

**AGENDA
HANOVER CITY COUNCIL
MARCH 7, 2017**

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 21, 2017 City Council Work Session Meeting (4)
 - b. Approve Minutes of February 27, 2017 Joint City Council & Planning Commission Meeting (8)
 - c. Approve Claims as Presented: (9)

➤ Claims	\$ 40,409.72
➤ Payroll	\$ 7,607.55
➤ P/R taxes & Exp	\$ 3,046.32
➤ Other Claims	<u>\$ 2,293.96</u>
➤ Total Claims	<u>\$ 53,357.55</u>
 - d. Res No 03-07-17-18 – Approving Non-Waiver of LMCIT Statutory Coverage Limits (40)
 - e. Res No 03-07-17-19 – Approving Designation of Cemetery Cremation Plots (41)
 - f. Res No 03-07-17-20 – Approving Hire of Fire Department Member (42)
4. Citizen’s Forum:
5. Public Hearings
6. Unfinished Business
 - a. Res No 03-07-17-21 – Approving 2017 Goal Setting Facilitator (43)
 - b. Ordinance 2016-11– Amending Chpt. 10 Related to Principal Uses, Buildings, & Eligibilities (61)
 - c. Res No 03-07-17-22 – Approving Purchase of Grass Rig/Medical Vehicle (67)
 - d. Settlers Park Ballfield Redesign Updated Cost Estimate (94)
 - e. Res No 03-07-17-23 – Accepting Donation from Hanover Athletic Association (95)
 - f. Pheasant Run Skin Patch Quote (96)
7. New Business
 - a. Res No 03-07-17-24 – Approving 2016 Budget Amendment #1 (97)
 - b. Res No 03-07-17-25 – Approving Fund Transfer Bond Payoff (105)
 - c. Temp. Agency Crack Filling Workers
8. Reports
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: March 2, 2017
Re: Review of March 7, 2017 City Council Agenda

1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent packet.*
 - a. **Approve Minutes of February 21, 2017 City Council Work Session Meeting (4)**
 - b. **Approve Minutes of February 27, 2017 Joint City Council & Planning Commission Meeting (8)**
 - c. **Approve Claims as Presented: (9)**

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➤ Total Claims	<u>\$ 53,357.55</u>
 - d. **Res No 03-07-17-18 – Approving Non-Waiver of LMCIT Statutory Coverage Limits (40)**
 - e. **Res No 03-07-17-19 – Approving Designation of Cemetery Cremation Plots (41)**
 - f. **Res No 03-07-17-20 – Approving Hire of Fire Department Member (42)**
4. **Citizen’s Forum:**

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
5. **Public Hearings**
6. **Unfinished Business**
 - a. **Res No 03-07-17-21 – Approving 2017 Goal Setting Facilitator (43)**

Don Salverda will be present to discuss his proposal with Council.
 - b. **Ordinance 2016-11– Amending Chpt. 10 Related to Principal Uses, Buildings, & Eligibilities (61)**

Nash will be present to discuss the proposed changes recommended for approval by the Planning Commission.
 - c. **Res No 03-07-17-22 – Approving Purchase of Grass Rig/Medical Vehicle (67)**

Enclosed is a resolution identifying costs for the proposed Fire Department vehicle purchase. This vehicle is recommended to be purchased by the Chief Malewicki and the Fire Department.

- d. Settlers Park Ballfield Redesign Updated Cost Estimate (94)**
Enclosed is an updated sheet identifying estimated costs of the ballfield project.
- e. Res No 03-07-17-23 – Accepting Donation from Hanover Athletic Association (95)**
Enclosed is a resolution accepting the donation from the Hanover Athletic Association. This resolution was brought back to Council due to the donation still being available, and discussion held at the last Council meeting.
- f. Pheasant Run Skin Patch Quote (96)**
Enclosed is a quote to apply a skin coat of asphalt to a road section in Pheasant Run. Vogel will discuss further with Council.

7. New Business

- a. Res No 03-07-17-24 – Approving 2016 Budget Amendment #1 (97)**
Enclosed is a resolution for a budget amendment to the 2016 budget. This amendment reflects actual expenses, and corrects discrepancies prior to the annual audit.
- b. Res No 03-07-17-25 – Approving Fund Transfer Bond Payoff (105)**
This resolution corrects a negative fund balance due to the early payoff of the 2009A Bond previously approved by Council.
- c. Temp. Agency Crack Filling Workers**
Vogel will address staffing needs to conduct the crack filling project in house again this year.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
FEBRUARY 21, 2017 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, February 21, 2017 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel and the Wright County and Hennepin County Sheriffs. Several other guests were present. Ken Warpula was absent.

Approval of Agenda

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

Consent Agenda

MOTION by Hallstein to approve the consent agenda, seconded by Hammerseng.

a. Approve Minutes of February 7, 2017 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 52,519.72
➤ Payroll	\$ 7,533.66
➤ P/R taxes & Exp	\$ 3,034.08
➤ Other Claims	<u>\$ 1,974.06</u>
➤ Total Claims	<u>\$ 65,061.52</u>

John Miller – Eagle Scout Project

John Miller presented his Eagle Scout project to Council. Miller would like to create Welcome to Hanover signs to be placed on County Road 19 when entering Hanover from Corcoran and when entering from St. Michael and possibly an additional sign when entering Hanover on County Road 34 from St. Michael. He showed Council the design he had created, he would use maintenance free posts and cedar for the signs with eye hooks below so signs could be hung to advertise for events. He stated each sign would cost an estimated \$2,000 and he would be working with the local organizations for funding. Council thanked Miller and requested that he work with the Park Board on the design of the signs.

2017 Road Maintenance Project – Pheasant Run

Hagen stated that Council looked at the costs of three project options at the last meeting. With a chip seal project planned and a road project in Pheasant Run, there are not currently enough funds in the Street Capital for both projects. Vogel explained that a skin coat could be an option for the intersection in the worst condition, and that would hold the road over until the planned road project in 2018. Vogel was directed to have an estimate for the March 7th meeting.

Paving of Jandel Ave.

Discussion took place over the interest in paving Jandel Ave this year, currently there are no funds set aside for this project. Kauffman requested that letters be sent out to residents on Jandel Ave to solicit their feedback. It was stated that the drainage is the largest issue, Vogel explained that once the frost is out he will pull the ridges up and the water will drain properly. Kauffman directed Hagen to get an engineer estimate to include in a letter to the residents on Jandel Ave.

Settlers Park Ballfield Redesign Project Review

Hallstein started the discussion on the Settlers Park Ballfield Redesign, she stated she would like public feedback and discussion on how Hanover defines community, whether it is those who are from the Hanover area or only those who are Hanover tax payers. Kauffman asked Tom Therrien for a breakdown of the field usage. Therrien stated that Hanover Youth Ball uses the fields every night Sunday through Thursday from when the snow is gone until the snow comes in the fall. He added that enrollment has increased from 180 children in 2008 to 360 children currently enrolled in Hanover Youth Ball.

Hammerseng inquired as to the breakdown of ages and genders included in Hanover Youth Ball. Chad Kugler explained that it is a 50 percent split between boys and girls, there are more younger players, but as those players age they are pushing to stay in Hanover Youth Ball instead of leaving the program. They further explained with the larger field they could now offer leagues for children 16 years and older. Bill Rosso from Hanover Athletic Association was asked how the numbers for the field usage were determined, he explained that he used the schedules provided by Hanover Youth Ball and the Hanover Athletic Association and determined that Hanover Youth Ball used the fields five hours a week and Hanover Athletic Association used the field four hours a week. Kauffman asked Michael Kehn why he felt that this field is only for adult use. Kehn explained that he feels that Hanover Athletic Association is using the Hanover Youth Ball to get an adult field built. He stated in 2010 meeting notes it was stated that there was a proposed adult field for the site, but that project died and now has come back again. Tom Therrien stated that the project died in 2010 over lease negotiations between the City and Hanover Athletic Association. He further explained that no one coerced him to come before Council, he asked for the field for the youth and it had nothing to do with adult usage.

Stephanie Gleason inquired about the scheduling and if the current field is expanded where will the younger children play. Kugler explained that the fields at Hanover Elementary can now be fully used by the younger players and the current Settlers Park fields are too small for their needs. Gleason also inquired about using other Cities fields. Hallstein stated that it seems more important to keep Hanover residents in their community. Kauffman added why would the City want residents to leave Hanover and possibly spend money outside of Hanover when they could stay in town and put money back into their own community. It was also stated the fields in other communities are already in use.

Martin Waters stated that he had recently attended a Three Rivers Park District meeting and that there are 4,000 acres of park next to Hanover in the Crow Hassan Park Reserve. He explained that the park was set up as 80% preservation and 20% recreation. He further stated that the Board made a motion to contact Hagen about a master plan that could include a sports complex in Crow Hassan Park Reserve. Kauffman stated he met with Three Rivers Park District Commissioner DeJournett and she stated their focus is more on nature and bike trails. Hagen explained he has not yet been contacted by Three Rivers Park District, but has had conversations with them in the past and they had stated their focus is preservation.

Kauffman addressed purchasing land for a ballfield and stated that in the 2008 Comp Plan the cost estimate for a ballfield was around \$1.7 million. He explained he met with Realtor Wayne Elam and the asking price for land currently is \$3,500 per acre which would bring the cost to purchase land for a ballfield close to \$2 million. Kauffman explained Council has the following three options; Council can vote again to accept the donation, Council can go ahead with the ballfield renovation at the cost of the City, or Council can spend \$2 million on a new location.

Claudia Pingree stated her major complaint has been the lack of information put out to residents. She stated she would like to know how the city is paying for the tree replacement and for the safety measures needed for the ballfield. Abby Peterson stated they have had an open forum for eight months.

Hallstein inquired on the type of safety netting would be put in place and what the cost would be. Therrien explained the two options, there could be a high netting along the right field fencing or a lower netting near home plate. He also explained there is \$9,000 left in the estimate that Hanover Youth Ball put together.

A recess occurred from 7:40 to 7:42 p.m.

Hagen inquired what the plan is moving forward. Kauffman stated that Council will need time to think over all the information from tonight and will bring it back at the next Council meeting. Kehn requested that the question be put on a ballot as a referendum. Hagen stated he looked into that request prior to the November Election, and this issue cannot be put on a ballot.

Res No 02-07-17-17 – Approving Public Works Facility Contingency Dollars

Fehn Companies was present to address Council's questions regarding the extra funding needed for soil corrections. Fehn explained that suitable material has not been found on site to use in the corrected areas. Because of this, material is required to be brought from an outside source. By completing a full soil correction under the driveway and parking areas, there will be minimal risk for future settling.

MOTION by Hallstein to approve Res No 02-07-17-17, seconded by Hammerseng. **Motion carried unanimously.**

2 Acre City Owned Parcel

Discussion took place around the benefits to keeping the 2 acres versus selling it. Council directed Hagen to meet with a realtor to get a value on the property.

Goal Setting Date Update

Hagen spoke with a facilitator for the Goal Setting Session. This facilitator has worked with Delano and Corcoran in the past. The facilitator said that an eight-hour session would be the most beneficial for the material the City desires to cover. He structures the event to discuss goal, roles, and relationships of the City boards and staff. Council directed Hagen to invite the facilitator to a meeting to describe the process and present the proposal.

Met Council Legislative Item

Hagen stated that Senator Mary Kiffmeyer sent over information on possible legislation related to Met Council. Currently Hanover, Rockford, New Prague and Northfield fall within the Met Council area, but have opted out of its jurisdiction. He explained that Hanover contributes \$6,000 towards fiscal disparities, but currently receives \$34,000 back in fiscal disparities. Part of the new legislation would require Hanover to submit a comp plan for Met Council review in order to receive fiscal disparities, currently Hanover does not have to do that. The requirements for Met Council's comp plan would cost considerably more than the City has planned for on the upcoming amendment. Kauffman stated he has received more information since this was sent and the legislators he has been talking with do not feel it will pass.

Public Works Staffing – Seasonal and Full Time

Hagen explained this is typically when the City advertises for its seasonal public works staff. Staff stated they will reach out to last year's seasonal worker to see if he is still interested in coming back this summer. If he is not interested, Hagen will advertise for the position. Hagen would also like to revisit discussion on hiring a third full time public works employee. Kauffman inquired about the MS4 intern grant. Hagen explained that he and Scott looked further into the grant and that it was not meant to be used to meet the MS4 requirements, but to go above and beyond. Amy Biren stated that 300 hours is training through the MPCA and a lot of their programs are around educating the public. Hallstein inquired if they could do agricultural education and Biren stated yes. Biren stated they are not able to take a current staff member's position away, but should be doing work in addition. Kauffman stated that Council can revisit the third public works employee in the fall once the public works building is complete.

City Policies Review

Hagen provided feedback on how surrounding Cities conducted their Administrator’s reviews. He explained there were many variations; some did 360 reviews, while some did not. Kauffman stated that he thought the consultant’s feedback was helpful, but their ratings skewed the overall scoring. Hallstein did not agree that the consultant’s ratings should be weighted differently. Hammerseng stated he did not think the process needed to be changed.

Hagen explained that under the Affordable Care Act, 20 hours is considered full time for medical benefits, however since Hanover employs less than 50 employees it may be exempt from these requirements. Kauffman stated the City should not provide benefits to part time staff. Hallstein stated that Hanover should provide benefits to attract quality employees. After discussion Council agreed that permanent part time staff should receive benefits, but they agreed that this does not include seasonal staff.

Holiday pay was discussed, but due to the meeting running long Council requested to revisit the policies at a later meeting.

Biren requested that Council give direction on the Cemetery Policy updates tonight, she currently has a family waiting to purchase a cremation lot, but the cemetery no longer has any designated. Biren suggests designating rows 12 and 13 as cremation lots. Council agreed with the changes. Hagen stated he will bring a resolution designating these rows to the March 7th meeting for approval.

Reports

None

Adjournment

MOTION by Zajicek to adjourn at 9:55 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**CITY OF HANOVER
JOINT MEETING OF THE
CITY COUNCIL AND PLANNING COMMISSION
FEBRUARY 27, 2017 - DRAFT MINUTES**

Call to Order

Mayor Chris Kauffman called the February 27, 2017, Joint Meeting of the City Council and Planning Commission to order at 6:36 pm. Council members present were Mayor Chris Kauffman, Doug Hammerseng, Jim Zajicek, and MaryAnn Hallstein. Planning Commission members present were Stan Kolasa, Jim Schendel, Michelle Armstrong, Dean Kuitunen, and Mike Christenson. Also present were City Administrator Brian Hagen, City Planner Cindy Nash, Administrative Assistant Amy Biren, and Accountant/Deputy Clerk Elizabeth Lindrud. Also present: Michael Kehn, Joe Kaul, and Ben Lange. Absent: Councilor Ken Warpula.

Approval of Agenda

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

MOTION by Schendel to approve the agenda as presented, seconded by Kuitunen. **Motion carried unanimously.**

Comprehensive Plan Work Plan Review

City Planner Cindy Nash led a discussion on the proposed Comprehensive Plan Work Plan. She explained that the comprehensive plan was last reviewed in 2008 and was not fully implemented, she further explained there are some elements that are not what Council and the Planning Commission see for Hanover going forward. Some items need updating and others do not even exist in the current plan. She explained that the current plan is very focused on conservation of natural resources, however there is nothing on future roads or water and sewer extensions.

Nash gave a brief overview of each topic section listed in the Work Plan Review and the meeting schedule. She stated that each meeting one topic would be assigned for a joint Council and Planning Commission meeting. Each meeting would last around an hour, with the more controversial or complex topics possibly taking more time. She suggested meeting on Monday an hour before the Planning Commission meeting.

Nash explained the Resident Engagement strategies. The meetings will be open to the public, there will be a project page on the City website that will have a resident guide that will summarize what has been discussed and what will be discussed at the meetings. She stated there is currently one Town Hall scheduled, but more can be added if necessary. There will also be one central person assigned to gather feedback from the public.

Adjournment

MOTION by Hammerseng to adjourn, seconded by Hallstein. **Motion carried unanimously.**
Meeting adjourned at 7:00 pm.

MOTION by Schendel to adjourn, seconded by Kuitunen. **Motion carried unanimously.**
Meeting adjourned at 7:00 pm.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

03/02/17 1:24 PM

Page 1

Payments

Current Period: March 2017

Batch Name 03/07/17 PAY						
Payment						
		Computer Dollar Amt	\$40,409.72	Posted		
Refer	1906 AFLAC					
Cash Payment	G 100-21706 Medical/Dental Ins			Supplemental Insurance - February 2017		\$134.16
				Account# G1V17		
Invoice	161150	2/12/2017				
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$134.16
Refer	1909 AT&T MOBILITY					
Cash Payment	E 100-43000-321 Telephone			PW Cell Phones - 1/17/17 - 02/16/17		\$137.88
Invoice	X02252017	2/25/2017				
Transaction Date	2/28/2017	Due 0	Cash	10100	Total	\$137.88
Refer	1903 BNC HEATING AND COOLING					
Cash Payment	G 100-20200 Accounts Payable			Hall Rental - 2/09/17		\$200.00
Invoice		2/21/2017				
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$200.00
Refer	1918 CLASSIC CLEANING COMPANY, LL					
Cash Payment	E 100-41940-310 Other Professional Servi			Monthly Cleaning City Hall - February 2017		\$325.00
Invoice	24760	2/8/2017				
Cash Payment	E 100-41940-310 Other Professional Servi			Monthly Cleaing Fire Hall - February 2017		\$155.00
Invoice	24761	2/8/2017				
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$480.00
Refer	1919 COLONIAL LIFE					
Cash Payment	G 100-21706 Medical/Dental Ins			Supplemental Insurance - March 2017		\$30.26
Invoice	4475836-030197	2/22/2017				
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$30.26
Refer	1914 CROSSTOWN MECHANICAL INC.					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE			Ice Machine Repair		\$792.46
Invoice	63187	1/23/2017				
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$792.46
Refer	1900 DELTA DENTAL					
Cash Payment	G 100-21706 Medical/Dental Ins			Dental Premiums - March 2017		\$125.10
Invoice	6811704	2/15/2017				
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$125.10
Refer	1906 FAMILY HERITAGE LIFE INSURAN					
Cash Payment	G 100-21706 Medical/Dental Ins			Supplemental Insurance - February 2017		\$33.20
Invoice	619246	2/15/2017				
Transaction Date	2/24/2017	Due 0	Cash	10100	Total	\$33.20
Refer	1907 GUIDANCE POINT TECHNOLOGIE					
Cash Payment	E 100-41600-310 Other Professional Servi			Troubleshoot and correct Mac Issues		\$67.50
Invoice	10534	2/18/2017				
Cash Payment	E 100-41570-207 Computer Supplies			Server Upgrade		\$6,244.00
Invoice	10534	2/18/2017				
Cash Payment	E 100-41600-310 Other Professional Servi			Server Installation		\$1,350.00
Invoice	10551	2/24/2017				

