

**AGENDA
HANOVER CITY COUNCIL
MARCH 5, 2019**

MAYOR

CHRIS KAUFFMAN

COUNCIL

DOUG HAMMERSENG

KEN WARPULA

JIM ZAJICEK

MARYANN HALLSTEIN

- 1. Call to Order/Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of February 19, 2019 City Council Work Session Meeting (4)**
 - b. Approve Minutes of February 25, 2019 Joint Council/Planning Commission Meeting (6)**
 - c. Approve Claims as Presented: (8)**

➤ Claims	\$ 32,428.92
➤ Payroll	\$ 10,573.26
➤ P/R taxes & Exp	\$ 3,895.15
➤ Other Claims	<u>\$ 2,693.67</u>
➤ Total Claims	<u>\$ 49,591.00</u>
 - d. Ord. 2019-01 – Amending Chapter 2 Related to Regular Meetings (34)**
 - e. Res No 03-05-19-09 – Approving Facilities Capital Fund Transfer (35)**
 - f. Res No 03-05-19-10 – Approving Non-Waiver of Liability Coverage Limit (36)**
 - g. Res No 03-05-19-11 – Approving Renewal of Consumption and Display Permit (37)**
- 4. Citizen’s Forum**
- 5. Public Hearings**
- 6. Unfinished Business**
- 7. New Business**
 - a. Res No 03-05-19-12 – Approving Purchase of Fire Department Air Packs (38)**
 - b. Public Works/Parks Seasonal Position (42)**
 - c. Kitchenware**
 - d. Cardinal Circle Park Porta Potty Replacement**
 - e. Hennepin County Tax Delinquent Properties – Accelerated Forfeiture (43)**
 - f. Comment Letter for City of Rogers 2040 Comprehensive Plan (47)**
 - g. Industrial Park Temporary Buildings**
 - h. 2019 Strategic Planning Session**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: February 28, 2019
Re: Review of March 5, 2019 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent agenda.*
 - a. Approve Minutes of February 19, 2019 City Council Work Session Meeting (4)
 - b. Approve Minutes of February 25, 2019 Joint Council/Planning Commission Meeting (6)
 - c. Approve Claims as Presented: (8)

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4. Citizen’s Forum
5. Public Hearings
6. Unfinished Business
7. New Business
 - a. Res No 03-05-19-12 – Approving Purchase of Fire Department Air Packs (38)
Enclosed is a resolution and quotes to purchase replacement air packs for the Fire Department. A representative from the Fire Department will be present to answer any questions.

b. Public Works/Parks Seasonal Position (42)

Included in the packet is a memo outlining a request to consider a second summer seasonal employee. The memo outlines wage considerations. Further discussion will be held related to the work tasks and how a second employee would free up full time employee work hours to be spent on larger projects.

c. Kitchenware

Jason will be present to discuss estimated cost of replacing plates, silverware, cups, etc. for the use by Community Hall renters.

d. Cardinal Circle Park Porta Potty Replacement

Jason will be present to discuss the porta potty at Cardinal Circle Park. After contacting Biffs, he found there are no replacement parts available to fix the hole that was burned in the Porta Potty.

e. Hennepin County Tax Delinquent properties – Accelerated Forfeiture (43)

Enclosed is a letter from Hennepin County. They have identified two properties potentially eligible for an accelerated forfeiture process. They requested feedback from the City on the properties and how to proceed. Discussion related to options will be held.

f. Comment Letter for City of Rogers 2040 Comprehensive Plan (47)

Enclosed is a memo from City Planner Nash that would provide feedback on Rogers' proposed 2040 Comprehensive Plan. After review Nash suggests submitting no comments and waiving the remainder of our allowed review time.

g. Industrial Park Temporary Buildings

Staff would like to discuss a request received to install temporary buildings in the Industrial Park. After reviewing City Ordinances, it was found that our ordinances do not directly address temporary style buildings. Staff is seeking direction on how to proceed. Some initial concerns are how to regulate temporary as it relates to the total amount of time a structure would be allowed, and the style of the structure.

h. 2019 Strategic Planning Session

Staff would like direction on planning a 2019 Strategic Planning Session. The City conducted a full City Official, staff, and consultant session in 2017, but has not conducted one since that time. Options to consider would be who is involved, and whether an outside consultant would be utilized again. The previous consultant hired was Don Salverda, but he has since retired. There are several options for third party consultants should that be the direction desired.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
FEBRUARY 19, 2019 – DRAFT MINUTES**

Call to Order:

Mayor Chris Kauffman called the regular meeting of Tuesday, February 19, 2019 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen and Public Works Supervisor Jason Doboszinski. Absent were Councilors Doug Hammerseng and Jim Zajicek.

Approval of Agenda:

Hagen requested adding a discussion on purchasing computers. Kauffman noted the item could be 5.a. **MOTION** by Hallstein to approve the amended agenda, seconded by Warpula. **Motion carried unanimously.**

Consent Agenda:

Kauffman corrected a statement he made in the minutes under the section on Rezoning, PUD, and Preliminary Plat – Hanover Cove.

MOTION by Hallstein to approve the amended consent agenda, seconded by Warpula.

a. Approve Minutes of January 3, 2019 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 46,766.17
➤ Payroll	\$ 9,391.19
➤ P/R taxes & Exp.	\$ 3,399.68
➤ Other Claims	\$ <u>2,576.21</u>
➤ Total Claims	\$ <u>62,133.25</u>

Motion carried unanimously.

Missy Thompson – Hanover Youth Ball

Thompson was present to request the City rent a porta potty for Settlers Park during the month of May. Youth Ball begins using the fields around City Hall May 1st. The request comes due to the shelter bathrooms not being opened up for summer until late May. Staff further stated that opening the bathrooms at the beginning of May causes risk of freezing pipes. Council directed staff to rent a porta potty for one month during May to be placed at Settlers Park.

Medium Duty Truck Replacement

Hagen outlined the memo included in the packet. Kauffman inquired as to why the City cannot accomplish the same goal by purchasing a larger plow truck. Kauffman continued to express a need for a backup plow truck. Doboszinski explained that the plow truck would not be conducive to hauling black dirt, asphalt, woodchips, etc. that gets hand shoveled out of the box. Doboszinski did state that a 1-ton truck similar to a Silverado 5500 would be large enough to pull the City’s mini-excavator and act as a piece of plowing equipment for cul-de-sacs.

Warpula concurred with Doboszinski that Public Works needs a truck of this style with the contractor’s box on the chassis. Warpula further suggested researching the ability to install a wing blade to further assist with snow plowing.

Council directed staff to prepare a quote for approval to purchase a 1-ton dually equipped with a contractor’s box and plow blade for further consideration.

Computers

Hagen stated that two Public Works computers were due for replacement. The computers are approximately 5 years old and were refurbished units at the time of purchase. Hagen proposes replacing the units with refurbished ones again. Each unit is estimated to fall under \$1,000. Additionally, Hagen requested to purchase a laptop to be utilized when away from the office. The City currently has two laptops, one with software that is no longer supported and one with software that is in its last year of support. A replacement is estimated to cost \$1,500 after fully setup.

MOTION by Hallstein to approve the purchase of two desktop computers and a laptop, seconded by Kauffman. **Motion carried unanimously.**

Reports

Kauffman stated he spoke with both the Hennepin and Wright County Commissioners. They indicated that there should be joint discussions related to CSAH 19 and future needs.

Adjournment

MOTION by Warpula to adjourn at 6:43 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER
JOINT CITY COUNCIL & PLANNING COMMISSION MEETING
FEBRUARY 25, 2019 – DRAFT MINUTES

Call to Order:

Mayor Chris Kauffman called the special joint meeting between the City Council and Planning Commission of Monday, February 25, 2019 to order at 7:30 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, MaryAnn Hallstein, Planning Commission members Jim Schendel, Mike Christenson, Michelle Armstrong, and Dean Kuitunen. Also present were City Administrator Brian Hagen, Administrative Assistant Amy Biren, and City Planner Cindy Nash. Absent were Councilors Doug Hammerseng, Jim Zajicek, and Planning Commission member Stan Kolasa.

Approval of Agenda:

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

Review of Development Standards

Hagen thanked everyone for attending and provided an overview of the objective of these joint meetings. Hagen noted that during the review of the Hanover Cove development, several concerns were addressed that were related to the housing type of villa/patio homes. Other concerns were expressed related to reduced setbacks and road widths. For this meeting, staff is seeking some preliminary discussion in order to aide in understanding the desire of the City to review the minimum standards, and to gain an understanding of what concerns should receive the most focus as we proceed through the coming workshops.

