review				
Beckius, Gregory	3/21/2016	5.25	74.00	388.50
MS4 - ordinance review				
Beckius, Gregory	3/28/2016	5.00	74.00	370.00
MS4 - Ordinance review/update. Chapter 9.				
Beckius, Gregory	3/31/2016	1.00	74.00	74.00
MS4 - Ordinance review/update. Chapter 9.				
Totals		18.00		1,332.00
Total Labor				1,332.00
			Total this Invoice	\$1,332.00

Billings to Date

	Current	Prior	Total
Labor	1,332.00	226.25	1,558.25
Totals	1,332.00	226.25	1,558.25

Comments:

Approved by:

Reviewed by: Justin Messner
Project Manager: Jennifer Hildebrand

HANOVER
Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500453	000000003	Hagen, Brian S.	8	Bi-Weekly	\$1,854.51	4/22/2016	Outstanding
500452	000000008	Doboszinski, Jason	8	Bi-Weekly	\$1,365.97	4/22/2016	Outstanding
500451	000000011	Biren, Amy	8	Bi-Weekly	\$1,108.60	4/22/2016	Outstanding
500455	000000005	Vogel, Scott F.	8	Bi-Weekly	\$1,673.66	4/22/2016	Outstanding
500454	000000060	Lindrud, Elizabeth	8	Bi-Weekly	\$1,351.25	4/22/2016	Outstanding
					<hr/>		
					\$7,353.99		

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2016(8)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$196.05	
	000000008 Doboszinski, Jason	\$150.14	
	000000003 Hagen, Brian S.	\$254.53	
	000000060 Lindrud, Elizabeth	\$177.17	
	000000005 Vogel, Scott F.	\$184.90	
	<i>Federal</i>		\$962.79
005 State Tax - MN	000000011 Biren, Amy	\$84.06	
	000000008 Doboszinski, Jason	\$66.27	
	000000003 Hagen, Brian S.	\$112.32	
	000000060 Lindrud, Elizabeth	\$75.96	
	000000005 Vogel, Scott F.	\$79.59	
	<i>State Tax - MN</i>		\$418.20
049 Medicare	000000011 Biren, Amy	\$23.46	
	000000008 Doboszinski, Jason	\$26.73	
	000000003 Hagen, Brian S.	\$37.52	
	000000060 Lindrud, Elizabeth	\$27.19	
	000000005 Vogel, Scott F.	\$32.74	
	<i>Medicare</i>		\$147.64
051 Social Security	000000011 Biren, Amy	\$100.29	
	000000008 Doboszinski, Jason	\$114.28	
	000000003 Hagen, Brian S.	\$160.43	
	000000060 Lindrud, Elizabeth	\$116.26	
	000000005 Vogel, Scott F.	\$139.97	
	<i>Social Security</i>		\$631.23
501 Social Security Benefit	000000011 Biren, Amy		\$100.29
	000000008 Doboszinski, Jason		\$114.28
	000000003 Hagen, Brian S.		\$160.43
	000000060 Lindrud, Elizabeth		\$116.26
	000000005 Vogel, Scott F.		\$139.97
	<i>Social Security Benefit</i>		\$631.23
502 Medicare Benefit	000000011 Biren, Amy		\$23.46
	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(8)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$32.74
	<i>Medicare Benefit</i>		\$147.64
<i>Grand Total</i>		\$2,159.86	\$778.87

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2016(8)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$105.14	
	000000008 Doboszinski, Jason	\$119.81	
	000000003 Hagen, Brian S.	\$168.19	
	000000060 Lindrud, Elizabeth	\$127.30	
	000000005 Vogel, Scott F.	\$146.74	
	<i>PERA</i>	\$667.18	
503 PERA ER	000000011 Biren, Amy		\$121.32
	000000008 Doboszinski, Jason		\$138.24
	000000003 Hagen, Brian S.		\$194.06
	000000060 Lindrud, Elizabeth		\$146.88
	000000005 Vogel, Scott F.		\$169.32
	<i>PERA ER</i>		\$769.82
	<i>Grand Total</i>	\$667.18	\$769.82

HANOVER
Cash Balances
May 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$648,652.49	\$218.03	\$33,146.08	\$615,724.44
107 FIRE DEPT DONATIONS FUND	\$53,548.24	\$0.00	\$0.00	\$53,548.24
201 EDA SPECIAL REVENUE FUND	\$97,935.41	\$0.00	\$965.44	\$96,969.97
205 EDA BUSINESS INCENTIVE FUND	\$235,232.19	\$0.00	\$0.00	\$235,232.19
311 2008A GO CIP REFUNDING BOND	\$33,431.57	\$0.00	\$0.00	\$33,431.57
312 2009A GO IMP REFUNDING BOND	\$19,002.94	\$0.00	\$0.00	\$19,002.94
313 2010 GO EQUIPMENT CERTIFICATES	-\$17,850.59	\$0.00	\$0.00	-\$17,850.59
314 2011A GO IMP CROSSOVER REF BD	\$396,221.60	\$0.00	\$10,882.50	\$385,339.10
401 GENERAL CAPITAL PROJECTS	\$763,583.85	\$0.00	\$1,052.25	\$762,531.60
402 PARKS CAPITAL PROJECTS	\$233,645.76	\$0.00	\$2,599.50	\$231,046.26
403 FIRE DEPT CAPITAL FUND	\$162,448.89	\$0.00	\$0.00	\$162,448.89
404 HISTORICAL CAPITAL PROJ FUND	-\$25,519.49	\$0.00	\$1,297.00	-\$26,816.49
407 TIF REDEV DIST #1	\$5,651.10	\$0.00	\$0.00	\$5,651.10
411 CITY HALL CAPITAL PROJ FUND	\$33,038.17	\$0.00	\$0.00	\$33,038.17
417 EQUIPMENT CAPITAL FUND	\$107,774.02	\$0.00	\$0.00	\$107,774.02
418 STREET CAPITAL PROJ FUND	\$658,934.01	\$0.00	\$4,634.75	\$654,299.26
601 WATER ENTERPRISE FUND	\$774,229.61	\$0.00	\$5,768.76	\$768,460.85
602 SEWER ENTERPRISE FUND	\$321,447.87	\$0.00	\$7,966.40	\$313,481.47
603 STORM WATER ENTERPRISE FUND	\$140,863.43	\$0.00	\$0.00	\$140,863.43
611 WATER CAPITAL IMP FUND	\$409,118.60	\$0.00	\$0.00	\$409,118.60
612 SEWER CAPITAL IMP FUND	\$1,745,441.78	\$0.00	\$0.00	\$1,745,441.78
613 STORM WATER CAPITAL IMP FUND	\$553,687.02	\$0.00	\$0.00	\$553,687.02
804 SCHENDELS FIELD ESC FUND	\$147,282.22	\$0.00	\$0.00	\$147,282.22
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$40,500.00	\$0.00	\$0.00	\$40,500.00
815 LANDSCAPE ESCROW FUND	\$49,500.00	\$0.00	\$0.00	\$49,500.00
817 INFRASTRUCTURE ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
818 MISC ESCROWS FUND	\$6,321.15	\$0.00	\$539.00	\$5,782.15
820 BRIDGES TOWNHOMES ESC FUND	\$3,576.55	\$0.00	\$0.00	\$3,576.55
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,857.43	\$0.00	\$0.00	\$11,857.43
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$7,622,079.32</u>	<u>\$218.03</u>	<u>\$68,851.68</u>	<u>\$7,553,445.67</u>