CITY OF HANOVER

03/02/17 1:24 PM

Page 2

Payments

Current Period: March 2017

Transaction Date	2/24/2017	Due 0	Cash	10100	Total	\$7,661.50
Refer	1917 <u>JIFFY-JR. PRODUCTS</u>					
Cash Payment	E 100-43000-215 Shop Supplies					\$58.20
Invoice	162882 2/16/2017					
Cash Payment	E 100-43000-215 Shop Supplies					\$13.70
Invoice	162882 2/16/2017					
Cash Payment	E 100-43000-215 Shop Supplies					\$68.50
Invoice	162882 2/16/2017					
Cash Payment	E 100-43000-215 Shop Supplies					\$11.58
Invoice	162882 2/16/2017					
Cash Payment	E 100-43000-215 Shop Supplies					\$14.03
Invoice	162882 2/16/2017					
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$166.01
Refer	1915 <u>LANO EQUIPMENT - LORETTO</u>					
Cash Payment	E 417-43000-540 Heavy Machinery					\$2,000.00
Invoice	02-418345 2/22/2017					
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$2,000.00
Refer	1916 <u>MENARDS-BUFFALO</u>					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE					\$17.98
Invoice	34506 2/15/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE					\$49.18
Invoice	34506 2/15/2017					
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$67.16
Refer	1923 <u>PETTY CASH</u>					
Cash Payment	G 100-22000 Deposits					\$20.00
Invoice	3/2/2017					
Cash Payment	E 100-41570-322 Postage					\$9.53
Invoice	3/2/2017					
Cash Payment	E 100-41570-322 Postage					\$15.17
Invoice	3/2/2017					
Transaction Date	3/2/2017	Due 0	Cash	10100	Total	\$44.70
Refer	1910 <u>PLUNKETTS</u>					
Cash Payment	E 100-41940-310 Other Professional Servi					\$83.00
Invoice	5620461 2/13/2017					
Transaction Date	2/28/2017	Due 0	Cash	10100	Total	\$83.00
Refer	1908 <u>RANDYS ENVIRONMENTAL SERVI</u>					
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos					\$3,240.21
Invoice	Feb 2017 2/18/2017					
Transaction Date	2/24/2017	Due 0	Cash	10100	Total	\$3,240.21
Refer	1901 <u>RUPP ANDERSON SQUIRES & WA</u>					
Cash Payment	E 100-41610-304 Legal Fees					\$1,808.93
Invoice	5324 2/15/2017					
Cash Payment	E 100-41610-304 Legal Fees					\$300.00
Invoice	5324 2/15/2017					
Cash Payment	E 100-41610-304 Legal Fees					\$647.50
Invoice	5324 2/15/2017					

CITY OF HANOVER

Payments

Current Period: March 2017

Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$2,756.43
Refer	1902 S E H					
Cash Payment	E 201-41330-310 Other Professional Servi		EDA Services - January 2017			\$752.50
Invoice	328703	2/11/2017				
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$752.50
Refer	1905 SUN LIFE FINANCIAL					
Cash Payment	G 100-21707 Life Ins		Life Insurance - March 2017			\$383.65
Invoice		2/15/2017				
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$383.65
Refer	1922 VEOLIA WATER NORTH AMERICA					
Cash Payment	E 601-43252-310 Other Professional Servi		Water Services - April 2017			\$2,948.02
Invoice	00065986	3/15/2017				
Cash Payment	E 602-43252-310 Other Professional Servi		Sewer Services - April 2017			\$4,071.06
Invoice	00065986	3/15/2017				
Transaction Date	3/2/2017	Due 0	Cash	10100	Total	\$7,019.08
Refer	1921 VISA - BANKWEST					
Cash Payment	E 100-41600-310 Other Professional Servi		MSFT Online Exchange			\$28.00
Invoice		2/16/2017				
Cash Payment	E 100-43000-215 Shop Supplies		Bluetooth for Phone			\$18.99
Invoice		2/16/2017				
Cash Payment	E 100-43000-215 Shop Supplies		Cleaning Wipes (3)			\$38.37
Invoice		2/16/2017				
Cash Payment	E 100-43000-215 Shop Supplies		Glasses			\$11.99
Invoice		2/16/2017				
Cash Payment	E 100-43000-215 Shop Supplies		Shipping			\$8.58
Invoice		2/16/2017				
Cash Payment	E 100-43000-310 Other Professional Servi		Crane Rental			\$410.00
Invoice		2/16/2017				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Ceiling Heater			\$537.10
Invoice		2/16/2017				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Shipping			\$69.40
Invoice		2/16/2017				
Cash Payment	E 100-43000-212 Motor Fuels		PW Fuel			\$65.51
Invoice		2/16/2017				
Cash Payment	E 100-43000-260 Uniforms		Shirts (11)			\$162.89
Invoice		2/16/2017				
Cash Payment	E 100-43000-260 Uniforms		Gloves (4)			\$59.96
Invoice		2/16/2017				
Cash Payment	E 100-43000-260 Uniforms		Safety Glasses (30)			\$86.50
Invoice		2/16/2017				
Cash Payment	E 100-41570-322 Postage		Postage			\$1.40
Invoice		2/16/2017				
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$1,498.69
Refer	1920 WEX BANK					
Cash Payment	E 100-42260-212 Motor Fuels		FD Fuel			\$93.47
Invoice	48744759	2/15/2017				
Cash Payment	E 100-43000-212 Motor Fuels		PW Fuel			\$284.77
Invoice	48754808	2/15/2017				

CITY OF HANOVER

Payments

Current Period: March 2017

Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$378.24
Refer	1912 <u>WRIGHT COUNTY AUDITOR-TREA</u> -					
Cash Payment	E 100-42102-310 Other Professional Servi		WC Patrol Services - March 2017			\$8,455.83
Invoice	2/23/2017					
Transaction Date	2/28/2017	Due 0	Cash	10100	Total	\$8,455.83
Refer	1911 <u>WRIGHT-HENNEPIN COOPERATIV</u> <u>Ck# 001911 3/7/2017</u>					
Cash Payment	E 100-45200-381 Electric Utilities		Eagleview Park			\$56.67
Invoice						
Transaction Date	2/28/2017	Due 0	Cash	10100	Total	\$56.67
Refer	1913 <u>WSB & ASSOCIATES, INC.</u> <u>Ck# 001913 3/7/2017</u>					
Cash Payment	E 100-41950-303 Engineering Fees		General Engineering - 2017			\$385.75
Invoice	2/25/2017					
Cash Payment	E 401-41950-303 Engineering Fees		CSAH 19 Sidewalk Extension			\$350.00
Invoice	2/25/2017					
Cash Payment	E 611-41950-303 Engineering Fees		5th Street Watermain Extension	Project 208224		\$648.00
Invoice	2/25/2017					
Cash Payment	E 613-41910-310 Other Professional Servi		MS4 Services	Project 208223		\$1,207.25
Invoice	2/25/2017					
Transaction Date	3/1/2017	Due 0	Cash	10100	Total	\$2,591.00
Refer	1904 <u>XCEL ENERGY</u> -					
Cash Payment	E 100-42280-381 Electric Utilities		Fire Hall - 01/08/17 - 02/06/17			\$313.14
Invoice	535545331 2/16/2017					
Cash Payment	E 100-43160-381 Electric Utilities		City Hall - 01/08/17 - 02/06/17			\$757.86
Invoice	535545331 2/16/2017					
Cash Payment	E 100-45200-381 Electric Utilities		Historical Bridge Lighting - 01/08/17 - 02/06/17			\$98.78
Invoice	535545331 2/16/2017					
Cash Payment	E 100-43160-381 Electric Utilities		209 LaBeaux Ave NE - 01/08/17 - 02/06/17			\$38.30
Invoice	535545331 2/16/2017					
Cash Payment	E 100-45200-381 Electric Utilities		Cardinal Circle Park - 01/08/17 - 02/06/17			\$15.46
Invoice	535545331 2/16/2017					
Cash Payment	E 100-45200-381 Electric Utilities		1033 Mallard St NE - 01/08/17 - 02/06/17			\$11.96
Invoice	535545331 2/16/2017					
Cash Payment	E 100-45200-381 Electric Utilities		751 LaBeaux Ave NE - 01/08/17 - 02/06/17			\$86.49
Invoice	535545331 2/16/2017					
Transaction Date	2/21/2017	Due 0	Cash	10100	Total	\$1,321.99

Payments

Current Period: March 2017

Fund Summary

	10100 Cash
613 STORM WATER CAPITAL IMP FUND	\$1,207.25
611 WATER CAPITAL IMP FUND	\$648.00
602 SEWER ENTERPRISE FUND	\$4,071.06
601 WATER ENTERPRISE FUND	\$2,948.02
417 EQUIPMENT CAPITAL FUND	\$2,000.00
401 GENERAL CAPITAL PROJECTS	\$350.00
201 EDA SPECIAL REVENUE FUND	\$752.50
100 GENERAL FUND	\$28,432.89
	<hr/>
	\$40,409.72

Pre-Written Check	\$6,973.75
Checks to be Generated by the Computer	\$33,435.97
Total	<hr/>
	\$40,409.72

CITY OF HANOVER

03/02/17 3:53 PM

Page 1

Payments

Current Period: February 2017

Batch Name	02/15/17 PAY				
	Payment	Computer Dollar Amt	\$319.90	Posted	
Refer	1884 MN DEPT OF REVENUE		Ck# 001884 2/15/2017		
Cash Payment	E 100-41940-325 Taxes		Sales & Use Tax - 2016		\$310.00
Invoice	2/15/2017				
Cash Payment	E 100-41940-325 Taxes		Sales & Use Tax - Late Fee		\$9.90
Invoice	2/15/2017				
Transaction Date	2/22/2017	Due 0	Cash	10100	Total \$319.90

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$319.90	
	<u> </u>	\$319.90

Pre-Written Check	\$319.90
Checks to be Generated by the Computer	\$0.00
Total	<u> </u>
	\$319.90

CITY OF HANOVER

03/02/17 1:29 PM

Page 1

*Check Summary Register©

Cks 3/7/2017 - 3/7/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001879E AFLAC	3/7/2017	\$134.16	Supplemental Insurance - Febru
Paid Chk# 001902E Short Elliott Hendrickson, Inc	3/7/2017	\$752.50	EDA Services - January 2017
Paid Chk# 001906E FAMILY HERITAGE LIFE INSURA	3/7/2017	\$33.20	Supplemental Insurance - Febru
Paid Chk# 001908E Randy's Environmental Services	3/7/2017	\$3,240.21	Recycling - February 2017
Paid Chk# 001911 Wright-Hennepin Coop Electric	3/7/2017	\$56.67	Eagleview Park
Paid Chk# 001913 WSB & ASSOCIATES, INC.	3/7/2017	\$2,591.00	General Engineering - 2017
Paid Chk# 001917 JIFFY-JR. PRODUCTS	3/7/2017	\$166.01	Gleme Glass 7 Hard Surface Cle
Paid Chk# 032466 AT&T MOBILITY	3/7/2017	\$137.88	PW Cell Phones - 1/17/17 - 02/
Paid Chk# 032467 BNC HEATING AND COOLING	3/7/2017	\$200.00	Hall Rental - 2/09/17
Paid Chk# 032468 CLASSIC CLEANING COMPANY	3/7/2017	\$480.00	Monthly Cleaing Fire Hall - Fe
Paid Chk# 032469 COLONIAL LIFE	3/7/2017	\$30.26	Supplemental Insurance - March
Paid Chk# 032470 CROSSTOWN MECHANICAL	3/7/2017	\$792.46	Ice Machine Repair
Paid Chk# 032471 Delta Dental of Minnesota	3/7/2017	\$125.10	Dental Premiums - March 2017
Paid Chk# 032472 Guidance Point Technologies	3/7/2017	\$7,661.50	Server Installation
Paid Chk# 032473 LANO EQUIPMENT - LORETTO	3/7/2017	\$2,000.00	S630 Bobcat
Paid Chk# 032474 MENARDS-BUFFALO	3/7/2017	\$67.16	16" Power Tool Box w/Tray
Paid Chk# 032475 PETTY CASH	3/7/2017	\$44.70	Postage
Paid Chk# 032476 PLUNKETTS	3/7/2017	\$83.00	Pest Control
Paid Chk# 032477 Rupp Anderson Squires & Waldsp	3/7/2017	\$2,756.43	Proposed Ordinance Amendment
Paid Chk# 032478 Sun Life Financial	3/7/2017	\$383.65	Life Insurance - March 2017
Paid Chk# 032479 Veolia Water North America	3/7/2017	\$7,019.08	Water Services - April 2017
Paid Chk# 032480 VISA	3/7/2017	\$1,498.69	Glasses
Paid Chk# 032481 WEX BANK	3/7/2017	\$378.24	PW Fuel
Paid Chk# 032482 WRIGHT COUNTY AUDITOR-TRE	3/7/2017	\$8,455.83	WC Patrol Services - March 201
Paid Chk# 032483 XCEL ENERGY	3/7/2017	\$1,321.99	City Hall - 01/08/17 - 02/06/1
	Total Checks	\$40,409.72	

FILTER: None



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

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

Federal Tax ID 46-1641135

Statement as of: 1/31/2017
Statement Date: 2/15/2017
Statement No. 5324

FEB 17 2017

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

4011(1)-0001: Miscellaneous	1,808.93
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0089: Proposed Ordinance Amendment Related to Principal Structure	647.50

Total Fees and Expenses:	\$2,756.43
Previous Balance:	\$756.80
Total Now Due:	\$3,513.23

WH

100-41610-304 - 2,756.43



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Statement as of: 1/31/2017
 Statement Date: 2/15/2017
 Statement No. 5324

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
01/03/2017	JTS Review packet and prepare for meeting.	0.70	175.00	122.50
01/04/2017	JTS Review and analyze proposed ordinance changes concerning principal structures; review and analyze zoning ordinance regarding how it applies to ability of owner to construct multiple structures on lot of record, both in residential and non-residential contexts.	3.10	175.00	542.50
01/05/2017	JTS Review fire department guidebook and analyze same regarding revisions.	1.20	175.00	210.00
01/06/2017	JTS E-mail Brian regarding revision of fire department guidebook.	0.10	175.00	17.50
01/09/2017	KJR Review and analysis of issue involving payment of overtime; Draft correspondence to Jay Squires regarding same.	0.80	175.00	140.00
01/09/2017	JTS Brian e-mail regarding pay question; reply.	0.20	175.00	35.00
01/18/2017	JTS Review Brian draft letter regarding Kadler properties; reply.	0.20	175.00	35.00
01/24/2017	JTS Brian e-mail regarding recreational lease options; respond to questions; review response.	0.20	175.00	35.00
01/25/2017	MJE Read data request from HireWheel; Begin review of Minnesota Government Data Practices Act and secondary sources (League of Minnesota Cities guidance) to determine whether building permit records are government data that must be disclosed.	0.90	165.00	148.50
01/26/2017	MJE Begin draft e-mail to City Administrator addressing data request, including whether data requested is public, the timeline for response, whether clarification is necessary, and whether the City can charge for preparation of the materials.	3.20	165.00	528.00

Sub-total Fees: \$1,814.00



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Federal Tax ID 46-1641135

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

		Hours	Rate	Amount
01/03/2017 JTS	Council meeting.	3.90	175.00	300.00
	Sub-total Fees:			\$300.00

4011(1)-0089: Proposed Ordinance Amendment Related to Principal Structure

		Hours	Rate	Amount
01/05/2017 JTS	Review ordinance and prepare for conference call; conference call with Cindy, Brian and Amy regarding ordinance.	0.90	175.00	157.50
01/06/2017 JTS	Brian e-mail regarding Bechtold materials; Cindy e-mail regarding same; review materials.	0.40	175.00	70.00
01/11/2017 JTS	Work on letter regarding current ordinance and operation of proposed changes.	2.10	175.00	367.50
01/12/2017 JTS	Revise letter regarding ordinance changes.	0.30	175.00	52.50
	Sub-total Fees:			\$647.50

Rate Summary

Michael J. Ervin	4.10 hours at \$165.00/hr	676.50
Jay T. Squires	13.30 hours at \$175.00/hr	1,945.00
Kevin J. Rupp	0.80 hours at \$175.00/hr	140.00
Total hours:	18.20	2,761.50

Expenses

	Units	Price	Amount
01/03/2017 Mileage.	1.00	40.13	40.13
01/03/2017 Meal.	1.00	7.50	7.50
01/18/2017 Meal.	1.00	(9.50)	(9.50)
01/18/2017 Mileage.	1.00	(43.20)	(43.20)
			Sub-total Expenses: (\$5.07)

Total Fees and Expenses:	\$2,756.43
Previous Balance:	\$756.80
Total Now Due:	\$3,513.23

I declare under the penalties of law that this account is
just and correct and that no part of it has been paid.

