

**AGENDA  
HANOVER CITY COUNCIL  
MARCH 19, 2019**

**MAYOR  
CHRIS KAUFFMAN**

**COUNCIL  
DOUGLAS HAMMERSENG  
KEN WARPULA  
JIM ZAJICEK  
MARYANN HALLSTEIN**

- 1. Call to Order Regular City Council Work Session: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of March 5, 2019 City Council Meeting (3)**
  - b. Approve Claims as Presented: (7)**

➤ Claims	<b>\$ 70,176.96</b>
➤ Payroll	<b>\$ 10,183.15</b>
➤ P/R taxes & Exp.	<b>\$ 3,720.20</b>
➤ Other Claims	<b>\$ 2,640.05</b>
➤ Total Claims	<b><u>\$ 86,720.36</u></b>
  - c. Res No 03-19-19-13 – Approving Exempt Gambling Permit for RMEF (47)**
  - d. Res No 03-19-19-14 – Approving 2019 WSB Chip Seal Construction Management Proposal (48)**
- 4. Concept Plan – Riverside Acres of Hanover (54)**
- 5. City Hall Renovation (58)**
- 6. Reports**
- 7. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** March 15, 2019  
**Re:** Review of March 19, 2019 City Council Work Session Agenda

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**1. Call to Order: 7:00 p.m.**

**2. Approval of Agenda**

**3. Consent Agenda Items:** *See enclosed consent agenda.*

a. **Approve Minutes of March 5, 2019 City Council Meeting (3)**

b. **Approve Claims as Presented: (7)**

➤ Claims	\$ 70,176.96
➤ Payroll	\$ 10,183.15
➤ P/R taxes & Exp.	\$ 3,720.20
➤ Other Claims	\$ 2,640.05
➤ Total Claims	<u>\$ 86,720.36</u>

c. **Res No 03-19-19-13 – Approving Exempt Gambling Permit for RMEF (47)**

d. **Res No 03-19-19-14 – Approving 2019 WSB Chip Seal Construction Management Proposal (48)**

**4. Concept Plan – Riverside Acres of (54)**

*Enclosed is a memo from City Planner Nash. This discussion is being brought back to Council after there was some prior confusion. The property owner continues to desire to annex into Hanover in order to develop large parcel properties. Staff continued to work with the developer to establish possible outcomes on the development for concept planning. Further discussion will be held to discuss these options and to establish whether there is a desire to work towards annexation.*

**5. City Hall Renovation (58)**

*Enclosed is a letter from Grady Kinghorn, Kinghorn Construction. The letter outlines high level cost estimates at a per square foot basis to complete a City Hall Renovation of old Public Works. In speaking with Kinghorn, we discussed a multi-use room to provide another gathering area as well as potential council chambers with better audio and visual amenities. Kinghorn anticipates being able to accomplish this desire without major setbacks. Initial estimates would place project cost at \$300,000-\$350,000. As indicated, project estimates would adjust as plans are prepared.*

**6. Reports**

**7. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
MARCH 5, 2019 – DRAFT MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, March 5, 2019, to order at 7:00 pm. Present were Mayor Chris Kauffman, Councilors Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant / Deputy Clerk Jackie Heinz, Public Works Supervisor Jason Doboszinski and City Attorney Jay Squires. Councilor Doug Hammerseng was absent. Guests included Doug Voerding from Wright County Journal Press.

**Approval of Agenda:**

**MOTION** by Warpula to approve the March 5, 2019, agenda as presented, seconded by Hallstein. **Motion carried unanimously.**

**Consent Agenda:**

Hallstein asked for clarification on item d, Hagen stated the new meeting time would be 7:00 pm and would begin at the work session in March. Hallstein asked for clarification on item f, Squires stated the City does not want to waive the cap amounts.

**MOTION** by Hallstein to approve the consent agenda as presented, seconded by Warpula.

- a. **Approve Minutes of February 19, 2019 City Council Work Session Meeting**
- b. **Approve Minutes of February 25, 2019 Joint Council/Planning Commission Meeting**
- c. **Approve Claims as Presented:**

➤ <b>Claims</b>	<b>\$ 32,428.92</b>
➤ <b>Payroll</b>	<b>\$ 10,573.26</b>
➤ <b>P/R taxes &amp; Exp</b>	<b>\$ 3,895.15</b>
➤ <b>Other Claims</b>	<b>\$ 2,693.67</b>
➤ <b>Total Claims</b>	<b>\$ <u>49,591.00</u></b>

- d. **Ord. 2019-01 – Amending Chapter 2 Related to Regular Meetings**
- e. **Res No 03-05-19-09 – Approving Facilities Capital Fund Transfer**
- f. **Res No 03-05-19-10 – Approving Non-Waiver of Liability Coverage Limit**
- g. **Res No 03-05-19-11 – Approving Renewal of Consumption and Display Permit**

**Motion carried unanimously.**

**Citizen’s Forum:**

None

**Public Hearings:**

None

**Unfinished Business:**

None

**New Business:**

**Res. No. 03-05-19-12 – Approving Purchase of Fire Department Air Packs**

Warpula stated the current air packs will be expiring soon after 15 years of use. The decision was made between 4 products, Alex Air Apparatus came in with the lowest price. The air packs are roughly 16 weeks out once ordered.

**MOTION** by Hallstein to approve Res. No. 03-05-19-12, seconded by Zajicek. **Motion carried unanimously.**

Hagen stated the topic was brought up at a previous meeting, bringing back for discussion. Doboszinski stated at the current time Public Works is okay without another seasonal employee. Terry the current summer seasonal does well and fills in where-ever needed. Kauffman inquired if the City took over maintenance of Riverside Park if another seasonal employee would be needed. Doboszinski stated no, the current summer staff would be able to cover.

Kauffman inquired what projects are on the docket for Public Works and if there is a list. Doboszinski stated a list has been created and is good for 3 full time employees. Hagen stated pond inspections will be started this year with MS4 inspections to follow next year. Council consensus to stay with one summer seasonal staff but to reassess at budget time for next year.

### **Kitchenware**

Doboszinski stated the current kitchenware in the hall doesn't match. He went through a restaurant supply website for quotes on plates, cups, silverware, coffee carafes and water pitchers, the price came back at roughly \$2,500 for a 250-place setting. Hallstein recommended adding 10% for breakage. Doboszinski stated plates are ordered as a pack of 12 and are easy to replace with a basic design.

**MOTION** by Hallstein to order 275 sets of Kitchenware, seconded by Warpula. **Motion carried unanimously.**

### **Cardinal Circle Park Porta Potty Replacement**

Doboszinski stated the current porta potty at Cardinal Circle Park is old and decrepit and will be difficult to patch the area where the fire was. Warpula asked what would be done with the old one, Doboszinski stated it would be thrown. Doboszinski stated a new porta potty would cost \$1,972 plus \$155 for shipping for a total of \$2,127. Hallstein inquired about an insurance claim, Hagen stated the deductible is close to the cost of a new porta potty.

**MOTION** by Warpula to approve the purchase of a new porta potty for Cardinal Circle Park for \$2,127, seconded by Hallstein. **Motion carried unanimously.**

### **Hennepin County Tax Delinquent Properties – Accelerated Forfeiture**

Hagen stated Hennepin County is reaching out for input on 2 properties which have been placed on a tax delinquent list. To be eligible for accelerated forfeiture the property must be vacant and show evidence of abandonment. Instead of the property sitting for 3 years, would be accelerated to 5 weeks. Of the two properties, one is a house located on Ginseng, the other is the Hilltop. Hagen further stated in this process government has the first option to purchase. The topic was discussed at the recent EDA meeting, they are in support of purchasing the Hilltop property, giving the City control of the next business to occupy it. Hagen further stated the property encroaches the County Road 19 right of way, however, Hennepin County is not concerned with expansion until the year 2040.

Kauffman inquired if someone was living upstairs, Hagen stated yes there appears to be, that aspect could persuade the county to not let the property be applicable for accelerated forfeiture. Kauffman stated a property in the Bridges area went through a similar process years ago. Hagen stated the county attorney will create the case and then goes to a judge. Hallstein inquired how aggressive the City should be. Hagen stated the City could reach out directly to the Hilltop property owner to purchase. Kauffman inquired if the \$10,000 owed is for 1 year of property taxes, Hagen stated it encompasses all delinquent years.

Squires stated by approving the accelerated forfeiture it could force something to happen or someone to address the issue. It would be favorable in getting something to happen.

Zajicek inquired if the house and the path located behind the Hilltop is associated at all. Hagen stated both items are a private matter.

Hagen stated by purchasing the Hilltop property the City could control the incoming business, and make improvements to the property that may deter future owners from committing to due to cost. Hallstein stated it's a highly visible property, the interested buyers don't have the financial resources to purchase once they discover water and sewer hookup is needed. Hallstein further stated the EDA felt the City would receive a large bang for their buck by purchasing. Kauffman stated he is not crazy about owning the property, but the process could force the current owners to sell. Squires stated there is tax forfeiture in process, the county attorney could say the property doesn't qualify for accelerated forfeiture. This previously happened where the current Bridgewater property is located. Discussion continued around different scenarios and ideas.

Hallstein asked when the 5-week clock would start, Hagen stated July or August the attorney would likely file the case with the court.

Council Consensus was to move forward with the accelerated forfeiture process on the current Hilltop property.

### **Comment Letter for City of Rogers 2040 Comprehensive Plan**

Hagen stated neighboring entities will review a cities comprehensive plan. City Planner Nash finds no comments are necessary and therefore requests to waive the remaining review period.

**MOTION** by Hallstein to provide no comment and to waive the remaining review period for the City of Rogers 2040 Comprehensive Plan, seconded by Warpula. **Motion carried unanimously.**

### **Industrial Park Temporary Buildings**

Hagen stated a request / inquiry has been made on a hoop style building, a style similar to the Public Works salt shed, being used in the industrial park. Hagen further stated if this is allowed for one then other will follow. Our current ordinance doesn't discuss therefore it's not allowed.

Kauffman asked how long is temporary. Hagen stated the length of time would need to be addressed. The business would be receiving additional storage but there would be no increase to the tax base. Kauffman stated you don't see temporary structures in surrounding cities industrial parks.

Hagen stated there was also a request / inquiry for a job site trailer used as an employee break room. Kauffman stated the job trailer would need current tabs and licensing. Warpula stated for how long, Hagen stated the length of time wasn't discussed.

Council consensus was to now allow temporary style buildings or job trailers as a structure in the industrial park.

### **2019 Strategic Planning Session**

Hagen stated this item was tabled from a previous meeting. Hagen would like feedback on the 2017 session and who would be involved at the possible next session. Kauffman inquired if all committees would be involved. Hagen stated at the 2017 session all committees were involved as well as consultants and staff. Hallstein stated the Planning Commission and EDA should attend, Park Board could be separate. Hagen inquired who will facilitate the session. Kauffman stated Hagen can facilitate. Hagen inquired on a date for the session. Kauffman stated a weekend in April. Hagen stated he would send out an availability calendar to everyone to see what date would work the best.

## **Reports**

### **Doboszenski**

- Public Works will be borrowing Rogers' truck to haul snow out of the downtown area.

### **Hallstein**

- Attended the LMC Conference in Brainerd about communication. Suggested the League of Minnesota Cities be brought in to provide communication training to Planning Commission and Council.

**Heinz**

- Joe Kaul will be representing the Hanover Historical Society at the next Park Board meeting in March. Kaul will be bringing back final information regarding possible new lighting on the Historic Bridge.
- Audit prep continues and is going well.

**Hagen**

- Asked who would be in attendance at the April 2<sup>nd</sup> meeting as Kauffman and Hallstein will be gone and the Local Board of Appeals will be on the agenda.
- The Annual Met Council meeting will be on May 6<sup>th</sup> at the Wright County Highway Department Building.
- The administrators conference is in May in Nisswa, asking if okay to attend. Council consensus for Hagen to attend.
- Hagen will be gone on vacation in April in-between the meetings.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:15 pm, seconded by Hallstein. **Motion** carried unanimously.