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 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	\$0.00	\$771,014.33	\$771,014.33	0.00%
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	\$0.00	\$12,000.00	\$12,000.00	0.00%
Source Alt Code TAXES		\$0.00	\$0.00	\$895,852.71	\$895,852.71	0.00%
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	\$2,058.59	\$8,000.00	\$5,941.41	25.73%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$50.00	\$400.00	\$350.00	12.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$400.00	\$2,000.00	\$1,600.00	20.00%
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	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$667.95	\$3,000.00	\$2,332.05	22.27%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,650.00	\$2,000.00	\$350.00	82.50%
Source Alt Code SERVICE		\$0.00	\$17,250.16	\$125,734.82	\$108,484.66	13.72%
MISC	R 100-36100 Special Assessments	\$0.00	\$1,030.41	\$0.00	-\$1,030.41	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	\$168.28	\$1,000.00	\$831.72	16.83%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$4,829.51	\$6,000.00	\$1,170.49	80.49%
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	\$4,085.00	\$8,000.00	\$3,915.00	51.06%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$4.49	\$0.00	-\$4.49	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	\$31,418.18	\$21,000.00	-\$10,418.18	149.61%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$100.00	\$10,300.00	\$10,200.00	0.97%
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	\$61,895.57	\$100,000.00	\$38,104.43	61.90%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$40.00	\$100.00	\$60.00	40.00%
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	\$795.00	\$150.00	-\$645.00	530.00%
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	\$64,132.57	\$112,200.00	\$48,067.43	57.16%
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	\$781.18	\$1,500.00	\$718.82	52.08%
Source Alt Code FINES		\$0.00	\$781.18	\$1,500.00	\$718.82	52.08%
Fund 100 GENERAL FUND		\$0.00	\$115,582.09	\$1,305,622.53	\$1,190,040.44	8.85%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$0.00	\$115,582.09	\$1,305,622.53	\$1,190,040.44	8.85%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 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	\$150.00	\$4,604.96	\$7,000.00	\$2,395.04	65.79%
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	\$0.00	\$630.33	\$25,202.92	\$24,572.59	2.50%
Dept 41110 Council		\$150.00	\$5,235.29	\$46,570.92	\$41,335.63	11.24%
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	\$19,489.55	\$67,275.00	\$47,785.45	28.97%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,549.86	\$5,045.63	\$3,495.77	30.72%
CITYADM	E 100-41400-122 FICA	\$0.00	\$1,281.27	\$4,171.05	\$2,889.78	30.72%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$299.65	\$975.49	\$675.84	30.72%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$122.68	\$384.00	\$261.32	31.95%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$2,789.84	\$8,400.00	\$5,610.16	33.21%
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	\$143.84	\$500.00	\$356.16	28.77%
Dept 41400 City Administrator		\$0.00	\$26,086.69	\$88,251.17	\$62,164.48	29.56%
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	\$12,200.48	\$42,059.16	\$29,858.68	29.01%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$969.93	\$3,154.44	\$2,184.51	30.75%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$801.79	\$2,607.67	\$1,805.88	30.75%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$187.55	\$609.86	\$422.31	30.75%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$380.42	\$1,080.00	\$699.58	35.22%
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	\$2,800.00	\$8,400.00	\$5,600.00	33.33%
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	\$17,595.17	\$58,661.13	\$41,065.96	29.99%
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	\$14,756.88	\$50,918.40	\$36,161.52	28.98%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,173.89	\$3,818.88	\$2,644.99	30.74%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$900.17	\$3,156.94	\$2,256.77	28.51%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$210.53	\$738.32	\$527.79	28.51%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$326.80	\$504.00	\$177.20	64.84%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$3,600.00	\$10,800.00	\$7,200.00	33.33%
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	\$77.48	\$500.00	\$422.52	15.50%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,176.80	\$3,000.00	\$823.20	72.56%
Dept 41530 Accounting		\$0.00	\$23,632.55	\$74,436.54	\$50,803.99	31.75%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$8,342.87	\$27,400.00	\$19,057.13	30.45%
Dept 41540 Auditing		\$0.00	\$8,342.87	\$27,400.00	\$19,057.13	30.45%
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	\$124.58	\$1,359.33	\$4,000.00	\$2,640.67	33.98%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$14.00	\$100.00	\$86.00	14.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$302.05	\$1,714.88	\$3,500.00	\$1,785.12	49.00%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$237.22	\$791.18	\$5,800.00	\$5,008.82	13.64%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,069.44	\$1,500.00	\$430.56	71.30%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$663.85	\$4,948.83	\$18,900.00	\$13,951.17	26.18%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$28.00	\$753.23	\$4,000.00	\$3,246.77	18.83%
Dept 41600 Computer		\$28.00	\$753.23	\$4,000.00	\$3,246.77	18.83%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,849.17	\$8,781.71	\$21,786.56	\$13,004.85	40.31%
Dept 41610 City Attorney		\$1,849.17	\$8,781.71	\$21,786.56	\$13,004.85	40.31%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$882.00	\$2,678.50	\$17,000.00	\$14,321.50	15.76%
Dept 41910 Planning and Zoning		\$882.00	\$2,678.50	\$17,000.00	\$14,321.50	15.76%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$71.70	\$71.70	\$5,000.00	\$4,928.30	1.43%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$129.81	\$959.04	\$10,000.00	\$9,040.96	9.59%
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	\$2,041.00	\$8,400.00	\$6,359.00	24.30%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$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	\$723.05	\$2,486.67	\$9,000.00	\$6,513.33	27.63%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$1,412.00	\$5,000.00	\$3,588.00	28.24%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$569.73	\$2,400.00	\$1,830.27	23.74%