Erica A. Anderson
Accounts Manager



Invoice

FEB 17 2017

Invoice Number: 328703

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 2

1878

BILL TO:

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

Pay This Amount	\$752.50
Due Date	13-MAR-17
Invoice Date	11-FEB-17
Bill Through Date	28-JAN-17
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	140239

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
140239	HANOV 2017 EDA Services	2017 EDA Services

Project Billing Summary

	Current	Prior	To Date
Totals	\$752.50	\$0.00	\$752.50

Notes:

201-41330-310 - 752.50



Invoice

Invoice Number: 328703

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 2 of 2

Direct

Personnel	Hours	Rate	Amount
Blommel, Melissa R	0.25	90.00	\$22.50
Graff, Mary A	1.00	90.00	\$90.00
Peper, Heidi L	4.00	160.00	\$640.00
	<u>5.25</u>		\$752.50

Invoice total \$752.50

1913

WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2017	Billed to Date January 31, 2017
2082-014	2017 General Engineering Services	\$385.75	\$385.75	\$385.75
2082-070	CSAH 19 Sidewalk Extension	\$350.00	\$350.00	\$36,949.25
2082-100	5th Street Watermain Extension	\$648.00	\$648.00	\$27,435.00
2092-750	MS4 Services	\$1,207.25	\$1,207.25	\$9,300.00
Current Invoice Total		\$2,591.00	\$2,591.00	

100-41950-303-385.75
401-41950-303-350.00
611-41950-303-648.00
613-41910-310-1207.25
2,591.00
EGL



February 25, 2017

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

Re: January, 2017 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.

for 
Justin Messner
Associate

Enclosures

kc



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

February 25, 2017
Project No: 02082-014
Invoice No: 1

2017 General Engineering Services
Professional Services from January 1, 2017 to January 31, 2017
Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Preisler, Nicholas 1/18/2017	.75	109.00	81.75
11651 Erin St Review			
Meetings			
Messner, Justin 1/4/2017	2.00	152.00	304.00
Engineer Meeting w/ Staff			
Totals	2.75		385.75
Total Labor			385.75
		Total this Invoice	\$385.75

Billings to Date

	Current	Prior	Total
Labor	385.75	0.00	385.75
Totals	385.75	0.00	385.75

Comments: _____

Approved by:

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

February 25, 2017
Project No: 02082-070
Invoice No: 14

CSAH 19 Sidewalk Extension
Professional Services from January 1, 2017 to January 31, 2017

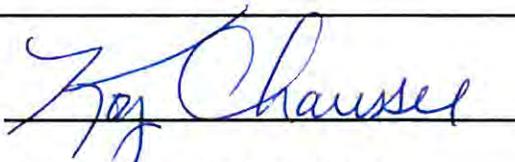
Phase	2	Final Design			
Professional Personnel					
			Hours	Rate	Amount
Drawings/Layouts					
Stender, Kyle	1/12/2017		2.00	89.00	178.00
record drawing					
Totals			2.00		178.00
Total Labor					178.00
				Total this Phase	\$178.00

Phase	3	Construction			
Field Services Billing					
2-Person Survey Crew					
			1.0 Hour @ 172.00		172.00
Total Field Services					172.00
				Total this Phase	\$172.00
				Total this Invoice	\$350.00

Billings to Date

	Current	Prior	Total
Labor	178.00	31,852.75	32,030.75
Consultant	0.00	220.00	220.00
Expense	0.00	265.00	265.00
Field Services	172.00	4,261.50	4,433.50
Totals	350.00	36,599.25	36,949.25

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

February 25, 2017
 Project No: 02082-100
 Invoice No: 11

5th Street Watermain Extension
Professional Services from January 1, 2017 to January 31, 2017

Phase 2 Final Design

Professional Personnel

		Hours	Rate	Amount	
Project Management/Coordination					
Pederson, Karla	1/4/2017	.50	88.00	44.00	
Pay Voucher 2					
Pederson, Karla	1/5/2017	.50	88.00	44.00	
PV2 - final and letter to Ctr					
Pederson, Karla	1/23/2017	.50	88.00	44.00	
Final Pay Voucher					
Totals		1.50		132.00	
Total Labor					132.00

Field Services Billing

2-Person Survey Crew

	3.0 Hours @ 172.00	516.00	
Total Field Services		516.00	516.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	648.00	24,814.50	25,462.50	
Limit			28,600.00	
Remaining			3,137.50	
		Total this Phase		\$648.00

Billings to Date

	Current	Prior	Total	
Labor	132.00	19,894.50	20,026.50	
Field Services	516.00	4,920.00	5,436.00	
Totals	648.00	24,814.50	25,462.50	
		Total this Invoice		\$648.00

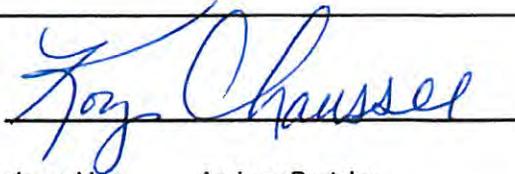
Billings to Date

	Current	Prior	Total
Expense	0.00	250.00	250.00
Labor	132.00	19,894.50	20,026.50
Field Services	516.00	4,920.00	5,436.00
Consultant	0.00	1,722.50	1,722.50
Totals	648.00	26,787.00	27,435.00

Comments:

Project	02082-100	HANO - 5th Street Watermain Extension	Invoice	11
---------	-----------	---------------------------------------	---------	----

Approved by:



Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

February 25, 2017
Project No: 02092-750
Invoice No: 9

MS4 Services
Professional Services from January 1, 2017 to January 31, 2017
Professional Personnel

	Hours	Rate	Amount
General			
Bonnell, Kory	1/30/2017	1.00	77.00
MS4 articles			
SWPPP			
Johnson, Paul	1/3/2017	4.50	109.00
SWPPP Implementation Plan Development			
Johnson, Paul	1/10/2017	1.00	109.00
SWPPP Development			
Johnson, Paul	1/12/2017	6.50	109.00
SWPPP Development/GIS Mapping Updates, SOPs, ERPs			
Johnson, Paul	1/13/2017	4.00	109.00
SWPPP Development/SOPs,ERPs,Implementation Plan			
Johnson, Paul	1/30/2017	2.50	109.00
MS4 Quarterly Check-in			
Johnson, Paul	1/31/2017	1.00	109.00
Pond Inventory MS4 MAP Devel.			
Sundeen, Joel	1/13/2017	.50	77.00
Writing an MS4 article about the spring melt, sweeping up salt/sand, etc. Need to remember to split time between all of the different cities.			
Totals	21.00		2,241.00
Total Labor			2,241.00
Billing Limits			
Total Billings	Current	Prior	To-Date
Limit	2,241.00	8,092.75	10,333.75
Adjustment			9,300.00
			-1,033.75
Total this Invoice			\$1,207.25

Outstanding Invoices

Invoice Number	Date	Balance
6	10/19/2016	10.00
Total		10.00

Total Now Due \$1,217.25

Comments: Please process payment Total Now Due \$1,217.25. Attached is our AR Ledger showing Payment Shortage on invoice #6. Thank you!

Project

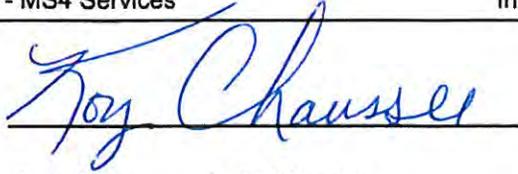
02092-750

HANO - MS4 Services

Invoice

9

Approved by:



Toy Chausser

Reviewed by: Justin Messner

Project Manager: Jennifer Hildebrand

AR Ledger

Saturday, February 25, 2017
7:23:34 AM

WSB & Associates, Inc.

Job-to-Date through 2/28/2017

Invoice	Mod/Receipt Detail	Date	Total	Fees	Reimb.	Taxes	Interest	Other
Project Number: 02092-750 HANO - MS4 Services / Principal: Messner / Project Manager: Hildebrand								
Invoice: 000000001								
000000001		3/17/2016	226.25	226.25				
000000001	Rcpt 000001561	4/6/2016	-226.25					
Total for 000000001				226.25				
Invoice: 000000002								
000000002		4/18/2016	1,332.00	1,332.00				
000000002	Rcpt 000001585	5/4/2016	-1,332.00					
Total for 000000002				1,332.00				
Invoice: 000000003								
000000003		5/19/2016	367.50	367.50				
000000003	Rcpt 000001614	6/8/2016	-367.50					
Total for 000000003				367.50				
Invoice: 000000004								
000000004		6/16/2016	3,675.00	3,675.00				
000000004	Rcpt 000001635	6/22/2016	-3,675.00					
Total for 000000004				3,675.00				
Invoice: 000000005								
000000005		7/21/2016	157.50	157.50				
000000005	Rcpt 000001665	8/3/2016	-157.50					
Total for 000000005				157.50				
Invoice: 000000006								
000000006		10/19/2016	262.50	262.50				
000000006	Rcpt 000001758	11/1/2016	-252.50					
Total for 000000006				10.00	262.50			
Invoice: 000000007								
000000007		11/16/2016	1,337.00	1,337.00				
000000007	Rcpt 000001835	1/18/2017	-1,337.00					
Total for 000000007				1,337.00				
Invoice: 000000008								
000000008		1/25/2017	735.00	735.00				
000000008	Rcpt 000001857	2/7/2017	-735.00					
Total for 000000008				735.00				
Project Billed			8,092.75					
Project Received			-8,082.75					
Project Retainage								
Total for 02092-750			10.00	8,092.75				
Total Billed			8,092.75					
Total Received			-8,082.75					
Total Retainage								
Total			10.00	8,092.75				

Please process
outstanding balance
payment for \$10⁰⁰
Thank you!

CITY OF HANOVER

Cash Balances

March 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$945,773.24	\$0.00	\$28,432.89	\$917,340.35
107 FIRE DEPT DONATIONS FUND	\$37,840.89	\$0.00	\$0.00	\$37,840.89
201 EDA SPECIAL REVENUE FUND	\$139,268.31	\$0.00	\$752.50	\$138,515.81
205 EDA BUSINESS INCENTIVE FUND	\$241,939.91	\$0.00	\$0.00	\$241,939.91
311 2008A GO CIP REFUNDING BOND	\$39,173.84	\$0.00	\$0.00	\$39,173.84
312 2009A GO IMP REFUNDING BOND	-\$75,272.99	\$0.00	\$0.00	-\$75,272.99
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$424,616.69	\$0.00	\$0.00	\$424,616.69
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,096,234.50	\$0.00	\$350.00	\$1,095,884.50
402 PARKS CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
403 FIRE DEPT CAPITAL FUND	\$193,099.26	\$0.00	\$0.00	\$193,099.26
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$6,372.72	\$0.00	\$0.00	\$6,372.72
411 FACILITIES CAPITAL PROJ FUND	\$1,513,189.88	\$0.00	\$0.00	\$1,513,189.88
417 EQUIPMENT CAPITAL FUND	\$108,669.21	\$0.00	\$2,000.00	\$106,669.21
418 STREET CAPITAL PROJ FUND	\$502,078.02	\$0.00	\$0.00	\$502,078.02
601 WATER ENTERPRISE FUND	\$812,820.96	\$0.00	\$2,948.02	\$809,872.94
602 SEWER ENTERPRISE FUND	\$291,400.39	\$0.00	\$4,071.06	\$287,329.33
603 STORM WATER ENTERPRISE FUND	\$182,593.91	\$0.00	\$0.00	\$182,593.91
611 WATER CAPITAL IMP FUND	\$154,962.31	\$0.00	\$648.00	\$154,314.31
612 SEWER CAPITAL IMP FUND	\$1,802,007.06	\$0.00	\$0.00	\$1,802,007.06
613 STORM WATER CAPITAL IMP FUND	\$548,786.34	\$0.00	\$1,207.25	\$547,579.09
804 SCHENDELS FIELD ESC FUND	\$147,893.71	\$0.00	\$0.00	\$147,893.71
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$13,000.00	\$0.00	\$0.00	\$13,000.00
818 MISC ESCROWS FUND	\$9,940.00	\$0.00	\$0.00	\$9,940.00
820 BRIDGES TOWNHOMES ESC FUND	\$3,591.40	\$0.00	\$0.00	\$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,906.67	\$0.00	\$0.00	\$11,906.67
900 INTEREST	\$10,179.74	\$0.00	\$0.00	\$10,179.74
	\$9,219,435.97	\$0.00	\$40,409.72	\$9,179,026.25

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$5,785.54	\$830,523.52	\$824,737.98	0.70%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$111,200.00	\$111,200.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,894.86	\$12,000.00	\$8,105.14	32.46%
Source Alt Code TAXES		\$0.00	\$9,680.40	\$953,723.52	\$944,043.12	1.02%
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	\$725.00	\$9,175.00	\$8,450.00	7.90%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$50.00	\$400.00	\$350.00	12.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$300.00	\$1,500.00	\$1,200.00	20.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$114,324.87	\$114,324.87	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,155.00	\$6,000.00	\$4,845.00	19.25%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$267.18	\$3,000.00	\$2,732.82	8.91%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$700.00	\$2,000.00	\$1,300.00	35.00%
Source Alt Code SERVICE		\$0.00	\$3,197.18	\$136,449.87	\$133,252.69	2.34%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$740.00	\$740.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$900.00	\$900.00	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$22,240.00	\$22,240.00	0.00%
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	\$100.00	\$100.00	\$0.00	100.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$4,771.91	\$50,000.00	\$45,228.09	9.54%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	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	\$6,461.91	\$62,120.00	\$55,658.09	10.40%
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	\$108,169.00	\$108,169.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$150,008.00	\$150,008.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$285.32	\$2,000.00	\$1,714.68	14.27%
Source Alt Code FINES		\$0.00	\$285.32	\$2,000.00	\$1,714.68	14.27%
Fund 100 GENERAL FUND		\$0.00	\$19,624.81	\$1,326,541.39	\$1,306,916.58	1.48%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$0.00	\$19,624.81	\$1,326,541.39	\$1,306,916.58	1.48%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$3,732.23	\$7,500.00	\$3,767.77	49.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$30.42	\$3,000.00	\$2,969.58	1.01%
Dept 41110 Council		\$0.00	\$4,087.65	\$23,241.50	\$19,153.85	17.59%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$10,663.61	\$69,629.63	\$58,966.02	15.31%
CITYADM	E 100-41400-121 PERA	\$0.00	\$799.77	\$5,222.22	\$4,422.45	15.31%
CITYADM	E 100-41400-122 FICA	\$0.00	\$661.15	\$4,317.04	\$3,655.89	15.31%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$154.63	\$1,009.63	\$855.00	15.32%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$60.57	\$384.00	\$323.43	15.77%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$1,339.12	\$8,400.00	\$7,060.88	15.94%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$36.00	\$1,500.00	\$1,464.00	2.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$167.08	\$500.00	\$332.92	33.42%
Dept 41400 City Administrator		\$0.00	\$13,881.93	\$90,962.52	\$77,080.59	15.26%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	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	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$6,697.21	\$43,739.90	\$37,042.69	15.31%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$502.29	\$3,280.49	\$2,778.20	15.31%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$415.23	\$2,711.87	\$2,296.64	15.31%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$97.10	\$634.23	\$537.13	15.31%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$227.71	\$1,440.00	\$1,212.29	15.81%
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	\$1,339.12	\$8,400.00	\$7,060.88	15.94%
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	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$0.00	\$9,296.16	\$60,956.49	\$51,660.33	15.25%
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	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 41435 Staff Expenses		\$0.00	\$150.00	\$2,800.00	\$2,650.00	5.36%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$8,107.82	\$52,954.72	\$44,846.90	15.31%
ACCTING	E 100-41530-121 PERA	\$0.00	\$608.10	\$3,971.60	\$3,363.50	15.31%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$460.45	\$3,283.19	\$2,822.74	14.02%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$107.68	\$767.84	\$660.16	14.02%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$158.17	\$996.00	\$837.83	15.88%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$1,721.72	\$10,800.00	\$9,078.28	15.94%
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	\$60.00	\$250.00	\$190.00	24.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530 Accounting		\$0.00	\$11,223.94	\$74,023.35	\$62,799.41	15.16%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41540 Auditing		\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41550 Assessing		\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$284.25	\$3,500.00	\$3,215.75	8.12%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$13.34	\$100.00	\$86.66	13.34%
PURCHASE	E 100-41570-207 Computer Supplies	\$6,244.00	\$7,392.48	\$12,000.00	\$4,607.52	61.60%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$754.84	\$4,000.00	\$3,245.16	18.87%
PURCHASE	E 100-41570-322 Postage	\$26.10	\$26.10	\$2,000.00	\$1,973.90	1.31%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41570 Purchasing		\$6,270.10	\$8,471.01	\$21,600.00	\$13,128.99	39.22%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$1,445.50	\$1,736.00	\$4,000.00	\$2,264.00	43.40%
Dept 41600 Computer		\$1,445.50	\$1,736.00	\$4,000.00	\$2,264.00	43.40%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$2,756.43	\$2,770.88	\$22,440.16	\$19,669.28	12.35%
Dept 41610 City Attorney		\$2,756.43	\$2,770.88	\$22,440.16	\$19,669.28	12.35%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41910 Planning and Zoning		\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$641.46	\$1,500.00	\$858.54	42.76%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$1,466.12	\$1,765.56	\$7,000.00	\$5,234.44	25.22%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$563.00	\$1,043.00	\$1,000.00	-\$43.00	104.30%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$559.92	\$3,500.00	\$2,940.08	16.00%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$319.90	\$250.00	-\$69.90	127.96%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$0.00	\$11,250.00	\$11,250.00	0.00%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$792.68	\$6,250.00	\$5,457.32	12.68%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$223.24	\$3,250.00	\$3,026.76	6.87%
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	\$510.00	\$4,500.00	\$3,990.00	11.33%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$2,029.12	\$6,222.75	\$42,300.00	\$36,077.25	14.71%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$385.75	\$385.75	\$32,500.00	\$32,114.25	1.19%
Dept 41950 Engineer		\$385.75	\$385.75	\$32,500.00	\$32,114.25	1.19%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$3,066.85	\$8,799.31	\$5,732.46	34.85%
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	\$10,369.59	\$18,860.19	\$8,490.60	54.98%
Dept 41960 Insurance		\$0.00	\$13,436.44	\$27,659.50	\$14,223.06	48.58%
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	\$40.00	\$50.00	\$10.00	80.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$14.98	\$2,000.00	\$1,985.02	0.75%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$0.00	\$54.98	\$2,850.00	\$2,795.02	1.93%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,455.83	\$25,367.49	\$101,748.00	\$76,380.51	24.93%
Dept 42102 Wright County Sheriff		\$8,455.83	\$25,367.49	\$101,748.00	\$76,380.51	24.93%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$3,410.00	\$3,410.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$797.50	\$797.50	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,179.95	\$8,344.11	\$5,164.16	38.11%
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	\$583.00	\$4,000.00	\$3,417.00	14.58%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$1,464.00	\$950.00	-\$514.00	154.11%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,491.37	\$4,553.35	\$2,061.98	54.72%
Dept 42210 Fire Dept Administration		\$0.00	\$7,718.32	\$77,254.96	\$69,536.64	9.99%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$0.00	\$13,500.00	\$13,500.00	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	\$865.00	\$4,500.00	\$3,635.00	19.22%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 42220 Fire Dept Equipment		\$0.00	\$865.00	\$25,350.00	\$24,485.00	3.41%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$761.75	\$3,000.00	\$2,238.25	25.39%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240 Fire Dept Training		\$0.00	\$761.75	\$17,000.00	\$16,238.25	4.48%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$93.47	\$142.13	\$4,500.00	\$4,357.87	3.16%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$391.22	\$9,000.00	\$8,608.78	4.35%
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	\$2,635.00	\$7,465.00	\$4,830.00	35.30%
Dept 42260 Fire Vehicles		\$93.47	\$3,168.35	\$22,965.00	\$19,796.65	13.80%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$19.00	\$1,650.00	\$1,631.00	1.15%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$272.70	\$3,500.00	\$3,227.30	7.79%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$61.75	\$800.00	\$738.25	7.73%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$313.14	\$313.14	\$4,500.00	\$4,186.86	6.96%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$470.97	\$3,000.00	\$2,529.03	15.70%
Dept 42280	Fire Stations and Bldgs	\$313.14	\$1,137.56	\$13,625.00	\$12,487.44	8.35%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$17,042.65	\$17,500.00	\$457.35	97.39%
Dept 42401	Building Inspection Admin	\$0.00	\$17,042.65	\$17,500.00	\$457.35	97.39%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$16,068.11	\$116,803.34	\$100,735.23	13.76%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$43.82	\$1,050.00	\$1,006.18	4.17%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$465.00	\$15,000.00	\$14,535.00	3.10%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$1,208.41	\$10,279.11	\$9,070.70	11.76%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$1,025.35	\$8,250.88	\$7,225.53	12.43%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$239.80	\$2,285.25	\$2,045.45	10.49%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$287.62	\$2,832.00	\$2,544.38	10.16%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$2,929.15	\$27,600.00	\$24,670.85	10.61%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$2,500.00	\$1,550.00	38.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$350.28	\$1,039.50	\$7,000.00	\$5,960.50	14.85%
PUBWRKS	E 100-43000-215 Shop Supplies	\$243.94	\$423.79	\$2,500.00	\$2,076.21	16.95%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$3,462.88	\$6,000.00	\$2,537.12	57.71%
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	\$806.96	\$5,000.00	\$4,193.04	16.14%
PUBWRKS	E 100-43000-260 Uniforms	\$309.35	\$309.35	\$3,000.00	\$2,690.65	10.31%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$410.00	\$1,656.26	\$19,000.00	\$17,343.74	8.72%
PUBWRKS	E 100-43000-321 Telephone	\$137.88	\$336.83	\$2,800.00	\$2,463.17	12.03%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$1,451.45	\$31,290.83	\$234,100.58	\$202,809.75	13.37%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
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					

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
STLGHTG	E 100-43160-381 Electric Utilities	\$796.16	\$2,903.22	\$25,000.00	\$22,096.78	11.61%
Dept 43160	Street Lighting	\$796.16	\$2,903.22	\$25,000.00	\$22,096.78	11.61%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,240.21	\$6,411.51	\$36,000.00	\$29,588.49	17.81%
Dept 43245	Recycling: Refuse	\$3,240.21	\$6,411.51	\$36,000.00	\$29,588.49	17.81%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45186	Senior Center	\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$2,000.00	\$2,000.00	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	\$10,000.00	\$10,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$269.36	\$326.03	\$2,000.00	\$1,673.97	16.30%
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	\$2,200.00	\$2,200.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$95.00	\$7,000.00	\$6,905.00	1.36%
Dept 45200	Parks (GENERAL)	\$269.36	\$421.03	\$36,500.00	\$36,078.97	1.15%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	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	\$250.00	\$250.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Fund 100	GENERAL FUND	\$27,506.52	\$176,620.55	\$1,326,541.16	\$1,149,920.61	13.31%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$27,506.52	\$176,620.55	\$1,326,541.16	\$1,149,920.61	13.31%

**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 7th day of March, 2017.

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 03-07-17-18

**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 7th day of March, 2017.

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 7th day of March, 2017.

