

**AGENDA
HANOVER CITY COUNCIL
APRIL 4, 2017**

MAYOR
CHRIS KAUFFMAN

COUNCIL
DOUG HAMMERSENG
KEN WARPULA
JIM ZAJICEK
MARYANN HALLSTEIN

- 1. Call to Order/Pledge of Allegiance Local Board of Appeal and Equalization: 7:00 p.m. (3)**
- 2. Adjournment**
- 3. Call to Order Regular City Council Meeting: Immediately Following**
- 4. Approval of Agenda**
- 5. Consent Agenda Items:**
 - a. Approve Minutes of March 21, 2017 City Council Work Session Meeting (30)**
 - b. Approve Claims as Presented: (33)**

➤ Claims	\$ 37,369.03
➤ Payroll	\$ 7,662.74
➤ P/R taxes & Exp	\$ 3,066.48
➤ Other Claims	<u>\$ 1,985.18</u>
➤ Total Claims	<u>\$ 50,083.43</u>
 - c. Res No 04-04-17-31 – Approving Snow Plow Driver Bonus Pay (52)**
 - d. Res No 04-04-17-32 – Accepting Donation from Hanover Athletic Association (53)**
 - e. Res No 04-04-17-33 – Accepting Donation from Hanover Youth Ball Club (54)**
 - f. Res No 04-04-17-34 – Approving Contract for Concert in the Park (55)**
- 6. Citizen’s Forum:**
- 7. Public Hearings**
- 8. Unfinished Business**
Res No 03-21-17-28 – Approving Accounting Services Proposal (56)
- 9. New Business**
- 10. Reports**
- 11. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: March 30, 2017
Re: Review of April 4, 2017 City Council Agenda

1. **Call to Order/Pledge of Allegiance: Local Board of Appeal and Equalization: 7:00 p.m.**
2. **Adjournment**
3. **Call to Order Regular City Council Meeting: Immediately Following**
4. **Approval of Agenda**
5. **Consent Agenda Items: *See enclosed consent packet.***
 - a. **Approve Minutes of March 21, 2017 City Council Work Session Meeting (30)**
 - b. **Approve Claims as Presented: (33)**

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➤ Payroll	\$ 7,662.74
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 - e. **Res No 04-04-17-33 – Accepting Donation from Hanover Youth Ball Club (54)**
 - f. **Res No 04-04-17-34 – Approving Contract for Concert in the Park (55)**
6. **Citizen’s Forum:**

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
7. **Public Hearings**
8. **Unfinished Business**
 - a. **Res No 03-07-17-28 – Approving Accounting Services Proposal (56)**

Enclosed is a resolution approving an accounting services proposal to assist during the transition period of hiring a new accountant/deputy clerk. Two proposals are provided for consideration.
9. **New Business**
10. **Reports**
11. **Adjournment**



Hennepin County Assessor Department

Assessor Department
A-2103 Government Center
Minneapolis, Minnesota 55487-0231

612 348-3046, Phone
612 348-8751, Fax

To: City of Hanover, Mayor and Council
From: Jason Vaith, Appraiser
Date: February 8, 2017
Re: 2017 Assessment and Board of Appeal Meeting

The 2017 Hanover Local Board of Appeal Meeting has been scheduled for Tuesday, April 4, 2017 at 7:00. In preparation for the upcoming Local Board of Appeal and Equalization Meeting, please find the enclosed data to help you understand the 2017 assessment. We have included a sample of sales throughout the city, with photos and respective characteristics.

Annual Revaluation

Each year, one fifth of the properties in the city are reviewed and the records are updated.

Summary of the 2017 Assessment

Each year the estimated market values are analyzed along with sales data from the market. Adjustments, as appropriate for each property, are made. The results of those adjustments for the 2017 assessment areas are as follows:

Residential Off-River	9.2%
Residential On-River	8.9%
Townhouses	8.2%
Agricultural	2.1%
Commercial	3.8%
Industrial	2.6%

The total market value for the City of Hanover is approximately \$80,995,200. This value includes \$2,664,000 in new construction improvements. The overall value increased 8.7% for all property types in the City of Hanover.

The Local Board of Appeal and Equalization Process

Valuation Notices were mailed out in the beginning of March. Taxpayers with value or classification concerns should call the assessor's office. During the initial conversation the property owner may discuss their concerns and review sales information with an appraiser. The majority of callers are satisfied after having a conversation with an appraiser. If additional attention is necessary, the appraiser will review the property.

The board has the authority to increase, decrease, or take no action on individual valuations. The total reduction must not reduce the cities aggregate assessment by more than one percent or none of the adjustments will be allowed. The board cannot increase or decrease by a percentage to all of the assessments in the district by class. If the board chooses to reconvene, it must do so within 20 days (from the meeting call to order).

In order for the taxpayer to appeal to the County Board they must first appeal to the Local Board either in person or in writing. The County Board of Appeal and Equalization will begin meeting on June 12, 2017. All requests for appointments at the County Board must be received before May 17, 2017. To make an appointment, taxpayers should call 612-348-7050.

If you have any questions or concerns, please contact us at 612-348-3046.



ADDRESS: 10525 108TH AVE N		PID# (67) 02-119-24-12-0035		
<u>Sale Date:</u> 10/2015	<u>Direct Sale Price:</u> \$390,000	<u>MCAP(annual):</u> 6.13%	<u>MCAP Sale Price:</u> \$420,976	<u>2017 EMV:</u> \$422,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 2 Story		Age: 2004		
Ground Floor Area: 1346 Sq.Ft.		Above Grade Area 2662 Sq.Ft.		
Basement Area: 150%		Finished Bsmt Area: 40%		
Fireplaces: 2	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 1	1/2: 1	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 234.00	Deck: 238.00		
	Garage #1: 776	Type: Attached		
	Garage #2 776	Type: Tuck Under		
Lot Size: 21,121 Sq.Ft		0.48 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 11856 WHITETAIL DR N		PID# (67) 31-120-23-42-0024		
<u>Sale Date:</u> 8/2016	<u>Direct Sale Price:</u> \$370,000	<u>MCAP(annual):</u> 6.13%	<u>MCAP Sale Price:</u> \$379,547	<u>2017 EMV:</u> \$377,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 2 Story		Age: 1991		
Ground Floor Area: 1250 Sq.Ft.		Above Grade Area 2324 Sq.Ft.		
Basement Area: 90%		Finished Bsmt Area: 80%		
Fireplaces: 2	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 1	1/2: 1	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 69.00	Deck: 384.00		
	Garage #1: 484	Type: Attached		
	Garage #2: 780	Type: Detached		
Lot Size: 105,286 Sq.Ft		2.42 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 10617 106TH AVE N		PID# (67) 02-119-24-12-0047		
<u>Sale Date:</u> 12/2015	<u>Direct Sale Price:</u> \$359,900	<u>MCAP(annual):</u> 6.13%	<u>MCAP Sale Price:</u> \$384,547	<u>2017 EMV:</u> \$353,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 1 Story		Age: 2004		
Ground Floor Area: 1628 Sq.Ft.		Above Grade Area 1628 Sq.Ft.		
Basement Area: 90%		Finished Bsmt Area: 70%		
Fireplaces: 2	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 0	3/4: 1	1/2: 1	
Porches -	Glazed: 0.00	Screened: 176.00		
	Open: 80.00	Deck: 224.00		
	Garage #1: 454	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 14,626 Sq.Ft		0.34 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



ADDRESS: 11831 WHITETAIL DR N		PID# (67) 31-120-23-42-0020		
<u>Sale Date:</u> 5/2016	<u>Direct Sale Price:</u> \$325,000	<u>MCAP(annual):</u> 6.13%	<u>MCAP Sale Price:</u> \$338,522	<u>2017 EMV:</u> \$322,000
Previous Sale:	Sale Date:	Sale Price:		
Style and Story Height: 2 Story		Age: 1990		
Ground Floor Area: 1424 Sq.Ft.		Above Grade Area 2178 Sq.Ft.		
Basement Area: 100%		Finished Bsmt Area: 30%		
Fireplaces: 1	Central Air Conditioning: Yes			
Baths - Deluxe: 1	Full: 1	3/4: 0	1/2: 1	
Porches -	Glazed: 0.00	Screened: 0.00		
	Open: 220.00	Deck: 394.00		
	Garage #1: 704	Type: Attached		
	Garage #2 0	Type:		
Lot Size: 110,713 Sq.Ft		2.54 Acres		
Lake/Bay/Rating: 00-00-00		Effective Frontage: 0		
Comments:				