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	\$0.00	\$801.60	\$5,000.00	\$4,198.40	16.03%
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	\$226.16	\$226.16	\$1,000.00	\$773.84	22.62%
Dept 41940 General Govt Buildings/Plant		\$1,150.72	\$10,075.53	\$52,850.00	\$42,774.47	19.06%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$3,192.00	\$12,043.75	\$25,000.00	\$12,956.25	48.18%
Dept 41950 Engineer		\$3,192.00	\$12,043.75	\$25,000.00	\$12,956.25	48.18%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 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	\$3,784.10	\$9,317.50	\$5,533.40	40.61%
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	\$11,127.20	\$24,740.10	\$13,612.90	44.98%
Dept 41960 Insurance		\$0.00	\$14,911.30	\$34,057.60	\$19,146.30	43.78%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$176.58	\$273.78	\$250.00	-\$23.78	109.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$39.00	\$250.00	\$211.00	15.60%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$126.64	\$544.86	\$2,000.00	\$1,455.14	27.24%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$303.22	\$857.64	\$3,000.00	\$2,142.36	28.59%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$17,851.24	\$17,851.24	\$71,404.96	\$53,553.72	25.00%
Dept 42101 Hennepin County Sheriff		\$17,851.24	\$17,851.24	\$71,404.96	\$53,553.72	25.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$32,696.00	\$98,088.00	\$65,392.00	33.33%
Dept 42102 Wright County Sheriff		\$0.00	\$32,696.00	\$98,088.00	\$65,392.00	33.33%
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	\$3,050.49	\$10,000.00	\$6,949.51	30.50%
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	\$0.00	\$21.25	\$0.00	-\$21.25	0.00%
Dept 42210 Fire Dept Administration		\$0.00	\$4,852.74	\$58,253.40	\$53,400.66	8.33%
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	\$604.26	\$4,500.00	\$3,895.74	13.43%
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	\$1,674.26	\$27,350.00	\$25,675.74	6.12%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$841.91	\$7,500.00	\$6,658.09	11.23%
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	\$1,511.23	\$1,500.00	-\$11.23	100.75%
Dept 42240 Fire Dept Training		\$0.00	\$3,082.64	\$12,000.00	\$8,917.36	25.69%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$136.92	\$637.06	\$5,000.00	\$4,362.94	12.74%
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		\$136.92	\$4,050.39	\$23,465.00	\$19,414.61	17.26%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$132.27	\$1,650.00	\$1,517.73	8.02%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$317.81	\$1,091.96	\$3,500.00	\$2,408.04	31.20%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$122.44	\$800.00	\$677.56	15.31%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$246.12	\$911.97	\$5,000.00	\$4,088.03	18.24%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,168.13	\$3,000.00	\$1,831.87	38.94%
Dept 42280 Fire Stations and Bldgs		\$563.93	\$3,426.77	\$14,125.00	\$10,698.23	24.26%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$36,000.00	\$34,000.00	5.56%
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	\$2,000.00	\$53,633.58	\$51,633.58	3.73%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$15,956.30	\$35,000.00	\$19,043.70	45.59%
Dept 42401 Building Inspection Admin		\$0.00	\$15,956.30	\$35,000.00	\$19,043.70	45.59%
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	\$1,023.00	\$2,500.00	\$1,477.00	40.92%
Dept 42800 Cemetery		\$0.00	\$1,023.00	\$2,500.00	\$1,477.00	40.92%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$30,877.53	\$106,604.16	\$75,726.63	28.96%
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	\$494.96	\$15,000.00	\$14,505.04	3.30%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$2,492.22	\$7,995.31	\$5,503.09	31.17%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$2,101.78	\$6,609.46	\$4,507.68	31.80%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$491.59	\$1,545.76	\$1,054.17	31.80%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$620.64	\$1,584.00	\$963.36	39.18%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$23.79	\$500.00	\$476.21	4.76%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$6,400.00	\$19,200.00	\$12,800.00	33.33%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,379.30	\$1,500.00	\$120.70	91.95%
PUBWRKS	E 100-43000-212 Motor Fuels	\$304.45	\$1,678.70	\$7,000.00	\$5,321.30	23.98%
PUBWRKS	E 100-43000-215 Shop Supplies	\$4.44	\$1,039.70	\$2,500.00	\$1,460.30	41.59%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$776.89	\$1,480.35	\$6,000.00	\$4,519.65	24.67%
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	\$8.50	\$87.65	\$5,000.00	\$4,912.35	1.75%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$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	\$0.00	\$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)		\$1,094.28	\$51,673.42	\$203,738.69	\$152,065.27	25.36%
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	\$318.15	\$2,661.90	\$50,000.00	\$47,338.10	5.32%
Dept 43121 Paved Streets		\$318.15	\$2,661.90	\$50,000.00	\$47,338.10	5.32%
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	May 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	\$126.51	\$6,545.29	\$27,000.00	\$20,454.71	24.24%
Dept 43160	Street Lighting	\$126.51	\$6,545.29	\$27,000.00	\$20,454.71	24.24%
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	\$12,568.44	\$35,000.00	\$22,431.56	35.91%
Dept 43245	Recycling: Refuse	\$3,151.20	\$12,568.44	\$35,000.00	\$22,431.56	35.91%
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	\$64.01	\$814.69	\$6,000.00	\$5,185.31	13.58%
	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	\$168.89	\$612.00	\$2,000.00	\$1,388.00	30.60%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$173.00	\$173.00	\$3,000.00	\$2,827.00	5.77%
	PARKS E 100-45200-440 Programs	\$0.00	\$985.24	\$1,000.00	\$14.76	98.52%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$4,286.62	\$7,000.00	\$2,713.38	61.24%
Dept 45200	Parks (GENERAL)	\$405.90	\$6,871.55	\$35,800.00	\$28,928.45	19.19%
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	\$200.00	\$2,766.25	\$9,000.00	\$6,233.75	30.74%
Dept 48205	Damage Deposit Refunds	\$200.00	\$2,766.25	\$9,000.00	\$6,233.75	30.74%
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	\$32,067.09	\$312,371.42	\$1,309,122.55	\$996,751.13	23.86%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$32,067.09	\$312,371.42	\$1,309,122.55	\$996,751.13	23.86%