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 03-07-17-19

**A RESOLUTION APPROVING THE DESIGNATION OF ROWS 12 AND 13
IN THE HANOVER CITY CEMETERY FOR CREMATION**

WHEREAS, the City of Hanover does operate and maintain a municipal cemetery; and

WHEREAS, the current Row 10 which had previously been designated an area for cremation burials is near capacity; and

WHEREAS, Rows 12 and 13 are currently platted as traditional burial plots.

NOW, THEREFORE, BE IT RESOLVED, the City hereby designates Row 12 and 13 as an area for cremation burial as well as traditional burial with payment as set in the current fee schedule.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

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 7th day of March, 2017.

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 03-07-17-20

A RESOLUTION APPROVING HIRE OF PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

WHEREAS, Fire Chief Dave Malewicki recommends hiring Derek Bostrom as a Probationary Firefighter, subject to passing of criminal background check, physical examination, and agility test.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Derek Bostrom as a Probationary Firefighter, subject to the conditions listed above.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

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 7th day of March, 2017.

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 03-07-17-21

A RESOLUTION APPROVING 2017 GOAL SETTING FACILITATOR

WHEREAS, the City of Hanover desires to have a goal setting session between City boards and staff; and

WHEREAS, Don Salverda & Associates has submitted a proposal for services.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Don Salverda & Associates, per the attached proposal, to facilitate the 2017 Goal Setting Session.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Donald Salverda & Associates

Roseville Professional Center • Suite 620 • 2233 N. Hamline Avenue • Roseville, MN 55113 (651) 484-1335

February 28, 2017

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

Dear Brian:

Thank you for the call inviting me to lead the city's Leadership - Planning - Team Building Retreat.

It's important for every leadership team to periodically assess progress, re-establish direction, clarify roles, enhance team spirit, and discuss ways to improve their overall effectiveness. It's particularly important when there are new members on the leadership team.

Through the years I have led a number of board and council member retreats, always receiving favorable feedback. I'm excited about the opportunity to be of service to the City of Hanover.

Enclosed is a proposal for the 2017 Leadership – Planning – Team Building Retreat using a one day format that you might react to. Should you desire changes, we can alter accordingly.

Should you choose to move forward with the retreat, I pledge you my best efforts to plan and lead a retreat that meets your objectives, is educational, and enjoyable.

Thank you again for the invitation to be of service to the city.

Sincerely yours,



Don Salverda
Consultant/Facilitator

DS:dw

Encl.

MAR 2 2017

Donald Salverda & Associates

Roseville Professional Center • Suite 620 • 2233 N. Hamline Avenue

Donald Salverda & Associates

(Leadership & Management Development)

Don Salverda

- *Facilitator*
 - *Retreats*
 - *Workshops*
- *Consultant*
- *Materials*

*Roseville Professional Center
2233 N. Hamline Avenue, #620
Roseville, MN 55113
(651) 484-1335*

A PROPOSAL FOR THE CITY OF HANOVER 2017 LEADERSHIP-PLANNING- TEAM BUILDING RETREAT

**Proposal To
Mr. Brian Hagen
City Administrator**

**Proposed By
Don Salverda
Consultant/Facilitator**

WHY HAVE A LEADERSHIP – PLANNING – TEAM BUILDING RETREAT?

- 1) Organizations need to periodically assess progress, reestablish direction and enhance team spirit
- 2) How well the council members, city administrator, department heads, consultants, and advisory committee members communicate and work together toward common goals is key to the city's effectiveness
- 3) It's easier to develop consensus on issues, opportunities, and goals in an off-site relaxed environment rather than the formality of the normal work environment
- 4) A Leadership – Planning – Team Building Retreat is an excellent way to integrate new members onto the city's leadership team

THE CITY OF HANVOVER

2017 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT

I PRIMARY OBJECTIVES

- 1) To build trust, enhance communication, and develop renewed positive team spirit among the city's leadership team
- 2) To review progress being made by the city
- 3) To discuss changes and forces likely to impact the city
- 4) To develop updated consensus on issues and opportunities facing the city (1-3 year perspective)
- 5) To develop an updated Goals Program for the city (1-3 year perspective)
- 6) To review the roles, responsibilities, and expectations of the city's leadership team
- 7) To discuss preliminary action plans for the highest priority goals
- 8) To be both educational and enjoyable
- 9) Other

II FORMAT OF THE RETREAT

The sessions will be highly participative combining group participation and discussion, individual activities, and facilitator comments.

Seating Arrangements: Round tables seating 5-6 participants per table

Audio-visual Needs: Three large, standing easels and writing pads
(None required) (facilitator will provide)

III TIMING AND LOCATION

Timing: Tentatively Saturday, March 25 or April 1

Location: To be determined

IV PARTICIPANT MATERIALS

Each participant will receive a comprehensive outline, related supplemental materials and an Executive Summary of the Retreat

V THE CONSULTANT/FACILITATOR

- Over thirty years experience in the professional development field
- Skilled seminar, workshop, and retreat leader
- Leadership experience in the private, public, and volunteer sectors
- Student of leadership

VI INVESTMENT

\$ 3,000

Pre-Retreat Planning and Preparation

On-Site Retreat

Retreat Executive Summary

Additional investment:

Expenses incurred with the engagement such as duplicating of handout materials, easel pads, travel expenses @ \$.55/mile, etc.

CITY OF HANOVER
2017 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT
Tentative Agenda

- 8:00 - 8:30 COFFEE AND SNACKS – INFORMAL VISITING
- 8:30 - 8:35 OPENING REMARKS – MAYOR AND
CITY ADMINISTRATOR
- 8:35 - 10:00 SESSION 1: “WORKING AS A TEAM – THE CHALLENGE
OF PUBLIC SECTOR LEADERSHIP”
- Focus
- Objectives and expectations for the retreat
 - Communication enhancement exercise
 - Review of Progress
 - Key elements of public sector leadership
- 10:00 - 10:15 BREAK
- 10:15 - 12:00 SESSION 2: “WORKING AS A TEAM - PROVIDING DIRECTION”
- Focus:
- Changes and forces that are likely to impact the city
 - Consensus on issues and opportunities
 - Updating the city’s goal’s program
(1-3 year perspective)
 - The city’s mission, vision, and values
- 12:00 - 12:45 LUNCH
- 12:45 - 2:30 SESSION 3: “WORKING AS A TEAM –
ROLES, RESPONSIBILITIES, EXPECTATIONS,
AND POSITIVE WORKING RELATIONSHIPS”
- Focus
- The importance of working together as a team
 - Review of the roles, responsibilities, and expectations
 - Understanding behavior styles
- 2:30 - 2:45 BREAK
- 2:45 - 4:15 SESSION 4: “PRELIMINARY DISCUSSION AND ACTION
PLANNING”
- Focus
- Preliminary discussion on action plans for the highest priority goals
- 4:15 – 4:30 SUMMARY AND WRAP-UP COMMENTS
- Focus
- Review of the retreat
 - Importance of follow-up
 - Making a positive impact



DON SALVERDA

Don Salverda is President of DONALD SALVERDA & ASSOCIATES, a consulting firm dedicated to enhancing the leadership and management knowledge, skills and effectiveness of individuals and organizations in an ever-changing world.

He has designed and led leadership, goal setting, strategic planning and team building retreats and workshops for over twenty-five years for a variety of organizations in both the public and private sectors.

As a consultant and retreat and workshop facilitator, his positive and enthusiastic approach convey his own sense of purpose.

He further believes that:

- 1) People are busy with limited time; therefore, the process should be practical, results oriented, and highly productive
- 2) People learn from each other; therefore, the process should be highly participative
- 3) The process should be educational, enjoyable, and non-threatening

Combining an academic background in engineering with over thirty years of practical experience in the private, public, and volunteer sectors in a variety of roles and settings, he has gained a unique and broad perspective of the challenges facing individuals and organizations.

He has served as President of the Sales and Marketing Executives of Minneapolis, the Roseville-Falcon Heights Chamber of Commerce, the Association of Minnesota Counties, the Ramsey County League of Local Governments, the North Suburban Community Foundation, the Roseville Jaycees and the North Suburban Gavel Association. He is a former District Chair of the Indianhead Council of the Boy Scouts of America and has served on a number of other boards and commissions.

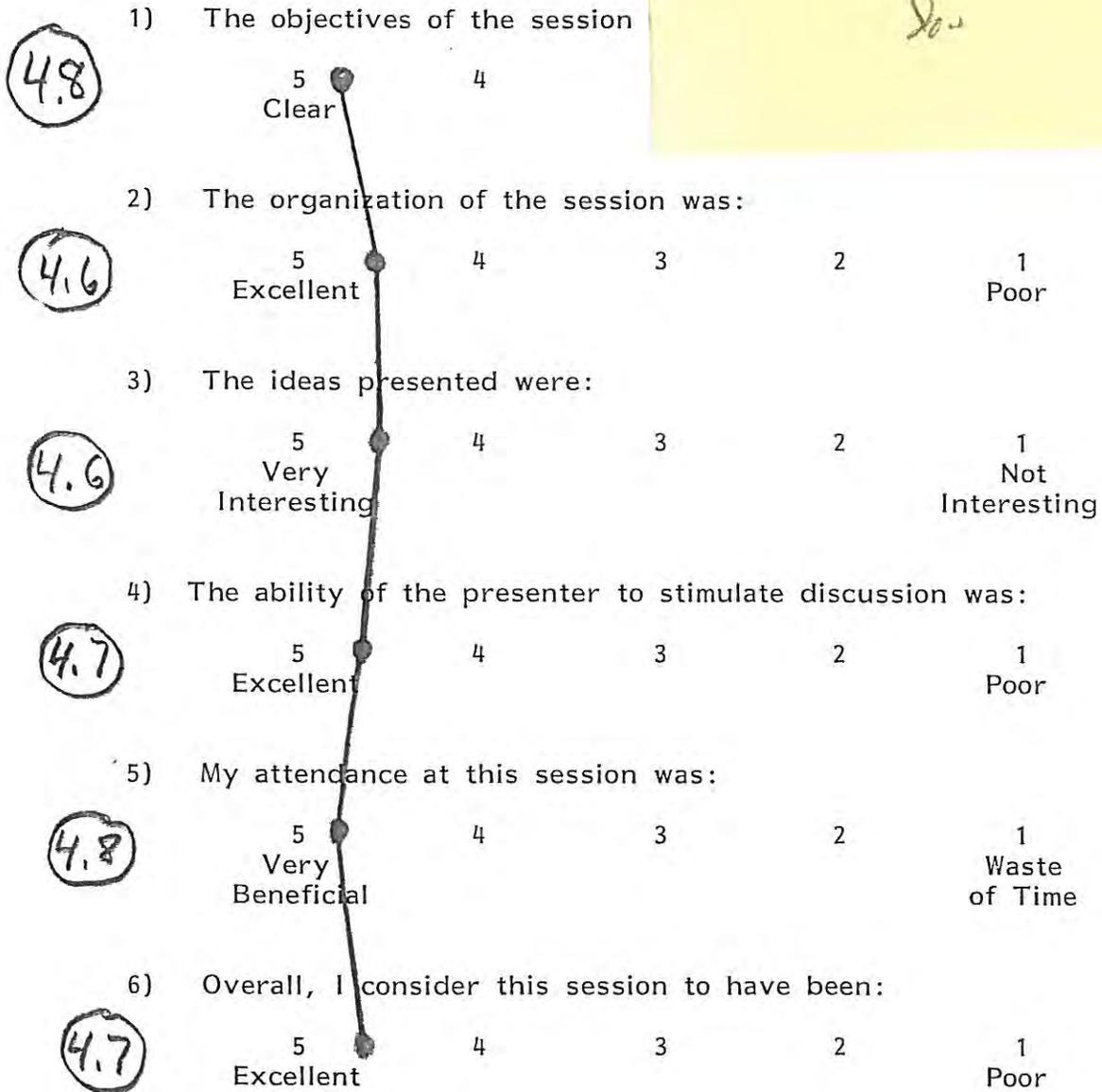
He has been elected to public office and served eighteen years on the Ramsey County Board of Commissioners.

He is an active member of the Rotary Club of Roseville and has been an avid downhill skier and biker.

CITY OF DELAWARE
2017 LEADERSHIP - PLANNING - TE

SUMMARY EVALUATION

BRIAN
THESE ARE A FEW
OBSERVATIONS & PARTICIPANT
COMMENTS FROM PREVIOUS
CONFERENCES
So



**CITY OF DELANO
2017 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

PARTICIPANT COMMENTS

- 1) "Another awesome retreat! Thank you!"
- 2) "Great job, Don!"
- 3) "Thank you!"
- 4) "Great job!"
- 5) "Great to have the variety of staff"
- 6) "As a first time participant in the retreat, I felt it was very important for me to attend."
- 7) "Enjoyed social time and fun!"
- 8) "My only complaint is that conversations tended to derail frequently"
- 9) "Larger graphics – difficult to see"
- 10) "Maybe we had too much to do in too little time. It felt rushed at times and like we didn't accomplish our goals. But there were a lot of valuable discussions"

CITY OF DELANO
 COUNCIL MEMBERS AND DEPARTMENT HEADS
 2013 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT

SUMMARY EVALUATION

4.8	1) The objectives of the session were:	5 Clear	4	3	2	1 Vague
4.8	2) The organization of the session was:	5 Excellent	4	3	2	1 Poor
4.6	3) The ideas presented were:	5 Very Interesting	4	3	2	1 Not Interesting
5.0	4) The ability of the presenter to stimulate discussion was:	5 Excellent	4	3	2	1 Poor
4.9	5) My attendance at this session was:	5 Very Beneficial	4	3	2	1 Waste of Time
4.8	6) Overall, I consider this session to have been:	5 Excellent	4	3	2	1 Poor

CITY OF DELANO
COUNCIL MEMBERS AND DEPARTMENT HEADS
2013 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT

PARTICIPANT COMMENTS

"Great sessions"

"Good job"

"Awesome!!!! Thank you so much"

"Always great"

"Great session. Very informational"

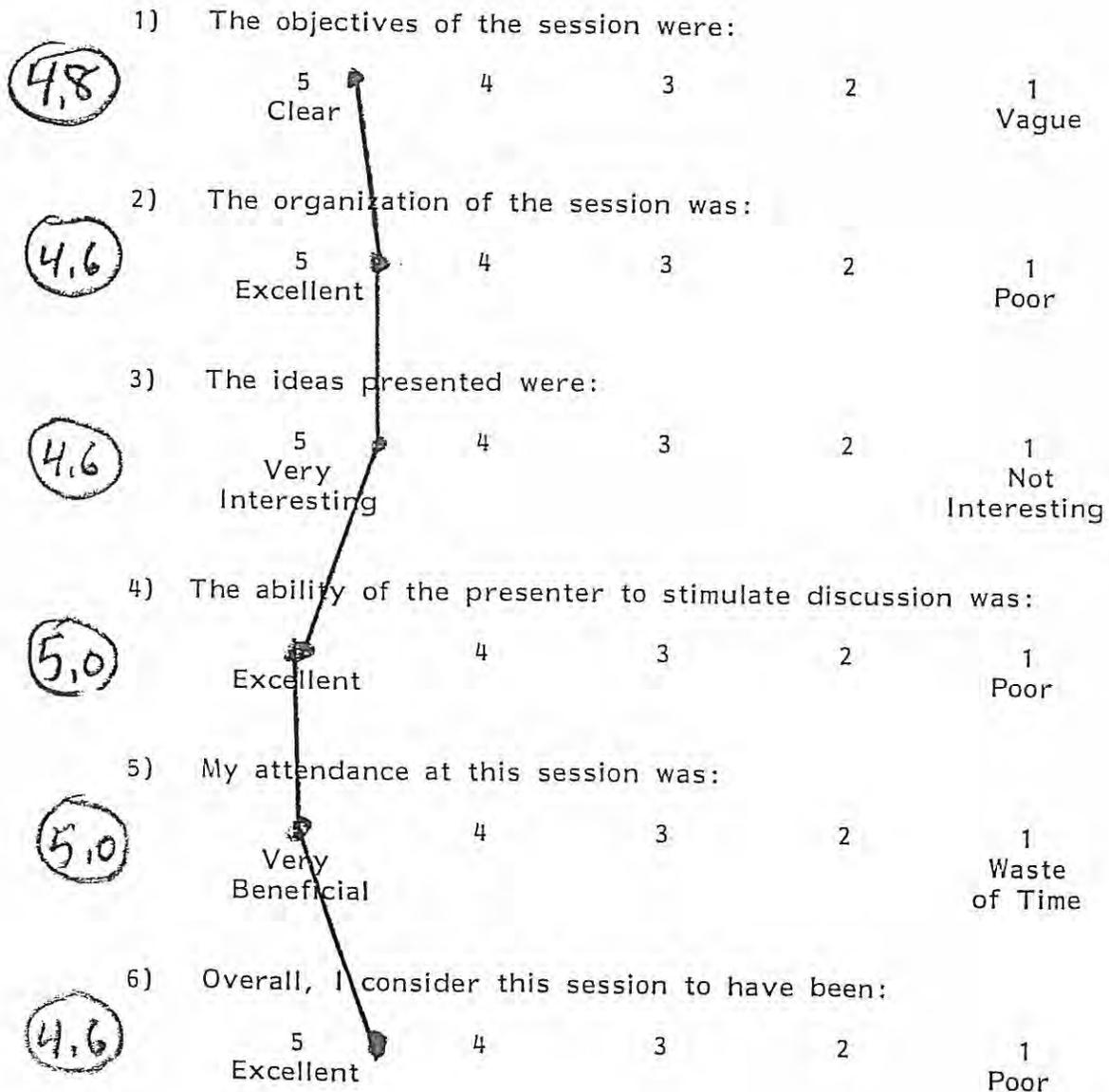
"Very good"