City of Hanover

Local Board of Appeal & Equalization

Tuesday, April 4th, 2017

7:00PM



Wright County
ASSESSORS OFFICE

MEMO

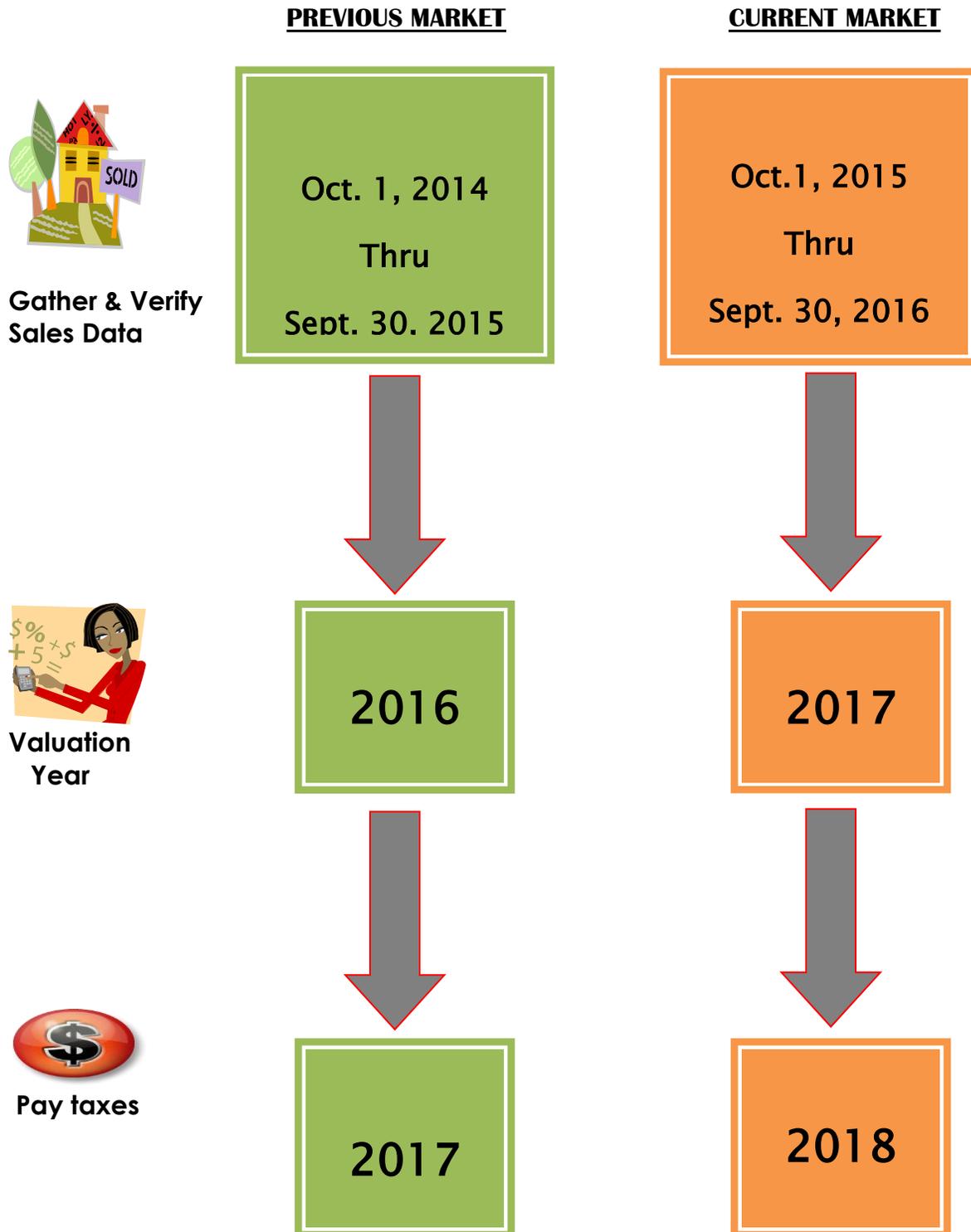
TO: County Commissioners
FROM: Tony Rasmuson, County Assessor
DATE: 3/20/2017
RE: 2017 Assessment

The Assessor's office has completed the 2017 assessment. The results of the assessment are summarized below (average value increases/decreases are not inclusive of new construction):

- The number of qualified residential sales in our study period increased from 1,747 in 2015 to 1,973 in 2016. This represents a 12.94% increase in the number of qualified sales and is indicating that market conditions are showing continuing improvement.
- The average residential market value in Wright County increased by 6.02% countywide.
- The average agricultural (2a) market value increased by 0.87% countywide. Taxable 2a (tillable) land values (Green Acres), which are determined by the Minnesota Department of Revenue, stayed essentially the same. Non tillable (2b) values were decreased 17.5% from the previous year countywide.
- The average commercial/industrial value increased by 1.42% countywide.
- There was a total of \$223,388,400 of taxable new construction completed countywide for the 2017 assessment (of which \$ 168,286,300 was residential, \$36,759,500 was commercial, \$7,796,400 was agricultural and \$10,546,200 was apartment); this was an increase from \$185,740,800 last year or a little over 20.27%.
- The total countywide estimated market values have increased from \$12,975,449,000 to \$13,809,533,600 – an increase of 6.43% (comparing last year spring mini to this year).

Minnesota State Law requires assessors to value property based on historical data. Taxes payable are always based on the prior year's value, which was determined using sales data from a previous time period (see chart below).

Therefore, in an escalating market, assessed values are typically lower than the current market. Likewise, if values are declining it's possible that assessed values will be higher than the current market. This is due to the time frame we are required to work with and the effects of a rapidly changing market.





Tony Rasmuson
Wright County Assessor

*Wright County Government Center
 10 2nd Street NW, Room 100
 Buffalo, MN 55313-1183*

*Phone: (763) 682-7367
 FAX: (763) 684-4553
 www.co.wright.mn.us*

SUMMARY OF THE CITY OF HANOVER 2017 ASSESSMENT

The 2017 assessment is based on qualified market sales that took place from **October 1st, 2015, through September 30th, 2016**. It is these sales that determine the assessed market values as of January 2nd, 2017. **Sales that take place after September 30th, 2016, will be included in next year’s sale study. This will represent the current market conditions, and will be used for the 2018 assessment.** Each year estimated market values are analyzed, along with sales data for the City of Hanover. Appropriate adjustments for each property and each class of property are made based on the results of the sales study.

Residential / Seasonal Recreational

Residential and Seasonal Recreational property valuations, whether up, down, or remaining the same, are the result of market analysis of area real estate transactions. **During this years’ study, we had 38 qualified sales used in the sales ratio study with a sales ratio of 91.37%.** The State of Minnesota requires assessors to value property at 100 percent of market value with an allowable range of 90 to 105 percent. **Our state time adjusted median sales ratio following all changes for market condition and equalization for the 2017 assessment is now 95.00%.** This was a result of a **7.44% increase of total city residential value.** Below you will see how City of Hanover’s residential values changed for the 2017 assessment in comparison to surrounding districts within Wright County.

<u>District</u>	<u>% Change</u>
Otsego	6.83
Albertville	9.56
St. Michael	5.09
Hanover	7.44
Rockford	6.74
Delano	4.81
Rockford Township	4.91
Franklin Township	4.64
Buffalo	7.68

Review Area

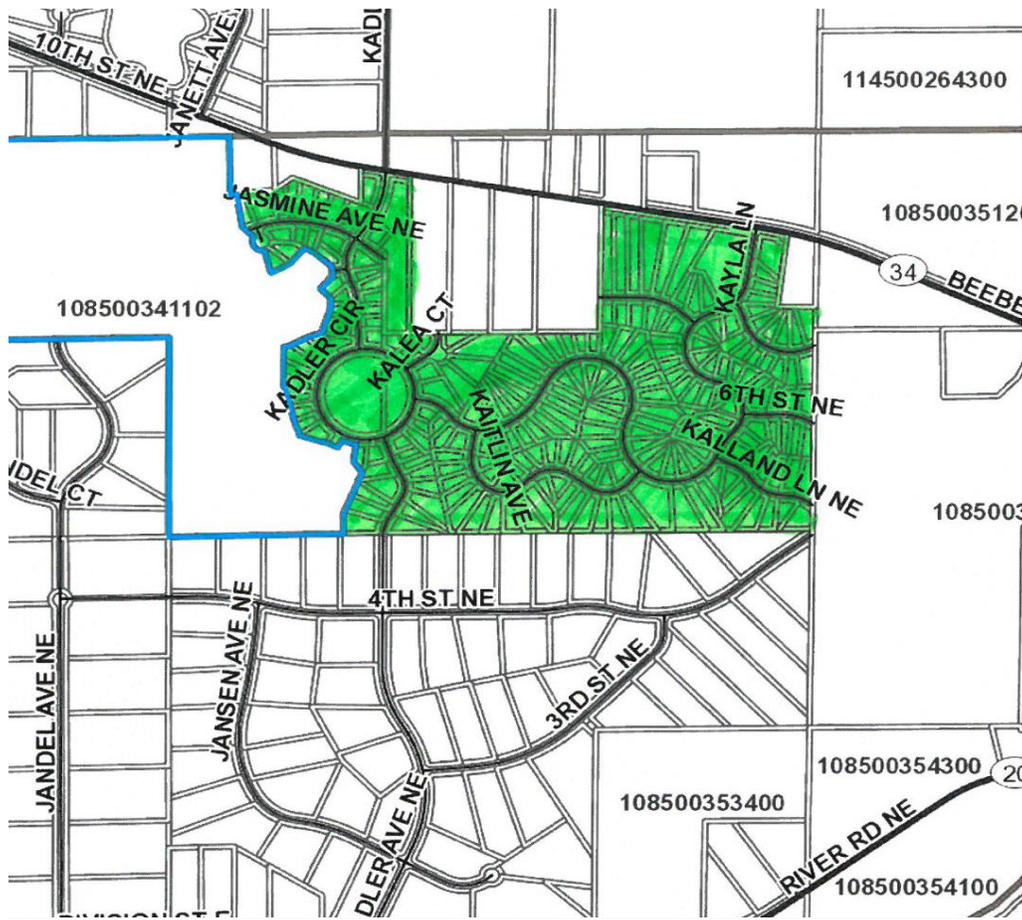
Properties that were physically reviewed during the 2016 quintile may have experienced mixed valuations (up, down or remained the same). The changes are the result of reviewing properties and equalization that normally takes place during the review process.