APPROVED BY:

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

ATTEST:

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

**CITY OF HANOVER**

03/15/19 9:47 AM

Page 1

**Payments**

**Current Period: December 2018**

Batch Name	12/31/18PAY5					
Payment		Computer Dollar Amt	\$546.43	<b>Posted</b>		
Refer	2630 ULINE					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Lockable Key Cabinet - 30 Key				\$71.48
Invoice	104315462	12/20/2018				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$71.48
Refer	2629 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - November 2018				\$388.29
Invoice	March19-1	2/28/2019				
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - December 2018				\$86.66
Invoice	March19-1	2/28/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$474.95

**Fund Summary**

	10100 Cash	
100 GENERAL FUND	\$546.43	
	<u>          </u>	\$546.43

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$546.43
<b>Total</b>	<u>\$546.43</u>

CITY OF HANOVER

03/15/19 9:53 AM

Page 1

\*Check Summary Register©

December 2018

Name	Check Date	Check Amt
<b>10100 Cash</b>		
Paid Chk# 034148 ULINE	3/19/2019	\$71.48 Lockable Key Cabinet - 30 Key
Paid Chk# 034149 WRIGHT COUNTY AUDITOR-TRE	3/19/2019	\$474.95 WC Patrol Fines - November 201
	<b>Total Checks</b>	<u>\$546.43</u>

FILTER: None

CITY OF HANOVER

Cash Balances

December 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$613,873.05	\$297,930.03	\$148,821.09	\$762,981.99
107 FIRE DEPT DONATIONS FUND	\$23,868.31	\$1,522.04	\$207.51	\$25,182.84
201 EDA SPECIAL REVENUE FUND	\$91,869.68	\$6,945.36	\$1,950.28	\$96,864.76
205 EDA BUSINESS INCENTIVE FUND	\$128,302.64	\$4,477.52	\$1,195.18	\$131,584.98
311 2008A GO CIP REFUNDING BOND	\$83,254.41	\$1,096.28	\$548.14	\$83,802.55
312 2009A GO IMP REFUNDING BOND	\$10,669.32	\$143.88	\$71.94	\$10,741.26
314 2011A GO IMP CROSSOVER REF BD	\$449,042.66	\$6,037.32	\$3,018.66	\$452,061.32
315 2016A GO CIP BOND	\$90,717.02	\$1,050.32	\$525.16	\$91,242.18
401 GENERAL CAPITAL PROJECTS	\$1,233,116.32	\$18,505.90	\$8,841.85	\$1,242,780.37
402 PARKS CAPITAL PROJECTS	\$28,602.09	\$513.40	\$4,056.70	\$25,058.79
403 FIRE DEPT CAPITAL FUND	\$293,103.70	\$4,063.42	\$2,031.71	\$295,135.41
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$6,650.00	\$88.38	\$44.19	\$6,694.19
407 TIF REDEV DIST #1	\$13,404.48	\$164.94	\$5,728.29	\$7,841.13
409 MAHLER PIT - 15TH ST IMP FUND	\$79,056.88	\$1,134.72	\$567.36	\$79,624.24
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$126,326.61	\$1,777.30	\$888.65	\$127,215.26
418 STREET CAPITAL PROJ FUND	\$102,547.31	\$1,195.98	\$597.99	\$103,145.30
601 WATER ENTERPRISE FUND	\$903,178.21	\$22,015.41	\$11,689.79	\$913,503.83
602 SEWER ENTERPRISE FUND	\$313,747.11	\$31,459.11	\$43,826.49	\$301,379.73
603 STORM WATER ENTERPRISE FUND	\$120,033.19	\$5,249.96	\$2,437.74	\$122,845.41
611 WATER CAPITAL IMP FUND	\$168,120.38	\$2,413.06	\$1,206.53	\$169,326.91
612 SEWER CAPITAL IMP FUND	\$1,969,039.04	\$28,179.60	\$14,089.80	\$1,983,128.84
613 STORM WATER CAPITAL IMP FUND	\$606,943.25	\$8,711.54	\$4,355.77	\$611,299.02
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$30,000.00	\$0.00	\$0.00	\$30,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$11,000.00	\$0.00	\$0.00	\$11,000.00
818 MISC ESCROWS FUND	\$9,040.55	\$8.50	\$1,648.70	\$7,400.35
820 BRIDGES TOWNHOMES ESC FUND	\$3,626.40	\$52.04	\$26.02	\$3,652.42
823 CROW RVR HTS WEST 3RD / BACKES	\$20,691.17	\$284.96	\$3,638.48	\$17,337.65
825 CROW RVR HTS FUT WEST PLAT/PUD	\$11,196.31	\$0.00	\$2,646.50	\$8,549.81
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$54,825.00	\$0.00	\$13,079.44	\$41,745.56
900 INTEREST	\$30,690.63	\$22,425.74	\$53,116.37	\$0.00
	\$7,178,720.40	\$467,446.71	\$330,856.33	\$7,315,310.78

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$177,229.65	\$872,456.86	\$881,449.00	\$8,992.14	98.98%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$129,904.00	\$129,904.00	\$0.00	100.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$11,234.25	\$15,000.00	\$3,765.75	74.90%
Source Alt Code TAXES		\$177,229.65	\$1,013,595.11	\$1,026,353.00	\$12,757.89	98.76%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$3,759.00	\$0.00	-\$3,759.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$1,975.00	\$12,699.04	\$10,000.00	-\$2,699.04	126.99%
SERVICE	R 100-34107 Assessment Search Fees	\$75.00	\$775.00	\$400.00	-\$375.00	193.75%
SERVICE	R 100-34108 Administrative Fees	\$50.00	\$5,756.00	\$2,000.00	-\$3,756.00	287.80%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$48.25	\$75.00	\$26.75	64.33%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$415.00	\$0.00	-\$415.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$28,382.80	\$141,160.80	\$140,661.00	-\$499.80	100.36%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$4,982.70	\$6,000.00	\$1,017.30	83.05%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,050.00	\$3,000.00	\$950.00	68.33%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,500.00	\$2,000.00	-\$1,500.00	175.00%
Source Alt Code SERVICE		\$30,482.80	\$175,145.79	\$164,136.00	-\$11,009.79	106.71%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.40	\$2,747.93	\$900.00	-\$1,847.93	305.33%
MISC	R 100-36210 Interest Earnings	\$2,659.82	\$8,062.20	\$3,000.00	-\$5,062.20	268.74%
MISC	R 100-36215 Investment Income/Loss	\$1,583.68	-\$2,235.02	\$6,000.00	\$8,235.02	-37.25%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$375.00	\$2,000.00	\$1,625.00	18.75%
MISC	R 100-36235 Insurance Dividends	\$1,429.00	\$1,429.00	\$8,000.00	\$6,571.00	17.86%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$159.49	\$418.62	\$0.00	-\$418.62	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		\$5,832.39	\$10,797.73	\$20,400.00	\$9,602.27	52.93%
LIC PERM	R 100-32110 Alcoholic Beverages	\$50.00	\$7,070.00	\$10,370.00	\$3,300.00	68.18%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,790.00	\$400.00	-\$1,390.00	447.50%
LIC PERM	R 100-32210 Building Permits	\$400.00	\$87,710.88	\$140,000.00	\$52,289.12	62.65%
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	\$1,180.00	\$800.00	-\$380.00	147.50%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$3.00	\$47.00	\$50.00	\$3.00	94.00%
Source Alt Code LIC PERM		\$453.00	\$99,297.88	\$153,220.00	\$53,922.12	64.81%
INTGOVT	R 100-33400 State Grants and Aids	\$15,269.50	\$27,989.00	\$0.00	-\$27,989.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$58,825.50	\$117,651.00	\$117,651.00	\$0.00	100.00%
INTGOVT	R 100-33410 MV Credit	\$659.47	\$1,318.94	\$0.00	-\$1,318.94	0.00%
INTGOVT	R 100-33420 PERA Aid	\$169.50	\$339.00	\$339.00	\$0.00	100.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$39,020.04	\$39,000.00	-\$20.04	100.05%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,983.76	\$5,500.00	-\$483.76	108.80%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$74,923.97	\$192,301.74	\$162,490.00	-\$29,811.74	118.35%
FINES	R 100-35100 Court Fines	\$460.29	\$6,725.12	\$2,000.00	-\$4,725.12	336.26%
Source Alt Code FINES		\$460.29	\$6,725.12	\$2,000.00	-\$4,725.12	336.26%
<b>Fund 100 GENERAL FUND</b>		<b>\$289,382.10</b>	<b>\$1,497,863.37</b>	<b>\$1,528,599.00</b>	<b>\$30,735.63</b>	<b>97.99%</b>

