

**REVISED AGENDA**  
**HANOVER CITY COUNCIL**  
**FEBRUARY 2, 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 January 19, 2015 City Council Work Session Meeting (pg. 4)
  - b. Approve Claims as Presented: (pg. 7)

➤ Claims	\$ 74,655.31
➤ Payroll	\$ 7,353.12
➤ P/R taxes & Exp	\$ 2,939.60
➤ Other Claims	<u>\$ 1,437.00</u>
➤ Total Claims	<u>\$ 86,385.03</u>
  - c. Res No 02-02-16-11 – Approving Renewal of Consumption and Display Permit (pg. 46)
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
6. Unfinished Business
  - a. Public Works Supervisor Exempt vs. Non-Exempt Status
7. New Business
  - a. Res No 02-02-16-12 – Approving 5<sup>th</sup> St. NE Watermain Extension Feasibility Report (pg. 47)
  - b. Res No 02-02-16-13 – Approving 2016 Crack Filling Quote (pg. 49)
  - c. **Res No 02-02-16-18 – Approving Public Works Facility Architect**
  - d. Res No 02-02-16-14 – Approving Lot Split of City Owned Land (pg. 51)
  - e. March 1, 2016 Council Meeting Date Change
  - f. Res No 02-02-16-15 - Calling for Public Hearing for CIP and Bond Issuances (pg. 56)
  - g. Purchase of Recognition Plaques
  - h. Settlers Park Tree Clearing
  - i. DNR Grant – Improving Community Forests Through Citizen Engagement (pg. 59)
  - j. February 16, 2016 Open House Preparation (pg. 64)
  - k. **Res No 02-02-16-16 – Approving Assignment Agreement for Greenhouse Assisted Living**
  - l. **Res No 02-02-16-17 – Approving Purchase Agreement Amendment #2, Lot 40, Block 8 Bridges at Hanover**
  - m. **Accepting Resignation from Arlee Anderson from the Park Board**
8. Reports of Mayor and Council Members, Staff, Boards, and Committees
9. Adjournment

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  - b. **Res No 02-02-16-13 – Approving 2016 Crack Filling Quote (pg. 49)**
  - c. **Public Works Facility Architect**
  - d. **Res No 02-02-16-14 – Approving Lot Split of City Owned Land (pg. 51)**
  - e. **March 1, 2016 Council Meeting Date Change**
  - f. **Res No 02-02-16-15 - Calling for Public Hearing for CIP and Bond Issuances (pg. 56)**
  - g. **Purchase of Recognition Plaques**
  - h. **Settlers Park Tree Clearing**
  - i. **DNR Grant – Improving Community Forests Through Citizen Engagement (pg. 59)**
  - j. **February 16, 2016 Open House Preparation (pg. 64)**
8. **Reports of Mayor and Council Members, Staff, Boards, and Committees**
9. **Adjournment**

**To: Mayor Kauffman & Members of the Hanover City Council**  
**From: Brian Hagen, City Administrator**  
**Date: January 28, 2016**  
**Re: Review of February 2, 2016 City Council Agenda**

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1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent packet.***
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6. **Unfinished Business**
  - a. **Public Works Supervisor Exempt vs. Non-Exempt Status**

*As requested at the January Work Session. This discussion item was brought back for further discussion with additional Council members present.*
7. **New Business**
  - a. **Res No 02-02-16-12 – Approving 5<sup>th</sup> St. NE Watermain Extension Feasibility Report (pg. 47)**

*Enclosed is a memo and resolution outlining the requirement for a feasibility report in conjunction with an assessment to property owners for the watermain extension.*
  - b. **Res No 02-02-16-13 – Approving 2016 Crack Filling Quote (pg. 49)**

*Enclosed is a quote to rent crack filling equipment and purchase material needed for the project. This quote would allow current staff to complete the project in house, and determine feasibility to continue the future project in house.*
  - c. **Public Works Facility Architect**

*Staff has been working with Kinghorn Construction on the plans and process for the public works facility. A quote for hiring an architect will be provided at the meeting.*
  - d. **Res No 02-02-16-14 – Approving Lot Split of City Owned Land (pg. 51)**

*As part of the ongoing discussions with JS Stewart Companies to sell City owned land to the company in order to construct a building for his business relocation, a lot split is needed of the 10 acre parcel located on 5<sup>th</sup> St. NE. Enclosed is a memo and resolution approving the lot split.*

**e. March 1, 2016 Council Meeting Date Change**

*Due to precinct caucuses scheduled for March 1, 2016, the City cannot legally hold a meeting on this date. An alternative date is needed.*

**f. Res No 02-02-16-15 - Calling for Public Hearings for CIP and Bond Issuances (pg. 56)**

*Enclosed is a resolution outlining the requirement to hold public hearings related to Hanover's Capital Improvement Plan and the desire to issue bonds for these plans. The Public Hearings would be held at the March 1, 2016 Council meeting.*

**g. Purchase of Recognition Plaques**

*With recent retirements and resignations of City personnel, staff is requesting permission to purchase recognition plaques.*

**h. Settlers Park Tree Clearing**

*At the January 26<sup>th</sup> Park Board meeting, it was suggested the City hold a public hearing for the removal of trees needed for the Settlers Park ballfield redesign. Discussion on Council's desire to hold such a hearing will be held.*

**i. DNR Grant – Improving Community Forests Through Citizen Engagement (pg. 59)**

*Enclosed is information outlining a grant opportunity from the DNR. Staff is seeking Council direction on the desire to submit for funding.*

**j. February 16, 2016 Open House Preparation (pg. 64)**

*Discussion for planning and preparation of the upcoming open house will be held.*

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

**9. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
JANUARY 19, 2016 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, January 19, 2016 to order at 6:10 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng and Jim Zajicek. Councilors Vajda and Warpula were absent. Also present were City Administrator Brian Hagen and Accountant/Deputy Clerk Elizabeth Lindrud. There were no guests present.

**Approval of Agenda**

Hagen stated that due to scheduling conflicts an attorney was not able to be present. However, an attorney would be able to call into the meeting at 7 p.m. to discuss item number 4. For that reason, the agenda may begin with discussion item 5 and proceed on until 7 p.m. when item 4 is to be discussed. Kauffman requested to add an item for the approval of the new Park Board applicant.

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

**Consent Agenda**

Hagen noted that Res 01-19-16-10 had multiple typos and a revised version was handed out to Council and added to the packet available to the public. Hagen also stated that claims were amended for the cost of the newsletter postage of \$236.90, bringing claims to \$61,000.98 and total claims to \$73,942.01.

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

**a. Approve Minutes of January 5, 2016 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 61,000.98
➤ Payroll	\$ 7,492.99
➤ P/R taxes & Exp	\$ 2,928.05
➤ Other Claims	\$ 2,519.99
➤ Total Claims	<u>\$ 73,942.01</u>

**c. Res No 01-19-16-10 – Approving Historic Bridge Rehab Pay Request No. 2**

**Motion carried unanimously.**

**Public Hearing**

None

**Road Maintenance/Public Works Facility Open House Date**

Hagen recommended holding an open house in to share with the public the future road project plans and tentative dates. Other information at the open house would focus on the future public works facility, and funding options for the City's planned capital expenses.

Kauffman inquired on funds that the City would be receiving from the completion of the Hennepin County 19 trail and the Beebe Lake Trail and if those could be used towards the road projects vs. bonding for them. Hagen stated that bonding as the projects take place helps to lessen the tax levy impact in the future. Kauffman asked if Hagen could have Northland Trust look at the CIP with the extra \$650,000 in cash reflected.

The Open House was set for 5-8pm on February 16<sup>th</sup> with the regular Council Work Session to follow at 8pm.

**Public Works Supervisor Exempt vs. Non-Exempt**

Hagen stated he gave Council a copy of the confidential opinion letter from the attorney along with information on the local are City’s Public Works classifications. Per the attorney the Hanover Public Works Supervisor currently does not meet requirements to hold an exempt status. Kauffman inquired if the job description should be revisited so that the job duties are in line with an exempt position. Council discussed further and asked to revisit when the other two members were present.

**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 5<sup>th</sup> Street NE, Hanover, MN**

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

**MOTION** by Kauffman to enter into a closed session at 6:55 p.m., seconded by Zajicek. **Motion carried unanimously.**

Present during the closed session included Mayor Kauffman, Councilors Hammerseng and Zajicek, City Administrator Hagen, Accountant/Deputy Clerk Lindrud, and via phone conference Attorney John Edison.

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

**MOTION** by Hammerseng to reconvene the regular meeting at 7:30 p.m., seconded by Zajicek. **Motion carried unanimously.**

**Park Board Applicant**

Hagen stated that Abby Strehlow submitted an application to the Park Board. This application is in response to Abby Peterson’s desire to resign from the board once Council received interest from a new applicant. Council had reviewed Strehlow’s application and expressed interest in appointing her to the board.

**MOTION** by Zajicek to accept Abby Peterson’s resignation from Park Board, seconded by Hammerseng. **Motion carried unanimously.**

**MOTION** by Zajicek to approve Abby Strehlow’s appointment to Park Board to finish Peterson’s term, seconded by Hammerseng. **Motion carried unanimously.**

**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 Parcel Number 108-046-001060**

At this time Mayor Kauffman read a statement identifying authorization to enter into a closed session to discuss the sale of property with a parcel identification number of 108-046-001060.

**MOTION** by Kauffman to enter into a closed session at 7:35 p.m., seconded by Zajicek. **Motion carried unanimously.**

Present during the closed session included Mayor Kauffman, Councilors Hammerseng and Zajicek, City Administrator Hagen, and Accountant/Deputy Clerk Lindrud.

Council and staffed discussed the sale of City owned property located in the industrial park.

**MOTION** by Hammerseng to reconvene at 7:58 p.m., seconded by Zajicek. **Motion carried unanimously.**

**Reports**

Lindrud:

- Stated that the first of the Park Board Survey’s had been mailed back to City Hall.
- Jennifer Swanson’s Nighthawk Cross Country & Track team will be selling concessions at the movie upcoming movie night and has been helping to advertise.
- Letters were sent to all of the companies/homeowners with escrow funds remaining from years previous to 2012.

Hagen:

- Stated that a reimbursement request for bridge funding dollars is being submitted.
- Attended the WCAT meeting, 2015 was a good year. They continue to struggle finding suitable applicants and retaining employees. Hanover finished 2015 with 99 rides which was up considerably from 2014.

Hammerseng:

- Attended the EDA social last week.

Kauffman:

- Inquired as to when the comp plan process would start.
- Invited Council to attend the State of the Cities next Tuesday.
- Asked Hagen to look into adding a used Plow Truck for the CIP plan.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 8:30 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

# HANOVER

## Payments

**Current Period: December 2015**

Batch Name	12/31/15PAY3	Payment	Computer Dollar Amt	\$22,747.93	Posted
Refer	<u>1532 ASPEN EQUIPMENT CO.</u>				
Cash Payment	E 100-43100-220	Repair/Maint Supply (GE	Plow Truck		\$420.22
Invoice	10155857	11/24/2015			
Cash Payment	E 100-43100-220	Repair/Maint Supply (GE	Plow Truck		\$346.50
Invoice	10156766	11/24/2015			
Cash Payment	E 100-43100-220	Repair/Maint Supply (GE	Plow Truck		-\$244.00
Invoice	10157250	11/24/2015			
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total</b> \$522.72
Refer	<u>1528 FIRSTLAB</u>				
Cash Payment	E 100-42210-437	Other Miscellaneous	FD Background Checks - B. Scherer		\$32.25
Invoice	FL00139478				
Cash Payment	E 100-42210-437	Other Miscellaneous	FD Background Check - J. Ray		\$21.25
Invoice	FL00139478				
Cash Payment	E 100-42210-437	Other Miscellaneous	FD Background Check - C. Schlak		\$32.25
Invoice	FL00139478				
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$85.75
Refer	<u>1533 MN DEPT OF LABOR AND INDUST Ck# 001525E 2/2/2016</u>				
Cash Payment	E 100-42401-310	Other Professional Servi	Surcharge Fees - 4th Qtr 2015- Confirmation # 23651053085		\$887.62
Invoice					
Transaction Date	1/27/2016	Due 0	Cash	10100	<b>Total</b> \$887.62
Refer	<u>1538 NORTHLAND TRUST</u>				
Cash Payment	E 100-41530-310	Other Professional Servi	Annual Continuing Disclosure Reporting for 2015		\$435.00
Invoice	4366	1/13/2016			
Transaction Date	1/28/2016	Due 0	Cash	10100	<b>Total</b> \$435.00
Refer	<u>1536 RUSSELL SECURITY RESOURCE I Ck# 001526E 2/2/2016</u>				
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE	Expand Card Access System to Public Works		\$5,193.00
Invoice	A26841	1/13/2016			
Transaction Date	1/27/2016	Due 0	Cash	10100	<b>Total</b> \$5,193.00
Refer	<u>1532 S E H Ck# 001524E 2/2/2016</u>				
Cash Payment	E 201-41330-310	Other Professional Servi	EDA Services - December 2015		\$539.13
Invoice	310029	1/18/2016			
Transaction Date	1/26/2016	Due 0	Cash	10100	<b>Total</b> \$539.13
Refer	<u>1537 WSB &amp; ASSOCIATES, INC. Ck# 001514E 2/2/2016</u>				
Cash Payment	E 401-41950-303	Engineering Fees	Hennepin CR 19 Trail		\$640.00
Invoice		1/15/2016		Project 127252	
Cash Payment	E 100-41950-303	Engineering Fees	Subdivision 5th Street Parcel		\$1,859.00
Invoice		1/15/2016		Project 208218	
Cash Payment	E 100-41950-303	Engineering Fees	General Engineering 2015		\$1,636.00
Invoice		1/15/2016		Project 208217	
Cash Payment	G 818-20200	Accounts Payable	Greenhouse		\$266.00
Invoice		1/15/2016			
Cash Payment	E 418-43121-310	Other Professional Servi	Hanover Hills Surface Improvement Project		\$8,212.45
Invoice		1/15/2016		Project 208219	

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## Payments

Current Period: December 2015

Cash Payment	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation				\$1,273.50
Invoice	1/15/2016				Project 208205	
Cash Payment	E 100-41950-303 Engineering Fees	Easement Acquisition - Bank West Parcel				\$66.50
Invoice	1/15/2016					
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$13,953.45</b>
Refer	1533 XCEL ENERGY					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Hall				\$271.18
Invoice	485752521	1/11/2016				
Cash Payment	E 100-41940-381 Electric Utilities	City Hall				\$773.53
Invoice	485752372	1/11/2016				
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux				\$78.63
Invoice	485670752	1/11/2016				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard				\$7.92
Invoice	485783765	1/11/2016				
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$1,131.26</b>

### Fund Summary

	10100 Cash	
818 MISC ESCROWS FUND	\$266.00	
418 STREET CAPITAL PROJ FUND	\$8,212.45	
404 HISTORICAL CAPITAL PROJ FUND	\$1,273.50	
401 GENERAL CAPITAL PROJECTS	\$640.00	
201 EDA SPECIAL REVENUE FUND	\$539.13	
100 GENERAL FUND	\$11,816.85	
	<u>\$22,747.93</u>	

Pre-Written Check	\$20,573.20
Checks to be Generated by the Computer	\$2,174.73
<b>Total</b>	<b>\$22,747.93</b>

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## Payments

Current Period: February 2016

Batch Name	02/02/16 PAY	Payment	Computer Dollar Amt	\$51,907.38	Posted
Refer	1524	<u>AFLAC</u>	Ck# 001522E	2/2/2016	
Cash Payment	G 100-21706	Medical/Dental Ins	Supplemental Insurance - January 2016		\$134.16
			Account# G1V17		
Invoice	536279	1/12/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$134.16
Refer	1519	<u>ALCOHOL &amp; GAMBLING ENFORCE</u>	Ck# 031623	2/2/2016	
Cash Payment	E 100-41940-306	Dues & Subscriptions	Consumption and Display Permit		\$250.00
Invoice		1/15/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$250.00
Refer	1527	<u>ASSURANT EMPLOYEE BENEFITS</u>	Ck# 031624	2/2/2016	
Cash Payment	G 100-21707	Life Ins	Life Insurance - February 2016		\$355.63
Invoice		1/19/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$355.63
Refer	1531	<u>AT&amp;T MOBILITY</u>	Ck# 031625	2/2/2016	
Cash Payment	E 100-43000-321	Telephone	Cell Phone Replacement - Jason		\$99.99
Invoice	X01252016	1/17/2016			
Cash Payment	E 100-43000-321	Telephone	PW Cell Phone - 12/18/15 - 01/17/16		\$136.78
Invoice	X01252016	1/17/2016			
Transaction Date	1/26/2016	Due 0	Cash	10100	<b>Total</b> \$236.77
Refer	1534	<u>BANKWEST - ROCKFORD</u>	Ck# 031626	2/2/2016	
Cash Payment	E 313-47000-611	Bond Interest	2005 Spartan Engine		\$218.58
Invoice		1/27/2016			
Cash Payment	E 313-47000-601	Debt Srv Bond Principal	2005 Spartan Engine		\$12,390.54
Invoice		1/27/2016			
Cash Payment	E 313-47000-611	Bond Interest	2007 Freightliner Tanker		\$733.14
Invoice		1/27/2016			
Cash Payment	E 313-47000-601	Debt Srv Bond Principal	2007 Freightliner Tanker		\$10,114.91
Invoice		1/27/2016			
Transaction Date	1/27/2016	Due 0	Cash	10100	<b>Total</b> \$23,457.17
Refer	1521	<u>CITY OF ST. MICHAEL</u>	Ck# 001520E	2/2/2016	
Cash Payment	E 100-45500-437	Other Miscellaneous	Library Bond Payment #1 - 2016		\$3,500.00
Invoice	01222016-1	1/22/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$3,500.00
Refer	1535	<u>DELTA DENTAL</u>	Ck# 031627	2/2/2016	
Cash Payment	G 100-21706	Medical/Dental Ins	Dental Premiums - February 2016		\$119.10
Invoice	6340790	1/15/2016			
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total</b> \$119.10
Refer	1540	<u>DIXON, KATHY</u>	Ck# 031628	2/2/2016	
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Damage Deposit Hall Rental - 1/16/16		\$200.00
Invoice		1/21/2016			
Transaction Date	1/21/2016	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	1526	<u>FAMILY HERITAGE LIFE INSURAN</u>	Ck# 031629	2/2/2016	

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## Payments

Current Period: February 2016

<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins	Supplemental Insurance - January 2016			<b>\$76.09</b>
Invoice	557829	1/15/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total \$76.09</b>
Refer	1536 <i>GUIDANCE POINT TECHNOLOGIE</i>	<u>Ck# 031630 2/2/2016</u>			
<b>Cash Payment</b>	E 100-41600-310 Other Professional Servi	Resolve computer/network issues in PW			<b>\$120.00</b>
Invoice	9238	1/15/2016			
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total \$120.00</b>
Refer	1534 <i>HEALTH PARTNERS</i>	<u>Ck# 001513E 2/2/2016</u>			
<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins	Medical Premiums - February 2016			<b>\$2,716.68</b>
Invoice	53533690	1/12/2016			
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total \$2,716.68</b>
Refer	1538 <i>ISD 877 - BUFFALO</i>	<u>Ck# 001515E 2/2/2016</u>			
<b>Cash Payment</b>	E 401-49844-400 Repairs & Maint Cont (G	Annual Fiber Optic Charge - Year 10 (2015-2016)			<b>\$9,800.00</b>
Invoice	8994				
Transaction Date	1/21/2016	Due 0	Cash	10100	<b>Total \$9,800.00</b>
Refer	1539 <i>LOFFLER COMPANIES, INC.</i>	<u>Ck# 031631 2/2/2016</u>			
<b>Cash Payment</b>	E 100-41570-220 Repair/Maint Supply (GE	Contract Overage Charge - 12/17/15-01/16/16			<b>\$115.97</b>
Invoice	2150368	1/12/2016			
Transaction Date	1/21/2016	Due 0	Cash	10100	<b>Total \$115.97</b>
Refer	1541 <i>LOUKUSA, HENRY OR ANN</i>	<u>Ck# 031632 2/2/2016</u>			
<b>Cash Payment</b>	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Hall Rental - 1/17/16			<b>\$200.00</b>
Invoice		1/21/2016			
Transaction Date	1/21/2016	Due 0	Cash	10100	<b>Total \$200.00</b>
Refer	1523 <i>METRO WEST INSPECTION SERVI</i>	<u>Ck# 031633 2/2/2016</u>			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	11243 River Rd			<b>\$29.14</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	734 Kayla			<b>\$219.19</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	720 Kadler			<b>\$8.25</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	10202 3rd			<b>\$29.75</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	10530 Ann			<b>\$33.25</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	561 Kayla			<b>\$35.00</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	11435 Riverview			<b>\$25.90</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	11230 5th			<b>\$88.50</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	10423 Kalland			<b>\$31.19</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	12130 8th			<b>\$17.50</b>
Invoice		1/15/2016			
<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	1010 River Rd			<b>\$48.08</b>
Invoice		1/15/2016			