2016 Summer Review Area:

- Spruce Tree Terrace*
- Esterly Oaks*
 - *1st & 2nd Additions*
- Rolling Oaks*

2017 Expected Summer Review Area:

- Crow River Heights*
 - *East*
 - *1st, 2nd, & 3rd Additions*
 - *West*
 - *1st & 2nd Additions*



Current Sales and the Market

The sales that have taken place since the end of the sales study are painting a picture for us as we look forward to the 2018 assessment. From October 1st, 2016 through today, the market in the City of Hanover and surrounding area has been typical in the amount of arm's length market sales transactions. The lender mediated sales now represent a much smaller segment of the overall real estate market than in the past years. State statute and the Minnesota Department of Revenue determine what can be included as a qualified market sale for our sale studies.

Since the beginning of the new sales study on 10/1/16, there have been 22 qualified sales and 9 pending sales. The qualified sales will be used for the 2018 assessment, and our current sales ratio would be approximately 94.95%.

As of March 22, 2017, there are currently 11 improved properties for sale in City of Hanover. The median ratio if all sold at list price would be 81.21%. On average, homes stay on the market for 90 Days.

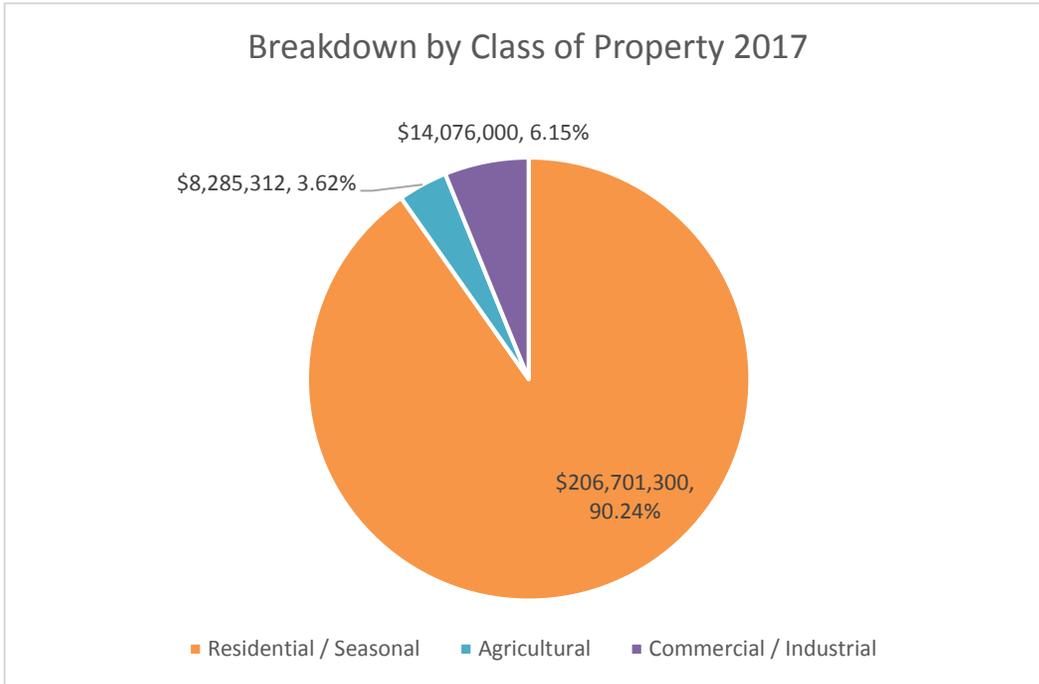
New Construction

<u>10/1/2015 – 9/30/2016</u>	<u># of Permits</u>
Dwellings (New Construction)	31
Total Building Permits (includes NC)	92

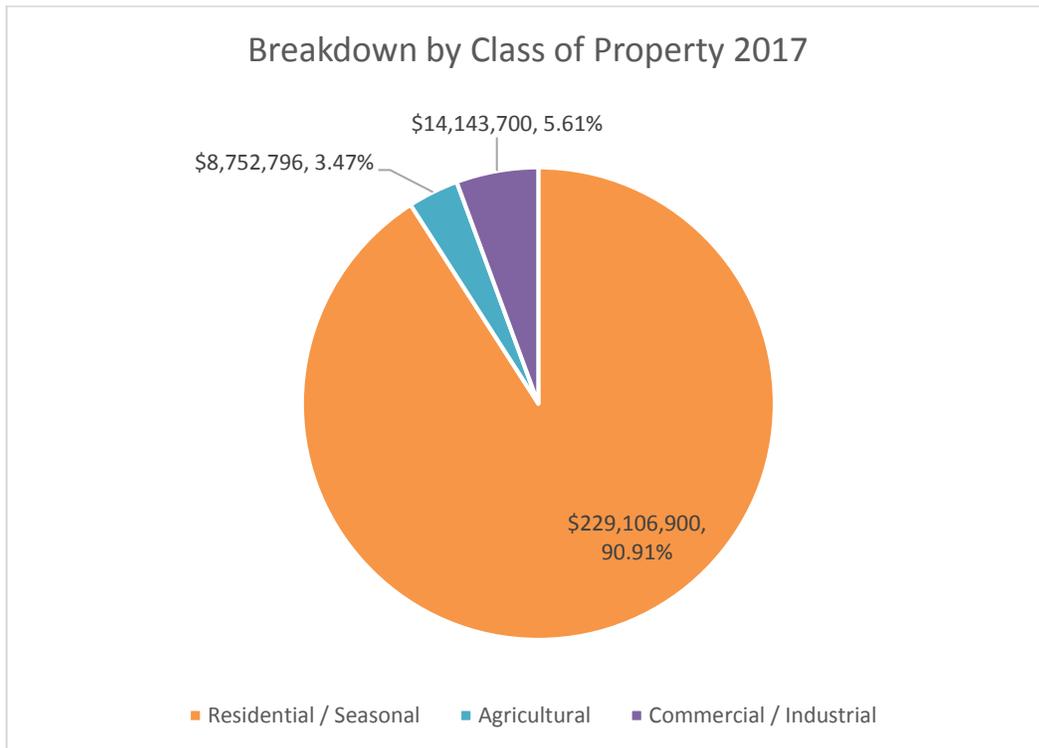
Total Value of New Construction

Total dollar value of new construction in 2016 (Residential)	\$ 7,032,100
Total dollar value of new construction in 2016 (Apartments)	\$ 0
Total dollar value of new construction in 2016 (Commercial)	\$ 0
Total dollar value of new construction in 2016 (Agriculture)	\$ 0
Total 2016:	\$7,032,100
Total 2015:	\$4,601,600
Total 2014:	\$7,138,500

Value by Class of Property – 2016 Assessment



Value by Class of Property – 2017 Assessment



Estimated Market Value of City of Hanover 2014-2017 Assessment

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	\$203,178,404	\$216,936,478	\$229,062,612	\$252,003,396
% Change	NA	6.77%	5.59%	10.02%

(Total City EMV of all taxable parcels after new construction, review and market analysis)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	\$212,717,700	\$222,988,600	\$239,319,900	\$262,296,700
% Change	NA	4.83%	7.32%	9.6%

(Total City EMV of all parcels, including tax exempt)

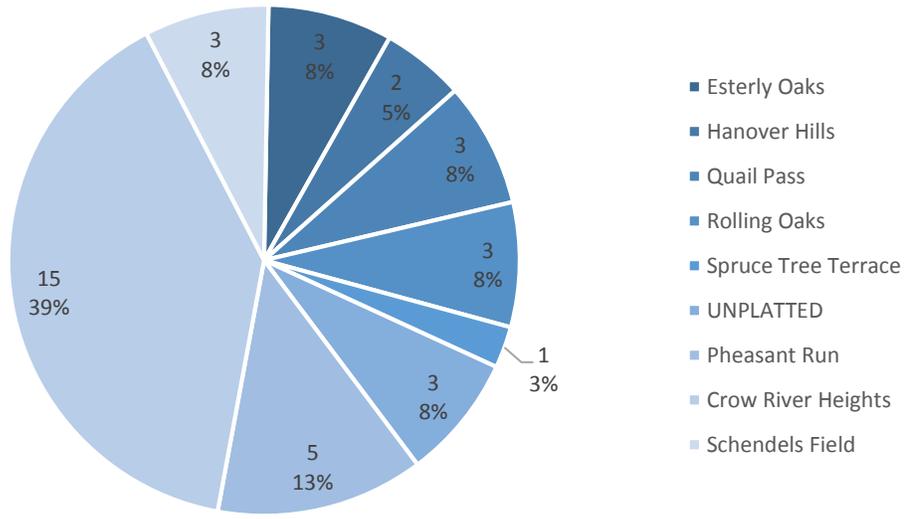
Should you have any questions prior to the County Board of Appeal and Equalization meeting, please contact us.