**CITY OF HANOVER**  
**Revenue Budget Report - General Fund**

Source Alt Code	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$289,382.10	\$1,497,863.37	\$1,528,599.00	\$30,735.63	97.99%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
<b>Dept 41110 Council</b>						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$4,515.00	\$10,050.00	\$13,000.00	\$2,950.00	77.31%
COUNCIL	E 100-41110-122 FICA	\$279.93	\$623.10	\$806.00	\$182.90	77.31%
COUNCIL	E 100-41110-123 Medicare	\$65.46	\$145.72	\$189.00	\$43.28	77.10%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$345.00	\$400.00	\$55.00	86.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$200.00	\$7,078.57	\$7,500.00	\$421.43	94.38%
COUNCIL	E 100-41110-331 Travel Expenses	\$40.33	\$751.71	\$500.00	-\$251.71	150.34%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$32.72	\$3,879.80	\$17,503.00	\$13,623.20	22.17%
<b>Dept 41110 Council</b>		<b>\$5,133.44</b>	<b>\$22,873.90</b>	<b>\$39,898.00</b>	<b>\$17,024.10</b>	<b>57.33%</b>
<b>Dept 41330 Boards and Commissions</b>						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$3,000.00	\$3,000.00	\$4,000.00	\$1,000.00	75.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
<b>Dept 41330 Boards and Commissions</b>		<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$4,600.00</b>	<b>\$1,600.00</b>	<b>65.22%</b>
<b>Dept 41400 City Administrator</b>						
CITYADM	E 100-41400-101 Full-Time Employees R	\$5,541.52	\$70,424.49	\$72,040.00	\$1,615.51	97.76%
CITYADM	E 100-41400-121 PERA	\$415.62	\$5,399.52	\$5,403.00	\$3.48	99.94%
CITYADM	E 100-41400-122 FICA	\$343.58	\$4,463.61	\$4,466.00	\$2.39	99.95%
CITYADM	E 100-41400-123 Medicare	\$80.36	\$1,043.99	\$1,045.00	\$1.01	99.90%
CITYADM	E 100-41400-134 Employer Paid Life	\$175.18	\$520.24	\$400.00	-\$120.24	130.06%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$650.21	\$8,319.06	\$8,400.00	\$80.94	99.04%
CITYADM	E 100-41400-208 Training and Instructio	\$142.97	\$1,304.01	\$1,500.00	\$195.99	86.93%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$145.00	\$500.00	\$355.00	29.00%
<b>Dept 41400 City Administrator</b>		<b>\$7,349.44</b>	<b>\$91,619.92</b>	<b>\$93,754.00</b>	<b>\$2,134.08</b>	<b>97.72%</b>
<b>Dept 41410 Elections</b>						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$2,540.55	\$4,085.15	\$5,000.00	\$914.85	81.70%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$3,879.27	\$5,000.00	\$1,120.73	77.59%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$64.39	\$300.00	\$235.61	21.46%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$455.98	\$1,657.58	\$1,500.00	-\$157.58	110.51%
<b>Dept 41410 Elections</b>		<b>\$2,996.53</b>	<b>\$9,686.39</b>	<b>\$11,800.00</b>	<b>\$2,113.61</b>	<b>82.09%</b>
<b>Dept 41430 Clerical Staff</b>						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$3,516.81	\$44,827.32	\$45,718.00	\$890.68	98.05%
CLERICAL	E 100-41430-121 PERA	\$263.76	\$3,436.33	\$3,429.00	-\$7.33	100.21%
CLERICAL	E 100-41430-122 FICA	\$217.48	\$2,840.12	\$2,835.00	-\$5.12	100.18%
CLERICAL	E 100-41430-123 Medicare	\$50.86	\$664.29	\$663.00	-\$1.29	100.19%
CLERICAL	E 100-41430-134 Employer Paid Life	\$109.89	\$1,494.68	\$1,600.00	\$105.32	93.42%
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	\$701.02	\$8,400.00	\$8,400.00	\$0.00	100.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$250.00	\$227.50	9.00%
<b>Dept 41430 Clerical Staff</b>		<b>\$4,859.82</b>	<b>\$61,685.24</b>	<b>\$63,395.00</b>	<b>\$1,709.76</b>	<b>97.30%</b>
<b>Dept 41435 Staff Expenses</b>						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$200.00	\$300.00	\$100.00	66.67%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$240.00	\$500.00	\$260.00	48.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$246.33	\$952.60	\$2,000.00	\$1,047.40	47.63%
<b>Dept 41435 Staff Expenses</b>		<b>\$246.33</b>	<b>\$1,392.60</b>	<b>\$2,800.00</b>	<b>\$1,407.40</b>	<b>49.74%</b>
<b>Dept 41530 Accounting</b>						
ACCTING	E 100-41530-101 Full-Time Employees R	\$4,080.00	\$51,865.47	\$53,040.00	\$1,174.53	97.79%
ACCTING	E 100-41530-121 PERA	\$306.00	\$3,978.00	\$3,978.00	\$0.00	100.00%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$252.96	\$3,273.96	\$3,288.00	\$14.04	99.57%
ACCTING	E 100-41530-123 Medicare	\$59.16	\$765.56	\$769.00	\$3.44	99.55%
ACCTING	E 100-41530-134 Employer Paid Life	\$84.80	\$1,034.99	\$1,100.00	\$65.01	94.09%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$666.16	\$8,366.16	\$8,400.00	\$33.84	99.60%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$210.00	\$1,000.00	\$790.00	21.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$88.80	\$250.00	\$161.20	35.52%
ACCTING	E 100-41530-310 Other Professional Serv	\$435.00	\$3,250.75	\$5,000.00	\$1,749.25	65.02%
Dept 41530 Accounting		\$5,884.08	\$72,833.69	\$76,825.00	\$3,991.31	94.80%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41540 Auditing		\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$218.15	\$20,610.15	\$20,000.00	-\$610.15	103.05%
Dept 41550 Assessing		\$218.15	\$20,610.15	\$20,000.00	-\$610.15	103.05%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	-\$106.03	\$2,681.22	\$3,500.00	\$818.78	76.61%
PURCHASE	E 100-41570-205 Bank Fees	\$3.00	-\$15.38	\$200.00	\$215.38	-7.69%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$5,256.30	\$8,000.00	\$2,743.70	65.70%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$3,926.65	\$4,000.00	\$73.35	98.17%
PURCHASE	E 100-41570-322 Postage	\$117.11	\$1,867.36	\$2,500.00	\$632.64	74.69%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$1,122.00	\$6,000.00	\$4,878.00	18.70%
Dept 41570 Purchasing		\$190.13	\$14,838.15	\$24,200.00	\$9,361.85	61.31%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$718.00	\$7,445.74	\$8,500.00	\$1,054.26	87.60%
Dept 41600 Computer		\$718.00	\$7,445.74	\$8,500.00	\$1,054.26	87.60%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$4,917.21	\$12,539.61	\$23,500.00	\$10,960.39	53.36%
Dept 41610 City Attorney		\$4,917.21	\$12,539.61	\$23,500.00	\$10,960.39	53.36%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$4,949.00	\$27,194.22	\$25,000.00	-\$2,194.22	108.78%
Dept 41910 Planning and Zoning		\$4,949.00	\$27,194.22	\$25,000.00	-\$2,194.22	108.78%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$215.54	\$9,192.40	\$7,000.00	-\$2,192.40	131.32%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$620.00	\$250.00	-\$370.00	248.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$1,365.00	\$7,243.92	\$9,000.00	\$1,756.08	80.49%
GOVTBLDG	E 100-41940-321 Telephone	\$989.35	\$7,917.72	\$4,200.00	-\$3,717.72	188.52%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$262.00	\$300.00	\$38.00	87.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$3,443.89	\$14,331.81	\$14,000.00	-\$331.81	102.37%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$2,074.88	\$9,401.10	\$8,000.00	-\$1,401.10	117.51%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$241.16	\$2,883.82	\$3,500.00	\$616.18	82.39%
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	\$9,831.15	\$4,500.00	-\$5,331.15	218.47%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$1,450.00	\$2,500.00	\$1,050.00	58.00%
GOVTBLDG	E 100-41940-580 Other Equipment	-\$217.15	\$7,941.77	\$500.00	-\$7,441.77	588.35%
Dept 41940 General Govt Buildings/Plant		\$8,112.67	\$71,075.69	\$55,750.00	-\$15,325.69	127.49%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$3,470.75	\$14,178.50	\$25,000.00	\$10,821.50	56.71%
Dept 41950 Engineer		\$3,470.75	\$14,178.50	\$25,000.00	\$10,821.50	56.71%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$14,254.49	\$9,500.00	-\$4,754.49	150.05%
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	\$21,498.13	\$22,000.00	\$501.87	97.72%
Dept 41960 Insurance		\$0.00	\$35,752.62	\$31,500.00	-\$4,252.62	113.50%
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	\$71.88	\$274.06	\$2,000.00	\$1,725.94	13.70%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$165.95	\$500.00	\$334.05	33.19%
Dept 41970 Legal Publications		\$71.88	\$480.01	\$2,850.00	\$2,369.99	16.84%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$10,291.47	\$110,171.05	\$105,120.00	-\$5,051.05	104.81%
Dept 42102 Wright County Sheriff		\$10,291.47	\$110,171.05	\$105,120.00	-\$5,051.05	104.81%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$29,841.38	\$59,000.00	\$29,158.62	50.58%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,271.10	\$3,658.00	\$386.90	89.42%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$765.03	\$856.00	\$90.97	89.37%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$167.88	\$0.00	-\$167.88	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$8,397.50	\$8,500.00	\$102.50	98.79%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,497.00	\$4,000.00	\$1,503.00	62.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$989.00	\$1,000.00	\$11.00	98.90%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$3,972.82	\$5,000.00	\$1,027.18	79.46%
Dept 42210 Fire Dept Administration		\$0.00	\$49,901.71	\$82,364.00	\$32,462.29	60.59%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$27.54	\$4,849.66	\$15,500.00	\$10,650.34	31.29%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$92.54	\$1,170.06	\$1,500.00	\$329.94	78.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$60.00	\$396.91	\$850.00	\$453.09	46.70%
FIREEQUIP	E 100-42220-260 Uniforms	\$12,908.50	\$16,285.37	\$28,500.00	\$12,214.63	57.14%
FIREEQUIP	E 100-42220-580 Other Equipment	\$276.54	\$5,081.17	\$5,000.00	-\$81.17	101.62%
Dept 42220 Fire Dept Equipment		\$13,365.12	\$27,783.17	\$51,350.00	\$23,566.83	54.11%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$3,260.00	\$4,868.62	\$12,500.00	\$7,631.38	38.95%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$3,168.42	\$3,210.00	\$41.58	98.70%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,397.06	\$1,500.00	\$102.94	93.14%
Dept 42240 Fire Dept Training		\$3,260.00	\$9,434.10	\$17,210.00	\$7,775.90	54.82%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$243.17	\$3,164.45	\$4,500.00	\$1,335.55	70.32%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$45.42	\$3,954.20	\$9,000.00	\$5,045.80	43.94%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$168.97	\$2,000.00	\$1,831.03	8.45%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$11,144.51	\$7,805.00	-\$3,339.51	142.79%
Dept 42260 Fire Vehicles		\$288.59	\$18,432.13	\$23,305.00	\$4,872.87	79.09%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$337.78	\$617.12	\$1,650.00	\$1,032.88	37.40%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$60.98	\$9,717.36	\$7,500.00	-\$2,217.36	129.56%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$140.24	\$1,049.82	\$1,000.00	-\$49.82	104.98%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$1,122.56	\$4,178.46	\$4,500.00	\$321.54	92.85%
FIREBLDG	E 100-42280-383 Gas Utilities	\$1,104.56	\$3,369.23	\$3,000.00	-\$369.23	112.31%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$932.35	\$0.00	-\$932.35	0.00%
Dept 42280	Fire Stations and Bldgs	\$2,766.12	\$19,864.34	\$17,825.00	-\$2,039.34	111.44%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$39,020.04	\$39,000.00	-\$20.04	100.05%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$6,005.50	\$12,011.00	\$12,011.00	\$0.00	100.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,500.00	\$250.00	96.15%
Dept 42290	Fire Relief Association	\$6,005.50	\$57,281.04	\$57,511.00	\$229.96	99.60%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,756.21	\$38,237.57	\$50,000.00	\$11,762.43	76.48%
Dept 42401	Building Inspection Admin	\$2,756.21	\$38,237.57	\$50,000.00	\$11,762.43	76.48%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$205.00	\$1,070.00	\$500.00	-\$570.00	214.00%
Dept 42700	Animal Control	\$205.00	\$1,070.00	\$500.00	-\$570.00	214.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$11,585.31	\$145,836.81	\$131,192.00	-\$14,644.81	111.16%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$700.84	\$2,000.00	\$1,299.16	35.04%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$11,510.00	\$13,740.00	\$2,230.00	83.77%
PUBWRKS	E 100-43000-121 PERA	\$868.90	\$11,247.90	\$11,714.00	\$466.10	96.02%
PUBWRKS	E 100-43000-122 FICA	\$712.36	\$9,649.35	\$10,536.00	\$886.65	91.58%
PUBWRKS	E 100-43000-123 Medicare	\$166.60	\$2,256.76	\$2,464.00	\$207.24	91.59%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$246.62	\$2,390.41	\$2,100.00	-\$290.41	113.83%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7,057.74	\$250.00	-\$6,807.74	823.10%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$2,678.78	\$31,625.18	\$30,000.00	-\$1,625.18	105.42%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$2,459.23	\$2,500.00	\$40.77	98.37%
PUBWRKS	E 100-43000-212 Motor Fuels	\$2,107.10	\$11,874.02	\$7,000.00	-\$4,874.02	169.63%
PUBWRKS	E 100-43000-215 Shop Supplies	\$106.53	\$7,989.31	\$5,500.00	-\$2,489.31	145.26%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$1,334.01	\$15,044.35	\$9,000.00	-\$6,044.35	167.16%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$376.74	\$376.74	\$1,500.00	\$1,123.26	25.12%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$626.32	\$3,925.20	\$5,000.00	\$1,074.80	78.50%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$2,266.15	\$3,000.00	\$733.85	75.54%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$5,455.00	\$17,000.00	\$11,545.00	32.09%
PUBWRKS	E 100-43000-321 Telephone	\$446.30	\$3,184.92	\$2,800.00	-\$384.92	113.75%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$118.00	\$200.00	\$82.00	59.00%
PUBWRKS	E 100-43000-381 Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-383 Gas Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)	\$22,505.57	\$274,967.91	\$257,496.00	-\$17,471.91	106.79%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$162.50	\$7,749.73	\$100,000.00	\$92,250.27	7.75%
Dept 43121	Paved Streets	\$162.50	\$7,749.73	\$100,000.00	\$92,250.27	7.75%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$720.00	\$6,504.50	\$15,000.00	\$8,495.50	43.36%
Dept 43122	Unpaved Streets	\$720.00	\$6,504.50	\$15,000.00	\$8,495.50	43.36%
Dept 43125	Ice & Snow Removal					

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
SNOWREMO	E 100-43125-224 Street Maint Materials	\$9,363.22	\$15,987.70	\$15,000.00	-\$987.70	106.58%
Dept 43125	Ice & Snow Removal	\$9,363.22	\$15,987.70	\$15,000.00	-\$987.70	106.58%
Dept 43160	Street Lighting					
STLHTG	E 100-43160-381 Electric Utilities	\$4,545.10	\$24,046.19	\$25,000.00	\$953.81	96.18%
Dept 43160	Street Lighting	\$4,545.10	\$24,046.19	\$25,000.00	\$953.81	96.18%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$6,763.56	\$40,446.34	\$38,500.00	-\$1,946.34	105.06%
Dept 43245	Recycling: Refuse	\$6,763.56	\$40,446.34	\$38,500.00	-\$1,946.34	105.06%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$1,948.33	\$8,140.19	\$8,700.00	\$559.81	93.57%
Dept 45186	Senior Center	\$1,948.33	\$8,140.19	\$8,700.00	\$559.81	93.57%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$33.96	\$1,932.78	\$2,000.00	\$67.22	96.64%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$477.23	\$5,642.26	\$5,000.00	-\$642.26	112.85%
PARKS	E 100-45200-225 Landscaping Materials	\$139.97	\$3,701.11	\$8,000.00	\$4,298.89	46.26%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,800.00	\$6,800.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$512.18	\$2,070.95	\$2,200.00	\$129.05	94.13%
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	\$2,529.16	\$2,200.00	-\$329.16	114.96%
PARKS	E 100-45200-580 Other Equipment	\$180.00	\$4,188.27	\$8,000.00	\$3,811.73	52.35%
Dept 45200	Parks (GENERAL)	\$1,343.34	\$26,864.53	\$35,700.00	\$8,835.47	75.25%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$774.71	\$10,638.48	\$11,500.00	\$861.52	92.51%
Dept 45500	Libraries (GENERAL)	\$774.71	\$10,638.48	\$11,500.00	\$861.52	92.51%
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	\$4,768.76	\$0.00	-\$4,768.76	0.00%
Dept 49360	Transfers Out	\$0.00	\$4,768.76	\$0.00	-\$4,768.76	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Dept 49800	Transit (GENERAL)	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Fund 100	GENERAL FUND	\$139,181.77	\$1,305,304.76	\$1,528,599.00	\$223,294.24	85.39%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$139,181.77	\$1,305,304.76	\$1,528,599.00	\$223,294.24	85.39%

