

**AGENDA  
HANOVER CITY COUNCIL  
MARCH 23, 2020**

**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 9, 2020 City Council Meeting (3)**
  - b. Approve Claims as Presented: (8)**

➤ Claims	<b>\$ 85,341.00</b>
➤ Payroll	<b>\$ 8,213.17</b>
➤ P/R taxes & Exp.	<b>\$ 3,535.65</b>
➤ Other Claims	<b>\$ <u>2,219.72</u></b>
➤ Total Claims	<b>\$ <u>99,309.54</u></b>
  - c. Res No 03-23-20-35 – Approving Year-End Transfers (41)**
- 4. Res No 03-23-20-32 – Approving the Hire of Maintenance Worker (42)**
- 5. Res No 03-23-20-33 – Extending Mayor-Declared Local Emergency (43)**
- 6. Res No 03-23-20-34 – Accepting Donations for Park Board Easter Egg Hunt (51)**
- 7. Reports**
- 8. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** March 20, 2020  
**Re:** Review of March 23, 2020 City Council Agenda

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1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent agenda.***
  - a. **Approve Minutes of March 9, 2020 City Council Meeting (3)**
  - b. **Approve Claims as Presented: (8)**

➤ Claims	\$ 85,341.00
➤ Payroll	\$ 8,213.17
➤ P/R taxes & Exp.	\$ 3,535.65
➤ Other Claims	<u>\$ 2,219.72</u>
➤ Total Claims	<u>\$ 99,309.54</u>
  - c. **Res No 03-23-20-35 – Approving Year-End Transfers (41)**
4. **Res No 03-23-20-32 – Approving the Hire of Maintenance Worker (42)**

*Enclosed is a resolution approving the hire of a full-time maintenance worker. This would fill an open position within the Public works Department.*
5. **Res No 03-23-20-33 – Extending Mayor-Declared Local Emergency (43)**

*This resolution would extend the Mayor’s declaration of a local emergency and recognize our operational plan throughout the COVID-19 pandemic. This plan allows for typical operations to be suspended and a temporary operational plan be implemented until such time this is no longer deemed a pandemic.*
6. **Res No 03-23-20-34 – Accepting Donations for Park Board Easter Egg Hunt (51)**

*This resolution accepts donations for the 2020 Easter Egg Hunt. Should the event be cancelled this year, would Council want to for go accepting the donation and return the money to the donators?*
7. **Reports**
8. **Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
MARCH 9, 2020 – DRAFT MINUTES**

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

Mayor Chris Kauffman called the regular meeting of Monday, March 9, 2020 to order at 7:02 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Attorney Jay Squires, City Planner Cindy Nash, City Engineer Nick Preisler, City Administrator Brian Hagen and Accountant Jackie Heinz. Guests included Carol Dixon, Logan Vajda, Parker Vajda, Toby Heinz, Steve Vrieze, Brian Gronsberg, Dave Pinor, Claudia Pingree, Glen Albert, Sandy Albert, Bob Waldorf, Ed Sjolin, Gary Fehn, Scott Dahlke, Dean Hiller, Ed Hunter, Loren Mahler, Nancy Olson, Alicia Olson, Molly Olson, Rusty Olson, Molly Olson, Taylor Patnode, Robert Preuss, Heather Sandberg, Bryan Reitzner and Doug Voerding from the Wright County Journal Press. Absent was Councilor Doug Hammerseng.

**Approval of Agenda:**

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

**Consent Agenda:**

**MOTION** by Warpula to approve the consent agenda, seconded by Zajicek.

- a. **Approve Minutes of February 18, 2020 City Council Work Session Meeting**
- b. **Approve Minutes of February 18, 2020 Joint Council/Planning Commission Meeting**
- c. **Approve Claims as Presented:**

➤ <b>Claims</b>	<b>\$ 114,941.87</b>
➤ <b>Payroll</b>	<b>\$ 19,964.77</b>
➤ <b>P/R taxes &amp; Exp</b>	<b>\$ 7,880.21</b>
➤ <b>Other Claims</b>	<b><u>\$ 4,932.88</u></b>
➤ <b>Total Claims</b>	<b><u>\$ 147,719.73</u></b>
- d. **Res No 03-09-20-24 – Approving Non-Waiver of Statutory Liability Limits**
- e. **Res No 03-09-20-25 – Accepting Donation from Dave Malewicki**
- f. **Res No 03-09-20-26 – Approving Donation of Historic Cash Register**
- g. **Res No 03-09-20-27 – Approving Contract for Concert in the Park**
- h. **Res No 03-09-20-28 – Approving Purchase of Fire Department Hose Racking**
- i. **Res No 03-09-20-29 – Approve Purchase of Commercial Coffee Maker**

**Motion carried unanimously.**

**Citizen’s Forum:**

**Rusty Olson – Retired Firefighter Recognition**

Fire Chief Dave Malewicki stated Rusty Olson joined the Fire Department in 1984 at the age of 22. He is a 2<sup>nd</sup> generation firefighter who served 35 years and 6 months. Malewicki thanked Olson for his years of service and presented him with his helmet and a plaque.

**Public Hearings:**

None

**Unfinished Business:**

**Mahler Mine IUP Application Review**

Nash stated based on input from prior meetings, plans have been revised and the Engineer and herself are comfortable with the submitted documents. The applicant agrees to the updates accept for operating prior

to 15th street rehabilitation, if 15th street could be closed during rehab, 15th street completion date and length of permit. Kauffman stated to address each issue individually, Nash stated to start with operating before the completion of 15th street. Kauffman inquired if the Industrial Park traffic uses 5th street and 15th street, Hagen stated yes. Nash stated the road will be completed in 2020 but the applicant doesn't want to wait, if the extension is not approved then reclamation would start. Zajicek inquired what trucks would be hauling, Nash stated for the reclamation process.

Kauffman asked Dahlke to address the timeline. Dahlke stated they met with Xcel Energy onsite, looked at poles to be relocated and the turn lane and River Road adjustments. Dahlke further stated Xcel stated it will be 8 weeks once the plans are approved through their internal approval until work starts. Dahlke stated assuming approval tonight, the schedule listed on page 82 would be followed:

Survey	2 weeks: 3/10 – 3/20
Engineering Plans and Specs	3 weeks: 3/23 – 4/10
Plan Review for Hanover and St. Michael	3 weeks: 4/13 – 5/01
Revise Plans and Specs	2 weeks: 5/04 – 5/15
Construction Bids and Utility Coordination	2 weeks: 5/18 – 5/29
Construction Utility Locates	8 weeks: 6/01 – 7/24
No Work Week of 2020 Harvest Festival	1 week: 7/27 – 8/02
Construction Reclaim / Repave (Closed to Traffic)	2 weeks: 8/03 – 8/14
Restoration and Turf Establishment (Closed)	1 week: 8/17 – 8/21
Construction Reclaim / Repave (Open to Traffic)	4 weeks: 8/03 – 8/28
Restoration and Turf Establishment (Open)	1 week: 8/31 – 9/04

Zajicek asked Gary Fehn for clarification on why trucks have been hauling. Fehn stated he was under the understanding they could haul stockpiled material but not mine, Kauffman agreed. Hallstein stated she disagreed. Kauffman inquired if they were hauling now, Fehn stated they shut down last week when contacted by Hagen. Zajicek inquired if they were hauling before hours, Fehn stated it's not them but the other trucks using 15th. Kauffman stated nothing can be done about the St. Michael side.

Preisler stated the work is laid out in a linear fashion, locates are variable, the work itself won't take 8 weeks but to get on the schedule will, weather could play a large factor. Kauffman stated review with Hanover should take one week, Preisler stated yes. Warpula stated not to rush the work, Fehn stated there is no control with Xcel. Dahlke stated they want 15th street completed so the Saturday hours discussion can happen. Warpula suggested no hauling on 15th street until the road rehabilitation is complete, they could use River Road to 5th street. Fehn stated yes, that would work. Warpula stated the timeline looks good. Hallstein stated 5th street is a 9-ton road so it would be okay. Hagen stated River Road was improved to 10 ton from 8th street to 15th street. Warpula stated the road should be closed for 2 weeks, it will irritate residents, but the work will be completed faster. Dahlke stated it would be open for emergency vehicles only. Warpula inquired if both sides would be completed at the same time, Fehn stated yes. Dahlke stated you get the best product that way. Hallstein stated St. Michael would have to agree to a temp haul route change, Nash stated yes.

Nash stated the next item is the closure length. Hallstein stated the road would be completed this year and the haul route changed. Kauffman stated work would be completed according to the provided timeline or sooner with the trail next year. Zajicek inquired why the trail and road couldn't be constructed at the same time. Dahlke stated it is two separate operations with different equipment and different crews. Kauffman stated it's not the same contractor doing the work. Warpula stated he is against waiting one year for the trail but worth it. Zajicek inquired when the trail completion date is, Nash stated July 15th, 2021, but

Fehn is asking for July 24, 2021. Warpula inquired the width of the new road, Preisler stated 2 – 11' lanes with 2' shoulders.

Kauffman stated the next item is the termination date and suggested if Fehn complies after 10 years they can renew the permit. Warpula asked what the guidelines are, if meeting items A, B, C and D then it's automatically renewed. Nash stated if guidelines aren't met along the way they are given a change to remedy, if still not meeting and don't comply then the permit is pulled. Squires stated the permit could be for 20 years and current council or future council can revoke or do 10 years then have the council in 10 years approve or revoke, it's hard to bind the hands of future council. Dahlke stated with the phasing plan and projections, 10 years won't get the project done. Dahlke stated their biggest fear is once the public hearing notice goes out and the process begins again, it's not viable for them. Kauffman suggested a 15 year and Fehn is on their own the last 5 years. Zajicek stated if Fehn is meeting the guidelines after 10 years then no one would be complaining. Warpula stated not to require Fehn to complete another EAW. Zajicek inquired why Planning Commission stated 10 years, Nash stated that Planning Commission didn't state a specific reason but rather to see how it goes. Kauffman stated if conditions aren't met then it's pulled. Nash stated residents don't want the expanded mining area or 15th street noise. Hallstein stated she is not pro housing development either, but Hanover has changed more for those who moved here in the last 10 years. Hallstein further stated if Hanover was under Met Council, which we're not, before houses are built all material must be extracted. Nash stated extraction must happen, but not necessarily all the material. Zajicek suggested going with 20 years and review at 10 years. Squires stated to define review, council can't impose new conditions but only review the current conditions. Hallstein inquired what the property is zoned as. Fehn stated it's classified as commercial, costing roughly \$700 / acre in property taxes which is \$55,000 - \$60,000 per year, which the city gets half off, plus a new road and \$1.2 million dollars. Fehn further stated we don't know what the economy will do and it's too big of a risk coming back in 10 years and council says no. Fehn further stated a contract is normally three pages long, this one is 20 pages, Cindy has everything very tight.