# HANOVER

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Page 3

## Payments

Current Period: February 2016

Cash Payment	E 100-42401-310 Other Professional Servi	850 Kadler			\$48.07
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10184 Katlin			\$104.67
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	11230 5th			\$104.67
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	11794 Riverview			\$33.25
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	259 Jandel			\$476.87
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	1367 Rolling Oaks			\$13.56
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	274 Labeaux			\$826.14
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	11606 8th			\$1,263.62
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10639 Crow Hassan Pk			\$99.75
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10677 Jonquil			\$761.46
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	11910 9th			\$211.60
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10295 3rd			\$35.00
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10677 Jonquil			\$17.50
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	790 Meander			\$33.25
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	10195 Kaitlin			\$56.16
Invoice		1/15/2016			
Cash Payment	E 100-42401-310 Other Professional Servi	11651 10th			\$5.25
Invoice		1/15/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$4,656.57
Refer	1520 RANDYS ENVIRONMENTAL SERVI		Ck# 031634	2/2/2016	
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - January 2016			\$3,126.96
Invoice		1/22/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$3,126.96
Refer	1522 RIVER INN		Ck# 001521E	2/2/2016	
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Social			\$700.00
Invoice		1/25/2016			
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b> \$700.00
Refer	1530 VISA - BANKWEST		Ck# 031635	2/2/2016	
Cash Payment	E 100-41600-310 Other Professional Servi	MSFT Online Exchange			\$28.00
Invoice		1/19/2016			
Cash Payment	E 100-43000-321 Telephone	PW Phone - Screen Protector			\$5.99
Invoice		1/19/2016			
Cash Payment	E 100-43000-321 Telephone	PW Phone - USB Cables			\$21.30
Invoice		1/19/2016			

# HANOVER

## Payments

**Current Period: February 2016**

<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Business Card File				<b>\$21.99</b>
Invoice	1/19/2016					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Sales Tax Credit				<b>-\$4.07</b>
Invoice	1/19/2016					
<b>Cash Payment</b>	E 100-41570-322 Postage	Postage - Park Board Survey Envelopes				<b>\$588.00</b>
Invoice	1/19/2016					
<b>Cash Payment</b>	E 100-41570-322 Postage	Postage - Tax Forms				<b>\$1.20</b>
Invoice	1/19/2016					
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous	Candy - Council Meetings				<b>\$48.67</b>
Invoice	1/19/2016					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Misc Office Supplies				<b>\$404.12</b>
Invoice	1/19/2016					
Transaction Date	1/26/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$1,115.20</b>
Refer	1531 WEX BANK		Ck# 031636 2/2/2016			
<b>Cash Payment</b>	E 100-42260-212 Motor Fuels	FD Fuel - January 2016				<b>\$284.74</b>
Invoice	43755681	1/15/2016				
<b>Cash Payment</b>	E 100-42260-212 Motor Fuels	FD Misc - January 2016				<b>\$26.89</b>
Invoice	43755681	1/15/2016				
<b>Cash Payment</b>	E 100-43000-212 Motor Fuels	PW Fuel - January 2016				<b>\$651.55</b>
Invoice	43760973	1/15/2016				
<b>Cash Payment</b>	E 100-43000-212 Motor Fuels	PW Vehicle Wash - January 2016				<b>\$4.98</b>
Invoice	43760973	1/15/2016				
Transaction Date	1/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$968.16</b>
Refer	1525 WRIGHT-HENNEPIN COOPERATIV		Ck# 001523E 2/2/2016			
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Eagleview Park				<b>\$58.92</b>
Invoice	1/25/2016					
Transaction Date	1/25/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$58.92</b>

### Fund Summary

	10100 Cash
401 GENERAL CAPITAL PROJECTS	\$9,800.00
313 2010 GO EQUIPMENT CERTIFICATES	\$23,457.17
201 EDA SPECIAL REVENUE FUND	\$700.00
100 GENERAL FUND	\$17,950.21
	\$51,907.38

Pre-Written Check	\$51,907.38
Checks to be Generated by the Computer	\$0.00
Total	\$51,907.38

# HANOVER

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Page 1

## \*Check Summary Register©

Cks 2/2/2016 - 2/2/2016

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 001513E HEALTH PARTNERS	2/2/2016	\$2,716.68	Medical Premiums - February 20
Paid Chk# 001514E WSB & ASSOCIATES, INC.	2/2/2016	\$13,953.45	Hennepin CR 19 Trail
Paid Chk# 001515E ISD 877 - BUFFALO	2/2/2016	\$9,800.00	Annual Fiber Optic Charge - Ye
Paid Chk# 001520E CITY OF ST. MICHAEL	2/2/2016	\$3,500.00	Library Bond Payment #1 - 2016
Paid Chk# 001521E RIVER INN	2/2/2016	\$700.00	EDA Social
Paid Chk# 001522E AFLAC	2/2/2016	\$134.16	Supplemental Insurance - Janua
Paid Chk# 001523E Wright-Hennepin Coop Electric	2/2/2016	\$58.92	Eagleview Park
Paid Chk# 001524E Short Elliott Hendrickson, Inc	2/2/2016	\$539.13	EDA Services - December 2015
Paid Chk# 001525E MN DEPT OF LABOR AND INDUS	2/2/2016	\$887.62	Surcharge Fees - 4th Qtr 2015-
Paid Chk# 001526E RUSSELL SECURITY RESOURC	2/2/2016	\$5,193.00	Expand Card Access System to Pu
Paid Chk# 031619 ASPEN EQUIPMENT CO.	2/2/2016	\$522.72	Plow Truck
Paid Chk# 031620 FIRSTLAB	2/2/2016	\$85.75	FD Background Checks - B. Sche
Paid Chk# 031621 Northland Trust Services	2/2/2016	\$435.00	Annual Continuing Disclosure R
Paid Chk# 031622 XCEL ENERGY	2/2/2016	\$1,131.26	Fire Hall
Paid Chk# 031623 ALCOHOL & GAMBLING ENFORC	2/2/2016	\$250.00	Consumption and Display Permit
Paid Chk# 031624 ASSURANT EMPLOYEE BENEFIT	2/2/2016	\$355.63	Life Insurance - February 2016
Paid Chk# 031625 AT&T MOBILITY	2/2/2016	\$236.77	Cell Phone Replacement - Jason
Paid Chk# 031626 BANKWEST - ROCKFORD	2/2/2016	\$23,457.17	2007 Freightliner Tanker
Paid Chk# 031627 Delta Dental of Minnesota	2/2/2016	\$119.10	Dental Premiums - February 201
Paid Chk# 031628 DIXON, KATHY	2/2/2016	\$200.00	Damage Deposit Hall Rental - 1
Paid Chk# 031629 FAMILY HERITAGE LIFE INSURA	2/2/2016	\$76.09	Supplemental Insurance - Janua
Paid Chk# 031630 Guidance Point Technologies	2/2/2016	\$120.00	Resolve computer/network issue
Paid Chk# 031631 LOFFLER COMPANIES, INC.	2/2/2016	\$115.97	Contract Overage Charge - 12/1
Paid Chk# 031632 LOUKUSA, HENRY OR ANN	2/2/2016	\$200.00	Damage Deposit Hall Rental - 1
Paid Chk# 031633 METRO WEST INSPECTION SER	2/2/2016	\$4,656.57	10195 Kaitlin
Paid Chk# 031634 Randy's Environmental Services	2/2/2016	\$3,126.96	Recycling - January 2016
Paid Chk# 031635 VISA	2/2/2016	\$1,115.20	PW Phone - USB Cables
Paid Chk# 031636 WEX BANK	2/2/2016	\$968.16	FD Misc - January 2016
	<b>Total Checks</b>	<b>\$74,655.31</b>	

FILTER: None



# Invoice

\$1524

Invoice Number: 310029

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 2

**BILL TO:**

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

<b>Pay This Amount</b>	<b>\$539.13</b>
Due Date	17-FEB-16
Invoice Date	18-JAN-16
Bill Through Date	31-DEC-15
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	130741

**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
130741	HANOV Hanover 2015 EDA Serv	HANOV Hanover 2015 EDA Services

**Project Billing Summary**

	Current	Prior	To Date
<b>Totals</b>	<b>\$539.13</b>	<b>\$8,538.08</b>	<b>\$9,077.21</b>

**Notes:**

201-41330-310 - 539.13

JAN 26 2016



# Invoice

Invoice Number: **310029**

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	3.50	138.00	\$483.00	
	<b>3.75</b>			<b>\$505.50</b>

## Reimbursed - Expenses

Expenditure Type	Amount	
Mileage	\$33.63	
		<b>\$33.63</b>

**Invoice total \$539.13**

1514

# WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2015	Billed to Date December 31, 2015
1020-561	Utility Permit Reviews			\$4,637.75
1272-210	General Engineering Services (2012) - \$6.50 Credit			\$16,829.25
1272-330	Bridges at Hanover Plat Changes			\$780.00
1272-390	Hanover Bicycle & Pedestrian Trail			\$146,423.70
1272-420	Storm Water Utility Justification			\$14,069.25
1272-430	Wetter Property Development Review			\$9,937.00
1272-460	School Sidewalk - CR 19			\$1,005.00
1272-470	Public Works Site Grading Plan			\$12,593.50
1272-480	CR 34 Bike Trail Fed. Enhancement Grant			\$6,728.50
1272-500	2010-2014 Street Maintenance Report			\$335.00
1272-520	Hennepin CR 19 Trail Project	\$640.00	\$87,159.25	\$244,883.79
1272-530	Beebe Lake Regional Trail - CR 34		\$1,670.75	\$244,396.00
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
1272-610	Simple Sub-division 5th Street Parcel	\$1,859.00	\$2,776.50	\$2,776.50
1272-620	Bankwest Survey Hennepin County		\$480.00	\$480.00
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services		\$21,101.00	\$15,877.00
2082-011	2014 General Engineering Services			\$19,612.75
2082-012	2015 General Engineering Services	\$1,636.00	\$21,101.00	\$21,101.00
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project	\$266.00	\$3,917.71	\$3,917.71
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension			\$4,640.50
2082-080	Greenhouse Geotechnical Investigation		\$5,978.20	\$5,978.20
2082-090	Hanover Hills Surface Improvement Project	\$8,212.45	\$8,212.45	\$8,212.45
2931-000	Bridge 92366 Rehabilitation	\$1,273.50	\$38,847.97	\$38,847.97
3245-000	Easement Acquisition - BankWest Parcel	\$66.50	\$66.50	\$66.50
<b>Current Invoice Total</b>		<b>\$13,953.45</b>	<b>\$170,210.33</b>	

101-41950-303

100-41950-303

100-41950-303

818-20200

418-4301-810  
404-418323-810  
100-41950-303

F:\Accounting\Invoices\Hanover\December 2015



& Associates, Inc.

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

January 15, 2016  
Project No: 01272-520  
Invoice No: 58

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

Hennepin CR 19 Trail Project

**Professional Services from December 01, 2015 to December 31, 2015**

Phase 3 Construction

**Field Services Billing**

2-Person Survey Crew

	4.0 Hours @ 160.00	640.00	
<b>Total Field Services</b>		<b>640.00</b>	<b>640.00</b>
	<b>Total this Phase</b>		<b>\$640.00</b>
	<b>Total this Invoice</b>		<b>\$640.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	0.00	197,899.50	197,899.50
Consultant	0.00	23,439.50	23,439.50
Expense	0.00	1,178.79	1,178.79
Field Services	640.00	21,726.00	22,366.00
<b>Totals</b>	<b>640.00</b>	<b>244,243.79</b>	<b>244,883.79</b>

Comments:

Approved by:

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

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

January 15, 2016  
Project No: 01272-610  
Invoice No: 2

Simple Sub-division 5th Street Parcel  
**Professional Services from December 01, 2015 to December 31, 2015**  
**Professional Personnel**

	Hours	Rate	Amount	
Office Survey				
Klasen, Kyle                   12/3/2015	2.00	143.00	286.00	
boundary comps and processing field files				
Klasen, Kyle                   12/4/2015	4.00	143.00	572.00	
comps				
Klasen, Kyle                   12/8/2015	7.00	143.00	1,001.00	
drafting certificate of survey				
Totals	13.00		1,859.00	
<b>Total Labor</b>				<b>1,859.00</b>
<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,859.00	917.50	2,776.50	
Limit			3,000.00	
Remaining			223.50	
		<b>Total this Invoice</b>		<b>\$1,859.00</b>

Comments: \_\_\_\_\_

Approved by: 

Reviewed by: Justin Messner  
Project Manager: Kyle Klasen



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

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

January 15, 2016  
Project No: 02082-012  
Invoice No: 12

2015 General Engineering Services  
**Professional Services from December 01, 2015 to December 31, 2015**  
**Professional Personnel**

	Hours	Rate	Amount
<b>Project Management/Coordination</b>			
Messner, Justin 12/1/2015 Stop Sign Presentation	1.50	133.00	199.50
Messner, Justin 12/3/2015 Staff Meeting & Cost Est for Division	4.00	133.00	532.00
Messner, Justin 12/4/2015 Lot Split Review	1.00	133.00	133.00
Messner, Justin 12/7/2015 Utility Permit Review	.50	133.00	66.50
Messner, Justin 12/23/2015 Final Payment for Beebe Lake Trail	5.00	133.00	665.00
<b>Totals</b>	<b>12.00</b>		<b>1,596.00</b>
<b>Total Labor</b>			<b>1,596.00</b>

**Field Services Billing**

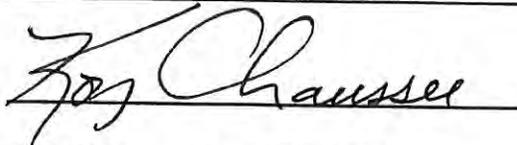
Council Mtg and/or Planning Commission	1.0 Meeting @ 40.00	40.00	
<b>Total Field Services</b>		<b>40.00</b>	<b>40.00</b>
<b>Total this Invoice</b>			<b>\$1,636.00</b>

**Billings to Date**

	Current	Prior	Total
Labor	1,596.00	18,105.00	19,701.00
Field Services	40.00	1,360.00	1,400.00
<b>Totals</b>	<b>1,636.00</b>	<b>19,465.00</b>	<b>21,101.00</b>

Comments: \_\_\_\_\_

Approved by:



Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



& Associates, Inc.

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

January 15, 2016  
Project No: 02082-040  
Invoice No: 10

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

Bridges of Hanover Assisted Living Project  
**Professional Services from December 01, 2015 to December 31, 2015**  
**Professional Personnel**

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin      12/12/2015	2.00	133.00	266.00	
SAC/WAC Calculation				
Totals	2.00		266.00	
<b>Total Labor</b>				<b>266.00</b>
				<b>Total this Invoice      \$266.00</b>

**Billings to Date**

	Current	Prior	Total
Labor	266.00	3,194.00	3,460.00
Expense	0.00	10.71	10.71
Field Services	0.00	447.00	447.00
<b>Totals</b>	<b>266.00</b>	<b>3,651.71</b>	<b>3,917.71</b>

Comments: \_\_\_\_\_

Approved by:



Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



& Associates, Inc.

engineering · planning · environmental · construction

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

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

January 15, 2016  
Project No: 02082-090  
Invoice No: 1

Hanover Hills Surface Improvement Project  
**Professional Services from December 01, 2015 to December 31, 2015**

Phase 2 Final Design

**Professional Personnel**

		Hours	Rate	Amount
Project Management/Coordination				
Messner, Justin	12/10/2015	2.00	133.00	266.00
Project Management				
Osborn, Mark	12/15/2015	4.50	117.00	526.50
Geotechnical - setup borings				
Osborn, Mark	12/16/2015	1.00	117.00	117.00
Geotechnical - PM				
Osborn, Mark	12/31/2015	.50	117.00	58.50
geotech				
Perkey, Benjamin	12/4/2015	.75	83.00	62.25
OPC - Division Street Reclaim				
Perkey, Benjamin	12/14/2015	2.00	83.00	166.00
City Specification				
Perkey, Benjamin	12/28/2015	3.00	83.00	249.00
city spec				
Perkey, Benjamin	12/29/2015	3.00	83.00	249.00
city spec				
Drawings/Layouts				
Perkey, Benjamin	12/7/2015	2.50	83.00	207.50
Site visit				
Perkey, Benjamin	12/8/2015	1.50	83.00	124.50
Budget, coordinate survey, coordinate soil borings				
Perkey, Benjamin	12/15/2015	2.00	83.00	166.00
Plans				
Perkey, Benjamin	12/16/2015	6.00	83.00	498.00
Plans				
Perkey, Benjamin	12/17/2015	2.00	83.00	166.00
Plans				
Perkey, Benjamin	12/18/2015	3.00	83.00	249.00
Plans				
Perkey, Benjamin	12/21/2015	3.00	83.00	249.00
plans				
Perkey, Benjamin	12/22/2015	5.00	83.00	415.00
plans				
Perkey, Benjamin	12/28/2015	2.50	83.00	207.50
cad				
Perkey, Benjamin	12/29/2015	3.00	83.00	249.00
spec				

Project	02082-090	HANO - Hanover Hills Surface Improvement	Invoice	1
Perkey, Benjamin cad	12/30/2015	5.00	83.00	415.00
Perkey, Benjamin cad	12/31/2015	3.00	83.00	249.00
Office Survey Helder, Peter edit topo	12/28/2015	2.00	123.00	246.00
Drilling Johnson, Douglas log and classification	12/31/2015	1.00	95.00	95.00
Kurth, Roger Drilling	12/22/2015	7.50	95.00	712.50
Meyer, Scott DRILLING 4 FLIGHT AUGERS	12/22/2015	7.50	58.00	435.00
Totals		73.25		6,378.25
<b>Total Labor</b>				<b>6,378.25</b>

**Field Services Billing**

3-Person Survey Crew

5.0 Hours @ 180.00 900.00

Drill Rig

7.5 Hours @ 50.00 375.00

Drill Rig Mileage

233.0 Miles @ 1.35 314.55

Support Vehicle Mileage

233.0 Miles @ 1.05 244.65

**Total Field Services**

**1,834.20**

**Total this Phase**

**1,834.20**

**Billing Limits**

Labor

**Current**

**Prior**

**To-Date**

6,378.25

0.00

6,378.25

Limit

31,400.00

Remaining

25,021.75

Units

1,834.20

0.00

1,834.20

Limit

3,800.00

Remaining

1,965.80

**Total this Invoice**

**\$8,212.45**

**Billings to Date**

Labor

**Current**

**Prior**

**Total**

6,378.25

0.00

6,378.25

Field Services

1,834.20

0.00

1,834.20

**Totals**

**8,212.45**

**0.00**

**8,212.45**

Comments:

Approved by:

*Foy Chausse*

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Project	02082-090	HANO - Hanover Hills Surface Improvement	Invoice	1
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Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



engineering · planning · environmental · construction

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

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

January 15, 2016  
Project No: 02931-000  
Invoice No: 11

Bridge 92366 Rehabilitation

**Professional Services from December 01, 2015 to December 31, 2015**

Phase 5 Construction

**Professional Personnel**

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin	7.00	133.00	931.00
Project Management			
Messner, Justin	2.00	133.00	266.00
Project Management			
Osberg, Carl	.50	153.00	76.50
Bearing purchase and delivery			
Totals	9.50		1,273.50
<b>Total Labor</b>			<b>1,273.50</b>
		<b>Total this Phase</b>	<b>\$1,273.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	1,273.50	37,574.47	38,847.97
Limit			57,382.00
Remaining			18,534.03
		<b>Total this Invoice</b>	<b>\$1,273.50</b>

Comments:

Approved by:

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



engineering · planning · environmental · construction

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

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

January 15, 2016  
Project No: 03245-000  
Invoice No: 1

Easement Acquisition - BankWest Parcel  
**Professional Services from December 01, 2015 to December 31, 2015**  
**Professional Personnel**

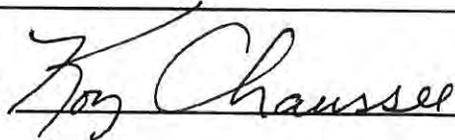
	Hours	Rate	Amount	
Project Management/Coordination				
Barker, Benjamin 11/11/2015	.50	133.00	66.50	
Review title, project management				
Totals	.50		66.50	
<b>Total Labor</b>				<b>66.50</b>
				<b>Total this Invoice \$66.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	66.50	0.00	66.50
<b>Totals</b>	<b>66.50</b>	<b>0.00</b>	<b>66.50</b>

Comments: \_\_\_\_\_

Approved by:



Reviewed by: Justin Messner  
Project Manager: Benjamin Barker



January 15, 2016

Mr. Brian Hagen  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: December, 2015 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

*WSB & Associates, Inc.*

  
*for* Justin Messner  
Associate

Enclosures

kc

HANOVER  
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500415	000000003	Hagen, Brian S.	2	Bi-Weekly	\$1,854.21	1/29/2016	Outstanding
500414	000000008	Doboszinski, Jason	2	Bi-Weekly	\$1,365.77	1/29/2016	Outstanding
500413	000000011	Biren, Amy	2	Bi-Weekly	\$1,108.85	1/29/2016	Outstanding
EFT	000000006	Bursch, Jeffrey	2	Bi-Weekly	\$0.00	1/29/2016	Outstanding
500417	000000005	Vogel, Scott F.	2	Bi-Weekly	\$1,672.93	1/29/2016	Outstanding
500416	000000060	Lindrud, Elizabeth	2	Bi-Weekly	\$1,351.36	1/29/2016	Outstanding
EFT	000000061	Dalchow, Larry	2	Bi-Weekly	\$0.00	1/29/2016	Outstanding
					<hr/>		
					\$7,353.12		

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2016(2)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$195.86	
	000000008 Doboszinski, Jason	\$150.34	
	000000003 Hagen, Brian S.	\$254.72	
	000000060 Lindrud, Elizabeth	\$177.08	
	000000005 Vogel, Scott F.	\$185.38	
	<i>Federal</i>		\$963.38
005 State Tax - MN	000000011 Biren, Amy	\$84.00	
	000000008 Doboszinski, Jason	\$66.27	
	000000003 Hagen, Brian S.	\$112.43	
	000000060 Lindrud, Elizabeth	\$75.94	
	000000005 Vogel, Scott F.	\$79.84	
	<i>State Tax - MN</i>		\$418.48
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 Group: 01 Bi-Weekly

Pay Periods: 2016(2)

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>		\$2,160.73	\$778.87

HANOVER

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Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2016(2)

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>		
<i>Grand Total</i>		\$667.18	\$769.82

**HANOVER**  
**Cash Balances**  
**December 2015**

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$643,949.67	\$647,865.23	\$232,162.83	\$1,059,652.07
107 FIRE DEPT DONATIONS FUND	\$34,410.84	\$12,021.51	\$7,264.69	\$39,167.66
201 EDA SPECIAL REVENUE FUND	\$97,315.53	\$22,748.46	\$20,095.07	\$99,968.92
205 EDA BUSINESS INCENTIVE FUND	\$213,703.07	\$44,318.79	\$28,016.92	\$230,004.94
311 2008A GO CIP REFUNDING BOND	\$52,715.61	\$19,920.70	\$0.00	\$72,636.31
312 2009A GO IMP REFUNDING BOND	-\$108,203.15	\$148,609.53	\$0.00	\$40,406.38
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$24,649.00	\$0.00	\$5,606.58
314 2011A GO IMP CROSSOVER REF BD	\$447,396.91	\$80,234.94	\$136,637.50	\$390,994.35
401 GENERAL CAPITAL PROJECTS	\$775,898.82	\$6,395.84	\$934.00	\$781,360.66
402 PARKS CAPITAL PROJECTS	\$234,393.79	\$141.00	\$0.00	\$234,534.79
403 FIRE DEPT CAPITAL FUND	\$139,949.21	\$84.19	\$0.00	\$140,033.40
404 HISTORICAL CAPITAL PROJ FUND	\$42,567.63	\$16.11	\$49,624.55	-\$7,040.81
407 TIF REDEV DIST #1	\$8,634.13	\$3,799.93	\$6,831.60	\$5,602.46
411 CITY HALL CAPITAL PROJ FUND	\$55,585.32	\$31.64	\$8,975.00	\$46,641.96
417 EQUIPMENT CAPITAL FUND	\$51,873.12	\$31.19	\$57.95	\$51,846.36
418 STREET CAPITAL PROJ FUND	\$505,027.20	\$303.81	\$8,212.45	\$497,118.56
601 WATER ENTERPRISE FUND	\$735,451.67	\$25,941.29	\$8,815.75	\$752,577.21
602 SEWER ENTERPRISE FUND	\$224,214.60	\$76,670.96	\$46,680.33	\$254,205.23
603 STORM WATER ENTERPRISE FUND	\$123,490.78	\$7,115.16	\$0.00	\$130,605.94
611 WATER CAPITAL IMP FUND	\$404,450.82	\$243.31	\$0.00	\$404,694.13
612 SEWER CAPITAL IMP FUND	\$1,706,710.37	\$21,622.33	\$0.00	\$1,728,332.70
613 STORM WATER CAPITAL IMP FUND	\$548,591.17	\$330.02	\$0.00	\$548,921.19
804 SCHENDELS FIELD ESC FUND	\$145,926.71	\$87.79	\$0.00	\$146,014.50
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,000.00	\$3,750.00	\$3,000.00	\$31,750.00
815 LANDSCAPE ESCROW FUND	\$39,500.00	\$7,500.00	\$6,000.00	\$41,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$5,000.00	\$5,000.00	\$16,000.00
818 MISC ESCROWS FUND	\$5,510.36	\$1,547.74	\$3,997.00	\$3,061.10
820 BRIDGES TOWNHOMES ESC FUND	\$3,543.63	\$2.13	\$0.00	\$3,545.76
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,782.28	\$7.09	\$0.00	\$11,789.37
900 INTEREST	\$17,956.28	\$8,884.26	\$26,840.54	\$0.00
	\$7,176,827.45	\$1,169,873.95	\$599,146.18	\$7,747,555.22

**HANOVER**  
**Cash Balances**  
**February 2016**

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$1,021,301.93	\$4.07	\$17,954.28	\$1,003,351.72
107 FIRE DEPT DONATIONS FUND	\$39,167.66	\$0.00	\$0.00	\$39,167.66
201 EDA SPECIAL REVENUE FUND	\$99,768.92	\$0.00	\$700.00	\$99,068.92
205 EDA BUSINESS INCENTIVE FUND	\$230,454.17	\$0.00	\$0.00	\$230,454.17
311 2008A GO CIP REFUNDING BOND	\$33,143.81	\$0.00	\$0.00	\$33,143.81
312 2009A GO IMP REFUNDING BOND	\$18,839.38	\$0.00	\$0.00	\$18,839.38
313 2010 GO EQUIPMENT CERTIFICATES	\$5,606.58	\$0.00	\$23,457.17	-\$17,850.59
314 2011A GO IMP CROSSOVER REF BD	\$390,994.35	\$0.00	\$0.00	\$390,994.35
401 GENERAL CAPITAL PROJECTS	\$781,360.66	\$0.00	\$9,800.00	\$771,560.66
402 PARKS CAPITAL PROJECTS	\$234,534.79	\$0.00	\$0.00	\$234,534.79
403 FIRE DEPT CAPITAL FUND	\$140,033.40	\$0.00	\$0.00	\$140,033.40
404 HISTORICAL CAPITAL PROJ FUND	-\$34,059.03	\$0.00	\$0.00	-\$34,059.03
407 TIF REDEV DIST #1	\$5,602.46	\$0.00	\$0.00	\$5,602.46
411 CITY HALL CAPITAL PROJ FUND	\$46,641.96	\$0.00	\$0.00	\$46,641.96
417 EQUIPMENT CAPITAL FUND	\$51,846.36	\$0.00	\$0.00	\$51,846.36
418 STREET CAPITAL PROJ FUND	\$497,118.56	\$0.00	\$0.00	\$497,118.56
601 WATER ENTERPRISE FUND	\$749,692.83	\$0.00	\$0.00	\$749,692.83
602 SEWER ENTERPRISE FUND	\$244,611.53	\$0.00	\$0.00	\$244,611.53
603 STORM WATER ENTERPRISE FUND	\$130,605.94	\$0.00	\$0.00	\$130,605.94
611 WATER CAPITAL IMP FUND	\$404,694.13	\$0.00	\$0.00	\$404,694.13
612 SEWER CAPITAL IMP FUND	\$1,728,332.70	\$0.00	\$0.00	\$1,728,332.70
613 STORM WATER CAPITAL IMP FUND	\$548,921.19	\$0.00	\$0.00	\$548,921.19
804 SCHENDELS FIELD ESC FUND	\$146,014.50	\$0.00	\$0.00	\$146,014.50
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,750.00	\$0.00	\$0.00	\$31,750.00
815 LANDSCAPE ESCROW FUND	\$41,000.00	\$0.00	\$0.00	\$41,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$0.00	\$0.00	\$16,000.00
818 MISC ESCROWS FUND	\$3,061.10	\$0.00	\$0.00	\$3,061.10
820 BRIDGES TOWNHOMES ESC FUND	\$3,545.76	\$0.00	\$0.00	\$3,545.76
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,789.37	\$0.00	\$0.00	\$11,789.37
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	\$7,608,898.51	\$4.07	\$51,911.45	\$7,556,991.13

Revenue Budget by Source

Source Alt Code	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$449,534.27	\$1,022,134.63	\$995,728.00	-\$26,406.63	102.65%
TAXES	R 100-31020 Property Taxes - Fire	\$47,812.00	\$95,624.00	\$95,624.00	\$0.00	100.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$9,672.71	\$10,000.00	\$327.29	96.73%
Source Alt Code TAXES		\$497,346.27	\$1,127,431.34	\$1,101,352.00	-\$26,079.34	102.37%
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	\$1,125.00	\$8,915.00	\$5,000.00	-\$3,915.00	178.30%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$475.00	\$300.00	-\$175.00	158.33%
SERVICE	R 100-34108 Administrative Fees	\$250.00	\$2,446.55	\$2,000.00	-\$446.55	122.33%
SERVICE	R 100-34109 Copies/Faxes	\$1.00	\$15.00	\$80.00	\$65.00	18.75%
SERVICE	R 100-34207 Fire Protection Services	\$40,953.00	\$107,464.30	\$106,964.00	-\$500.30	100.47%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,627.60	\$6,000.00	\$372.40	93.79%
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	\$2,805.21	\$2,000.00	-\$805.21	140.26%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$42,354.00	\$129,698.66	\$124,344.00	-\$5,354.66	104.31%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,964.80	\$0.00	-\$7,964.80	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$160.00	\$11,952.03	\$0.00	-\$11,952.03	0.00%
MISC	R 100-36210 Interest Earnings	\$3,308.67	\$9,365.96	\$1,000.00	-\$8,365.96	936.60%
MISC	R 100-36215 Investment Income/Loss	-\$2,831.05	-\$99.59	\$7,000.00	\$7,099.59	-1.42%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$4,345.00	\$0.00	-\$4,345.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$8,597.00	\$8,597.00	\$6,000.00	-\$2,597.00	143.28%
MISC	R 100-36250 Damage Deposits	\$1,400.00	\$11,500.00	\$7,000.00	-\$4,500.00	164.29%
MISC	R 100-36260 Refunds or Reimbursements	\$460.27	\$522.89	\$0.00	-\$522.89	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	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$11,094.89	\$54,148.09	\$21,000.00	-\$33,148.09	257.85%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$100.00	\$362.00	\$100.00	-\$262.00	362.00%
LIC PERM	R 100-32210 Building Permits	\$16,872.91	\$139,675.14	\$120,000.00	-\$19,675.14	116.40%
LIC PERM	R 100-32240 Animal Licenses	\$60.00	\$260.00	\$100.00	-\$160.00	260.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$4.00	\$45.00	\$50.00	\$5.00	90.00%
Source Alt Code LIC PERM		\$17,036.91	\$151,212.14	\$132,350.00	-\$18,862.14	114.25%
INTGOVT	R 100-33400 State Grants and Aids	\$19,379.50	\$38,757.00	\$38,755.00	-\$2.00	100.01%
INTGOVT	R 100-33401 Local Government Aid	\$52,929.50	\$105,859.00	\$105,859.00	\$0.00	100.00%
INTGOVT	R 100-33410 MV Credit	\$991.08	\$1,865.91	\$0.00	-\$1,865.91	0.00%
INTGOVT	R 100-33420 PERA Aid	\$169.50	\$339.00	\$339.00	\$0.00	100.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$37,914.77	\$24,000.00	-\$13,914.77	157.98%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,565.62	\$4,600.00	-\$965.62	120.99%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$13,341.50	\$1,500.00	-\$11,841.50	889.43%
Source Alt Code INTGOVT		\$73,469.58	\$203,642.80	\$175,053.00	-\$28,589.80	116.33%
FINES	R 100-35100 Court Fines	\$0.00	\$2,642.88	\$1,500.00	-\$1,142.88	176.19%
Source Alt Code FINES		\$0.00	\$2,642.88	\$1,500.00	-\$1,142.88	176.19%
Fund 100 GENERAL FUND		\$641,301.65	\$1,668,775.91	\$1,555,599.00	-\$113,176.91	107.28%

Revenue Budget by Source

Source Alt Code	Account Descr	February 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	\$100.00	\$8,000.00	\$7,900.00	1.25%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$104,284.82	\$104,284.82	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Source Alt Code SERVICE		\$0.00	\$100.00	\$125,734.82	\$125,634.82	0.08%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$200.00	\$8,000.00	\$7,800.00	2.50%
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	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$204.49	\$21,000.00	\$20,795.51	0.97%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$10,300.00	\$10,300.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$957.92	\$100,000.00	\$99,042.08	0.96%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,250.00	\$1,500.00	\$250.00	83.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$0.00	\$2,207.92	\$112,200.00	\$109,992.08	1.97%
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	\$0.00	\$36,000.00	\$36,000.00	0.00%
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	\$0.00	\$149,335.00	\$149,335.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code FINES		\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Fund 100 GENERAL FUND		\$0.00	\$2,512.41	\$1,305,622.53	\$1,303,110.12	0.19%

# HANOVER

## Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$4,855.00	\$9,880.82	\$10,500.00	\$619.18	94.10%
COUNCIL	E 100-41110-122 FICA	\$301.01	\$631.65	\$651.00	\$19.35	97.03%
COUNCIL	E 100-41110-123 Medicare	\$70.39	\$143.39	\$152.00	\$8.61	94.34%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$52.39	\$75.00	\$22.61	69.85%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$365.00	\$450.00	\$85.00	81.11%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$6,488.34	\$7,000.00	\$511.66	92.69%
COUNCIL	E 100-41110-331 Travel Expenses	\$14.95	\$76.19	\$1,000.00	\$923.81	7.62%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$888.41	\$3,128.25	\$5,000.00	\$1,871.75	62.57%
Dept 41110 Council		\$6,129.76	\$20,766.03	\$24,828.00	\$4,061.97	83.64%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$2,820.00	\$2,820.00	\$5,500.00	\$2,680.00	51.27%
BRDCOMM	E 100-41330-150 Worker s Comp (GENE	\$0.00	\$95.16	\$160.00	\$64.84	59.48%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$21.06	\$100.00	\$78.94	21.06%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$2,820.00	\$2,936.22	\$6,010.00	\$3,073.78	48.86%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$7,500.00	\$74,533.30	\$72,588.00	-\$1,945.30	102.68%
CITYADM	E 100-41400-121 PERA	\$562.50	\$5,869.52	\$5,400.00	-\$469.52	108.69%
CITYADM	E 100-41400-122 FICA	\$465.00	\$4,852.13	\$4,500.00	-\$352.13	107.83%
CITYADM	E 100-41400-123 Medicare	\$108.75	\$1,134.77	\$1,100.00	-\$34.77	103.16%
CITYADM	E 100-41400-132 Employer Paid HSA	\$279.16	\$3,595.62	\$3,360.00	-\$235.62	107.01%
CITYADM	E 100-41400-134 Employer Paid Life	\$30.67	\$414.22	\$360.00	-\$54.22	115.06%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$498.51	\$5,237.15	\$3,600.00	-\$1,637.15	145.48%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,309.80	\$1,000.00	-\$309.80	130.98%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$256.16	\$500.00	\$243.84	51.23%
Dept 41400 City Administrator		\$9,444.59	\$97,400.75	\$92,758.00	-\$4,642.75	105.01%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$79.12	\$79.12	\$0.00	-\$79.12	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$79.12	\$79.12	\$1,000.00	\$920.88	7.91%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$4,644.00	\$52,575.19	\$54,043.00	\$1,467.81	97.28%
CLERICAL	E 100-41430-121 PERA	\$348.30	\$3,797.82	\$4,100.00	\$302.18	92.63%
CLERICAL	E 100-41430-122 FICA	\$287.94	\$3,714.64	\$3,400.00	-\$314.64	109.25%
CLERICAL	E 100-41430-123 Medicare	\$67.35	\$868.73	\$800.00	-\$68.73	108.59%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$222.80	\$2,537.79	\$2,580.00	\$42.21	98.36%
CLERICAL	E 100-41430-134 Employer Paid Life	\$88.10	\$1,580.78	\$700.00	-\$880.78	225.83%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$147.52	\$504.52	\$1,428.00	\$923.48	35.33%
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$0.00	\$124.29	\$250.00	\$125.71	49.72%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$477.20	\$7,843.93	\$5,412.00	-\$2,431.93	144.94%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41430 Clerical Staff		\$6,283.21	\$73,547.69	\$72,713.00	-\$834.69	101.15%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$770.00	\$1,500.00	\$730.00	51.33%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$455.95	\$300.00	-\$155.95	151.98%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$787.25	\$1,000.00	\$212.75	78.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$1,276.96	\$1,500.00	\$223.04	85.13%
Dept 41435 Staff Expenses		\$28.00	\$3,290.16	\$4,600.00	\$1,309.84	71.53%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$5,760.00	\$24,000.00	\$24,960.00	\$960.00	96.15%
ACCTING	E 100-41530-121 PERA	\$432.00	\$1,800.00	\$1,900.00	\$100.00	94.74%
ACCTING	E 100-41530-122 FICA	\$351.96	\$1,446.46	\$1,500.00	\$53.54	96.43%
ACCTING	E 100-41530-123 Medicare	\$82.31	\$338.29	\$400.00	\$61.71	84.57%
ACCTING	E 100-41530-132 Employer Paid HSA	\$0.00	\$656.31	\$0.00	-\$656.31	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$81.70	\$347.89	\$0.00	-\$347.89	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$663.74	\$3,321.52	\$2,000.00	-\$1,321.52	166.08%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$435.00	\$35,467.78	\$38,500.00	\$3,032.22	92.12%
Dept 41530 Accounting		\$7,806.71	\$67,576.33	\$69,610.00	\$2,033.67	97.08%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41540 Auditing		\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$162.50	\$17,772.46	\$17,600.00	-\$172.46	100.98%
Dept 41550 Assessing		\$162.50	\$17,772.46	\$17,600.00	-\$172.46	100.98%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$475.52	\$3,145.54	\$4,900.00	\$1,754.46	64.19%
PURCHASE	E 100-41570-205 Bank Fees	\$28.00	\$48.75	\$100.00	\$51.25	48.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,092.05	\$2,500.00	-\$592.05	123.68%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$301.14	\$2,366.95	\$6,800.00	\$4,433.05	34.81%
PURCHASE	E 100-41570-322 Postage	\$551.61	\$2,462.89	\$1,500.00	-\$962.89	164.19%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$209.98	\$4,000.00	\$3,790.02	5.25%
Dept 41570 Purchasing		\$1,356.27	\$11,326.16	\$19,800.00	\$8,473.84	57.20%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$447.77	\$3,692.75	\$4,000.00	\$307.25	92.32%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$447.77	\$3,692.75	\$4,000.00	\$307.25	92.32%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$3,492.14	\$17,645.82	\$21,152.00	\$3,506.18	83.42%
Dept 41610 City Attorney		\$3,492.14	\$17,645.82	\$21,152.00	\$3,506.18	83.42%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$2,115.25	\$18,448.45	\$17,000.00	-\$1,448.45	108.52%
Dept 41910 Planning and Zoning		\$2,115.25	\$18,448.45	\$17,000.00	-\$1,448.45	108.52%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$5,627.03	\$9,461.39	\$10,000.00	\$538.61	94.61%
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	\$238.00	\$6,016.24	\$8,400.00	\$2,383.76	71.68%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-321 Telephone	\$257.26	\$3,282.13	\$5,500.00	\$2,217.87	59.68%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$5,353.59	\$14,122.40	\$9,000.00	-\$5,122.40	156.92%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$768.47	\$3,642.41	\$5,000.00	\$1,357.59	72.85%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$406.48	\$2,539.75	\$2,400.00	-\$139.75	105.82%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$115.50	\$5,346.10	\$5,000.00	-\$346.10	106.92%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$1,745.12	\$1,960.72	\$2,500.00	\$539.28	78.43%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$1,262.78	\$1,000.00	-\$262.78	126.28%
Dept 41940 General Govt Buildings/Plant		\$14,511.45	\$48,841.54	\$61,600.00	\$12,758.46	79.29%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$12,596.00	\$23,493.00	\$25,000.00	\$1,507.00	93.97%
Dept 41950 Engineer		\$12,596.00	\$23,493.00	\$25,000.00	\$1,507.00	93.97%
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$259.37	\$250.00	-\$9.37	103.75%
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	\$24,785.33	\$25,200.00	\$414.67	98.35%
Dept 41960 Insurance		\$0.00	\$25,044.70	\$25,450.00	\$405.30	98.41%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$435.42	\$500.00	\$64.58	87.08%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$395.77	\$767.79	\$2,000.00	\$1,232.21	38.39%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$395.77	\$1,203.21	\$3,250.00	\$2,046.79	37.02%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$2,089.28	\$69,333.40	\$69,335.00	\$1.60	100.00%
Dept 42101 Hennepin County Sheriff		\$2,089.28	\$69,333.40	\$69,335.00	\$1.60	100.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$7,847.50	\$95,900.09	\$94,170.00	-\$1,730.09	101.84%
Dept 42102 Wright County Sheriff		\$7,847.50	\$95,900.09	\$94,170.00	-\$1,730.09	101.84%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$27,804.00	\$27,804.00	\$34,340.00	\$6,536.00	80.97%
FIREADMIN	E 100-42210-122 FICA	\$1,713.90	\$1,713.90	\$2,129.00	\$415.10	80.50%
FIREADMIN	E 100-42210-123 Medicare	\$400.81	\$400.81	\$515.00	\$114.19	77.83%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$22.21	\$0.00	-\$22.21	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$7,136.87	\$10,000.00	\$2,863.13	71.37%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$131.40	\$200.00	\$68.60	65.70%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$697.00	\$4,734.50	\$4,000.00	-\$734.50	118.36%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$572.29	\$950.00	\$377.71	60.24%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,370.08	\$0.00	-\$2,370.08	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$150.75	\$239.25	\$10,000.00	\$9,760.75	2.39%
Dept 42210 Fire Dept Administration		\$30,766.46	\$45,125.31	\$62,134.00	\$17,008.69	72.63%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$47.99	\$1,055.77	\$5,500.00	\$4,444.23	19.20%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$782.14	\$1,500.00	\$717.86	52.14%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$5,062.95	\$10,863.69	\$4,500.00	-\$6,363.69	241.42%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$855.79	\$5,000.00	\$4,144.21	17.12%
Dept 42220 Fire Dept Equipment		\$5,110.94	\$13,557.39	\$17,350.00	\$3,792.61	78.14%
Dept 42240 Fire Dept Training						