"Thanks Don"

"You did a great job again. Helped reinforce 'this is about a team and not individual'"

**THE WRIGHT COUNTY
BOARD OF COMMISSIONERS AND COUNTY COORDINATOR
2015 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

SUMMARY EVALUATION



THE WRIGHT COUNTY
BOARD OF COMMISSIONERS AND COUNTY COORDINATOR
2015 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT

PARTICIPANT COMMENTS

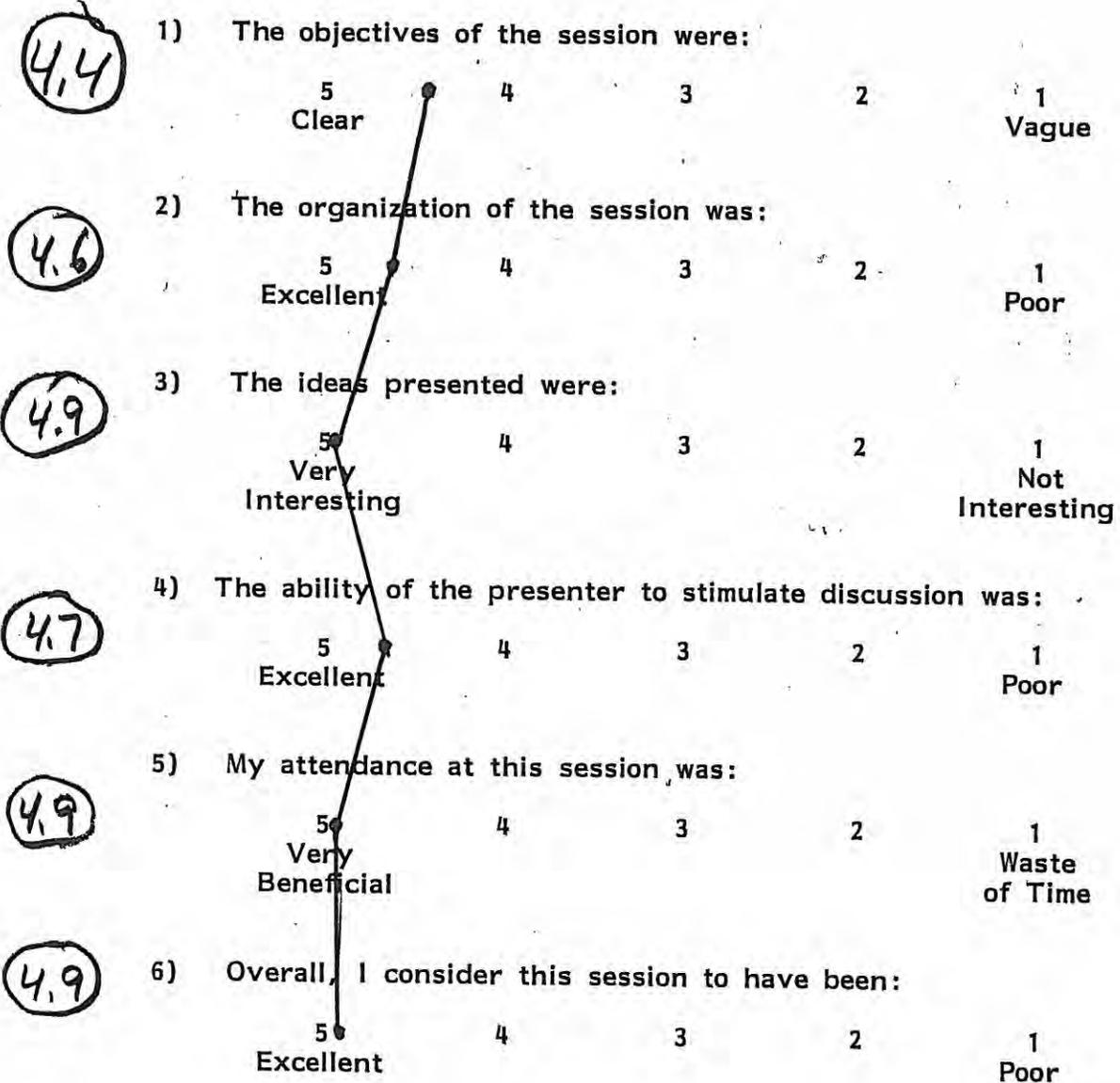
"Very informative - motivational"

"Great ideas – thank you"

"Good job not hitting the table the second half"

**CITY OF PAYNESVILLE
COUNCIL MEMBERS AND DEPARTMENT HEADS
2015 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

EVALUATION SUMMARY



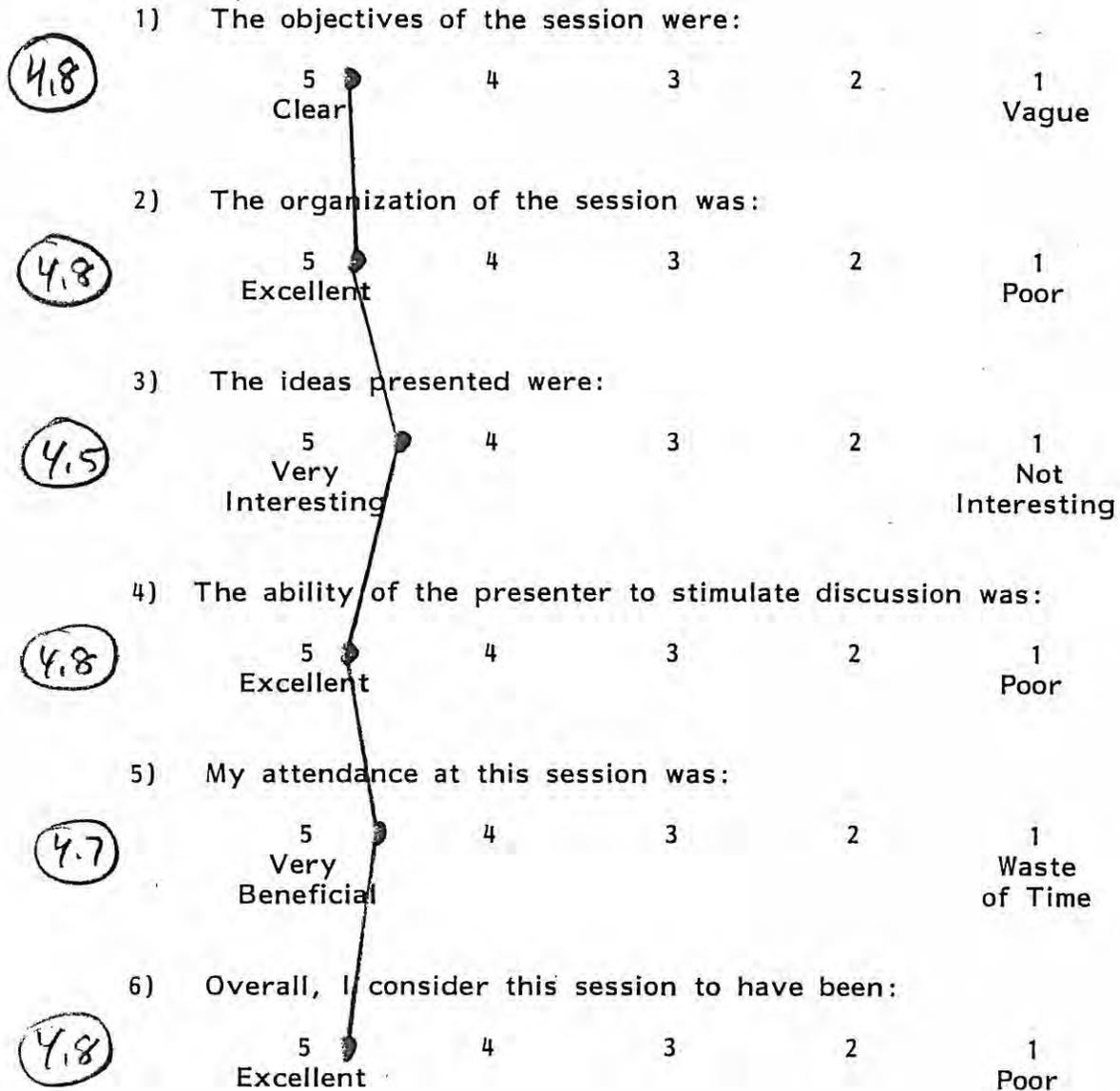
**CITY OF PAYNESVILLE
COUNCIL MEMBERS AND DEPARTMENT HEADS
2015 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

PARTICIPANT COMMENTS

- 1) "More successful than I expected."
- 2) "Very good. Appreciated all the help."
- 3) "Lots of good ideas. Thank you for coming."
- 4) "First council retreat. Should do this at least every two years."
- 5) "Would have liked more time to address specific ideas and direction on the goals."

**CITY OF MOUNDS VIEW
COUNCIL AND DEPARTMENT HEADS
2007 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

SUMMARY EVALUATION



**CITY OF MOUNDS VIEW
COUNCIL AND DEPARTMENT HEADS
2007 LEADERSHIP - PLANNING - TEAM BUILDING RETREAT**

PARTICIPANT COMMENTS

- 1) "Another great job, Don. Well done. Hope to see you next year."
- 2) "Thank you, Don. This was the best session that I have ever attended. Thanks for your help and inspiration"
- 3) "Nice job, Don. I appreciated all your work and positive inspiration"
- 4) "Excellent job, Don. This helped a lot"
- 5) "Nice job as usual. Thanks for sharing your books with us"
- 6) "Thanks"
- 7) "Good stuff. Need more time"



STAFF REPORT

To: Council Members
Planning Commission Members
Cindy Nash, Planner
Brian Hagen, City Administrator

From: Amy L. Biren, Administrative Assistant
Staff Liaison to Planning Commission

Date: February 28, 2017

Re: Review of Planning Commission Meeting
February 27, 2017

The Planning Commission **recommended approval** for the following **amendment to the Zoning Ordinance:**

- **Principal Uses and Structures and Building Eligibilities**

Previously, this topic was recommended for approval to Council. The Council sent it back for further discussion to the Planning Commission. It was decided at the January meeting that a Public Hearing was needed since the discussion led to areas not advertised in the previous public hearing. The Public Hearing was held as required. Lot division requirements were clarified for building eligibility subdivisions versus developmental subdivisions. The Planning Commission recommended approval of the new language and clarification and sent it on to the Council. Nash will prepare the necessary documents for Tuesday's Council meeting.

The Planning Commission **tabled the variance/conditional use permit for an accessory building located in the front side yard at 311 Jansen Avenue NE:**

- Ben Lange, owner of the above property, applied for a variance/conditional use permit in order to have an accessory building located in the front side yard. A Public Hearing was held in which the applicant presented his case, neighbors commented and Board members asked questions. The location of the house and the primary and secondary septic sites leave few options other than the proposed site for the building. Lange is willing to make accommodations in order to gain approval of the project. Neighbors expressed their support of the project and voiced concerns that the look of the proposed building match the neighborhood and not be an eyesore. Board members asked about an alternate location or adjusting the proposed one as well as requesting architectural drawings of the proposed building.
- The Board decided to table the application and requested these additions to the survey: the driveway to the proposed building be added; the proposed building be moved closer to the house and perhaps adjusted to the rear if possible; and that plantings be added to show screening. They also requested architectural drawings of the proposed building. The Board will review these items at a future meeting and proceed with their recommendation to Council.

Collaborative Planning, LLC

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

Memorandum

Date: March 7, 2017
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Ordinance Amendment related to Principal Buildings and Uses

In January, the City Council reviewed an amendment to principal uses and buildings that was forwarded from the Planning Commission. Significant discussion occurred, particularly regarding the impact on building eligibilities and larger properties.

Interested property owners attended the January and February Planning Commission meetings and provided input. After much discussion, the Planning Commission provided guidance that it would desire the following to occur related to these various issues:

1. Residential Districts should be allowed to have only one principal use and one principal building.
2. Commercial and Industrial districts should be allowed to have more than one principal use and more than one principal building, and that those principal uses can be the same use occurring in multiple buildings.
3. In order to utilize building eligibilities, the parcels that have more than one building eligibility should be subdivided. Even if more than one building eligibility exists, only one residence or principal use should be constructed on any one parcel.

Attached is an ordinance and redlined text showing the changes from the existing ordinance as recommended by the Planning Commission.

Attachments:

- 1) Ordinance
- 2) Draft Ordinance Changes

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

ORDINANCE NO 2016-11

**AN ORDINANCE AMENDING CHAPTER 10
RELATING TO PRINCIPAL USES, PRINCIPAL BUILDINGS, AND BUILDING
ELIGIBILITIES**

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

Section 1. The definitions for Principal Building and Use, Principal in Hanover City Code, Section 10.70 are hereby repealed and new definitions are added as follows:

Principal Building. The building in which it is conducted the principal use of the lot on which it is located. Lots in commercial and industrial zoning districts may have one or more principal uses in one or more principal building, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings. Lots in residential districts shall not have more than one principal building.

Use, principal. The main use of land or buildings as distinguished from subordinate or accessory uses. A principal use may be either permitted or conditional. Lots in commercial and industrial districts may have multiple principal uses. Lots in residential districts shall not have more than one principal use.

Section 2. Section 10.17 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.17 is added as follows:

SEC. 10.17 BUILDING ELIGIBILITIES

- A. It is presumed that all parcels of record existing on July 2, 2013 that are zoned for residential use shall be eligible to have one single-family home (“Building Eligibility”) constructed on that parcel, subject to compliance with all other requirements of this Chapter 10 except for lot size requirements.
- B. Every parcel of land containing up to forty (40) acres zoned for residential use shall have one Building Eligibility on that parcel.
- C. For parcels larger than forty (40) acres, the number of Building Eligibilities shall equal one per 40 acres as rounded to the nearest 40 acres. By way of example, both 65 acres and 99 acres rounds to 80 acres, granting two single-family Building Eligibilities to either of those properties. If a parcel has two or more Building Eligibilities and the property owner desires to utilize more than one Building Eligibility, the property shall be subdivided. This subdivision is not subject to requirements that may be contained elsewhere in City Code that require the extension of municipal water and sewer utilities to the property.
- D. When a parcel is annexed to the City, the parcel is considered undeveloped for the purpose of this calculation regardless of the number of lots that may have been created while under the Township’s jurisdiction.

- E. In the event that a subdivision is proposed that results in any parcel no longer having the number of Building Eligibilities that would be anticipated under paragraphs A or B above, then a condition of approval of the subdivision shall be that a document is recorded against the property documenting the remaining number of Building Eligibilities for that parcel.
- F. An Accessory Apartment as may be permitted in the RA zoning district is not counted as the use of a Building Eligibility for the purpose of this section.

Section 3. 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 _____, 2017.

CITY OF HANOVER

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

Proposed Changes Related to Principal Buildings and Uses and Building Eligibilities

Principal Building. The building in which it is conducted the principal use of the lot on which it is located. Lots in commercial and industrial zoning districts with may have multiple one or more principal uses may have in one or more multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings. Lots in residential districts shall not have more than one principal building.

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- F. An Accessory Apartment as may be permitted in the RA zoning district is not counted as the use of a Building Eligibility for the purpose of this section.

**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 7th day of March, 2017.

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 03-07-17-22

**A RESOLUTION APPROVING THE PURCHASE OF A
FIRE DEPARTMENT GRASS RIG/MEDICAL VEHICLE**

WHEREAS, the Fire Department requests permission to replace the current grass fighting vehicle with a combination vehicle; and

WHEREAS, the new vehicle would serve as a combination of a grass rig and medical response vehicle; and

WHEREAS, the City would purchase a vehicle off of State Contract and have a custom built box installed on the vehicle; and

WHEREAS, three quotes were requested, but two were received for the build out of the vehicle.

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

- Purchase of a Dodge Ram 3500 in the amount of \$34,046.98
- Purchase of Custom Heiman Wildland Body in the amount of \$53,122.00
- Purchase of hose in the amount of \$570.00
- Equipment transfer from old rig to new rig in the amount of \$483.25

BE IT FURTHER RESOLVED, the Hanover City Council approves the total purchase of \$88,222.23 to be paid from the Fire Department Capital Fund.

Council members voting in favor:

Opposed or abstained:

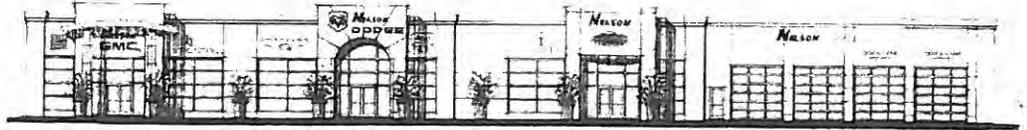
Adopted by the city Council this 7th day of March, 2017

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER F HanoverFD D28L91

Sold To: Hanover MN Fire Department
Attn: Brian Kottke
Address: Hanover, MN 55341
brian.hanoverfire@gmail.com

Date: 12/26/2016
Phone: 612-384-5161
FAX:
Salesperson: Gerry Worner
Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
HanoverFD D28L91	2017	Dodge Ram	3500 4WD Crew Cab 6.33' bo	New	0
Color: School Bus Yellow/ Black/Diesel Gray vinyl					

Price of Vehicle \$34,046.98
Options & Extras

6.4L V8 Hemi Engine, 6 spd auto trans., Work Grade Vinyl
40/20/40 seat, rear back-up camera, rear park assist,
protection group, On Off Road tires, trailer brake controller,
HD snow plow prep pkg, 220 A alt., skid plates, tow hooks,
rear air suspension, chrome appearance grp w/alum. wheels

Subtotal \$34,046.98
Trade - In
Total Cash Price \$34,046.98

Your Purchase Order #

Project #

Thanks for your business!

Ship To / Lessee / End User: Hanover MN Fire Department
Brian Kottke
Fire Dept

Phone: 612-384-5161
FAX:

Hanover, MN 55341

Signed _____ and initialed _____

Printed Name _____ and Date _____

HanoverFD D28L91.123



Bid Specifications
Rescue / Wildland Fire Truck
City of Hanover, Wright and
Hennepin Counties, Minnesota
11250 5th Street NE
Hanover, MN. 55341

REQUEST FOR QUOTE
RESCUE / WILDLAND FIRE TRUCK
FOR THE CITY OF HANOVER
WRIGHT AND HENNEPIN COUNTIES, MINNESOTA

Submit quote to the City Administrator office of Hanover at brianh@ci.hanover.mn.us by November 17, 2016

Proposals are desired from reputable manufacturers of automotive fire apparatus for the piece of apparatus as follows: **Flatbed with compartments with a 200 gallon capacity wildland slide in skid unit to be installed on Dodge-Ram Crew Cab chassis, and all other appurtenances in accordance with the 8-page specifications that is available at Hanover City Hall. Two inspections are requested while in the fabrication process and assembly of vehicle.**

Project is to completed within 120 days of delivery of the chassis.