CITY OF HANOVER

Payments

Current Period: March 2019

Batch Name	03/19/19 PAY	Payment	Computer Dollar Amt	\$69,630.53	Posted
Refer	2619	<u>AEM FINANCIAL SOLUTIONS, LLC</u>	<u>Ck# 002607E 3/19/2019</u>		
Cash Payment	E 100-41530-310	Other Professional Servi	2018 Audit Prep Review: Debt, Prepaids, Accrued Payroll, Escrow Accounting, AR & Loans Payable		\$378.65
Invoice	410750	2/28/2019			
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$378.65
Refer	2616	<u>AT&amp;T MOBILITY</u>	<u>Ck# 034150 3/19/2019</u>		
Cash Payment	E 100-43000-321	Telephone	PW Cell Phones - 01/18/19 - 02/17/19		\$216.75
Invoice	X02252019	3/4/2019			
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b> \$216.75
Refer	2606	<u>BEAUDRY OIL &amp; PROPANE</u>	<u>Ck# 034151 3/19/2019</u>		
Cash Payment	E 100-43000-212	Motor Fuels	Diesel: Refill of 341.0 Gallons on 2/12/19		\$801.35
Invoice	876659	2/12/2019			
Cash Payment	E 100-43000-212	Motor Fuels	Gasoline: Refill of 250.0 Gallons on 2/22/19		\$558.75
Invoice	877643	2/22/2019			
Cash Payment	E 100-43000-212	Motor Fuels	Diesel: Refill of 400.0 Gallons on 2/22/19		\$1,020.00
Invoice	877644	2/22/2019			
Cash Payment	E 100-43000-212	Motor Fuels	Diesel: Refill of 322.9 Gallons on 3/04/19		\$806.93
Invoice	1300512	3/4/2019			
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b> \$3,187.03
Refer	2631	<u>BLUE TARP FINANCIAL</u>	<u>Ck# 002610E 3/19/2019</u>		
Cash Payment	E 100-43000-240	Small Tools and Minor E	Welding Helmet, Oxy / Acy Tip		\$184.98
Invoice	0191080437	2/14/2019			
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$184.98
Refer	2632	<u>BOUND TREE MEDICAL, LLC</u>	<u>Ck# 034152 3/19/2019</u>		
Cash Payment	E 100-42220-228	Medical Supplies	Curplex Select BVM		\$13.19
Invoice	83129791	3/4/2019			
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$13.19
Refer	2620	<u>CARSON, CLELLAND &amp; SCHREDE</u>	<u>Ck# 034153 3/19/2019</u>		
Cash Payment	E 100-41610-304	Legal Fees	Legal Support / Work - February 2019		\$221.25
Invoice		2/27/2019			
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$221.25
Refer	2613	<u>CENTERPOINT ENERGY</u>	<u>Ck# 034154 3/19/2019</u>		
Cash Payment	E 100-41940-383	Gas Utilities	City Hall Gas Utilities: 1/28/19 - 2/26/19		\$762.75
Invoice		2/28/2019			
Cash Payment	E 100-43000-383	Gas Utilities	PW Building Gas Utilities: 1/28/19 - 2/26/19		\$1,130.01
Invoice		2/28/2019			
Cash Payment	E 100-42280-383	Gas Utilities	Fire Station Gas Utilities: 1/28/19 - 2/26/19		\$796.46
Invoice		2/28/2019			
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b> \$2,689.22
Refer	2634	<u>CENTURY COLLEGE</u>	<u>Ck# 034155 3/19/2019</u>		
Cash Payment	E 100-42240-208	Training and Instruction	G. Diaz: The First 5 Minutes Determines the Next 5 Hours Class in Elk River on 2/27/19		\$99.00
Invoice	422314	2/28/2019			

CITY OF HANOVER

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Page 2

Payments

Current Period: March 2019

Cash Payment	E 100-42240-208 Training and Instruction	R. Waldorf: The First 5 Minutes Determines the Next 5 Hours Class in Elk River on 2/27/19				\$99.00
Invoice	422314	2/28/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$198.00
Refer	2636 CENTURY LINK		Ck# 034156	3/19/2019		
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 2/28/19 - 3/27/19				\$39.92
Invoice		2/28/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$39.92
Refer	2617 CITY OF ST. MICHAEL		Ck# 002606E	3/19/2019		
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 9872 Jordan Avenue				\$4,712.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 9836 Jordan Avenue				\$4,712.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 9792 Jasmine Avenue				\$4,712.00
Invoice						
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$14,136.00
Refer	2624 COLLABORATIVE PLANNING LLC		Ck# 002609E	3/19/2019		
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning: February 2019				\$3,141.50
Invoice	2019-036	3/3/2019				
Cash Payment	E 827-41910-310 Other Professional Servi	Hanover Cove Preliminary Plat: February 2019				\$1,854.00
Invoice	2019-037	3/3/2019				
Cash Payment	E 825-41910-310 Other Professional Servi	CRH Future West Prelim. Plat: February 2019				\$77.25
Invoice	2019-038	3/3/2019				
Cash Payment	E 818-41910-310 Other Professional Servi	JW Family Holdings / River Town Villas - Concept Plan: February 2019				\$618.00
Invoice	2019-039	3/3/2019			Project 208250	
Cash Payment	E 818-41910-310 Other Professional Servi	Ben & Kristal Sneen / Riverside Acres - Annexation: February 2019				\$231.75
Invoice	2019-040	3/3/2019			Project 208252	
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$5,922.50
Refer	2614 COMCAST		Ck# 034157	3/19/2019		
Cash Payment	E 100-41940-321 Telephone	CH: Digital Voice & Internet - March 2019				\$228.19
Invoice		2/25/2019				
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b>	\$228.19
Refer	2625 COTTENS, INC.		Ck# 034158	3/19/2019		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck Wing: Z Hose End Fittings, Hose, Nose Pie, Motor Tune Up				\$76.17
Invoice	158221	2/7/2019				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Filter for Fuel Tank Pump				\$25.99
Invoice	160240	2/23/2019				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Extractor Kit, Screw Extractor Kit, Retrieving Tool				\$30.47
Invoice	160340	2/25/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	\$132.63
Refer	2607 GUIDANCE POINT TECHNOLOGIE		Ck# 034159	3/19/2019		
Cash Payment	E 100-41570-207 Computer Supplies	New Dell Latitude 3390 Notebook for Brian				\$1,440.00
Invoice	12846	3/11/2019				

CITY OF HANOVER

Payments

Current Period: March 2019

Cash Payment	E 100-41570-207 Computer Supplies	03/06/19 On-Site Service: Set Up New Computers for Jason D. and Jason R. at Public Works Office	\$300.00
Invoice 12847	3/11/2019		
Cash Payment	E 100-41570-207 Computer Supplies	03/10/19 On-Site Service: Set up Dell Monitors for Jason D. and Jason R. at Public Works Office	\$75.00
Invoice 12847	3/11/2019		
Cash Payment	E 100-41570-207 Computer Supplies	2 Dell P2419H Monitors for Jason D. and Jason R.	\$458.00
Invoice 12848	3/11/2019		
Cash Payment	E 100-41570-207 Computer Supplies	2 Dell OptiPlex 9020 Refurbished Computers for Jason D. and Jason R.	\$619.98
Invoice 12852	3/11/2019		
Transaction Date	3/12/2019	Due 0 Cash 10100	<b>Total</b> \$2,892.98
Refer	2608 HALLSTEIN, MARY ANN	Ck# 002605E 3/19/2019	
Cash Payment	E 100-41110-331 Travel Expenses	M. Hallstein: Hotel at 2019 LMC Leadership Conference for Experienced Officials in Brainerd	\$127.78
Invoice 21688-1911	2/23/2019		
Transaction Date	3/12/2019	Due 0 Cash 10100	<b>Total</b> \$127.78
Refer	2615 HARDWARE HANK	Ck# 034160 3/19/2019	
Cash Payment	E 100-43000-240 Small Tools and Minor E	4 Pack Ratchet Tiedown, Bungees	\$88.11
Invoice 1543403	2/26/2019		
Transaction Date	3/12/2019	Due 0 Cash 10100	<b>Total</b> \$88.11
Refer	2635 HEIMAN FIRE EQUIPMENT	Ck# 034161 3/19/2019	
Cash Payment	E 100-42220-260 Uniforms	N. Wiley: Turn Out Gear	\$2,498.00
Invoice 0877036-IN	2/27/2019		
Transaction Date	3/13/2019	Due 0 Cash 10100	<b>Total</b> \$2,498.00
Refer	2618 JOINT POWERS WATER BOARD	Ck# 034162 3/19/2019	
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9872 Jordan Avenue	\$2,001.00
Invoice			
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9836 Jordan Avenue	\$2,001.00
Invoice			
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9792 Jasmine Avenue	\$2,001.00
Invoice			
Transaction Date	3/13/2019	Due 0 Cash 10100	<b>Total</b> \$6,003.00
Refer	2628 MAD MONKEY MEDIA	Ck# 034163 3/19/2019	
Cash Payment	E 100-45200-580 Other Equipment	A Frame Signs for Egg Hunt, Concert in the Park and Zoomobile	\$345.47
Invoice 4585	3/12/2019		
Transaction Date	3/13/2019	Due 0 Cash 10100	<b>Total</b> \$345.47
Refer	2623 MENARDS - BUFFALO	Ck# 034164 3/19/2019	
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Wired 15 Minute Timer	\$13.99
Invoice 92049	2/19/2019		
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	25W Fridge Light Bulbs	\$11.98
Invoice 93283	3/8/2019		
Transaction Date	3/13/2019	Due 0 Cash 10100	<b>Total</b> \$25.97
Refer	2621 METRO WEST INSPECTION SERVI	Ck# 034165 3/19/2019	

CITY OF HANOVER

Payments

Current Period: March 2019

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 5-17 @ 10644 Ginseng Lane	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 7-17 @ 459 Jandel Avenue NE	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 21-17 @ 10430 Kalen Drive NE	\$26.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 23-17 @ 703 Kalea Court	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 27-17 @ 1041 Emerald Street NE	\$36.47
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 31-17 @ 11586 11th Street NE	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 32-17 @ 10256 Kalen Lane	\$35.00
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 46-17 @ 10595 Prairie Lane	\$244.81
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 51-17 @ 11723 Whitetail Drive	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 53-17 @ 850 Kadler Avenue NE	\$145.10
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 60-17 @ 880 Mallard Street	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 61-17 @ 11554 11th Street NE	\$104.67
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 66-17 @ 310 River Road NE	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 78-17 @ 1435 Esterly Oaks Drive	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 79-17 @ 10749 108th Avenue North	\$35.00
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 88-17 @ 10113 4th Street NE	\$35.00
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 89-17 @ 1016 Mallard Street	\$128.93
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 104-17 @ 11920 9th Street NE	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 109-17 @ 10455 Kalen Drive NE	\$17.50
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 115-17 @ 1040 Emerald Street NE	\$128.93
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 116-17 @ 10595 Prairie Lane	\$35.00
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 119-17 @ 10838 Jonquil Lane	\$48.08
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 122-17 @ 10733 Settlers Lane	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 130-17 @ 20859 109th Avenue	\$33.25
Invoice 1882	2/28/2019		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 156-17 @ 675 Kadler Circle	\$219.67
Invoice 1882	2/28/2019		

CITY OF HANOVER

Payments

Current Period: March 2019

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 161-17 @ 539 Kayla Lane			\$33.25
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 164-17 @ 675 Kadler Circle			\$154.51
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 74-18 @ 10427 Kalen Drive			\$217.86
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 93-18 @ 1031 Emerald Street			\$33.25
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 100-18 @ 11589 Erin Street NE			\$255.70
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 122-18 @ 179 Jansen Avenue NE			\$17.50
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 1-19 @ 1267 Irvine Drive			\$33.25
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 3-19 @ 179 Jandel Avenue NE			\$17.50
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 5-19 @ 11831 Whitetail Drive			\$33.25
Invoice 1882	2/28/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 159-17 @ 11149 5th Street NE			\$96.59
Invoice 1882	2/28/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$2,420.07
Refer	2640 MITYLITE, INC				
Cash Payment	E 100-41940-560 Furniture and Fixtures	5' Circular Table - Qty 1, 30" x 4' Table - Qty 1			\$517.25
Invoice 87343	1/29/2019				
Transaction Date	3/14/2019	Due 0	Cash	10100	<b>Total</b> \$517.25
Refer	2611 MN PEIP				
Cash Payment	G 100-21706 Medical/Dental Ins	Medical & Dental Premiums - April 2019			\$3,737.22
Invoice 834128	3/10/2019				
Cash Payment	G 100-21707 Life Ins	Life Insurance - April 2019			\$55.72
Invoice 834128	3/10/2019				
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b> \$3,792.94
Refer	2622 QUILL CORPORATION				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Caution Wet Floor Signs - Qty 2			\$25.98
Invoice 5258591	2/21/2019				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Name Plate: L. Murphy - Park Board			\$14.29
Invoice 5402493	2/27/2019				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Name Plate: T. Ross - EDA			\$14.29
Invoice 5402493	2/27/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$54.56
Refer	2626 RUPP ANDERSON SQUIRES & WA				
Cash Payment	E 827-41610-310 Other Professional Servi	Hanover Cove Prelim. Plat: January 2019			\$37.00
Invoice 8708	3/6/2019				
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous: January 2019			\$610.50
Invoice 8708	3/6/2019				
Cash Payment	E 100-41610-304 Legal Fees	Photocopies: January 2019			\$0.40
Invoice 8708	3/6/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b> \$647.90
Refer	2641 THE HARTFORD				

CITY OF HANOVER

Payments

Current Period: March 2019

<b>Cash Payment</b>	G 100-21707 Life Ins	STD & LTD - January, February & March 2019 with Corrected Salaries				<b>\$24.15</b>
Invoice	728498031287	3/1/2019				
Transaction Date	3/14/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$24.15</b>
Refer	2639 <i>ULTIMATE SAFETY CONCEPTS, IN</i>	<u>Ck# 034170 3/19/2019</u>				
<b>Cash Payment</b>	E 100-42220-580 Other Equipment	Innotexgray25 Hoods - Qty 30				<b>\$2,563.07</b>
Invoice	181491	2/26/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$2,563.07</b>
Refer	2610 <i>VEOLIA WATER NORTH AMERICA</i>	<u>Ck# 034171 3/19/2019</u>				
<b>Cash Payment</b>	E 602-43252-310 Other Professional Servi	Sewer Services - April 2019				<b>\$4,898.25</b>
Invoice	90187515	3/15/2019				
<b>Cash Payment</b>	E 601-43252-310 Other Professional Servi	Water Services - April 2019				<b>\$3,585.83</b>
Invoice	90187515	3/15/2019				
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$8,484.08</b>
Refer	2633 <i>VERIZON</i>	<u>Ck# 034172 3/19/2019</u>				
<b>Cash Payment</b>	E 100-42280-321 Telephone	iPad Data Plan - 02/03/19 - 03/02/19				<b>\$50.84</b>
Invoice	9825372535	3/2/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$50.84</b>
Refer	2638 <i>WARPULA, KEN</i>	<u>Ck# 002611E 3/19/2019</u>				
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	K. Warpula: 166 Miles to Fire School in Mankato 3/1/19 - 3/3/19				<b>\$96.28</b>
Invoice						
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	K. Warpula and A. Wychgram: Hotel for Fire School in Mankato 3/1/19 - 3/3/19				<b>\$197.36</b>
Invoice						
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$293.64</b>
Refer	2612 <i>WRIGHT COUNTY AUDITOR-TREA</i>	<u>Ck# 034173 3/19/2019</u>				
<b>Cash Payment</b>	E 100-41540-301 Auditing and Acctg Servi	2018 Audit Verification Form for City of Hanover & Hanover EDA				<b>\$150.00</b>
Invoice	A19	3/5/2019				
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$150.00</b>
Refer	2627 <i>WRIGHT COUNTY AUDITOR-TREA</i>	<u>Ck# 034174 3/19/2019</u>				
<b>Cash Payment</b>	E 100-42102-310 Other Professional Servi	WC Patrol Services - March 2019				<b>\$9,064.17</b>
Invoice	March19	2/28/2019				
Transaction Date	3/13/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$9,064.17</b>
Refer	2609 <i>XCEL ENERGY</i>	<u>Ck# 034175 3/19/2019</u>				
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 2/03/19 - 3/02/19				<b>\$842.13</b>
Invoice						
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	City Owned Street Lighting 2/04/19 - 3/03/19				<b>\$1,196.11</b>
Invoice	628602357	3/4/2019				
Transaction Date	3/12/2019	Due 0	Cash	10100	<b>Total</b>	<b>\$2,038.24</b>

Payments

Current Period: March 2019

Fund Summary

	10100 Cash
827 HANOVER COVE PRELIMINARY PLAT	\$1,891.00
825 CROW RVR HTS FUT WEST PLAT/PUD	\$77.25
818 MISC ESCROWS FUND	\$849.75
602 SEWER ENTERPRISE FUND	\$19,034.25
601 WATER ENTERPRISE FUND	\$9,588.83
100 GENERAL FUND	\$38,189.45
	<hr/>
	\$69,630.53

Pre-Written Check	\$69,630.53
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$69,630.53

CITY OF HANOVER

03/15/19 10:04 AM

Page 1

\*Check Summary Register©

Cks 3/19/2019 - 3/19/2019

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002605E HALLSTEIN, MARY ANN	3/19/2019	\$127.78	M. Hallstein: Hotel at 2019 LM
Paid Chk# 002606E CITY OF ST. MICHAEL	3/19/2019	\$14,136.00	SAC Fee - 9872 Jordan Avenue
Paid Chk# 002607E AEM FINANCIAL SOLUTIONS, LL	3/19/2019	\$378.65	2018 Audit Prep Review: Debt,
Paid Chk# 002608E QUILL CORPORATION	3/19/2019	\$54.56	Caution Wet Floor Signs - Qty
Paid Chk# 002609E Collaborative Planning LLC	3/19/2019	\$5,922.50	General Planning: February 201
Paid Chk# 002610E BLUE TARP FINANCIAL	3/19/2019	\$184.98	Welding Helmet, Oxy / Acy Tip
Paid Chk# 002611E WARPULA, KEN	3/19/2019	\$293.64	K. Warpula: 166 Miles to Fire
Paid Chk# 034148 ULINE	3/19/2019	\$71.48	Lockable Key Cabinet - 30 Key
Paid Chk# 034149 WRIGHT COUNTY AUDITOR-TRE	3/19/2019	\$474.95	WC Patrol Fines - November 201
Paid Chk# 034150 AT&T MOBILITY	3/19/2019	\$216.75	PW Cell Phones - 01/18/19 - 02
Paid Chk# 034151 BEAUDRY OIL & PROPANE	3/19/2019	\$3,187.03	Diesel: Refill of 400.0 Gallon
Paid Chk# 034152 BOUND TREE MEDICAL, LLC	3/19/2019	\$13.19	Curplex Select BVM
Paid Chk# 034153 CARSON, CLELLAND & SCHRED	3/19/2019	\$221.25	Legal Support / Work - Februar
Paid Chk# 034154 CENTERPOINT ENERGY	3/19/2019	\$2,689.22	Fire Station Gas Utilities: 1/
Paid Chk# 034155 CENTURY COLLEGE	3/19/2019	\$198.00	R. Waldorf: The First 5 Minute
Paid Chk# 034156 CENTURY LINK	3/19/2019	\$39.92	Fire Station Landline - 2/28/1
Paid Chk# 034157 COMCAST	3/19/2019	\$228.19	CH: Digital Voice & Internet -
Paid Chk# 034158 COTTENS, INC	3/19/2019	\$132.63	Plow Truck Wing: Z Hose End Fi
Paid Chk# 034159 Guidance Point Technologies	3/19/2019	\$2,892.98	03/06/19 On-Site Service: Set
Paid Chk# 034160 HARDWARE HANK	3/19/2019	\$88.11	4 Pack Ratchet Tiedown, Bungee
Paid Chk# 034161 HEIMAN FIRE EQUIPMENT	3/19/2019	\$2,498.00	N. Wiley: Turn Out Gear
Paid Chk# 034162 JOINT POWERS WATER BOARD	3/19/2019	\$6,003.00	WAC Fee - 9792 Jasmine Avenue
Paid Chk# 034163 MAD MONKEY MEDIA	3/19/2019	\$345.47	A Frame Signs for Egg Hunt, Co
Paid Chk# 034164 MENARDS - BUFFALO	3/19/2019	\$25.97	25W Fridge Light Bulbs
Paid Chk# 034165 METRO WEST INSPECTION SER	3/19/2019	\$2,420.07	Pmt 159-17 @ 11149 5th Street
Paid Chk# 034166 MITYLITE, INC	3/19/2019	\$517.25	5' Circular Table - Qty 1, 30"
Paid Chk# 034167 MN PEIP	3/19/2019	\$3,792.94	Life Insurance - April 2019
Paid Chk# 034168 Rupp Anderson Squires & Waldsp	3/19/2019	\$647.90	Photocopies: January 2019
Paid Chk# 034169 The Hartford	3/19/2019	\$24.15	STD & LTD - January, February
Paid Chk# 034170 ULTIMATE SAFETY CONCEPTS,	3/19/2019	\$2,563.07	Innotexgray25 Hoods - Qty 30
Paid Chk# 034171 Veolia Water North America	3/19/2019	\$8,484.08	Sewer Services - April 2019
Paid Chk# 034172 Verizon Wireless	3/19/2019	\$50.84	iPad Data Plan - 02/03/19 - 03
Paid Chk# 034173 WRIGHT COUNTY AUDITOR-TRE	3/19/2019	\$150.00	2018 Audit Verification Form f
Paid Chk# 034174 WRIGHT COUNTY AUDITOR-TRE	3/19/2019	\$9,064.17	WC Patrol Services - March 201
Paid Chk# 034175 XCEL ENERGY	3/19/2019	\$2,038.24	Xcel Owned Street Lighting 2/0
	<b>Total Checks</b>	<b>\$70,176.96</b>	

FILTER: None



**Carson, Clelland  
& Schreder**

**ATTORNEYS AT LAW**  
**6300 SHINGLE CREEK PARKWAY STE 305**  
**MINNEAPOLIS, MN 55430-2190**  
**(763)-561-2800**

February 27, 2019

CITY OF HANOVER  
CITY ADMINISTRATOR  
11250 5TH STREET NE  
HANOVER, MN 55341

Professional Services *February 2019*

Amount

Criminal

1/30/2019	Attend court hearings at Brookdale	48.75
2/4/2019	Review files, prepare disposition letters from 1/30 court calendar	16.25
2/11/2019	Review 2/13 Brookdale files in preparation for court	48.75
2/13/2019	Attend hearings at Brookdale court	48.75
2/16/2019	Preparation of one complaint	40.00
2/22/2019	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
SUBTOTAL:		[ 221.25]
<b>For professional services rendered</b>		<b>\$221.25</b>
<b>Previous balance</b>		<b>\$73.11</b>
2/22/2019	Payment - thank you	(\$9.91)
2/22/2019	Payment - thank you	(\$63.20)
<b>Total payments and adjustments</b>		<b>(\$73.11)</b>
<b>Balance due</b>		<b>\$221.25</b>

*JS* \$221.25

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.

*E# 100 - 41610 - 304*

*City Attorney  
↳ Legal Fees*

MAR 01 2019



John J. Thames, City Attorney

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

# 2609

# Invoice

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

**INVOICE #** 2019-036  
**DATE** 03/03/2019

**PROJECT**

Hanover General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
02/13/2019	Balance Forward	\$927.00
	Payments and credits between 02/13/2019 and 03/03/2019	-927.00
	New charges (details below)	3,141.50
	Total Amount Due	\$3,141.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time				
02/05/2019	Phone conference with Adam (Wright Co).	CMN	0:15	103.00	25.75
02/06/2019	Researching info for ordinance changes.	CMN	2:30	103.00	257.50
02/08/2019	Email from Brian re: Schirmers. Review ordinances. Reviewing road connection questions for St. Michael and Rogers. Phone conference with Brian.	CMN	1:15	103.00	128.75
02/11/2019	Emails with Justin re: zoning map. Emails re: St. Michael properties. Email from Amy, phone conference with Amy.	CMN	1:00	103.00	103.00
02/12/2019	Emails with Brian re: Schirmers. Phone conference with developer. Reviewing info for Astro, phone conference with Brian. Emails re: St. Michael property.	CMN	3:15	103.00	334.75
02/13/2019	Emails re: building permits.	CMN	1:00	103.00	103.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/14/2019	Phone conference with Amy. Emails re: Katydid properties. Emails re: Katydid. Emails re: home occ. Phone conference with Brian.	CMN	1:00	103.00	103.00
02/15/2019	Emails re: PC.	CMN	0:15	103.00	25.75
02/20/2019	Prepare for and attend meeting with Wright County and St. Michael. Review 2 building permits.	CMN	4:45	103.00	489.25
02/22/2019	Phone conference with Amy re: Kadler lots. Phone conference with Brian. Assembling info for PC meeting.	CMN	2:45	103.00	283.25
02/25/2019	Phone conference with Brian. Phone conference with Brian. Prepare for PC meeting. Attend PC meeting.	CMN	6:45	103.00	695.25
02/26/2019	Phone conference with Brian. Phone conference with Amy re: animal ordinance and trees. Phone conference with property owner re: complaints and ordinance on Beebe Lake Road. Phone conference with builder re; connection of properties to Hanover streets. Phone conference with Brian.	CMN	4:15	103.00	437.75
02/27/2019	Review Rogers Comp Plan, emails with Brian, draft memo. Emails with Amy re: 500/520 Kadler. Phone conference with Brian re: Astro.	CMN	1:15	103.00	128.75
02/28/2019	Various emails.	CMN	0:15	103.00	25.75
	<b>Subtotal:</b>				3,141.50
	<b>SUBTOTAL - City of Hanover:Hanover General Planning:Hanover General Planning</b>				3,141.50

E# 100-41910-310

Planning & Zoning  
↳ Other Prof. Svcs.

TOTAL OF NEW  
CHARGES  
BALANCE DUE

3,141.50

**\$3,141.50**

*gpl*

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

# Invoice

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

**INVOICE #** 2019-037  
**DATE** 03/03/2019

**PROJECT**

Hanover Cove Prelim Plat

DATE	ACCOUNT SUMMARY	AMOUNT
02/13/2019	Balance Forward	\$5,639.25
	Payments and credits between 02/13/2019 and 03/03/2019	-5,639.25
	New charges (details below)	1,854.00
	Total Amount Due	\$1,854.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/04/2019	Prepare for meeting. Phone conference with Brian. Phone conference with Alan, phone conference with Brian. Various emails.	CMN	3:45	103.00	386.25
02/05/2019	Prepare picture memo, emails with Brian. Preparing powerpoint and for meeting. Various phone calls. Attend City Council meeting. Phone call with Jason.	CMN	9:30	103.00	978.50
02/06/2019	Phone conference with Brian. Phone conference with Jason D. Phone conference with Brian. Phone conference with Jason D. Phone conference with Jay. Email to all.	CMN	3:30	103.00	360.50
02/08/2019	Emails with Amy.	CMN	0:15	103.00	25.75
02/11/2019	Emails re: withdrawal letter.	CMN	0:15	103.00	25.75
02/12/2019	Phone conference with Jason.	CMN	0:30	103.00	51.50
02/13/2019	Emails re: withdrawal letter.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 1,854.00

BALANCE DUE

JP

\$1,854.00

E # 827-41910-310

Hanover Cove Escrow

↳ Planning + Zoning

↳ Other Prof. Svcs.

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

# Invoice

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

**INVOICE #** 2019-038  
**DATE** 03/03/2019

**PROJECT**

CRH West Prelim Plat

DATE	ACCOUNT SUMMARY	AMOUNT
02/13/2019	Balance Forward	\$51.50
	Payments and credits between 02/13/2019 and 03/03/2019	-51.50
	New charges (details below)	77.25
	<b>Total Amount Due</b>	<b>\$77.25</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/13/2019	Emails with Justin.	CMN	0:15 103.00	25.75
02/26/2019	Various emails re: preparing for final plat submittal.	CMN	0:15 103.00	25.75
02/28/2019	Emails with Brian/Justin.	CMN	0:15 103.00	25.75

TOTAL OF NEW CHARGES 77.25  
 BALANCE DUE

81 **\$77.25**

E# 825-41910-310  
 CRH Future West Escrow  
 ↳ Planning + Zoning  
 ↳ Other Prof. Svcs.

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

# Invoice

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

**INVOICE #** 2019-039  
**DATE** 03/03/2019

**PROJECT**

River Town Villas → *Concept Plan*

DATE	ACCOUNT SUMMARY	AMOUNT
02/13/2019	Balance Forward	\$566.50
	Payments and credits between 02/13/2019 and 03/03/2019	-566.50
	New charges (details below)	618.00
	<b>Total Amount Due</b>	<b>\$618.00</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/05/2019	Prep for meeting, attend City Council meeting.	CMN	1:00	103.00
02/15/2019	Various emails.	CMN	0:15	25.75
02/20/2019	Various emails with Todd, emails with Josh. Phone conference with Brian.	CMN	0:30	51.50
02/21/2019	Phone conference with Josh, various emails.	CMN	0:30	51.50
02/22/2019	Emails re: plan submittal. Email to Justin. Phone conference with Amy. Reviewing plans, phone conference with Todd.	CMN	2:45	283.25
02/24/2019	Email from Amy.	CMN	0:15	25.75
02/25/2019	Prepare webpage info. Various emails. Reviewing plans.	CMN	0:45	77.25

*E# 818-41910-310*

*Misc. Escrow*

*↳ Planning + Zoning*

*↳ Other Prof. Svcs.*

TOTAL OF NEW CHARGES 618.00  
 BALANCE DUE

*JH* **\$618.00**

*Project # 208250*

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

# Invoice

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

**INVOICE #** 2019-040  
**DATE** 03/03/2019

**PROJECT**

*Ben + Kristal Sneen*

Riverside Acres - *Annexation*

DATE	ACCOUNT SUMMARY	AMOUNT
02/13/2019	Balance Forward	\$360.50
	Payments and credits between 02/13/2019 and 03/03/2019	-360.50
	New charges (details below)	231.75
	<b>Total Amount Due</b>	<b>\$231.75</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/05/2019	Prep for meeting, attend City Council meeting.	CMN	0:30 103.00	51.50
02/06/2019	Emails with Paul.	CMN	0:15 103.00	25.75
02/13/2019	Various emails.	No Charge	0:15 0.00	0.00
02/26/2019	Phone conference with county staff, phone conference with Paul. Phone conference with Brian.	CMN	1:15 103.00	128.75
02/27/2019	Phone conference with Paul, various emails.	CMN	0:15 103.00	25.75

*E# 818-41910-310*

*Misc. Escrows*

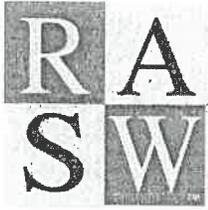
*↳ Planning + Zoning  
 ↳ Other Prof. Svcs.*

TOTAL OF NEW CHARGES 231.75  
 BALANCE DUE

*JP*

**\$231.75**

*Project # 208252*



# 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: 1/31/2019  
Statement Date: 3/6/2019  
Statement No. 8708

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

4011(1)-0001: Miscellaneous

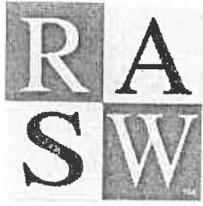
647.90

Total Fees and Expenses: \$647.90

Previous Balance: -

**Total Now Due: \$647.90**

MAR 08 2019



# 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: 1/31/2019  
Statement Date: 3/6/2019  
Statement No. 8708

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount	
01/09/2019	JTS	Brian e-mail regarding Hauler complaint.	0.10	185.00	18.50
01/09/2019	JTS	Cindy Nash e-mail regarding Katydid Lane.	0.10	185.00	18.50
01/11/2019	JTS	Reply to Brian e-mail regarding garbage hauler complaint.	0.10	185.00	18.50
01/11/2019	JTS	Review Cindy materials regarding Katydid Lane; research caselaw regarding ability of owner to access road in neighboring jurisdiction.	1.10	185.00	203.50
01/15/2019	JTS	Cindy follow-up question on Katydid road.	0.10	185.00	18.50
01/15/2019	JTS	Telephone conference with Brian regarding open meeting law issues.	0.10	185.00	18.50
01/17/2019	JTS	Review gambling code sections; Telephone conference with Brian regarding athletic association issues.	0.30	185.00	55.50
01/17/2019	ZJC	Read and respond to e-mails from Brian Hagen regarding question about pond maintenance agreement.	0.10	185.00	18.50
01/18/2019	ZJC	Telephone conference with Brian Hagen regarding question about storm water maintenance agreement.	0.10	185.00	18.50
01/21/2019	JTS	Telephone conference with Cindy Nash regarding Paxmar, annexation, new concept plan.	0.30	185.00	55.50
01/22/2019	JTS	Varied e-mails with consultants and Brian regarding possible change in meeting day.	0.10	185.00	18.50
01/22/2019	JTS	Brian e-mail regarding collateral on EDA loan; review typical EDA collateral policies; Telephone conference with Brian regarding same.	0.40	185.00	74.00
01/25/2019	ZJC	Draft updated language to stormwater pond maintenance agreement.	0.30	185.00	55.50
01/25/2019	JTS	Office conference with associate regarding storm water pond agreement.	0.10	185.00	18.50
01/31/2019	JTS	Telephone conference with Brian regarding status of Hanover Cove project and possible meeting.	0.20	185.00	37.00
Sub-total Fees:					\$647.50

**Rate Summary**

Jay T. Squires	3.00 hours at \$185.00/hr	555.00
Zachary J. Cronen	0.50 hours at \$185.00/hr	92.50
<b>Total hours:</b>	<b>3.50</b>	<b>647.50</b>

**Expenses**

01/31/2019 Photocopies.

Units	Price	Amount
2.00	0.20	0.40
<b>Sub-total Expenses:</b>		<b>\$0.40</b>

Total Fees and Expenses: \$647.90

Previous Balance: -

**Total Now Due: \$647.90**

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

*Erica Q. Anderson*

Accounts Manager

37.00 = E# 827-41610-310

Hanover Cove Escrow

↳ City Attorney

↳ Other Prof. Svcs.

610.90 = E# 100-41610-304

City Attorney

↳ Legal Fees

CITY OF HANOVER

Cash Balances

March 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$657,279.72	\$0.00	\$81,068.35	\$576,211.37
107 FIRE DEPT DONATIONS FUND	\$25,332.84	\$0.00	\$0.00	\$25,332.84
201 EDA SPECIAL REVENUE FUND	\$97,143.17	\$0.00	\$321.04	\$96,822.13
205 EDA BUSINESS INCENTIVE FUND	\$140,631.02	\$0.00	\$0.00	\$140,631.02
311 2008A GO CIP REFUNDING BOND	\$45,975.05	\$0.00	\$0.00	\$45,975.05
312 2009A GO IMP REFUNDING BOND	\$10,746.69	\$0.00	\$0.00	\$10,746.69
314 2011A GO IMP CROSSOVER REF BD	\$452,061.32	\$0.00	\$0.00	\$452,061.32
315 2016A GO CIP BOND	\$11,129.68	\$0.00	\$0.00	\$11,129.68
401 GENERAL CAPITAL PROJECTS	\$1,242,780.37	\$0.00	\$0.00	\$1,242,780.37
402 PARKS CAPITAL PROJECTS	\$25,058.79	\$0.00	\$0.00	\$25,058.79
403 FIRE DEPT CAPITAL FUND	\$298,732.45	\$0.00	\$0.00	\$298,732.45
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$8,142.19	\$0.00	\$0.00	\$8,142.19
407 TIF REDEV DIST #1	\$7,841.13	\$0.00	\$0.00	\$7,841.13
409 MAHLER PIT - 15TH ST IMP FUND	\$91,846.90	\$0.00	\$0.00	\$91,846.90
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$127,215.26	\$0.00	\$0.00	\$127,215.26
418 STREET CAPITAL PROJ FUND	\$103,145.30	\$0.00	\$0.00	\$103,145.30
601 WATER ENTERPRISE FUND	\$921,304.50	\$0.00	\$9,588.83	\$911,715.67
602 SEWER ENTERPRISE FUND	\$350,799.96	\$0.00	\$19,034.25	\$331,765.71
603 STORM WATER ENTERPRISE FUND	\$128,365.16	\$0.00	\$645.00	\$127,720.16
611 WATER CAPITAL IMP FUND	\$169,326.91	\$0.00	\$0.00	\$169,326.91
612 SEWER CAPITAL IMP FUND	\$1,983,454.97	\$0.00	\$0.00	\$1,983,454.97
613 STORM WATER CAPITAL IMP FUND	\$611,299.02	\$0.00	\$0.00	\$611,299.02
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$36,000.00	\$0.00	\$0.00	\$36,000.00
815 LANDSCAPE ESCROW FUND	\$34,000.00	\$0.00	\$0.00	\$34,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$0.00	\$0.00	\$14,000.00
818 MISC ESCROWS FUND	\$31,973.35	\$0.00	\$1,057.25	\$30,916.10
820 BRIDGES TOWNHOMES ESC FUND	\$3,652.42	\$0.00	\$0.00	\$3,652.42
823 CROW RVR HTS WEST 3RD / BACKES	\$17,337.65	\$0.00	\$1,437.50	\$15,900.15
825 CROW RVR HTS FUT WEST PLAT/PUD	\$8,498.31	\$0.00	\$367.25	\$8,131.06
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$36,106.31	\$0.00	\$5,064.00	\$31,042.31
900 INTEREST	\$30,583.78	\$0.00	\$0.00	\$30,583.78
	\$7,245,948.90	\$0.00	\$118,583.47	\$7,127,365.43

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$12,515.88	\$1,019,659.00	\$1,007,143.12	1.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$101,578.00	\$101,578.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,822.89	\$15,000.00	\$11,177.11	25.49%
Source Alt Code TAXES		\$0.00	\$16,338.77	\$1,136,237.00	\$1,119,898.23	1.44%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$1,900.00	\$10,000.00	\$8,100.00	19.00%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$125.00	\$600.00	\$475.00	20.83%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$1,900.00	\$3,000.00	\$1,100.00	63.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$12,729.53	\$110,755.00	\$98,025.47	11.49%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,166.60	\$6,000.00	\$4,833.40	19.44%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$529.40	\$2,500.00	\$1,970.60	21.18%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,300.00	\$2,000.00	-\$300.00	115.00%
Source Alt Code SERVICE		\$0.00	\$21,270.53	\$134,905.00	\$113,634.47	15.77%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$5.10	\$100.00	\$94.90	5.10%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$2,200.00	\$0.00	-\$2,200.00	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	\$2,205.10	\$4,500.00	\$2,294.90	49.00%
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	\$50.00	\$1,000.00	\$950.00	5.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$14,655.26	\$100,000.00	\$85,344.74	14.66%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$0.00	\$16,205.26	\$112,920.00	\$96,714.74	14.35%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$118,253.00	\$118,253.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$163,092.00	\$163,092.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$166.66	\$3,000.00	\$2,833.34	5.56%
Source Alt Code FINES		\$0.00	\$166.66	\$3,000.00	\$2,833.34	5.56%
<b>Fund 100 GENERAL FUND</b>		<b>\$0.00</b>	<b>\$56,186.32</b>	<b>\$1,554,654.00</b>	<b>\$1,498,467.68</b>	<b>3.61%</b>

**CITY OF HANOVER**  
**Revenue Budget Report - General Fund**

Source Alt Code	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$0.00	\$56,186.32	\$1,554,654.00	\$1,498,467.68	3.61%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$806.00	\$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$189.00	\$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$450.00	\$1,000.00	\$550.00	45.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,147.64	\$7,500.00	\$3,352.36	55.30%
COUNCIL	E 100-41110-331 Travel Expenses	\$382.00	\$382.00	\$1,000.00	\$618.00	38.20%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$35.00	\$20,000.00	\$19,965.00	0.18%
Dept 41110 Council		\$382.00	\$5,014.64	\$43,495.00	\$38,480.36	11.53%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,881.60	\$14,344.08	\$75,642.00	\$61,297.92	18.96%
CITYADM	E 100-41400-121 PERA	\$216.12	\$1,075.81	\$5,673.00	\$4,597.19	18.96%
CITYADM	E 100-41400-122 FICA	\$178.38	\$887.94	\$4,690.00	\$3,802.06	18.93%
CITYADM	E 100-41400-123 Medicare	\$41.72	\$207.67	\$1,097.00	\$889.33	18.93%
CITYADM	E 100-41400-134 Employer Paid Life	\$28.06	\$93.86	\$385.00	\$291.14	24.38%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$350.00	\$1,750.00	\$8,400.00	\$6,650.00	20.83%
CITYADM	E 100-41400-208 Training and Instructio	\$600.00	\$675.00	\$1,500.00	\$825.00	45.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$68.28	\$250.00	\$181.72	27.31%
Dept 41400 City Administrator		\$4,295.88	\$19,102.64	\$97,637.00	\$78,534.36	19.56%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,201.60	\$2,000.00	\$798.40	60.08%
Dept 41410 Elections		\$0.00	-\$449.80	\$2,100.00	\$2,549.80	-21.42%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,828.80	\$9,132.32	\$48,004.00	\$38,871.68	19.02%
CLERICAL	E 100-41430-121 PERA	\$137.16	\$684.92	\$3,600.00	\$2,915.08	19.03%
CLERICAL	E 100-41430-122 FICA	\$113.11	\$564.81	\$2,976.00	\$2,411.19	18.98%
CLERICAL	E 100-41430-123 Medicare	\$26.45	\$132.08	\$696.00	\$563.92	18.98%
CLERICAL	E 100-41430-134 Employer Paid Life	\$18.99	\$65.47	\$1,540.00	\$1,474.53	4.25%
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	\$350.00	\$1,750.00	\$8,400.00	\$6,650.00	20.83%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$100.00	\$77.50	22.50%
Dept 41430 Clerical Staff		\$2,474.51	\$12,352.10	\$65,816.00	\$53,463.90	18.77%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$137.72	\$2,000.00	\$1,862.28	6.89%
Dept 41435 Staff Expenses		\$0.00	\$287.72	\$2,800.00	\$2,512.28	10.28%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,121.60	\$10,559.04	\$55,692.00	\$45,132.96	18.96%
ACCTING	E 100-41530-121 PERA	\$159.12	\$791.93	\$4,177.00	\$3,385.07	18.96%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$131.54	\$654.66	\$3,453.00	\$2,798.34	18.96%
ACCTING	E 100-41530-123 Medicare	\$30.76	\$153.10	\$808.00	\$654.90	18.95%
ACCTING	E 100-41530-134 Employer Paid Life	\$21.93	\$75.47	\$1,060.00	\$984.53	7.12%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$335.17	\$1,675.85	\$8,398.00	\$6,722.15	19.96%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$378.65	\$378.65	\$2,500.00	\$2,121.35	15.15%
Dept 41530 Accounting		\$3,178.77	\$14,338.74	\$77,338.00	\$62,999.26	18.54%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$150.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41540 Auditing		\$150.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$21,000.00	\$21,000.00	0.00%
Dept 41550 Assessing		\$0.00	\$0.00	\$21,000.00	\$21,000.00	0.00%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$236.92	\$429.55	\$3,500.00	\$3,070.45	12.27%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$28.00	\$200.00	\$172.00	14.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$2,892.98	\$4,076.86	\$6,000.00	\$1,923.14	67.95%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$1,692.68	\$4,000.00	\$2,307.32	42.32%
PURCHASE	E 100-41570-322 Postage	\$1,000.00	\$1,000.00	\$2,500.00	\$1,500.00	40.00%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		\$4,305.95	\$7,227.09	\$19,200.00	\$11,972.91	37.64%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$299.78	\$1,699.76	\$5,000.00	\$3,300.24	34.00%
Dept 41600 Computer		\$299.78	\$1,699.76	\$5,000.00	\$3,300.24	34.00%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$832.15	\$842.06	\$23,500.00	\$22,657.94	3.58%
Dept 41610 City Attorney		\$832.15	\$842.06	\$23,500.00	\$22,657.94	3.58%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,141.50	\$4,068.50	\$25,000.00	\$20,931.50	16.27%
Dept 41910 Planning and Zoning		\$3,141.50	\$4,068.50	\$25,000.00	\$20,931.50	16.27%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$1,110.84	\$1,692.61	\$7,000.00	\$5,307.39	24.18%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$250.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$539.24	\$1,088.04	\$7,500.00	\$6,411.96	14.51%
GOVTBLDG	E 100-41940-321 Telephone	\$421.42	\$1,064.05	\$6,400.00	\$5,335.95	16.63%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$722.04	\$722.04	\$9,600.00	\$8,877.96	7.52%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$762.75	\$1,597.35	\$5,000.00	\$3,402.65	31.95%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$252.06	\$756.65	\$3,500.00	\$2,743.35	21.62%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$517.25	\$776.49	\$2,000.00	\$1,223.51	38.82%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$4,575.60	\$8,247.29	\$48,025.00	\$39,777.71	17.17%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$723.00	\$723.00	\$20,000.00	\$19,277.00	3.62%
Dept 41950 Engineer		\$723.00	\$723.00	\$20,000.00	\$19,277.00	3.62%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,244.68	\$18,000.00	\$12,755.32	29.14%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$9,658.59	\$25,000.00	\$15,341.41	38.63%
Dept 41960 Insurance		\$0.00	\$14,903.27	\$43,000.00	\$28,096.73	34.66%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$41.00	\$100.00	\$59.00	41.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970 Legal Publications		\$0.00	\$41.00	\$1,650.00	\$1,609.00	2.48%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$9,064.17	\$27,192.51	\$108,770.00	\$81,577.49	25.00%
Dept 42102 Wright County Sheriff		\$9,064.17	\$27,192.51	\$108,770.00	\$81,577.49	25.00%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$32,999.50	\$61,000.00	\$28,000.50	54.10%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$2,045.98	\$3,782.00	\$1,736.02	54.10%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$478.51	\$885.00	\$406.49	54.07%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,360.12	\$9,000.00	\$5,639.88	37.33%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$328.00	\$1,500.00	\$1,172.00	21.87%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,431.29	\$5,000.00	\$3,568.71	28.63%
Dept 42210 Fire Dept Administration		\$0.00	\$40,643.40	\$85,817.00	\$45,173.60	47.36%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$144.60	\$271.52	\$15,500.00	\$15,228.48	1.75%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$13.19	\$253.43	\$1,500.00	\$1,246.57	16.90%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$2,557.40	\$2,558.00	\$28,500.00	\$25,942.00	8.98%
FIREEQUIP	E 100-42220-580 Other Equipment	\$2,598.07	\$2,959.30	\$5,000.00	\$2,040.70	59.19%
Dept 42220 Fire Dept Equipment		\$5,313.26	\$6,042.25	\$51,500.00	\$45,457.75	11.73%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$798.00	\$798.00	\$12,500.00	\$11,702.00	6.38%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$804.28	\$3,210.00	\$2,405.72	25.06%
FIRETRNG	E 100-42240-331 Travel Expenses	\$293.64	\$293.64	\$1,500.00	\$1,206.36	19.58%
Dept 42240 Fire Dept Training		\$1,091.64	\$1,895.92	\$17,210.00	\$15,314.08	11.02%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$164.51	\$4,500.00	\$4,335.49	3.66%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$45.12	\$9,000.00	\$8,954.88	0.50%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,805.00	\$7,805.00	0.00%
Dept 42260 Fire Vehicles		\$0.00	\$209.63	\$22,305.00	\$22,095.37	0.94%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$5.44	\$29.05	\$1,650.00	\$1,620.95	1.76%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$13.99	\$19.38	\$7,500.00	\$7,480.62	0.26%

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$90.76	\$218.71	\$1,000.00	\$781.29	21.87%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$349.23	\$349.23	\$4,500.00	\$4,150.77	7.76%
FIREBLDG	E 100-42280-383 Gas Utilities	\$796.46	\$1,385.50	\$3,000.00	\$1,614.50	46.18%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280	Fire Stations and Bldgs	\$1,255.88	\$2,001.87	\$17,650.00	\$15,648.13	11.34%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,602.00	\$11,602.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$56,852.00	\$56,852.00	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,420.07	\$3,478.02	\$50,000.00	\$46,521.98	6.96%
Dept 42401	Building Inspection Admin	\$2,420.07	\$3,478.02	\$50,000.00	\$46,521.98	6.96%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$6,537.37	\$31,121.53	\$138,997.00	\$107,875.47	22.39%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$694.57	\$2,000.00	\$1,305.43	34.73%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$605.00	\$1,655.00	\$14,580.00	\$12,925.00	11.35%
PUBWRKS	E 100-43000-121 PERA	\$490.30	\$2,386.19	\$12,300.00	\$9,913.81	19.40%
PUBWRKS	E 100-43000-122 FICA	\$427.77	\$2,001.18	\$11,072.00	\$9,070.82	18.07%
PUBWRKS	E 100-43000-123 Medicare	\$100.04	\$468.03	\$2,589.00	\$2,120.97	18.08%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$64.27	\$220.19	\$2,535.00	\$2,314.81	8.69%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,350.00	\$6,700.76	\$32,400.00	\$25,699.24	20.68%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,989.00	\$2,500.00	\$511.00	79.56%
PUBWRKS	E 100-43000-212 Motor Fuels	\$3,187.03	\$3,963.50	\$7,000.00	\$3,036.50	56.62%
PUBWRKS	E 100-43000-215 Shop Supplies	\$199.24	\$647.83	\$7,500.00	\$6,852.17	8.64%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$492.45	\$630.69	\$12,000.00	\$11,369.31	5.26%
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	\$303.56	\$474.53	\$5,000.00	\$4,525.47	9.49%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$1,343.80	\$10,000.00	\$8,656.20	13.44%
PUBWRKS	E 100-43000-321 Telephone	\$483.09	\$1,117.02	\$4,200.00	\$3,082.98	26.60%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
PUBWRKS	E 100-43000-381 Electric Utilities	\$448.98	\$448.98	\$6,000.00	\$5,551.02	7.48%
PUBWRKS	E 100-43000-383 Gas Utilities	\$1,130.01	\$2,271.31	\$5,000.00	\$2,728.69	45.43%
Dept 43000	Public Works (GENERAL)	\$15,866.01	\$58,134.11	\$280,373.00	\$222,238.89	20.73%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal					

**CITY OF HANOVER**  
**Expenditure Budget Report - General Fund**

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
SNOWREMO	E 100-43125-224 Street Maint Materials	\$13,163.23	\$13,163.23	\$20,000.00	\$6,836.77	65.82%
Dept 43125	Ice & Snow Removal	\$13,163.23	\$13,163.23	\$20,000.00	\$6,836.77	65.82%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$2,153.18	\$4,285.38	\$25,000.00	\$20,714.62	17.14%
Dept 43160	Street Lighting	\$2,153.18	\$4,285.38	\$25,000.00	\$20,714.62	17.14%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,449.60	\$6,899.20	\$40,000.00	\$33,100.80	17.25%
Dept 43245	Recycling: Refuse	\$3,449.60	\$6,899.20	\$40,000.00	\$33,100.80	17.25%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45186	Senior Center	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$33.20	\$2,000.00	\$1,966.80	1.66%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$178.25	\$234.86	\$2,200.00	\$1,965.14	10.68%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$345.47	\$435.47	\$8,000.00	\$7,564.53	5.44%
Dept 45200	Parks (GENERAL)	\$523.72	\$703.53	\$36,700.00	\$35,996.47	1.92%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$400.00	\$2,000.00	\$0.00	-\$2,000.00	0.00%
Dept 48205	Damage Deposit Refunds	\$400.00	\$2,000.00	\$0.00	-\$2,000.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$79,059.90	\$262,221.39	\$1,554,654.00	\$1,292,432.61	16.87%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	March 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$79,059.90	\$262,221.39	\$1,554,654.00	\$1,292,432.61	16.87%

**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 19<sup>th</sup> day of March, 2019.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_ and seconded by \_\_\_.

.....

**RESOLUTION NO 03-19-19-13**

**A RESOLUTION APPROVING EXEMPT GAMBLING PERMIT FOR  
ROCKY MOUNTAIN ELK FOUNDATION**

**WHEREAS**, the Rocky Mountain Elk Foundation has submitted an application for an Exempt Gambling Permit for the purpose of conducting a raffle on May 4, 2019; and

**WHEREAS**, this is the organization’s second permit application for 2019; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the second of six allowed events for the Rocky Mountain Elk Foundation in 2019 to be conducted on May 4, 2019 located at 10940 4<sup>th</sup> St. NE.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 19<sup>th</sup> day of March, 2019.

APPROVED:

\_\_\_\_\_  
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 19<sup>th</sup> day of March, 2019.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by \_\_\_ and seconded by \_\_\_.



**RESOLUTION NO 03-19-19-14**

**A RESOLUTION APPROVING A PROPOSAL FROM WSB & ASSOCIATES TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE 2019 CHIP SEAL PROJECT**

**WHEREAS**, the City Engineer has submitted a proposal to provide engineering services for the 2019 chip seal project; and

**WHEREAS**, the attached proposal outlines services to be provided.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal in a not to exceed amount of \$4,390.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 19<sup>th</sup> day of March, 2019.

APPROVED BY:

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

ATTEST:

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

March 13, 2019

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

Re: Proposal to Provide Professional Engineering Services for the  
2019 Chip Seal Project  
City of Hanover, MN

Dear Mayor and Council:

WSB is pleased to present this proposal to the City of Hanover to provide professional engineering services as they relate to the 2019 Chip Seal Project. Our scope of work includes the following project tasks:

- Project management
- Existing condition data collection/road tour
- Meetings
- Final design
- Project bidding
- Construction inspection / administration

The proposed scope of services presented in this proposal is based on discussions with City Staff.

#### **PROJECT UNDERSTANDING**

The City of Hanover wishes to chip seal various existing bituminous asphalt road surfaces throughout the city.

#### **PROJECT APPROACH/SCOPE OF SERVICES**

WSB's project scope and proposed tasks are based on our understanding of the project and we propose the following scope of services:

##### **1. Project Management**

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

## 2. Data Collection

This task involves gathering physical data regarding the project area. Information and tasks to be completed under this item will include the following:

- Road Tour – WSB will conduct a road tour with City Staff to determine the proper candidate roadways for this year’s chip seal project. Based on the results of the road tour and available funding, WSB will prepare a project plan and bid package for the 2019 Chip Seal Project.

## 3. Meetings

WSB will attend and assist in facilitating the following meetings as listed below:

- Meeting with City Staff to discuss final project area.
- City Council meeting to review bids and award the contract for construction.

## 4. Final Design

The final design shall be based on the results of the road tour and discussions with City Staff.

- A. Title Sheet/Index Map** – Plan title sheet with index and location map. The sheet shall identify the project area.
- B. General Layout** – Overall layout of project area.
- C. Construction Notes and Details** – City of Hanover standard details shall be used and any standard City notes. If there is no existing detail or note for a given situation, WSB shall provide the information for City review and approval. Typical street sections shall be included in these sheets.
- D. Project Manual** – The project manual shall contain all project documents pertinent to construction including: advertisement for bids, bidding instructions, bid proposal form, bonding documents, contract agreements, insurance certificates, general conditions, technical specifications, appendices and any other information required by the City of Hanover. The specifications shall be written to conform to the City of Hanover’s standards and format.

## 5. Project Bidding

WSB will complete the bidding process including providing the bidding documents to the contractor. WSB will provide the City with a plan holders list. WSB will prepare the advertisement for bids, respond to bidders questions, issue addenda (if required), receive and open bids, tabulate results, prepare a letter of award

recommendation to the City, prepare notice of award and contract agreement, and forward to the contractor.

**6. Construction Inspection and Administration**

WSB will provide on-site construction inspection on a full-time basis or as necessary during construction activities. WSB will track material quantities and prepare a construction pay voucher(s) for the City’s approval.

**SCHEDULE**

We are available to start the project immediately upon your approval.

Road tour/meeting with City Staff ..... April 2019  
 Receive quotes/award project ..... May 2019  
 Construction ..... July 2019

**PROPOSED FEE**

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar type projects. A summary of the costs for each phase of the projects are as follows:

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
1	PROJECT MANAGEMENT	\$525
2	DATA COLLECTION	\$665
3	MEETINGS	\$330
4	FINAL DESIGN	\$1,070
5	PROJECT BIDDING	\$280
6	CONSTRUCTION INSPECTION/ADMINISTRATION	\$1,520
<b>TOTAL PROPOSED FEE</b>		<b>\$4,390</b>

We propose to complete Tasks 1 through 6 as indicated on an hourly not-to-exceed fee of \$4,390.

If additional work outside of the above-described scope, it will proceed only after City approval. WSB would work with the City to define the scope of any additional work for City approval. This additional work would be billed on an hourly basis in accordance with WSB’s 2019 Fee Schedule, which has been attached for your reference.

The proposed scope and fee, presented herein, represents our complete understanding of the project. If you are in agreement with our proposal, please sign two copies and return one copy to our office.

If you have any questions or concerns, please feel free to contact me at (651)286-8465. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB



Justin Messner, PE  
City Engineer

Enclosure

**ACCEPTED BY:**

**City of  
Hanover**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# 2019 Rate Schedule



	Billing Rate/Hour
PRINCIPAL	\$166-\$185
ASSOCIATE   SR. PROJECT MANAGER   SR. PROJECT ENGINEER	\$150-\$185
PROJECT MANAGER	\$132-\$146
PROJECT ENGINEER	\$116-\$146
GRADUATE ENGINEER	\$88-\$109
SR. LANDSCAPE ARCHITECT   SR. PLANNER   SR. GIS SPECIALIST	\$116-\$146
LANDSCAPE ARCHITECT   PLANNER   GIS SPECIALIST	\$69-\$109
ENGINEERING SPECIALIST   SR. ENVIRONMENTAL SCIENTIST	\$99-\$143
ENGINEERING TECHNICIAN   ENVIRONMENTAL SCIENTIST	\$57-\$94
CONSTRUCTION OBSERVER	\$93-\$118
SURVEY	
One-Person Crew	\$145
Two-Person Crew	\$190
Three-Person Crew	\$205
OFFICE TECHNICIAN	\$52-\$92

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

## ***MEMORANDUM***

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**TO:** Honorable Mayor and Council

**FROM:** Cindy Nash, AICP, City Planner

**DATE:** March 15, 2019

**SUBJECT:** River Side Acres

**APPLICANT:** Kristal Sneen and Benjamin Sneen

**LOCATION:** 1332 Jansen Avenue SE in Rockford Township

**COMPREHENSIVE PLAN:** Neighborhood Residential

### **Requested Action:**

The Council is asked to provide direction as to whether it is interested in pursuing annexation of the requested parcel.

### **Concept Plan Revisions**

The applicants have submitted an application for a concept plan as well as a petition for annexation of property located in Rockford Township that they recently purchased. The property consists of approximately 14.79 acres useable land (per County GIS records) and is bordered on the west by County Road 20, on the east by the Crow River, on the south by a single-family home, and on the north by vacant land. The property line shared with the vacant land to the north is also the line dividing Hanover from Rockford Township.

The property has one existing home, and the applicants are hoping to subdivide the property to create an additional 4 lots as shown in the attached concept plan. Staff has completed a very preliminary review of the concept plan, and it is unknown at this time if the total of 5 lots can be created on this parcel due to the following issues (may not be all inclusive):

1. The applicants have revised the previous concept plan to show the lots being served by private driveway easements accessing the county road at 2 points. This would eliminate the public road shown in a previous concept plan, but lots served by

private easements is not allowed under the city's ordinances. The plans also show "ghost lots" that would allow for additional lots to be created in the future when municipal services are available. The applicant would be required to submit an application for a PUD for a development as shown.

2. Stormwater ponding is not shown on the concept plan, but would likely be required. The City has been requiring stormwater ponding to be in an outlot that is deeded to the City for maintenance rather than allowing it as part of a lot.
3. More information on existing topography, floodplain and the ordinary high-water level line of the Crow River will be needed to determine whether this lot configuration can work with the shoreland requirements.

Staff spoke with Wright County planning staff following the previous Council meeting where this project was discussed. Wright County will not permit the subdivision of this parcel.

Prior to submitting the concept plan to the Planning Commission for review, staff wanted to determine whether the Council was interested in pursuing annexation of the parcel or not.

### **Annexation**

A city can annex property a couple of different ways for this type of property. The most typical would be as either an annexation by ordinance, or by orderly annexation agreement. Annexation by ordinance is done without consent of the Township, while an orderly annexation agreement requires negotiation of the annexation and execution of a joint agreement between the City and Town.

Since the last time the applicant was before the Council, they have also appeared before the Rockford Town Board to explain what they were hoping to achieve. Based on that meeting, it is possible that the Rockford Town Board would consider entering into an orderly annexation agreement for this property.

### **Recommendation**

The City is under no requirement to permit annexation and development of this property, and may determine that it is premature. In the event that the City Council is interested in annexing the property and permitting interim development of the site, conditions and design of the development could be arranged to permit the future extension of utilities to the site and more densification of the property.

If the Council is interested in annexing this property and allowing it to develop in the City, the following is recommended:

1. Direct staff to draft and negotiate an orderly annexation agreement with the Township. Once an agreement is negotiated with the Town, the agreement would be brought to the City Council for consideration. All costs incurred related to this would be passed through to the applicant.
2. Direct staff to have the Planning Commission review the concept plan.

# Concept Plan



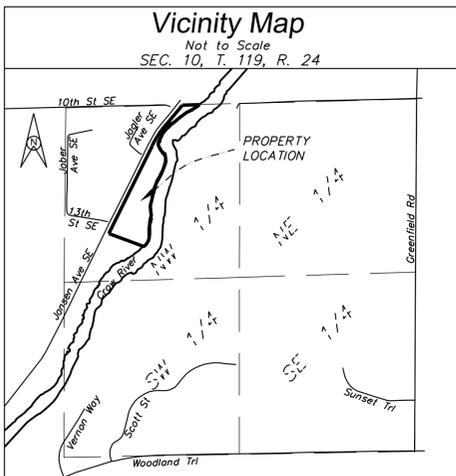
PID: 215000102302

TOTAL ACRES = 13.2±

EXISTING ZONING AG: ROCKFORD TOWNSHIP

PROPOSED ZONING: RR - RURAL RESIDENTIAL CITY OF HANOVER

MINIMUM LOT SIZE = 2.5 ACRES



GHOST LOT SUMMARIES:		
LOT	AREA	ACRES
	AREA	ACRES
LOT 1	2.9	ACRES
LOT 2	1.0	ACRES
LOT 3	1.0	ACRES
LOT 4	1.0	ACRES
LOT 5	0.9	ACRES
LOT 6	1.6	ACRES
LOT 7	1.2	ACRES
LOT 8	2.2	ACRES
LOT 9	1.7	ACRES
LOT 10	1.0	ACRES

Concept Plan on part of the NW 1/4 of Section 10, Township 119, Range 24, Wright County, Minnesota

Revised:  
1-8-19 - Proposed Lots - S.O.S.  
3-12-19 - Proposed Lots - S.O.S.

3-14-19

Requested By:

**Kristal & Ben Sneen**

Date:

12-31-18

Drawn By:

E.M.S

Scale:

1"=100'

Checked By:

P.E.O



www.ottoassociates.com  
9 West Division Street  
Buffalo, MN 55313  
(763)682-4727  
Fax: (763)682-3522

● denotes iron monument found  
○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Project No. 18-0540

Brian Hagen  
City Administrator  
City of Hanover

Brian,

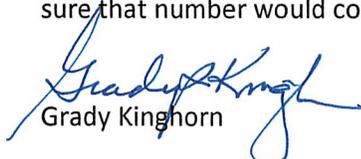
Below is a general scope based on our walk through and discussion of possible uses for the space. The budget includes much more than I think you are interested in doing but those decisions would be made during planning sessions which would pin point exactly what things you really needed and wanted up to a budget ceiling you wanted to maintain.

We have included the concept of a mixed use room that could be used for both city meetings and social events. With that we included Architecture, structural, civil, permits etc. Because of the bathroom situation and the desire be able to rent out both large rooms with no cross traffic, we have included developing two bathrooms and kitchenette in the proposed remodel along with leveling the floor. Creating a council area that can be curtained off (hard panels) with sound etc.

We have worked on all of the following areas;

- Ceiling, walls and flooring
- Sprinkling drops
- Lighting
- Electrical and low voltage
- Plumbing
- Drywall, framing etc.
- HVAC (adding rooftops i.e. reason for structural)
- Glass
- Exiting
- Demolition
- Removing laundry tub
- Relocating stairway to mezz
- Filling flammable waste trap
- Concrete stoop

If you did everything, and remember this is a budget based on a walk thru with no plans or clear direction, it could be in the range of \$105 to \$120 a square foot range. We calculate the area to be approximately 2,850 sq. ft... If we could meet and drill down on what exactly would be necessary, I'm sure that number would come down.

  
Grady Kinghorn