Warpula inquired the condition of the road in 20 years. Preisler stated 15th street will last 20 years with proper maintenance. Dean Hiller – 1283 Irvine Drive – inquired when 15th street would be replaced if the mining expansion doesn't pass. Hagen stated it's not identified since the application was received as the existing pit was nearing its end. It was decided to wait until the pit was done. Hagen further stated if the expansion doesn't go through then the City would need to look at when funding is available. Hiller inquired if the City is paying \$100,000 and Fehn is paying the rest to rehabilitate the road, Kauffman stated yes. Hiller stated there should be a warning given to correct actions, Kauffman stated Fehn would have 3 weeks to correct. Squires stated they have right of due process. Hiller inquired how much of the hauling is mining and how much is hauling. Fehn stated there is no recycle right now, with the new permit it depends on projects acquired.

Hallstein asked Fehn if he has a good relationship with staff that he can call for clarification, it's important to be pro-active due to other projects. Fehn stated yes, he's been here for 14-15 years and has a good relationship, just like last week. Kauffman stated Fehn has clean, good looking trucks. Fehn stated they run new trucks with mufflers to help with noise. Warpula inquired what the Saturday hours are, Nash stated none, once 15th street is completed it will be revisited. Nash further stated item #12 under General Conditions will be amended to add in a temp haul route is approved of River Road to 15th street until October 15th unless completed earlier. Nash stated in section 6 Financial Securities, the amount for the letter of credit is \$169,125.00. Nash further stated the amount will go up and down based on inflation or reclamation activities. Warpula inquired how the amount is calculated. Preisler stated it's a calculation using different units and factors. Warpula inquired if the amount would be cash or a letter of credit. Nash stated a letter of credit.

**MOTION** by Kauffman to approve the Mahler Mine IUP Application with listed changes of allowing the applicant to haul using River Road and 5th street, allowing 15th street to be closed during rehabilitation, changing the trail completion date to July 24, 2021 and a permit length of 20 years, seconded by Warpula. **Motion carried unanimously.**

**Concept Plan: Mercantile Pass**

Nash stated Planning Commission is recommending lots 1 and 4, but are not in favor of the apartments, Planning Commission feels they're not needed until a later time and there aren't enough amenities for apartments. Reitzner stated he was working on a job in Brainerd and stopped at the Bill's Superette in Royalton and thought that type of convenience store would be perfect in Hanover, it has 200' of coolers, fresh meats, produce and a restaurant. Reitzner stated the multi-family portion of the project is the most important and would be an asset to the community. Reitzner further state the 110-unit apartment building is custom designed to fit and would only a glimpse of the building would be seen from County Road 19. Reitzner further stated the 110-unit building is a \$20 million dollar project with market rate rents and isn't available to section 8. Reitzner stated applicants would be required to complete background, financial, employment and credit checks, there would be security cameras to see who is coming and going at all hours, it would be safer than the neighborhood you live in. Reitzner stated the 66 unit would be assisted living care and would be easily filled. In the drawings the green areas are manicured lawns, a much-needed asset, access is being worked on with Hennepin County and a traffic study would need to be done.

Zajicek inquired if access onto 19 would be controlled, Reitzner stated yes. Warpula inquired what the goal is for tonight. Nash stated to give feedback on the concept plan so the applicant can incorporate councils feedback for future approval. Nash further stated an EAW and traffic study will be required. Warpula stated Planning Commission liked lots 1 and 4, and not lots 2 and 3. Reitzner stated the rooftops are needed to make the project work, there is a lot of expense. Reitzner inquired what is the fear of an apartment building and assisted living facility. Kauffman stated there was a lot of resistance when the Bridges Facility was built. Kauffman inquired about building condos, then there's ownership. Reitzner stated then there's associations as well. Hallstein stated she is not pro or con, but why not approve. When people move to Hanover they choose to live here, she wants people to buy into Hanover. Kauffman stated Hanover residents prefer houses over apartments. Claudia Pingree – 11711 Riverview Road NE – stated people in their 50's and up don't want a house, they want a good quality apartment to live in which Hanover doesn't offer. Heather Sandberg – 11578 Riverview Road NE – stated the Hanover Comp. Plan has no apartments laid out in the City. Reitzner stated the location is an ideal place, it's not in the middle of a neighborhood and will transition out to agriculture. Warpula stated people don't want Hanover to grow, Reitzner stated people want to live here. Kauffman stated the City wants smart development, not no development.

Hallstein inquired what the rental price per unit would be. Reitzner stated \$1,200 - \$1,500 per unit. Hallstein stated a person would need to make \$65,000 to qualify. Hallstein inquired if this development meets the density requirements, Nash stated the multi-family density is between 4 and 12 units per acre, this project is 20 units per acre. Hallstein inquired about doing apartments on the Schendels property north of the Industrial park. Nash stated you could but there would be a lot of property vacant to comply. Zajicek inquired if the smaller unit would be assisted living and some independent living. Reitzner stated there are moving pieces but could be both. Reitzner suggested sitting with staff and coming up with a zoning for apartments. Kauffman inquired if the apartments are needed. Reitzner stated yes, sewer and roads must be installed and there is over \$1 million into preparation. Hallstein inquired what plan B if the apartments aren't approved. Reitzner said he's not sure, this project is roughly 26 acres with a lot of green

space, the rooftops will enhance the commercial and lots 2 and 3 will drive the commercial. Zajicek inquired if Reitzner plans to acquire the 3 lots to the South of the planned project, Reitzner stated possibly. Zajicek inquired about renderings of the proposed apartments or a property already built that could be looked at. Reitzner stated no, there isn't any. Kauffman inquired is there was a partner, Reitzner stated there is an accredited user for the Superette site and is currently doing renderings. Hallstein stated there is no opposition on the commercial areas, not sure if apartments can be nice enough for Hanover to like. Sandberg stated the project is being pitched to 55+, can't pitch until there is a developer. Hallstein stated at this time the Planning Commission and Council aren't supportive of apartments. Zajicek commended Reitzner on a nice plan, it is an ideal spot for apartments and would like independent senior living and memory care to be available.

### **Res No 03-09-20-30 – Awarding Bid for 2020 Pavement Improvement Project**

Preisler stated he is bringing a letter of recommendation to award the 2020 pavement improvement project to Omann Contracting Companies out of Albertville in the contract amount of \$179,096.69. Warpula inquired when the start date is. Preisler stated depending on the haul route, the contract reads to be completed by the end of June but could start early. Preisler further stated 3 culverts need to be replaced, the project could take 2 weeks total. Warpula inquired about notices to the residents. Preisler stated WSB would work with the City. Warpula inquired about the shoulders of the road, Preisler stated there will be no shoulders, will go up to grass.

**MOTION** by Warpula to approve Res No. 03-09-20-30, seconded by Hallstein. **Motion carried unanimously.**

### **New Business:**

None

### **Reports**

Hallstein

- Attended the LMC Webinar about engaging the public through social media, the City is doing what we should be

Warpula

- Attended the LMC Conference 2 weeks ago, had great speakers

Hagen

- Not going on vacation at the end of March
- The Public Works applicants have been scored and first round interviews will be scheduled
- The March work session will be moved to Monday, March 23, Time TBD

### **Adjournment**

**MOTION** by Hallstein to adjourn at 9:13 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

CITY OF HANOVER

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Payments

Current Period: March 2020

Payments Batch 03232020 PA \$85,341.00

Refer	2913 <u>BEAUDRY OIL &amp; PROPANE</u>		-			
Cash Payment	E 100-43000-212 Motor Fuels		Ultrapure Def 2.5 Gal. - Qty 2			\$42.28
Invoice	1569155	3/9/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$42.28
Refer	2927 <u>BLUE TARP FINANCIAL</u>			<u>Ck# 002911E 3/23/2020</u>		
Cash Payment	E 100-43000-240 Small Tools and Minor E		2" Ratchet Straps			\$129.27
Invoice	0191117189	3/2/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$129.27
Refer	2925 <u>CENTERPOINT ENERGY</u>		-			
Cash Payment	E 100-42280-383 Gas Utilities		Fire Station Gas Utilities: 01/28/2020 - 02/26/2020			\$417.27
Invoice		2/28/2020				
Cash Payment	E 100-41940-383 Gas Utilities		City Hall Gas Utilities: 01/28/2020 - 02/26/2020			\$548.68
Invoice		2/28/2020				
Cash Payment	E 100-43000-383 Gas Utilities		PW Building Gas Utilities: 01/28/2020 - 02/26/2020			\$825.89
Invoice		2/28/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$1,791.84
Refer	2930 <u>CENTURY LINK</u>		-			
Cash Payment	E 100-42280-321 Telephone		Fire Station Landline - 02/28/2020 - 03/27/2020			\$42.81
Invoice		2/28/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$42.81
Refer	2936 <u>CHRISTENSON, KRISTINE</u>		-			
Cash Payment	E 100-41410-437 Other Miscellaneous		Election Judge Training on 2/04/2020			\$20.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous		Election Judge Training on 2/19/2020			\$15.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous		PNP: Election Judge on 3/03/2020			\$70.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous		Mileage Reimbursement for Election Judge Training on 2/04/2020			\$13.80
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$118.80
Refer	2922 <u>CITY OF ST. MICHAEL</u>			<u>Ck# 002909E 3/23/2020</u>		
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fee - 9883 Jordan Avenue			\$5,136.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fee - 9797 Jasmine Avenue			\$5,136.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fee - 9824 Jasmine Avenue			\$5,136.00
Invoice						
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fee - 9847 Jordan Avenue			\$5,136.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$20,544.00
Refer	2912 <u>COLLABORATIVE PLANNING LLC</u>			<u>Ck# 002906E 3/23/2020</u>		
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning: February 2020			\$1,365.00
Invoice	2020-035	3/10/2020				

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Payments

Current Period: March 2020

<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	Fehn Companies - IUP Expansion: February 2020				<b>\$2,021.25</b>
Invoice 2020-036	3/10/2020				Project 208263	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	Fehn Companies - Text Ordinance Amentment: February 2020				<b>\$288.75</b>
Invoice 2020-037	3/10/2020				Project 208270	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	Fehn Companies - Lot Split: February 2020				<b>\$105.00</b>
Invoice 2020-038	3/10/2020				Project 208272	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	JP Brooks / Rivers Edge - Concept Plan: February 2020				<b>\$1,706.25</b>
Invoice 2020-039	3/10/2020				Project 208271	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	Ben & Kristal Sneen / Riverside Estate: February 2020				<b>\$1,181.25</b>
Invoice 2020-040	3/10/2020				Project 208268	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	JBW Holdings / RiverTown Villas - Final Plat: February 2020				<b>\$26.25</b>
Invoice 2020-041	3/10/2020				Project 208258	
<b>Cash Payment</b>	E 818-41910-310 Other Professional Servi	Mavco, Inc. / Mercantile Pass - Concept Plan: February 2020				<b>\$1,391.25</b>
Invoice 2020-042	3/10/2020				Project 208269	
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$8,085.00</b>
Refer	2918 COTTENS, INC.					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: LED Lights				<b>\$32.98</b>
Invoice 205587	2/4/2020					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Bobcat: Oil Filters				<b>\$53.98</b>
Invoice 205471	2/3/2020					
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Chain Cable				<b>\$5.99</b>
Invoice 205471	2/3/2020					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Ford: Oil Filter				<b>\$8.49</b>
Invoice 205892	2/7/2020					
<b>Cash Payment</b>	E 100-43000-240 Small Tools and Minor E	Toolcat: Herculiner Bed Liner				<b>\$89.99</b>
Invoice 205892	2/7/2020					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Fuel Filters, Oil Filters,				<b>\$190.96</b>
Invoice 206346	2/12/2020					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Chevy 1 Ton: Automatic Transmission Fluid				<b>\$82.81</b>
Invoice 206576	2/14/2020					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	3 Fuel Filters				<b>\$80.97</b>
Invoice 207270	2/21/2020					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$546.17</b>
Refer	2908 Doyah, Denice					
<b>Cash Payment</b>	E 100-48205-810 Refunds & Reimburseme	Hall Damage Deposit Release - 03/07/2020 Event				<b>\$200.00</b>
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2914 FASTENAL COMPANY Ck# 002907E 3/23/2020					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	Screws for Shelter Picnic Tables				<b>\$18.48</b>
Invoice MNTC4157069	3/2/2020					
<b>Cash Payment</b>	E 100-43000-240 Small Tools and Minor E	Return Concrete Drill Bits				<b>-\$62.16</b>
Invoice MNTC4156162	1/23/2020					

CITY OF HANOVER

Payments

Current Period: March 2020

Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Screws for Shelter Picnic Tables				\$29.55
Invoice	MNTC4156948	2/25/2020				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Screws for Shelter Picnic Pables				\$115.66
Invoice	MNTC4157038	2/28/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$101.53
Refer	2929 FINKEN WATER SOLUTIONS		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - March 2020				\$9.50
Invoice	1191584	3/1/2020				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Finance Charge				\$3.00
Invoice	1194414	3/1/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$12.50
Refer	2909 FYCC		-			
Cash Payment	E 406-45200-440 Programs	2020 Summer Parks Program				\$7,200.00
Invoice	234	3/16/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$7,200.00
Refer	2911 GRUPP, JEFF		-			
Cash Payment	E 100-45200-440 Programs	Candy for 2020 Easter Egg Hunt				\$262.17
Invoice		3/9/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$262.17
Refer	2919 J P BROOKS, INC		-			
Cash Payment	E 818-48200-810 Refunds & Reimburseme	Release of Remaining Escrow Balance - JP Brooks - PUD Amendment				\$140.64
Invoice		3/16/2020			Project 208265	
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$140.64
Refer	2923 JOINT POWERS WATER BOARD		-			
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9883 Jordan Avenue				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9797 Jasmine Avenue				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9824 Jasmine Avenue				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9847 Jordan Avenue				\$2,001.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$8,004.00
Refer	2906 MARCO TECHNOLOGIES, LLC		-			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 03/20/2020 - 04/19/2020				\$176.05
Invoice	INV7435722	3/17/2020				
Transaction Date	3/17/2020	Due 3/17/2020	Cash	10100	<b>Total</b>	\$176.05
Refer	2937 MARSHALL, MARION		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				\$10.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$80.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$90.00
Refer	2926 MENARDS - BUFFALO		-			

CITY OF HANOVER

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Payments

Current Period: March 2020

Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Shelter Picnic Tables: 2x10-8's				\$111.86
Invoice 17372	3/4/2020					
Cash Payment	E 100-43000-215 Shop Supplies	2 Aluminum Scoop Shovels, 2 Poly Scoop Shovels				\$103.96
Invoice 18124	3/16/2020					
Cash Payment	E 100-43000-240 Small Tools and Minor E	20" Tool Box				\$29.98
Invoice 18124	3/16/2020					
Cash Payment	E 100-41940-520 Buildings and Structures	Election Room: Primer				\$79.00
Invoice 18124	3/16/2020					
Cash Payment	E 100-41940-520 Buildings and Structures	Election Room: Steel Door, Lever, Gypsum, Urethane, 2x4-8', 2x4-10'				\$488.33
Invoice 17633	3/9/2020					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$813.13
Refer	2921 METRO WEST INSPECTION SERVI					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 89-18 @ 9054 10th Street SE				\$2,922.83
Invoice 2329	3/4/2020					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 98-19 @ 10940 4th Street NE				\$858.48
Invoice 2329	3/4/2020					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 100-19 @ 10940 4th Street NE				\$416.23
Invoice 2329	3/4/2020					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 135-19 @ 1465 Irvine Drive				\$17.50
Invoice 2329	3/4/2020					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 3-20 @ 10940 4th Stret NE				\$171.17
Invoice 2329	3/4/2020					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 4-20 @ 1218 Irvine Drive				\$35.00
Invoice 2329	3/4/2020					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$4,421.21
Refer	2915 MN PEIP					
Cash Payment	G 100-21707 Life Ins	Life Insurance - April 2020				\$50.36
Invoice 952289	3/10/2020					
Cash Payment	G 100-21706 Medical/Dental Ins	Medical & Dental Premums - April 2020				\$1,638.66
Invoice 952289	3/10/2020					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$1,689.02
Refer	2932 NORDBERG, LYNNETTE					
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Training on 2/19/2020				\$20.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$70.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$90.00
Refer	2942 Noto, Susan					
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Training on 2/19/2020				\$20.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Training on 2/21/2020				\$15.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$80.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	\$115.00
Refer	2931 PETERSON, ABBY		Ck# 002912E 3/23/2020			

CITY OF HANOVER

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Payments

Current Period: March 2020

Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/12/2020			\$12.00
Invoice					
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: HC Public Accuracy Testing on 2/18/2020			\$12.00
Invoice					
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Head Election Judge on 3/03/2020			\$180.00
Invoice					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b> \$204.00
Refer	2920 RIVER INN	Ck# 002908E 3/23/2020			
Cash Payment	E 205-49300-318 EDA BIF: Matching Grant	Matching Grant for River Inn for Grease Trap			\$1,230.00
Invoice	2/25/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b> \$1,230.00
Refer	2928 ROBERT J. HIIVALA				
Cash Payment	E 100-41940-325 Taxes	Crow River Hts West 4th Addition Outlot A: Property Taxes 2020			\$2.00
Invoice					
Cash Payment	E 100-41940-325 Taxes	Crow River Hts West 4th Addition Outlot B: Property Taxes 2020			\$44.00
Invoice					
Cash Payment	E 100-41940-325 Taxes	Crow River Hts West 4th Addition Outlot C: Property Taxes 2020			\$44.00
Invoice					
Cash Payment	R 612-36100 Special Assessments	City Hall: Principal on Special Assessment #21801-0 - PID #R108-500-362102			\$205.70
Invoice					
Cash Payment	R 612-36100 Special Assessments	City Hall: Interest on Special Assessment #21801-0 - PID #R108-500-362102			\$8.82
Invoice					
Cash Payment	R 314-36100 Special Assessments	City Hall: Principal on Special Assessment #27508-0 - PID #R108-500-362102			\$3,888.44
Invoice					
Cash Payment	R 314-36100 Special Assessments	City Hall: Interest on Special Assessment #27508-0 - PID #R108-500-362102			\$505.49
Invoice					
Cash Payment	R 612-36100 Special Assessments	Fire Dept: Principal on Special Assessment #21801-0 - PID #R108-500-363214			\$102.85
Invoice					
Cash Payment	R 612-36100 Special Assessments	Fire Dept: Interest on Special Assessment #21801-0 - PID #R108-500-362102			\$4.41
Invoice					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b> \$4,805.71
Refer	2934 ROBINSON, KATHLEEN				
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020			\$15.00
Invoice					
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020			\$150.00
Invoice					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b> \$165.00
Refer	2916 RUPP ANDERSON SQUIRES & WA				
Cash Payment	E 818-41610-310 Other Professional Servi	Fehn Companies - IUP Mining Expansion: January 2020			\$18.50
Invoice 10648	3/5/2020			Project 208263	

CITY OF HANOVER

Payments

Current Period: March 2020

Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous: January 2020				\$518.00
Invoice 10648	3/5/2020					
Cash Payment	E 100-41610-304 Legal Fees	City Council and Board / Commission Meetings: January 2020				\$300.00
Invoice 10648	3/5/2020					
Cash Payment	E 100-41610-304 Legal Fees	FD Harassment Policy: January 2020				\$111.00
Invoice 10648	3/5/2020					
Cash Payment	E 818-41610-310 Other Professional Servi	Fehn Companies - IUP Mining Expansion: January 2020				\$1,865.50
Invoice 10648	3/5/2020	Project 208263				
Cash Payment	E 100-41610-304 Legal Fees	Photocopies: January 2020				\$71.40
Invoice 10648	3/5/2020					
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$2,884.40</b>
Refer	2935 RUTER, DEE		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				\$10.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$150.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$160.00</b>
Refer	2938 RYHORCHUK, DUNCAN		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				\$10.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$80.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$90.00</b>
Refer	2933 SABA, ANNE		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Training on 2/19/2020				\$20.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$70.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$90.00</b>
Refer	2939 SCHLOSSER, DONALD		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				\$30.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$80.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$110.00</b>
Refer	2940 Stover, Pamela		-			
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				\$30.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/21/2020				\$15.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous	PNP: Election Judge on 3/03/2020				\$150.00
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$195.00</b>
Refer	2917 VEOLIA WATER NORTH AMERICA		-			
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - April 2020				\$3,749.00
Invoice 90231211	3/15/2020					

CITY OF HANOVER

Payments

Current Period: March 2020

<b>Cash Payment</b>	E 602-43252-310 Other Professional Servi	Sewer Services - April 2020				<b>\$5,262.00</b>
Invoice	90231211	3/15/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$9,011.00</b>
Refer	2941 <i>Wanek, Courtney</i>		-			
<b>Cash Payment</b>	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/19/2020				<b>\$15.00</b>
Invoice						
<b>Cash Payment</b>	E 100-41410-437 Other Miscellaneous	Election Judge Training on 2/04/2020				<b>\$20.00</b>
Invoice						
<b>Cash Payment</b>	E 100-41410-437 Other Miscellaneous	Mileage Reimbursement for Training on 2/04/2020				<b>\$13.80</b>
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$48.80</b>
Refer	2924 <i>WARPULA, KEN</i>		<u>Ck# 002910E 3/23/2020</u>			
<b>Cash Payment</b>	E 100-41110-331 Travel Expenses	K. Warpula: Hotel at 2020 Elected Leaders Advanced Program in Brainerd				<b>\$135.52</b>
Invoice						
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$135.52</b>
Refer	2910 <i>WRIGHT COUNTY AUDITOR-TREA</i>		-			
<b>Cash Payment</b>	E 100-42102-310 Other Professional Servi	WC Patrol Services - March 2020				<b>\$9,546.50</b>
Invoice	March 2020	1/2/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$9,546.50</b>
Refer	2907 <i>XCEL ENERGY</i>		-			
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 02/03/2020 - 03/02/2020				<b>\$868.93</b>
Invoice	675171199	3/3/2020				
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	City Owned Street Lighting 02/03/2020 - 03/02/2020				<b>\$1,180.72</b>
Invoice	675171199	3/3/2020				
Transaction Date	3/18/2020	Due 3/18/2020	Cash	10100	<b>Total</b>	<b>\$2,049.65</b>

Fund Summary

	10100 Cash
100 GENERAL FUND	\$25,891.65
205 EDA BUSINESS INCENTIVE FUND	\$1,230.00
314 2011A GO IMP CROSSOVER REF BD	\$4,393.93
406 GAMBLING PROCEEDS	\$7,200.00
601 WATER ENTERPRISE FUND	\$11,753.00
602 SEWER ENTERPRISE FUND	\$25,806.00
612 SEWER CAPITAL IMP FUND	\$321.78
818 MISC ESCROWS FUND	\$8,744.64
	<u>\$85,341.00</u>

Pre-Written Checks	\$30,429.32
Checks to be Generated by the Computer	\$54,911.68
<b>Total</b>	<b>\$85,341.00</b>

CITY OF HANOVER

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**\*Check Summary Register©**

Batch: 03232020 PAY

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
2906e	Collaborative Planning LLC	3/23/2020	\$8,085.00 General Planning: February 2020
2907e	FASTENAL COMPANY	3/23/2020	\$101.53 Screws for Shelter Picnic Tables
2908e	RIVER INN	3/23/2020	\$1,230.00 Matching Grant for River Inn for Grease Trap
2909e	CITY OF ST. MICHAEL	3/23/2020	\$20,544.00 SAC Fee - 9883 Jordan Avenue
2910e	WARPULA, KEN	3/23/2020	\$135.52 K. Warpula: Hotel at 2020 Elected Leaders Adv
2911e	BLUE TARP FINANCIAL	3/23/2020	\$129.27 2" Ratchet Straps
2912e	PETERSON, ABBY	3/23/2020	\$204.00 Election Judge Training on 2/12/2020
34902	BEAUDRY OIL & PROPANE	3/23/2020	\$42.28 Ultrapure Def 2.5 Gal. - Qty 2
34903	CENTERPOINT ENERGY	3/23/2020	\$1,791.84 Fire Station Gas Utilities: 01/28/2020 - 02/26/2
34904	CENTURY LINK	3/23/2020	\$42.81 Fire Station Landline - 02/28/2020 - 03/27/2020
34905	CHRISTENSON, KRISTINE	3/23/2020	\$118.80 Mileage Reimbursement for Election Judge Tra
34906	COTTENS, INC.	3/23/2020	\$546.17 Plow Truck: LED Lights
34907	Doyah, Denice	3/23/2020	\$200.00 Hall Damage Deposit Release - 03/07/2020 Ev
34908	FINKEN WATER SOLUTIONS	3/23/2020	\$12.50 Cook & Cold Rental Cooler - March 2020
34909	FYCC	3/23/2020	\$7,200.00 2020 Summer Parks Program
34910	GRUPP, JEFF	3/23/2020	\$262.17 Candy for 2020 Easter Egg Hunt
34911	J P BROOKS, INC	3/23/2020	\$140.64 Release of Remaining Escrow Balance - JP Br
34912	JOINT POWERS WATER BOARD	3/23/2020	\$8,004.00 WAC Fee - 9797 Jasmine Avenue
34913	MARCO TECHNOLOGIES, LLC	3/23/2020	\$176.05 Contract Base Rate Charge for 03/20/2020 - 04
34914	MARSHALL, MARION	3/23/2020	\$90.00 Election Judge Training on 2/19/2020
34915	MENARDS - BUFFALO	3/23/2020	\$813.13 Shelter Picnic Tables: 2x10-8's
34916	METRO WEST INSPECTION SER	3/23/2020	\$4,421.21 Pmt 89-18 @ 9054 10th Street SE
34917	MN PEIP	3/23/2020	\$1,689.02 Life Insurance - April 2020
34918	NORDBERG, LYNNETTE	3/23/2020	\$90.00 Election Training on 2/19/2020
34919	Noto, Susan	3/23/2020	\$115.00 Election Training on 2/19/2020
34920	ROBERT J. HIIVALA	3/23/2020	\$4,805.71 Crow River Hts West 4th Addition Outlot A: Pro
34921	ROBINSON, KATHLEEN	3/23/2020	\$165.00 Election Judge Training on 2/19/2020
34922	RUPP ANDERSON SQUIRES & W	3/23/2020	\$2,884.40 Fehn Companies - IUP Mining Expansion: Janu
34923	RUTER, DEE	3/23/2020	\$160.00 Election Judge Training on 2/19/2020
34924	RYHORCHUK, DUNCAN	3/23/2020	\$90.00 Election Judge Training on 2/19/2020
34925	SABA, ANNE	3/23/2020	\$90.00 Election Training on 2/19/2020
34926	SCHLOSSER, DONALD	3/23/2020	\$110.00 Election Judge Training on 2/19/2020
34927	Stover, Pamela	3/23/2020	\$195.00 Election Judge Training on 2/19/2020
34928	VEOLIA WATER NORTH AMERIC	3/23/2020	\$9,011.00 Water Services - April 2020
34929	Wanek, Courtney	3/23/2020	\$48.80 Election Judge Training on 2/19/2020
34930	WRIGHT COUNTY AUDITOR-TRE	3/23/2020	\$9,546.50 WC Patrol Services - March 2020
34931	XCEL ENERGY	3/23/2020	\$2,049.65 Xcel Owned Street Lighting 02/03/2020 - 03/02/
<b>Total Checks</b>			<b>\$85,341.00</b>

FILTER: (([Act Year]='2020' and [period] in (3))) and (Source in ('03232020 PAY'))

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-035

**DATE** 03/10/2020

**PROJECT**

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$1,339.00
	Other payments and credits after 02/02/2020 through 03/09/2020	-1,339.00
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	1,365.00
	Total Amount Due	\$1,365.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	<b>City of Hanover:Hanover General Planning:Hanover General Planning Billable Time</b>				
02/03/2020	Review vacant lots, email info to Amy. Review building permit, email to Amy. Phone conference with Brian re: Hilltop.	CMN	1:15	105.00	131.25
02/04/2020	Review shoreland lot information, email to Amy. Review building permit, email to Amy. Conference with Brian and developer re: Hilltop. Conference with Amy re: various permits. Phone conference with Jay.	CMN	4:30	105.00	472.50
02/05/2020	Various re: Hilltop. Phone conference with Brian.	CMN	0:30	105.00	52.50
02/06/2020	Phone conference with Brian re: Hilltop, various. Various emails.	CMN	1:15	105.00	131.25
02/07/2020	Email with Amy, phone conference with Amy. Emails re: building permits.	CMN	0:15	105.00	26.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/10/2020	Review building permit, email to Amy.	CMN	0:15	105.00	26.25
02/13/2020	Review letter from Brian re: property violation and permit needs. Emails with Amy re: shed variance. Review building permit, emails with Amy.	CMN	1:15	105.00	131.25
02/18/2020	Emails with Amy re: deck. Emails re: building permits.	CMN	0:30	105.00	52.50
02/20/2020	Review building permit, email to Amy. Review agenda, email to Amy.	CMN	0:15	105.00	26.25
02/24/2020	Emails re: St. Michael AUAR.	CMN	0:15	105.00	26.25
02/25/2020	Phone conference with Amy, reviewing garage. Phone conference with resident.	CMN	1:15	105.00	131.25
02/27/2020	Reviewing building permits, sign permits, zoning requirements for other projects. Various emails with Amy. Phone conference with Amy. Review buildings, emails to Amy.	CMN	1:30	105.00	157.50
	<b>Subtotal:</b>				1,365.00
	<b>SUBTOTAL - City of Hanover:Hanover General Planning:Hanover General Planning</b>				1,365.00

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TOTAL OF NEW CHARGES	1,365.00
<b>BALANCE DUE</b>	<b>\$1,365.00</b>

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE # 2020-036**

**DATE 03/10/2020**

**PROJECT**

Mahler IUP

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$2,678.00
	Other payments and credits after 02/02/2020 through 03/09/2020	-2,678.00
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	2,021.25
	Total Amount Due	\$2,021.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/03/2020	Various emails. Phone conference with Nick.	CMN	0:45	105.00	78.75
02/04/2020	Review easements, email to Scott/Gary. Editing condition list, preparing status of project. Phone conference with Nick. Phone conference with Jay.	CMN	2:45	105.00	288.75
02/06/2020	Drafting resolution, phone conference with Brian. Phone conference with Scott, phone conference with Brian. Editing conditions. Various emails.	CMN	4:45	105.00	498.75
02/07/2020	Conference with Brian and Nick.	CMN	0:30	105.00	52.50
02/12/2020	Various emails. Review comments from Jay. Email to Nick.	CMN	1:15	105.00	131.25
02/13/2020	Emails re: comments. Email from Scott.	CMN	0:15	105.00	26.25
02/14/2020	Various emails.	CMN	0:15	105.00	26.25
02/17/2020	Emails with Scott. Phone conference with Scott.	CMN	0:45	105.00	78.75
02/18/2020	Update webpage info, email to Amy. Phone conference with Brian.	CMN	0:45	105.00	78.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/19/2020	Phone conference with Brian. Emails with Jay.	CMN	0:30	105.00	52.50
02/20/2020	Review updated condition, email to Brian. Email from Scott, email to Nick. Emails re: financial security, phone conference with Brian and Nick. Revision conditions and resolution. Phone conference with Nick, review conditions.	CMN	3:00	105.00	315.00
02/21/2020	Phone conference with Scott.	CMN	0:30	105.00	52.50
02/26/2020	Email from Scott.	CMN	0:15	105.00	26.25
02/27/2020	Phone conference with Scott. Drafting resolution. Reviewing plans. Various emails.	CMN	2:45	105.00	288.75
02/28/2020	Various emails.	CMN	0:15	105.00	26.25
				TOTAL OF NEW CHARGES	2,021.25
				BALANCE DUE	<b>\$2,021.25</b>

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-037

**DATE** 03/10/2020

**PROJECT**

Fehn Text Amendment

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$463.50
	Other payments and credits after 02/02/2020 through 03/09/2020	-463.50
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	288.75
	Total Amount Due	\$288.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/04/2020	Prepare for and attend Council meeting.	CMN	2:45	105.00	288.75

TOTAL OF NEW CHARGES 288.75  
BALANCE DUE **\$288.75**

**Collaborative Planning, LLC**

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763-473-0569

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-038

**DATE** 03/10/2020

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**PROJECT**

Kottke Land Swap

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/10/2020	Emails re: land swap.	CMN	0:15 105.00	26.25
02/12/2020	Various emails.	CMN	0:15 105.00	26.25
02/18/2020	Email from Amy.	CMN	0:15 105.00	26.25
02/20/2020	Various emails.	CMN	0:15 105.00	26.25

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BALANCE DUE

**\$105.00**

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
 PO Box 278  
 Hanover, MN 55341

**INVOICE #** 2020-039**DATE** 03/10/2020**PROJECT**

River's Edge

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$206.00
	Other payments and credits after 02/02/2020 through 03/09/2020	-206.00
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	1,706.25
	Total Amount Due	\$1,706.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/04/2020	Phone conference with Nick. Emails with Brian.	CMN	0:15	105.00	26.25
02/05/2020	Various emails. Phone conference with Nick.	CMN	0:15	105.00	26.25
02/07/2020	Review plans, draft comment memo, attend meeting with developer re: concept plan. Email from Nick, review comments.	CMN	3:00	105.00	315.00
02/10/2020	Email to Brian.	CMN	0:15	105.00	26.25
02/17/2020	Various emails.	CMN	0:30	105.00	52.50
02/18/2020	Email to Brian/Amy. Phone conference with Brian. Email to applicant. Prepare project page, email to Amy. Reviewing concept plan. Prepare mailer. Review revised narrative.	CMN	1:45	105.00	183.75
02/19/2020	Review revised engineering memo.	CMN	0:15	105.00	26.25
02/20/2020	Review concept plan, draft comment memo, draft staff report, email to Amy. Email to developer.	CMN	2:30	105.00	262.50
02/21/2020	Preparing for PC meeting. Various emails.	CMN	2:00	105.00	210.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/24/2020	Phone conference with Nick. Prepare for and attend Planning Commission meeting.	CMN	2:45	105.00	288.75
02/25/2020	Phone conference with Brian. Phone conference with Brian and Duininck reps. Update website.	CMN	2:45	105.00	288.75
				TOTAL OF NEW CHARGES	1,706.25
				BALANCE DUE	<b>\$1,706.25</b>

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
 PO Box 278  
 Hanover, MN 55341

**INVOICE # 2020-040****DATE 03/10/2020****PROJECT**

Riverside Acres

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$1,614.75
	Other payments and credits after 02/02/2020 through 03/09/2020	-1,614.75
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	1,181.25
	Total Amount Due	\$1,181.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/02/2020	Email re: fire chief comments, reviewing items to be completed in file. Email to Paul/Kristal.	CMN	0:15	105.00	26.25
02/03/2020	Phone conference with Brian.	CMN	0:15	105.00	26.25
02/04/2020	Email from Mary, email to Justin/Brian.	CMN	0:15	105.00	26.25
02/06/2020	Various emails.	No Charge	0:15	0.00	0.00
02/10/2020	Email to Brian re: fire chief. Email from Brian.	CMN	0:15	105.00	26.25
02/11/2020	Phone conference with Nick, email to Nick.	CMN	0:30	105.00	52.50
02/12/2020	Email from Nick, review comment memo. Phone conference with Brian. Email to Wright County. Reviewing plans, draft comment letter. Marking up access easement. Phone conference with Nick. Phone conference with Brian. Drafting staff report.	CMN	3:45	105.00	393.75
02/13/2020	Phone conference with Nick. Emails with Wright County. Drafting staff report, drafting resolutions. Preparing item for Council packet. Phone conference	CMN	3:15	105.00	341.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
	with Brian. Phone conference with Paul, emails to Paul and Kristal. Update webpage.			
02/14/2020	Phone conference with Kristal.	CMN	1:15 105.00	131.25
02/17/2020	Emails with Paul.	CMN	0:15 105.00	26.25
02/18/2020	Various emails.	CMN	0:15 105.00	26.25
02/20/2020	Emails re: revised plans.	CMN	0:15 105.00	26.25
02/24/2020	Phone conference with Nick. Emails with Nick. Email to Brian.	CMN	0:30 105.00	52.50
02/26/2020	Email to Brian.	CMN	0:15 105.00	26.25
TOTAL OF NEW CHARGES				1,181.25
BALANCE DUE				<b>\$1,181.25</b>

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-041

**DATE** 03/10/2020

**PROJECT**

Rivertown Villas

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$77.25
	Other payments and credits after 02/02/2020 through 03/09/2020	-77.25
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	26.25
	<b>Total Amount Due</b>	<b>\$26.25</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/12/2020	Various emails.	<b>CMN</b>	0:15 105.00	26.25

TOTAL OF NEW CHARGES 26.25  
**BALANCE DUE \$26.25**

**Collaborative Planning, LLC**

PO Box 251  
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 763-473-0569

**INVOICE****BILL TO**

City of Hanover  
 PO Box 278  
 Hanover, MN 55341

**INVOICE # 2020-042****DATE 03/10/2020****PROJECT**

Mercantile Pass

DATE	ACCOUNT SUMMARY	AMOUNT
02/02/2020	Balance Forward	\$1,107.25
	Other payments and credits after 02/02/2020 through 03/09/2020	-1,107.25
03/10/2020	Other invoices from this date	0.00
	New charges (details below)	1,391.25
	Total Amount Due	\$1,391.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/02/2020	Email to Brian/Amy re: various on this project.	CMN	0:15	105.00	26.25
02/03/2020	Phone conference with Brian. Various emails.	CMN	0:30	105.00	52.50
02/05/2020	Various emails.	CMN	0:15	105.00	26.25
02/06/2020	Phone conference with Scott, phone conference with Brian.	CMN	1:15	105.00	131.25
02/10/2020	Review fire chief comments.	CMN	0:15	105.00	26.25
02/12/2020	Email to Scott. Phone conference with Brian. Email to Marc. Update project page. Emails with Scott.	CMN	1:00	105.00	105.00
02/13/2020	Email from Mark. Draft memo, prepare item for packet. Phone conference with Brian.	CMN	2:30	105.00	262.50
02/17/2020	Emails with Scott.	CMN	0:15	105.00	26.25
02/18/2020	Prepare for and attend joint meeting.	CMN	3:00	105.00	315.00
02/20/2020	Phone conference with Amy.	CMN	0:15	105.00	26.25
02/21/2020	Phone conference with Scott.	CMN	0:30	105.00	52.50
02/24/2020	Prepare for and attend Planning Commission meeting.	CMN	2:30	105.00	262.50
02/25/2020	Phone conference with Brian.	CMN	0:30	105.00	52.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
02/27/2020	Phone conference with Scott.	CMN	0:15	105.00	26.25
				TOTAL OF NEW CHARGES	1,391.25
				BALANCE DUE	<b>\$1,391.25</b>



# Rupp, Anderson, Squires & Waldspurgen, P.A.

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

Federal Tax ID 46-1641135

Statement as of: 1/31/2020  
Statement Date: 3/5/2020  
Statement No. 10648

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

4011(1)-0001: Miscellaneous	1,680.90
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0100: Employee Issue	111.00
4011(3)-0021: Mahler IUP Application	1,865.50
Total Fees and Expenses:	\$3,957.40
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$3,957.40</b>

MAR 09 2020



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

333 South Seventh Street, Suite 2800  
 Minneapolis, MN 55402  
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 www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 1/31/2020  
 Statement Date: 3/5/2020  
 Statement No. 10648

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
01/06/2020	JTS Telephone conference with Brian regarding employee issue.	0.20	185.00	37.00
01/07/2020	JTS Telephone conference with Brian regarding employment issue.	0.20	185.00	37.00
01/07/2020	JTS Telephone conference with Brian and Dave regarding employee issues.	0.60	185.00	111.00
01/08/2020	JTS Brian e-mail regarding agreement with employee; review same and comment.	0.10	185.00	18.50
01/23/2020	JTS Review and analyze draft agreement with St. Michael regarding road assessment.	0.90	185.00	166.50
01/27/2020	JTS Council.	5.80	185.00	1,073.00
01/28/2020	JTS Brian e-mail regarding possible conflict of interest issue.	0.10	185.00	18.50
01/30/2020	JTS Cindy Nash e-mail regarding Mahler CUP hearing date; reply.	0.10	185.00	18.50
01/30/2020	JTS Telephone conference with Brian regarding employee issue, bridge project, conflict of interest issue, rental of hall and contract with county; review pertinent statutes regarding need for law enforcement at rentals; e-mail to Brian.	0.70	185.00	129.50
			Sub-total Fees:	\$1,609.50

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

		Hours	Rate	Amount
01/07/2020	JTS Participate in council meeting, excepting IUP discussions related to Mahler IUP.	2.00	185.00	300.00
			Sub-total Fees:	\$300.00



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Federal Tax ID 46-1641135

4011(1)-0100: Employee Issue

		Hours	Rate	Amount
01/02/2020 JTS	Review harassment policy and prepare for call with Brian and Fire Chief regarding issue.	0.60	185.00	111.00
			Sub-total Fees:	\$111.00

4011(3)-0021: Mahler IUP Application

		Hours	Rate	Amount
01/07/2020 JTS	Review and analyze application submittals; review and analyze staff report; review and analyze EAW and SRF traffic study; prepare for council meeting.	4.90	205.00	1,004.50
01/07/2020 JTS	Attend council meeting regarding discussion of IUP request.	4.00	205.00	820.00
01/08/2020 JTS	E-mail Cindy regarding IUP conditions; review reply.	0.10	205.00	20.50
01/08/2020 JTS	Review Cindy e-mail and 60 day extension letter from applicant.	0.10	205.00	20.50
			Sub-total Fees:	\$1,865.50

**Rate Summary**

Jay T. Squires	9.10 hours at \$205.00/hr	1,865.50
Jay T. Squires	11.30 hours at \$185.00/hr	2,020.50
Total hours:	20.40	3,886.00

**Expenses**

	Units	Price	Amount
01/31/2020 Photocopies.	357.00	0.20	71.40
			Sub-total Expenses:
			\$71.40

Total Fees and Expenses:	\$3,957.40
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$3,957.40</b>

CITY OF HANOVER

Cash Balances

March 2020

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$838,648.16	\$0.00	\$68,784.19	\$769,863.97
107 FIRE DEPT DONATIONS FUND	\$26,087.47	\$0.00	\$0.00	\$26,087.47
201 EDA SPECIAL REVENUE FUND	\$139,602.99	\$0.00	\$148.67	\$139,454.32
205 EDA BUSINESS INCENTIVE FUND	\$73,737.18	\$0.00	\$0.00	\$73,737.18
311 2008A GO CIP REFUNDING BOND	\$47,732.67	\$0.00	\$0.00	\$47,732.67
312 2009A GO IMP REFUNDING BOND	\$15,414.65	\$0.00	\$0.00	\$15,414.65
314 2011A GO IMP CROSSOVER REF BD	\$471,841.28	\$0.00	\$0.00	\$471,841.28
315 2016A GO CIP BOND	\$17,390.08	\$0.00	\$0.00	\$17,390.08
401 GENERAL CAPITAL PROJECTS	\$724,776.50	\$0.00	\$0.00	\$724,776.50
402 PARKS CAPITAL PROJECTS	\$93,737.92	\$0.00	\$0.00	\$93,737.92
403 FIRE DEPT CAPITAL FUND	\$285,895.65	\$0.00	\$0.00	\$285,895.65
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$118,443.56	\$0.00	\$0.00	\$118,443.56
406 GAMBLING PROCEEDS	\$18,876.04	\$0.00	\$0.00	\$18,876.04
407 TIF REDEV DIST #1	\$8,751.97	\$0.00	\$0.00	\$8,751.97
409 MAHLER PIT - 15TH ST IMP FUND	\$106,303.80	\$0.00	\$0.00	\$106,303.80
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$41,976.21	\$0.00	\$29,548.15	\$12,428.06
418 STREET CAPITAL PROJ FUND	\$190,436.64	\$0.00	\$11,953.96	\$178,482.68
601 WATER ENTERPRISE FUND	\$990,760.77	\$0.00	\$7,498.00	\$983,262.77
602 SEWER ENTERPRISE FUND	\$413,196.89	\$0.00	\$10,524.00	\$402,672.89
603 STORM WATER ENTERPRISE FUND	\$170,903.68	\$0.00	\$911.00	\$169,992.68
611 WATER CAPITAL IMP FUND	\$218,565.29	\$0.00	\$0.00	\$218,565.29
612 SEWER CAPITAL IMP FUND	\$2,163,921.28	\$0.00	\$0.00	\$2,163,921.28
613 STORM WATER CAPITAL IMP FUND	\$688,876.82	\$0.00	\$0.00	\$688,876.82
701 RIVER ROAD CEMETERY	\$36,031.74	\$0.00	\$0.00	\$36,031.74
702 CSAH 19 CEMETERY	\$1,600.00	\$0.00	\$0.00	\$1,600.00
811 EROSION CONTROL ESCROW FUND	\$46,123.53	\$0.00	\$0.00	\$46,123.53
815 LANDSCAPE ESCROW FUND	\$46,000.00	\$0.00	\$0.00	\$46,000.00
817 INFRASTRUCTURE ESCROW FUND	\$30,000.00	\$0.00	\$0.00	\$30,000.00
818 MISC ESCROWS FUND	\$47,595.47	\$0.00	\$6,761.50	\$40,833.97
820 BRIDGES TOWNHOMES ESC FUND	\$3,764.63	\$0.00	\$0.00	\$3,764.63
823 CROW RVR HTS WEST 3RD / BACKES	\$19,287.35	\$0.00	\$1,333.50	\$17,953.85
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$0.00	\$0.00	\$0.00	\$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	\$61,113.39	\$0.00	\$2,367.50	\$58,745.89
900 INTEREST	\$24,305.06	\$0.00	\$0.00	\$24,305.06
	\$8,181,698.67	\$0.00	\$139,830.47	\$8,041,868.20

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$13,836.42	\$1,010,873.00	\$997,036.58	1.37%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$104,404.00	\$104,404.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,619.89	\$15,000.00	\$11,380.11	24.13%
Source Alt Code	TAXES	\$0.00	\$17,456.31	\$1,130,277.00	\$1,112,820.69	1.54%
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	\$650.00	\$11,000.00	\$10,350.00	5.91%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$175.00	\$600.00	\$425.00	29.17%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$900.00	\$3,000.00	\$2,100.00	30.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$610.00	\$0.00	-\$610.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$107,573.00	\$107,573.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,163.40	\$6,000.00	\$4,836.60	19.39%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code	SERVICE	\$0.00	\$3,498.40	\$130,723.00	\$127,224.60	2.68%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$1,811.80	\$100.00	-\$1,711.80	1811.80%
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	\$0.00	\$0.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$200.00	\$9,000.00	\$8,800.00	2.22%
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	\$2,011.80	\$9,500.00	\$7,488.20	21.18%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$6,870.00	\$6,870.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$175.00	\$1,000.00	\$825.00	17.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$20,813.14	\$100,000.00	\$79,186.86	20.81%
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	\$1,000.00	\$1,000.00	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	\$22,488.14	\$110,420.00	\$87,931.86	20.37%
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	\$124,773.00	\$124,773.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$1,000.00	\$1,000.00	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	\$170,612.00	\$170,612.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$193.29	\$3,000.00	\$2,806.71	6.44%
Source Alt Code	FINES	\$0.00	\$193.29	\$3,000.00	\$2,806.71	6.44%
Fund 100 GENERAL FUND		\$0.00	\$45,647.94	\$1,554,532.00	\$1,508,884.06	2.94%

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

Source Alt Code	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$0.00	\$45,647.94	\$1,554,532.00	\$1,508,884.06	2.94%

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

Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Meet	\$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	\$550.00	\$2,000.00	\$1,450.00	27.50%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,237.68	\$7,500.00	\$3,262.32	56.50%
COUNCIL	E 100-41110-331 Travel Expenses	\$135.52	\$135.52	\$2,000.00	\$1,864.48	6.78%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$45.00	\$296.71	\$20,000.00	\$19,703.29	1.48%
Dept 41110 Council		\$180.52	\$5,219.91	\$45,495.00	\$40,275.09	11.47%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Meet	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
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	\$200.00	\$200.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,700.00	\$5,700.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees Re	\$6,307.70	\$18,734.40	\$78,668.00	\$59,933.60	23.81%
CITYADM	E 100-41400-121 PERA	\$473.08	\$1,405.09	\$5,900.00	\$4,494.91	23.82%
CITYADM	E 100-41400-122 FICA	\$388.88	\$1,154.94	\$4,877.00	\$3,722.06	23.68%
CITYADM	E 100-41400-123 Medicare	\$90.94	\$270.10	\$1,141.00	\$870.90	23.67%
CITYADM	E 100-41400-134 Employer Paid Life	\$53.02	\$159.06	\$674.00	\$514.94	23.60%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$646.14	\$1,938.42	\$8,400.00	\$6,461.58	23.08%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$725.00	\$1,500.00	\$775.00	48.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$65.00	\$98.28	\$200.00	\$101.72	49.14%
Dept 41400 City Administrator		\$8,024.76	\$24,485.29	\$101,360.00	\$76,874.71	24.16%
Dept 41410 Elections						
ELECTION	E 100-41410-101 Full-Time Employees Re	\$528.50	\$1,113.00	\$13,500.00	\$12,387.00	8.24%
ELECTION	E 100-41410-122 FICA	\$32.77	\$69.00	\$837.00	\$768.00	8.24%
ELECTION	E 100-41410-123 Medicare	\$7.66	\$16.14	\$196.00	\$179.86	8.23%
ELECTION	E 100-41410-200 Office Supplies (GENER	\$332.30	\$391.52	\$5,000.00	\$4,608.48	7.83%
ELECTION	E 100-41410-310 Other Professional Servi	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,201.60	\$1,200.00	-\$1.60	100.13%
ELECTION	E 100-41410-437 Other Miscellaneous	\$330.85	\$330.85	\$0.00	-\$330.85	0.00%
Dept 41410 Elections		\$1,232.08	\$3,122.11	\$25,933.00	\$22,810.89	12.04%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees Re	\$3,971.72	\$11,557.85	\$49,926.00	\$38,368.15	23.15%
CLERICAL	E 100-41430-121 PERA	\$297.88	\$866.84	\$3,744.00	\$2,877.16	23.15%
CLERICAL	E 100-41430-122 FICA	\$244.06	\$710.02	\$3,095.00	\$2,384.98	22.94%
CLERICAL	E 100-41430-123 Medicare	\$57.08	\$166.06	\$724.00	\$557.94	22.94%
CLERICAL	E 100-41430-134 Employer Paid Life	\$37.02	\$111.06	\$456.00	\$344.94	24.36%
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	\$646.14	\$1,938.42	\$8,400.00	\$6,461.58	23.08%
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		\$5,253.90	\$15,372.75	\$66,945.00	\$51,572.25	22.96%
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 Servi	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$72.46	\$72.46	\$2,000.00	\$1,927.54	3.62%

**CITY OF HANOVER**  
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Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41435	Staff Expenses	\$72.46	\$222.46	\$2,800.00	\$2,577.54	7.95%
Dept 41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees Re	\$4,434.16	\$13,234.60	\$57,920.00	\$44,685.40	22.85%
ACCTING	E 100-41530-121 PERA	\$332.56	\$992.59	\$4,344.00	\$3,351.41	22.85%
ACCTING	E 100-41530-122 FICA	\$274.92	\$820.55	\$3,591.00	\$2,770.45	22.85%
ACCTING	E 100-41530-123 Medicare	\$64.30	\$191.91	\$840.00	\$648.09	22.85%
ACCTING	E 100-41530-134 Employer Paid Life	\$42.26	\$126.78	\$527.00	\$400.22	24.06%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$645.72	\$1,937.16	\$8,400.00	\$6,462.84	23.06%
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	\$50.00	\$250.00	\$200.00	20.00%
ACCTING	E 100-41530-310 Other Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530	Accounting	\$5,793.92	\$17,353.59	\$76,872.00	\$59,518.41	22.57%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Serv	\$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 Servi	\$0.00	\$165.85	\$23,000.00	\$22,834.15	0.72%
Dept 41550	Assessing	\$0.00	\$165.85	\$23,000.00	\$22,834.15	0.72%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$71.87	\$525.05	\$3,500.00	\$2,974.95	15.00%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$3.00	\$200.00	\$197.00	1.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$429.99	\$1,520.50	\$8,000.00	\$6,479.50	19.01%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$1,459.64	\$4,500.00	\$3,040.36	32.44%
PURCHASE	E 100-41570-322 Postage	\$0.00	-\$4.91	\$2,500.00	\$2,504.91	-0.20%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570	Purchasing	\$677.91	\$3,503.28	\$21,700.00	\$18,196.72	16.14%
Dept 41600	Computer					
COMPUTER	E 100-41600-310 Other Professional Servi	\$244.85	\$834.71	\$6,000.00	\$5,165.29	13.91%
Dept 41600	Computer	\$244.85	\$834.71	\$6,000.00	\$5,165.29	13.91%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$98.13	\$98.13	\$20,000.00	\$19,901.87	0.49%
Dept 41610	City Attorney	\$98.13	\$98.13	\$20,000.00	\$19,901.87	0.49%
Dept 41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Servi	\$0.00	\$1,339.00	\$20,000.00	\$18,661.00	6.70%
Dept 41910	Planning and Zoning	\$0.00	\$1,339.00	\$20,000.00	\$18,661.00	6.70%
Dept 41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$643.14	\$695.06	\$6,000.00	\$5,304.94	11.58%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$500.00	\$775.00	\$550.00	-\$225.00	140.91%
GOVTBLDG	E 100-41940-310 Other Professional Servi	\$84.24	\$503.04	\$7,500.00	\$6,996.96	6.71%
GOVTBLDG	E 100-41940-321 Telephone	\$549.06	\$1,044.07	\$6,400.00	\$5,355.93	16.31%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$168.00	\$400.00	\$232.00	42.00%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$729.42	\$729.42	\$9,000.00	\$8,270.58	8.10%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$617.08	\$5,000.00	\$4,382.92	12.34%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$273.51	\$827.77	\$3,000.00	\$2,172.23	27.59%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF HANOVER**  
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Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41940	General Govt Buildings/Plant	\$2,779.37	\$5,359.44	\$46,850.00	\$41,490.56	11.44%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$2,640.50	\$2,640.50	\$15,000.00	\$12,359.50	17.60%
Dept 41950	Engineer	\$2,640.50	\$2,640.50	\$15,000.00	\$12,359.50	17.60%
Dept 41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,087.36	\$13,000.00	\$7,912.64	39.13%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$10,000.88	\$25,000.00	\$14,999.12	40.00%
Dept 41960	Insurance	\$0.00	\$15,088.24	\$38,000.00	\$22,911.76	39.71%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$494.80	\$494.80	\$300.00	-\$194.80	164.93%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$42.50	\$200.00	\$157.50	21.25%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$30.88	\$2,000.00	\$1,969.12	1.54%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970	Legal Publications	\$494.80	\$568.18	\$2,750.00	\$2,181.82	20.66%
Dept 42000	Public Safety (GENERAL)					
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42000	Public Safety (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Servi	\$0.00	\$0.00	\$84,368.00	\$84,368.00	0.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$0.00	\$84,368.00	\$84,368.00	0.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Servi	\$9,546.50	\$19,093.00	\$114,558.00	\$95,465.00	16.67%
Dept 42102	Wright County Sheriff	\$9,546.50	\$19,093.00	\$114,558.00	\$95,465.00	16.67%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,717.50	\$70,600.00	\$46,882.50	33.59%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,470.46	\$4,377.00	\$2,906.54	33.60%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$343.92	\$1,024.00	\$680.08	33.59%
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	\$3,466.24	\$9,000.00	\$5,533.76	38.51%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$67.71	\$78.89	\$350.00	\$271.11	22.54%
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	\$1,115.00	\$1,215.00	\$1,000.00	-\$215.00	121.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,512.05	\$5,000.00	\$3,487.95	30.24%
Dept 42210	Fire Dept Administration	\$1,182.71	\$31,804.06	\$95,651.00	\$63,846.94	33.25%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$408.72	\$408.72	\$11,500.00	\$11,091.28	3.55%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$241.44	\$1,500.00	\$1,258.56	16.10%
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	\$73.97	\$73.97	\$28,500.00	\$28,426.03	0.26%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 42220	Fire Dept Equipment	\$482.69	\$724.13	\$47,500.00	\$46,775.87	1.52%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$588.06	\$588.06	\$7,500.00	\$6,911.94	7.84%
FIRETRNG	E 100-42240-310 Other Professional Servi	\$842.57	\$842.57	\$3,380.00	\$2,537.43	24.93%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240	Fire Dept Training	\$1,430.63	\$1,430.63	\$12,380.00	\$10,949.37	11.56%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$107.81	\$3,000.00	\$2,892.19	3.59%

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Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$333.03	\$9,000.00	\$8,666.97	3.70%
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	\$7,800.00	\$7,800.00	0.00%
Dept 42260 Fire Vehicles		\$0.00	\$440.84	\$20,800.00	\$20,359.16	2.12%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$419.97	\$628.42	\$7,500.00	\$6,871.58	8.38%
FIREBLDG	E 100-42280-321 Telephone	\$50.84	\$131.50	\$1,000.00	\$868.50	13.15%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$366.79	\$366.79	\$4,500.00	\$4,133.21	8.15%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$425.89	\$3,500.00	\$3,074.11	12.17%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$837.60	\$1,552.60	\$17,300.00	\$15,747.40	8.97%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributio	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contri	\$0.00	\$0.00	\$12,096.00	\$12,096.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Serv	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$0.00	\$57,346.00	\$57,346.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Servi	\$0.00	\$3,202.51	\$40,000.00	\$36,797.49	8.01%
Dept 42401 Building Inspection Admin		\$0.00	\$3,202.51	\$40,000.00	\$36,797.49	8.01%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Servi	\$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 Servi	\$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 Re	\$9,081.73	\$36,534.56	\$146,116.00	\$109,581.44	25.00%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$210.00	\$840.00	\$28,360.00	\$27,520.00	2.96%
PUBWRKS	E 100-43000-121 PERA	\$681.13	\$2,674.17	\$12,834.00	\$10,159.83	20.84%
PUBWRKS	E 100-43000-122 FICA	\$565.97	\$2,239.28	\$11,775.00	\$9,535.72	19.02%
PUBWRKS	E 100-43000-123 Medicare	\$132.37	\$523.72	\$2,892.00	\$2,368.28	18.11%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$83.20	\$338.64	\$1,548.00	\$1,209.36	21.88%
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	\$1,569.22	\$6,707.66	\$32,400.00	\$25,692.34	20.70%
PUBWRKS	E 100-43000-208 Training and Instructio	\$375.00	\$2,374.00	\$3,500.00	\$1,126.00	67.83%
PUBWRKS	E 100-43000-212 Motor Fuels	\$948.13	\$2,151.92	\$12,000.00	\$9,848.08	17.93%
PUBWRKS	E 100-43000-215 Shop Supplies	\$73.64	\$959.02	\$7,500.00	\$6,540.98	12.79%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$1,450.03	\$12,000.00	\$10,549.97	12.08%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$65.90	\$65.90	\$1,500.00	\$1,434.10	4.39%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$17.67	\$128.25	\$10,000.00	\$9,871.75	1.28%
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 Servi	\$1,296.90	\$3,724.30	\$7,500.00	\$3,775.70	49.66%
PUBWRKS	E 100-43000-321 Telephone	\$431.31	\$1,027.39	\$4,200.00	\$3,172.61	24.46%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$134.75	\$200.00	\$65.25	67.38%
PUBWRKS	E 100-43000-381 Electric Utilities	\$408.27	\$408.27	\$4,000.00	\$3,591.73	10.21%
PUBWRKS	E 100-43000-383 Gas Utilities	\$0.00	\$862.96	\$7,000.00	\$6,137.04	12.33%
PUBWRKS	E 100-43000-520 Buildings and Structure	\$555.14	\$555.14	\$0.00	-\$555.14	0.00%

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Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 43000	Public Works (GENERAL)	\$16,495.58	\$63,699.96	\$310,325.00	\$246,625.04	20.53%
Dept 43121	Paved Streets					
PAVSTRSTS	E 100-43121-224 Street Maint Materials	\$0.00	\$119.70	\$50,000.00	\$49,880.30	0.24%
Dept 43121	Paved Streets	\$0.00	\$119.70	\$50,000.00	\$49,880.30	0.24%
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					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$4,489.86	\$4,489.86	\$20,000.00	\$15,510.14	22.45%
Dept 43125	Ice & Snow Removal	\$4,489.86	\$4,489.86	\$20,000.00	\$15,510.14	22.45%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$114.71	\$2,208.93	\$25,000.00	\$22,791.07	8.84%
Dept 43160	Street Lighting	\$114.71	\$2,208.93	\$25,000.00	\$22,791.07	8.84%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,552.25	\$7,101.25	\$44,000.00	\$36,898.75	16.14%
Dept 43245	Recycling: Refuse	\$3,552.25	\$7,101.25	\$44,000.00	\$36,898.75	16.14%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$2,274.11	\$2,274.11	\$9,100.00	\$6,825.89	24.99%
Dept 45186	Senior Center	\$2,274.11	\$2,274.11	\$9,100.00	\$6,825.89	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$37.82	\$2,000.00	\$1,962.18	1.89%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$1,452.63	\$1,800.22	\$6,000.00	\$4,199.78	30.00%
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 Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$160.72	\$217.00	\$2,200.00	\$1,983.00	9.86%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45200	Parks (GENERAL)	\$1,613.35	\$2,055.04	\$26,200.00	\$24,144.96	7.84%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$1,155.41	\$4,655.41	\$11,600.00	\$6,944.59	40.13%
Dept 45500	Libraries (GENERAL)	\$1,155.41	\$4,655.41	\$11,600.00	\$6,944.59	40.13%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$600.00	\$1,200.00	\$9,000.00	\$7,800.00	13.33%
Dept 48205	Damage Deposit Refunds	\$600.00	\$1,200.00	\$9,000.00	\$7,800.00	13.33%
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 Servi	\$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	\$71,418.60	\$241,825.47	\$1,554,533.00	\$1,312,707.53	15.56%

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

Dept Abbrev	Account Descr	March 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$71,418.60	\$241,825.47	\$1,554,533.00	\$1,312,707.53	15.56%

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

**RESOLUTION NO 03-23-20-31**

**APPROVING YEAR-END TRANSFERS**

**WHEREAS**, staff has reviewed the anticipated 2019 final revenue and expenditures; and

**WHEREAS**, staff recommends transferring \$278,168 of excess general operating fund balance to capital funds to offset future capital expenses.

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

- \$73,811 from General Operating to Fire Department Capital
- \$204, 357 from General Operating to Street Capital

Adopted by the City Council this 23<sup>rd</sup> day of March, 2020.

APPROVED BY:

ATTEST:

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

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

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

**RESOLUTION NO 03-23-20-32**

**APPROVING THE HIRE OF MAINTENANCE WORKER**

**WHEREAS**, the Maintenance Worker position was advertised and interviews were conducted and staff recommends the hiring of Brock Desens as Maintenance Worker in a full-time employment capacity.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota hereby approves the hire of Brock Desens as Maintenance Worker.

**BE IT FURTHER RESOLVED** that the City Council hereby authorizes its City Administrator to extend an offer of employment with the following conditions:

- \$20.00 per hour plus benefits as defined in the City’s Personnel Policy
- This is a non-exempt (overtime eligible) position
- Upon completion of a 6 month probationary period (approximately October 2020) a review will be completed subject to the personnel policy
- In addition to the review outlined in the personnel policy, a minimum of a Class B CDL must be obtained in order to successfully complete the probationary period.
- Upon successful completion of the probationary period, employment shall be subject to the annual review process as defined in the City’s Personnel Policy

Adopted by the City Council this 23<sup>rd</sup> day of March, 2020.

APPROVED BY:

ATTEST:

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

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

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

**RESOLUTION NO 03-23-20-33**

**RESOLUTION ENACTED UNDER AUTHORITY OF  
MINNESOTA STATUTES §§ 12.29 AND 12.37 TO EXTEND  
THE PERIOD OF A MAYOR-DECLARED LOCAL EMERGENCY**

**WHEREAS**, Chris Kauffman, the Mayor of the City of Hanover has found that the following situation (the “Situation”) exists:

**Peace Time Emergency Due to COVID 19 Health Pandemic**

**WHEREAS**, the Governor has issued Executive Order 20-01 declaring a peace time emergency and coordinating Minnesota’s Strategy to Protect Minnesotans from COVID-19 (attached); and

**WHEREAS**, the Mayor has declared that the Situation is a local emergency; and

**WHEREAS**, the City Council of the City of Hanover agrees with the Mayor’s findings, and further finds that the Situation will last for more than three (3) days;

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

The City Council declares the Situation constitutes a local emergency continuing until federal or state action declaring an end to the state of emergency or subsequent determination of the Hanover City Council.

This declaration of a local emergency will invoke the city’s COVID-19 plan, as attached. The portions that are necessary for response to and recovery from the emergency are hereby activated. The City Administrator and other Emergency Officials, and their designees, are authorized to take other appropriate emergency actions directed or recommended by federal and state government or health organizations, or deemed necessary by City emergency management authorities, including those otherwise inconsistent with established laws, policies and procedures, as determined to protect the public health, safety and welfare.

Adopted by the City Council this 23<sup>rd</sup> day of March, 2020.

APPROVED BY:

ATTEST:

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

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

## Preface

Pandemics are remarkable events in that they affect all parts of the world, regardless of socio-economic status or standards of health care, hygiene, and sanitation. This pandemic will place extraordinary and sustained demands on local public health and medical care systems, as well as providers of essential services in communities.

The City of Hanover, in response to information from the World Health Organization, State of Minnesota, the City has developed the COVID19 Pandemic Supplement to the City of Hanover Emergency Operations Plan. Emergency preparation is a continuum and planning efforts will always be evolving. As new information arises and lessons are learned through tests/exercises, this annex will be updated as necessary.

The City will follow the recommendations from the Minnesota Department of Health on strategies to slow the spread of the COVID19 virus in Minnesota. Plan can be found at:

<https://www.health.state.mn.us/diseases/coronavirus/action.html>

The City will also follow guidance from the Wright and Hennepin County Public Health Departments and the Center for Disease Control. The City will work in cooperation with Wright and Hennepin County Public Health and Wright and Hennepin County Emergency Management to address issues within Wright and Hennepin Counties as they arise.

## City of Hanover's Primary Objectives

The City of Hanover Pandemic Supplement has five (5) primary objectives:

1. Maximize the protection of life and property in Hanover.
2. Ensure that the response effort be organized under the National Incident Management System (NIMS).
3. Delineate roles and responsibilities for other local governmental and non-governmental agencies participating in the response.
4. Assure that the City of Hanover Pandemic Influenza Supplement is coordinated and consistent with the Wright and Hennepin County Public Health Departments, MDH Pandemic Influenza Plan, and the plans of other local public health departments in the state.
5. Assure that the City of Hanover Pandemic Influenza Supplement is coordinated with the Wright and Hennepin County Public Health Departments and their pandemic influenza response activities identified in the Wright and Hennepin County Emergency Operations Plans.

## **BACKGROUND**

According to the Centers for Disease Control:

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with [MERS-CoV](#), [SARS-CoV](#), and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the [United States](#). Some international [destinations now have ongoing community spread](#) with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed. Learn what is known about the [spread of this newly emerged coronaviruses](#).

### **How COVID-19 Spreads**

#### Person-to-person spread

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

#### **Can someone spread the virus without being sick?**

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

#### How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

## [COVID-19 cases in the U.S.](#)

### **Severity**

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, [a reportexternal icon](#) out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe chronic medical conditions — like heart disease, lung disease and diabetes, for example — seem to be at [higher risk of developing serious COVID-19 illness](#).

Learn more about the [symptoms associated with COVID-19](#).

### **COVID-19 Now a Pandemic**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries. On March 11, the COVID-19 outbreak was [characterized as a pandemic by the WHOexternal icon](#).

This is the first pandemic known to be caused by the emergence of a new coronavirus. In the past century, there have been four pandemics caused by the emergence of novel influenza viruses. As a result, most research and guidance around pandemics is specific to influenza, but the same premises can be applied to the current COVID-19 pandemic. Pandemics of respiratory disease follow a certain progression outlined in a [“Pandemic Intervals Framework.”](#) Pandemics begin with an investigation phase, followed by recognition, initiation, and acceleration phases. The peak of illnesses occurs at the end of the acceleration phase, which is followed by a deceleration phase, during which there is a decrease in illnesses. Different countries can be in

### **SCOPE**

The Wright and Hennepin County Public Health Departments (WHCPHDS) are the lead public health agencies for emergency response in Wright and Hennepin Counties. The mission of the Wright and Hennepin County Public Health Departments is to promote and protect the health of residents through education, prevention services, regulation and advocacy. The department fosters a partnership with many organizations and community groups to address and resolve health issues and concerns.

The MDH is the lead public health agency in the state and is responsible for protecting, maintaining, and improving the health of all Minnesotans. There is a strong state-local partnership, where the MDH provides leadership to local public health departments and private healthcare entities.

### **AUTHORITY**

Chapter 12 of Minnesota Statutes grants the Governor and Homeland Security Emergency Management (HSEM) overall responsibility of preparing for and responding to emergencies and disasters. Chapter 12 directs the Governor and HSEM to develop and maintain a comprehensive state emergency operations plan, known as the Minnesota Emergency Operations Plan (MEOP).

Furthermore, Minnesota Statutes, including Minnesota Chapter 12 (Minnesota Emergency Management Act), Minnesota Chapter 144 (General Duties of the Commissioner of Health), and Minnesota Chapter 145A (Powers and Duties of a Community Health Boards), outline the authorities of local public health departments and grant the Commissioner of Health broad authority to protect, maintain, and improve the health of the public.

### **CONCEPT OF OPERATIONS**

The City of Hanover COVID19 Pandemic Annex is a supplement of the City of Hanover Emergency Operations Plan.

This plan will establish the organizational framework for the activation and management of City of Hanover operations that may be implemented in response to COVID19 and directives issued by the State of Minnesota and the Centers for Disease Control.

### **PLANNING ASSUMPTIONS**

For planning purposes, the worst-case scenario for a pandemic is projected. The response to the pandemic will be adjusted if the situation does not fully warrant worst-case scenario projections.

The following assumptions are made:

#### **A. General Preparedness**

The City of Hanover will use the National Incident Management System (NIMS) as a basis for supporting, responding to, and managing plan response activities.

1. Events may:
  - a. Occur at any time.
  - b. Require significant communications and information sharing across jurisdictions and between the public and private sectors.
  - c. Involve multiple geographic areas.
  - d. Impact critical infrastructures.
  - e. Overwhelm the capabilities of local governments.
  - f. Require short-notice asset coordination and response timelines.
  - g. Require prolonged, sustained incident management operations and support activities.
2. The City has planned and prepared for emergencies locally and is prepared to take proactive steps to address this pandemic and the continuity of operations for City services.

### **Pandemic Specific Preparedness**

The World Health Organization and Center for Disease Control has identified COVID19 as a pandemic. Basic assumptions about this pandemic are:

1. Has the potential to impact everyone involved, including responders.
2. Emergency response systems will not be able to assist all individuals during this pandemic event.
3. Preparedness is essential for a successful response.
4. Assistance from outside organizations will be limited if the outbreak is nationwide.
5. A percentage of the workforce will be too sick to come to work at some point during the pandemic. Rates of absenteeism will likely occur during the weeks before and after a pandemic when employees may stay home to care for ill family members or out of fear of infection at work.
6. Critical functions have been identified and staff will need to be cross-trained to maintain critical functions.
7. The City will follow the medical guidelines for isolation and quarantine of individuals.
8. Hospitals and clinics may be overwhelmed by the number of individuals requiring care and may require first responders to change their current protocol for bringing in patients.
9. Families will need to assume responsibility for the care of family members (with mild to moderate pandemic influenza) in their homes due to a limited availability of hospital beds. This will impact the available workforce.
10. Closing schools and child care centers in the area may have a significant impact on the availability of the workforce. As of March 16, 2020, the Governor has provided directives to school districts on managing education for K-12. The State of Minnesota is encouraging day care providers to remain open as long as children are healthy.
11. Alternatives methods may be needed for people to continue to work and learn, such as doing this at home.
12. The City encourages sick employees to stay home.
13. All businesses in Hanover has the responsibility to evaluate and implement procedures (such as shifts, spacing, personal protective equipment (PPE)) to protect employees from increased exposure risk.

### **Plan Components**

Critical services that must continue are:

1. Protection of life and property (emergency response)
2. Continuation of water distribution and sewage treatment without disruption
3. Plowing of city streets for first responders
4. City Council meetings (Minn. Stat. § 13D.021 permit these meetings to happen via telephone or other electronic means if it is “not practical or prudent because of a health pandemic” to meet in person)
5. Elections unless suspended by the State of Minnesota
6. Staffing of an EOC to ensure ability to respond to incidents

Important Services to continue are:

1. Preparation, mailing and collection of utility bills (this includes remote meter reading)
2. Building Inspection Services
3. Issuing Building Permits
4. Payroll and Accounts Payable
5. Administration of Cemetery Burials

All other functions are non-essential and will only be delivered if staffing levels permit it.

**Employee Illness:** If an employee is ill or has been exposed to the COVID19 virus they must stay home. If an employee has been in contact with someone who is suspected of having the virus, they should report this information to their supervisor and stay home until the pandemic virus has been ruled out for the original contact person or them.

The current recommendation for self-isolation is currently 14 days. If an employee has no vacation, comp time, floating holiday, or sick leave balance, they will be able to run a deficient sick leave balance until the pandemic has been declared over or a healthcare professional has cleared them to return to work. The City's personnel policy on donation of sick leave will be temporarily opened up to cover COVID19 absences. (See Personnel Policy Section 400.14).

Employees deemed to be essential or critical can work from home depending upon technology availability and a safe, secure connection to the City's server as determined by GuidancePoint Technologies. The City is working with GuidancePoint Technologies on loading computers with the remote VPN needed to work from home with a secure connection. When working at home, the City computer usage policies will still apply during the employee's work at home hours. Employees shall email begin and end times to their supervisor for inclusion on their electronic timecard.

If an employee is out of leave time, the City will continue to pay the City's share of the health insurance premium and the employee will be responsible for their share of the premium. During this time, the City will provide full benefits as if the employee is working the prescribed hours or accounting for hours worked with applicable sick, vacation or compensatory time.

As always, a supervisor has the authority to require an ill employee to leave the workplace as a safety consideration for the health of other employees. With respect to COVID19, symptoms are respiratory in nature and may include fever, cough, and shortness of breath. The City will work with all essential employees on how leave is paid for.

### **Change in Operations**

Employees are expected to follow the basic guidelines issued by the Minnesota Department of Health:

- Use social distancing (maintain a distance from those who are ill)
- Wash your hands for 20 seconds after using the restroom, before punching in and punching out, before eating and after blowing your nose

- Use disinfectants to wipe down common area work surfaces daily.
- Fire will increase the use of PPE (gloves, mask, face shield) when needed (e.g. extrication, arrests or other close contact)
- City Hall offices will be closed to the public until further notice.
- Public Works offices will be closed to the public until further notice.
- Available PPE will be made available to staff at each building location.
- Residents, contractors, etc. are encouraged to use the dedicated drop box outside of City Hall for exchanging materials with staff. Any payments to the City are encouraged to be completed via the USPS mail system or other delivery or via the drop box when staff are present for an immediate exchange.
- The City Administrator or designated staff will provide updates to the City Council as operations of the City change.

### **Potential Change in Operations**

- Fire Department will enact a temporary SOG specific to emergency operations to ensure public safety
- City staff will only mail permits instead of having contractors come to City Hall to pick them up.
- Park Board and EDA meetings will be cancelled.
- Planning Commission meetings will be handled via telephone, Facebook Live, or another meeting room application if an application needs a public hearing and action within the 60-day timeline.
- The Council will need to address City hosted functions. I.e. Park Board and EDA events.
- Other actions deemed necessary by the City Administrator.

### Authentication

March XX, 2020  
Date

Brian Hagen, City Administrator

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

**RESOLUTION NO 03-23-20-34**

**ACCEPTING DONATION FOR PARK BOARD EASTER EGG HUNT**

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby accepts the following donations for the Park Board Easter Egg Hunt:

- Hanover Historical Society - \$100
- River Inn - \$100
- Maverick Construction - \$100

**BE IT FURTHER RESOVLED**, that the City of Hanover expresses its appreciation for the continued support and donations.

Adopted by the City Council this 23<sup>rd</sup> day of March, 2020.

APPROVED BY:

ATTEST:

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

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