Interested bidders may obtain a copy of the specifications at Hanover City Hall, 11250 5th Street NE, Hanover, MN 55341 or by calling (763) 497-3777. Bidders with questions may contact Hanover Fire Chief 2 Brian Kottke at (612) 384-5161 or Brian.Hanoverfire@Gmail.com

DATED: October 18, 2016

BY ORDER OF THE CITY COUNCIL

s/s

Brian Hagen
City Administrator
11250 5th Street NE
Hanover, MN 55341



Date: 11-11-2016

The: City of Hanover, Wright and Hennepin Counties, Minnesota

Address: 11250 5th Street NE

City Hanover State MN Zip Code 55341

If in the event the City of Hanover, Wright and Hennepin Counties, Minnesota and Heiman Fire, Inc., enter into a contract. Please sign both contract copies, retain one for your records and send one copy back to address listed below.

Sincerely

Heiman Fire, Inc.
25814 Rudolph Avenue
Sioux Falls, S.D. 57107

ATTN: Jon Larsen

General Manager
Office: 605-543-5510
Cell: 605-212-9333



For: The City of Hanover, Wright and Hennepin Counties, Minnesota Date: 11-10-2016

Address: 11250 5th Street NE

City: Hanover

State: MN

Zip 55341

We hereby agree to sell and you agree to purchase, Heiman Wildland Body with compartments to be installed on customer's supplied adequate chassis. Upon your acceptance of this proposal and the proper execution by the City of Hanover, Wright and Hennepin Counties, Minnesota and an authorized employee of Heiman Fire Inc., the following apparatus and equipment will be sold:

Heiman Wildland body per Specifications \$53,122.00

BODY TOTAL **\$53,122.00**

Payment Terms: * 25% due upon receipt of signed contract, balance due upon pickup at our Sioux Falls facility.

Completion to be 120 days from receipt of customer supplied chassis to Heiman's facility.

* This proposal expires 30 days from November 17th 2016 *

Respectfully submitted, Heiman Fire Inc. 25814 Rudolph Ave Sioux Falls, S.D. 57107

General Manger: Jon Larsen  Date 11/10/16

Salesmen: Dave Brunnette

We agree to accept this proposal and enter into contract with signature below.

Name: _____ Title _____
City of Hanover, Wright and Hennepin Counties, Minnesota

Date: _____



For: The City of Hanover, Wright and Hennepin Counties, Minnesota Date: 11-10-2016

Address: 11250 5th Street NE

City: Hanover

State: MN

Zip 55341

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Date 11-10-16

Salesmen: Dave Brunnette

We agree to accept this proposal and enter into contract with signature below.

Name: _____ Title _____
City of Hanover, Wright and Hennepin Counties, Minnesota

Date: _____

Hanover, MN Fire Department

Wildland Unit

CHASSIS

Customer Supplied - Dodge Crew cab



INDEX to Specifications:

- Section No. 1 Fire Pump
- Section No. 2 Gated Suction Inlets, Discharges, & Preconnects
- Section No. 3 Booster Tank Valves & Piping
- Section No. 4 Booster Tank
- Section No. 5 Instrument Panel
- Section No. 6 Apparatus Body & Components
- Section No. 7 Apparatus Body Compartments
- Section No. 8 Tread Bright Overlay, & Trim
- Section No. 9 Electrical Equipment & Battery System
- Section No. 10 Emergency Signal & Lighting Equipment
- Section No. 11 Painting, Decorating, Lettering, & Signs
- Section No. 12 Chassis Modifications & Miscellaneous

Section 1: Fire Pump.

- 1.00 YES The pump shall be a 1 ½ " high pressure four_ stage centrifugal pump powered by a 24 rated Honda gas engine with electric start. BB424 pump, Located: Rear center.
Note: Pump, tank and booster reel shall be mounted and plumbed on a aluminum skid.
- 1.01 YES The pump must deliver the percentage of rated capacity at the pressures listed below:
 103 GPM at 150 pounds net pressure
 94 GPM at 250 pounds net pressure
 65 GPM at 350 pounds net pressure
- 1.02 YES The pump shall be capable of taking suction and discharging water with a lift of 10 feet.
- 1.03 YES Priming Pump: A hand vacuum primer shall be used.
- 1.04 YES Fire pump engine fuel supply to be from a 3 gallon fuel tank with a quick disconnect on the fuel line. Located at the rear of skid
- 1.05 YES Unique blister resistant mechanical rotary seal to prolong pump end longevity.
- 1.06 YES Maintenance free sealed bearing to avoid the need for greasing the pump end in the field.
- 1.07 YES Anodized aluminum impellers and pump body which eliminate galvanic corrosion common with bronze impellers.

Section 2: Gated: Suction Inlets, Discharges, & Preconnects.

- 2.00 YES All quarter turn valves shall be a fire fighting/ repairable brand and be full flow. Each valve shall be plumbed with high pressure hose with stainless steel fittings.
- 2.01 YES **Gated Discharge Outlets.**
- 2.02 YES 1 1/2" gated discharge outlet to hose reel.
- 2.03 YES 1 1" refill / recirculate line to booster tank.
- 2.04 YES 1 1 1/2" gated rear discharge outlets for direct connection
- 2.05 YES 1 1 ½" Pre-Connect going to the hose trough, as directed on line 10.13.
- 2.06 YES A stainless steel manifold system shall be installed for discharges.
- 2.07 YES **Gated Intake Inlets**
- 2.08 YES 2 ½ " gated tank to pump valve.

- 2.09 YES 1_ 2 1/2" _ intake with cap and chain.
- 2.10 YES **Reel**
- 2.11 YES ___1___ electric motor driven hose reel with a reel capacity of ___250___ feet of ___1/2___ inch, high pressure hose and controlled from the pump operator's area. Reel to be mounted on top of the booster tank for rear deployment.
- 2.12 YES Reel rewind button to be located: ___near reel in a convenient location per manufacturer___
- 2.13 YES ___250___ feet of ___1/2___ inch, high pressure hose to be included with the reel set.
- 2.14 YES ___1___ set of each vertical and horizontal chrome hose roller guides. Mounted High on the reel, for rear deployment.
- 2.15 YES ___1___ Heavy duty GUNJET spray gun, model Teejet 43H-AL10.

Section 3: Booster Tank, Valves & Piping

- 3.00 YES Two inch (2") ball valve and piping to be connected with flexible hose from tank to pump. Valve to have control on the valve near pump operator.
- 3.01 YES 1 " booster tank refill ball valve and piping with flexible hose from pump to tank. Valve to have control on the valve near pump operator.

Section 4: Booster Tank Poly & Aluminum Skid

- 4.00 YES Booster tank shall be constructed of poly. This material shall be a non-corrosive product, black in color, and UV stabilized for maximum protection. Make: **___G3___ LIFETIME WARRANTY** .
- 4.02 YES The Booster Tank shall have the capability of removing the entire lid.
- 4.03 YES There shall be one (1) sump standard per tank drain. All tanks shall have a anti-swirl plate above the sump.
- 4.04 YES Booster tank shall have a capacity of ___200___ Gallons.
- 4.05 YES Booster tank shall be of a shape and design to allow for maximum compartmentation.
- 4.06 YES Water fill towers, located rear on tank.
- 4.07 YES The booster tank baffling system shall meet N.F.P.A. standards.
- 4.08 YES A built in sight glass for water level to be included.

Section 5: Instrument Panel

- 5.03 YES **Discharge pressure gauges.**
- 5.04 YES A gauge for the discharge manifold, 1 total.

Section 6: Apparatus Body & Components, (No Commercial flatbeds)

- 6.00 YES Complete apparatus body, to be module in construction and built separately from chassis. After complete construction of body it shall be properly fastened to the steel chassis frame with u- bolts.
The Apparatus Body shall have a FIVE (5) YEAR WARRANTY.
- 6.05 YES An aluminum flatbed approx 89" L x 84" W, with headache rack shall be installed to customer supplied adequate chassis.

Section 7: Apparatus Body Compartments

- 7.00 YES Compartments to be sweep out design and to be water and dust proof. All compartments shall be made to the maximum practical dimensions to provide maximum storage capacity.
- 7.01 YES Body compartment doors, smooth aluminum, Painted, with (hinged /swing type).
- 7.02 YES **Left Side Body Compartments**
- 7.03 YES 1 storage compartment for, brooms, rakes and swatters, fabricated of 1/8" smooth aluminum (painted), with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.
Approx: 8" T x 17" W x 89" L.
- Note: the above compartment shall have a poly slide out tray, completely removable, the tray has no rollers, it is designed to slide on the compartment floor.
- 7.04 YES 1 compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted SINGLE swing doors, Approx: 30" T x 17" D x 59" L.
- 7.05 YES 1 adjustable shelves.
- 7.06 YES 1 open storage compartment, fabricated of 1/8" slotted Diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the broom/rake compartment. Approx: 30"L x 17" W x 10" T
- 7.07 YES **Right Side Body Compartments**
- 7.08 YES 1 Backboard storage compartment, large enough to hold (2) backboards, fabricated of 1/8" smooth aluminum, (painted) with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.
Approx. 8" T x 17" W x 89" L.

Note: the above compartment shall have a poly slide out tray, completely removable with (1) divider, location of the divider TBD. Note: the tray has no roller's, it is designed to slide on the compartment floor.

- 7.09 YES ___1___ compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted ___SINGLE___ swing doors, Approx: 30" T x 17" D x 59" L.
- 7.10 YES ___1___ adjustable shelves.
- 7.11 YES ___1___ open storage compartment, fabricated of 1/8" slotted diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the back board compartment. Approx: 30"L x 17" W x 10" T
- 7.12 YES **Hose Trough**
- 7.13 YES ___1___ Poly preconnected hose trough, large enough to hold 150' of 1 1/2" fire hose, located on top of the tank on the right side with rear deployment.

Section 8: Tread bright overlay, & Trim.

8.00 YES Aluminum tread brite safety trim plate shall be constructed of 6061-T6 1/8" Aluminum, and shall be installed in the following areas.

8.01 YES Top of apparatus.

Non-slip Running Boards, Walkways and Rear step.

8.02 YES All exterior surfaces designated as stepping, standing, and walking areas shall have an aluminum non-slip material installed. The non-slip material shall have a raised serrated surface that will allow moisture to drain out either side. The recessed surface shall be one piece solid material to prevent road spray and debris from entering the top surface from below. The non-slip material shall be applied in the stepping surface of The following areas: (NFPA 13-7.3)

8.03 YES Apparatus body rear step shall be constructed with the non-slip aluminum treadplate .

Section 9: Electrical Equipment & Battery System

9.00 YES One rear 6" oval LED stop light on each side.

9.01 YES One rear 6" oval LED turn signal light on each side.

9.02 YES One rear 6" oval LED backup light on each side.

9.03 YES LED - Clearance lights and reflectors to comply with I.C.C. regulations.

- | | | |
|------|-----|--|
| 9.04 | YES | __ 1 __ LED light in each side compartment and activated by an automatic door switch. Note this does not include the backboard and broom compartment. |
| 9.05 | YES | A flashing red warning light on the cab electrical module Marked "DoNot Move Apparatus When Light Is On" illuminates automatically when the parking brake is not engaged to indicate when passenger or equipment doors are open. |
| 9.06 | YES | All electrical equipment to have resetting circuit breakers mounted in a panel box with each circuit labeled. |
| 9.07 | YES | Wiring shall be high temperature, copper, multi-strand SXL crosslink coated wire. Wire shall be function coded every 3 inches for ease of maintenance. |
| 9.08 | YES | All wiring to be protected with automotive type loom with a temperature rating of -30 degree to +194 degree Fahrenheit. Grommets shall be used when wiring through body. |
| 9.09 | YES | Master battery disconnect shall be a Cole Hersey manually operated. Single battery system per NFPA. (Does not apply to chassis factory power). |
| 9.10 | YES | A rocker switch panel shall be located in chassis cab. It shall have lighted switches and lighted identification tags. |
| 9.11 | YES | A green "Battery On" light to be provided on the chassis dash. |
| 9.12 | YES | A license plate light to be provided on the rear of the apparatus body. |

Section 10: Emergency Signal & Lighting Equipment

- | | | |
|-------|-----|---|
| 10.00 | YES | Electronic Siren with microphone:
Make: __ Code 3 __ Model: __ 3692 __ Watts: __ 100 __ |
| 10.01 | YES | Electronic Speaker mounted in chassis cab grill or front bumper area. Watts: __ 100 __ |
| 10.02 | YES | Lighting for upper zones A, B, C & D. One (1) Brand Code 3 21TR47A4 - 47" LED light bar with R/C/R.
Mounted: on the roof of the customer's chassis.

Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper rear facing side compartment panel, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper side of the headache rack, (1) on each side. |
| 10.03 | YES | Lighting for lower zones, A.B.C &D: Brand: Code 3, Model TRX6 Red, LED, flashing lights. |

- 11.05 YES A permanent plate shall be installed in the driver's compartment specifying the maximum number of personnel the vehicle is designed to carry per NFPA standards. It shall be located in an area visible to the driver.
- 11.06 YES An accident prevention sign stating "DANGER", personnel must be seated and seat belts must be fastened while vehicle is in motion, or "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from each seating position.
- 11.07 YES An accident prevention sign stating "DANGER", do not ride on rear step while vehicle is in motion. "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from the rear step area of the vehicle.

Section 12: Chassis Modification & Miscellaneous:

- 12.00 YES There shall be rear mud flaps.
- 12.01 YES 2 tow hooks direct off frame, installed on rear of body.
- 12.02 YES 1 Luerne grip step per side to be installed under chassis cab doors.
- 12.03 YES There shall be a Ranch Hand, Legend model, replacement front bumper with brush/grille guard, black powder coated with 2" receiver. Note: the 2" receiver shall be wired with a with quick dis-connects for the portable winch.
- 12.04 YES A 10,000 Warn winch / Multi Mount kit # 90360. It shall be installed in a carrying cradle so as it can be utilized from either the front or rear receiver tube.
- 12.05 YES 2 rear 2" receiver tubes, (1) will be located in a recessed pocket, located in the center of the rear vertical panel above the tailboard with quick dis-connects for the portable winch and (1) located in the centered below the tailboard, wired with a 7 pin trailer wiring harness.

STANDARD 1 YEAR WARRANTY

HEIMAN FIRE EQUIPMENT warrants each new motorized fire apparatus manufactured by Heiman Fire Equipment for a period of ONE YEAR from the date of delivery, except for chassis and other components noted herein which are covered by a separate manufacturer's warranty.

Under this warranty we agree to furnish any parts to replace those that have failed due to defective material or workmanship where there is no indication of abuse, neglect, unusual or other than normal service providing that such parts are, at the option of HEIMAN FIRE EQUIPMENT, made available for our inspection at our request, returned by us with transportation prepaid within thirty days after the date of failure or within one year from the date of delivery of the apparatus to the original purchaser, whichever occurs first, and inspection indicates the failure was attributed to defective material or workmanship.

The warranty on the chassis and chassis supplied components, fire pump, water tank, generator, electrical components, and other devices not manufactured by HEIMAN FIRE EQUIPMENT is limited to the warranty and warranty terms of the manufacturer thereof, and adjustments are to be made directly with the manufacturer by the customer.

This warranty will not apply to any fire apparatus which has been repaired or altered outside our factory in any way, which in our opinion might affect its stability or reliability, unless otherwise pre-approved by authority of Heiman Fire Equipment.

This warranty shall not apply to those items that are usually considered normal maintenance and upkeep services including but not limited to: electrical lamps, valve seals, normal lubrication and/or proper adjustments of minor items.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

This warranty is in lieu of all other warranties, expressed or implied, and all other obligations or liabilities on our part. We neither assume nor authorize any person to assume for us any liability in connection with the sales of our apparatus unless made in writing by HEIMAN FIRE EQUIPMENT.



25814 Rudolph Ave.
Sioux Falls, SD 57107
Ph. 605-543-5510
Fax: 605-543-5543
sales@heimanfire.com

5 YEAR APPARATUS BODY STRUCTURAL WARRANTY

Subject to provisions, limitations, and conditions set forth in this warranty, Heiman Fire Equipment (hereby referred to as 'seller'), hereby warrants to each original purchaser only that each new modular body (exclusive of paint finish, hardware, moldings, windows, internal cabinets, and other accouterments and accessories covered by separate warranties) is structurally sound and will retain its structural integrity for a period of five (5) years. This warranty terminates upon transfer of possession or ownership by original purchaser.

This warranty is conditioned upon normal use and reasonable maintenance of such sub frame; prompt written notice of all defects to seller, no repair or additions there to except by seller or authorized by it; said defect not resulting from misuse, negligence, accident, remount, overloading beyond applicable weight rating by customer or third parties. If any of such conditions are not complied with, this warranty shall become void and unenforceable.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

Seller reserves the unrestricted right at any time and from time to time to make changes in the design of and/or improvements on its products without thereby imposing any obligation on itself to make corresponding changes or improvements in or on its products therefore manufactured.

EXCLUSIONS AND LIMITATIONS: This manufacturer's warranty is provided in place of any and all other representations or implied warranties. No person is authorized to make any representations or warranty on behalf of Heiman Fire Equipment, or any of its distributors other than set forth in the manufacturer's warranty. Your right to service and replacement of parts on the terms expressly set forth herein are your exclusive remedies and neither the manufacturer nor any of its distributors shall be liable for damages, whether ordinary, incidental, or consequential.

Heiman Fire Equipment will not be liable for consequential damages and under no circumstances will its liability exceed the price for a defective body. The remedies set forth herein are exclusive and in substitution for all other remedies to which the purchaser would otherwise be entitled.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based on or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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5 YEAR PAINT WARRANTY

The Heiman Fire Equipment/ PPG and/or DuPont 5 year Paint Performance Guarantee will cover the areas of the vehicle finished with specific products for a period of 5 years beginning the day the vehicle was delivered from the PPG Certified Original Equipment manufacturer to the vehicle owner.

The refinished areas, as outlined on the Guarantee Certificate, will be covered for the following paint failures:

Guarantee Inclusions:

- Peeling or Delamination of the topcoat and/or other layers of paint
- Cracking or checking
- Loss of gloss caused by defective PPG and/or DuPont Fleet Finishes which are covered by this guarantee

Guarantee Exclusions:

- Paint deterioration caused by blisters or other film degradation due to rust or corrosion originating from the substrate
- Hazing, chalking, or loss of gloss caused by improper care, abrasive polishes, cleaning agents, heavy duty pressure washing, or aggressive mechanical wash systems
- Paint deterioration caused by abuse, accidents, acid rain, chemical fallout, or acts of nature
- Custom finishes, exotic finishes or any finish other than standard refinish procedure
- Finishes on vehicles used for competitive purposes
- Failures resulting from product misuse or abuse
- Repairs done over previously refinished areas unless stripped to bare metal or appropriate substrate
- Claims presented without proper guarantee documentation
- Failure on finishes containing Non-PPG and/or DuPont or Non-PPG and/or DuPont Finishes approved products
- Failure on finishes performed by Non-PPG and/or DuPont Certified Refinish Technicians
- Failure on finishes performed by Non-PPG and/or DuPont Certified Repair Centers
- Failure on finishes performed by PPG and/or DuPont Certified Refinishers who have allowed their certification to expire

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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2 YEAR LETTERING WARRANTY

Heiman Fire Equipment warranty to the original purchaser only, that the lettering and graphics, installed by Heiman Fire Equipment, will remain free from defects for a period of two (2) years under normal use.