Sincerely,

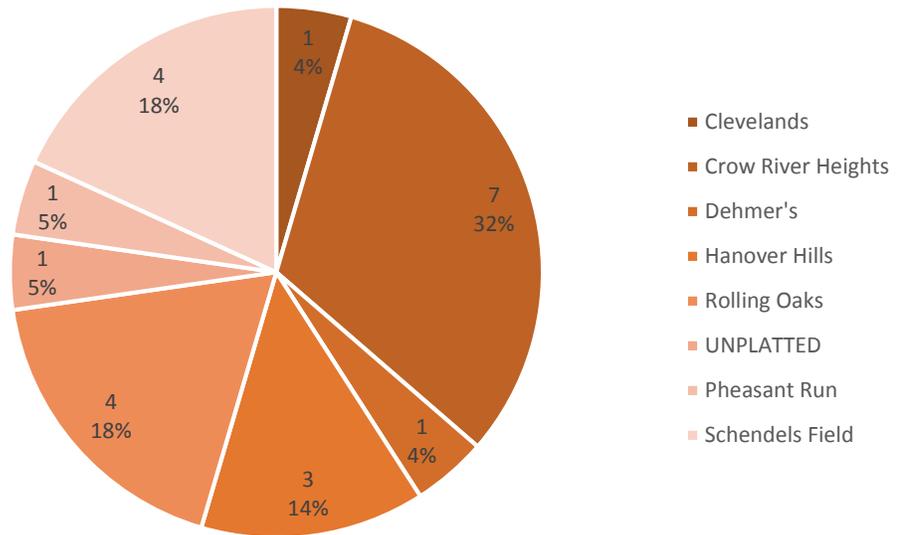


Mitch A. Douglas
 Property Appraiser
 (763) 682-7369

Amount of 2016 Sales Per Neighborhood (38 Sales)



Amount of Current Sales Per Neighborhood (22 Sales)



** Number above percentage represents # of homes sold in neighborhood.

** Percentage represents those sales as a whole.

Median Sale Price 2016: **\$279,900**

2015: **\$252,000**

2014: **\$232,500**

Qualified Sales
Pheasant Run



PID: 108-018-001180
11739 Riverview Rd. NE
1/8/2016 **\$247,000**



PID: 108-022-003010
735 Meander Rd.
8/15/2016 **\$214,295**



PID: 108-022-001030
762 Meander Rd.
4/29/2016 **\$155,200**



PID: 108-025-001030
772 Meadowlark Ln.
11/25/2015 **\$192,060**



PID: 108-022-002030
769 Meander Rd.
11/13/2015 **\$190,000**

Qualified Sales
Hanover Hills



PID: 108-030-002040
214 Jansen Ave. NE
6/30/2016 **\$315,375**



PID: 108-030-005030
10109 3rd St. NE
9/27/2016 **\$530,175**

Qualified Sales
Esterly Oaks



PID: 108-034-001060
1395 Irvine Dr.
9/26/2016 **\$229,900**



PID: 108-034-001110
1311 Irvine Dr.
8/11/2016 **\$250,000**



PID: 108-034-001150
1280 Irvine Dr.
6/3/2016 **\$340,445**

Qualified Sales
Quail Pass



PID: 108-035-001050
11635 Lynwood Ave. NE
5/13/2016 **\$254,625**



PID: 108-035-005140
11683 10th St. NE
4/21/2016 **\$222,000**



PID: 108-043-001060
11606 8th St. NE
5/26/2016 **\$278,203--New Construction**

Crow River Heights



PID: 108-036-001040
863 Kayla Ln. NE
10/23/2015 **\$234,900**



PID: 108-036-004090
846 Kayla Ln. NE
10/23/2015 **\$264,000**



PID: 108-036-002010
10481 Kalen Dr. NE
8/26/2016 **\$289,900**



PID: 108-039-002010
10483 6th St. NE
5/27/2016 **\$260,300**



PID: 108-036-002040
10449 Kalen Dr. NE
7/29/2016 **\$276,317**



PID: 108-039-002040
10445 6th St. NE
4/27/2016 **\$314,587**

Crow River Heights



PID: 108-039-003070
10411 Kalland Ln. NE
5/12/2016 **\$290,453--New Construction**



PID: 108-040-001080
625 Kadler Ave. NE
2/29/2016 **\$293,960--New Construction**



PID: 108-039-005010
638 Kayla Ln.
5/26/2016 **\$310,400**



PID: 108-040-001130
531 Kayla Ln.
2/12/2016 **\$311,000--New Construction**



PID: 108-039-007170
591 Kayla Ln.
2/1/2016 **\$281,500--New Construction**



PID: 108-040-002150
577 Kayla Ln.
7/20/2016 **\$342,500**

Crow River Heights



PID: 108-040-003180

578 Kayla Ln.

4/29/2016 **\$281,850**



PID: 108-040-004060

600 Kadler Ave. NE

10/19/2015 **\$283,500**



PID: 108-042-003030

710 Kadler Circle

11/12/2015 **\$299,500**

Qualified Sales
Rolling Oaks



PID: 108-037-002070
1259 Irvine Dr. NE
3/18/2016 **\$307,000**



PID: 108-037-006060
11081 14th St. NE
6/17/2016 **\$242,880**



PID: 108-037-006170
11240 12th St. NE
4/29/2016 **\$300,000**

Qualified Sales

Spruce Tree Terrace



PID: 108-038-001140

1381 Oakwood Ln.

4/29/2016 **\$302,101--New Construction**

Qualified Sales
Schendel's Field



PID: 108-041-005040
11621 11th St. NE
8/3/2016 **\$314,000**



PID: 108-041-005150
11648 Erin St. NE
1/15/2016 **\$239,500**



PID: 108-041-006050
11577 Erin St. NE
2/12/2016 **\$278,300--New Construction**

Qualified Sales
UNPLATTED



PID: 108-500-352208
10231 Beebe Lake Rd. NE
4/22/2016 **\$255,000**



PID: 108-500-362202
935 Labeaux Ave. NE
10/30/2015 **\$318,767**



PID: 108-500-363401
11262 Crow River Dr. NE
6/10/2016 **\$139,874**

\$GLA=Sale Price / Gross Living Area

\$TFSF=Sale Price / Total Square Feet.