Nash began with an exercise of identifying what types of residents want to live in Hanover. She expanded on the discussion to review the types of home buyers and the style of housing that these individuals look to purchase. Various home buys and what the choose to buy were discussed as follows:

- Married with kids and dual income families
 - Single Family two story homes with 4+ bedrooms
- Married with kids and single income families
 - Single Family two story homes with 4+ bedrooms
- First time home buyer (single or couple)
 - Smaller home
 - Townhome
 - Split Level 2+ bedrooms
 - Fixer upper/existing construction
 - Lower price point
- Retired
 - Single level
 - No maintenance
 - Convenient location
 - Near kids/grandkids
 - Future assisted living
 - Lower price point
 - Near social opportunities

- Empty Nester/Downsizer
 - Move from two story to rambler
 - Convenience
 - Possible split time living/snowbird
 - Generally at a time for lifestyle change
 - Downsize in possible house size and property size

- Renters
 - They rent existing structures
 - May eventually buy in the area after becoming established

Members desired to wrap up discussions for the night. Nash asked that the group think about what types of housing Hanover wants to offer to prospective home buyers. She further requested members think about what points of interest they would like to focus on during future discussions.

A suggestion for information to be available for the next meeting would be home a change in one standard impacts other standards the city identifies. Additionally, information related to what other cities use for criteria to approve a PUD and what other rural cities are approving for development projects should be available.

Adjournment

MOTION by Warpula to adjourn at 8:40 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

02/27/19 4:11 PM

Page 1

Payments

Current Period: February 2019



Batch Name	02/20/19 PAY				
	Payment	Computer Dollar Amt	\$19.38	Posted	

Refer	2592 MN DEPT OF REVENUE	Ck# 002592E 2/20/2019	
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - January 2019	\$19.38

Invoice					
Transaction Date	2/20/2019	Due 0	Cash	10100	Total \$19.38



Fund Summary

	10100 Cash	
100 GENERAL FUND	\$19.38	
	<hr/>	\$19.38

Pre-Written Check	\$19.38
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$19.38

CITY OF HANOVER

02/28/19 2:03 PM

Page 1

Payments

Current Period: March 2019

Batch Name	03/05/19 PAY					
Payment		Computer Dollar Amt	\$32,409.54	Posted		
Refer	2611 ALEX AIR APPARATUS, INC	-				
Cash Payment	E 100-42240-208 Training and Instruction	SCBA Fit Testing - Qty 24				\$600.00
Invoice 1146	2/18/2019					
Cash Payment	E 100-42220-221 Equipment Parts	Duracell Pro 123A Lithium Batteries - Qty 24				\$84.00
Invoice 1146	2/18/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$684.00
Refer	2612 BECHTOLD, RODNEY OR LUCILLE	-				
Cash Payment	E 100-42220-580 Other Equipment	D. Pinor: Replace slot of Velcro, Reattach Reflective Tape and Closures				\$35.00
Invoice						
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$35.00
Refer	2597 BNC HEATING AND COOLING	-				
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Hall Damage Deposit Release - 2/17/19 Event				\$200.00
Invoice	2/25/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$200.00
Refer	2609 CARDMEMBER SRVC (CENTRAL B	-				
Cash Payment	E 100-42280-215 Shop Supplies	Donuts for Chiefs Meeting				\$5.44
Invoice	1/30/2019					
Cash Payment	E 100-42220-260 Uniforms	Accountability Tags: 6 for N. Wiley, 6 for J. Olsen				\$59.40
Invoice 8861	12/13/2018					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$64.84
Refer	2615 CARGILL, INCORPORATED	-				
Cash Payment	E 100-43125-224 Street Maint Materials	Ice Control Salt - 138.8 Ton @ 75.90 per Ton				\$10,534.93
Invoice 2904595019	2/10/2019					
Cash Payment	E 100-43125-224 Street Maint Materials	Ice Control Salt - 27.56 Ton @ 75.90 per Ton				\$2,091.80
Invoice 2904607195	2/14/2019					
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$12,626.73
Refer	2619 CLASSIC CLEANING COMPANY, LL	-				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Monthly Cleaning - February 2019				\$325.00
Invoice 27775	2/25/2019					
Cash Payment	E 100-41940-310 Other Professional Servi	Hall Special Cleaning: 2/10 & 2/24/19				\$130.00
Invoice 27775	2/25/2019					
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$455.00
Refer	2595 COMCAST	-				
Cash Payment	E 100-43000-321 Telephone	PW: Digital Voice & Internet - March 2019				\$150.95
Invoice	2/18/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$150.95
Refer	2598 DAVID, OLUWASEGUN P.	-				
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Release - 2/23/19 Event				\$200.00
Invoice	2/25/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$200.00
Refer	2608 DEHMER FIRE PROTECTION	Ck# 002597E 3/5/2019				

CITY OF HANOVER

02/28/19 2:03 PM

Page 2

Payments

Current Period: March 2019

Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	City Hall & Public Works - Fire Extinguisher Maintenance				\$185.25
Invoice 7776	2/23/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$185.25
Refer	2620 <i>DIR ALCOHOL AND GAMBLING EN</i>					
Cash Payment	E 100-41940-306 Dues & Subscriptions	Renewal of Consumption & Display Permit				\$250.00
Invoice						
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$250.00
Refer	2606 <i>GUIDANCE POINT TECHNOLOGIE</i>					
Cash Payment	E 100-41600-310 Other Professional Servi	2/14/19 Remote Service: Delete Abby Peterson Mailbox, Created New Mailbox for Leslie Murphy				\$75.00
Invoice 12824	2/18/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$75.00
Refer	2603 <i>LEAGUE OF MINNESOTA CITIES</i>					
Cash Payment	E 603-43150-306 Dues & Subscriptions	MN Cities Stormwater Coalition Contribution - 2019				\$530.00
Invoice 287278	2/1/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$530.00
Refer	2618 <i>M. MILLER TRUCK & TRAILER</i>	<i>Ck# 002600E 3/5/2019</i>				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Brake Chamber for Driver Side Rear				\$257.73
Invoice R4035	2/28/2201					
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$257.73
Refer	2605 <i>MARCO TECHNOLOGIES, LLC</i>					
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 02/20/19 - 03/19/19				\$176.05
Invoice INV6053019	2/18/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$176.05
Refer	2604 <i>PLUNKETTS</i>					
Cash Payment	E 100-41940-310 Other Professional Servi	General Pest Control				\$84.24
Invoice 6190878	2/12/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$84.24
Refer	2599 <i>RANDYS ENVIRONMENTAL SERVI</i>	<i>Ck# 002594E 3/5/2019</i>				
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - February 2019				\$3,449.60
Invoice	2/19/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$3,449.60
Refer	2600 <i>RANDYS ENVIRONMENTAL SERVI</i>	<i>Ck# 002595E 3/5/2019</i>				
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - City Hall - March 2019				\$221.97
Invoice	2/19/2019					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - Fire Station - March 2019				\$30.09
Invoice	2/19/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$252.06
Refer	2617 <i>RDO EQUIPMENT CO.</i>					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader: O-Ring and Plug - Incorrect Parts - Returned				\$11.24
Invoice P54106	2/19/2019					

CITY OF HANOVER

02/28/19 2:03 PM

Page 3

Payments

Current Period: March 2019

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader: Dipstick Tube, Includes Credit for Previous Incorrect Invoice				\$11.15
Invoice P35066	2/22/2019					
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$22.39
Refer	2614 TEAM LABORATORY CHEMICAL C	Ck# 002599E 3/5/2019				
Cash Payment	E 100-43125-224 Street Maint Materials	Torch Ice Melt Crystals - 24 x 50# Cartons				\$536.50
Invoice INV0014723	2/12/2019					
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$536.50
Refer	2596 THE HARTFORD					
Cash Payment	G 100-21707 Life Ins	STD & LTD - March 2019				\$193.22
Invoice 720869568403	3/1/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$193.22
Refer	2602 THE LEADERSHIP GROWTH GRO					
Cash Payment	E 100-41400-208 Training and Instruction	B. Hagen: 2019 Leadership Growth Group Series				\$600.00
Invoice	2/19/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$600.00
Refer	2610 ULTIMATE SAFETY CONCEPTS, IN					
Cash Payment	E 100-42220-221 Equipment Parts	Tempest Foot Spring Assembly				\$60.60
Invoice 181395	2/19/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$60.60
Refer	2607 VISA - BANKWEST					
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$112.78
Invoice E06007EVCT	1/13/2011					
Cash Payment	E 100-41940-321 Telephone	CH: Phone Services - 5 Lines - 1/23/19 - 2/22/19				\$193.23
Invoice INV00090963	1/24/2019					
Cash Payment	E 100-43000-321 Telephone	PW: Phone Services - 3 Lines - 1/23/19 - 2/22/19				\$115.39
Invoice INV00090963	1/24/2019					
Cash Payment	E 100-41570-322 Postage	Postage - 20 Rolls of Forever Stamps				\$1,000.00
Invoice	1/25/2019					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Hydraulic Pressure Switch				\$110.17
Invoice 11288	1/25/2019					
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Social 2019: 1-Burner Portable Propan Gas Grill				\$267.36
Invoice WA51815006	1/26/2019					
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Social 2019: Cast Iron Griddle for Gas Grill				\$53.68
Invoice WA51815006	1/26/2019					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	City Hall: Replacement Key Box for Cleaner				\$31.72
Invoice 4761031	1/31/2019					
Cash Payment	E 100-43000-215 Shop Supplies	.045 Innershief NR-212				\$199.24
Invoice 00438074	2/1/2019					
Cash Payment	E 100-41570-200 Office Supplies (GENER	AA Batteries, AAA Batteries, Correction Tape, 11x17 Paper				\$208.34
Invoice 271087837-001	2/6/2019					
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$112.00
Invoice E06007MFQO	2/13/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$2,403.91