Heiman Fire Equipment will replace without charge, repair or make a fair allowance for any defect in material or workmanship demonstrated to its satisfaction to have existed at the time of delivery or not due to misuse, negligence, or accident. If Heiman Fire Equipment elects to repair this item, the extent of such repair shall be determined solely by Heiman Fire Equipment, and shall be performed solely at the Heiman Fire Equipment factory, or at an approved facility. The expense of any transportation to or from such repair facility shall be borne by the purchaser and is not an item covered under this warranty.



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10 YEAR PLUMBING WARRANTY

Heiman Fire Equipment hereby warrants that we or our authorized repair facility will repair, replace, or adjust all parts, found to be defective in factory materials or workmanship, made or supplied by Heiman Fire Equipment for the period of 120 months from the date of purchase. This warranty is limited to the stainless steel components that comprise the foam and or water plumbing system.

This warranty is conditional upon normal and reasonable maintenance, and prompt written notice of all defects to Heiman Fire Equipment. This warranty does not cover defects caused from negligence, accident, over pressurization, or improper use.

Should repairs become necessary under the terms of this warranty, it shall be performed by a Heiman Fire Equipment facility or a facility authorized by Heiman Fire Equipment. The expense for any transportation to or from such facility shall be that of the purchaser. Furthermore, all warranted parts shall become the property of Heiman Fire Equipment.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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sales@heimanfire.com



WARRANTY & Installation Guidelines

COPOLYMER POLYPROPYLENE TANKS

LIMITED LIFETIME SERVICE WARRANTY



G3 Fire® offers a limited lifetime warranty on all copolymer polypropylene water and foam tanks and guarantees the tank to be free of defects in workmanship and material for the normal service life of the original apparatus in which the tank is installed. All copolymer polypropylene tanks must be installed and operated in accordance with the G3 Fire® installation guidelines and procedures and failure to do so may void the warranty. The warranty extends to the original purchaser only, but may be transferred with prior written approval by G3 Fire®, with the exception that the original apparatus manufacturer may assign the warranty to the first titled owner of the apparatus.

Should a defect in material or workmanship occur under warranty, G3 Fire® will cover the cost of repair and complete the repair in a timely manner after the first written notification to G3 Fire®. G3 Fire® has sole discretion to determine if warranty is void due to improper installed and operation, misuse, modification from its designed use, or abuse. Tanks which have been stored improperly and suffered UV damage will not be covered under warranty. For valid service claims outside of North America, G3 Fire® will compensate for reasonable labor and material necessary for the repair. G3 Fire® is not responsible for any travel costs associated with international repair. Serial numbers must be intact for warranty to have effect.

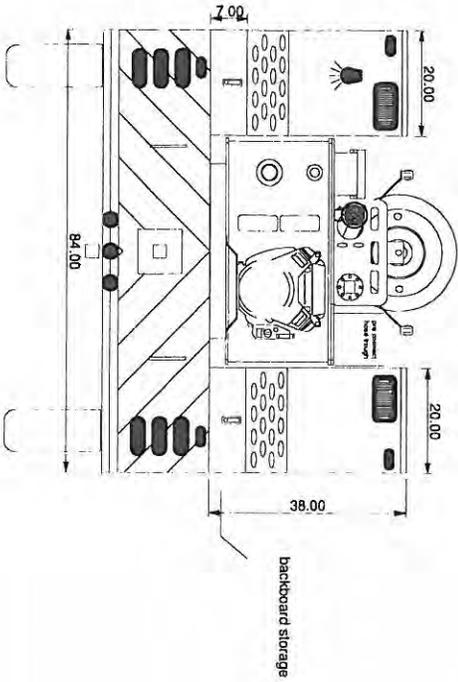
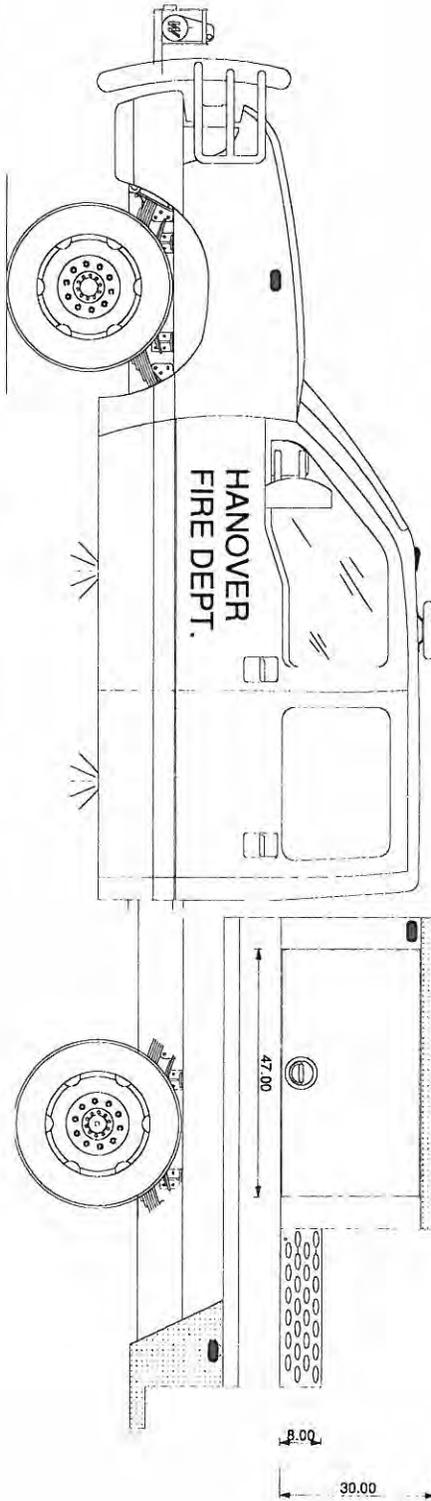
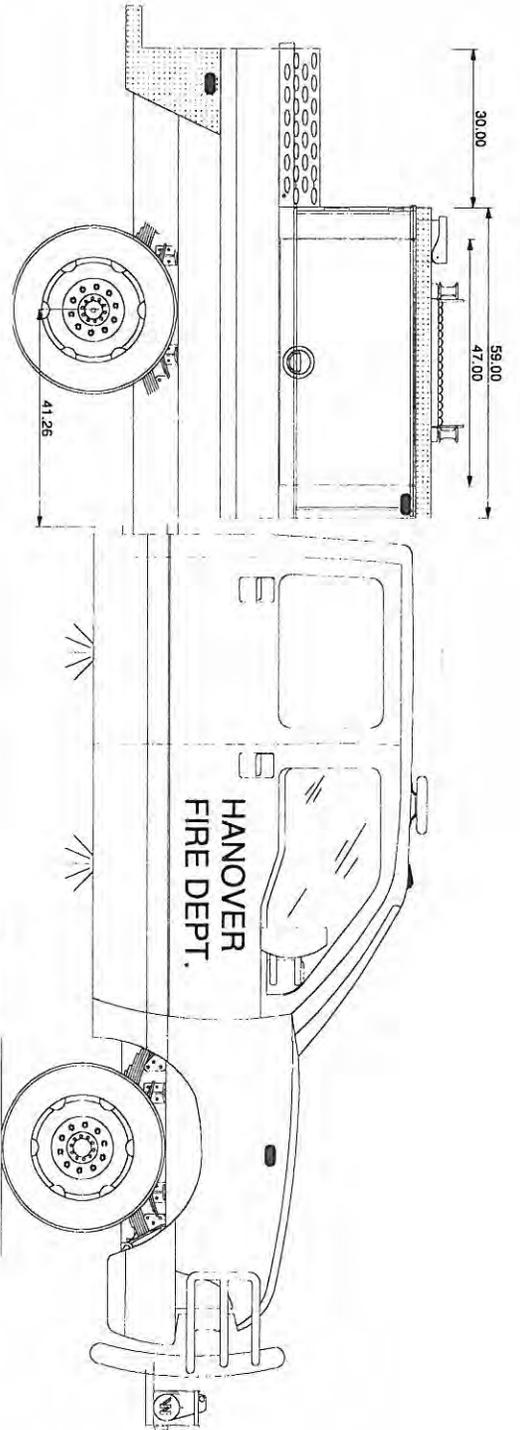
To ensure the highest rates of quality control, all warranty and repairs shall take place at the G3 Fire® facility, or that of an authorized service center. All service requests must be accompanied by a G3 Fire® Repair Request form. The costs associated with making the tank accessible for repair will be equally prorated for the first 5 years of tank service. During that time G3 Fire® will cover reasonable expenses to make the tank accessible for repair.

Any third party charges must be pre-authorized and approved in writing by G3 Fire® before beginning any service/repairs, and any unauthorized third party alterations, repairs, modifications, or actions may void the warranty.

G3 Fire® has the exclusive rights in determining valid warranty service claims. Under no circumstances will G3 Fire® be accountable for an amount exceeding the original purchase price of the copolymer polypropylene tank at the time of manufacture, for any loss or damage occurring from failure of the product such as loss of contents (water, foam, etc.) or any costs in connection with service repairs of the chassis, sub-frames, body, valves, dumps, hoses, or other components.

THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED WHICH EXTEND BEYOND THE DESCRIPTION OF THE FACE HEREOF. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN ADDITION, G3 FIRE® SHALL NOT BE LIABLE FOR ANY DIRECT OR INDIRECT LOSS OR DAMAGE ARISING OUT OF BREACH OF THIS WRITTEN WARRANTY OR ANY IMPLIED WARRANTY. THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATION OR LIABILITIES ON THE PART OF G3 FIRE®.

Since some states do not allow limitations on the length of an implied warranty or the exclusion and limitation of incidental or consequential damages, the above limitations may be irrelevant.





 Date 9/28/15

 60" C/A

HANOVER FD

notes: dimensions shown are subject minor deviations during construction



Heiman History

Heiman Fire Equipment was founded in 1947 by Jack B. Heiman who, after returning from World War II, inquired about an ad in the Argosy and Sports Afield magazines for a distributor of Fyr Fyter Co. fire extinguishers. Jack began selling Red Ball fire extinguishers in the local area farming community in northwest Iowa. As his sales increased, Jack's father Henry Heiman joined the company and sold supplies to local fire departments until Henry's passing at age 57.

Heiman Fire's original office was the dining room table in Jack and Helen Heiman's home in Ashton, IA. Soon it expanded to the garage, sharing storage space with the other supplies. Later, the family moved to a larger home next door and the office transferred to an upstairs bedroom and the backyard shed became the 'warehouse'. As the business grew, the office and warehouse was moved to downtown Main Street Ashton into the former home of Irene Heiman.

In 1970, after returning home from serving in the Vietnam War, Jack's son, James Heiman (Jim), joined the business and traveled South Dakota as his sales territory. After his father's passing in 1974 at the age of 51, Jim took over the business and began to steadily develop the company. Over the years, each of Jack's nine children also took on various roles in the company.

In 1983, Heiman Inc. moved from the downtown location into the former Ashton motel located on Highway 60. Here, a new warehouse and shipping room was added. The fire equipment catalog sales business and call center is still based in the Ashton location and reaches all 50 states.

Ron Heiman, Jack's youngest son, began his career with Heiman Inc. in 1989 after graduating from Oklahoma State University with a degree in Fire Protection and Safety Engineering. He began his post-education work calling on fire departments throughout Minnesota and Iowa. In 2008 Ron moved from sales manager to president of the company.

In 1999, Heiman Inc. expanded and opened a plant in Sioux Falls, SD where it began fire truck manufacturing, service, and repairs. The warehouse moved to this larger location to better serve our customers.

Since its modest beginnings in 1947, Heiman Fire Equipment has evolved into a multi-faceted company with over 50 employees, 16 fire salesmen in 7 states, and 4 industrial salesmen. In 2009, a fourth generation of the family, Jack's granddaughter, joined the company.

At Heiman Fire Equipment we pride ourselves on maintaining the 'small town' quality and customer service that the company was founded on. Specializing in all aspects of fire equipment from hoses and nozzles to fire apparatus, we are committed to providing the best selection of fire equipment, exceptional customer service, and innovations in fire product technology.

We realize that you have a choice when it comes to purchasing fire equipment. We're confident that you'll be happy with Heiman's quality workmanship and excellent customer service provided by our group of knowledgeable and dedicated employees!



Ultimate Safety Concepts, Inc.
DBA: Clarey's Safety Equipment
 1725 Highway 14 East
 Rochester, MN 55904
 507-289-6749 or 800-558-8009 - Fax 507-289-5213



Proudly Serving Our Customers Since 1968

<input type="checkbox"/>	ORDER	<input checked="" type="checkbox"/>	QUOTE
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DATE	1/3/2017	ACCOUNT #	
	BILL TO:	SHIP TO:	
CUSTOMER:	HANOVER FIRE DEPT.		
ADDRESS	369 Labeaux Ave.		
CITY/STATE/ZIP	Hanover, MN		
CONTACT NAME:	Asst Chief Brian Kottke	PO #	
PHONE:	612-384-5161	EMAIL	Brian.hanoverfire@gmail.com
FAX:		SHIPPING CHARGES QUOTED?	

FROM:	Spencer Conrad	612-867-6091 cell	spencerconrad@clareys.com
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NUMBER OF PAGES:	1
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WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING EQUIPMENT:

QUANTI	PART TY	NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	360		ProTek – 1 inch, pistol grip, Bail shutoff, GPM 5-10-24-40 adjustable settings.	\$380.00	
2	DJ800		Firequip – 1 inch, 50 foot white double jacket hose	\$95.00	\$190.00
1	DJ800		Firequip – 1 inch, 100 foot white double jacket hose	\$192.00	



Granite Electronics, Inc.
 535 31st Ave N
 St Cloud, MN 56303
 Phone: (320) 252-1887

QUOTATION
142000366

Bill To:
 Hanover Fire Dept
 PO Box 278
 Hanover, MN 55341

Ship To:
 Hanover Fire Dept
 369 Labeaux Ave
 Hanover, MN 55341

Attn:
Phone:
Email:

Cust Rep: Dan McCoy
Phone: 320-980-0094
Email: DanMcCoy@GraniteElectronics.com

Date: 01/11/2017		Terms: N10
Line	Qty	Description
100	1	REMOVAL AND INSTALLATION Removal of XTL2500 Remote Mount Radio from a 1982 Chevy Pickup and Install into new 2017 Dodge Crew Cab Pickup. Includes Travel to Hanover.
200	1	ANTENNA KIT 806-960 MHZ
300	1	MISC CONNECTORS, SCREWS, WIRE TIES, ETC
400	1	_____

Note:

If any additional parts, cables, etc needed, they will be billed in addition to this quote.

Equipment Totals : \$34.25
Service Totals: \$449.00
Subtotal : \$483.25

Taxes: \$0.00
Grand Total: \$483.25

Settlers Park Ballfield Redesign

<i>Action Item</i>	<i>Est. Cost</i>	
Tree Removal	Staff Time	
Stump Removal	\$	3,000
Ag Lime	\$	4,300
Pulverized Topsoil	\$	7,500
Final Grading	\$	3,500
Hydroseed	\$	10,000
Fencing	\$	23,000
Dugouts	\$	7,500
Safety Netting 100'x20'	\$	6,000
Outfield Trees - 6 oaks and 6 other species	\$	10,000
	<i>total</i> \$	74,800
Twins Grant	\$	17,500
Possible HAA Donation	\$	50,000
	<i>Anticipated City Contribution</i> \$	7,300

Optional Upgrades

Irrigation	\$	21,500
Lighting	\$	175,000

Total impacted by change in scope of work for staff i.e. staff remove existing fencing, sell usable portions of harvested trees

**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 7th day of March, 2017.

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 03-07-17-22

**A RESOLUTION ACCEPTING A DONATION
FROM THE HANOVER ATHLETIC ASSOCIATION**

WHEREAS, the Hanover Athletic Association has donated funds to the City of Hanover for purpose of constructing a new ballfield in Settlers Park; and

WHEREAS, the donation failed to be accepted at a previous meeting due to MN State Statute requirements, but the Hanover Athletic Association has indicated they have continued support of the project and the donation is available to the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$50,000 from the Hanover Athletic Association for the purpose of constructing a new ballfield in Settlers Park.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



A THIRD GENERATION CONTRACTOR

P.O. Box 186

Buffalo, MN 55313

*763.478.6878 * Fax 763.478.2329*

Email: brandon@dmjasphalt.com

Website: www.dmjasphalt.com

Project Name: Street Skin Patching
Project Location: Hanover, MN
Section: Asphalt Paving
Bid Date: February 23, 2017
Estimator: Brandon Snetsinger
Cell: 612-875-4215

Provisions / Notes: Base bid based on 1 areas totaling 840s.y. street skin patching per conversation with Scott Vogel – 1 Paving Mobilization. No warranty on skin patching.

1. Tack coat area.
2. Install with paver, SPWEA240B asphalt rolled and compacted to an average of 1" inch.

Total cost - \$6,880.00

***DBE Certified *WBE Contractor *CERT Program Certified*State of MN-TG/ED certified**

Bid does not include:

- Installation of wear course after November 1st
- Manhole/catch basin adjusts
- Not more than **1** paving mobilizations/**0** base mobilizations
- Patching that is not denoted on plan used for bidding
- Permits/City Licenses
- Saw-cutting
- Staking
- Class 5 gravel base or fine grading of must be to .05(+/-)
- More than 1 on-site check of sub-grade or gravel fine grading acceptance
- Striping
- Sub-grade to 1/10'
- Sweeping
- Testing
- Traffic Control
- Warranty of drainage with less than 1.5% fall

Bond available upon request with a 1.25% charge over proposed cost.