PID	Address	Sale Date	Sale price	Style	Gross Living	Bsmt	Total Sqft	\$/GLA	\$/TFSF
108-018-001180	11739 Riverview Rd. NE	1/8/2016	\$247,000	OWB	1158	800	1958	\$213.30	\$126.15
108-022-001030	762 Meander Rd.	4/29/2016	\$155,200	ONB	1262		1262	\$122.98	\$122.98
108-022-002030	769 Meander Rd.	11/13/2015	\$190,000	4LVL	1122	832	1954	\$169.34	\$97.24
108-022-003010	735 Meander Rd.	8/15/2016	\$214,295	SPLT ENT	1192	405	1597	\$179.78	\$134.19
108-025-001030	772 Meadowlark Ln.	11/25/2015	\$192,060	SPLT ENT	1059	840	1899	\$181.36	\$101.14
108-030-002040	214 Jansen Ave. NE	6/30/2016	\$315,375	4 LVL	1582	657	2239	\$199.35	\$140.86
108-030-005030	10109 3rd St. NE	9/27/2016	\$530,175	TWB	3124	1187	4311	\$169.71	\$122.98
108-034-001060	1395 Irvine Dr.	9/26/2016	\$229,900	SPLT ENT	1080	800	1880	\$212.87	\$122.29
108-034-001110	1311 Irvine Dr.	8/11/2016	\$250,000	MOD 2	1842		1842	\$135.72	\$135.72
108-034-001150	1280 Irvine Dr.	6/3/2016	\$340,445	OWB	1769	1222	2991	\$192.45	\$113.82
108-035-001050	11635 Lynwood Ave. NE	5/13/2016	\$254,625	MOD 2	1762	975	2737	\$144.51	\$93.03
108-035-005140	11683 10th St. NE	4/21/2016	\$222,000	SPLT ENT	1032	720	1752	\$215.12	\$126.71
108-036-001040	863 Kayla Ln. NE	10/23/2015	\$234,900	4 LVL	1325	1014	2339	\$177.28	\$100.43
108-036-002010	10481 Kalen Dr. NE	8/26/2016	\$289,900	3 LVL	1575	744	2319	\$184.06	\$125.01
108-036-002040	10449 Kalen Dr. NE	7/29/2016	\$276,317	4 LVL	1448	1041	2489	\$190.83	\$111.02
108-036-004090	846 Kayla Ln. NE	10/23/2015	\$264,000	MOD 2	1604	864	2468	\$164.59	\$106.97
108-037-002070	1259 Irvine Dr. NE	3/18/2016	\$307,000	MOD 2	1920	912	2832	\$159.90	\$108.40
108-037-006060	11081 14th St. NE	6/17/2016	\$242,880	4 LVL	1271	580	1851	\$191.09	\$131.22
108-037-006170	11240 12th St. NE	4/29/2016	\$300,000	TWB	2132	579	2711	\$140.71	\$110.66
108-038-001140	1381 Oakwood Ln.	4/29/2016	\$302,101	OWB	1451		1451	\$208.20	\$208.20
108-039-002010	10483 6th St. NE	5/27/2016	\$260,300	SPLT ENT	1395		1395	\$186.59	\$186.59
108-039-002040	10445 6th St. NE	4/27/2016	\$314,587	TWB	2482		2482	\$126.75	\$126.75
108-039-003070	10411 Kalland Ln. NE	5/12/2016	\$290,453	TWB	2032		2032	\$142.94	\$142.94
108-039-005010	638 Kayla Ln.	5/26/2016	\$310,400	MOD 2	2218	813	3031	\$139.95	\$102.41
108-039-007170	591 Kayla Ln.	2/1/2016	\$281,500	TWB	1968		1968	\$143.04	\$143.04
108-040-001080	625 Kadler Ave.	2/29/2016	\$293,960	TWB	2140		2140	\$137.36	\$137.36
108-040-001130	531 Kayla Ln.	2/12/2016	\$311,000	TWB	2192		2192	\$141.88	\$141.88
108-040-002150	577 Kayla Ln.	7/20/2016	\$342,500	TWB	2430		2430	\$140.95	\$140.95
108-040-003180	578 Kayla Ln.	4/29/2016	\$281,850	4 LVL	1428	720	2148	\$197.37	\$131.22
108-040-004060	600 Kadler Ave.	10/19/2015	\$283,500	TWB	2211		2211	\$128.22	\$128.22
108-041-005040	11621 11th St. NE	8/3/2016	\$314,000	MOD 2	2132	924	3056	\$147.28	\$102.75
108-041-005150	11648 Erin St. NE	1/15/2016	\$239,500	SPLT ENT	1582		1582	\$151.39	\$151.39
108-041-006050	11577 Erin St. NE	2/12/2016	\$278,300	TWB	2160		2160	\$128.84	\$128.84
108-042-003030	710 Kadler Cir.	11/12/2015	\$299,500	TWB	2152		2152	\$139.17	\$139.17
108-043-001060	11606 8th St. NE	5/26/2016	\$278,203	TWB	1966		1966	\$141.51	\$141.51
108-500-352208	10231 Beebe Lake Rd. NE	4/22/2016	\$255,000	TWB	2692	598	3290	\$94.73	\$77.51
108-500-362202	935 Labeaux Ave. NE	10/30/2015	\$318,767	OWB	1250	600	1850	\$255.01	\$172.31
108-500-363401	11262 Crow River Dr. NE	6/10/2016	\$139,874	TWB	1752		1752	\$79.84	\$79.84

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

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, March 21, 2017, to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, Administrative Assistant Amy Biren and a Wright County Sheriff’s Deputy. Guests present: Jenny Bedsted, Matthew Bedsted, Rachel Miller, and Jon Miller. Absent: City Administrator Brian Hagen.

Approval of Agenda

Lindrud presented Resolution No. 03-21-17-29, Approving the Hanover Public Works HVAC Design, to be added to the Agenda after the Boy Scout presentations as 5a. Kauffman added Resolution No. 03-21-17-30, Proclaiming March 21, 2017, As World Down Syndrome Day, to the Consent Agenda.

MOTION by Warpula to approve the agenda as amended, seconded by Hammerseng.

Motion carried unanimously.

Consent Agenda

Hammerseng made the comment that there seemed to be an unusually high number of typos in the minutes. Lindrud responded that they will be corrected.

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

Motion carried unanimously.

a. **Approve Minutes of March 7, 2017, City Council Meeting as corrected**

b. **Approve Claims as Presented:**

➤ Claims	\$ 38,497.72
➤ Payroll	\$ 7,690.85
➤ P/R taxes & Exp	\$ 3,120.64
➤ Other Claims	\$ 2,007.80
➤ Total Claims	<u>\$ 48,317.01</u>

c. **Res No 03-21-17-26 – Approving Purchase of EDA Business Social Appreciation Gift**

d. **Res No 03-21-17-27 – Approving Sale of Harvested Oak Trees**

e. **Res No 03-21-17-30 – Proclaiming March 21, 2017, As World Down Syndrome Day**

Jon Miller – Eagle Scout Project

Miller was directed by the Park Board to return to Council in order to present samples of materials that could be used for his Eagle Scout Project, creating Welcome to Hanover signs. He first showed a miniature version of a stainless steel sign with the word “Hanover” that had been laser cut. He explained that his uncle allowed him access to a laser cutting machine. The next sample he presented was individually laser cut steel letters to be put on composite lumber. Council liked the stainless steel sign with the suggestion of framing it with cedar to stabilize it. Zajicek asked about the sign ordinance. Biren stated that Miller has a copy of the sign ordinance and will be working with him on making sure the signs are compliant. Lighting and colors were also discussed. It was suggested that Miller talk to a sign company to ask questions about creating the signs. Biren was asked to send the logo to Miller along with any color requirements. Budget will be determined based on what design is decided upon. Miller asked about the progress on identifying easements. City Administrator Brian Hagen is working on the easements. Council requested that Miller create either a scale model or a scale drawing of the sign to be presented at the next Park Board meeting.

Matt Bedsted – Eagle Scout Project

Bedsted presented his Eagle Scout Project, Constructing Bluebird Houses, to Council for the first time. He would like to create a pair of bluebird houses for each of the following parks: Eagle View, Pheasant Run, and Riverside. Each park would have two sets of houses approximately 1,000 feet apart from one another, and would be mounted on poles to deter predators. The parks were selected because they were either located in or near fields and a water source which is what bluebirds prefer. Council requested that Bedsted create

a scale model or drawing to the Park Board at their next meeting and have the Board help in deciding parks in which to locate the houses.

Res No 03-21-17-29 – Approving Hanover Public Works HVAC Design

Vogel explained that a meeting had been called for earlier in the day, and he and Hagen had met at Kinghorn's office to discuss the HVAC design needed for the new Public Works facility. There were several professionals there experienced in new construction of mechanical, electrical and plumbing. Kinghorn recommended that Emanuelson-Podas be the company to provide a general design specification sheet in the aforementioned areas for the new facility. Council questioned why the peer review was necessary and did not want it included.

MOTION by Hammerseng to approve Res No 03-21-17-29 without the peer review expense of \$2,000, seconded by Hallstein.

Motion carried unanimously.

Nuisance Hearing – 11471 12th Street NE

Lindrud explained that complaints were received at City Hall regarding a shed that had been constructed on the side of the home. Staff investigated the situation and the shed was found to be noncompliant in being located on the side of the house and not in the rear yard, as well as being within the 45 foot setback from River Road. A letter was sent to the owner requiring the removal of the shed and stating that if the removal was not done, a nuisance hearing would take place. The owner could not be present at tonight's hearing, but sent an email stating he did not believe the setback should apply to a shed and referenced other sheds in the neighborhood that he believed were also noncompliant. Lindrud also presented a review of events which occurred between the home owner and Metro West Inspections.

MOTION by Hallstein for staff to send a letter to the home owner directing him to remove the shed and if it is not removed, it will be removed for him at his expense, seconded by Hammerseng.

Motion carried unanimously.

City Policies Review

Council felt that as Hagen was not present, this discussion should be tabled.

MOTION by Hammerseng to table the City Policies Review discussion, seconded by Warpula.

Motion carried unanimously.

Res No 03-21-17-28 – Approving Accounting Services Proposal

Lindrud explained that Hagen had contacted accounting firms requesting a bid for services during the transition period during which the City would not have an accountant and subsequently training the new accountant when hired. Only one firm responded with a proposal, Abdo, Eick, and Meyers, LLP (AEM). The proposal shows the scope of services dependent upon who is hired and when. Kauffman recommended tabling the resolution as only one firm responded. Warpula added his concern on hiring the firm who recruits employees from cities.

MOTION by Kauffman to table Res No 03-21-17-28, seconded by Hammerseng.

Motion carried unanimously.

Hanover Website Domain

Kauffman reviewed the history of the domain name, www.hanovermn.com. A previous administrator had directed the IT consultant at the time to purchase the domain name and the City would reimburse him. The reimbursement did not happen. The former consultant contacted the City to see if the City was interested in purchasing the domain name and just wanted reimbursement for the years he had paid to keep the name.

MOTION by Warpula to purchase the domain name, www.hanovermn.com, and reimburse the former consultant for costs incurred, seconded by Hammerseng.

Motion carried unanimously.

Temp Agency Crack Filling Workers

Vogel explained that crack filling of the streets would again be done by Public Works this year and that two workers from a temp agency would be needed. By hiring two workers instead of one, as was done last year, would allow the seasonal worker to stay current on lawn and ballfield maintenance. The amount of material needed would not be as much as last year even though the entire City would be done.

MOTION by Warpula to hire two temporary workers for crack filling, seconded by Hammerseng.
Motion carried unanimously.

Welder Purchase

Vogel reviewed the specifications of the welder that Public Works would like to purchase (included in the packet).

MOTION by Warpula to approve the purchase of the welder, seconded by Hallstein.

Motion carried unanimously.

Fire Department Utility Vehicle Purchase

Warpula explained that the Fire Department would like to purchase a six-wheeled Ranger as a grass rig similar to the current vehicle. The vehicle would be purchased with donation money from fundraisers and individuals.

MOTION by Hallstein to approve the purchase of the Utility Vehicle for the Fire Department, seconded by Zajicek.

Motion carried unanimously.

Reports

Vogel informed Council that the bollards on the Historic Bridge have been locked as cars have been driving over it. Witnesses have told him they saw it happening, but could not get a license number due to the speed they were traveling. Vogel stated that he had just attended a meeting with Youth Ball and the Mayor regarding the design of the Settler's Park Ballfield. Job responsibilities and a timeline were established. Irrigation will be put in place this year, but lighting may be done in the future. Public Works will be doing the dirt work. Vogel also asked for direction regarding the trees and Council told him they had already directed him to take them down.

Hallstein reminded members that the EDA social is being held at Chops in April. She also mentioned looking at the feasibility of expanding parking in the Downtown River area.

Zajicek reminded members that the Park Board will be having the Easter Egg Hunt prior to Easter.

Warpula said the Fire Department will be having their Pancake Breakfast on Palm Sunday. He also thanked Public Works for cleaning up the brush behind the Fire Hall.

Lindrud said that 52 compost keys have been picked up by residents. The donation from the Minnesota Twins was delivered on Friday and will be accepted at the next Council meeting. The City has received a letter from Three Rivers Park District declining to build a ballfield in Crow Hassan Park Reserve. Park Board will be looking at tree selection at the next meeting in addition to the Boy Scout Eagle Projects.

Adjournment

MOTION by Warpula to adjourn at 7:40 p.m., seconded by Hammerseng.

Motion carried unanimously.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Elizabeth Lindrud, Deputy Clerk-Accountant

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Payments

Current Period: April 2017

Batch Name	04/04/17 PAY	Payment	Computer Dollar Amt	\$37,246.33	Posted
Refer	1956 A-1 OUTDOOR POWER, INC.		Ck# 001949E	4/4/2017	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	5.5 Plastic Wedge			\$11.98
Invoice	395133	3/16/2017			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	7.5 Plastic Wedge			\$7.99
Invoice	395133	3/16/2017			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Slide Control			\$3.49
Invoice	395313	3/21/2017			
Transaction Date	3/29/2017	Due 0	Cash	10100	Total \$23.46
Refer	1967 AFLAC		Ck# 001941E	4/4/2017	
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - March 2017			\$111.93
Invoice	585161	3/12/2017	Account# G1V17		
Transaction Date	3/21/2017	Due 0	Cash	10100	Total \$111.93
Refer	1953 AT&T MOBILITY		Ck# 032509	4/4/2017	
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 2/17/17 - 03/16/17			\$137.88
Invoice	X03252017	2/18/2017			
Transaction Date	3/27/2017	Due 0	Cash	10100	Total \$137.88
Refer	1962 BRATSCH, SUSAN		Ck# 032510	4/4/2017	
Cash Payment	G 100-22000 Deposits	Hall Rental - 3/18/17			\$200.00
Invoice		3/20/2017			
Transaction Date	3/21/2017	Due 0	Cash	10100	Total \$200.00
Refer	1968 COLONIAL LIFE		Ck# 032511	4/4/2017	
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - April 2017			\$30.26
Invoice	4475836-040109	3/22/2017			
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$30.26
Refer	1969 COMCAST		Ck# 032512	4/4/2017	
Cash Payment	E 100-41940-321 Telephone	Digital Voice & Internet - April 2017			\$346.05
Invoice		3/25/2017			
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$346.05
Refer	1959 CP PROPERTIES GROUP LLC		Ck# 032513	4/4/2017	
Cash Payment	G 818-20200 Accounts Payable	Refund for Escrow Balance - CP Properties			\$426.50
Invoice		3/17/2017	Project 208229		
Transaction Date	3/17/2017	Due 0	Cash	10100	Total \$426.50
Refer	1955 CUB SCOUT PACK 490		Ck# 032514	4/4/2017	
Cash Payment	G 100-22000 Deposits	Hall Rental - 3/25/17			\$200.00
Invoice		3/27/2017			
Transaction Date	3/28/2017	Due 0	Cash	10100	Total \$200.00
Refer	1960 DELTA DENTAL		Ck# 032515	4/4/2017	
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premiums - April 2017			\$125.10
Invoice	6844951	3/15/2001			
Transaction Date	3/21/2017	Due 0	Cash	10100	Total \$125.10
Refer	1946 DEPT OF EMPLOYMENT & ECON		Ck# 032516	4/4/2017	

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Payments

Current Period: April 2017

Cash Payment	E 100-43000-142 Unemployment Benefit P	Unemployment Benefits 4th Quarter - J. Heinz			\$4.58
Invoice		3/17/2017			
Cash Payment	E 100-43000-142 Unemployment Benefit P	Unemployment Benefits 4th Quarter - R. Heins			\$7.32
Invoice		3/17/2017			
Transaction Date	3/23/2017	Due 0	Cash	10100	Total \$11.90
Refer	1954 FAMILY HERITAGE LIFE INSURAN	Ck# 001948E 4/4/2017			
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - March 2017			\$33.20
Invoice 623857		3/15/2017			
Transaction Date	3/27/2017	Due 0	Cash	10100	Total \$33.20
Refer	1965 FIRE SAFETY USA, INC.	Ck# 032517 4/4/2017			
Cash Payment	E 100-42220-580 Other Equipment	Hot Shield Wildland Face Protector			\$70.00
Invoice 98661		3/21/2017			
Cash Payment	E 100-42220-580 Other Equipment	Shipping			\$12.00
Invoice 98661		3/21/2017			
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$82.00
Refer	1959 GOPHER SIGN COMPANY	Ck# 032518 4/4/2017			
Cash Payment	E 100-43000-226 Sign Repair Materials	U100 Series Cast Zinc Cup, GRN (10)			\$137.10
Invoice 100774		3/23/2017			
Cash Payment	E 100-43000-226 Sign Repair Materials	#100 Cast Zinc Tie Rod Nut (10)			\$69.10
Invoice 100774		3/23/2017			
Cash Payment	E 100-43000-226 Sign Repair Materials	5/8"-18 Nylock Jam Nut (25)			\$6.75
Invoice 100774		3/23/2017			
Cash Payment	E 100-43000-226 Sign Repair Materials	Shipping			\$15.89
Invoice 100774		3/23/2017			
Transaction Date	3/29/2017	Due 0	Cash	10100	Total \$228.84
Refer	1964 GRANITE ELECTRONICS	Ck# 032519 4/4/2017			
Cash Payment	E 100-42260-323 Radio Units	Codeplug Build			\$200.00
Invoice 150001852-1		3/15/2017			
Cash Payment	E 100-42260-323 Radio Units	Programming			\$70.00
Invoice 150001852-1		3/15/2017			
Cash Payment	E 100-42260-323 Radio Units	Database Activation			\$181.50
Invoice 150001852-1		3/15/2017			
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$451.50
Refer	1963 KOTTKE, DAVE	Ck# 032520 4/4/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Gasket 2pk			\$5.32
Invoice		3/23/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Spray Gun Commercial Orchard			\$53.68
Invoice		3/23/2017			
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$59.00
Refer	1958 LANO EQUIPMENT - LORETTO	Ck# 032521 4/4/2017			
Cash Payment	E 100-45200-580 Other Equipment	Stump Grinder			\$280.00
Invoice 02-422507		3/24/2017		Project 208231	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	BPA-Glass, M-Series Door			\$199.83
Invoice 02-422480		3/24/2017			
Transaction Date	3/29/2017	Due 0	Cash	10100	Total \$479.83
Refer	1961 LOFFLER COMPANIES, INC.	Ck# 032522 4/4/2017			

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Payments

Current Period: April 2017

Cash Payment	E 100-41570-220 Repair/Maint Supply (GE Contract Overage - 02/17/17 - 03/16/17					\$80.57
Invoice	2471606	3/13/2017				
Transaction Date	3/21/2017	Due 0	Cash	10100	Total	\$80.57
Refer	1960 <u>MENARDS-BUFFALO</u>				<u>Ck# 032523 4/4/2017</u>	
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE Zep MS Floor Stripper					\$34.97
Invoice	35129	2/24/2017				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE Bent Scraper Heavy Duty					\$5.97
Invoice	35129	2/24/2017				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE 3" Pole Scraper-Threaded					\$6.98
Invoice	35129	2/24/2017				
Transaction Date	3/29/2017	Due 0	Cash	10100	Total	\$47.92
Refer	1948 <u>METRO WEST INSPECTION SERVI</u>				<u>Ck# 032524 4/4/2017</u>	
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 20-15 - 10555 106th Ave N					\$29.75
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 53-15 - 11621 11th St NE					\$80.42
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 58-15 - 680 Kadler Cr					\$145.10
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 64-15 - 780 Kayla NI					\$80.42
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 89-15 - 10202 3rd St NE					\$137.01
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 108-15 - 10467 6th St NE					\$17.50
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 116-15 - 73 Jansen Ave NE					\$17.50
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 171-16 - 10814 Settlers Lane					\$1,612.89
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 191-16 - 11698 Meadowbrooke Ave					\$33.25
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 9-17 - 1435 Esterly Oak Dr					\$17.50
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 12-17 - 522 Layla Ln					\$33.25
Invoice	HO1702	3/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi Pmt 13-17 - 748 Meander Rd					\$17.50
Invoice	HO1702	3/22/2017				
Transaction Date	3/27/2017	Due 0	Cash	10100	Total	\$2,222.09
Refer	1951 <u>MIES OUTLAND</u>				<u>Ck# 032525 4/4/2017</u>	
Cash Payment	E 107-42220-580 Other Equipment 2016 Polaris Ranger					\$14,699.99
Invoice	E13689	3/27/2017				
Transaction Date	3/27/2017	Due 0	Cash	10100	Total	\$14,699.99
Refer	1966 <u>MN STATE FIRE CHIEFS ASSN.</u>				<u>Ck# 032526 4/4/2017</u>	
Cash Payment	E 100-42210-306 Dues & Subscriptions Malewicky, Kottke Membership Dues - 2017					\$150.00
Invoice		3/30/2017				
Transaction Date	3/30/2017	Due 0	Cash	10100	Total	\$150.00
Refer	1957 <u>POSTMASTER</u>				<u>Ck# 032527 4/4/2017</u>	
Cash Payment	E 100-41570-322 Postage Postage - 2nd Quarter Newsletter					\$250.48
Invoice		3/29/2017				

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Payments

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Transaction Date	3/29/2017	Due 0	Cash	10100	Total	\$250.48
Refer	1947 RANDYS ENVIRONMENTAL SERVI		Ck# 001946E 4/4/2017			
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		Recycling - March 2017			\$3,199.28
Invoice	3/17/2017					
Transaction Date	3/27/2017	Due 0	Cash	10100	Total	\$3,199.28
Refer	1963 RUPP ANDERSON SQUIRES & WA		Ck# 032528 4/4/2017			
Cash Payment	E 100-41610-304 Legal Fees		Miscellaneous			\$636.57
Invoice 5494	3/17/2017					
Cash Payment	E 100-41610-304 Legal Fees		Purchase Agreement (5 acre lot)			\$132.00
Invoice 5494	3/17/2017		Project 208220			
Transaction Date	3/21/2017	Due 0	Cash	10100	Total	\$768.57
Refer	1964 RUSSELL SECURITY RESOURCE I		Ck# 001940E 4/4/2017			
Cash Payment	E 100-41940-520 Buildings and Structures		Office Keys (7)			\$21.70
Invoice A29510	3/13/2017					
Transaction Date	3/21/2017	Due 0	Cash	10100	Total	\$21.70
Refer	1962 SOUTH CENTRAL COLLEGE		Ck# 032529 4/4/2017			
Cash Payment	E 100-42240-208 Training and Instruction		Fire School - A. Wychgram			\$150.00
Invoice 88396	3/22/2017					
Transaction Date	3/30/2017	Due 0	Cash	10100	Total	\$150.00
Refer	1952 SUN LIFE FINANCIAL		Ck# 032530 4/4/2017			
Cash Payment	G 100-21707 Life Ins		Life Insurance - April 2017			\$394.01
Invoice	3/20/2017					
Transaction Date	3/27/2017	Due 0	Cash	10100	Total	\$394.01
Refer	1950 THE WHITE SIDEWALLS		Ck# 032531 4/4/2017			
Cash Payment	E 100-45200-440 Programs		Concert in the Park - 6/29/17 1st half of payment			\$800.00
Invoice	3/17/2017					
Transaction Date	3/27/2017	Due 0	Cash	10100	Total	\$800.00
Refer	1967 VISA - BANKWEST		Ck# 032532 4/4/2017			
Cash Payment	E 100-41570-207 Computer Supplies		Adobe Acrobat - Liz Computer			\$212.68
Invoice	3/19/2017					
Cash Payment	E 100-41600-310 Other Professional Servi		MSFT Online Exchange			\$28.00
Invoice	3/19/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Floor Maintainer and Brush			\$69.72
Invoice	3/19/2017					
Cash Payment	E 100-41570-322 Postage		Postage			\$1.40
Invoice	3/19/2017					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Floor Maintainer and Brush			\$35.67
Invoice	3/19/2017					
Cash Payment	E 100-43000-260 Uniforms		Short Sleeve Shirt (4)			\$57.91
Invoice	3/19/2017					
Cash Payment	E 100-43000-215 Shop Supplies		Clear ACE SC			\$11.96
Invoice	3/19/2017					
Cash Payment	E 100-43000-215 Shop Supplies		K Model K Headgear			\$12.78
Invoice	3/19/2017					
Cash Payment	E 100-43000-215 Shop Supplies		1/8x14 31 CTD Vacpak			\$135.30
Invoice	3/19/2017					

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Payments

Current Period: April 2017

Cash Payment	E 100-43000-215 Shop Supplies	Taxes			\$11.64
Invoice	3/19/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Minute Book			\$152.48
Invoice	3/19/2017				
Cash Payment	E 100-41970-341 Employment	Job Posting - Accountant/Deputy Clerk			\$192.00
Invoice	3/19/2017				
Cash Payment	E 100-41970-341 Employment	Job Posting - Accountant/Deputy Clerk			\$76.54
Invoice	3/19/2017				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Chevy Silverado Front Wheel Bearing & Hub Assembly Pair			\$98.60
Invoice	3/19/2017				
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Webpage Domain			\$19.95
Invoice	3/19/2017				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Carpet Cleaning			\$314.99
Invoice	3/19/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Cell Phone Case			\$15.09
Invoice	3/19/2017				
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$1,446.71
Refer	1961 WEX BANK				<u>Ck# 032533 4/4/2017</u>
Cash Payment	E 100-43000-212 Motor Fuels	PW Fuel			\$171.15
Invoice 49123549	3/15/2017				
Cash Payment	E 100-43000-215 Shop Supplies	PW Vehicle Wash			\$4.99
Invoice 49123549	3/15/2017				
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel			\$89.44
Invoice 49118938	3/15/2017				
Transaction Date	3/29/2017	Due 0	Cash	10100	Total \$265.58
Refer	1970 WRIGHT COUNTY AUDITOR-TREA				<u>Ck# 032534 4/4/2017</u>
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - April 2017			\$8,455.83
Invoice	3/22/2017				
Transaction Date	3/30/2017	Due 0	Cash	10100	Total \$8,455.83
Refer	1949 WRIGHT-HENNEPIN COOPERATIV				<u>Ck# 001947E 4/4/2017</u>
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park			\$56.67
Invoice	3/20/2017				
Transaction Date	3/27/2017	Due 0	Cash	10100	Total \$56.67
Refer	1966 XCEL ENERGY				<u>Ck# 032535 4/4/2017</u>
Cash Payment	E 100-42280-381 Electric Utilities	Fire Hall - 02/06/17 - 03/07/17			\$296.24
Invoice 538971244	3/16/2017				
Cash Payment	E 100-43160-381 Electric Utilities	City Hall - 02/06/17 - 03/07/17			\$765.12
Invoice 538971244	3/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge - 02/06/17 - 03/07/17			\$84.50
Invoice 538971244	3/16/2017				
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Ave NE - 02/06/17 - 03/07/17			\$36.78
Invoice 538971244	3/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park - 02/06/17 - 03/07/17			\$15.42
Invoice 538971244	3/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE - 02/06/17 - 03/07/17			\$12.08
Invoice 538971244	3/16/2017				

CITY OF HANOVER

Payments

Current Period: April 2017

Cash Payment	E 100-45200-381 Electric Utilities	751 LaBeaux Ave - 02/06/17 - 03/07/17	\$79.34
Invoice	538971244	3/16/2017	
Transaction Date	3/21/2017	Due 0 Cash	10100
		Total	\$1,289.48

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$426.50
201 EDA SPECIAL REVENUE FUND	\$19.95
107 FIRE DEPT DONATIONS FUND	\$14,699.99
100 GENERAL FUND	\$22,099.89
	<hr/>
	\$37,246.33

Pre-Written Check	\$37,246.33
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$37,246.33