**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 3rd day of May, 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 05-03-16-55

**A RESOLUTION ADOPTING THE
JULY 2013 GENERAL RECORDS RETENTION SCHEDULE FOR MINNESOTA CITIES**

WHEREAS, the purpose of a records retention schedule is to provide a plan for managing government records by giving continuing authority to dispose of records under Minn. Stat. section 138.17; and

WHEREAS, the July 2013 General Records Retention Schedule for Minnesota Cities establishes minimum retention periods for city records based on their administrative, fiscal, legal, and historical value; and

WHEREAS, the City of Hanover, by adopting this schedule, would have authority to manage its' records in accordance with a schedule developed by the Minnesota State Department of Administration Information Policy Analysis Division and the Minnesota Historical Society Division of Archives and Manuscripts.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby adopts the July 2013 version of the General Records Retention Schedule for Minnesota Cities and all subsequent versions thereafter.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3rd day of May, 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 3rd day of May, 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 05-03-16-56

A RESOLUTION ADOPTING THE 2015 WRIGHT COUNTY HAZARD MITIGATION PLAN

WHEREAS, the City of Hanover has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the 2015 County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the 2015 County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the 2015 County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Wright County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Wright County All-Hazard Mitigation Plan will make county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby supports the hazard mitigation planning effort and wishes to adopt the Wright County All-Hazard Mitigation Plan.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 3rd day of May, 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 3rd day of May, 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 05-03-16-57

A RESOLUTION APPROVING E-POLL BOOK AGREEMENT WITH HENNEPIN COUNTY

WHEREAS, a portion of the City of Hanover lies within Hennepin County; and

WHEREAS, Hennepin County has implemented an electronic sign in process on election days; and

WHEREAS, this process utilizes equipment referred to as E-Poll Books; and

WHEREAS, Hennepin County has issued the City of Hanover the equipment to be used for election purposes.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota hereby approves the attached agreement between Hennepin County and the City of Hanover for the use of E-Poll Books.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 3rd day of May, 2016.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

AGREEMENT

THIS AGREEMENT, made by and between the COUNTY OF HENNEPIN, a political subdivision of the State of Minnesota (“County”), and the CITY OF HANOVER (“City”).

1. TERM OF THE AGREEMENT

This Agreement shall commence on June 6, 2016 and expire on February 28, 2023, unless cancelled or terminated earlier in accordance with the provisions of this Agreement.

2. EQUIPMENT LICENSE

During the term of this Agreement and subject to the terms herein, County hereby provides to City and grants City a limited, revocable, non-exclusive, royalty-free license to use 2 KNOWiNK Poll Pad Hardware and Software units, 1 Verizon Jetpack Hotspot(s) and null null Cisco Meraki wireless access point(s) (the “Election Equipment”) exclusively for official election use. County otherwise agrees in writing, said license is restricted to access and use of the Election Equipment by City’s employees, contracted personnel and duly authorized election officials performing election duties and responsibilities on behalf of City.

The parties may agree by written addendum executed by all the parties to modify the quantity or definition of the Election Equipment included within the scope of this agreement. County hereby delegates authority to execute such an addendum to the Hennepin County Elections Manager. City hereby delegates authority to execute such an addendum to its City Administrator.

Unless the parties otherwise agree, City shall provide and/or maintain, at City’s sole cost and expense, secure wireless and other telecommunications necessary for the operation of the Election Equipment. Further and as necessary, City shall acquire or otherwise provide all subscriptions, accounts or other licenses necessary for the operation of the Election Equipment.

City shall secure, safeguard and control the Election Equipment, including but not limited to system authentication and passwords, in the same manner that City secures, safeguards and controls its own critical or confidential equipment, systems, software, data, passwords or other information. While the Election Equipment is in City’s possession, custody and/or control, City shall exercise best efforts to (i) use and handle the Election Equipment in a manner that avoids damage or harm to the Election Equipment; (ii) use and handle the Election Equipment in accordance with County

direction and any third-party specification; and (iii) safeguard and secure the Election Equipment from theft, loss or other damage.

City shall be responsible for implementation of the Election Equipment.

Unless the parties otherwise agree, County or its designated third-party vendor shall be perform all maintenance and repair of the Election Equipment. City shall not repair, change, modify or alter the Election Equipment unless expressly authorized by County or its designee. If any Election Equipment needs repair or maintenance, City shall follow the direction and process provided by County. City acknowledges and agrees that, as directed by County, (i) City may be required to deliver, at City's sole cost and expense, Election Equipment to County or its designee for maintenance and repair; and (ii) City may be required to provide access to the Election Equipment for inspection, maintenance or repair during City's regular business hours, including but not limited to granting the right to enter into and upon the premises where the Election Equipment is located.

Upon reasonable notice, County shall have the right to enter into and upon the premises where the Election Equipment is located for the purposes of inspecting the Election Equipment or observing its use. On an annual basis, during the term of this Agreement, shall comply with County's request for verification of Election Equipment inventory.

Upon the express written permission of County's Election Manager, or her/his designee, City may sub-lease Election Equipment to a school district within City's territorial boundaries. Said lease shall be made pursuant to a written agreement, between City and the school district and shall include substantially the same terms as those contained herein.

3. OWNERSHIP

County represents and warrants and City acknowledges and agrees that County is duly authorized to grant the license herein exclusively for use by City in its official elections. Pursuant thereto, use of the Election Equipment for any other purpose other than that authorized herein is strictly prohibited absent express written consent of County.

City acknowledges and agrees that the Election Equipment may contain proprietary and trade secret information that is owned by a third party and is protected under state and federal patent, copyright law or other laws, rules, regulations and decisions. City shall protect and maintain the proprietary and trade secret status of the Election Equipment.

4. DISCLAIMER, LIABILITY AND LIMITATION OF LIABILITY

COUNTY, BY AND THROUGH ITS DULY AUTHORIZED VENDOR, IS PROVIDING THE ELECTION EQUIPMENT ON AN AS-IS BASIS WITH NO SUPPORT WHATSOEVER. THERE IS

NO WARRANTY OF MERCHANTABILITY, NO WARRANTY OF FITNESS FOR PARTICULAR USE, NO WARRANTY OF NON-INFRINGEMENT, NO WARRANTY REGARDING THE USE OF THE INFORMATION OR THE RESULTS THEREOF AND NO OTHER WARRANTY OF ANY KIND, EXPRESS OR IMPLIED.

CITY ACKNOWLEDGES AND AGREES THAT COUNTY DOES NOT OWN OR CONTROL THE DATA SOURCE/SYSTEM NECESSARY FOR OPERATION OF THE ELECTION EQUIPMENT. WITHOUT LIMITING THE FOREGOING, COUNTY DOES NOT WARRANT THE PERFORMANCE OF THE ELECTION EQUIPMENT OR RELATED COMMUNICATIONS OR CONNECTIONS TO ANY DATA SOURCE/SYSTEM, THAT THE DATA SOURCE/SYSTEM WILL BE UNINTERRUPTED OR ERROR FREE, THAT THE DATA IS ACCURATE, COMPLETE AND CURRENT OR THAT DATA DEFECTS WILL BE CORRECTED, OR THAT THE DATA SOURCE/SYSTEM IS FREE OF HARMFUL CODE.

IN NO EVENT SHALL COUNTY BE LIABLE FOR ACTUAL, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT, LOSS OF BUSINESS OR ANY OTHER FINANCIAL LOSS OR ANY OTHER DAMAGES EVEN IF COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. COUNTY'S SOLE LIABILITY AND CITY'S SOLE AND EXCLUSIVE REMEDY FOR ANY DAMAGES RELATED TO THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LIABILITY FOR ELECTION EQUIPMENT NONPERFORMANCE, ERRORS OR OMISSIONS, SHALL BE LIMITED TO RESTORING OR CORRECTING THE ELECTION EQUIPMENT TO THE EXTENT AND DEGREE COUNTY IS CAPABLE OF PERFORMING THE SAME AND AS IS REASONABLY POSSIBLE UNDER THE PERTINENT CIRCUMSTANCES.

Subject to the foregoing limitation of liability and to the provisions (below) regarding responsibility for the costs related to lost, stolen, destroyed or damaged Election Equipment, each party shall be responsible for their own acts and omissions and the results thereof to the extent authorized by law. The parties are not agreeing, in any manner whatsoever, to be responsible for the acts or omissions of the other party. As applicable, County's liability is governed by the provisions of Minnesota Statutes, Chapter 466 and City's liability is governed by the provisions of N/A. The statutory limits of liability for the parties may not be added together or stacked to increase the maximum amount of liability for either or both parties.

5. ROYALTY FREE LICENSE - OTHER COSTS

Except as expressly set forth below, City shall not pay County any amount for the license granted herein.

City shall be responsible for the cost and expense of Election Equipment delivery from and to a location as directed by County.

Except for routine wear and tear resulting from use in conformance with the terms herein, City shall be responsible for and shall pay all costs, including but not limited to shipping costs, necessary for the repair or replacement of lost, stolen, destroyed or damaged Election Equipment.

Upon expiration or termination of this Agreement for any reason, City shall, at City's sole cost and expense, deliver, or have delivered, the Election Equipment to County or its designee, complete and in good order and working condition.

6. TERMINATION

This Agreement may be terminated by either party upon seven (7) day written notice to the other. Termination of this Agreement by either party and for any reason shall not relieve City of any duties or obligations hereunder including but not limited to the obligation to safely and securely return and deliver the Election Equipment as set forth above.

7. DATA PRACTICES

The parties, their officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

8. ADDITIONAL PROVISIONS

The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to the MGDPA, Minnesota Statutes section 16C.05, subd 5 and Minnesota Statutes section 471.425, subd. 4a and, as applicable, COUNTY's Affirmative Action Policy.

No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Except as expressly provided herein, any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

City shall not assign, sublicense or transfer this Agreement or the rights, duties and obligations herein, either in whole or in part, without the prior written consent of County, and any attempt to do so shall be void and of no force and effect.

It is expressly understood and agreed that the obligations and warranties of City and County hereof shall survive the completion of performance and termination or cancellation of this Agreement.

THE REMAINDER OF THIS PAGE IS BLANK.

APPROVAL

Reviewed by the County
Attorney's Office

Date: _____

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By: _____
County Administrator

Date: _____

CONTRACTOR

CONTRACTOR warrants that the person who executed this Agreement is authorized to do so on behalf of CONTRACTOR as required by applicable articles, bylaws, resolutions or ordinances*.

CITY OF HANOVER

Printed Name: Brian Hagen

Printed Title: City Administrator

Date: _____

Signature: _____

**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 3rd day of May, 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 05-03-16-59

A RESOLUTION APPROVING PURCHASE TWO FIRE DEPARTMENT PAGERS

WHEREAS, the Fire Department is in need of two new pagers for its members; and

WHEREAS, Fire Chief Malewicki requests authorization to purchase two pagers at a cost of \$590.00 each.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of two pagers.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 3rd day of May, 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 3rd day of May, 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 05-03-16-60

A RESOLUTION ACCEPTING DONATION FROM CUB FOODS, CHANHASSEN

WHEREAS, the Cub Foods Store in Chanhassen has donated items from their Easter Inventory; and

WHEREAS, the donated items may be used at the City’s discretion to stock the 2017 Easter Egg hunt or to disburse candy as desired prior to expiration.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation from Cub Foods, Chanhassen.

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

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

Opposed or abstained:

Adopted by the city Council this 3rd day of May, 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 3rd day of May, 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 05-03-16-61

A RESOLUTION APPROVING PURCHASE OF OFFICE COMPUTER

WHEREAS, the Accountant/Deputy Clerk’s office computer has been in rotation for approximately five years and the warranty has expired; and

WHEREAS, the computer is used daily for accounting related functions as well as other administrative needs;

WHEREAS, the budget reflects an amount to purchase a new computer for this purpose in 2016.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of a new computer and software for the Accountant/Deputy Clerk.

BE IT FURTHER RESOLVED, that the City Council directs the City’s IT Consultant to purchase and configure the new computer.

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

Opposed or abstained:

Adopted by the city Council this 3rd day of May, 2016.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



April 28, 2016

The Honorable Mayor, City Council and Staff
c/o Brian Hagen
City of Hanover
11250 5th Street NE
Hanover, MN 55341

Re: 5th Street Watermain Extension Project
City of Hanover, MN
WSB Project No. 02082-100

Dear Honorable Mayor, City Council, and Staff:

Following this letter are two resolutions for your consideration at the May 3, 2016 Council Meeting. The two resolutions for your consideration are:

I. A Resolution Ordering Improvements

This resolution states that the Council has completed the public hearing process and orders the project to be completed.

II. A Resolution Awarding a Bid

This resolution awards the contract for the 5th Street Watermain Extension project to the lowest bidder. A tabulation of these bidders, as well as the low bidder of R.L. Larson Excavating, Inc. with a bid amount of \$218,433.22, can be seen in the Council packet.

If you have any questions, I will be present at the May 3, 2016 Council Meeting to discuss those with you or please call me at 651-286-8465.

Sincerely,

WSB & Associates, Inc.

Justin Messner
City Engineer

Attachments

**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 3rd day of May, 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 05-03-16-62

**A RESOLUTION ORDERING IMPROVEMENTS FOR THE
FIFTH STREET WATERMAIN EXTENSION PROJECT**

WHEREAS, a resolution of the City Council adopted on the 19th day of April 2016, fixed a date for Council hearing on the extension of municipal watermain along 5th Street NE between CR 19 to River Road NE; and

WHEREAS, ten days' mailed notice and two weeks' published notice in advance of said hearing was given and the hearing was held thereon on the 3rd day of May 2016, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves such improvements as are hereby ordered in the Council Resolution.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3rd day of May, 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 3rd day of May, 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 05-03-16-63

**A RESOLUTION ORDERING IMPROVEMENTS FOR THE
FIFTH STREET WATERMAIN EXTENSION PROJECT**

WHEREAS, pursuant to an advertisement for bids for the improvement as shown on the plan for the above-referenced project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

	Contractor	Base Bid	Alternate	Grand Total Bid
1	R.L. Larson Excavating, Inc.	\$168,038.60	\$50,394.62	\$218,433.22
2	Ryan Contracting Co.	\$170,506.00	\$53,123.00	\$223,629.00
3	Burschville Construction, Inc.	\$165,145.00	\$59,713.00	\$224,858.00
4	C&L Excavating, Inc.	\$171,412.00	\$54,821.00	\$226,233.00
5	Dave Perkins Contracting, Inc.	\$189,770.00	\$56,035.00	\$245,805.00
6	Kuechle Underground	\$183,985.00	\$104,507.01	\$288,492.01
7	Northdale Construction Co., Inc.	\$354,655.95	\$146,319.95	\$500,975.90

WHEREAS, it appears that R.L. Larson Excavating, Inc. of St. Cloud, MN is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hanover, Minnesota hereby approves that:

1. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with R.L. Larson Excavating, Inc. in the amount of \$218,433.22 in the name of the City of Hanover, Minnesota for the improvement outlined in the above-referenced project according to the plans and specifications, therefore, approved by the City Council and on file in the office of the City Clerk.
2. The Engineer, WSB & Associates, Inc. is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of

the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3rd day of May, 2016.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

2016 Pricing for Park Border Material		
Border Material	Price	Unit
Concrete Curbing	\$ 25.00	per foot
Wood Timbers **need 3**	\$ 25.97	per 8 ft timber (6"x6"x8')
Plastic Timbers	\$ 154.00	per 6 ft timber (5"x12"x6')
Fill Material	Price	Unit
Wood Chips		
Pea Rock		

Settlers Park	
Border material needed in ft	460
Concrete Curbing	\$ 11,500.00
Wood Timbers	\$ 4,492.81
Plastic Timbers	\$ 11,858.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Mallard Park	
Border material needed in ft	260
Concrete Curbing	\$ 6,500.00
Wood Timbers	\$ 2,545.06
Plastic Timbers	\$ 6,776.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Pheasant Run	
Border material needed in ft	272
Concrete Curbing	\$ 6,800.00
Wood Timbers	\$ 2,648.94
Plastic Timbers	\$ 7,084.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Bridgview Park	
Border material needed in ft	238
Concrete Curbing	\$ 5,950.00
Wood Timbers	\$ 2,337.30
Plastic Timbers	\$ 6,160.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Cardinal Circle	
Border material needed in ft	320
Concrete Curbing	\$ 8,000.00
Wood Timbers	\$ 3,116.40
Plastic Timbers	\$ 8,316.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Eagleview Park	
Border material needed in ft	174
Concrete Curbing	\$ 4,350.00
Wood Timbers	\$ 1,714.02
Plastic Timbers	\$ 4,466.00
Fill Material needed in cubic yd	
Wood Chips	
Pea Rock	

Cash and Investments

The City's cash and investment balances are as follows:

	<u>3/31/2016</u>	<u>3/31/2015</u>	<u>Increase/(Decrease)</u>
Checking	635,557	870,741	(235,184)
Investments (at market value)	<u>7,103,151</u>	<u>6,301,085</u>	<u>802,066</u>
Total cash and Investments	<u><u>7,738,708</u></u>	<u><u>7,171,826</u></u>	<u><u>566,883</u></u>

<u>Investment Type</u>	<u>3/31/2016</u>	<u>3/31/2015</u>	<u>Increase/(Decrease)</u>
Checking	635,557	870,741	(235,184)
Money Market	1,270,841	732,914	537,926
Negotiable CDs	4,949,140	4,089,704	859,436
Municipal bond	883,171	977,562	(94,391)
Government agency securities	-	500,905	(500,905)
Total Investments	<u><u>7,738,708</u></u>	<u><u>7,171,826</u></u>	<u><u>566,883</u></u>

-

-

City of Hanover, Minnesota

Cash Position

As of 3/31/16

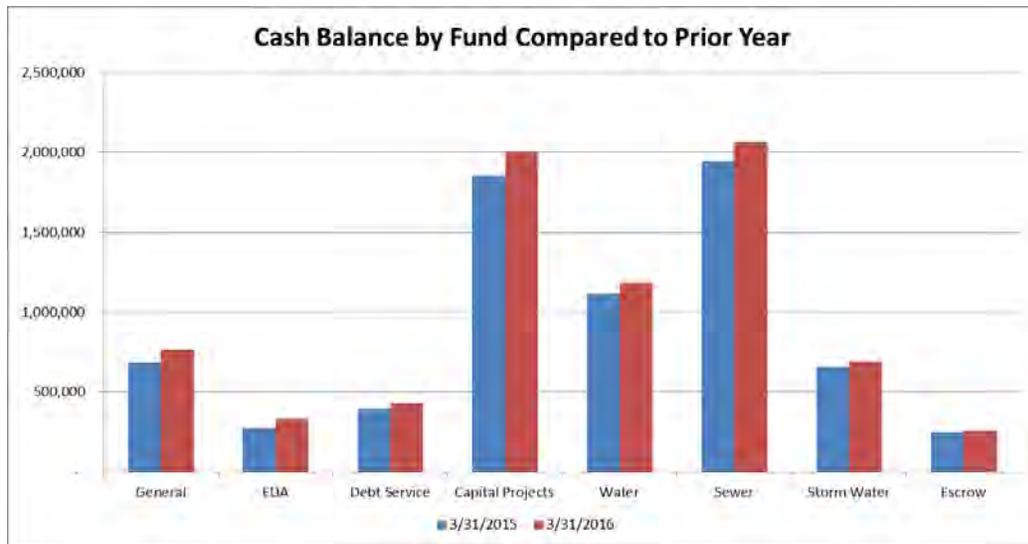
<u>Bank West</u>	<u>Maturity Date</u>	<u>Interest</u>	<u>Current Balance</u>	<u>% of Total</u>
Checking Account (reconciled)	N/A	0.10%	\$ 397,108	
Money Market Savings Account	N/A	0.15%	\$ 316,738	
Bank Certificates of Deposit	24-48 months	0.61% <i>avg</i>	\$ 372,523	
averages	35 months	0.29%		
Total Bank West			\$ 1,086,369	14%
<u>Central Bank</u>				
Savings Account	N/A	0.20%	\$ 242,776	
Total Central Bank			\$ 242,776	3%
<u>Financial Security Bank</u>				
Money Market Savings Account	N/A	0.35%	\$ 101,513	
Total Financial Security Bank			\$ 101,513	1%
<u>FNB of Elk River</u>				
Non-brokered Certificates of Deposit	41 months	0.85%	\$ 259,549	
Total FNB of Elk River			\$ 259,549	3%
<u>UBS</u>				
Money Market Savings Account	N/A	0.03%	\$ 101,662	
Brokered Certificates of Deposit	4-73 months	1.67% <i>avg</i>	\$ 4,067,367	
Municipal Securities	1-50 months	3.12% <i>avg</i>	\$ 883,171	
averages		1.89%		
Total UBS			\$ 5,052,200	65%
<u>4M Fund</u>				
Money Market Savings Account	N/A	0.03%	\$ 750,928	
Brokered Certificates of Deposit	3-4 months	0.31%	\$ 249,700	
averages		0.10%		
Total 4M Fund			\$ 1,000,628	13%
Total Deposits and Investments			\$ 7,743,035	
Average Interest	28 months	1.29%		
<u>Petty Cash</u>				
Administration	N/A	N/A	\$ 200	
Total Petty Cash			\$ 200	

	Annual Budget	Actual Thru 3/31/16	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/16
Revenues				
Taxes	895,853	-	(895,853)	-
Licenses and permits	112,200	42,023.88	(70,176)	37.45
Local government aid	107,496	-	(107,496)	-
Intergovernmental	41,839	2,000.00	(39,839)	4.78
Fines and forfeitures	1,500	711.19	(789)	47.41
Interest earnings	7,000	6,330.55	(669)	90.44
Charges for service	125,735	15,815.80	(109,919)	12.58
Contributions & Donations	-	2,100.00	2,100	-
Miscellaneous revenue	14,000	21,929.98	7,930	156.64
Total Revenues	1,305,623	90,911.40	(1,214,711)	6.96

	Annual Budget	Actual Thru 3/31/16	Variance - (Favorable) Unfavorable	Percent Received or Expended Based on Budget thru 3/31/16
Expenditures				
City Council & Commissions	50,821	4,897	(45,924)	9.64
Administration	157,212	33,599	(123,613)	21.37
Elections	8,300	1,014	(7,286)	12.22
Accounting & Auditing	138,737	19,471	(119,265)	14.03
Legal	21,787	5,557	(16,230)	25.51
Planning & Zoning	17,000	858	(16,143)	5.04
City Hall	51,850	11,881	(39,969)	22.92
Engineering	25,000	2,241	(22,760)	8.96
Insurance	34,058	14,911	(19,146)	43.78
Public safety	388,820	45,454	(343,366)	11.69
Cemetery	2,500	-	(2,500)	-
Public works	305,739	38,585	(267,154)	12.62
Recycling	37,000	6,266	(30,734)	16.94
Culture and recreation	47,300	6,594	(40,706)	13.94
Miscellaneous (Damage Deposit	9,000	1,600	(7,400)	17.78
Transit	1,000	-	(1,000)	-
Capital outlay	13,000	1,524	(11,476)	11.72
Operating transfers out	-	-	-	-
Total Expenditures	1,309,123	194,452	(1,114,670)	14.85
Excess (Deficiency) of Revenues over (Under) Expenditures	(3,500)	(103,541)	(100,041)	