If this bid is not accepted within 30 days of this proposal, this quote is not valid without written consent from **DMJ Asphalt Inc. Prices valid for 2017 paving season.**

**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 7th day of March, 2017.

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 03-07-17-24

A RESOLUTION APPROVING 2016 BUDGTE AMENDMENT #1

WHEREAS, the City of Hanover adopted the 2016 budget in December 2015; and

WHEREAS, the budget was set based on historical data and future planned expenses; and

WHEREAS, changes in the City’s operations have caused a deviation from the original 2016 budget; and

WHEREAS, an amendment to the general fund operating budget is proposed to accurately account for the City’s finances; and

WHEREAS, the Council has reviewed the proposed amendment and agree to the changes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves amendment number one to the 2016 Revenue and General Fund operating budget at the following amounts:

- **Revenue -** \$1,629,924

- **General Fund Expenditures**
 - General Government - \$ 493,530
 - Public Safety - \$ 416,320
 - Public Works - \$ 331,139
 - Culture and Recreation - \$ 51,400
 - Transfers Out - \$ 504,663
 - Transit - \$ 1,000
 - *Total General Fund Exp.* - \$ 1,798,052

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**City of Hanover
2016 Revenue Budget**

Account	Description	Category	2016 Actuals	2016 Budget	2016 Budget Amend #1	% Change	\$ Change	Comments
Revenue Accounts								
100-31000	Property Taxes - City	TAXES	783,871	771,014	784,000		12,986	Adjusted to better reflect revenues
100-31020	Property Taxes - Fire Dept	TAXES	112,838	112,838	112,838		-	
100-31800	Franchise Fees	TAXES	14,500	12,000	15,000		3,000	Adjusted to better reflect revenues
		TOTAL TAXES	911,209	895,853	911,838	2%	15,986	
100-32110	Alcoholic Beverages	LIC PERM	10,420	10,300	10,300		-	
100-32180	Other Bus. Lic. & Permits	LIC PERM	482	100	100		-	
100-32210	Building Permits	LIC PERM	183,371	100,000	184,000		84,000	Adjusted to better reflect revenues
100-32240	Animal Licenses	LIC PERM	200	100	100		-	
100-32260	Solid Waste Hauler Licenses	LIC PERM	1,500	1,500	1,500		-	
100-32270	Rental Dwelling Licenses	LIC PERM	1,215	150	1,215		1,065	Adjusted to better reflect revenues
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	55	50	50		-	
		TOTAL LIC PERM	197,243	112,200	197,265	76%	85,065	
100-33400	State Grants and Aid	INTGOVT	-	-	-		-	
100-33401	Local Gov't Aid (LGA)	INTGOVT	107,496	107,496	107,496		-	
100-33410	MV Credit	INTGOVT	1,697	-	1,697		1,697	Adjusted to better reflect revenues
100-33420	PERA Aid	INTGOVT	339	339	339		-	
100-33422	State Fire Aid	INTGOVT	39,121	36,000	36,000		-	
100-33426	State Police Aid	INTGOVT	5,729	5,500	5,500		-	
100-33610	County Grants/Aid for Roads	INTGOVT	-	-	-		-	
		TOTAL INTGOVT	154,382	149,335	151,032	1%	1,697	
100-34000	Chargers for Service	SERVICE	-	-	-		-	
100-34101	City Hall Rentals	SERVICE	8,315	8,000	8,000		-	
100-34105	Sales of Maps & Publications	SERVICE	-	-	-		-	
100-34107	Assessment Searches	SERVICE	400	400	400		-	
100-34108	Administrative Fees	SERVICE	2,433	2,000	2,000		-	
100-34109	Copies/Faxes	SERVICE	127	50	50		-	
100-34207	Fire Protection	SERVICE	104,785	104,285	104,285		-	
100-34403	Recycling Rev/Reimb	SERVICE	6,372	6,000	6,000		-	
100-34780	Park Shelter Rental Fees	SERVICE	2,687	3,000	3,000		-	
100-34940	Cemetery Revenues	SERVICE	3,700	2,000	3,700		1,700	Adjusted to better reflect revenues
		TOTAL SERVICE	128,819	125,735	127,435	1%	1,700	
100-35100	Court Fines	FINES	2,254	1,500	2,254		754	Adjusted to better reflect revenues
		TOTAL FINES	2,254	1,500	2,254	50%	754	
100-36100	Special Assessments	MISC	2,012	-	2,000		2,000	Adjusted to better reflect revenues
100-36200	Misc Revenues	MISC	10,454	-	11,000		11,000	Adjusted to better reflect revenues
100-36210	Interest Earnings	MISC	15,911	1,000	16,000		15,000	Adjusted to better reflect revenues
100-36215	Investment Income/Loss	MISC	(1,872)	6,000	-		(6,000)	Adjusted to better reflect revenues
100-36218	Grants	MISC	-	-	-		-	
100-36230	Contributions & Donations	MISC	6,000	-	6,000		6,000	Adjusted to better reflect revenues
100-36235	Insurance Dividends	MISC	12,801	6,000	12,900		6,900	Adjusted to better reflect revenues
100-36250	Damage Deposits	MISC	100	8,000	-		(8,000)	Adjusted to better reflect revenues
100-36260	Refunds or Reimbursements	MISC	4	-	-		-	
100-36291	Sale of Vehicles/Equipment	MISC	1,702	-	-		-	
100-39101	Sales of General Fixed Assets	MISC	172,663	-	173,000		173,000	Adjusted to better reflect revenues
100-39203	Transfers from Other Funds	MISC	19,200	-	19,200		19,200	Adjusted to better reflect revenues
		TOTAL MISC	238,976	21,000	240,100	1043%	219,100	
		TOTAL REVENUE	1,632,881	1,305,623	1,629,924	25%	324,302	

City of Hanover
2016 Expenditure Budget

Account	Description	Category	2016 Actuals	2016 Budget	2016 Amend			Comments
					#1	% Change	\$ Change	
<u>Expenditure Accounts</u>								
<u>General Government</u>								
100-41110-111	Committe Wages	COUNCIL	10,692	12,000	12,000		-	
100-41110-122	FICA	COUNCIL	658	744	744		-	
100-41110-123	Medicare	COUNCIL	154	174	174		-	
100-41110-208	Training & Instruction	COUNCIL	-	450	450		-	
100-41110-306	Dues & Subscriptions	COUNCIL	7,856	7,000	7,000		-	
100-41110-331	Travel Expenses	COUNCIL	-	1,000	500		(500)	Historically used under \$500
100-41110-437	Discretionary Miscellaneous	COUNCIL	11,287	25,203	12,000		(13,203)	Costs less than estimate
Total Council			30,646	46,571	32,868		-29%	(13,703)
100-41330-111	Committe Wages	BRDS & COMM	3,270	4,000	4,000		-	
100-41330-208	Training & Instruction	BRDS & COMM	-	150	150		-	
100-41330-331	Travel Expenses	BRDS & COMM	-	100	100		-	
Total Brds & Comm			3,270	4,250	4,250		0%	-
100-41400-101	Full-Time Wages	CITY ADMIN	67,580	67,275	67,275		-	
100-41400-121	PERA	CITY ADMIN	5,043	5,046	5,046		-	
100-41400-122	FICA	CITY ADMIN	4,169	4,171	4,171		-	
100-41400-123	Medicare	CITY ADMIN	975	975	975		-	
100-41400-132	Employer Paid Life	CITY ADMIN	368	384	384		-	
100-41400-151	Health Insurance Premium	CITY ADMIN	8,372	8,400	8,400		-	
100-41400-208	Training & Instruction	CITY ADMIN	410	1,500	1,500		-	
100-41400-306	Dues & Subscriptions	CITY ADMIN	267	500	500		-	
Total City Admin			87,184	88,251	88,251		0%	-
100-41410-200	Office Supplies	ELECTION	1,631	2,000	2,000		-	
100-41410-310	Other Professional Services	ELECTION	4,016	5,000	5,000		-	Election Judge Pay
100-41410-351	Legal Notices Publishing	ELECTION	174	300	300		-	
100-41410-400	Repairs & Maintenance Cont	ELECTION	1,014	1,000	1,000		-	
Total Elect			6,835	8,300	8,300		0%	-
100-41430-101	Full-Time Wages	CLERICAL	42,267	42,059	42,059		-	
100-41430-121	PERA	CLERICAL	3,154	3,154	3,154		-	
100-41430-122	FICA	CLERICAL	2,607	2,608	2,608		-	
100-41430-123	Medicare	CLERICAL	610	610	610		-	
100-41430-134	Employer Paid Life	CLERICAL	1,309	1,080	1,080		-	
100-41430-151	Health Insurance Premium	CLERICAL	8,400	8,400	8,400		-	
100-41430-208	Training & Instruction	CLERICAL	255	500	500		-	
100-41430-306	Dues & Subscriptions	CLERICAL	-	250	250		-	
Total Clerical			58,602	58,661	58,661		0%	-
100-41435-260	Uniforms	STAFF EXP	-	300	300		-	
100-41435-310	Other Professional Services	STAFF EXP	1,157	1,000	1,000		-	
100-41435-331	Travel Expenses	STAFF EXP	589	2,000	600		(1,400)	Closer to actuals
Total Staff			1,746	3,300	1,900		-42%	(1,400)
100-41530-101	Full-Time Wages	ACCNT	51,158	50,918	50,918		-	
100-41530-121	PERA	ACCNT	3,818	3,819	3,819		-	
100-41530-122	FICA	ACCNT	2,941	3,157	3,157		-	
100-41530-123	Medicare	ACCNT	688	738	738		-	
100-41530-134	Employer Paid Life	ACCNT	980	504	1,000		496	Incorrect rate used in 2016 Budget

100-41530-151	Health Insurance Premium	ACCNT	10,800	10,800	10,800	-	
100-41530-208	Training & Instruction	ACCNT	690	1,000	1,000	-	
100-41530-306	Dues & Subscriptions	ACCNT	235	500	500	-	
100-41530-310	Other Professional Services	ACCNT	2,457	3,000	3,000	-	
	Total Acctt		73,767	74,437	74,933	1%	496
100-41540-301	Auditing & Accounting	AUDITING	29,243	27,400	30,000	2,600	Audit Prep cost more than estimate
	Total Auditing & Accounting		29,243	27,400	30,000	9%	2,600
100-41550-310	Other Professional Services	ASSESSING	17,828	18,000	18,000	-	
	Total Assesing		17,828	18,000	18,000	0%	-
100-41570-200	Office Supplies	PURCHASING	3,077	4,000	4,000	-	
100-41570-205	Bank Fees	PURCHASING	187	100	100	-	
100-41570-207	Computer Supplies	PURCHASING	5,876	3,500	6,000	2,500	Cost of new computer
100-41570-220	Repair/Maintenance Supply	PURCHASING	3,670	5,800	4,000	(1,800)	Closer to actuals
100-41570-322	Postage	PURCHASING	2,840	1,500	3,000	1,500	Postage for PB Survey (\$588) and mailing permit
100-41570-570	Office Equipment/Furniture	PURCHASING	-	4,000	-	(4,000)	Closer to actuals
	Total Purch		15,650	18,900	17,100	-10%	(1,800)
100-41600-310	Other Professional Services	COMPUTER	2,542	4,000	3,000	(1,000)	Closer to actuals
	Total Computer		2,542	4,000	3,000	-25%	(1,000)
100-41610-304	Legal Fees	ATTORNEY	25,247	21,787	26,000	4,213	Closer to actuals
	Total Attorney		25,247	21,787	26,000	19%	4,213
100-41910-310	Other Professional Services	PLANNING & ZONING	24,771	17,000	25,000	8,000	Closer to actuals
	Total Planning & Zoning		24,771	17,000	25,000	47%	8,000
100-41940-210	Operating Supplies	BLDG & GRNDS	1,567	5,000	2,000	(3,000)	Closer to actuals
100-41940-220	Repair/Maintenance Supply	BLDG & GRNDS	10,286	10,000	11,000	1,000	AC Unit repairs/Cleaning Supplies
100-41940-306	Dues & Subscriptions	BLDG & GRNDS	250	300	300	-	
100-41940-310	Other Professional Services	BLDG & GRNDS	7,208	8,400	7,500	(900)	Closer to actuals
100-41940-321	Telephone	BLDG & GRNDS	3,139	3,500	3,500	-	
100-41940-325	Taxes	BLDG & GRNDS	214	250	250	-	
100-41940-381	Electric Utility	BLDG & GRNDS	6,811	9,000	7,000	(2,000)	Closer to actuals
100-41940-383	Gas Utilities	BLDG & GRNDS	3,047	5,000	4,000	(1,000)	Mild fall, lower heating bill
100-41940-384	Refuse/Garbage Disposal	BLDG & GRNDS	2,552	2,400	2,400	-	
100-41940-415	Other Equipment Rental	BLDG & GRNDS	-	500	500	-	
100-41940-520	Buildings & Structures	BLDG & GRNDS	3,402	5,000	3,500	(1,500)	Closer to actuals
100-41940-560	Furniture & Fixtures	BLDG & GRNDS	242	2,500	500	(2,000)	Closer to actuals
100-41940-580	Other Equipment	BLDG & GRNDS	226	1,000	1,000	-	
	Total Bldg		38,942	52,850	43,450	-18%	(9,400)
100-41950-303	Engineering Fee	ENGINEERING	25,659	25,000	26,000	1,000	
	Total Bldg		25,659	25,000	26,000	4%	1,000
100-41960-150	Workers Comp Premium	INSURANCE	8,543	9,318	9,318	-	
100-41960-361	General Liability Insurance	INSURANCE	19,245	24,740	20,000	(4,740)	Closer to actuals
	Total Insur		27,788	34,058	29,318	-14%	(4,740)
100-41970-341	Employment	LEGAL PUB	274	250	250	-	
100-41970-343	Other Advertising	LEGAL PUB	39	250	250	-	
100-41970-351	Legal Notices Publishing	LEGAL PUB	1,814	2,000	2,000	-	
100-41970-354	Recording Fees	LEGAL PUB	-	500	500	-	
	Total Legal Pub		2,127	3,000	3,000	0%	-
100-48205-810	Refunds & Reimbursements	DAMAGE DEPOSIT	3,416	9,000	3,500	(5,500)	Moved to GL Account
	Total Damage Deposit		3,416	9,000	3,500	-61%	(5,500)
	Total General Gov't		475,264	514,764	493,530	-4%	(21,234)

Public Safety

100-42101-310	Other Professional Services	HC SHERIFF	71,405	71,405	71,405	-	-
Total HC Sheriff			71,405	71,405	71,405	0%	-
100-42102-310	Other Professional Services	WC SHERIFF	99,168	98,088	98,088	-	-
Total WC Sheriff			99,168	98,088	98,088	0%	-
100-42210-103	Part-Time Wages	FIRE ADMIN	31,640	34,340	34,340	-	-
100-42210-122	FICA	FIRE ADMIN	1,943	2,129	2,129	-	-
100-42210-123	Medicare	FIRE ADMIN	454	515	515	-	-
100-42210-142	Unemployment Benefits	FIRE ADMIN	-	-	-	-	-
100-42210-150	Workers Comp Premium	FIRE ADMIN	7,947	10,000	10,000	-	-
100-42210-200	Office Supplies	FIRE ADMIN	241	200	200	-	-
100-42210-305	Medical/Physical Fees	FIRE ADMIN	4,567	4,000	4,000	-	-
100-42210-306	Dues & Subscriptions	FIRE ADMIN	605	950	950	-	-
100-42210-361	General Liability Insurance	FIRE ADMIN	4,743	6,119	6,119	-	-
Total Fire			52,140	58,253	58,253	0%	-
100-42220-221	Equipment Parts	FIRE EQUIP	2,791	15,500	15,500	-	-
100-42220-228	Medical Supplies	FIRE EQUIP	370	1,500	1,500	-	-
100-42220-240	Small Tools/Equipment	FIRE EQUIP	537	850	850	-	-
100-42220-260	Uniforms	FIRE EQUIP	7,559	4,500	4,500	-	-
100-42220-580	Other Equipment	FIRE EQUIP	1,081	5,000	5,000	-	-
Total Fire Equip			12,338	27,350	27,350	0%	-
100-42240-208	Training & Instruction	FIRE TRG	4,162	7,500	7,500	-	-
100-42240-310	Other Professional Services	FIRE TRG	2,939	3,000	3,000	-	-
100-42240-331	Travel Expenses	FIRE TRG	2,137	1,500	1,500	-	-
Total Fire TRG			9,238	12,000	12,000	0%	-
100-42260-212	Motor Fuels	FIRE VEHICLE	2,362	5,000	5,000	-	-
100-42260-220	Repair/Maintenance Supply	FIRE VEHICLE	11,402	9,000	9,000	-	-
100-42260-240	Small Tools/Equipment	FIRE VEHICLE	322	2,000	2,000	-	-
100-42260-323	Radio Units	FIRE VEHICLE	8,481	7,465	7,465	-	-
Total Fire Veh			22,567	23,465	23,465	0%	-
100-42280-215	Shop Supplies	FIRE BLDG	416	1,650	1,650	-	-
100-42280-220	Repair/Maintenance Supply	FIRE BLDG	2,827	3,500	3,500	-	-
100-42280-321	Telephone	FIRE BLDG	371	800	800	-	-
100-42280-325	Taxes	FIRE BLDG	-	175	175	-	-
100-42280-381	Electric Utilities	FIRE BLDG	3,861	5,000	5,000	-	-
100-42280-383	Gas Utilities	FIRE BLDG	1,935	3,000	3,000	-	-
Total Fire Bldg			9,409	14,125	14,125	0%	-
100-42290-124	State Aid Pensions	FRA	38,746	36,000	36,000	-	-
100-42290-125	Other Retirement Contributions	FRA	11,134	11,134	11,134	-	-
100-42290-301	Auditing & Accounting	FRA	6,100	6,500	6,500	-	-
Total FRA			55,980	53,634	53,634	0%	-
100-42401-310	Other Professional Services	BLDG INSP	54,669	35,000	55,000	20,000	More Inspections costs that anticipated, NC and G
Total Bldg Insp			54,669	35,000	55,000	57%	20,000
100-42700-310	Other Professional Services	ANIMAL CTRL	250	500	500	-	-
Total Animal Ctrl			250	500	500	0%	-
100-42800-310	Other Professional Services	CEMETERY	2,174	2,500	2,500	-	-
Total Cemetery			2,174	2,500	2,500	0%	-
Total Public Safety			389,338	396,320	416,320	5%	20,000

Public Works

Transfers Out

100-49360-700	Transfer Out	GENERAL CAPITAL	-	-	-	-	-
100-49360-700	Transfer Out	PARKS CAPITAL	85,094	120,093	120,093	120,093	Sale of Land - Greenhouse
100-49360-700	Transfer Out	FIRE DEPT CAPITAL	-	31,000	31,000	31,000	
100-49360-700	Transfer Out	HISTORICAL FUND	-	-	-	-	
100-49360-700	Transfer Out	FACILITIES CAPITAL	74,093	74,093	74,093	74,093	Sale of Land - 5 Acres
100-49360-700	Transfer Out	EQUIPMENT FUND	-	-	-	-	
100-49360-700	Transfer Out	STREET CAPITAL	-	266,000	266,000	266,000	
100-49360-700	Transfer Out	BRIDGES OF HANOVER ESCROW	13,477	13,477	13,477	13,477	Sale of Land - Greenhouse
Total Transfers Out			172,663	-	504,663	#DIV/0!	504,663

Transit

100-49800-310	Other Professional Services	TRANSIT	250	1,000	1,000	-	-
Total Transit			250	1,000	1,000	0%	-
Total Fund Expend.			1,413,767	1,309,123	1,798,052	37.35%	488,929
Total Revenue Over Expenditures			219,115	(3,500)	(168,128)	4703.65%	(164,628)

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

The 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 7th day of March 2017.

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 03-07-17-25

A RESOLUTION APPROVING FUND TRANSFER

WHEREAS, the City Council approved an early payoff of the 2009A Bond with the adoption of Resolution Number 12-06-16-130; and

WHEREAS, the early payoff has provided the City with a negative fund balance in the 2009A bond fund; and

WHEREAS, the City desires to transfer money from the 401 General Capital Fund to provide a zero balance in the 2009A bond fund.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, approves the fund transfer of \$75,272.99 from 401 - General Capital to 312 – 2009A GO Imp Refunding Bond.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of March, 2017.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator