

**AGENDA
HANOVER CITY COUNCIL
FEBRUARY 3, 2015**

**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 20, 2015 City Council Work Session Meeting**
 - b. Approve Claims as Presented:**

➤ Claims – 2014	\$ 3,150.04
➤ Claims – 2015	\$ 25,119.36
➤ Payroll	\$ 11,635.44
➤ P/R taxes & Exp	\$ 5,890.69
➤ Other Claims	<u>\$ 2,409.16</u>
➤ Total Claims	<u>\$ 48,204.69</u>
- 4. Citizen's Forum:**
 - a. Proclaiming February 7-14, 2015 Congenital Heart Defect Awareness Week**
 - b. Beds for Kids Hall Rental Fee Waiver**

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. City Hall Cleaning Contract**
 - b. Maris Ehlers Photography Loan Restructure**
- 7. New Business**
 - a. Jandell Ave Catch Basin Repair**
 - b. Nancy Schmitz Pay Correction**
 - c. Advertise for Summer Seasonal Public Works**
- 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 29, 2014
Re: Review of February 3, 2015 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.

2. Approval of Agenda

3. Consent Agenda Items: *see attached consent agenda packet*

a. Approve Minutes of January 20, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims – 2014	\$ 3,150.04
➤ Claims – 2015	\$ 23,122.87
➤ Payroll	\$ 11,635.44
➤ P/R taxes & Exp	\$ 5,890.69
➤ Other Claims	\$ 2,409.16
➤ Total Claims	<u>\$ 46,208.20</u>

4. Citizen's Forum:

a. Proclaiming February 7-14, 2015 Congenital Heart Defect Awareness Week

Included in the packet is an email sent to City Hall by the resident requesting the proclamation. The family may be present to witness the decision.

b. Beds for Kids Hall Rental Fee Waiver

Sandy from FYCC will be present to explain what Beds for Kids is and the benefit it provides to children in the area.

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

None.

6. Unfinished Business

a. City Hall Cleaning Contract

At the 1-20-15 Work Session meeting Council direct staff to solicit quotes for a new cleaning contract. Enclosed is the recommended quote and contract. Scott will provide more details at the meeting.

b. Maris Ehlers Photography Loan Restructure

At the 1-20-15 Work Session Council was in favor of a loan restructure. Official approval in the form of a motion and a second will be requested to extend the loan and lower the monthly payment.

7. New Business

a. Jandell Ave Catch Basin Repair

In July 2014 Council approved a quote to complete maintenance work on four storm sewer catch basins on Jandell Ave. The contractor was unable to complete the work due to lack of time and other projects. Scott received an updated quote for the project from a different contractor to complete the project in 2015. The quote is included in the packet and is comparable in cost as last year's quote.

b. Nancy Schmitz Pay Correction

When Nancy Schmitz was hired a memo was presented to Council outlining the probationary period and performance review expectations. Included in the memo was a pay structure that was also presented to Nancy. With the recent staff review and Council's decision to provide all staff members with equal raises, Nancy's pay does not reflect what was agreed to in the memo. The hiring memo is included in the packet. It is being asked for Council to correct Nancy's pay to match what the original memo outlined.

c. Advertise for Summer Seasonal Public Works

Staff is seeking authorization to advertise for summer seasonal help to assist with lawn mowing and other park maintenance needs.

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

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
JANUARY 20, 2015 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, January 20, 2015 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors John Vajda, Doug Hammerseng and Jim Zajicek. Councilor Ken Warpula was absent. Also present were City Administrator Brian Hagen, Public Works Supervisor Scott Vogel and City Engineer Justin Messner. Hanover residents Pat Athmann and Lynnae Karsten were also present.

Approval of Agenda

MOTION by Hammerseng to approve agenda as presented, seconded by Vajda. **Motion carried unanimously.**

Consent Agenda

Hagen noted that the AEM Finance contract will be budgeted as Other Professional Service under accounting. At the time of final budget approval it was not anticipated that this contract would be in effect.

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

a. Approve Minutes of January 6, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims – 2014	\$ 21,261.93
➤ Claims – 2015	\$ 56,832.90
➤ Payroll	\$ 8,218.88
➤ P/R taxes & Exp	\$ 3,319.79
➤ Other Claims	<u>\$ 2,189.45</u>
➤ Total Claims	<u>\$ 91,822.95</u>

Motion carried unanimously. Warpula absent.

Planning Commission Appointment

The City received two applications for appointment to the Planning Commission. The applications were from Lynnae Karsten and Dean Kuitunen. Council discussed the conversations they had with each applicant. Hammerseng stated he felt that each applicant would make a good addition for different reasons. Hammerseng was in favor of Kuitunen in order to bring new representation to the board. Kuitunen would be able to offer new ideas. Zajicek also stated he had good conversations with both applicants. He recognizes the qualities both applicants would bring to the board. Zajicek agreed with Hammerseng on the notion of bringing new ideas to the board. Vajda felt that the desire to serve on a board and the experience that Karsten brings to the board is hard to replace.

MOTION by Hammerseng to appoint Dean Kuitunen to the Planning Commission, seconded by Zajicek. **Motion passed. Kauffman, Hammerseng, Zajicek in favor. Vajda opposed. Warpula absent.**

2015 Pavement Management

Messner opened discussion by explaining two areas of Hanover are in need of maintenance. Messner provided project estimates for Pheasant Run mill and overlay at \$415,000. If the City were to assess at a rate of 35%, property owners would be expected to pay approximately \$1,800 per lot. A second project area would be Hanover Hills. This project would be a mill and overlay and a full reconstruction of

Third Street. This project is estimated at \$715,000. With a 35% assessment rate, property owners would be expected to pay \$3,800 per lot. This assessment amount is based on an equal assessment, but the Council may want to consider a different assessment rate for the full reconstruction area. A decision on the remaining 2015 pavement management plan will be made after a decision is made on the Hennepin County 19 Trail Bid approval.

Hennepin County 19 Trail Bid Update

Messner informed Council that four companies provide bid amounts. The low amount was \$875,000 and the original estimate was \$635,000. Messner explained funding has been set based on the estimate. Council directed staff to set a meeting with Three Rivers Park District and Hennepin County to discuss the shortfall in the funding and if anyone is willing to pay the difference. Council also will decide whether to accept or reject the bid after the meeting is held with the other parties funding the trail.

Engineer RFP Discussion

Mayor Kauffman stated his concerns with WSB are more historical problems from the previous engineer. Kauffman stated he would like to see more accurate cost estimates on projects because past projects have tended to have higher bids than estimated. He also expressed concern about project management. Kauffman feels the service received from on-site inspectors have not met expectations. Moving forward it would be beneficial to have WSB supply the on-site inspector versus hiring a neighboring city's inspector. Vajda had no concerns, but suggested staff give feedback to Messner on areas that could improve. Hammerseng stated he looks for trust in the consultants and Messner has proven his trustworthiness. Council consensus is to continue to work with Messner and WSB for engineering services.

Septic System Draft Ordinance Update

Hagen stated he has reviewed our septic system regulations and they match closely to both Hennepin and Wright Counties. The City may need to make some amendments, but the changes should not be to the extent as staff originally assumed. An employee of the MPCA is reviewing our ordinance to provide feedback on what amendments we may need to make.

Maris Ehlers Photography Loan Restructure

Vajda stated the EDA recommended a loan restructure. Approximately 2/3 of the loan has been paid off and the EDA feels it is beneficial to extend the loan and lower the payment amount slightly in order to assist a local business. Council agreed with the recommendation.

Tegrete Cleaning Contract

Vogel stated the cleaning contract is being amended to increase the monthly rate \$120 or about 20%. The company has failed to provide the service they promised on a regular basis. The reason behind the price increase is due to the fact that staff is finally happy with the results a specific individual with the company has been giving us. In order for the same individual to come to the City, the price would be increased. Council directed staff to solicit new quotes from different companies. In turn, the contract with Tegrete would be terminated according to the terms in the contract.

Reports

Vajda reminded everyone of the EDA Business Social on January 22 at 6 p.m.

Messner stated a check will be coming shortly for \$500,000 from the DNR for the Beebe Lake Trail Grant reimbursement.

Hagen:

- Provided an update on the bathroom floors. Malewicki still has not committed to dates for fixing the mismatched tile. Council felt he should be provided the hall rental schedule for the next two months and commit to a date for the repairs.
- Had a meeting with a real estate agent/developer. He expressed interest in the rest of Crow River Heights. This was a preliminary discussion.
- The FRA has amended their investment policy. They should be bringing the new policy to the Council for support because the City is responsible for any shortfalls in the pension plan.

Adjournment

MOTION by Vajda to adjourn at 8:08 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

Current Period: December 2014

Batch Name	12/31/14PAY3 Payment	Computer Dollar Amt	\$3,150.04	Posted
Refer	507 <i>S E H</i>	Ck# 030683	2/3/2015	
Cash Payment	E 201-41330-310 Other Professional Servi	EDA Services		\$217.16
Invoice	292503	1/14/2015		
Transaction Date	1/26/2015	Due 0	Cash	10100
				Total
				<u>\$217.16</u>
Refer	522 <i>WRIGHT COUNTY AUDITOR-TREA</i>	Ck# 030684	2/3/2015	
Cash Payment	E 100-42102-310 Other Professional Servi	December 2014 Patrol Fines		\$79.99
Invoice				
Transaction Date	1/28/2015	Due 0	Cash	10100
				Total
				<u>\$79.99</u>
Refer	525 <i>WSB & ASSOCIATES, INC.</i>	Ck# 030685	2/3/2015	
Cash Payment	E 100-41950-303 Engineering Fees	2014 General Engineering Services		\$1,637.50
Invoice	12	1/20/2015		
Transaction Date	1/28/2015	Due 0	Cash	10100
				Total
				<u>\$1,637.50</u>
Refer	513 <i>XCEL ENERGY</i>	Ck# 030686	2/3/2015	
Cash Payment	E 100-42280-381 Electric Utilities	369 Labeaux Ave NE / 2014 Portion		\$167.78
Invoice	554944081	1/19/2015		
Cash Payment	E 100-41940-381 Electric Utilities	11250 5th St. NE - 2014 Portion		\$412.33
Invoice	554946441	1/19/2015		
Cash Payment	E 100-45200-381 Electric Utilities	100 Millpond Trail - 2014 Portion		\$56.89
Invoice	554762669	1/16/2015		
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE - 2014 Portion		\$20.24
Invoice	554671849	1/16/2015		
Cash Payment	E 100-41940-381 Electric Utilities	Christmas Lights		\$496.00
Invoice	554262279	1/14/2015		
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St. NE - 2014 Portion		\$5.98
Invoice	0555555699	1/22/2015		
Cash Payment	E 100-45200-381 Electric Utilities	631 Kadler Cir. - 2014 Portion		\$7.05
Invoice	0555564330	1/22/2015		
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE - 2014 Portion		\$49.12
Invoice	0555452580	1/22/2015		
Transaction Date	1/28/2015	Due 0	Cash	10100
				Total
				<u>\$1,215.39</u>

Fund Summary

	10100 Cash
201 EDA SPECIAL REVENUE FUND	\$217.16
100 GENERAL FUND	\$2,932.88
	<u>\$3,150.04</u>

Pre-Written Check	\$3,150.04
Checks to be Generated by the Computer	\$0.00
Total	<u>\$3,150.04</u>

HANOVER

Payments

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Current Period: February 2015

Batch Name 02/03/15 PAY						
	Payment	Computer Dollar Amt	\$23,122.87	Posted		
<hr/>						
Refer	499 RIVER INN			Ck# 030698 2/3/2015		
Cash Payment	E 201-41330-437 Other Miscellaneous			EDA Bus Social		\$750.00
Invoice	1/22/2015					
Transaction Date	1/23/2015	Due 0	Cash	10100	Total	\$750.00
<hr/>						
Refer	500 TEGRETE			Ck# 030699 2/3/2015		
Cash Payment	E 100-41940-310 Other Professional Servi			Regular Monthly Services February		\$386.00
Invoice	53259 1/15/2015					
Transaction Date	1/26/2015	Due 0	Cash	10100	Total	\$386.00
<hr/>						
Refer	501 RANDYS ENVIRONMENTAL SERVI			Ck# 030697 2/3/2015		
Cash Payment	E 100-43245-384 Refuse/Garbage Disposa			January		\$2,810.81
Invoice						
Transaction Date	1/26/2015	Due 0	Cash	10100	Total	\$2,810.81
<hr/>						
Refer	502 HEALTH PARTNERS			Ck# 030691 2/3/2015		
Cash Payment	E 100-41430-151 Med/Dental Insurance			January		\$413.08
Invoice	55626517					
Cash Payment	E 100-43000-151 Med/Dental Insurance			January		\$828.70
Invoice	55626517					
Cash Payment	E 100-41400-151 Med/Dental Insurance			January		\$253.66
Invoice	55626517					
Cash Payment	E 100-41400-151 Med/Dental Insurance			January		\$352.95
Invoice	55626517					
Cash Payment	E 100-43000-151 Med/Dental Insurance			January		\$352.95
Invoice	55626517					
Cash Payment	E 100-41430-151 Med/Dental Insurance			February		\$413.08
Invoice	55788521					
Cash Payment	E 100-43000-151 Med/Dental Insurance			February		\$828.70
Invoice	55788521					
Cash Payment	E 100-41400-151 Med/Dental Insurance			February		\$253.66
Invoice	55788521					
Cash Payment	E 100-41400-151 Med/Dental Insurance			February		\$352.95
Invoice	55788521					
Cash Payment	E 100-43000-151 Med/Dental Insurance			February		\$352.95
Invoice	55788521					
Transaction Date	1/26/2015	Due 0	Cash	10100	Total	\$4,402.68
<hr/>						
Refer	503 ASPEN EQUIPMENT CO.			Ck# 030688 2/3/2015		
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE Motor					\$511.72
Invoice	1373655 1/21/2015					
Transaction Date	1/26/2015	Due 0	Cash	10100	Total	\$511.72
<hr/>						
Refer	504 WRIGHT-HENNEPIN COOPERATIV			Ck# 030703 2/3/2015		
Cash Payment	E 100-45200-381 Electric Utilities			Eagle View Park		\$55.47
Invoice	1/19/2015					
Transaction Date	1/26/2015	Due 0	Cash	10100	Total	\$55.47
<hr/>						
Refer	505 PINNACLE PRINTING INCORPORA			Ck# 030696 2/3/2015		
Cash Payment	E 201-41330-437 Other Miscellaneous			Env for EDA Social		\$12.00
Invoice	13758 1/14/2015					

HANOVER

Payments

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Current Period: February 2015

Cash Payment	E 100-41570-200 Office Supplies (GENER	Business Cards							\$163.28
Invoice	13758	1/14/2015							
Transaction Date	1/26/2015	Due 0	Cash	10100			Total		\$175.28
Refer	506	<u>MCFOA</u>						<u>Ck# 030692 2/3/2015</u>	
Cash Payment	E 100-41400-306 Dues & Subscriptions	Membership							\$35.00
Invoice									
Transaction Date	1/26/2015	Due 0	Cash	10100			Total		\$35.00
Refer	508	<u>NW HENNEPIN HUMAN SVCS COU</u>						<u>Ck# 030694 2/3/2015</u>	
Cash Payment	E 100-41110-306 Dues & Subscriptions	Member Contribution							\$256.00
Invoice		1/14/2015							
Transaction Date	1/27/2015	Due 0	Cash	10100			Total		\$256.00
Refer	509	<u>METRO WEST INSPECTION SERVI</u>						<u>Ck# 030693 2/3/2015</u>	
Cash Payment	E 100-42401-310 Other Professional Servi	Building Inspector							\$2,232.84
Invoice		1/20/2015							
Transaction Date	1/28/2015	Due 0	Cash	10100			Total		\$2,232.84
Refer	510	<u>WEX BANK</u>						<u>Ck# 030701 2/3/2015</u>	
Cash Payment	E 100-43100-212 Motor Fuels								\$1,418.25
Invoice	39546333	1/15/2015							
Transaction Date	1/28/2015	Due 0	Cash	10100			Total		\$1,418.25
Refer	512	<u>XCEL ENERGY</u>						<u>Ck# 030704 2/3/2015</u>	
Cash Payment	E 100-42280-381 Electric Utilities	369 Labeaux Ave - 2015 Portion							\$167.77
Invoice	05549444081	1/19/2015							
Cash Payment	E 100-41940-381 Electric Utilities	11250 5th St. NE - 2015 Portion							\$412.33
Invoice	0554946441	1/19/2015							
Cash Payment	E 100-45200-381 Electric Utilities	100 Millpond Trail - 2015 Portion							\$56.89
Invoice	0554762669	1/16/2015							
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE - 2015 Portion							\$20.24
Invoice	0554671849	1/16/2015							
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St. NE - 2015 Portion							\$5.98
Invoice	555555699	1/22/2015							
Cash Payment	E 100-45200-381 Electric Utilities	631 Kadler Circle - 2015 Portion							\$7.06
Invoice	555564330	1/22/2015							
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE - 2015 Portion							\$49.13
Invoice	555452580	1/22/2015							
Transaction Date	1/28/2015	Due 0	Cash	10100			Total		\$719.40
Refer	514	<u>AFLAC</u>						<u>Ck# 030687 2/3/2015</u>	
Cash Payment	E 100-41430-151 Med/Dental Insurance	Supplemental Insurance - A. Biren							\$32.63
Invoice	368547	1/12/2015							
Cash Payment	E 100-41400-151 Med/Dental Insurance	Supplemental Insurance - B. Hagen							\$126.36
Invoice	368547	1/12/2015							
Cash Payment	E 100-41430-151 Med/Dental Insurance	Supplemental Insurance - N. Schmitz							\$383.63
Invoice	368547	1/12/2015							
Cash Payment	E 100-43000-151 Med/Dental Insurance	Supplemental Insurance - S. Vogel							\$98.28
Invoice	368547	1/12/2015							
Transaction Date	1/28/2015	Due 0	Cash	10100			Total		\$640.90
Refer	515	<u>DELTA DENTAL</u>						<u>Ck# 030689 2/3/2015</u>	
Cash Payment	G 100-21706 Medical/Dental Ins	Subscriber Period - February							\$115.80
Invoice		1/15/2015							

HANOVER Payments

Current Period: February 2015

Transaction Date	1/28/2015	Due 0	Cash	10100	Total	\$115.80
Refer	517 <u>VISA - BANKWEST</u>			<u>Ck# 030700 2/3/2015</u>		
Cash Payment	E 100-41110-437 Other Miscellaneous			River Inn-Meeting Food		\$41.13
Invoice						
Cash Payment	E 100-41435-306 Dues & Subscriptions			MSFT Online Exchange		\$28.00
Invoice						
Cash Payment	E 100-41570-200 Office Supplies (GENER			Name Badges		\$13.79
Invoice						
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE			us Foods Culinary-Kitchen Supplies		\$343.01
Invoice						
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE					\$19.29
Invoice						
Transaction Date	1/28/2015	Due 0	Cash	10100	Total	\$445.22
Refer	519 <u>OFFICE OF SECRETARY OF STAT</u>			<u>Ck# 030695 2/3/2015</u>		
Cash Payment	E 100-41400-306 Dues & Subscriptions			Notary Commission Application - B. Hagen		\$120.00
Invoice	2/3/2015					
Transaction Date	1/28/2015	Due 0	Cash	10100	Total	\$120.00
Refer	520 <u>GTS</u>			<u>Ck# 030690 2/3/2015</u>		
Cash Payment	E 100-41400-208 Training and Instruction			2015 MFCOA Registration		\$200.00
Invoice	2/3/2015					
Transaction Date	1/28/2015	Due 0	Cash	10100	Total	\$200.00
Refer	521 <u>WRIGHT COUNTY AUDITOR-TREA</u>			<u>Ck# 030702 2/3/2015</u>		
Cash Payment	E 100-42102-310 Other Professional Servi			WC Deputy Service January		\$7,847.50
Invoice	January 1/3/2015					
Transaction Date	1/28/2015	Due 0	Cash	10100	Total	\$7,847.50

Fund Summary

	10100 Cash
201 EDA SPECIAL REVENUE FUND	\$762.00
100 GENERAL FUND	\$22,360.87
	\$23,122.87

Pre-Written Checks	\$23,122.87
Checks to be Generated by the Computer	\$0.00
Total	\$23,122.87

COPY



Invoice

Invoice Number: 292503

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

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BILL TO:

Annita Smythe
City of Hanover
11250 5th St NE
Hanover MN 55341

Pay This Amount	\$217.16
Due Date	13-FEB-15
Invoice Date	14-JAN-15
Bill Through Date	31-DEC-14
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	126825

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
126825	HANOV 2014 EDA Services	HANOV 2014 EDA Services

Project Billing Summary

	Current	Prior	To Date
Totals	\$217.16	\$21,444.86	\$21,662.02

Notes:

201-41330-310

JAN 26 2015

COPY



Invoice

Invoice Number: **292503**

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

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Direct

Personnel	Hours	Rate	Amount	
Graff, Mary A	0.50	90.00	\$45.00	
Peper, Heidi L	1.00	138.00	\$138.00	
	<u>1.50</u>			\$183.00

Reimbursed - Expenses

Expenditure Type	Amount	
Mileage	\$34.16	
		\$34.16

Invoice total **\$217.16**



engineering · planning · environmental · construction

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

COPY

January 23, 2015

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

Re: December, 2014 Invoice

Dear Mr. Hagen:

Enclosed please find a list of the current invoice 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.

A handwritten signature in black ink, appearing to read "Justin Messner", written over a horizontal line.

Justin Messner
Associate

Enclosures

kc

JAN 28 2015

COPY

1/27/2015

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2014	Billed to Date December 31, 2014
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		\$28,543.64	\$157,724.54
1272-530	Beebe Lake Regional Trail - CR 34		\$14,670.75	\$242,725.25
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services			\$15,877.00
2082-011	2014 General Engineering Services	\$1,637.50	\$19,612.75	\$19,612.75
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project		\$1,331.50	\$3,023.21
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension		\$4,640.50	\$4,640.50
	Current Invoice Total	\$1,637.50	\$68,799.14	

100-41950-303

City of Hanover
 Attn: Annita Smythe, City Administrator
 11250 5th Street NE
 Hanover, MN 55341

January 20, 2015
 Project No: 02082-011
 Invoice No: 12

2014 General Engineering Services

Professional Services from December 01, 2014 to December 31, 2014

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Krishna, Vikrant 12/12/2014	2.00	118.00	236.00
DataLink Updates: ESRI Aerial, Zoning Layers Addition			
Pittman, Bryan 12/1/2014	3.00	83.00	249.00
DataLink Updates/Service Creation and Configuration			
Pittman, Bryan 12/12/2014	1.00	83.00	83.00
DataLink Updates			
Meetings			
Mackiewicz, John 12/2/2014	.50	147.00	73.50
Utility and DataLink Update			
Messner, Justin 12/3/2014	2.00	119.00	238.00
Staff Meeting			
Messner, Justin 12/17/2014	1.50	119.00	178.50
Engineering update			
Reutiman, Anita 12/2/2014	3.00	83.00	249.00
Utility update			
Reutiman, Anita 12/4/2014	3.50	83.00	290.50
Datalink update			
Totals	16.50		1,597.50
Total Labor			1,597.50

Field Services Billing

Council Mtg and/or Planning Commission

1.0 Meeting @ 40.00	40.00	
Total Field Services	40.00	40.00

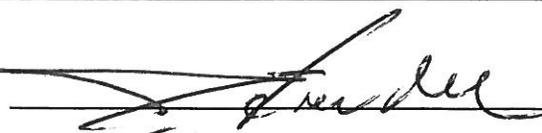
Total this Invoice \$1,637.50

Billings to Date

	Current	Prior	Total
Labor	1,597.50	17,004.25	18,601.75
Field Services	40.00	971.00	1,011.00
Totals	1,637.50	17,975.25	19,612.75

Comments: _____

Approved by: _____



Project	02082-011	HANO - 2014 General Engineering Services	Invoice	12
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Reviewed by: Mike Nielson
Project Manager: Justin Messner

COPY

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500225	000000003	Hagen, Brian S.	3	Bi-Weekly	\$1,797.13	1/30/2015	Outstanding
500227	000000001	Smythe, Annita	3	Bi-Weekly	\$909.01	1/30/2015	Outstanding
500226	000000002	Schmitz, Nancy A.	3	Bi-Weekly	\$997.42	1/30/2015	Outstanding
500224	000000008	Doboszanski, Jason	3	Bi-Weekly	\$1,190.44	1/30/2015	Outstanding
500223	000000011	Biren, Amy	3	Bi-Weekly	\$1,033.70	1/30/2015	Outstanding
EFT	000000006	Bursch, Jeffrey	3	Bi-Weekly	\$0.00	1/30/2015	Outstanding
EFT	000000007	Heins, Russell	3	Bi-Weekly	\$0.00	1/30/2015	Outstanding
500228	000000005	Vogel, Scott F.	3	Bi-Weekly	\$1,492.24	1/30/2015	Outstanding
					\$7,419.94		

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500230	000000001	Smythe, Annita	3.01	Bi-Weekly	\$4,095.50	1/30/2015	Outstanding
					\$4,095.50		

HANOVER
Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500232	00000012	Hammerseng, Doug	1	Special Meeting	\$30.00	1/30/2015	Outstanding
500233	00000013	Kauffman, Christopher	1	Special Meeting	\$30.00	1/30/2015	Outstanding
500234	00000015	Vajda, John	1	Special Meeting	\$30.00	1/30/2015	Outstanding
500235	00000016	Warpula, Ken	1	Special Meeting	\$30.00	1/30/2015	Outstanding
					\$120.00		

HANOVER

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Deduction/Benefit Register

Pay Groups: '05','01'

Pay Periods: 2015(3.01,3)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$179.70	
	000000008 Doboszinski, Jason	\$113.53	
	000000003 Hagen, Brian S.	\$242.45	
	000000002 Schmitz, Nancy A.	\$73.02	
	000000001 Smythe, Annita	\$1,521.17	
		\$122.63	
	000000005 Vogel, Scott F.	\$147.23	
	<i>Federal</i>	\$2,399.73	
005 State Tax - MN	000000011 Biren, Amy	\$76.41	
	000000008 Doboszinski, Jason	\$53.15	
	000000003 Hagen, Brian S.	\$106.67	
	000000002 Schmitz, Nancy A.	\$38.70	
	000000001 Smythe, Annita	\$467.95	
		\$50.07	
	000000005 Vogel, Scott F.	\$65.17	
	<i>State Tax - MN</i>	\$858.12	
049 Medicare	000000011 Biren, Amy	\$21.78	
	000000008 Doboszinski, Jason	\$22.92	
	000000003 Hagen, Brian S.	\$36.25	
	000000002 Schmitz, Nancy A.	\$18.73	
	000000001 Smythe, Annita	\$102.77	
		\$18.27	
	000000005 Vogel, Scott F.	\$28.79	
	<i>Medicare</i>	\$249.51	
051 Social Security	000000011 Biren, Amy	\$93.15	
	000000008 Doboszinski, Jason	\$98.01	
	000000003 Hagen, Brian S.	\$155.00	
	000000002 Schmitz, Nancy A.	\$80.10	
	000000001 Smythe, Annita	\$439.42	
		\$78.12	
	000000005 Vogel, Scott F.	\$123.11	
	<i>Social Security</i>	\$1,066.91	
501 Social Security Benefit	000000011 Biren, Amy		\$93.15
	000000008 Doboszinski, Jason		\$98.01

HANOVER

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Deduction/Benefit Register

Pay Groups: '05','01'

Pay Periods: 2015(3.01,3)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
501 Social Security Benefit	000000003 Hagen, Brian S.		\$155.00
	000000002 Schmitz, Nancy A.		\$80.10
	000000001 Smythe, Annita		\$78.12
			\$439.42
	000000005 Vogel, Scott F.		\$123.11
	<i>Social Security Benefit</i>		
502 Medicare Benefit	000000011 Biren, Amy		\$21.78
	000000008 Doboszinski, Jason		\$22.92
	000000003 Hagen, Brian S.		\$36.25
	000000002 Schmitz, Nancy A.		\$18.73
	000000001 Smythe, Annita		\$18.27
			\$102.77
	000000005 Vogel, Scott F.		\$28.79
	<i>Medicare Benefit</i>		\$249.51
<i>Grand Total</i>		\$4,574.27	\$1,316.42

HANOVER

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Deduction/Benefit Register

Pay Groups: '05','01'

Pay Periods: 2015(3.01,3)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$97.66	
	000000008 Doboszanski, Jason	\$102.75	
	000000003 Hagen, Brian S.	\$162.50	
	000000002 Schmitz, Nancy A.	\$83.98	
	000000001 Smythe, Annita	\$460.69	
		\$81.90	
	000000005 Vogel, Scott F.	\$129.06	
	<i>PERA</i>	\$1,118.54	
503 PERA ER	000000011 Biren, Amy		\$112.68
	000000008 Doboszanski, Jason		\$118.56
	000000003 Hagen, Brian S.		\$187.50
	000000002 Schmitz, Nancy A.		\$96.90
	000000001 Smythe, Annita		\$531.56
			\$94.50
	000000005 Vogel, Scott F.		\$148.92
	<i>PERA ER</i>		\$1,290.62
	<i>Grand Total</i>	\$1,118.54	\$1,290.62

HANOVER
Cash Balances
February 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$731,896.91	\$0.00	\$22,360.87	\$709,536.04
107 FIRE DEPT DONATIONS FUND	\$31,388.94	\$0.00	\$0.00	\$31,388.94
201 EDA SPECIAL REVENUE FUND	\$95,981.34	\$0.00	\$762.00	\$95,219.34
205 EDA BUSINESS INCENTIVE FUND	\$174,966.33	\$0.00	\$0.00	\$174,966.33
311 2008A GO CIP REFUNDING BOND	\$36,643.35	\$0.00	\$0.00	\$36,643.35
312 2009A GO IMP REFUNDING BOND	\$18,531.31	\$0.00	\$0.00	\$18,531.31
313 2010 GO EQUIPMENT CERTIFICATES	-\$21,707.12	\$0.00	\$0.00	-\$21,707.12
314 2011A GO IMP CROSSOVER REF BD	\$354,097.96	\$0.00	\$0.00	\$354,097.96
401 GENERAL CAPITAL PROJECTS	\$353,373.41	\$0.00	\$0.00	\$353,373.41
402 PARKS CAPITAL PROJECTS	\$238,851.53	\$0.00	\$0.00	\$238,851.53
403 FIRE DEPT CAPITAL FUND	\$110,621.36	\$0.00	\$0.00	\$110,621.36
404 HISTORICAL CAPITAL PROJ FUND	\$95,978.60	\$0.00	\$0.00	\$95,978.60
407 TIF REDEV DIST #1	\$4,786.00	\$0.00	\$0.00	\$4,786.00
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$60,060.31	\$0.00	\$0.00	\$60,060.31
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$52,347.82	\$0.00	\$0.00	\$52,347.82
418 STREET CAPITAL PROJ FUND	\$431,528.72	\$0.00	\$0.00	\$431,528.72
601 WATER ENTERPRISE FUND	\$706,573.37	\$0.00	\$0.00	\$706,573.37
602 SEWER ENTERPRISE FUND	\$229,158.78	\$0.00	\$0.00	\$229,158.78
603 STORM WATER ENTERPRISE FUND	\$103,977.25	\$0.00	\$0.00	\$103,977.25
611 WATER CAPITAL IMP FUND	\$400,829.15	\$0.00	\$0.00	\$400,829.15
612 SEWER CAPITAL IMP FUND	\$1,671,234.72	\$0.00	\$0.00	\$1,671,234.72
613 STORM WATER CAPITAL IMP FUND	\$543,678.81	\$0.00	\$0.00	\$543,678.81
804 SCHENDELS FIELD ESC FUND	\$144,620.02	\$0.00	\$0.00	\$144,620.02
809 BRIDGES AT HANOVER ESC FUND	-\$13,523.24	\$0.00	\$0.00	-\$13,523.24
811 EROSION CONTROL ESCROW FUND	\$33,250.00	\$0.00	\$0.00	\$33,250.00
815 LANDSCAPE ESCROW FUND	\$44,000.00	\$0.00	\$0.00	\$44,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,500.00	\$0.00	\$0.00	\$16,500.00
818 MISC ESCROWS FUND	\$6,323.23	\$0.00	\$0.00	\$6,323.23
820 BRIDGES TOWNHOMES ESC FUND	\$3,511.90	\$0.00	\$0.00	\$3,511.90
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,710.55	\$0.00	\$0.00	\$11,710.55
	\$6,671,191.31	\$0.00	\$23,122.87	\$6,648,068.44

Revenue Budget by Source

Source Alt Code	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$995,728.00	\$995,728.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$95,624.00	\$95,624.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Source Alt Code TAXES		\$0.00	\$0.00	\$1,101,352.00	\$1,101,352.00	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	\$0.00	\$5,000.00	\$5,000.00	0.00%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$0.00	\$300.00	\$300.00	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	\$80.00	\$80.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$106,964.00	\$106,964.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$0.00	\$2,000.00	\$2,000.00	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	\$0.00	\$124,344.00	\$124,344.00	0.00%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$7,000.00	\$7,000.00	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	\$0.00	\$21,000.00	\$21,000.00	0.00%
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	\$0.00	\$70,000.00	\$70,000.00	0.00%
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	\$0.00	\$1,500.00	\$1,500.00	0.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$0.00	\$0.00	\$82,350.00	\$82,350.00	0.00%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$105,859.00	\$105,859.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$24,000.00	\$24,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$136,298.00	\$136,298.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code FINES		\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Fund 100 GENERAL FUND		\$0.00	\$0.00	\$1,466,844.00	\$1,466,844.00	0.00%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$120.00	\$13,700.00	\$13,580.00	0.88%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$199.00	\$199.00	0.00%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$315.00	\$1,500.00	\$1,185.00	21.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$256.00	\$406.00	\$2,500.00	\$2,094.00	16.24%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$41.13	\$41.13	\$5,000.00	\$4,958.87	0.82%
Dept 41110 Council		\$297.13	\$882.13	\$25,899.00	\$25,016.87	3.41%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,850.00	\$5,850.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$15,760.33	\$65,500.00	\$49,739.67	24.06%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,182.02	\$4,900.00	\$3,717.98	24.12%
CITYADM	E 100-41400-122 FICA	\$0.00	\$977.13	\$4,100.00	\$3,122.87	23.83%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$228.52	\$900.00	\$671.48	25.39%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$0.00	\$248.31	\$0.00	-\$248.31	0.00%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$89.45	\$0.00	-\$89.45	0.00%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$1,339.58	\$2,337.74	\$10,890.00	\$8,552.26	21.47%
CITYADM	E 100-41400-208 Training and Instructio	\$200.00	\$200.00	\$1,000.00	\$800.00	20.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$155.00	\$155.00	\$0.00	-\$155.00	0.00%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$1,694.58	\$21,178.50	\$87,290.00	\$66,111.50	24.26%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,250.00	\$1,250.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$12,037.13	\$82,600.00	\$70,562.87	14.57%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$902.78	\$6,200.00	\$5,297.22	14.56%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$746.30	\$5,100.00	\$4,353.70	14.63%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$174.52	\$1,200.00	\$1,025.48	14.54%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$0.00	\$494.85	\$0.00	-\$494.85	0.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$179.34	\$0.00	-\$179.34	0.00%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$1,242.42	\$2,399.44	\$16,932.00	\$14,532.56	14.17%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 41430	Clerical Staff	\$1,242.42	\$16,934.36	\$117,032.00	\$100,097.64	14.47%
Dept 41435	Staff Expenses					
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$28.00	\$4,000.00	\$3,972.00	0.70%
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	\$1,500.00	\$1,500.00	0.00%
Dept 41435	Staff Expenses	\$28.00	\$178.00	\$8,300.00	\$8,122.00	2.14%
Dept 41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$8,250.00	\$0.00	-\$8,250.00	0.00%
Dept 41530	Accounting	\$0.00	\$8,250.00	\$0.00	-\$8,250.00	0.00%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$26,000.00	\$26,000.00	0.00%
Dept 41540	Auditing	\$0.00	\$0.00	\$26,000.00	\$26,000.00	0.00%
Dept 41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41550	Assessing	\$0.00	\$159.75	\$17,600.00	\$17,440.25	0.91%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$177.07	\$177.07	\$5,500.00	\$5,322.93	3.22%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$375.72	\$1,500.00	\$1,124.28	25.05%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570	Purchasing	\$177.07	\$552.79	\$20,900.00	\$20,347.21	2.64%
Dept 41600	Computer					
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600	Computer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$0.00	\$27,295.00	\$27,295.00	0.00%
Dept 41610	City Attorney	\$0.00	\$0.00	\$27,295.00	\$27,295.00	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	\$343.01	\$343.01	\$10,000.00	\$9,656.99	3.43%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$386.00	\$772.00	\$8,400.00	\$7,628.00	9.19%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$257.27	\$5,500.00	\$5,242.73	4.68%
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	\$412.33	\$412.33	\$9,000.00	\$8,587.67	4.58%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	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	\$120.00	\$5,000.00	\$4,880.00	2.40%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41940	General Govt Buildings/Plant	\$1,141.34	\$2,124.61	\$60,900.00	\$58,775.39	3.49%
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%
Dept 41960	Insurance					
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$0.00	\$35,000.00	\$35,000.00	0.00%
Dept 41960	Insurance	\$0.00	\$0.00	\$37,500.00	\$37,500.00	0.00%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$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	\$69,335.00	\$69,335.00	0.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$0.00	\$69,335.00	\$69,335.00	0.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$7,847.50	\$7,847.50	\$94,170.00	\$86,322.50	8.33%
Dept 42102	Wright County Sheriff	\$7,847.50	\$7,847.50	\$94,170.00	\$86,322.50	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 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$150.00	\$950.00	\$800.00	15.79%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210	Fire Dept Administration	\$0.00	\$150.00	\$62,134.00	\$61,984.00	0.24%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$0.00	\$5,500.00	\$5,500.00	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	\$73.19	\$5,000.00	\$4,926.81	1.46%
Dept 42220	Fire Dept Equipment	\$0.00	\$73.19	\$17,350.00	\$17,276.81	0.42%
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 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Dept 42240	Fire Dept Training	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,810.00	\$7,465.00	\$3,655.00	51.04%
Dept 42260	Fire Vehicles	\$0.00	\$3,810.00	\$23,465.00	\$19,655.00	16.24%
Dept 42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$80.36	\$1,650.00	\$1,569.64	4.87%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$56.80	\$800.00	\$743.20	7.10%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$167.77	\$167.77	\$5,000.00	\$4,832.23	3.36%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$0.00	\$2,600.00	\$2,600.00	0.00%
Dept 42280	Fire Stations and Bldgs	\$167.77	\$304.93	\$13,725.00	\$13,420.07	2.22%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$35,500.00	\$35,500.00	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,232.84	\$2,232.84	\$25,000.00	\$22,767.16	8.93%
Dept 42401	Building Inspection Admin	\$2,232.84	\$2,232.84	\$25,000.00	\$22,767.16	8.93%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$10,513.38	\$92,700.00	\$82,186.62	11.34%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$296.40	\$0.00	-\$296.40	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$190.00	\$1,500.00	\$1,310.00	12.67%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$810.73	\$7,000.00	\$6,189.27	11.58%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$681.99	\$5,700.00	\$5,018.01	11.96%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$159.50	\$1,300.00	\$1,140.50	12.27%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$335.42	\$0.00	-\$335.42	0.00%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$127.70	\$0.00	-\$127.70	0.00%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$2,461.58	\$4,863.48	\$19,328.00	\$14,464.52	25.16%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$1,500.00	\$550.00	63.33%
Dept 43000	Public Works (GENERAL)	\$2,461.58	\$18,928.60	\$138,028.00	\$119,099.40	13.71%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$1,418.25	\$1,418.25	\$10,000.00	\$8,581.75	14.18%
HWYROAD	E 100-43100-215 Shop Supplies	\$0.00	\$245.56	\$5,000.00	\$4,754.44	4.91%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$531.01	\$531.01	\$7,500.00	\$6,968.99	7.08%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
	HWYROAD E 100-43100-310 Other Professional Serv	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	HWYROAD E 100-43100-325 Taxes	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$1,949.26	\$2,194.82	\$31,700.00	\$29,505.18	6.92%
Dept 43121	Paved Streets					
	PAVSTRTS E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$16,000.00	\$16,000.00	0.00%
	PAVSTRTS E 100-43121-226 Sign Repair Materials	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$23,000.00	\$23,000.00	0.00%
Dept 43122	Unpaved Streets					
	UNPAVSTS E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	UNPAVSTS E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$69.37	\$69.37	\$30,000.00	\$29,930.63	0.23%
Dept 43160	Street Lighting	\$69.37	\$69.37	\$30,000.00	\$29,930.63	0.23%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$2,810.81	\$2,810.81	\$28,000.00	\$25,189.19	10.04%
Dept 43245	Recycling: Refuse	\$2,810.81	\$2,810.81	\$28,000.00	\$25,189.19	10.04%
Dept 43260	Weed Control					
	WEEDCTRL E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	WEEDCTRL E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260	Weed Control	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$0.00	\$0.00	\$7,250.00	\$7,250.00	0.00%
Dept 45186	Senior Center	\$0.00	\$0.00	\$7,250.00	\$7,250.00	0.00%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
	PARKS E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$3,300.00	\$3,300.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$125.40	\$125.40	\$1,100.00	\$974.60	11.40%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$0.00	\$355.86	\$6,000.00	\$5,644.14	5.93%
	PARKS E 100-45200-440 Programs/FYCC	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.00%
	PARKS E 100-45200-441 Community Garden	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
Dept 45200	Parks (GENERAL)	\$125.40	\$481.26	\$27,700.00	\$27,218.74	1.74%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 49360	Transfers Out					

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	February 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$299,000.00	\$299,000.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$22,245.07	\$89,163.46	\$1,456,823.00	\$1,367,659.54	6.12%

From: [Please Do Not Click Reply](#)
To: [City Hall](#)
Subject: Contact Us (form) has been filled out on your site.
Date: Sunday, January 25, 2015 7:52:09 AM

Your Site has received new information through an online form.

Online Form: Contact Us

Site URL: www.hanovermn.org

Name: [REDACTED]
Address: [REDACTED]
City: Hanover
State: MN
Zip Code: 55341
E-mail Address: [REDACTED]@gmail.com
Phone Number: [REDACTED]

Subject: Proclamation Request: Congenital Heart Defect Awareness Week

Type your question, comment, or suggestion: Dear Mayor Kauffman & Hanover City Council Members:

Friends and family members of children with congenital and acquired heart disease, adults with congenital heart defects, and the medical professionals who work with such individuals are joining forces to have February 7-14, 2015 proclaimed in all states as ``Congenital Heart Defect Awareness Week.`` As a new resident of Hanover, my family and I are requesting your help to make an executive proclamation recognizing this special week in February.

Let me introduce myself and my family. My husband, [REDACTED], and I are the proud parents of [REDACTED]. For us, CHD Awareness week is extra important to us each year; you see, not only was [REDACTED] born with a Congenital Heart Defect, he was also born on Valentine`s Day 2011.

This year, [REDACTED] will celebrate his 4th birthday during CHD Awareness Week 2015. We consider his birthdate very fitting, considering he was born with a rare congenital heart defect, which has required two open-heart surgeries to date. His defect, called Truncus Arteriosus, affects 1 in 10,000 births. Fortunately for us, we had learned of his defect at our twenty-week ultrasound and had time to learn, plan, prepare and pray before his arrival. However, many families aren't so lucky. Over the course of the past four years, I have met hundreds of "heart parents" who either didn't learn about their child's defect until after his/her birth, or lost a child to an undiagnosed CHD. Everyday - we count our blessings!

The past four years have been a roller coaster of emotions; my husband and I felt joy as we held [REDACTED] in our arms shortly after he was born. But, we also experienced the debilitating fear of handing him over to a surgeon to "fix his heart", not knowing whether or not he would pull through the difficult procedures required. We've been inspired by his courageous enthusiasm for life; he's a very happy little boy given all he's been through in his short life. We've also felt the frustration of not seeing growth and progress quickly enough as he still struggles with feeding related issues - requiring a G-tube for nearly all his nutrition. We've dealt with challenges in finding qualified care providers, willing to meet his additional/special needs. Most of all, we've learned about patience, priorities, and persistence. We've been reminded to live each day to its fullest, lean on others for strength when we need to, and celebrate even the littlest of victories.

As many "heart families" do, we've become advocates for our "heart warrior." As a result, we have become involved in awareness related efforts to spread the message about Congenital Heart Defects. Though 1 in 100 babies are born with some type of heart defect - many are uninformed and unaware. Because of that, I urge you to support this proclamation. Your participation would make February 7-14th a special week to recognize people born with heart defects, to remember loved ones who lost their battle to CHD, and to honor the dedicated health professionals who work with us. Not only would such action demonstrate your personal commitment to the health and well-being of all Hanover area residents (born and unborn), but it also would help "heart families" like mine, share the amazing stories of our "heart warriors".

For more information about CHD Awareness week participants and activities, please see www.tchin.org/aware or www.lastingimprint.org (Minnesota specific initiatives). If you'd like, I can provide a draft proclamation, as I'm not sure if this is a common request for the Hanover Mayor and City Council. I know that your Council meets on the 1st and 3rd Tuesdays of each month -- and I'm hopeful that you will be able to accommodate this request at your February 3rd meeting. If you would like to welcome our "heart warrior" to the meeting at which this proclamation is signed or presented, we'd love to join you. Thank you, in advance, for your time and consideration. I look forward to hearing from you.

Respectfully, The
[REDACTED] family

This person selected the following option(s).
-Yes, either e-mail me or call me.

Do Not Click Reply - This e-mail has been generated from an online form.

JANI-KING® MAINTENANCE AGREEMENT

This Maintenance Agreement ("Agreement") is made as of the Effective Date below by and between Jani-King of Minnesota, Inc. ("Jani-King") and City of Hanover ("Client").

1. PERFORMANCE OF SERVICES

- 1.1. Performance of the services scheduled shall begin the _____ day of _____, 2____.
- 1.2. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin.
- 1.3. Jani-King will provide the services described in Exhibit A ("Services") to the "Named Areas" which are defined in Exhibit A.
- 1.4. The Services shall be performed at the location(s) listed on Exhibit A of this Agreement.
- 1.5. Jani-King agrees to provide the Service to the Named Areas One (1) times per week on the days circled:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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- 1.6. Jani-King agrees to furnish all equipment and tools necessary to provide the Services.
- 1.7. Client warrants that the Named Areas are free of asbestos and other hazardous materials. Client hereby agrees to hold Jani-King and its authorized franchise owners harmless from any liability resulting from any Jani-King personnel's exposure to hazardous or harmful materials located in the Named Areas.

2. PAYMENT OF SERVICES

- 2.1. Client agrees to pay to Jani-King each month the total minimum sum stated in the Pricing Schedule, attached hereto as Exhibit A, on or before the last day of each month the Services are rendered. Client also agrees to pay for any charges relating to an Initial Clean Option and any authorized additional cleans options, as described in Exhibit A, and any sales or use tax levied by a taxing authority on the value of the Services or supplies purchased. Client agrees that all payments made to Jani-King shall only be considered paid and properly credited when delivered to the address listed on the invoice.
- 2.2. Credits for holidays were pre-determined and given as part of the monthly charge herein, and no other adjustments will be made for those holidays.
- 2.3. From time to time, as the parties may agree, the monthly charge to be paid by Client may be increased or decreased to reflect an increase or decrease in the area of space serviced and the kind, amount, or frequency of the Service. Any modifications will only be binding if in writing and signed by both parties. In the event mutual agreement relating to frequency of service, type of service, space serviced, or amount to be paid cannot be reached, the frequency of service, type of service, space serviced or amount to be paid shall remain unchanged.
- 2.4. It is expressly agreed that the total minimum sum stated in the Pricing Schedule may be increased (i) annually by Jani-King by a percentage amount not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal, or (ii) by Jani-King at any time in the event of an increase in any applicable federal, state, or local minimum wage, living wage, or other wage required by law, in an amount necessary to comply with such an increase.
- 2.5. In the event payment for Services is not received within thirty (30) days from the date such payment is due, Jani-King may suspend Services to Client until such time Client has paid for all services rendered to date. Suspension of services by Jani-King under this Section shall not deprive Jani-King of any of its remedies or actions against Client for past or future payments due under this Agreement, nor shall the bringing of any action for payment of services or other rights contained herein be construed as a waiver of any Jani-King rights. Jani-King also reserves the right to cease providing services on trade credit and require that payments be made advance if it deems Client to be a credit risk.

3. INDEPENDENT BUSINESS RELATIONSHIP

- 3.1. It is expressly agreed that the Services will be provided by an authorized Jani-King franchise owner and employees of the franchise owner.
- 3.2. Jani-King and all authorized representatives are not employees of Client but are independent contractors. All Jani-King authorized franchise owners and the employees of the franchise owner will not be within the protection or coverage of Client's Workers' Compensation Insurance and no withholding of Social Security, Federal or State Income Tax or other deductions shall be made from the sums agreed to be paid to Jani-King herein, the same being contract payments and not wages.
- 3.3. Client agrees that during the term of this Agreement, and within one hundred and eighty (180) days after termination, that Client will not employ or engage as a contractor, any employees, agents, representatives or franchisees of Jani-King without the express written consent of Jani-King. Jani-King agrees that during the term of this Agreement and within one hundred and eighty (180) days after termination, it will not employ or engage as a contractor, any employees, agents or representatives of Client without the express written consent of Client.

4. RENEWAL AND TERMINATION

- 4.1. This Agreement shall be automatically extended and renewed for additional one (1) year terms on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to the scheduled expiration date. Otherwise, this Agreement may only be terminated for non-performance as set out below.
- 4.2. Non-performance is defined as the failure to perform any act stipulated under this Agreement. Before any termination for non-performance is effective, the terminating party must give the other party written notice, as described herein, specifying in detail the nature of any defect or failure in performance. Upon the effective date of the receipt of notice of non-performance, the non-terminating party shall have thirty (30) days in which to cure the defect in performance (the "Cure Period") to the reasonable satisfaction of the terminating party. In the event the defect is not satisfactorily cured within the Cure Period, the terminating party shall provide written notification to the non-terminating party of the failure to satisfactorily cure the defect. In the event the second notice is not received within five (5) days from the end of the Cure Period, all deficiencies will be deemed cured.

In the event the second notice is received within the required time period, this Agreement shall then terminate thirty (30) days from the date of the second written notice.

4.3. All notices between Client and Jani-King shall be in writing. Any notice shall be deemed duly served if such notice is deposited, postpaid and certified, with the United States Postal Service, or a recognized common parcel courier providing express, receipted delivery to the address stated on the signature page of this Agreement for Jani-King or Client. All other notices, including notices personally delivered to individuals performing services under this Agreement, shall be ineffective. Either party may change the address of notice by providing the other party written notice of such change. Time is of the essence for all notices required under the terms of this Agreement.

5. GENERAL PROVISIONS

5.1. In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this Agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs and damages as part of any judgment entered in its favor.

5.2. The terms of this Agreement shall be binding upon and inure to the benefit of Jani-King and Client and their respective heirs, representatives, successors and assigns, except as otherwise herein provided. This Agreement shall be binding on Jani-King at the time of execution by an authorized Jani-King agent. In the event this Agreement is executed by an authorized franchise owner of Jani-King, it shall not be binding on Jani-King until it has been approved and executed by an authorized Jani-King agent. Jani-King franchise owners are not authorized to bind Jani-King to this Agreement.

5.3. Any waiver by either party to this Agreement of a breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition of this Agreement.

5.4. Jurisdiction and venue for any suit brought on this Agreement shall be in the governmental division of the county where the Jani-King regional office is located.

5.5. The parties acknowledge that this Agreement and the exhibits supersede all prior agreements, representations, and understandings of the parties. No changes to this Agreement will be effective unless signed by both parties and attached hereto.

5.6. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and, the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such illegal, invalid, or unenforceable provision or by its severance from this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands this ____ day of _____, 20____.

Jani-King of _____ Minnesota _____, Inc.	_____ City of Hanover Client Name
_____ Signature of Jani-King's Authorized Agent	_____ Signature of Client's Authorized Agent
_____ Jeffrey Schultz/Regional Director of Development Print Name/Title	_____ Print Name/Title
Notice Address for Jani-King:	Billing and Notice Address of Client:
5930 Shingle Creek Parkway	11250 5th Street NE
Address	Address
Brooklyn Center, MN 55430	Hanover, MN 55431
City, State, ZIP	City, State, ZIP

EXHIBIT A
TO JANI-KING MAINTENANCE AGREEMENT
Cleaning Schedule, Initial Clean Option, Pricing Schedule, Additional Cleans Option

Cleaning Schedule

Location(s) Where Services Will Be Performed:

Named Areas:

Building Name(s):
City of Hanover
Street: 11250 5 th Street NE
City: Hanover
State: MN
Zip: 55431

A.	Reception/Lobby, Hallways, Offices/Conference Rooms, Kitchen, Event Room, Firehouse Conference Room, Firehouse Offices, Firehouse Kitchen
B.	Restrooms (4) Four
C.	
D.	
E.	

Nightly Cleaning

A. Reception/Lobby, Hallways, Offices/Conference Rooms, Kitchen, Event Room, Firehouse Conference Room, Firehouse Offices, Firehouse Kitchen

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum carpeting. Jani-King will not be responsible for removal of staples from carpets.
3. Clean and polish drinking fountain(s).
4. Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings.
5. Damp wipe all horizontal surfaces to remove coffee rings and spillage, as needed.
6. Dust telephones.
7. Dust mop hard surface floors with a treated dust mop.
8. Damp mop hard surface floors to remove any spillage from soiled areas.
9. Damp wipe entryway and clean fingerprints from entrance glass.
10. Spot clean partition glass.
11. Inspect and pick up, as needed, building entrance area.

B. Restrooms

1. Stock towels, tissue, and hand soap. (Client to furnish)
2. Empty sanitary napkin receptacles and wipe with a disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Clean and sanitize toilets and urinals inside and outside. Polish bright work.
7. Toilet seats to be cleaned on both sides using a disinfectant.
8. Scour and sanitize all basins. Polish bright work.
9. Dust partitions, top of mirrors, and frames.
10. Remove splash marks from walls around basins.
11. Mop and rinse restroom floors with a disinfectant.

Weekly Cleaning

A. Reception/Lobby, Hallways, Offices/Conference Rooms, Kitchen, Event Room, Firehouse Conference Room, Firehouse Offices, Firehouse Kitchen

1. Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture.
2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly Cleaning

A. Reception/Lobby, Hallways, Offices/Conference Rooms, Kitchen, Event Room, Firehouse Conference Room, Firehouse Offices, Firehouse Kitchen

1. Complete all high dusting not reached in the above-mentioned cleaning.
2. Remove fingerprints and marks from around light switches and doorframes.
3. Vacuum all upholstered furniture.
4. Damp wipe telephones using a disinfectant.

PRICING SCHEDULE

The Service, as defined in the Agreement, will be performed one (1) day per week for the monthly charge of:

Four Hundred Fourteen Dollars (\$414.00) (Tax Not Included)

****EVENT CLEANING: \$100.00 PER EVENT****

40.00 + 45.00

_____ Client's Authorizing Signature	_____ Jani-King Signature
_____ Print Name/Title	_____ Jeffrey Schultz/Regional Director of Development

ADDITIONAL CLEANS OPTION

By authorizing below, the following services will be performed for the additional fee listed below for each service:

Carpel Shampoo	\$ _____ per square foot (\$50 minimum)	Initial To Authorize _____
Strip, reseal and refinish tile floors	\$ _____ per square foot (\$75 minimum)	Initial To Authorize _____
Window Washing (Interior)	\$ _____ per square foot of surface glass	Initial To Authorize _____
Window Washing (Exterior)	\$ _____ per square foot of surface glass	Initial To Authorize _____



13535 Johnson St NE
 Ham Lake, MN 55304
 (763)434-2828 Office

Proposal

Date	Proposal No.
01/27/2015	2399
Exp. Date	04/15/2015

Address
City of Hanover 11250 5th Street NE Hanover, MN 55341

Sales Rep
Alisa

Date	Description	Quantity	Unit price	Amount
06/20/2014	Catch Basin Repair: Remove 3-5 feet of concrete curb on either side and remove casting on 2 storm drains across from each other. Remove concrete support rings and replace with new rings set in a bed of mortar. The metal casting will be reset to proper elevation and the curbing will be re-poured and sloped to drain into the structure.	2	3,700.00	7,400.00
			Total	\$7,400.00

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. Pavement Resources, Inc. is authorized to do the work as specified.

DISCLAIMER:

Accepted By

Accepted Date



To: Mayor Kauffman & Members of the Hanover City Council

From: Bob Derus and Annita Smythe

Date: August 6, 2013

Re: Recommendation to Hire Receptionist-Bookkeeper

On July 2, 2013, City Council approved the hiring of Melissa Roggenkamp for the position of Receptionist/Accounting Clerk. Melissa was hired in accordance with the City's Personnel Policy, which mandates a 6 month training period. At the present time, staff recommends the City end the training period with Ms. Roggenkamp and move in a different direction.

When Ms. Roggenkamp was hired, staff had identified a runner-up for this position, Nancy Schmitz. Although Ms. Schmitz was also well qualified, at the time staff thought that Ms. Roggenkamp had more recent technical skills that gave her an edge over Ms. Schmitz. Given staff's recommendation to part ways with Ms. Roggenkamp, staff recommends replacing her with Nancy Schmitz. Ms. Schmitz is well-qualified, very personable, and is still available. Staff is recommending that the City Council hire her at the starting rate of \$15/hour. Upon the successful completion of a six-month training period (approximately February 22, 2014) she would be elevated to \$15.50/hour. On January 1, 2015, upon the successful completion of a performance review, she would be elevated to \$16.20/hour.

Staff conducted three or four reference checks, and the references were all very positive.

The following is the proposed job offer to Nancy Schmitz

- *Start at \$15.00/ hour*
- *Start date is approximately August 22, 2013*
- *On or about February 22, 2014, and conditioned upon the successful completion of a six-month training period the wage is elevated to \$15.50/hour.*
- *On January 1, 2015, upon the successful passing (a rating of at least meets or exceeds expectations) of a performance review the wage will be elevated to \$16.20/hour.*
- *This is a non-exempt (non salaried) position.*
- *Benefits as per the City Personnel Policy.*
- *Contingent upon passing a criminal background check.*



**CITY OF HANOVER
EMPLOYMENT POSITION DESCRIPTION**

**PUBLIC WORKS/PARKS SEASONAL POSITION
POSITION WILL NOT EXCEEDS SIX MONTHS**

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt, Not Benefits Eligible

Performs light duty city maintenance work. This position is responsible for the general upkeep of city parks and properties by mowing lawns and picking up garbage. This position works under the supervision of the Lead Maintenance Worker.

ESSENTIAL FUNCTIONAL/TYPICAL TASKS:

Operating a mower to keep city properties clean. Also responsible for weed whipping in parks and city grounds, other tasks will include trimming trees, occasional cleaning of City Hall and Fire Department, and picking up any garbage left on city property. Will also be expected to complete minimum skilled tasks as directed by the Lead Maintenance Worker.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Lawn and landscape care of city own properties
- General upkeep of Public Works shop area
- Assist with Public Works related maintenance and repair tasks on streets, and in parks
- Operate light motorized and non-motorized equipment
- Drive city vehicles
- Prompt attendance during expected operating hours
- Good customer service to residents
- Follow all safety requirements of each job task
- Perform related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate light machines such as mowers, trimmers, and hand tools. Ability to complete designated task with minimal direct supervision, have ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Experience working outside in all weather conditions, with experience in yard work and small machinery.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, shoveling, raking, lifting, and grasping; good communication; visual acuity is required for depth perception, color perception,

peripheral vision, visual inspection involving small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Must be 18 years of age or older and possess a valid Minnesota Driver's License with a good driving record.