Item Explanation of expense items overbudget

Fund	Balance 3/31/15	12/31/2015	3/31/2016	YTD Change from 12/31/15	Change from 3/31/15
100 GENERAL FUND	652,259	853,968	712,551	(141,417)	60,291
107 FIRE DEPT DONATIONS FUND	31,529	42,257	53,548	11,291	22,019
201 EDA SPECIAL REVENUE FUND	79,173	101,556	98,455	(3,101)	19,282
205 EDA BUSINESS INCENTIVE FUND	196,965	230,005	234,069	4,064	37,105
311 2008A GO CIP REFUNDING BOND	37,605	72,636	33,432	(39,205)	(4,173)
312 2009A GO IMP REFUNDING BOND	19,016	40,406	19,003	(21,403)	(13)
313 2010 GO EQUIPMENT CERTIFICATES	(20,234)	5,607	(17,851)	(23,457)	2,384
314 2011A GO IMP CROSSOVER REF BD	357,588	392,811	396,222	3,410	38,633
401 GENERAL CAPITAL PROJECTS	854,936	782,295	776,933	(5,362)	(78,003)
402 PARKS CAPITAL PROJECTS	239,919	234,535	236,571	2,036	(3,348)
403 FIRE DEPT CAPITAL FUND	111,116	164,033	162,449	(1,585)	51,333
404 HISTORICAL CAPITAL PROJ FUND	96,408	(1,967)	(19,319)	(17,352)	(115,727)
407 TIF REDEV DIST #1	4,807	5,602	5,651	49	844
411 CITY HALL CAPITAL PROJ FUND	60,329	48,617	47,047	(1,570)	(13,282)
417 EQUIPMENT CAPITAL FUND	52,582	106,846	107,774	928	55,192
418 STREET CAPITAL PROJ FUND	433,616	695,322	689,596	(5,726)	255,980
601 WATER ENTERPRISE FUND	712,408	757,543	777,650	20,106	65,241
602 SEWER ENTERPRISE FUND	265,621	266,071	314,954	48,883	49,333
603 STORM WATER ENTERPRISE FUND	109,591	131,111	137,748	6,637	28,157
611 WATER CAPITAL IMP FUND	402,621	405,597	409,119	3,521	6,497
612 SEWER CAPITAL IMP FUND	1,678,707	1,735,959	1,751,221	15,262	72,515
613 STORM WATER CAPITAL IMP FUND	546,110	548,921	553,687	4,766	7,577
804 SCHENDELS FIELD ESC FUND	145,267	146,015	147,282	1,268	2,016
809 BRIDGES AT HANOVER ESC FUND	(13,477)	(13,477)	(13,477)	-	-
811 EROSION CONTROL ESCROW FUND	34,000	31,750	33,250	1,500	(750)
815 LANDSCAPE ESCROW FUND	45,500	41,000	43,000	2,000	(2,500)
817 INFRASTRUCTURE ESCROW FUND	16,500	16,000	24,000	8,000	7,500
818 MISC ESCROWS FUND	6,073	5,320	8,709	3,389	2,636
820 BRIDGES TOWNHOMES ESC FUND	3,528	3,546	3,577	31	49
821 QUAIL PASS 2ND ADD ESCROW FD	11,763	11,755	11,857	102	95
Total	\$ 7,171,826	\$ 7,861,643	\$ 7,738,708	\$ (122,934)	\$ 566,883



	<u>Actual Thru 3/31/15</u>	<u>Actual Thru 3/31/16</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues			
Water and sewer sales	6,499	26,003	19,504
Interest earnings	5,625	6,643	1,018
Special Assessments	-	-	-
Total Revenues	<u>12,125</u>	<u>32,646</u>	<u>20,522</u>
Expenses			
Other services and charges	10,424	11,002	578
Repairs and maintenance	-	-	-
Utilities	-	-	-
Depreciation	-	-	-
Total Expenses	<u>10,424</u>	<u>11,002</u>	<u>578</u>
Excess (Deficiency) of Revenues over (under) Expense	1,701	21,644	19,943
Other Financing Sources and (Uses)			
Transfers In	-	-	-
Transfers Out	-	-	-
Excess (Deficiency) of Revenues and other Financing Sources over (Under) Expenditures	<u>1,701</u>	<u>21,644</u>	<u>19,943</u>

Item Explanation of items percentage received/expended with a variance greater than \$10,000

(1) Difference in Sales is do to new construction, one new construction in 1st Quarter 2015 and eight for 1st Quarter 2016

	<u>Actual Thru 3/31/15</u>	<u>Actual Thru 3/31/16</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues			
Water and sewer sales	26,651	65,144	38,493
Interest earnings	1,980	2,588	608
Special Assessments	-	-	-
Total Revenues	<u>28,631</u>	<u>67,732</u>	<u>39,101</u>
Expenses			
Other services and charges	17,102	23,829	6,727
Interest	6,675	5,611	(1,065)
Depreciation	-	-	-
Total Expenses	<u>23,778</u>	<u>29,440</u>	<u>5,662</u>
Excess (Deficiency) of Revenues over (under) Expense	4,854	38,293	33,439
Other Financing Sources and (Uses)			
Transfers In	-	-	-
Transfers Out	-	-	-
Excess (Deficiency) of Revenues and other Financing Sources over (Under)			
Expenditures	<u>4,854</u>	<u>38,293</u>	<u>33,439</u>

Item Explanation of items percentage received/expended with a variance greater than \$10,000

(1) Difference in Sales is do to new construction, one new construction in 1st Quarter 2015 and eight for 1st Quarter 2016