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIRETRNG	E 100-42240-208 Training and Instructio	\$591.44	\$4,564.45	\$7,500.00	\$2,935.55	60.86%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIRETRNG	E 100-42240-331 Travel Expenses	\$344.78	\$792.39	\$1,500.00	\$707.61	52.83%
Dept 42240 Fire Dept Training		\$936.22	\$5,356.84	\$9,000.00	\$3,643.16	59.52%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$253.77	\$3,145.71	\$5,000.00	\$1,854.29	62.91%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$901.84	\$6,930.38	\$9,000.00	\$2,069.62	77.00%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$198.04	\$198.04	\$2,000.00	\$1,801.96	9.90%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$5,035.47	\$7,465.00	\$2,429.53	67.45%
Dept 42260 Fire Vehicles		\$1,353.65	\$15,309.60	\$23,465.00	\$8,155.40	65.24%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$9.50	\$189.15	\$1,650.00	\$1,460.85	11.46%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$2,446.61	\$14,968.58	\$3,500.00	-\$11,468.58	427.67%
FIREBLDG	E 100-42280-321 Telephone	\$30.07	\$350.66	\$800.00	\$449.34	43.83%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$539.31	\$3,635.62	\$5,000.00	\$1,364.38	72.71%
FIREBLDG	E 100-42280-383 Gas Utilities	\$378.36	\$2,855.00	\$2,600.00	-\$255.00	109.81%
Dept 42280 Fire Stations and Bldgs		\$3,403.85	\$21,999.01	\$13,725.00	-\$8,274.01	160.28%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$40,414.77	\$42,414.77	\$29,500.00	-\$12,914.77	143.78%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,580.00	\$6,000.00	-\$580.00	109.67%
Dept 42290 Fire Relief Association		\$40,414.77	\$48,994.77	\$35,500.00	-\$13,494.77	138.01%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$23,865.08	\$53,391.25	\$50,000.00	-\$3,391.25	106.78%
Dept 42401 Building Inspection Admin		\$23,865.08	\$53,391.25	\$50,000.00	-\$3,391.25	106.78%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42700 Animal Control		\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 42800 Cemetery		\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$11,745.60	\$96,753.65	\$98,000.00	\$1,246.35	98.73%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$603.56	\$0.00	-\$603.56	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$440.00	\$4,994.75	\$5,500.00	\$505.25	90.81%
PUBWRKS	E 100-43000-121 PERA	\$880.92	\$7,729.96	\$7,400.00	-\$329.96	104.46%
PUBWRKS	E 100-43000-122 FICA	\$755.50	\$6,637.46	\$6,400.00	-\$237.46	103.71%
PUBWRKS	E 100-43000-123 Medicare	\$176.70	\$1,552.31	\$1,500.00	-\$52.31	103.49%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$402.47	\$3,340.34	\$2,717.00	-\$623.34	122.94%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$155.16	\$1,729.04	\$1,532.00	-\$197.04	112.86%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$25.64	\$263.74	\$300.00	\$36.26	87.91%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$7,551.60	\$7,500.00	-\$51.60	100.69%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,251.48	\$15,616.23	\$14,664.00	-\$952.23	106.49%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$997.40	\$1,500.00	\$502.60	66.49%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$377.70	\$377.70	\$0.00	-\$377.70	0.00%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-321 Telephone	\$439.38	\$1,929.17	\$2,000.00	\$70.83	96.46%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)		\$16,650.55	\$150,076.91	\$149,013.00	-\$1,063.91	100.71%
Dept 43100 Hwys, Streets, & Roads						
HWYROAD	E 100-43100-212 Motor Fuels	\$561.82	\$5,787.98	\$10,000.00	\$4,212.02	57.88%
HWYROAD	E 100-43100-215 Shop Supplies	\$2,905.89	\$3,929.44	\$5,000.00	\$1,070.56	78.59%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$1,166.79	\$6,193.43	\$6,000.00	-\$193.43	103.22%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$52.29	\$2,041.39	\$2,500.00	\$458.61	81.66%
HWYROAD	E 100-43100-260 Uniforms	\$790.83	\$1,293.29	\$2,000.00	\$706.71	64.66%
HWYROAD	E 100-43100-310 Other Professional Serv	\$3,687.50	\$11,963.50	\$3,000.00	-\$8,963.50	398.78%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100 Hwys, Streets, & Roads		\$9,165.12	\$31,248.03	\$28,700.00	-\$2,548.03	108.88%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$71,521.54	\$71,000.00	-\$521.54	100.73%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$167.94	\$4,233.27	\$7,000.00	\$2,766.73	60.48%
Dept 43121 Paved Streets		\$167.94	\$75,754.81	\$78,000.00	\$2,245.19	97.12%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$689.80	\$10,402.62	\$12,500.00	\$2,097.38	83.22%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 43122 Unpaved Streets		\$689.80	\$10,402.62	\$13,000.00	\$2,597.38	80.02%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43125 Ice & Snow Removal		\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	\$241.53	\$19,475.20	\$27,000.00	\$7,524.80	72.13%
Dept 43160 Street Lighting		\$241.53	\$19,475.20	\$27,000.00	\$7,524.80	72.13%
Dept 43240 Waste (refuse) Disposal						
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43240 Waste (refuse) Disposal		\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43245 Recycling: Refuse						
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$6,168.00	\$36,111.64	\$35,000.00	-\$1,111.64	103.18%
Dept 43245 Recycling: Refuse		\$6,168.00	\$36,111.64	\$35,000.00	-\$1,111.64	103.18%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	\$1,936.49	\$5,330.00	\$7,250.00	\$1,920.00	73.52%
Dept 45186 Senior Center		\$1,936.49	\$5,330.00	\$7,250.00	\$1,920.00	73.52%
Dept 45200 Parks (GENERAL)						
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$352.33	\$4,512.58	\$5,000.00	\$487.42	90.25%
PARKS	E 100-45200-225 Landscaping Materials	\$83.97	\$2,624.73	\$3,300.00	\$675.27	79.54%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$402.75	\$2,054.23	\$1,100.00	-\$954.23	186.75%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$18.00	\$2,249.16	\$6,000.00	\$3,750.84	37.49%
PARKS	E 100-45200-440 Programs	\$0.00	\$9,041.16	\$9,000.00	-\$41.16	100.46%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$179.49	\$1,000.00	\$820.51	17.95%
PARKS	E 100-45200-580 Other Equipment	\$1,170.00	\$7,190.32	\$7,000.00	-\$190.32	102.72%
Dept 45200 Parks (GENERAL)		\$2,027.05	\$27,851.67	\$32,400.00	\$4,548.33	85.96%

**HANOVER**  
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Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
LIBRARY	E 100-45500-437 Other Miscellaneous	\$1,750.00	\$5,250.00	\$7,000.00	\$1,750.00	75.00%
Dept 45500	Libraries (GENERAL)	\$1,750.00	\$5,250.00	\$7,000.00	\$1,750.00	75.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$2,350.00	\$11,078.59	\$5,000.00	-\$6,078.59	221.57%
Dept 48205	Damage Deposit Refunds	\$2,350.00	\$11,078.59	\$5,000.00	-\$6,078.59	221.57%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49360	Transfers Out	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$224,602.77	\$1,422,330.45	\$1,537,063.00	\$114,732.55	92.54%

# HANOVER

## Expenditure Budget Report

Dept Abbrev	Account Descr	February 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$744.00	\$744.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$174.00	\$174.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$832.90	\$7,000.00	\$6,167.10	11.90%
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	\$48.67	\$48.67	\$25,202.92	\$25,154.25	0.19%
Dept 41110 Council		\$48.67	\$881.57	\$46,570.92	\$45,689.35	1.89%
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	\$5,140.00	\$67,275.00	\$62,135.00	7.64%
CITYADM	E 100-41400-121 PERA	\$0.00	\$385.50	\$5,045.63	\$4,660.13	7.64%
CITYADM	E 100-41400-122 FICA	\$0.00	\$318.69	\$4,171.05	\$3,852.36	7.64%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$74.53	\$975.49	\$900.96	7.64%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$30.67	\$384.00	\$353.33	7.99%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$697.46	\$8,400.00	\$7,702.54	8.30%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41400 City Administrator		\$0.00	\$6,646.85	\$88,251.17	\$81,604.32	7.53%
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	\$3,206.49	\$42,059.16	\$38,852.67	7.62%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$240.49	\$3,154.44	\$2,913.95	7.62%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$198.80	\$2,607.67	\$2,408.87	7.62%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$46.50	\$609.86	\$563.36	7.62%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$88.10	\$1,080.00	\$991.90	8.16%
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	\$700.00	\$8,400.00	\$7,700.00	8.33%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41430 Clerical Staff		\$0.00	\$4,480.38	\$58,661.13	\$54,180.75	7.64%
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	\$3,901.44	\$50,918.40	\$47,016.96	7.66%
ACCTING	E 100-41530-121 PERA	\$0.00	\$292.61	\$3,818.88	\$3,526.27	7.66%

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**Expenditure Budget Report**

Dept Abbrev	Account Descr	February 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$224.33	\$3,156.94	\$2,932.61	7.11%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$52.46	\$738.32	\$685.86	7.11%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$81.70	\$504.00	\$422.30	16.21%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$900.00	\$10,800.00	\$9,900.00	8.33%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41530 Accounting		\$0.00	\$5,452.54	\$74,436.54	\$68,984.00	7.33%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$27,400.00	\$27,400.00	0.00%
Dept 41540 Auditing		\$0.00	\$0.00	\$27,400.00	\$27,400.00	0.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41550 Assessing		\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$422.04	\$422.04	\$4,000.00	\$3,577.96	10.55%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$115.97	\$115.97	\$5,800.00	\$5,684.03	2.00%
PURCHASE	E 100-41570-322 Postage	\$589.20	\$826.10	\$1,500.00	\$673.90	55.07%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$1,127.21	\$1,364.11	\$18,900.00	\$17,535.89	7.22%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$148.00	\$148.00	\$4,000.00	\$3,852.00	3.70%
Dept 41600 Computer		\$148.00	\$148.00	\$4,000.00	\$3,852.00	3.70%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$0.00	\$21,786.56	\$21,786.56	0.00%
Dept 41610 City Attorney		\$0.00	\$0.00	\$21,786.56	\$21,786.56	0.00%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.00%
Dept 41910 Planning and Zoning		\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.00%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$100.04	\$10,000.00	\$9,899.96	1.00%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$250.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$545.00	\$8,400.00	\$7,855.00	6.49%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$259.26	\$3,500.00	\$3,240.74	7.41%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,400.00	\$2,400.00	0.00%
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	\$240.00	\$5,000.00	\$4,760.00	4.80%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$250.00	\$1,394.30	\$52,850.00	\$51,455.70	2.64%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 41950 Engineer		\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%

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Dept Abbrev	Account Descr	February 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$0.00	\$9,317.50	\$9,317.50	0.00%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$0.00	\$24,740.10	\$24,740.10	0.00%
Dept 41960 Insurance						
		\$0.00	\$0.00	\$34,057.60	\$34,057.60	0.00%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications						
		\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$71,404.96	\$71,404.96	0.00%
Dept 42101 Hennepin County Sheriff						
		\$0.00	\$0.00	\$71,404.96	\$71,404.96	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$8,174.00	\$98,088.00	\$89,914.00	8.33%
Dept 42102 Wright County Sheriff						
		\$0.00	\$8,174.00	\$98,088.00	\$89,914.00	8.33%
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	\$0.00	\$10,000.00	\$10,000.00	0.00%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$37.00	\$200.00	\$163.00	18.50%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$0.00	\$950.00	\$950.00	0.00%
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	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration						
		\$0.00	\$37.00	\$58,253.40	\$58,216.40	0.06%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$0.00	\$15,500.00	\$15,500.00	0.00%
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	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 42220 Fire Dept Equipment						
		\$0.00	\$0.00	\$27,350.00	\$27,350.00	0.00%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$0.00	\$7,500.00	\$7,500.00	0.00%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240 Fire Dept Training						
		\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$311.63	\$311.63	\$5,000.00	\$4,688.37	6.23%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$203.18	\$9,000.00	\$8,796.82	2.26%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,465.00	\$7,465.00	0.00%
Dept 42260 Fire Vehicles						
		\$311.63	\$514.81	\$23,465.00	\$22,950.19	2.19%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$0.00	\$1,650.00	\$1,650.00	0.00%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$19.00	\$3,500.00	\$3,481.00	0.54%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	February 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$31.42	\$800.00	\$768.58	3.93%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 42280	Fire Stations and Bldgs	\$0.00	\$50.42	\$14,125.00	\$14,074.58	0.36%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$4,656.57	\$4,656.57	\$35,000.00	\$30,343.43	13.30%
Dept 42401	Building Inspection Admin	\$4,656.57	\$4,656.57	\$35,000.00	\$30,343.43	13.30%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$8,127.36	\$106,604.16	\$98,476.80	7.62%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$380.00	\$15,000.00	\$14,620.00	2.53%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$609.55	\$7,995.31	\$7,385.76	7.62%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$527.46	\$6,609.46	\$6,082.00	7.98%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$123.37	\$1,545.76	\$1,422.39	7.98%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$155.16	\$1,584.00	\$1,428.84	9.80%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$1,600.00	\$19,200.00	\$17,600.00	8.33%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$656.53	\$656.53	\$7,000.00	\$6,343.47	9.38%
PUBWRKS	E 100-43000-215 Shop Supplies	\$0.00	\$190.09	\$2,500.00	\$2,309.91	7.60%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$393.94	\$6,000.00	\$5,606.06	6.57%
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	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.00%
PUBWRKS	E 100-43000-321 Telephone	\$264.06	\$288.09	\$2,000.00	\$1,711.91	14.40%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$119.00	\$200.00	\$81.00	59.50%
Dept 43000	Public Works (GENERAL)	\$920.59	\$13,170.55	\$203,738.69	\$190,568.14	6.46%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	February 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	\$0.00	\$0.00	\$27,000.00	\$27,000.00	0.00%
Dept 43160	Street Lighting	\$0.00	\$0.00	\$27,000.00	\$27,000.00	0.00%
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	\$3,126.96	\$3,126.96	\$35,000.00	\$31,873.04	8.93%
Dept 43245	Recycling: Refuse	\$3,126.96	\$3,126.96	\$35,000.00	\$31,873.04	8.93%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45186	Senior Center	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
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	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
	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	\$58.92	\$58.92	\$2,000.00	\$1,941.08	2.95%
	PARKS E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	PARKS E 100-45200-440 Programs	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 45200	Parks (GENERAL)	\$58.92	\$58.92	\$35,800.00	\$35,741.08	0.16%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$3,500.00	\$3,500.00	\$10,500.00	\$7,000.00	33.33%
Dept 45500	Libraries (GENERAL)	\$3,500.00	\$3,500.00	\$10,500.00	\$7,000.00	33.33%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$400.00	\$800.00	\$9,000.00	\$8,200.00	8.89%
Dept 48205	Damage Deposit Refunds	\$400.00	\$800.00	\$9,000.00	\$8,200.00	8.89%
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	\$14,548.55	\$55,621.38	\$1,309,122.55	\$1,253,501.17	4.25%

**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 2<sup>nd</sup> day of February, 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 02-02-16-11**

**A RESOLUTION APPROVING RENEWAL OF CONSUMPTION AND DISPLAY PERMIT**

**WHEREAS**, the City maintains a Consumption and Display Liquor License at 11250 5<sup>th</sup> St. NE due to the City renting out the attached Community Hall and Settlers Park Shelter; and

**WHEREAS**, this license has an annual renewal requirement; and

**WHEREAS**, the City is in compliance with the conditions of the renewal as stated on the renewal application.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the renewal of the Consumption and Display Permit for 11250 5<sup>th</sup> St. NE, Hanover, MN.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator



Building a legacy – *your* legacy.

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

January 25, 2016

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

Re: Resolution Ordering Preparation of the Feasibility Report  
5<sup>th</sup> Street Watermain Extension Project  
Hanover, MN  
WSB Project No. 02082-100

Dear Honorable Mayor, City Council, and Staff:

Attached for your consideration is a resolution ordering the preparation of a feasibility report for the 5<sup>th</sup> Street Watermain Extension Project. It is my understanding the Council wishes to assessment the cost of the proposed improvements. Minnesota State Statue 429.031 Subd.1b requires the City to prepare a feasibility report on proposed improvements to be assessed. The feasibility report will identify the cost, schedule, and preliminary assessment amount for the proposed improvements.