CITY OF HANOVER

Payments

Current Period: March 2019

Refer	2613 WARPULA, KEN	Ck# 002598E 3/5/2019				
Cash Payment	E 100-41110-331 Travel Expenses	K. Warpula: Mileage Reimbursement for 2019 Leadership Conf. For Experienced Officials in Brainerd (218 miles x 0.58)				\$126.44
Invoice	2/26/2019					
Cash Payment	E 100-41110-331 Travel Expenses	K. Warpula: Hotel at 2019 Leadership Conf. for Experienced Officials				\$127.78
Invoice	2/26/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$254.22
Refer	2593 WRIGHT-HENNEPIN COOPERATIV	Ck# 002593E 3/5/2019				
Cash Payment	E 100-45200-381 Electric Utilities	EagleView Park - 3 Light Poles				\$56.61
Invoice	35027011344 2/19/2019					
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection 4/30/19				\$18.95
Invoice	35027011344 2/19/2019					
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Panel Monitoring 4/30/19				\$27.95
Invoice	35027011344 2/19/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$103.51
Refer	2601 WSB & ASSOCIATES, INC.	Ck# 002596E 3/5/2019				
Cash Payment	E 823-41950-310 Other Professional Servi	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: January 2019				\$1,437.50
Invoice	010287-21-0219 2/20/2019					
Cash Payment	E 825-41950-310 Other Professional Servi	CRH Future Addition - Phase 1 Plan Review - Plan Review: January 2019				\$290.00
Invoice	011855-8-0219 2/20/2019					
Cash Payment	E 827-41950-310 Other Professional Servi	Hanover Cove - Phase 1 Plan Review - Project Management: January 2019				\$332.00
Invoice	012261-7-0219 2/20/2019					
Cash Payment	E 827-41950-310 Other Professional Servi	Hanover Cove - Phase 1 Plan Review - Meetings: January 2019				\$830.00
Invoice	012261-7-0219 2/20/2019					
Cash Payment	E 827-41950-310 Other Professional Servi	Hanover Cove - Phase 1 Plan Review - Plan Review: January 2019				\$2,011.00
Invoice	012261-7-0219 2/20/2019					
Cash Payment	E 818-41950-310 Other Professional Servi	JW Family Holdings / River Town Villas: January 2019				\$166.00
Invoice	013265-1-0219 2/20/2019				Project 208250	
Cash Payment	E 818-41950-310 Other Professional Servi	Ben & Kristal Sneen / Riverside Acres: January 2019				\$41.50
Invoice	013265-1-0219 2/20/2019				Project 208251	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services: January 2019				\$723.00
Invoice	013265-1-0219 2/20/2019					
Cash Payment	E 603-41950-310 Other Professional Servi	MS4 Services: January 2019				\$115.00
Invoice	013432-1-0219 2/20/2019					
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$5,946.00
Refer	2594 XCEL ENERGY	-				
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 01/08/19 - 02/06/19				\$349.23
Invoice						
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 01/08/19 - 02/06/19				\$722.04
Invoice	626922523 2/18/2019					

Payments

Current Period: March 2019

Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 01/08/19 - 02/06/19				\$94.87
Invoice	626922523	2/18/2019				
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 01/08/19 - 02/06/19				\$34.00
Invoice	626922523	2/18/2019				
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 01/09/19 - 02/07/19				\$15.12
Invoice	626922523	2/18/2019				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 01/09/19 - 02/07/19				\$11.65
Invoice	626922523	2/18/2019				
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 01/09/19 - 02/07/19				\$80.94
Invoice	626922523	2/18/2019				
Cash Payment	E 100-43000-381 Electric Utilities	Public Works Building 01/08/19 - 02/06/19				\$448.98
Invoice	626922523	2/18/2019				
Transaction Date	2/27/2019	Due 0	Cash	10100	Total	\$1,756.83
Refer	2616 ZEP SALES & SERVICE					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Toilet Paper, 43x60 Black Bad 2.0 ML, Sani Wiptes, Zep PH Perfect				\$772.22
Invoice	9004036737	2/15/2019				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Clean'ems Spirit II Towels				\$83.69
Invoice	9004043090	2/19/2019				
Transaction Date	2/28/2019	Due 0	Cash	10100	Total	\$855.91

Fund Summary

	10100 Cash	
827 HANOVER COVE PRELIMINARY PLAT	\$3,173.00	
825 CROW RVR HTS FUT WEST PLAT/PUD	\$290.00	
823 CROW RVR HTS WEST 3RD / BACKES	\$1,437.50	
818 MISC ESCROWS FUND	\$207.50	
603 STORM WATER ENTERPRISE FUND	\$645.00	
201 EDA SPECIAL REVENUE FUND	\$321.04	
100 GENERAL FUND	\$26,335.50	
		\$32,409.54

Pre-Written Check	\$10,984.87
Checks to be Generated by the Computer	\$21,424.67
Total	\$32,409.54

CITY OF HANOVER

02/27/19 4:12 PM

Page 1

*Check Summary Register©

February 2019

Name	Check Date	Check Amt
10100 Cash		
Paid Chk# 002592E MN DEPT OF REVENUE	2/20/2019	<u>\$19.38</u> Petroleum Tax - January 2019
Total Checks		\$19.38

FILTER: None

CITY OF HANOVER

02/28/19 2:11 PM

Page 1

*Check Summary Register©

Cks 3/5/2019 - 3/5/2019

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002593E Wright-Hennepin Coop Electric	3/5/2019	\$103.51	EagleView Park - 3 Light Poles
Paid Chk# 002594E Randy's Environmental Services	3/5/2019	\$3,449.60	Recycling - February 2019
Paid Chk# 002595E Randy's Environmental Services	3/5/2019	\$252.06	General Trash - City Hall - Ma
Paid Chk# 002596E WSB & ASSOCIATES, INC.	3/5/2019	\$5,946.00	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 002597E DEHMER FIRE PROTECTION	3/5/2019	\$185.25	City Hall & Public Works - Fir
Paid Chk# 002598E WARPULA, KEN	3/5/2019	\$254.22	K. Warpula: Mileage Reimbursem
Paid Chk# 002599E TEAM LABORATORY CHEMICAL	3/5/2019	\$536.50	Torch Ice Melt Crystals - 24 x
Paid Chk# 002600E M. MILLER TRUCK & TRAILER	3/5/2019	\$257.73	Plow Truck: Brake Chamber for
Paid Chk# 034128 ALEX AIR APPARATUS, INC	3/5/2019	\$684.00	SCBA Fit Testing - Qty 24
Paid Chk# 034129 BECHTOLD, RODNEY OR LUCILL	3/5/2019	\$35.00	D. Pinor: Replace slot of Velc
Paid Chk# 034130 BNC HEATING AND COOLING	3/5/2019	\$200.00	Hall Damage Deposit Release -
Paid Chk# 034131 CARDMEMBER SERVICE	3/5/2019	\$64.84	Accountability Tags: 6 for N.
Paid Chk# 034132 CARGILL, INCORPORATED	3/5/2019	\$12,626.73	Ice Control Salt - 138.8 Ton @
Paid Chk# 034133 CLASSIC CLEANING COMPANY	3/5/2019	\$455.00	City Hall Monthly Cleaning - F
Paid Chk# 034134 COMCAST	3/5/2019	\$150.95	PW: Digital Voice & Internet -
Paid Chk# 034135 Oluwasegun P. David	3/5/2019	\$200.00	Damage Deposit Release - 2/23/
Paid Chk# 034136 DIR ALCOHOL AND GAMBLING E	3/5/2019	\$250.00	Renewal of Consumption & Displ
Paid Chk# 034137 Guidance Point Technologies	3/5/2019	\$75.00	2/14/19 Remote Service: Delete
Paid Chk# 034138 LEAGUE OF MINNESOTA CITIES	3/5/2019	\$530.00	MN Cities Stormwater Coalition
Paid Chk# 034139 MARCO TECHNOLOGIES, LLC	3/5/2019	\$176.05	Contract Base Rate Charge for
Paid Chk# 034140 PLUNKETTS	3/5/2019	\$84.24	General Pest Control
Paid Chk# 034141 RDO EQUIPMENT CO.	3/5/2019	\$22.39	Loader: O-Ring and Plug - Inco
Paid Chk# 034142 The Hartford	3/5/2019	\$193.22	STD & LTD - March 2019
Paid Chk# 034143 THE LEADERSHIP GROWTH GR	3/5/2019	\$600.00	B. Hagen: 2019 Leadership Grow
Paid Chk# 034144 ULTIMATE SAFETY CONCEPTS,	3/5/2019	\$60.60	Tempest Foot Spring Assembly
Paid Chk# 034145 VISA	3/5/2019	\$2,403.91	Plow Truck: Hydraulic Pressure
Paid Chk# 034146 XCEL ENERGY	3/5/2019	\$1,756.83	Public Works Building 01/08/19
Paid Chk# 034147 Acuity Specialty Products, Inc	3/5/2019	\$855.91	Clean'ems Spirit II Towels
Total Checks		\$32,409.54	

FILTER: None

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55418



February 20, 2019

2596

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

Re: January 2019 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

Justin Messner
Principal

Enclosures

nf



Project Budget Tracking

For the period 1/1/2019 - 1/31/2019

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2019 General Engineering Services	R-013265-000	Messner, Justin	\$ 930.50	Hourly	\$ 930.50		Hagen, Brian
HANO - 2019 MS4 Services	R-013432-000	Johnson, Paul	\$ 115.00	Hourly	\$ 115.00		Hagen, Brian
HANO - Crow River Heights Future Additions	R-011855-000	Messner, Justin	\$ 290.00	Hourly	\$ 6,734.25		Hagen, Brian
HANO - Hanover Cove	R-012261-000	Messner, Justin	\$ 3,173.00	Hourly	\$ 16,848.50		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Messner, Justin	\$ 1,437.50	Hourly	\$ 65,797.75		Hagen, Brian
Final Totals			\$ 5,946.00				

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

February 20, 2019
 Project/Invoice: R-010287-000-21-0219
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights West 3rd Addition
Professional Services from January 1, 2019 to January 31, 2019

Phase 002 Construction
 Construction Observation

		Hours	Rate	Amount
Johnson, Paul	1/2/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	1/3/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	1/8/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	1/9/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	1/15/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	1/16/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	1/22/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	1/23/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	1/29/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	1/30/2019	1.00	115.00	115.00
Erosion Control				

Totals 12.50 1,437.50
Total Labor 1,437.50

Total this Task \$1,437.50

Total this Phase \$1,437.50

Total this Invoice \$1,437.50

Billings to Date

	Current	Prior	Total
Labor	1,437.50	64,360.25	65,797.75
Totals	1,437.50	64,360.25	65,797.75

E # 823-41950-310
 CRHW 3rd Addition
 ↳ Engineer
 ↳ Other Prof. Svs.¹⁸

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

February 20, 2019
 Project/Invoice: R-011855-000-8-0219
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights Future Additions

Professional Services from January 1, 2019 to January 31, 2019

Phase 001 Plan Review
 Plan Review

		Hours	Rate	Amount
Keller, Kris	1/18/2019	.25	124.00	31.00
Revised Plan Review				
Keller, Kris	1/22/2019	.75	124.00	93.00
Plan Review				
Messner, Justin	1/15/2019	1.00	166.00	166.00
Review Re-submittal				
Totals		2.00		290.00
Total Labor				290.00

Total this Task \$290.00

Total this Phase \$290.00

Total this Invoice \$290.00

Billings to Date

	Current	Prior	Total
Labor	290.00	6,444.25	6,734.25
Totals	290.00	6,444.25	6,734.25

E# 825-41950-310
 CRH Future West
 ↳ Engineer
 ↳ Other Prof. Svcs.

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

February 20, 2019
 Project/Invoice: R-012261-000 - 7 - 0219
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Hanover Cove

Professional Services from January 1, 2019 to January 31, 2019

Phase	001	Plan Review				
Project Management						
			Hours	Rate	Amount	
Messner, Justin		1/16/2019	2.00	166.00	332.00	
Review Re-submittal						
		Totals	2.00		332.00	
		Total Labor				332.00
				Total this Task		\$332.00

Meetings

			Hours	Rate	Amount	
Messner, Justin		1/28/2019	5.00	166.00	830.00	
Planning Commission Meeting						
		Totals	5.00		830.00	
		Total Labor				830.00
				Total this Task		\$830.00

Plan Review

			Hours	Rate	Amount	
Fallon, Kendra		1/17/2019	4.00	102.00	408.00	
Plan Review						
Keller, Kris		1/16/2019	.50	124.00	62.00	
Revised Plan Review						
Keller, Kris		1/18/2019	2.75	124.00	341.00	
Revised Plan Review						
Keller, Kris		1/21/2019	5.75	124.00	713.00	
Revised Plan Review						
Keller, Kris		1/22/2019	1.25	124.00	155.00	
Revised Plan Review						
Messner, Justin		1/21/2019	1.00	166.00	166.00	
Plan Review						
Messner, Justin		1/22/2019	1.00	166.00	166.00	

Project	R-012261-000	HANO - Hanover Cove	Invoice	7
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Plan Review

Totals	16.25	2,011.00	
Total Labor			2,011.00

Total this Task \$2,011.00

Total this Phase \$3,173.00

Total this Invoice \$3,173.00

Billings to Date

	Current	Prior	Total
Labor	3,173.00	13,675.50	16,848.50
Totals	3,173.00	13,675.50	16,848.50

E# 827-41950-310
 Hanover Cove
 ↳ Engineer
 ↳ Other Prof. Svcs.

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

February 20, 2019
 Project/Invoice: R-013265-000 - 1-0219
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

**2019 General Engineering Services
 Professional Services from January 1, 2019 to January 31, 2019**

E# 818-41950-310

Phase	001	General Engineering Services	Hours	Rate	Amount
Project Management					
Messner, Justin	1/23/2019	Review utilities and concept plan for potential River Town Villas	1.00	166.00	166.00
Messner, Justin	1/24/2019	Review record drawing and utilities for potential Schendels Farm Development	1.00	166.00	166.00
Messner, Justin	1/29/2019	Riverside Acres Plan Review	.25	166.00	41.50
Preisler, Nicholas	1/17/2019	9872 Jordan Ave building permit	.75	124.00	93.00
Totals			3.00		466.50
Total Labor					466.50
Total this Task					\$466.50

JW Family Holdings - Concept Plan

*Misc. Escrow
 ↳ Engineer
 ↳ Other Prof. Svcs.
 Project # 208250*

*E# 818-41950-310
 Misc. Escrow
 ↳ Engineer
 ↳ Other Prof. Svcs.
 Project # 208251*

*Sneen
 Concept Plan*

GIS Mapping

	Hours	Rate	Amount
Messner, Justin Review/Update/Coordinate GIS Upload for CRHW3rd Record Plans	1/14/2019 .50	166.00	83.00
Pittman, Bryan Crow River Heights West 3rd GIS utility data updates	1/11/2019 1.00	127.00	127.00
Pittman, Bryan Crow River Heights West 3rd GIS utility data updates	1/14/2019 2.00	127.00	254.00
Totals	3.50		464.00
Total Labor			464.00
Total this Task			\$464.00
Total this Phase			\$930.50
Total this Invoice			<u>\$930.50</u>

\$ 723.00

E# 100-41950-303

Engineer
 ↳ Engineering Fees

Project	R-013265-000	HANO - 2019 General Engineering Services	Invoice	1
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Billings to Date

	Current	Prior	Total
Labor	930.50	0.00	930.50
Totals	930.50	0.00	930.50

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

February 20, 2019
 Project/Invoice: R-013432-000 - 1-0219
 Reviewed by: Justin Messner
 Project Manager: Paul Johnson

2019 MS4 Services

Professional Services from January 1, 2019 to January 31, 2019

Phase	001	2019 MS4 Services			
SWPPP					
			Hours	Rate	Amount
Johnson, Paul		1/7/2019	.50	115.00	57.50
SWPPP					
Johnson, Paul		1/14/2019	.50	115.00	57.50
SWPPP					
	Totals		1.00		115.00
	Total Labor				115.00
				Total this Task	\$115.00
				Total this Phase	\$115.00
				Total this Invoice	\$115.00

Billings to Date

	Current	Prior	Total
Labor	115.00	0.00	115.00
Totals	115.00	0.00	115.00

E* 603-41950-310
 Storm Water Ent. Fund
 ↳ Engineer
 ↳ Other Prof. Svcs.

CITY OF HANOVER

Cash Balances

March 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$627,775.53	\$0.00	\$26,335.50	\$601,440.03
107 FIRE DEPT DONATIONS FUND	\$25,332.84	\$0.00	\$0.00	\$25,332.84
201 EDA SPECIAL REVENUE FUND	\$97,143.17	\$0.00	\$321.04	\$96,822.13
205 EDA BUSINESS INCENTIVE FUND	\$139,298.15	\$0.00	\$0.00	\$139,298.15
311 2008A GO CIP REFUNDING BOND	\$45,975.05	\$0.00	\$0.00	\$45,975.05
312 2009A GO IMP REFUNDING BOND	\$10,746.69	\$0.00	\$0.00	\$10,746.69
314 2011A GO IMP CROSSOVER REF BD	\$452,061.32	\$0.00	\$0.00	\$452,061.32
315 2016A GO CIP BOND	\$11,129.68	\$0.00	\$0.00	\$11,129.68
401 GENERAL CAPITAL PROJECTS	\$1,242,780.37	\$0.00	\$0.00	\$1,242,780.37
402 PARKS CAPITAL PROJECTS	\$25,058.79	\$0.00	\$0.00	\$25,058.79
403 FIRE DEPT CAPITAL FUND	\$295,135.41	\$0.00	\$0.00	\$295,135.41
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$8,142.19	\$0.00	\$0.00	\$8,142.19
407 TIF REDEV DIST #1	\$7,841.13	\$0.00	\$0.00	\$7,841.13
409 MAHLER PIT - 15TH ST IMP FUND	\$91,846.90	\$0.00	\$0.00	\$91,846.90
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$127,215.26	\$0.00	\$0.00	\$127,215.26
418 STREET CAPITAL PROJ FUND	\$103,145.30	\$0.00	\$0.00	\$103,145.30
601 WATER ENTERPRISE FUND	\$912,556.50	\$0.00	\$0.00	\$912,556.50
602 SEWER ENTERPRISE FUND	\$334,788.96	\$0.00	\$0.00	\$334,788.96
603 STORM WATER ENTERPRISE FUND	\$128,365.16	\$0.00	\$645.00	\$127,720.16
611 WATER CAPITAL IMP FUND	\$169,326.91	\$0.00	\$0.00	\$169,326.91
612 SEWER CAPITAL IMP FUND	\$1,983,454.97	\$0.00	\$0.00	\$1,983,454.97
613 STORM WATER CAPITAL IMP FUND	\$611,299.02	\$0.00	\$0.00	\$611,299.02
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$30,000.00	\$0.00	\$0.00	\$30,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$11,000.00	\$0.00	\$0.00	\$11,000.00
818 MISC ESCROWS FUND	\$14,473.35	\$0.00	\$207.50	\$14,265.85
820 BRIDGES TOWNHOMES ESC FUND	\$3,652.42	\$0.00	\$0.00	\$3,652.42
823 CROW RVR HTS WEST 3RD / BACKES	\$17,337.65	\$0.00	\$1,437.50	\$15,900.15
825 CROW RVR HTS FUT WEST PLAT/PUD	\$8,498.31	\$0.00	\$290.00	\$8,208.31
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$36,106.31	\$0.00	\$3,173.00	\$32,933.31
900 INTEREST	\$30,583.78	\$0.00	\$0.00	\$30,583.78
	\$7,154,255.80	\$0.00	\$32,409.54	\$7,121,846.26

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$12,515.88	\$1,019,659.00	\$1,007,143.12	1.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$101,578.00	\$101,578.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,822.89	\$15,000.00	\$11,177.11	25.49%
Source Alt Code TAXES		\$0.00	\$16,338.77	\$1,136,237.00	\$1,119,898.23	1.44%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$1,200.00	\$10,000.00	\$8,800.00	12.00%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$75.00	\$600.00	\$525.00	12.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$900.00	\$3,000.00	\$2,100.00	30.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$110,755.00	\$110,755.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,166.60	\$6,000.00	\$4,833.40	19.44%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$250.00	\$2,500.00	\$2,250.00	10.00%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,300.00	\$2,000.00	-\$300.00	115.00%
Source Alt Code SERVICE		\$0.00	\$6,511.60	\$134,905.00	\$128,393.40	4.83%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$5.10	\$100.00	\$94.90	5.10%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$1,600.00	\$0.00	-\$1,600.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$1,605.10	\$4,500.00	\$2,894.90	35.67%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$10,370.00	\$10,370.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$50.00	\$1,000.00	\$950.00	5.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$1,484.17	\$100,000.00	\$98,515.83	1.48%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	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	\$1,534.17	\$112,920.00	\$111,385.83	1.36%
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	\$118,253.00	\$118,253.00	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	\$39,000.00	\$39,000.00	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	\$163,092.00	\$163,092.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$166.66	\$3,000.00	\$2,833.34	5.56%
Source Alt Code FINES		\$0.00	\$166.66	\$3,000.00	\$2,833.34	5.56%
Fund 100 GENERAL FUND		\$0.00	\$26,156.30	\$1,554,654.00	\$1,528,497.70	1.68%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$0.00	\$26,156.30	\$1,554,654.00	\$1,528,497.70	1.68%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$806.00	\$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$189.00	\$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$450.00	\$1,000.00	\$550.00	45.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,147.64	\$7,500.00	\$3,352.36	55.30%
COUNCIL	E 100-41110-331 Travel Expenses	\$254.22	\$254.22	\$1,000.00	\$745.78	25.42%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$35.00	\$20,000.00	\$19,965.00	0.18%
Dept 41110 Council		\$254.22	\$4,886.86	\$43,495.00	\$38,608.14	11.24%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$11,462.48	\$75,642.00	\$64,179.52	15.15%
CITYADM	E 100-41400-121 PERA	\$0.00	\$859.69	\$5,673.00	\$4,813.31	15.15%
CITYADM	E 100-41400-122 FICA	\$0.00	\$709.56	\$4,690.00	\$3,980.44	15.13%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$165.95	\$1,097.00	\$931.05	15.13%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$65.80	\$385.00	\$319.20	17.09%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$1,400.00	\$8,400.00	\$7,000.00	16.67%
CITYADM	E 100-41400-208 Training and Instructio	\$600.00	\$675.00	\$1,500.00	\$825.00	45.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$68.28	\$250.00	\$181.72	27.31%
Dept 41400 City Administrator		\$600.00	\$15,406.76	\$97,637.00	\$82,230.24	15.78%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
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	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$2,000.00	\$798.40	60.08%
Dept 41410 Elections		\$0.00	-\$449.80	\$2,100.00	\$2,549.80	-21.42%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$7,303.52	\$48,004.00	\$40,700.48	15.21%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$547.76	\$3,600.00	\$3,052.24	15.22%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$451.70	\$2,976.00	\$2,524.30	15.18%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$105.63	\$696.00	\$590.37	15.18%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$46.48	\$1,540.00	\$1,493.52	3.02%
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	\$1,400.00	\$8,400.00	\$7,000.00	16.67%
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	\$22.50	\$100.00	\$77.50	22.50%
Dept 41430 Clerical Staff		\$0.00	\$9,877.59	\$65,816.00	\$55,938.41	15.01%
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	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$137.72	\$2,000.00	\$1,862.28	6.89%
Dept 41435 Staff Expenses		\$0.00	\$287.72	\$2,800.00	\$2,512.28	10.28%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$8,437.44	\$55,692.00	\$47,254.56	15.15%
ACCTING	E 100-41530-121 PERA	\$0.00	\$632.81	\$4,177.00	\$3,544.19	15.15%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$523.12	\$3,453.00	\$2,929.88	15.15%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$122.34	\$808.00	\$685.66	15.14%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$53.54	\$1,060.00	\$1,006.46	5.05%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$1,340.68	\$8,398.00	\$7,057.32	15.96%
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	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
Dept 41530 Accounting		\$0.00	\$11,159.97	\$77,338.00	\$66,178.03	14.43%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$22,000.00	\$22,000.00	0.00%
Dept 41540 Auditing		\$0.00	\$0.00	\$22,000.00	\$22,000.00	0.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$21,000.00	\$21,000.00	0.00%
Dept 41550 Assessing		\$0.00	\$0.00	\$21,000.00	\$21,000.00	0.00%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$208.34	\$400.97	\$3,500.00	\$3,099.03	11.46%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$28.00	\$200.00	\$172.00	14.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$1,183.88	\$6,000.00	\$4,816.12	19.73%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$1,692.68	\$4,000.00	\$2,307.32	42.32%
PURCHASE	E 100-41570-322 Postage	\$1,000.00	\$1,000.00	\$2,500.00	\$1,500.00	40.00%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		\$1,384.39	\$4,305.53	\$19,200.00	\$14,894.47	22.42%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$299.78	\$1,699.76	\$5,000.00	\$3,300.24	34.00%
Dept 41600 Computer		\$299.78	\$1,699.76	\$5,000.00	\$3,300.24	34.00%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$9.91	\$23,500.00	\$23,490.09	0.04%
Dept 41610 City Attorney		\$0.00	\$9.91	\$23,500.00	\$23,490.09	0.04%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$927.00	\$25,000.00	\$24,073.00	3.71%
Dept 41910 Planning and Zoning		\$0.00	\$927.00	\$25,000.00	\$24,073.00	3.71%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$1,072.88	\$1,654.65	\$7,000.00	\$5,345.35	23.64%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$250.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$539.24	\$1,088.04	\$7,500.00	\$6,411.96	14.51%
GOVTBLDG	E 100-41940-321 Telephone	\$193.23	\$835.86	\$6,400.00	\$5,564.14	13.06%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$722.04	\$722.04	\$9,600.00	\$8,877.96	7.52%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$834.60	\$5,000.00	\$4,165.40	16.69%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$252.06	\$756.65	\$3,500.00	\$2,743.35	21.62%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$259.24	\$2,000.00	\$1,740.76	12.96%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$3,029.45	\$6,701.14	\$48,025.00	\$41,323.86	13.95%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$723.00	\$723.00	\$20,000.00	\$19,277.00	3.62%
Dept 41950 Engineer		\$723.00	\$723.00	\$20,000.00	\$19,277.00	3.62%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,244.68	\$18,000.00	\$12,755.32	29.14%
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	\$9,658.59	\$25,000.00	\$15,341.41	38.63%
Dept 41960 Insurance		\$0.00	\$14,903.27	\$43,000.00	\$28,096.73	34.66%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$41.00	\$100.00	\$59.00	41.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970 Legal Publications		\$0.00	\$41.00	\$1,650.00	\$1,609.00	2.48%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$18,128.34	\$108,770.00	\$90,641.66	16.67%
Dept 42102 Wright County Sheriff		\$0.00	\$18,128.34	\$108,770.00	\$90,641.66	16.67%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$32,999.50	\$61,000.00	\$28,000.50	54.10%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$2,045.98	\$3,782.00	\$1,736.02	54.10%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$478.51	\$885.00	\$406.49	54.07%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,360.12	\$9,000.00	\$5,639.88	37.33%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	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	\$328.00	\$1,500.00	\$1,172.00	21.87%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,431.29	\$5,000.00	\$3,568.71	28.63%
Dept 42210 Fire Dept Administration		\$0.00	\$40,643.40	\$85,817.00	\$45,173.60	47.36%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$144.60	\$271.52	\$15,500.00	\$15,228.48	1.75%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$240.24	\$1,500.00	\$1,259.76	16.02%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$59.40	\$60.00	\$28,500.00	\$28,440.00	0.21%
FIREEQUIP	E 100-42220-580 Other Equipment	\$35.00	\$396.23	\$5,000.00	\$4,603.77	7.92%
Dept 42220 Fire Dept Equipment		\$239.00	\$967.99	\$51,500.00	\$50,532.01	1.88%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$600.00	\$600.00	\$12,500.00	\$11,900.00	4.80%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$804.28	\$3,210.00	\$2,405.72	25.06%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240 Fire Dept Training		\$600.00	\$1,404.28	\$17,210.00	\$15,805.72	8.16%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$164.51	\$4,500.00	\$4,335.49	3.66%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$45.12	\$9,000.00	\$8,954.88	0.50%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,805.00	\$7,805.00	0.00%
Dept 42260 Fire Vehicles		\$0.00	\$209.63	\$22,305.00	\$22,095.37	0.94%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$5.44	\$29.05	\$1,650.00	\$1,620.95	1.76%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$5.39	\$7,500.00	\$7,494.61	0.07%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$127.95	\$1,000.00	\$872.05	12.80%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$349.23	\$349.23	\$4,500.00	\$4,150.77	7.76%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$589.04	\$3,000.00	\$2,410.96	19.63%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280	Fire Stations and Bldgs	\$354.67	\$1,100.66	\$17,650.00	\$16,549.34	6.24%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,602.00	\$11,602.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$56,852.00	\$56,852.00	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$1,057.95	\$50,000.00	\$48,942.05	2.12%
Dept 42401	Building Inspection Admin	\$0.00	\$1,057.95	\$50,000.00	\$48,942.05	2.12%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$24,584.16	\$138,997.00	\$114,412.84	17.69%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$694.57	\$2,000.00	\$1,305.43	34.73%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$1,050.00	\$14,580.00	\$13,530.00	7.20%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$1,895.89	\$12,300.00	\$10,404.11	15.41%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$1,573.41	\$11,072.00	\$9,498.59	14.21%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$367.99	\$2,589.00	\$2,221.01	14.21%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$155.92	\$2,535.00	\$2,379.08	6.15%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$5,350.76	\$32,400.00	\$27,049.24	16.51%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,989.00	\$2,500.00	\$511.00	79.56%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$776.47	\$7,000.00	\$6,223.53	11.09%
PUBWRKS	E 100-43000-215 Shop Supplies	\$199.24	\$647.83	\$7,500.00	\$6,852.17	8.64%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$390.29	\$528.53	\$12,000.00	\$11,471.47	4.40%
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	\$170.97	\$5,000.00	\$4,829.03	3.42%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$1,343.80	\$10,000.00	\$8,656.20	13.44%
PUBWRKS	E 100-43000-321 Telephone	\$266.34	\$900.27	\$4,200.00	\$3,299.73	21.44%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
PUBWRKS	E 100-43000-381 Electric Utilities	\$448.98	\$448.98	\$6,000.00	\$5,551.02	7.48%
PUBWRKS	E 100-43000-383 Gas Utilities	\$0.00	\$1,141.30	\$5,000.00	\$3,858.70	22.83%
Dept 43000	Public Works (GENERAL)	\$1,351.75	\$43,619.85	\$280,373.00	\$236,753.15	15.56%
Dept 43121	Paved Streets					
PAVSTRSTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal					

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
SNOWREMO	E 100-43125-224 Street Maint Materials	\$13,163.23	\$13,163.23	\$20,000.00	\$6,836.77	65.82%
Dept 43125	Ice & Snow Removal	\$13,163.23	\$13,163.23	\$20,000.00	\$6,836.77	65.82%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$114.94	\$2,247.14	\$25,000.00	\$22,752.86	8.99%
Dept 43160	Street Lighting	\$114.94	\$2,247.14	\$25,000.00	\$22,752.86	8.99%
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 100-43245-384 Refuse/Garbage Dispos	\$3,449.60	\$6,899.20	\$40,000.00	\$33,100.80	17.25%
Dept 43245	Recycling: Refuse	\$3,449.60	\$6,899.20	\$40,000.00	\$33,100.80	17.25%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45186	Senior Center	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$33.20	\$2,000.00	\$1,966.80	1.66%
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	\$8,000.00	\$8,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$178.25	\$234.86	\$2,200.00	\$1,965.14	10.68%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$90.00	\$8,000.00	\$7,910.00	1.13%
Dept 45200	Parks (GENERAL)	\$178.25	\$358.06	\$36,700.00	\$36,341.94	0.98%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$400.00	\$2,000.00	\$0.00	-\$2,000.00	0.00%
Dept 48205	Damage Deposit Refunds	\$400.00	\$2,000.00	\$0.00	-\$2,000.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$26,142.28	\$209,303.77	\$1,554,654.00	\$1,345,350.23	13.46%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$26,142.28	\$209,303.77	\$1,554,654.00	\$1,345,350.23	13.46%

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

ORDINANCE NO. 2019-01

AN ORDINANCE AMENDING CHAPTER 2 RELATED TO MEETINGS

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

Section 1. SEC. 2.04, subp. A. is amended to read as follows:

SEC. 2.04 MEETINGS

- A. The Regular Council Meetings shall be held on the first and third Tuesday of the month at 7:00 p.m. All meetings shall be held at City Hall. Any changes to the regularly scheduled meeting location or time, or a designation of a special meeting shall be posted for public notice. At the discretion of the City Council, the second meeting of the month may be designated as a “Work Session” meeting. The purpose of the Work Session is for the City Council to have more in-depth discussions on matters before the Council, thus regular business will not be conducted, except for the payment of claims, or the consideration of other business that the Council determines must be acted upon prior to the next regularly scheduled Council meeting.

Section 2. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this ____th day of _____, 2019.

CITY OF HANOVER

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Clerk

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of March, 2019.

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 03-05-19-08

A RESOLUTION APPROVING CAPITAL FUND TRANSFER

WHEREAS, the City utilized the Facilities Capital Fund to pay for the Public Works Facility construction; and

WHEREAS, the City did not have sufficient funds to cover complete costs, therefore the fund ran a negative balance; and

WHEREAS, the Council’s intent was to offset costs by transferring funds from General Capital upon project completion.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the transfer of \$514,537.06 from General Capital to Facilities Capital Fund.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of March, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of March, 2019.

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 03-05-19-10

**A RESOLUTION APPROVING
NON-WAIVER OF STATUTORY LIABILITY COVERAGE LIMIT**

WHEREAS, the City of Hanover has its liability insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, the LMCIT allows cities to waive the statutory limits of \$500,000 per claimant and \$1,500,000 per occurrence; and

WHEREAS, the City of Hanover has in the past not waived their excess liability limits.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby affirms that it does not waive the statutory limits of \$500,000 per claimant and \$1,500,000 per occurrence.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of March, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of March, 2019.

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 03-05-19-11

A RESOLUTION APPROVING RENEWAL OF CONSUMPTION AND DISPLAY PERMIT

WHEREAS, the City maintains a Consumption and Display Liquor License at 11250 5th 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 5th St. NE, Hanover, MN.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of March, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of March, 2019.

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 03-05-19-12

A RESOLUTION APPROVING PURCHASE OF FIRE DEPARTMENT AIR PACKS

WHEREAS, the Hanover Fire Department utilizes oxygen packs when responding emergency calls; and

WHEREAS, the department's packs are expired; and

WHEREAS, the department obtained three quotes, as attached, for replacement of the expired packs.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached quote from Alex Air Apparatus in the amount of \$119,274.00.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of March, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



11897 Co. RD 87 SE
 Alexandria, MN 56308
 Phone: 800-264-2320
 Fax: 320-763-9077
 Email: info@alexairapparatus.com
 Web Site: www.alexairapparatus.

QUOTE

Date	Customer PO
1/9/2019	

BILL TO
Hanover Fire Department Hanover, MN

SHIP TO
Hanover Fire Department Hanover, MN

S.O. #	Promise Date	Terms	Sales Rep
		N30	Corey Thorson

P.O.#	QTY	STOCK ORDER	PART #	DESCRIPTION	PRICE (Each)	PRICE (Extended)
	18	ORDER	4043185	Drager PSS 7000 SCBA w/ 7000 Sentinel	\$3,613.50	\$65,043.00
	18	ORDER	4058601	Drager 40" Buddy Breather w/ Pouch	\$304.00	\$5,472.00
	36	ORDER	4058999	Drager 4500psi/45 Minute Custom Carbon Cylinder	\$747.00	\$26,892.00
	18	ORDER	3357114	Drager- Quick Connect Cylinder Adapter (spare)	\$83.50	\$1,503.00
	30	ORDER	R61845	Drager- FPS 7000 Mask w/ Cloth Hairnet	\$241.00	\$7,230.00
	30	ORDER	4046167	Drager- FPS 7000 HUD "Heads Up Display"	\$158.00	\$4,740.00
	2		4050009	Drager RIT Lifeguard II RIT Kit	\$3,425.00	\$6,850.00
				Includes: Bag, 45/60 cylinder, Mask,		\$0.00
				LDV, and Dual Line RIT Hose		\$0.00
	2	ORDER	3357116	Drager Fill Station Quick Connect Adapter	\$572.00	\$1,144.00
						\$0.00
						\$0.00
						\$0.00
				NFPA 2018 Upgrades included		\$0.00
				They will be provided by Drager and/or Alex Air		\$0.00
				when they become available		\$0.00
						\$0.00
				Upgrade Offer and Pricing good through Feb. 28, 2019		\$0.00
						\$0.00
						\$0.00
						\$0.00

*CUSTOMERS THAT HAVE NOT PROVIDED TAX EXEMPT FORMS WILL BE CHARGED APPLICABLE SALES TAX

*FREIGHT PREPAID & ADDED

*F.O.B SHIPPING POINT

*THIS IS NOT AN INVOICE

Tax Rate

SHIPPING: \$400.00

SUB: \$118,874.00

TAX: \$0.00

TOTAL: \$119,274.00

Authorized Signature of Approval



PRIME SAFETY, INC.
 2570 OLD CRELLIN ROAD
 OAKLAND, MD 21550
 240-321-3337

Estimate

Date Estimate No.
 2/18/2019 12071

Name / Address

Hanover Fire Department
 Hanover, MN

Rep

Item	Description	Qty	Cost	Total
ds 4043185	PSS 7000, NFPA 1981-2013 Compliant SCBA with Sentinel 7000 and Quick Release Cylinder Change System	18	3,715.19111	66,873.44
ds 4058601	Multilink buddy breather 40" length • Manifold included• Pouch included•Installed	18	311.77778	5,612.00
ds 4058999	Cylinder. 45 minute 4500 psi Clear coated Custom LOGO	36	801.55556	28,856.00
ds 3357114	Cylinder quick adaptor (spare) High Pressure (4500 psi)	18	88.77889	1,598.02
ds R61845	13 FPS 7000, Mask, Medium (Hairnet Standard Included) HUD not included	30	250.32767	7,509.83
ds 4046167	PSS 7000, Installed HUD Receiver for FPS 7000 Mask	30	160.06667	4,802.00
ds 4050009	RIT Lifeguard II Complete kit 2013 Edition (Bag, 45/60 carbon, Dual line Pneumatics, LDV and mask)	2	3,525.00	7,050.00
ds 3357116	Charging adapter for compressor High Pressure	2	599.99	1,199.98
	2018 Upgrade included			
	Pricing valid trough 2/28/2019			
	Out-of-state sale, exempt from sales tax		0.00%	0.00
Returns must be made within 10 days of delivery.			Total	\$123,501.27

To: Hanover City Council & Planning Commission

From: Brian Hagen, City Administrator

Re: Summer Seasonal Position

Date: February 28, 2019

At a City Council meeting earlier this year it was suggested that consideration be made to hire two summer seasonal positions. Initial comments were related to freeing up our full-time employees to focus efforts on larger projects instead of spending time completing park general park maintenance needs like lawn mowing, weed whipping, and tending garbages/bathroom cleanings. As a reminder, we have spoken to the prior year summer seasonal employee who has indicated an interest in returning to work for the City another year.

The 2019 Part-Time Employee Wages budget identifies \$14,580. This budget amount was assumed off of one summer seasonal employee and one winter seasonal employee. Historically, this budget has been relatively accurate. By adding a second summer seasonal, we would add an estimated \$5,000-\$10,000 in wages depending on the duration the employee is employed and the per hour rate of pay. The largest factor being duration of employment. The difference will be whether the City hires an individual who can commit a full 5-6 month duration for the summer growing season or if we hire an individual who can only commit to three months. Given historical operating expenses for the City, this would not present a budget concern.

If it is Council's desire to hire a second seasonal position, staff would seek a motion authorizing the advertisement of the open position. In the past, Council has not been involved in the seasonal position interviews, but could be if desired. We have found that multiple rounds of interviews were not needed. A recommendation for approval to hire our summer position(s) would come to the April 2nd City Council meeting.



Hennepin County Resident and Real Estate Services
A-600 Hennepin County Government Center
Minneapolis, Minnesota 55487-0060

February 14, 2019

FEB 20 2019

City of Hanover
Community Development
Planning and Zoning

Re: List of tax delinquent properties within the City of Hanover for review

Hennepin County is currently selecting tax-delinquent properties on which it will bring an accelerated forfeiture action and is requesting your assistance in identifying possible properties in your city. Generally, once judgment for delinquent taxes is entered, the property owner has 3 years to redeem the property from tax forfeiture by paying the delinquent taxes. An accelerated forfeiture action reduces that period to 5 weeks by Court order. The County may file an action for accelerated forfeiture if certain criteria are met, including the following: (1) property has delinquent taxes; (2) property is vacant; (3) property shows evidence of abandonment such as the following:

- windows or entrances to the premises are boarded up or closed off, or multiple window panes are broken and unrepaired;
- doors to the premises are smashed through, broken off, unhinged, or continuously unlocked;
- gas, electric, or water service to the premises has been terminated;
- rubbish, trash, or debris has accumulated on the premises;
- police or sheriff's office has received at least two reports of trespassers on the premises, or of vandalism or other illegal acts being committed on the premises; or
- the premises are deteriorating and are either below or are in imminent danger of falling below minimum community standards for public safety and sanitation.

To help with your review of housing stock for possible candidates for the 2019 process we have attached a list of properties within your municipality that currently have delinquent taxes. If there are any properties on this list that are (1) vacant and (2) show evidence of abandonment, please send them to my attention by 3/28/2019. The list should contain at minimum the following information; email and phone # for primary contact at the city for this matter, 13 digit parcel I.D. #, address, and narrative/notes describing evidence of abandonment as listed above. Pictures are always helpful but not required at this point. Please also note any title issues you are aware of, such as whether the owner of the property is deceased. The list can be emailed or mailed using the contact information listed below.

The County will review your list and will follow-up with you by May 1st if any properties are determined to be good candidates for an accelerated forfeiture action. Please note that commencement of any accelerated forfeiture action is contingent on the approval of the County Board.

Sincerely,

Michael Wolf - Senior Property Manager
Hennepin County Resident and Real Estate Services (RRES)
300 South Sixth Street
Minneapolis, MN 55487-0060
Michael.wolf@hennepin.us
612-348-5102

Hennepin Property Information System

D, J, C properties with Delq balances due as of 02/01/19; amts due do NOT include Publication Costs, Sheriff's Fees or Interest (nor CJ Interest), and may include some old forfeited year's bal dues not purged

sorted by Record Code, Municipality Name, then PID

Munic Code	PID	Property Address					2018 Data		Delinquent Partial Balance		
		House	Street	Unit	Postal City	Zip	Type	Hmst	Tax Balance	Spec Balance	Pen Balance
67	0611923210016	10760	GINSENG LA N		HANOVER	55341	S	N	4051.46	0	506.43
67	0111924220001	29953	109TH AVE N		HANOVER	55341	R	N	7288.25	0	951.24
67	0111924220015	29953	109TH AVE N		HANOVER	55341	LC	N	2779.22	0	361.5

Office of the Revisor of Statutes

2018 Minnesota Statutes

Authenticate **281.173 FIVE-WEEK REDEMPTION PERIOD FOR CERTAIN ABANDONED PROPERTIES.**

Subdivision 1. **Application.** This section applies if at any time after the tax sale as provided in section 280.01 has occurred but before notice of expiration of time for redemption has been given, a court order is entered reducing to five weeks the redemption period during which the owner, the owner's personal representatives and assigns, or any other person holding an interest in the premises, may redeem the premises in accordance with the provisions of this chapter.

Subd. 2. **Summons and complaint.** Any city, county, housing and redevelopment authority, port authority, or economic development authority, in which the premises are located may commence an action in district court to reduce the period otherwise allowed for redemption under this chapter. The action must be commenced by the filing of a complaint, naming as defendants the record fee owners or the owner's personal representative, or the owner's heirs as determined by a court of competent jurisdiction, contract for deed purchasers, mortgagees, assigns of any of the above, the taxpayers as shown on the records of the county auditor, the Internal Revenue Service of the United States and the Revenue Department of the state of Minnesota if tax liens against the owners or contract for deed purchasers have been recorded or filed; and any other person the plaintiff determines should be made a party. The action shall be filed in district court for the county in which the premises are located. The complaint must identify the premises by legal description. The complaint must allege (1) that the premises are abandoned, (2) that the tax judgment sale pursuant to section 280.01 has been made, and (3) notice of expiration of the time for redemption has not been given.

The complaint must request an order reducing the redemption period to five weeks. When the complaint has been filed, the court shall issue a summons commanding the person or persons named in the complaint to appear before the court on a day and at a place stated in the summons. The appearance date shall be not less than 15 nor more than 25 days from the date of the issuing of the summons. A copy of the filed complaint must be attached to the summons.

Subd. 3. **Service of summons and complaint.** The summons and complaint may be served by any person not named a party to the action. The summons and complaint must be served at least seven days before the appearance date, in the manner provided for service of a summons and complaint in a civil action in the district court, and posted in a conspicuous place on the premises. If a defendant cannot be found in the state, then upon an affidavit to that effect being filed with the court, the summons and complaint may be served by sending a copy by certified mail to the defendant's last known address, if any, at least ten days before the appearance date. Summons by certified mail is complete upon mailing. If personal or certified mail service cannot be made on a defendant, then the plaintiff or plaintiff's attorney may file an affidavit to that effect with the court and service by posting the summons and complaint on the premises is sufficient as to that defendant. Service upon the United States of America shall be made in accordance with applicable federal law.

Subd. 4. **Hearing; evidence; order.** At the hearing on the summons and complaint, the court shall enter an order reducing the redemption period to five weeks from the date of the order, if evidence is presented supporting the allegations in the complaint and no appearance is made to oppose the relief sought. An affidavit by the sheriff or a deputy sheriff of the county in which the premises are located, or of a building inspector, zoning administrator, housing official, or other municipal or county official having jurisdiction over the premises, stating that the premises are not actually lawfully occupied and further setting forth any of the following supporting facts, is prima facie evidence of abandonment:

- (1) windows or entrances to the premises are boarded up or closed off, or multiple window panes are broken and unrepaired;
- (2) doors to the premises are smashed through, broken off, unhinged, or continuously unlocked;
- (3) gas, electric, or water service to the premises has been terminated;
- (4) rubbish, trash, or debris has accumulated on the premises;
- (5) the police or sheriff's office has received at least two reports of trespassers on the premises, or of vandalism or other illegal acts being committed on the premises; or
- (6) the premises are deteriorating and are either below or are in imminent danger of falling below minimum community standards for public safety and sanitation.

The court may consider an affidavit from any other person having personal knowledge, which states facts supporting any other allegations in the complaint. Written statements of the owner, the owner's personal representatives or assigns, including documents of conveyance, which indicate a clear intent to abandon the premises, are conclusive evidence of

abandonment. In the absence of affidavits or written statements, or if rebuttal evidence is offered by the defendant or a party lawfully claiming an interest through the defendant, the court may consider any competent evidence, including oral testimony, concerning any allegations in the complaint. An order entered under this section must contain specific findings of abandonment and must contain a legal description of the premises.

Subd. 5. **Recording of order.** Within ten days after the order is entered, a certified copy of the order must be filed by the moving party with the office of the county recorder or registrar of titles and with the auditor for the county in which the premises are located. Failure to file the order within ten days shall not invalidate the proceedings.

Subd. 6. **Duty of auditor.** If the property is not redeemed within five weeks of the date of entry of the order the county auditor, without further notice, shall execute a certificate as provided for in section 281.23, subdivision 9.

Subd. 7. **Homestead status.** This section applies regardless of the subject property's homestead tax status at the time of sale.

Subd. 8. [Repealed, 2014 c 308 art 9 s 94]

History: 1996 c 471 art 3 s 29; 1S+2017 c 1 art 2 s 26

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Collaborative Planning, LLC

MEMORANDUM

To: Honorable Mayor and Council, City of Hanover

From: Cindy Nash, Town Planner

Date: February 27, 2019

Subj: City of Rogers Comprehensive Plan

As part of the required Comprehensive Plan review process outlined in MINN. STAT. 473.858 Subd. 2, the City of Rogers has provided the City of Hanover with a copy of their proposed Comprehensive Plan for review and comment. A copy of their plan can be reviewed at the following link: <https://rogersmn.gov/2040-comprehensive-plan>

The review process allows for adjacent jurisdictions to have six months to review and comment on a Comprehensive Plan. The six-month period can be reduced if comments are received (or a letter stating that the jurisdiction has no comment) prior to the six-month period ending for all jurisdictions.

After reviewing the plan, it is my opinion that no comments from the City of Hanover are warranted.

Requested Motion

I move to find that no comments are necessary for the City of Rogers Comprehensive Plan, to waive further review, and direct the City Planner to provide the City of Rogers with notice of the waiver of review.