WSB will complete the feasibility report at an hourly rate not-to-exceed fee of \$2,100. The report will be available for your review and approval at the March 1, 2016 Council Meeting.

If you have any questions, I will be present at the February 2, 2016 Council Meeting to discuss those with you or please call me at 651-286-8465.

Sincerely,

**WSB & Associates, Inc.**

A handwritten signature in black ink, appearing to read "Justin Messner", is written over a white background.

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 2<sup>nd</sup> day of February, 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 02-02-16-12**

**A RESOLUTION APPROVING FIFTH STREET NE WATERMAIN FEASIBILITY REPORT**

**WHEREAS**, the City proposes to extend the municipal water supply system along 5<sup>th</sup> St. NE between CR19 and River Road NE; and

**WHEREAS**, a portion of the cost of the improvements are to be assessed to the benefited properties pursuant to Minnesota Statutes Chapter 429.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves that the proposed improvement be referred to WSB & Associates, Inc. for study and that they are instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 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 2<sup>nd</sup> day of February, 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 02-02-16-13**

**A RESOLUTION APPROVING 2016 CRACK FILLING STREET MAINTENANCE PROJECT**

**WHEREAS**, the City has budgeted funds for annual street maintenance in the form of crack filling; and

**WHEREAS**, attached is a quote for equipment rental and material costs required for 2016 in the amount of \$2,905.50.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached quote, which provides equipment rental and material costs to complete the 2016 crack filling street maintenance project.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

# BROCKWHITE

CONSTRUCTION MATERIALS

BROCK WHITE CO LLC  
 12785 Elk Lake Road  
 County Rd 1  
 Elk River, MN 55330

Phone: (763)441-2004  
 Toll Free: (800)859-7077  
 Fax: (763)441-1622

# QUOTE

UPC VENDOR	QUOTE DATE	ORDER NO.
000000	12/22/15	12628969-00
P.O. NO.		PAGE #
Crack Sealant / Rent		1

CUST.#: 18718  
 SHIP TO: CITY OF HANOVER  
 11250 5TH ST NE  
 HANOVER, MN 55341

CORRESPONDENCE TO: Brock White Elk River - 330  
 12785 Elk Lake Road  
 County Rd 1  
 Elk River, MN 55330

BILL TO: CITY OF HANOVER  
 11250 5TH ST NE  
 HANOVER, MN 55341

INSTRUCTIONS		TERMS
		10THPROXIMO
SHIP POINT	SHIP VIA	SHIPPED
Brock White Elk River - 330		

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	0200040 34535 ROADSaver 535MN SEALANT CRAFCO	2250			LB	0.58	1305.00
2	0831000 CRAFCO RENTAL 1 week rent for Crafcoc SS125 Melter Crack Sealant bought from Brock White must be run in Brock White Crafcoc rental equipment. Target Date for Melter Rent is May 9th 2016	1067			Ea	1.50	1600.50
2	Lines Total					Total Invoice Total	2905.50 2905.50

**Delivery:** FOB Brock White, freight allowed. Customer to unload. All promises for delivery are estimated as closely as possible. Best efforts will be made to ship within time promised, but we make no guarantee to do so.

**Field Measurement:** By others

**Restocking Fee:** 15%

**Other Terms:** Brock White Co's standard terms and conditions apply, a copy is available on the [www.brockwhite.com](http://www.brockwhite.com) website. This quote is subject to acceptance within thirty (30) days

**Non-Stock/Special Orders:** Are accepted with the understanding that cancellation cannot be made after the order has been placed. Excess material or material ordered by mistake may not be returned.

**Collaborative Planning, LLC**

PO Box 251  
Medina, MN 55340  
763-473-0569

# Memorandum

Date: January 28, 2016

To: Honorable Mayor and Council

From: Cindy Nash, City Planner

RE: Administrative Subdivision - City 10 acres

---

The City is applying for a lot split of an existing approximately 10-acre parcel. The parcel ID is 108500363226.



## Administrative Subdivision – City 10 acres

The purpose of the split is to separate the parcel into two pieces, one of which will be sold to a developer for construction of their building. The Developer is J.S. Stewart Properties, LLC.

### **Discussion**

No site plans for the use of either site have been submitted for review. In addition, the administrative subdivision was not submitted with grading and surface water management plans.

Sanitary sewer is available to both properties.

Water is not currently available to serve the new lots, but the City has requested the City Engineer to prepare plans and specifications for the extension of water service.

In other respects, the proposed lots are in conformance with the regulations of the City.

### **Recommendation**

Staff recommends approval of the lot split subject to the following conditions:

1. Drainage and utility easements shall be prepared by the City Engineer around all property boundaries. Said drainage and utility easements shall be recorded in the Office of the County Recorder prior to the conveyance of the parcel to another party.
2. The City and Developer must enter into an agreement acceptable to the City related to costs of the extension of water to serve the parcels as a condition precedent to the administrative subdivision being recorded.
3. The owners of each parcel will be required to grade their sites and construct surface water management facilities as required by City ordinances at their own expense. Review of these plans may occur concurrently with Site Plan review.
4. The City and the Developer must close on the sale of one of the parcels to be created as a result of the lot split as a condition precedent to the administrative subdivision being recorded.

**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 2<sup>nd</sup> day of February, 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 02-02-16-14**

**A RESOLUTION APPROVING A LOT SPLIT FOR THE CITY OF HANOVER**

**WHEREAS**, the City OF Hanover is the owner of property proposed to be subdivided as shown on Exhibit “A”; and

**WHEREAS**, the City Council reviewed the request in regards to this property at its meeting on February 2, 2016.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the request for a lot split adjustment subject to the following conditions:

1. Drainage and utility easements shall be prepared by the City Engineer around all property boundaries. Said drainage and utility easements shall be recorded in the Office of the County Recorder prior to the conveyance of the parcel to another party.
2. The City and Developer must enter into an agreement acceptable to the City related to costs of the extension of water to serve the parcels as a condition precedent to the administrative subdivision being recorded.
3. The owners of each parcel will be required to grade their sites and construct surface water management facilities as required by City ordinances at their own expense. Review of these plans may occur concurrently with Site Plan review.
4. The City and the Developer must close on the sale of one of the parcels to be created as a result of the lot split as a condition precedent to the administrative subdivision being recorded.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

# SIMPLE SUBDIVISION: CITY OF HANAOVER

## 11149 5TH. STREET NORTHEAST

**TRACT A**

That part of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, Wright County, Minnesota lying east of a line drawn parallel with and 495.00 feet east of the west line of said Northwest Quarter of the Southwest Quarter, north of a line drawn parallel with and 264.00 feet north of the south line of said Northwest Quarter of the Southwest Quarter, southerly of Line A and westerly of Line B, said Line A and Line B are described as follows:

**Line A**

Commencing at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 17 minutes 15 seconds East, assumed bearing along the west line thereof, 1050.98 feet to the point of beginning of Line A to be hereinafter described; thence South 89 degrees 42 minutes 45 seconds East, 616.72 feet; thence northeasterly along a tangential curve, concave to the northwest, 349.27 feet, having a radius of 517.98 feet and central angle of 38 degrees 38 minutes 04 seconds; thence North 51 degrees 39 minutes 11 seconds East, tangent to last described curve, 134.22 feet to a line drawn parallel with and 285.00 feet west of the east line of said Northwest Quarter of the Southwest Quarter and there terminating.

**Line B**

Commencing at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 89 degrees 16 minutes 01 seconds East, assumed bearing along the south line thereof, 773.41 feet to the point of beginning of Line B to be hereinafter described; thence North 00 degrees 23 minutes 03 seconds East, 1062.00 feet to said Line A and there terminating.

**TRACT B**

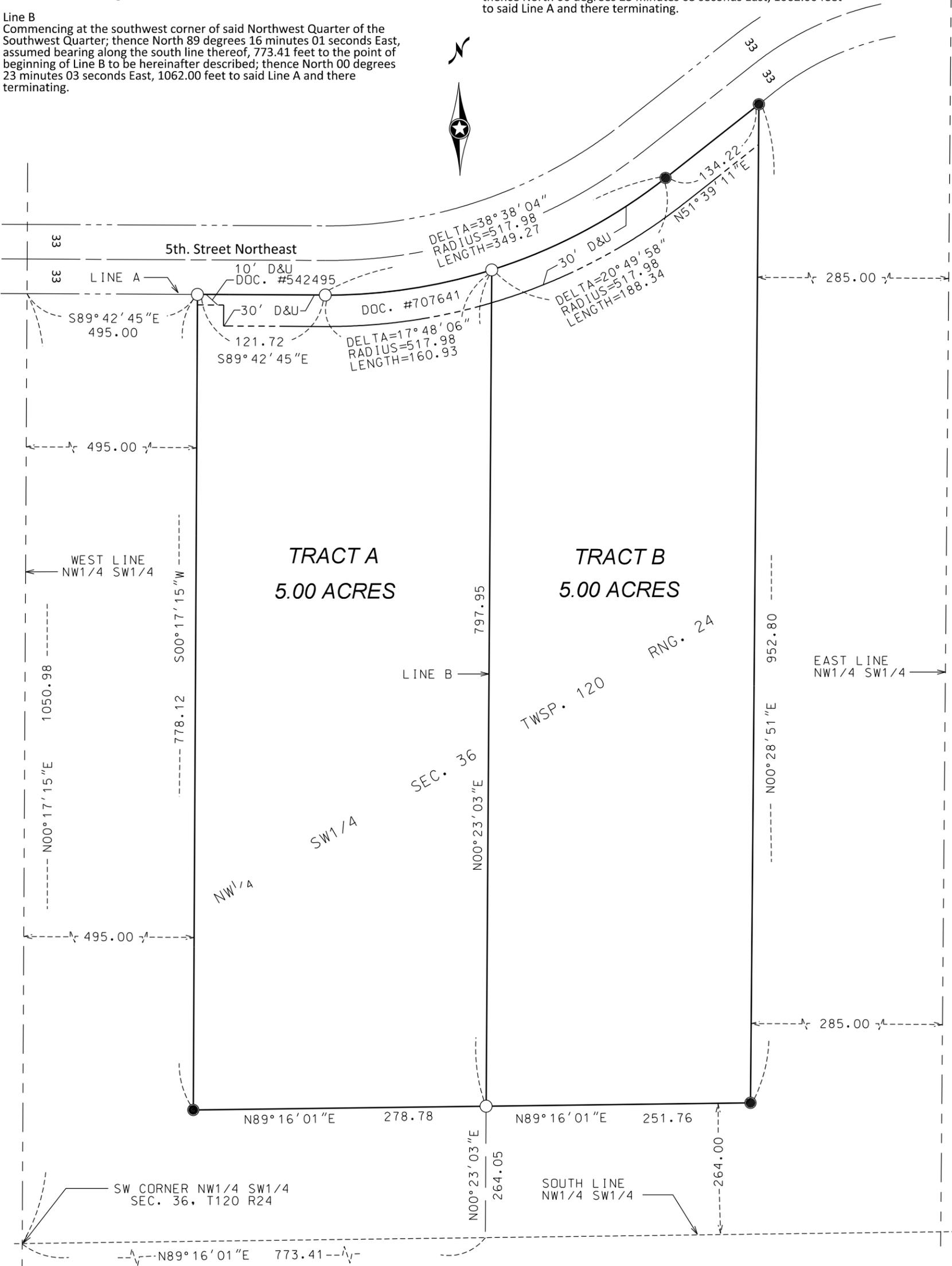
That part of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, Wright County, Minnesota lying west of a line drawn parallel with and 285.00 feet west of the east line of said Northwest Quarter of the Southwest Quarter, north of a line drawn parallel with and 264.00 feet north of the south line of said Northwest Quarter of the Southwest Quarter, southerly of Line A and easterly of Line B, said Line A and Line B are described as follows:

**Line A**

Commencing at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 17 minutes 15 seconds East, assumed bearing along the west line thereof, 1050.98 feet to the point of beginning of Line A to be hereinafter described; thence South 89 degrees 42 minutes 45 seconds East, 616.72 feet; thence northeasterly along a tangential curve, concave to the northwest, 349.27 feet, having a radius of 517.98 feet and central angle of 38 degrees 38 minutes 04 seconds; thence North 51 degrees 39 minutes 11 seconds East, tangent to last described curve, 134.22 feet to a line drawn parallel with and 285.00 feet west of the east line of said Northwest Quarter of the Southwest Quarter and there terminating.

**Line B**

Commencing at the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 89 degrees 16 minutes 01 seconds East, assumed bearing along the south line thereof, 773.41 feet to the point of beginning of Line B to be hereinafter described; thence North 00 degrees 23 minutes 03 seconds East, 1062.00 feet to said Line A and there terminating.



KYLE L. KLASSEN  
DATE: 12/7/15  
REG. NO. 44606

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

SCALE IN FEET  
0 50 100

Set 1/2" Capped IP 44606  
Found Monument

4140 Thielman Lane, Suite 204  
St. Cloud, MN 56301  
Tel: (320) 252-4800 · Fax: (320) 252-3100  
wsbeng.com

DATE: 12/10/2015 9:55:48 AM  
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**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 2<sup>nd</sup> day of February, 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 02-02-16-15**

**A RESOLUTION CALLING PUBLIC HEARINGS ON CAPITAL IMPROVEMENT PLAN,  
STREET RECONSTRUCTION PLAN AND ISSUANCE OF BONDS**

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Hanover, Minnesota (the “City”) as follows:

Section 1.     Background.

1.01. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the “Street Reconstruction Act”), to prepare a plan for reconstruction of streets in the City over the next five years, which includes a description of the affected streets and estimated costs (the “Street Reconstruction Plan”), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Street Reconstruction Plan (the “Street Reconstruction Bonds”).

1.02 Pursuant to the Street Reconstruction Act, before adopting a Street Reconstruction Plan or issuing Street Reconstruction Bonds, the City Council is required to hold a public hearing regarding the Street Reconstruction Plan and issuance of the Street Reconstruction Bonds.

1.03 Under the proposed Street Reconstruction Plan, the City will issue Street Reconstruction Bonds to finance a portion of the costs described in the Street Reconstruction Plan.

1.04. The City is authorized by Minnesota Statutes, Section 475.521 (the “CIP Act”) to finance certain capital improvements under an approved capital improvement plan (the “CIP Plan”) and to issue general obligation bonds to finance capital improvements set forth in the CIP Plan (the “CIP Bonds”).

1.05 Pursuant to the CIP Act, before adopting a CIP Plan or issuing bonds under a CIP Plan, the City Council is required to hold a public hearing regarding the CIP Plan and issuance of the CIP Bonds.

1.06. Under the proposed CIP Plan, the City will issue CIP Bonds to finance various capital improvements set forth in the CIP Plan.

Section 2. Hearings Scheduled.

2.01. The City Council will hold a public hearing regarding the approval of the Street Reconstruction Plan and issuance of the Street Reconstruction Bonds and regarding the approval of the CIP Plan and issuance of the CIP Bonds on \_\_\_\_\_, \_\_\_\_\_, 2016, at approximately 7:00 P.M. at City Hall. The City Administrator is authorized and directed to publish a notice substantially in the form attached hereto as EXHIBIT A, to be published in the official newspaper of the City at least 14 days but no more than 28 days before the date of the hearing.

2.02. City staff and consultants are authorized to take all other actions needed to bring the CIP Plan and the Street Reconstruction Plan and issuance of the CIP Bonds and Street Reconstruction Bonds before the City Council.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

\_\_\_\_\_  
Brian Hagen, City Administrator

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING**

**CITY OF HANOVER  
STATE OF MINNESOTA  
STREET RECONSTRUCTION PLAN  
AND  
CAPITAL IMPROVEMENT PLAN  
AND NOTICE OF INTENT TO ISSUE  
STREET RECONSTRUCTION BONDS AND CAPITAL IMPROVEMENT BONDS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Hanover, Minnesota (the “City”), will meet on \_\_\_\_\_, \_\_\_\_\_, 2016 at approximately 7:00 P.M. at the City Hall, 11250 5<sup>th</sup> Street NE in the City, to hold a public hearing concerning: (1) the adoption of a five-year street reconstruction plan (the “Street Reconstruction Plan”); (2) the proposed issuance of general obligation bonds (the “Street Reconstruction Bonds”) to finance certain street reconstruction projects described in the Street Reconstruction Plan, all pursuant to Minnesota Statutes, Section 475.58, subdivision 3b; (3) the adoption of a capital improvement plan (the “CIP Plan” and together with the Street Reconstruction Plan the “Plans”) pursuant to Minnesota Statutes, Section 475.521, and (4) the proposed issuance of general obligation capital improvement bonds (the “CIP Bonds”) to finance various capital improvements set forth in the CIP Plan. The maximum principal amount of the Street Reconstruction Bonds to be issued under the Street Reconstruction Plan is \$2,500,000. The maximum principal amount of the CIP Bonds to be issued under the CIP Plan is \$1,500,000. Draft copies of the Plans are on file with the City Administrator and are available for public inspection at City Hall during regular business hours.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Administrator before the hearing.

If a petition requesting a vote on the issuance of the Street Reconstruction Bonds or the CIP Bonds, signed by voters equal to five percent (5%) of the votes cast in the City in the last general election, is filed with the City Administrator within 30 days after the public hearing (i.e., by March 31, 2016), the City may issue such bonds only after obtaining approval of a majority of voters voting on the question at an election.

**BY ORDER OF THE CITY COUNCIL OF THE  
CITY OF HANOVER, MINNESOTA**

# Improving Community Forests Through Citizen Engagement Request For Proposal



Grants to Inventory and Develop Management Plans to Diversify,  
Maintain, and Monitor Community Forests 2015-2018



## Project Summary

Through the Environment and Natural Resources Trust Fund, the Minnesota Department of Natural Resources (DNR) and its partners will be selecting communities to participate in the Improving Community Forests Through Citizen Engagement local grants program. Selected communities will be provided technical and educational support to mobilize a citizen volunteer program that will protect, improve, and maintain their community forest.

Your community's volunteers will be educated through a series of professionally led classroom and hands-on outdoor experiences with a focus on Urban and Community Forestry best practices. Additionally, the program will offer communities a menu of services including the creation or update of tree surveys or tree inventories using their choice of technical software, the development of sustainable pruning cycles and tree establishment/maintenance practices, the improvement of tree species diversity through tree planting projects including the installation of a tree gravel bed system, and/or the development of a citywide urban forestry management plan.

## Purpose and Objectives

The purpose of this program is to enable communities to increase their capacity to manage their community forests by creating or expanding their "volunteer-based" community forestry activities. The DNR and its partners will assist in the development and education of a sustainable volunteer corps tailored to the needs of your community.

Volunteer training sessions include tree health assessment, tree inventories, proper tree planting practices, tree watering schedules, and tree pruning. Partner organizations available to assist include the University of Minnesota, Tree Trust, Conservation Corps of Minnesota & Iowa, and HandsOn Twin Cities.

## Eligible Applicants and Practices

Eligible applicants include political subdivisions of Minnesota such as cities, towns, or counties as well as non-governmental organizations. Grant funds will be used in concert with technical assistance provided by project partners to conduct activities such as recruiting and training citizen volunteers, updating tree inventories, developing a citywide urban forestry plan, creating and maintaining tree gravel beds, planting new trees, watering new trees, pruning trees, and conducting early detection of tree pests in priority areas. Applicants can receive assistance in development of grant proposal from grant partners.

### Level of Grant Awards

Grant amounts will range from \$30,000 and \$50,000 per grant. The DNR expects to fund between eight and 12 grant projects depending on size and scope of the proposed projects as well as the number of proposals received. Any participating municipality must provide a match of not less than 25 percent of which half may be in the form of in-kind support.

Grant funds are not provided up front. Grantees must initially expend monies, which are then reimbursed under the terms of the grant agreement. Final reimbursement payment will be made pending completion of all other requirements under the grant agreement.

### Eligible Costs

Eligible expenses are those solely incurred through project activities that are directly related to and necessary to produce the outcomes described in the project proposal. All funds are awarded on a reimbursement basis and all eligible expenses will need to be documented.

Grant funds **can** be used for:

- Professional contracts for technical assistance, project administration, or implementation.
- Equipment purchases under \$5,000 that are used to complete the project.
- Software purchase.
- Equipment rental.
- Purchase of trees.
- Site preparation and planting including mulch, watering bags, staking materials and tree wrap or guards.
- Maintenance of newly planted trees.
- Materials for constructing Community Tree Gravel Beds.
- Production of materials used to enlist citizen involvement or educate developers, builders, residents, and community decision makers about urban and community forest resources.
- Education and outreach programs and materials.

Grant funds **cannot** be used for:

- Project personnel time of public employees.
- Equipment purchase over \$5,000.
- Purchase of plants other than trees such as shrubs, living ground covers, sod, grass seed, and flowers.
- Purchase of land or easement.
- Experimental practices not approved by the DNR Project Technical Team.
- Major soil and grade changes or construction.
- Pheromone trapping.

### Community Requirements

These qualifications are essential requirements of the communities receiving a grant:

1. The ability to match the grant amount at a minimum of 25 percent, of which 50 percent must be cash and the other 50 percent can be in-kind. In-kind contributions considered: personnel time on project, equipment use, trees, tree gravel bed hardware, measurement tools, tree planting and pruning tools, GPS devices, and computers used for the project.
2. The community has the ability to manage existing volunteers or a volunteer base that can be easily established.

### Evaluation Criteria for the Selection Process

Participating communities will be selected based on demonstrated need of assistance (both financial and technical), local forestry needs, public health priorities affecting vulnerable and underrepresented populations, readiness to take on a project of this proposed scope and size, ability to provide the required match amount, commitment to sustaining a cadre of citizen volunteers to address local community forestry needs, and potential impact of the project on the status of urban forestry in the community.

The following questions are also found on the Application Form. Responses to these will be carefully considered:

1. Does your community have a Comprehensive Plan for the future?
2. Is your community a designated Tree City USA? If so, has your community received a growth award? (Please list years awarded)
3. Does your community possess a tree inventory? If so, was it completed within the past 5 years?
4. Are there one or more formal groups that support local urban forestry such as tree boards, garden clubs, etc.?
5. Will your community provide the required monetary match? If so, can a memorandum of understanding be written and signed?
6. Has your community received prior tree or environmental grants, and were they completed successfully?
7. Does your community have a designated person responsible for tree care?
8. Has your community identified potential forestry projects and can you predict how using volunteers to complete these will change the community forest or the community as a whole?
9. Is your community within 45 miles of a potential cooperating partner—Soil and Water Conservation District office, University of Minnesota Extension office, or a DNR Forestry office?
10. Does your community have a facility to house training events and/or desk space for volunteers?
11. Does your community have recorded tree preservation and planting practices?
12. Does your community employ an ISA Certified Arborist or Municipal Specialist?
13. Does your community employ a DNR Certified Tree Inspector?
14. What is the population size of your community?
15. What county is your community located in?

16. Does your community have a history of efforts to support programs with “soft” money—grants funds, fundraising events, etc.? If so, is this documented?
17. Is your community designated a Minnesota GreenStep City or in the process of becoming one?

### How to Apply

Applicants should download and complete the fillable application form found on the “Improving Community Forests Through Volunteers” Web page at [mndnr.gov/cfgrant/index.html](http://mndnr.gov/cfgrant/index.html).

No attachments will be considered during review and selection of proposals. Mail the original and two copies of the completed application form to the Minnesota DNR, Division of Forestry at the address below. Faxed or emailed applications will not be accepted. Applications must be postmarked on or before Monday, February 8, 2016. Applications postmarked after this date will not be considered.

Mail proposals **by Certified Mail** to: MN DNR, Attn: Jennifer Teegarden, 500 Lafayette Road, St. Paul, MN 55155-4044

### Important Dates

**Application postmark deadline:** Monday, February 8, 2016

All proposals will be reviewed by DNR Forestry staff, and final selection of projects and award amounts determined by the Improving Community Forests Grants Review Committee.

**Project selection:** All applicants will be notified by February 19, 2016

**Project implementation:** Project work and expenses that are eligible for reimbursement with grant funds can NOT be started or incurred until the grant agreement is fully executed. Grant agreements should be executed in March of 2016 and work can begin afterwards.

Programing is scheduled to begin in March of 2016 and Final Reports must be submitted no later than May 1, 2018 (approximately 26 months).

### Questions?

Answers to frequently asked questions (FAQs) will be posted and updated weekly online. If your question is not online, contact Community Forestry Grants Team member:

Ken Holman, DNR Project Lead, [ken.holman@state.mn.us](mailto:ken.holman@state.mn.us), 651-259-5269

Jennifer Teegarden, DNR U&CF Program, [jennifer.teegarden@state.mn.us](mailto:jennifer.teegarden@state.mn.us), 651-259-5285

### Program Funding

Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources.

The trust fund is a permanent fund constitutionally established by Minnesotans to assist in the protection, conservation, preservation and enhancement of the state’s air, water, land, fish, wildlife and other natural resources.

## Appendix A: Assistance Available from Project Partners

Each grantee will design and implement grant project work plans with technical support from project partners. Grantees recruit and train citizen volunteers. Volunteers in each locality will carry out activities such as planting trees, seasonal watering for newly planted trees, pruning trees, building and maintaining a community tree gravel bed, updating tree inventories, and conducting early detection of tree pests in priority areas. All of this work will be done with the support and guidance of project partners, which will each contribute uniquely as follows:

Partner Organizations	Role
HandsOn Twin Cities	Provide state-of-the-art guidance to grantees for general volunteer management (recruitment, training, tracking, communication, ongoing engagement/retention, best practices)
University of Minnesota Department of Forestry Resources	Assist with identifying local needs, developing a tailored work plan and prioritizing grant activities Train volunteers to conduct urban forestry activities Provide ongoing support and knowledge building for volunteers Advise urban forestry professionals in planning and utilization of volunteers to perform community forestry tasks
Conservation Corps of Minnesota & Iowa	On-the-ground direction for cultivating and planting, pruning, conducting inventories Provide tool library
Tree Trust	Volunteer training (focus on youth engagement) Event planning and coordination (e.g. Arbor Day) Outreach strategies and materials to build public awareness of the multiple benefits of the urban forest
Minnesota Nursery & Landscape Association	Advise on species selection (using natives and climate-appropriate trees) Provide network of retail partners as resources in grantee communities
Minnesota Department of Health	Identify priority focus areas within cities/towns where urban forestry could especially benefit residents based on health factors
Minnesota Department of Natural Resources	Overall project management, grants administration, coordinate partners, serve as fiscal agent Division of Forestry Area staff to monitor local projects, provide technical assistance, and perform compliance checks on completed projects.
Minnesota Pollution Control Agency	Technical advisor, alignment and leveraging with other statewide urban and community forestry opportunities (Green Steps Cities, MN Green Corps, Minimal Impact Design Standards for storm water management and other low impact development and climate-resilient communities programs)

**City of Hanover Capital Improvement Plan (Draft 4 as of January 5, 2016)**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
<b>FACILITIES</b>												
<i>Use of Funds:</i>												
Public works facility		1,200,000										1,200,000
Old public works remodel												
City hall restrooms												
Community hall roof furnace												
<b>Total</b>	-	1,200,000	-	-	-	-	-	-	-	-	-	1,200,000
<i>Source of Funds:</i>												
Bond proceeds		1,200,000										1,200,000
Tax Levy (pay-go)												
Fund balance												
Utility revenue												
Grants												
<b>Total</b>	-	1,200,000	-	-	-	-	-	-	-	-	-	1,200,000
<b>EQUIPMENT</b>												
<i>Use of Funds:</i>												
Skid loader	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	27,500
Lawnmower zero turn				15,000								15,000
2007 freightliner plow truck replace								231,750				231,750
1-ton truck chassis replace/box refurb				35,000								35,000
Lawnmower winged									60,000			60,000
Other equipment (annual allocation)												
<b>Total</b>	2,500	2,500	2,500	52,500	2,500	2,500	2,500	234,250	62,500	2,500	2,500	369,250
<i>Source of Funds:</i>												
Bond proceeds								234,250	62,500			296,750
Tax Levy (pay-go)	2,500	2,500	2,500	52,500	2,500	2,500	2,500			2,500	2,500	72,500
Fund balance												
Utility revenue												
Grants												
<b>Total</b>	2,500	2,500	2,500	52,500	2,500	2,500	2,500	234,250	62,500	2,500	2,500	369,250
<b>STREETS</b>												
<i>Use of Funds:</i>												
Street rehabilitation projects												
Street reconstruction projects												
Other street projects	135,000	869,632		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,004,632
<b>Total</b>	135,000	869,632	-	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,004,632
<i>Source of Funds:</i>												
Bond proceeds		218,000		348,246	344,182	364,404	385,150	248,679	181,592	238,531	232,855	2,561,639
Tax Levy (pay-go)	135,000	222,500		151,754	155,818	135,596	114,850	251,321	318,408	261,469	267,145	2,013,861
Fund balance		429,132										429,132
Utility revenue												
Grants												

**City of Hanover Capital Improvement Plan (Draft 4 as of January 5, 2016)**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
<b>Total</b>	135,000	869,632	-	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,004,632

**PARKS**

Use of Funds:

Beebe Lake trail												-
HC 19 Trail no switchback												-
HC 19 Trail switchback piece												-
Other park improvements	229,000											229,000
<b>Total</b>	229,000	-	-	-	-	-	-	-	-	-	-	229,000

Source of Funds:

Bond proceeds												-
Tax Levy (pay-go)	66,500											66,500
Fund balance	162,500											162,500
Utility revenue												-
Grants												-
<b>Total</b>	229,000	-	-	-	-	-	-	-	-	-	-	229,000

**FIRE DEPARTMENT**

Use of Funds:

Equipment												-
Other												-

Source of Funds:

Bond proceeds												-
Tax Levy (pay-go)												-
Fund balance												-
Transfer in												-
Utility revenue												-
Grants												-
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-	-

**OTHER**

Use of Funds:

Historical bridge	150,000											150,000
Other	24,000											24,000
<b>Total</b>	174,000	-	-	-	-	-	-	-	-	-	-	174,000

Source of Funds:

Bond proceeds												-
Tax Levy (pay-go)	96,000											96,000
Fund balance												-
Utility revenue												-
Grants	78,000											78,000
<b>Total</b>	174,000	-	-	-	-	-	-	-	-	-	-	174,000

**COMBINED TOTAL CIP**

Use of Funds:

**City of Hanover Capital Improvement Plan (Draft 4 as of January 5, 2016)**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
Facilities	-	1,200,000	-	-	-	-	-	-	-	-	-	1,200,000
Equipment	2,500	2,500	2,500	52,500	2,500	2,500	2,500	234,250	62,500	2,500	2,500	369,250
Streets	135,000	869,632	-	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	5,004,632
Parks	229,000	-	-	-	-	-	-	-	-	-	-	229,000
Fire Department	-	-	-	-	-	-	-	-	-	-	-	-
Other	174,000	-	-	-	-	-	-	-	-	-	-	174,000
<b>Total</b>	<b>540,500</b>	<b>2,072,132</b>	<b>2,500</b>	<b>552,500</b>	<b>502,500</b>	<b>502,500</b>	<b>502,500</b>	<b>734,250</b>	<b>562,500</b>	<b>502,500</b>	<b>502,500</b>	<b>6,976,882</b>

**Source of Funds:**

Bond proceeds	-	1,418,000	-	348,246	344,182	364,404	385,150	482,929	244,092	238,531	232,855	4,058,389
Tax Levy (pay-go)	300,000	225,000	2,500	204,254	158,318	138,096	117,350	251,321	318,408	263,969	269,645	2,248,861
Fund balance	162,500	429,132	-	-	-	-	-	-	-	-	-	591,632
Utility revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants	78,000	-	-	-	-	-	-	-	-	-	-	78,000
<b>Total</b>	<b>540,500</b>	<b>2,072,132</b>	<b>2,500</b>	<b>552,500</b>	<b>502,500</b>	<b>502,500</b>	<b>502,500</b>	<b>734,250</b>	<b>562,500</b>	<b>502,500</b>	<b>502,500</b>	<b>6,976,882</b>

**Tax Levy for CIP, Debt, and Capital Reserve:**

Tax levy for CIP (pay-go)	300,000	225,000	2,500	204,254	158,318	138,096	117,350	251,321	318,408	263,969	269,645	2,248,861
Tax levy for debt service (includes 5% overlevy)	217,602	223,006	329,243	310,825	344,401	375,788	414,199	295,925	300,081	323,824	338,032	3,472,927
Tax levy for Street Reserve			181,953		24,012							
Tax levy for Equipment Reserve		50,000	-	15,000	20,000	50,000	50,000	52,500	-	50,000	50,000	337,500
Tax levy for Park Improvements Reserve		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
<b>Total tax levy for CIP, Debt, and Capital Reserve</b>	<b>517,602</b>	<b>523,006</b>	<b>538,696</b>	<b>555,079</b>	<b>571,731</b>	<b>588,883</b>	<b>606,549</b>	<b>624,746</b>	<b>643,489</b>	<b>662,794</b>	<b>682,677</b>	<b>6,309,287</b>
<i>Annual % change</i>		1.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
<i>Annual \$ change</i>	-	5,404	15,690	16,383	16,652	17,152	17,666	18,197	18,743	19,305	19,884	

**Debt Service (Principal + Interest):**

1999 G.O. Sewer Bonds	120,229	119,824	120,374	119,855	120,290	118,656	-					719,227
2008A G.O. CIP Refunding Bonds	34,448	38,430	37,320	36,210	39,973	38,608	37,243	40,780	-			303,010
2009A G.O. Bonds	25,414	23,868	28,134	26,218	25,321	23,443	26,507	-				178,904
2010 G.O. Equipment	46,950	34,332	21,714	-								102,996
2011A G.O. Bonds	148,275	160,775	157,975	165,175	162,025	163,275	164,400	-				1,121,900
2016 G.O. Bonds (20yrs, 4% rate)			107,469	107,469	107,469	107,469	107,469	107,469	107,469	107,469	107,469	967,222
2017 G.O. Bonds (15yrs, 4% rate)				-	-	-	-	-	-	-	-	-
2018 G.O. Bonds (15yrs, 4% rate)					32,261	32,261	32,261	32,261	32,261	32,261	32,261	225,829
2019 G.O. Bonds (15yrs, 4% rate)						31,885	31,885	31,885	31,885	31,885	31,885	191,309
2020 G.O. Bonds (15yrs, 4% rate)							33,758	33,758	33,758	33,758	33,758	168,791
2021 G.O. Bonds (15yrs, 4% rate)								35,680	35,680	35,680	35,680	142,720
2022 G.O. Bonds (15yrs, 4% rate)									44,738	44,738	44,738	134,215
2023 G.O. Bonds (15yrs, 4% rate)										22,613	22,613	45,225
2024 G.O. Bonds (15yrs, 4% rate)											22,097	22,097
<b>Total</b>	<b>375,315</b>	<b>377,229</b>	<b>472,986</b>	<b>454,926</b>	<b>487,338</b>	<b>515,597</b>	<b>433,523</b>	<b>281,833</b>	<b>285,792</b>	<b>308,404</b>	<b>330,501</b>	<b>4,323,445</b>

**Source of Funds for Debt Service:**

Tax levy (includes 5% overlevy)	217,602	223,006	329,243	310,825	344,401	375,788	414,199	295,925	300,081	323,824	338,032	3,472,927
Special assessments	41,900	41,017	41,000	41,000	41,000	41,000	41,000	-	-	-	8,994	296,911
Sewer revenue	120,229	119,824	120,374	119,855	120,290	118,656	-	-	-	-	-	719,227

**City of Hanover Capital Improvement Plan (Draft 4 as of January 5, 2016)**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
Interest income												-
Other												-
Total	379,731	383,847	490,617	471,680	505,691	535,444	455,199	295,925	300,081	323,824	347,027	4,489,065
<b>Details for Estimate of Annual Special Assessment Revenue (P+I):</b>												
2009A	6,900	6,017	6,000	6,000	6,000	6,000	6,000					42,917
2011A (refunded 2006A)	35,000	35,000	35,000	35,000	35,000	35,000	35,000					245,000
2016A											-	-
2017A											-	-
2018A											-	-
2019A											-	-
2020A											-	-
2021A											-	-
2022A											-	-
2023A											-	-
2024A											8,994	8,994
Total	41,900	41,017	41,000	41,000	41,000	41,000	41,000	-	-	-	8,994	296,911

**Property Tax Impact on Residential and Commercial**

Residential Homestead Taxable Market Value:												
\$125,000		\$2.03	\$5.90	\$6.07	\$6.26	\$6.44	\$6.64	\$6.84	\$7.04	\$7.25		
\$175,000		\$3.15	\$9.14	\$9.42	\$9.70	\$9.99	\$10.29	\$10.60	\$10.92	\$11.24		
\$225,000		\$4.27	\$12.39	\$12.76	\$13.14	\$13.54	\$13.94	\$14.36	\$14.79	\$15.23		
\$275,000		\$5.38	\$15.63	\$16.10	\$16.58	\$17.08	\$17.59	\$18.12	\$18.67	\$19.23		
\$325,000		\$6.50	\$18.88	\$19.44	\$20.03	\$20.63	\$21.25	\$21.88	\$22.54	\$23.22		
\$375,000		\$7.62	\$22.12	\$22.79	\$23.47	\$24.17	\$24.90	\$25.65	\$26.42	\$27.21		
\$425,000		\$8.72	\$25.31	\$26.07	\$26.85	\$27.66	\$28.48	\$29.34	\$30.22	\$31.13		
Commercial Taxable Market Value:												
\$1,000,000		\$39.48	\$114.63	\$118.07	\$121.61	\$125.26	\$129.02	\$132.89	\$136.88	\$140.98		

January 28, 2016

John Studder  
Kinghorn Construction



Architectural and Structure Fee Proposal for 12,000 sq. ft. Public Works Facility  
Hanover, MN

Based on the limited information available currently, we are proposing to provide the following basic documents and services for a Butler 12,000 sq. ft. City maintenance garage including a toilet room and office.

- A-0.0: Title Page  
Sheet Index  
Code Review and Analysis  
Consultant Directory  
Contractor Directory  
General Notes  
Symbols and Abbreviations
  
- A-1.0: Architectural Site Plan Based on Survey or Civil Plan Provided by Others  
Architectural Site Details  
Site ADA Details
  
- A-2.0: Footing/Foundation Plan Based on Soil Conditions and/or BMC Reactions  
Foundation Details  
Pier Schedule  
Foundation Details  
Hairpin Schedule  
Slab Details
  
- A-2.1: Anchor Rod Details  
Misc. Structural Details
  
- A-2.2: Structural Notes

- A-3.0: Floor Plan  
Door and Hardware Schedule  
Door Types  
Frame Types  
Window (Fire Access as Req'd.)  
Toilet Room Wall Elevations
- A-4.0: Not Used
- A-5.0: Exterior Wall Elevations
- A-6.0: Typical Building Cross-Sections  
Typical Wall Sections
- Heat-Loss Calculations (IECC/Comcheck)  
Special Inspections Form  
Outline Specifications (Structural on A2.3)  
CAD Backgrounds for Prime Design/Build Subcontractors  
Submittal of Signed Documents to Building Official with Requested Modifications  
Review of Structural Shop Drawings  
Pay Request Reviews  
Certificate of Substantial Completion  
As-Built CAD File for City  
Co-Ordination of Electrical & Mechanical Documents with Architectural

We would propose to provide the above listed basic documents and services for a fee of **\$14,950**. Plus, any applicable reimbursable expenses such as mileage. Should the project scope change we would welcome the opportunity to update our proposal.

The following documents and services are not currently included in the above proposal, but are available on an individual negotiated budget.

1. Civil Engineering and/or Survey
2. Landscaping Design
3. Project Manual/Spec Book
4. On-Site Project Observation
5. Site Design Visits
6. Electrical Design
7. Plumbing Design
8. HVAC Engineering
9. General Shop Drawing Review
10. Sprinkler Design (not required < 12,000 sq.ft. )
11. Contract Administration/Commissioning

Upon review of our proposal, please get back to me with any questions or clarifications necessary.

We reserve the right to modify this proposal if not accepted within 30 days. Please sign below, keep the original, and return a copy to our office.

**We will not begin work on this project until a signed copy of this proposal is received.**

Thank you.



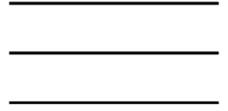
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David J. Medin, Architect/President  
D.J. Medin Architects, Inc.



January 28, 2016

John Studer  
Kinghorn Construction  
21830 Industrial Court  
Rogers, MN 55374



Re: Hanover Public Works  
Job #: 160125-2

Dear John:

This letter format will serve as our fee proposal/contract for the Design and Construction Documents entitled Hanover Public Works located in Hanover, Minnesota. Lampert Architects will provide the following services for a one-story building of approximately 12,000 s.f. with a mezzanine of approximately \$2,000 s.f.:

Design Phase - Architectural	Fees
Site Plan	\$3,200
Landscape Plan	(Deduct \$250
Schematic Floor Plans, Sections	if no mezzanine)
Exterior Building Elevations	

Owner will provide site survey, proposed grades and utility information, and all other Civil Engineering as might be required.

Schedule - approximately 2-3 weeks, with up to 3 meetings as required.

Construction Phase - Architectural	\$11,000
Certified Architectural Drawings	(Deduct \$750
Technical support during construction	if no mezzanine)
15 sets of plans or electronic copy	
Background drawings or discs for M and E use	

Construction Phase - Contracted Structural Engineering	\$3,850
15 sets of plans or electronic copy	(Deduct \$700
	if no mezzanine)

Owner will provide Civil Engineering, Mechanical and Electrical Engineering.

Schedule - approximately 2-3 weeks to complete Construction Documents.

Please see enclosed Scope of Architectural Services for further detail and conditions of our agreement.

Our terms are billings will be done on a monthly basis, with payment due within 15 days. We are very interested in assisting you with this project. If you have questions please call us.

Approved and executed the date first written by:

for Kinghorn Construction  
John Studer

for Leonard Lampert Architects, P.A.  
Leonard Lampert

\_\_\_\_\_  
its

\_\_\_\_\_  
its President

# LAMPERT ARCHITECTS

## Hanover Public Works

January 28, 2016

## ARCHITECTURAL SERVICES

<i>general</i>	<i>included</i>	<i>excluded</i>	<i>comments</i>
1. project/contract administration		X	
2. evaluation of cost estimate ( does not include estimate )		X	
3. expenses			
a. CAD plots @ \$30/ plot	X		
b. reproduction ( other than indicated )			reimbursable \$2.50/sheet
c. long distance telephone calls			reimbursable at cost
d. travel @ \$.40/ mile		X	
4. assistance in assembling consultants		X	
 <i>design phase</i>			
1. program/planning meetings ( maximum of 3 )	X		
2. site plan	X		
3. floor plan	X		
4. exterior elevations	X		
5. sections	X		if required
6. reproductions ( maximum of 5 sets )	X		
7. powerpoint presentation		X	
8. interdisciplinary coordination with:			
a. Civil Engineer	X		
b. Structural Engineer	X		
c. Mechanical Engineer		X	
d. Electrical Engineer		X	
e. Septic System Design		X	
9. meeting with City officials to discuss plans ( maximum of 0 )		X	
10. presentation of plans for City approvals		X	
 <i>construction documents phase</i>			
1. certified CAD drawings ( maximum of 15 sets + CAD file )	X		
2. bound specification ( maximum of copies )		X	
3. interdisciplinary coordination	X		
 <i>bidding/negotiation phase</i>			
1. addendums	X		
2. responding to contractor questions	X		
 <i>construction phase</i>			
1. responding to contractor questions	X		
2. review of shop drawings	X		
3. site visits		X	
4. change orders for minor revisions	X		
5. change orders for design changes		X	hourly reimbursable
6. change orders for revisions involving structural redesign		X	hourly reimbursable
7. preparation of punchlist		X	

# LAMPERT ARCHITECTS

**Hanover Public Works**  
January 28, 2016

## CONTRACTED STRUCTURAL SERVICES

<i>construction documents phase</i>	<i>included</i>	<i>excluded</i>	<i>comments</i>
1. certified CAD drawings ( maximum of 15 sets )	X		
a. footing and foundation plan	X		
b. framing plan	X		if required
c. details as required	X		
d. structural specifications	X		
2. interdisciplinary coordination	X		
 <i>bidding/negotiation phase</i>			
1. addendums	X		
2. responding to contractor questions	X		
 <i>construction phase</i>			
1. responding to contractor questions	X		
2. review of shop drawings	X		
3. site visits		X	
4. change orders for minor revisions	X		
5. change orders for design changes		X	hourly reimbursable

*condition of our agreement*

Fees will be billed monthly with payment due within the terms of the invoice. Interest shall be due on all overdue accounts at the highest rate permitted by law. In the event that legal action must be taken to collect overdue accounts, client shall pay all of Lampert Architects reasonable attorney's fees and costs incurred.

- Geotechnical Engineer or Building Official to verify soil-bearing capacity (in writing) prior to placement of foundations.
- Shoring/bracing of all structural elements, without overstressing, until project is complete to be designed by others (including shoring/bracing of adjacent structures and soils).
- The design/detailing of engineered structural elements are not included as part of this scope of services. These elements include pre-engineered wood floor trusses, and roof framing, precast concrete, and cold formed metal framing.

# LAMPERT ARCHITECTS

## Hanover Public Works

January 28, 2016

### HOURLY RATE SCHEDULE

<i>principal architect</i>	<i>\$150</i>
<i>registered structural engineer</i>	<i>\$130</i>
<i>registered architect</i>	<i>\$105</i>
<i>job captain</i>	<i>\$105</i>
<i>cad technician</i>	<i>\$75</i>

#### *condition of our agreement*

Fees will be billed monthly with payment due within the terms of the invoice. Interest shall be due on all overdue accounts at the highest rate permitted by law. In the event that legal action must be taken to collect overdue accounts, client shall pay all of Lampert Architects reasonable attorney's fees and costs incurred.

This notice is required to advise you of your rights under Minnesota law in connection with the improvements to your property.

Any person or company supplying labor or materials for this improvement may file a lien against your property if that person or company is not paid for the contributions.

We, Leonard Lampert Architects, PA have been hired by your contractor Kinghorn Construction to provide or for architectural services for this improvement.

To the best of our knowledge, we estimate our charges will be \$18,050. If your contractor does not pay us, we can file a claim against your property for the price of our services.

You have the right to pay us directly and deduct this amount from the contract price or withhold the amount due us from your contractor until 120 days after completion of the improvement unless your contractor gives you a lien waiver signed by me.

We may not file a lien if you paid your contractor in full before receiving this notice.

January 27, 2016

Mr. John Studer  
Vice President  
Kinghorn Construction



**Re: Proposal for Architectural & Engineering Services  
City of Hanover– Public Works Building  
Hanover, Minnesota**

Dear John,

Thank you so much for the opportunity to submit this proposal for providing Architectural & Structural Engineering services. We believe that HTG is well suited to assist the City of Hanover with the development of this project. HTG has experience with these types of projects and understands the importance of quality documents delivered in a timely manner. Our goal in this project is to exceed your expectations with the highest level of customer service. We understand our role in the project, and commit our resources to keep the project moving forward.

**We have based our proposal on the following assumptions:**

- The new building will have two major components – the truck/shop area and the office/restroom area.
- The building will be 12,000 sf and designed with a steel building structure sitting on an 8' high concrete wall.
- The office portion of the building will be constructed of block bearing walls (or precast concrete wall panels) with a structural precast plank structure above for a mezzanine.
- The building will be designed for future additions
- Soils are able to support typical spread footings.
- Design and engineering of the fuel pump island and material sheds is not included in this proposal.
- The MEP systems and Fire Protection systems will be engineered by design-build subcontractors.
- HTG Architects to provide federal, state, local and ADA code review and recommendations.
- Our Structural Engineer will be Mel Urlacher of Anderson Urlacher PA.
- Environmental concerns (from previous site uses), if required, would be handled by others.
- Facility management drawings to be provided after completion of the project.
- Tom Moorse, HTG Architects, will be the Partner-in-Charge for the project.

HTG would like to propose the following scope of services.

**Step One – Concept Design**

- HTG will meet with the City of Hanover and Kinghorn to discuss the program elements for the project.
- HTG will develop 2-3 concepts for the building elements, including structural bay spacing and layouts.
- HTG will meet with the City of Hanover and Kinghorn Construction to confirm layouts.
- HTG will also work with the Kinghorn to develop the budget, schedules and feasibility studies, as required.
- HTG will develop drawings, including a Site Plan, Floor Plan, Elevations and Sections.
- HTG will include time to attend 3 meetings with City of Hanover staff and Kinghorn Construction for this phase of the project.



**Step Two - Construction Documents, Bidding and Construction Administration**

- HTG will use the approved concept documents to develop signed working drawings using AutoCAD.
- HTG will meet with the local building official prior to completion of the drawings. The contractor will be responsible for obtaining the building permit.
- HTG will issue drawings in one bid package to Kinghorn Construction, and respond to their questions as required during the bidding phase.
- HTG will deliver PDF files of the Construction Documents to the contractor for their use.
- HTG will prepare written addenda to clarify documents if needed.
- HTG understands that the construction phase will typically take 4-5 months. During that time, we will provide the following services:
  1. Review and approval of shop drawings to ensure conformance with design concept.
  2. Aid in resolving construction issues and respond to RFI's.
  3. Available for site meetings has required.
  4. At project completion we will prepare a punch list and issue Certificate of Substantial Completion.

**Compensation**

We propose to complete the work outlined above for a fixed fee of \$ 24,500, plus reimbursable expenses. Revisions outside of the scope outlined above to be completed on an hourly basis and once approved by the Kinghorn Construction. Please see the attached Schedule of Hourly Rates and Expenses.

Revisions outside of the scope outlined above are to be completed on an hourly basis once approved by the client. Please see the attached Schedule of Hourly Rates and Expenses.

If you have any questions or comments regarding any part of this proposal, please feel free to call. If this proposal is satisfactory, please sign and return one copy to our office via fax or mail. This proposal is valid for thirty days. We look forward to this opportunity to work with you on this project. HTG is prepared to start immediately.

Sincerely,

Proposal accepted by:

  
\_\_\_\_\_  
Tom Moore, Partner  
HTG Architects

\_\_\_\_\_ Date: \_\_\_\_\_

27 January 2016

Re: Architectural and Engineering Proposal  
City of Hanover – Public Works  
Hanover, MN



## Expenses Schedule and Consulting Services:

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### **Reimbursable Expenses:**

In-House Printing (black and white) .....\$ 0.26/square foot  
In-House Printing (color).....\$ 2.50/square foot  
In-House Expenses (copies, fax, phone, boards) .....Direct cost  
Mileage .....Direct cost (current IRS rate)  
Travel/Airfare/Lodging .....Direct cost + 10%  
Outside Printing .....Direct cost + 10%  
Postage/Delivery .....Direct cost + 10%  
Others.....Direct cost + 10%

**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 2nd day of February, 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 02-02-16-16**

**A RESOLUTION APPROVING ASSIGNMENT AGREEMENT IN THE SALE OF  
10875 SETTLERS LANE NORHT, HANOVER, MN**

**WHEREAS**, the City entered into a purchase agreement and developers agreement with Bradford Development, LLC for property legally described as Lot 40, Block 8, The Bridges At Hanover; and

**WHEREAS**, Bradford Development, LLC wishes to assign the property and development of the Greenhouse Assisted Living Project to Hanover Land Holdings, LLC; and

**WHEREAS**, the City, as the seller of the property described above, agrees with the assignment of interest in the agreements to Hanover Land Holdings, LLC.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the attached Assignment Agreement between the City of Hanover (Seller), Bradford Development (Buyer), and Hanover Land Holdings, LLC (Assignee) in the interest of Lot 40, Block 8, The Bridges At Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Chris Kauffman, Mayor

\_\_\_\_\_  
Brian Hagen, City Administrator

## ASSIGNMENT AGREEMENT

This Assignment Agreement is made and entered into by and between the City of Hanover, a Minnesota municipal corporation, (“Seller”), Bradford Development, LLC (“Assignor”), and Hanover Land Holdings, LLC (“Assignee”).

WHEREAS, Seller and Assignor are parties to a Purchase Agreement (“Agreement”) and an Amendment to Purchase Agreement (“Amendment”) involving the sale of real property located at 10875 Settlers Lane North, Hanover, Minnesota, which is legally described as Lot 40, Block 8, The Bridges At Hanover (“Property”);

WHEREAS, Assignor seeks to assign its interest in the Agreement and Amendment to Assignee (“Assignment”); and

WHEREAS, Seller, Assignor, and Assignee have entered into a Second Amendment to Purchase Agreement (“Second Amendment”); and

WHEREAS, the Second Amendment requires the Parties to enter into a separate agreement addressing certain issues related to the Assignment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound hereby, agree as follows:

1. **Assignment.** The Assignor hereby assigns and transfers to the Assignee, all of Assignor’s rights, obligations, interests and liabilities in the Agreement, Amendment, and Second Amendment.

2. **Acceptance.** For and in consideration of the Assignment hereunder, Assignee hereby assumes all of Assignor's rights, obligations, interests, and liabilities under the Agreement, the Amendment, and the Second Amendment to the same extent as though it had originally been named as a party thereto and agrees to observe, perform, and fulfill all the terms and conditions of the Agreement, the Amendment, and the Second Amendment as if it had been originally named as a party thereto.
3. **Assignor's Obligations Under Purchase Agreement.** From the date of this Assignment until the closing date provided for in the Agreement and any amendments thereto, Assignor hereby covenants and agrees to enforce all of the Buyer's rights and to perform all of the Buyer's obligations under the terms of the Agreement and any amendments thereto, except for the Buyer's obligation to deliver the balance of the purchase price payable to the Seller on the closing date of the purchase. On the closing date of the purchase, Assignee hereby agrees to deliver the balance of the purchase price, which is One Hundred Thousand and no/100 Dollars (\$100,000.00) to the Seller, as well as any additional funds required to be delivered at closing pursuant to the Agreement and any amendments thereto, and agrees to reimburse the Assignor the \$1,000.00 Earnest Money paid by the Assignor pursuant to the terms of the Agreement. Nothing in this Section will relieve Assignee of its obligation to observe, perform, and fulfill all the terms and conditions of the Agreement and any amendments thereto in the event Assignor fails to fulfill its obligations in this Section.
4. **Developer's Agreement.** Nothing in this Assignment Agreement will relieve Assignor of its obligations under the Developer's Agreement for the Greenhouse Assisted Living of Hanover, City of Hanover, Counties of Wright and Hennepin, State of Minnesota between Assignor and Seller ("Developer's Agreement"), which is affixed hereto as Exhibit A. Assignor expressly agrees and acknowledges that it will remain obligated to observe, perform, and fulfill all the terms and conditions of the Developer's Agreement.
5. **Assignee's Assumption of Developer's Agreement Obligations.** Assignee hereby jointly assumes all of Assignor's rights, obligations, interests, and liabilities under the Developer's Agreement, including, but not limited to, the obligation to reconvey the Property to the Seller if construction on the Greenhouse Assisted Living of Hanover project does not commence by July 1, 2016 and the assessment waiver outlined in Section 11(d) of the Developer's Agreement.
6. **Joint and Several Liability.** Assignor and Assignee acknowledge their joint and several liability to Seller under the Developer's Agreement, and agree and acknowledge that their joint and several liability to Seller thereunder is not waived, discharged, modified, released, amended, or otherwise altered by the Assignment.
7. **Seller's Acknowledgment and Consent.** Seller hereby acknowledges and consents to the Assignment, as set forth in this Assignment Agreement.

8. **Notices.** Any notices or other communications required under this Assignment Agreement shall be in writing and shall be mailed by registered or certified mail (in each case with return receipt requested), postage prepaid, or delivered by hand or messenger, addressed as set forth below or to such other addresses as shall have been furnished in writing to the party initiating the notice or communication. Any notice or other communications so addressed and mailed, postage prepaid by registered or certified mail shall be deemed to be delivered and given three (3) business days after it was mailed. Any notice or other communications so addressed and otherwise delivered shall be deemed to be given when actually received by the addressee at the addresses set forth below:

Seller: City of Hanover  
Attn: Brian Hagen, City Administrator  
11250 5<sup>th</sup> St. NE  
Hanover, MN 55341

Assignor: Bradford Development, LLC  
Attn: Brad Bass  
501 N. Riverfront Drive  
Mankato, MN 56001

Assignee: Hanover Land Holdings, LLC  
Attn: Brad Bass  
501 N. Riverfront Drive  
Mankato, MN 56001

9. **Governing Law, Forum, and Severability.** This Assignment Agreement will be construed according to the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Assignment Agreement. If a court determines that any part of this Assignment Agreement is unlawful or unenforceable, the remaining portions of this Assignment Agreement will remain in full force and effect.

10. **Entire Agreement.** This Assignment Agreement constitutes the entire agreement between the parties relating to the Assignment. This Assignment Agreement supersedes any inconsistent provisions in any other document. No party has relied upon any statements, promises, or representations that are not stated in this document. No changes to this Agreement are valid unless they are in writing and signed by all parties. This Assignment Agreement may be signed in counterparts, and a copy of this Agreement will have the same legal effect as the original.

IN WITNESS WHEREOF, the Parties have caused this Assignment Agreement to be executed on the dates set forth below.

**SELLER: CITY OF HANOVER**

By: \_\_\_\_\_

Its: Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: City Administrator

Dated: \_\_\_\_\_

**ASSIGNOR: BRADFORD DEVELOPMENT, LLC**

By:  \_\_\_\_\_

Its: \_\_\_\_\_

Dated: 2-2-16

**ASSIGNEE: HANOVER LAND HOLDINGS, LLC**

By:  \_\_\_\_\_

Its: \_\_\_\_\_

Dated: 2-2-16

**DEVELOPER'S AGREEMENT FOR THE GREENHOUSE ASSISTED  
LIVING OF HANOVER, CITY OF HANOVER, COUNTIES OF WRIGHT  
AND HENNEPIN, STATE OF MINNESOTA**

THIS AGREEMENT made and entered into the 30 day of DEC, 2015, by and between the City of Hanover, a Minnesota municipal corporation, 11250 5<sup>th</sup> St. N.E., Hanover, Minnesota 55341 (hereinafter referred to as the "City") and Bradford Development, LLC, 501 N. Riverfront Drive, Mankato, Minnesota 56001 (hereinafter referred to as the "Developer").

**RECITALS:**

WHEREAS, the City is the fee owner of property located at 10875 Settlers Lane North, Hanover, Minnesota, which is legally described as Lot 40, Block 8, The Bridges At Hanover (hereinafter referred to as the "Property"); and

WHEREAS, the City and Developer have entered into a purchase agreement whereby Developer will purchase the Property for the purpose of constructing a senior care facility (hereinafter referred to as the "Greenhouse Project");

WHEREAS, the City Council, on November 4, 2015, passed Resolution No. 11-04-15-75, approving the rezoning of the Property to amend an existing planned unit development in order to allow for the construction of a 24-unit senior care living facility. The City Council, on November 4, 2015, also passed Resolution No. 11-04-15-76, approving a conditional use permit and site plan for the Greenhouse Project; and

WHEREAS, this Agreement is entered into for the purpose of setting forth and memorializing for the parties and subsequent owners the understandings and agreements of the parties concerning the development of the Property.

**Exhibit A**

NOW, THEREFORE, it is hereby agreed by and between the City and the Developer as follows:

1. INCORPORATION BY REFERENCE. The above Recitals, as well as Developer's plans, dated October 2, 2015, and City Resolution Nos. 11-04-15-75 and 11-04-15-76 (hereinafter referred to as "City Resolutions"), are a material part of this Agreement and are incorporated herein by reference.
2. CONSTRUCTION. Construction on the Property shall be completed in accordance with Developer's plans, dated October 2, 2015, (hereinafter referred to as "Plans") and any amendments thereto approved by City Staff, the City Resolutions, all applicable local, state and federal rules and regulations, and this Agreement.
3. REPRESENTATIONS AND WARRANTIES OF THE DEVELOPER. The Developer, as an inducement to the City to enter into this Agreement, hereby represents, warrants and covenants to the City as follows:
  - a. Authorization. The Developer is a duly organized limited liability company under the laws of the State of Minnesota and is in good standing and authorized to do business in the State of Minnesota and is under no restriction to enter into this Agreement. The Developer has full authority to enter into this Agreement and make it binding on itself and its successors and assigns, and to make this Agreement, and the Covenants herein, binding upon and running with the Property.
  - b. Execution No Violation. The execution, delivery and performance of this Agreement does not and will not result in any breach of, or constitute a default under, any indenture, mortgage, contract, agreement or instrument to which the Developer is a party or by which it, or the Property, is bound.
  - c. Litigation. There are no pending or, to the knowledge of the Developer, threatened actions or proceedings before any court or administrative agency which will adversely affect the financial condition, business or operation of the Developer or the ability of the Developer to perform its obligations under this Agreement.
  - d. Compliance. The Developer will comply with and promptly perform all of the Developer's obligations under this Agreement and all related documents and instruments.
  - e. Wetlands. Developer agrees that the Property development of the Property shall at all times be in compliance with the Wetland Conservation Act.
  - f. Environmental Laws. To the best of the Developer's knowledge, as of the date of the execution of this Agreement, Developer is not in violation of any local, state or federal environmental law, regulation or review procedure, which would give any person a valid claim under the Minnesota

Environmental Rights Act with respect to the Property. Developer further agrees that the Property shall at all times be in compliance with any local, state or federal environmental law, regulation or review procedure, which would give any person a valid claim under the Minnesota Environmental Rights Act.

4. GREENHOUSE PROJECT REQUIREMENTS:

- a. Senior Living Facility. The Developer will construct a 24-unit senior living facility on the Property as set forth in the Plans and any amendments thereto approved by City Staff, the City Resolutions, the City Code and this Agreement. All labor and work shall be done and performed in the best and most workman like manner and in strict conformance with the Plans and any amendments thereto approved by City Staff, City Resolutions, City Code and this Agreement unless otherwise approved in writing by the City Engineer.
- b. Developer's Architect and Engineer. The Developer hereby warrants that it has engaged, at Developer's expense, a duly registered architect and professional civil engineer authorized to practice within the State of Minnesota to prepare the Plans and that said architect and engineer have made representation to Developer and the City that the same have been prepared in accordance with all applicable local, state, and federal rules and regulations.
- c. Permits. It shall be the responsibility of the Developer to determine and obtain prior to construction all the necessary approvals, permits, and licenses required for the Greenhouse Project from any regulatory or jurisdictional agency affected by or having jurisdiction over the Greenhouse Project required for this development. Any design requirements of such agencies shall be determined prior to completion and shall be incorporated into the Plans. All costs incurred to obtain said approvals, permits, and licenses and also all fines or penalties levied by any agency due to the failure of the Developer to obtain or comply with the conditions of such approvals, permits, and licenses shall be the sole responsibility of the Developer. The Developer agrees to defend and hold the City, its officers, employees and agents harmless from any action initiated by a regulatory agency resulting from any failure of the Developer.
- d. Time of Performance. The Developer shall complete the Greenhouse Project to the satisfaction of the City. Construction shall commence on the Greenhouse Project on or before July 1, 2016. The Developer may request an extension of time from the City, which may be granted at the City's sole discretion. If an extension is granted, Developer must agree in writing to reconvey the Property to the City if construction is not commenced by the extended deadline in accordance with Section 7 below and the City may impose additional reasonable conditions.

- e. Records. Copies of all documents and information relating to the construction of the Greenhouse Project, including, but not limited to, all bids, changes orders, suppliers, subcontractors shall be retained in the Developer's files and provided to the City for review upon the City's request.
- f. No Expense to City. The construction of the Greenhouse Project and all work to be completed by the Developer under this Agreement shall be done at no expense to the City.
- g. License. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with the development of the Property.
- h. Landscaping: Developer will submit a landscape plan showing the location, species, and size of all plant materials proposed for the Property for the City's approval. Upon the City's approval, the Developer will complete landscaping in accordance with the approved landscape plan.
- i. Trail: Developer must prepare plans for the construction of an 8-foot bituminous trail meeting City standards on Outlot H, Bridges At Hanover, in locations that are adjacent to the Property and submit the same to the City Engineer for review and approval. Upon the City's approval, Developer will construct, at its sole expense, the trail in accordance with the approved plan. Developer must also construct a sidewalk from the senior living facility to the trail as required in the City Resolutions.
- j. Indemnification. Any and all claims that arise or may arise against the Developer, its agents, servants, or employees while engaged in the performance of the development of the Property, shall in no way be the obligation of the City. Furthermore, the Developer shall indemnify, hold harmless, and defend the City, its officers, employees, consultants and agents against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers, employees, consultants and agents may hereafter sustain, incur, or be required to pay, arising out of or connected in any manner to the activities contemplated by this Agreement, the Greenhouse Project or by reason of any act or failure to act by the Developer, its agents, servants and/or employees.
- k. Insurance. The Developer shall furnish proof of insurance, subject to the review and approval of the City, covering any public liability, bodily injury, or property damage arising out of the Greenhouse Project and Developer's obligations under this Agreement with minimum limits equal to or greater than the liability limitations set forth in Minnesota Statutes section 466.04, as amended. The insurance must name the City as an additional insured and must provide that the insurer will give the City not less than 30 days written notice prior to cancellation or termination of the insurance policy.



10. STREET CLEANING. During the development of the Property, Developer shall keep the streets adjoining its development free of dirt and debris caused by its development. In the event dirt and/or debris has accumulated on streets within or adjacent to the Property, City is hereby authorized to immediately commence street cleaning operation if streets are not cleaned by the Developer after twenty-four (24) hours of the violation. Street cleaning shall be defined as the use of any equipment specifically designed for sweeping, necessary for cleaning dirt, mud and debris from the City right-of-way. If conditions are such that street cleaning operation is immediately necessary, City may perform the necessary street cleaning. City will then bill Developer, as the delinquent party for all associated street cleaning costs. Failure to reimburse City for street cleaning costs within ten (10) days of such billing shall be cause for default under this Agreement.
11. SURETY. The Developer shall provide financial sureties as follows:
  - a. Establishment. Developer shall cause to be provided to the City on or before any grading is permitted on the Property an irrevocable letter of credit, with the form and providing institution subject to the review and approval of the City, in the amount of \$50,000 (herein after "Security") to assure compliance with this Agreement guaranteeing installation of the Trail Improvement referenced in Section 4i (hereinafter "Trail Improvement") in a good and worker like manner and payment of all fees related thereto. The Security shall remain in place until the expiration of the warranty period for the Trail Improvement referenced in Section 4i above. The Developer may post alternate security during the warranty period if the alternate security is acceptable to the City. In the event Developer fails to complete the Trail Improvement in accordance with the provisions of this Agreement or is otherwise in default of this Agreement, the City shall notify Developer in writing of such default. In the event Developer fails to cure the default required within thirty (30) days of receipt of the City's written notice the City may declare a default under the Agreement. Thereafter the City may draw upon the Security in such amount as is reasonably adequate to cure the default. Said Security shall be renewable on an annual basis and shall provide for the City to receive notice of renewal at least thirty (30) days prior to the date of renewal.
  - b. Release/Reduction of Security. In addition to the above, the Developer may apply to City for release of all or a portion of the Security as follows:
    - i. When another form of surety, acceptable to the City, is furnished to the City by Developer to replace the Security;

- ii. When the Trail Improvement is completed and accepted by the City pursuant to this Agreement;
- iii. The Security may be reduced, as applicable, from time to time to an amount that is not less than One Hundred Twenty Five percent (125%) of the amount determined by the City for the costs of the remaining Trail Improvement.

The City may grant or deny the Developer's request for a release under this Section 11b at its sole discretion. City's costs for processing said reduction or release request shall be billed to Developer at \$125.00 per hour with a minimum of one (1) hour per reduction or release, and shall be paid by Developer to the City within thirty (30) days of billing. Any request for reduction or release of the applicable Letters of Credit shall be either approved or denied within thirty (30) days of being made in writing to the City.

- c. Failure to Perform. As it relates to those items covered by the Security, it is further agreed that, should the Developer fail to perform any of the duties, conditions or terms of the City Resolutions or this Agreement in the time permitted herein, or in such extended time as may be granted in writing by the City Council, the City shall be entitled to draw on the Security and shall have the right, but not the obligation, to enter the Property to cure Developer's failure to perform. In that event, the City shall complete the performance, acquisition, project or work in accordance with this Agreement or the Plans set forth above, or in such other manner as is deemed reasonable by the City, or defend against any claims pursuant to Paragraph 4j, the City may reimburse itself for all costs and expenses, including, but not limited to legal and consulting fees, from Security funds. Any Improvements completed by the City pursuant to this paragraph are not warranted or guaranteed. The Developer shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of the City exercising its power under this Paragraph. The City may reimburse itself for all costs and expenses, including, but not limited to legal and consulting fees, arising out of or related to curing the Developer's default from the Security funds.
- d. Deficiency. In the event the Security is used by the City and found to be deficient in amount to pay or reimburse the City in total as required

herein, Developer agrees that upon being billed by the City, Developer will pay said deficiency amount to City within thirty (30) days of receipt of said billings to Developer. If Developer fails to pay, the City may assess all costs, including, but not limited to, staff time, engineering fees and legal fees against the Property. In the event the City does so specially assess the Property the Developer agrees that the Property has been benefited in an amount up to \$50,000. Any such assessments shall be for a period of one (1) year. Developer acknowledges that the City has the authority, pursuant to Minnesota Statutes Chapters 412 and 429, to specially assess property benefited by improvements. Developer also expressly waives all rights to hearings before the City afforded under Minn. Stat., Chapter 429, specifically including, but not limited to, hearings under Minn. Stat. § 429.031, and § 429.061. In addition, Developer waives all rights to appeal in the Courts, any objection to any irregularity or noncompliance with statutory procedure, and any claim that the assessment of \$50,000 being levied against the Property, as provided above, is excessive, as the said rights therein granted relate to the said deficiency. Nevertheless, the amount of the special assessment shall not exceed the deficiency and above-mentioned costs. If there should be an overage in the amount of utilized security City will, upon making said determination, refund to Developer any monies which City has in its possession which are in excess of the surety needed by City. In addition to the above, the City may seek a civil judgment against the Developer for the above amounts demanded by the City.

- e. Expiration. In the event the Security which by its terms will become null and void prior to the time at which all money or obligation of Developer is paid or completed pursuant to this Agreement, it is agreed that Developer shall provide City with surety, acceptable to City, at least sixty (60) days prior to the expiration of the said expiring Security. If a new irrevocable letter of credit is not received as required above, City may declare a default in the terms of this Agreement and draw in part or in total, at City's discretion, upon the expiring Security to avoid the loss of surety for the continued obligations.

12. MISCELLANEOUS.

- a. Runs with the Property. The terms and conditions of this Agreement shall be binding on the parties hereto, their respective successors and assigns and the benefits and burdens shall run with the Property. Notwithstanding the foregoing, no conveyance of the Property or any part thereof shall relieve the Developer of its personal liability for full

performance of this Agreement unless the City expressly so releases the Developer in writing.

- b. Recording. This Agreement shall be recorded against the Property by the Developer. No building permits shall be issued until the City is provided with recording information.
- c. Integration. This Agreement, including any documents incorporated by reference, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the parties as it relates to the specific terms and obligations herein, and supersedes any other such written or oral agreements between the parties.
- d. Warrant of Authority. Developer warrants and guarantees that it has the authority to enter into this Agreement and to make it a covenant on the Property binding all current and future owners.
- e. Default. In the event the Developer, its successors or assigns violates any of the covenants and agreements herein contained, the City is hereby granted the right and privilege to immediately and without notice declare the Developer in default of this Agreement. City may thence bring legal action against Developer as a result of the default.
- f. Attorney's Fees. Developer will pay to City, if the City prevails, reasonable attorney's fees to be fixed by the Court in the event a suit or action is brought to enforce the terms of this Agreement.
- g. Severability. In case any one or more of the provisions contained in this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein and any other application thereof shall not in anyway be affected or impaired thereby.
- h. Data Practices Compliance. Developer will have access to data collected or maintained by the City to the extent necessary to perform Developer's obligations under this Agreement. Developer agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter the "Act"). Developer will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Developer agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Developer's failure to comply with the requirements of the Act or this Agreement. Upon termination and/or completion of this Agreement, Developer agrees to return all data to the City, as requested by the City.

- i. Governing Law. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.
- j. Time is of the Essence. Time is of the essence in the performance of the terms and obligations of this Agreement.
- k. Modification. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party. It is understood that subsequent agreements may be necessary to complete the understandings of the parties relating to necessary improvements and uses of the Property.
- l. Non-Waiver. The action or inaction of the City shall not constitute a waiver or amendment of the provisions of this Agreement. The waiver by or the failure of the City to enforce any particular section, portion or requirement of this Agreement at any particular time shall not in any way constitute a waiver of any other section, provision, requirement, time element, or the right to enforce such provision at a subsequent time. To be binding, any amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- m. Cumulative Rights. Each right, power, or remedy herein conferred upon the City is cumulative and in addition to every other right, power, or remedy, express or implied, now or hereinafter arising, available to the City, at law or in equity, or under any other agreement, and each and every right, power, and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and will not be a waiver of the right to exercise at any time thereafter any other right, power, or remedy.

[SIGNATURE PAGE FOLLOWS]



**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 2nd day of February, 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 02-02-16-17**

**A RESOLUTION APPROVING PURCHASE AGREEMENT AMENDMENT #2 FOR  
LOT 40, BLOCK 8, THE BRIDGES AT HANOVER**

**WHEREAS**, the City entered into a purchase agreement for property legally described as Lot 40, Block 8, The Bridges At Hanover; and

**WHEREAS**, an amendment to the agreement is required due to a change in plans and construction date; and

**WHEREAS**, the City has given proper approval of the site plan for the Greenhouse Assisted Living Facility.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the attached Purchase Agreement Amendment #2 between the City of Hanover, Bradford Development (Buyer), and Hanover Land Holdings, LLC (Assignee) for the sale of Lot 40, Block 8, The Bridges At Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 2<sup>nd</sup> day of February, 2016

APPROVED BY:

ATTEST:

\_\_\_\_\_  
Chris Kauffman, Mayor

\_\_\_\_\_  
Brian Hagen, City Administrator

## **SECOND AMENDMENT TO PURCHASE AGREEMENT**

This Second Amendment to Purchase Agreement (“Amendment”) is made and entered into by and between the City of Hanover, a Minnesota municipal corporation, (“Seller”), Bradford Development, LLC (“Buyer”), and Hanover Land Holdings, LLC (“Assignee”).

WHEREAS, Seller and Buyer are parties to a Purchase Agreement (“Agreement”) involving the sale of real property located at 10875 Settlers Lane North, Hanover, Minnesota, which is legally described as Lot 40, Block 8, The Bridges At Hanover;

WHEREAS, the Agreement called for closing to occur no later than May 31, 2015;

WHEREAS, the Buyer and Seller did not close by the deadline specified in the Agreement and entered into an Amendment to Purchase Agreement (“Amendment”) for the purpose of amending the closing date and other provisions of the Agreement;

WHEREAS, after Buyer and Seller executed the Amendment and prior to the amended closing date, Buyer notified Seller it would not be able to close by the date agreed upon in the Amendment;

WHEREAS, Buyer has requested a second extension of the closing date, as well as other contingencies;

WHEREAS, Buyer seeks to assign its interest in the Agreement and Amendment to Assignee; and

WHEREAS, in accordance with this Second Amendment, Seller is willing to agree to another extension of the closing date, the additional contingencies requested by Seller, and Buyer’s assignment of its interest in the Agreement and Amendment.

NOW, THEREFORE, Seller, Buyer, and Assignee agree as follows:

1. The Amendment, which was approved by Buyer on December 30, 2015 and Seller on January 5, 2016, is hereby rescinded in its entirety and replaced with this Second Amendment.
2. Seller consents to and approves Buyer’s assignment of its interest in the Agreement, Amendment, and this Second Amendment to Assignee (“Buyer’s Assignment”), as outlined in the separate Assignment Agreement.

3. Section 3(c) of the Agreement is deleted in its entirety and replaced with the following: Development Agreement: Buyer and Seller have entered into a Development Agreement whereby Buyer is committed to commence construction of a senior care facility on the property by no later than July 1, 2016. Prior to closing, Buyer, Seller, and Assignee must enter into an agreement acceptable to the Buyer and Seller whereby Assignee will assume all of Assignor's rights, obligations, interests, and liabilities under the Developer's Agreement and whereby Assignee and Assignor will agree to be jointly and severally liable to Seller under the Developer's Agreement.
4. Section 3(d) of the Agreement is deleted in its entirety and replaced with the following: Reconveyance: Assignee is obligated to reconvey the Property to the Seller at the price that the Seller received from the Assignee, free and clear of any and all liens and encumbrances, if the construction of the senior care facility has not commenced on the Property by July 1, 2016.
5. Section 4 of the Agreement is amended as follows:

The closing date of the purchase and sale of the Property contemplated by this Purchase Agreement shall occur on a "Closing Date" which shall occur no later than July 1, 2016. The closing shall be conducted at a mutually agreeable time and place. Seller agrees to deliver possession of the Property to Assignee on the Closing Date. At the closing, Assignee shall pay the Purchase Price to Seller and the following closing documents shall be executed and delivered:

- a. A limited warranty deed conveying to Assignee fee simple title of the Property, free and clear of all encumbrances, except the following "Permitted Encumbrances":
  - (1) Property taxes and special assessments to be allocated between the parties as provided in Section 5 of this Agreement;
  - (2) Building codes and laws and ordinances relating to zoning, land use and environmental matters;
  - (3) Easements and Restrictions and Covenants of Record; and
  - (4) All encroachments upon the Property, if any.
- b. A Corporation Affidavit by Seller indicating no adverse matters.
- c. A closing statement detailing the financial terms of the closing.

- d. All other documents necessary to transfer the Property to Buyer free and clear of all encumbrances except the Permitted Encumbrances.
  - e. An executed copy of the Development Agreement required by Section 3(c).
  - f. An executed copy of the Assignment Agreement between Seller, Buyer, and Assignee.
  - g. An executed copy of the Agreement required in Paragraph 3 of the Second Amendment.
6. In addition to the representations and warranties referenced in Section 8 of the Agreement, Buyer and Assignee make the following representation:

**Blocked Persons.** Neither Buyer nor Assignee has received written notice that Buyer or Assignee is:

- (1) listed on the Specifically Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control, Department of the Treasury (“OFAC”) pursuant to Executive Order No. 13224, 66 Fed. Reg. 49079 Sept. 25, 2001 (“Order”) and/or on any other list of terrorists or terrorist organizations maintained pursuant to any of the rules and regulations of OFAC or pursuant to any other applicable Orders (such lists are collectively referred to as the “Lists”);
- (2) a person who has been determined by competent authority to be subject to the prohibitions contained in the Order; or
- (3) owned or controlled by, or acts for or on behalf of, any person or entity who is (x) on the Lists or any other person or entity who has been determined by competent authority to be subject to the prohibitions contained in the Order, (y) a citizen of the United States who is prohibited to engage in transactions by any trade embargo, economic sanction, or other prohibition of United States law, regulation or Executive Order of the President of the United States, or (z) an “Embargoed Person,” meaning any person, entity or government subject to trade restrictions under U.S. law, including , but not limited to the International Emergency Economic Powers Act, 50 U.S.C. § 1701 et seq., the Trading with the Enemy Act, 50 U.S.C. App. 1 et seq., and any Executive Orders or regulations promulgated under such acts.

7. Section 15 of the Agreement is amended to include Brian Hagen in place of Annita Smythe as the City of Hanover's City Administrator.
8. The sale of the Property is contingent on the following additional contingencies:
  - a. Assignee's ability to obtain financing for the entire senior care facility project prior to the closing date.
  - b. Assignee's receipt of all necessary government approvals that are necessary for the construction of a senior care living facility on the Property.
9. Except as expressly modified by this Second Amendment, all other provisions of the Agreement are unmodified and remain in full force and effect.

IN WITNESS WHEREOF, Buyer and Seller have caused this Amendment to be executed on the dates set forth below.

**SELLER: CITY OF HANOVER**

By: \_\_\_\_\_  
 Its: Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
 Its: City Administrator

Dated: \_\_\_\_\_

**BUYER: BRADFORD DEVELOPMENT, LLC**

By:  \_\_\_\_\_  
 Its: \_\_\_\_\_

Dated: 2-2-16

**ASSIGNEE: HANOVER LAND HOLDINGS, LLC**

By:  \_\_\_\_\_  
 Its: \_\_\_\_\_

Dated: 2-2-14