CITY OF HANOVER

03/30/17 4:15 PM

Page 1

*Check Summary Register©

Cks 4/4/2017 - 4/4/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001940E RUSSELL SECURITY RESOURC	4/4/2017	\$21.70	Office Keys (7)
Paid Chk# 001941E AFLAC	4/4/2017	\$111.93	Supplemental Insurance - March
Paid Chk# 001946E Randy's Environmental Services	4/4/2017	\$3,199.28	Recycling - March 2017
Paid Chk# 001947E Wright-Hennepin Coop Electric	4/4/2017	\$56.67	Eagleview Park
Paid Chk# 001948E FAMILY HERITAGE LIFE INSURA	4/4/2017	\$33.20	Supplemental Insurance - March
Paid Chk# 001949E A-1 OUTDOOR POWER, INC.	4/4/2017	\$23.46	5.5 Plastic Wedge
Paid Chk# 032509 AT&T MOBILITY	4/4/2017	\$137.88	PW Cell Phones - 2/17/17 - 03/
Paid Chk# 032510 BRATSCH, SUSAN	4/4/2017	\$200.00	Hall Rental - 3/18/17
Paid Chk# 032511 COLONIAL LIFE	4/4/2017	\$30.26	Supplemental Insurance - April
Paid Chk# 032512 COMCAST	4/4/2017	\$346.05	Digital Voice & Internet - Apr
Paid Chk# 032513 CP PROPERTIES GROUP LLC	4/4/2017	\$426.50	Refund for Escrow Balance - CP
Paid Chk# 032514 CUB SCOUT PACK 490	4/4/2017	\$200.00	Hall Rental - 3/25/17
Paid Chk# 032515 Delta Dental of Minnesota	4/4/2017	\$125.10	Dental Premiums - April 2017
Paid Chk# 032516 DEPT OF EMPLOYMENT & ECON	4/4/2017	\$11.90	Unemployment Benefits 4th Qua
Paid Chk# 032517 FIRE SAFETY USA, INC.	4/4/2017	\$82.00	Hot Shield Wildland Face Prote
Paid Chk# 032518 GOPHER SIGN COMPANY	4/4/2017	\$228.84	#100 Cast Zinc Tie Rod Nut (10
Paid Chk# 032519 GRANITE ELECTRONICS	4/4/2017	\$451.50	Database Activation
Paid Chk# 032520 KOTTKE, DAVE	4/4/2017	\$59.00	Spray Gun Commercial Orchard
Paid Chk# 032521 LANO EQUIPMENT - LORETTO	4/4/2017	\$479.83	BPA-Glass, M-Series Door
Paid Chk# 032522 LOFFLER COMPANIES, INC.	4/4/2017	\$80.57	Contract Overage - 02/17/17 -
Paid Chk# 032523 MENARDS-BUFFALO	4/4/2017	\$47.92	3" Pole Scraper-Threaded
Paid Chk# 032524 METRO WEST INSPECTION SER	4/4/2017	\$2,222.09	Pmt 191-16 - 11698 Meadowbrook
Paid Chk# 032525 MIES OUTLAND	4/4/2017	\$14,699.99	2016 Polaris Ranger
Paid Chk# 032526 MN STATE FIRE CHIEFS ASSN.	4/4/2017	\$150.00	Malewicki, Kottke Membership D
Paid Chk# 032527 POSTMASTER	4/4/2017	\$250.48	Postage - 2nd Quarter Newslett
Paid Chk# 032528 Rupp Anderson Squires & Waldsp	4/4/2017	\$768.57	Miscellaneous
Paid Chk# 032529 SOUTH CENTRAL COLLEGE	4/4/2017	\$150.00	Fire School - A. Wychgram
Paid Chk# 032530 Sun Life Financial	4/4/2017	\$394.01	Life Insurance - April 2017
Paid Chk# 032531 THE WHITE SIDEWALLS	4/4/2017	\$800.00	Concert in the Park - 6/29/17
Paid Chk# 032532 VISA	4/4/2017	\$1,446.71	1/8x14 31 CTD Vacpak
Paid Chk# 032533 WEX BANK	4/4/2017	\$265.58	PW Vehicle Wash
Paid Chk# 032534 WRIGHT COUNTY AUDITOR-TRE	4/4/2017	\$8,455.83	WC Patrol Services - April 201
Paid Chk# 032535 XCEL ENERGY	4/4/2017	\$1,289.48	751 LaBeaux Ave - 02/06/17 - 0
Paid Chk# 032536 KAUL, JOE	4/4/2017	\$122.70	Website Domain Payment
Total Checks		\$37,369.03	

FILTER: None

CITY OF HANOVER

Cash Balances

April 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$563,205.96	\$0.00	\$22,222.59	\$540,983.37
107 FIRE DEPT DONATIONS FUND	\$37,840.89	\$0.00	\$14,699.99	\$23,140.90
201 EDA SPECIAL REVENUE FUND	\$134,888.31	\$0.00	\$19.95	\$134,868.36
205 EDA BUSINESS INCENTIVE FUND	\$243,298.44	\$0.00	\$0.00	\$243,298.44
311 2008A GO CIP REFUNDING BOND	\$39,173.84	\$0.00	\$0.00	\$39,173.84
312 2009A GO IMP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$424,616.69	\$0.00	\$0.00	\$424,616.69
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,272,593.17	\$0.00	\$0.00	\$1,272,593.17
402 PARKS CAPITAL PROJECTS	\$50,000.00	\$0.00	\$0.00	\$50,000.00
403 FIRE DEPT CAPITAL FUND	\$210,818.76	\$0.00	\$0.00	\$210,818.76
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$6,372.72	\$0.00	\$0.00	\$6,372.72
411 FACILITIES CAPITAL PROJ FUND	\$1,507,380.88	\$0.00	\$0.00	\$1,507,380.88
417 EQUIPMENT CAPITAL FUND	\$104,669.21	\$0.00	\$0.00	\$104,669.21
418 STREET CAPITAL PROJ FUND	\$464,658.11	\$0.00	\$0.00	\$464,658.11
601 WATER ENTERPRISE FUND	\$814,183.26	\$0.00	\$0.00	\$814,183.26
602 SEWER ENTERPRISE FUND	\$316,457.34	\$0.00	\$0.00	\$316,457.34
603 STORM WATER ENTERPRISE FUND	\$185,959.93	\$0.00	\$0.00	\$185,959.93
611 WATER CAPITAL IMP FUND	\$154,923.31	\$0.00	\$0.00	\$154,923.31
612 SEWER CAPITAL IMP FUND	\$1,798,763.38	\$0.00	\$0.00	\$1,798,763.38
613 STORM WATER CAPITAL IMP FUND	\$547,403.16	\$0.00	\$0.00	\$547,403.16
804 SCHENDELS FIELD ESC FUND	\$147,893.71	\$0.00	\$0.00	\$147,893.71
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
815 LANDSCAPE ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
817 INFRASTRUCTURE ESCROW FUND	\$13,000.00	\$0.00	\$0.00	\$13,000.00
818 MISC ESCROWS FUND	\$9,631.67	\$0.00	\$426.50	\$9,205.17
820 BRIDGES TOWNHOMES ESC FUND	\$3,591.40	\$0.00	\$0.00	\$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,906.67	\$0.00	\$0.00	\$11,906.67
900 INTEREST	\$19,392.58	\$0.00	\$0.00	\$19,392.58
	\$9,135,993.39	\$0.00	\$37,369.03	\$9,098,624.36



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

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

Federal Tax ID 46-1641135

Statement as of: 2/28/2017
Statement Date: 3/17/2017
Statement No. 5494

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

4011(1)-0001: Miscellaneous	636.57
4011(1)-0078: Purchase Agreement (5 Acre Lot)	132.00

Total Fees and Expenses: \$768.57

Previous Balance: -

Total Now Due: \$768.57

100-411610-304-768.57 *ef*

MAR 20 2017



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

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount	
02/02/2017	JPE	Receive, review and respond to e-mail from Brian Hagen regarding Council votes needed to approve donation for ball fields.	0.50	165.00	82.50
02/08/2017	JPE	Telephone conference with Brian Hagen regarding issue related failure of motion to accept donation to pass by 4/5 majority vote.	0.10	165.00	16.50
02/13/2017	JTS	Brian e-mail; research regarding highway right of way plats; e-mail Brian.	0.90	175.00	157.50
02/14/2017	JTS	Mayor e-mail regarding vote on gift; review statutes.	0.30	175.00	52.50
02/15/2017	JTS	E-mail to Mayor regarding vote on donation; review reply; reply.	0.10	175.00	17.50
02/24/2017	CAB	Review questions regarding use of accrued compensatory time and exempt employees.	1.00	165.00	165.00
02/24/2017	JTS	Telephone conference with Brian regarding personnel policy language regarding overtime, comp time and regarding donation issue.	0.30	175.00	52.50
02/28/2017	JTS	Cindy e-mail regarding building eligibility ordinance; review and analyze same404.	0.50	175.00	87.50
				<hr/>	
				Sub-total Fees:	\$631.50

4011(1)-0078: Purchase Agreement (5 Acre Lot)

		Hours	Rate	Amount	
02/03/2017	JPE	Telephone conference with Brian Hagen regarding issues related to removal of fill material on City property; Review and analyze fill agreement; Begin drafting letter to James Stewart regarding removal of fill material.	0.60	165.00	99.00
02/06/2017	JPE	Continue drafting letter to James Stewart regarding removal of fill material; Review previous e-mail correspondence between Brian Hagen and James Stewart; E-mail correspondence with Brian Hagen regarding same.	0.10	165.00	16.50
02/07/2017	JPE	Receive and review e-mail correspondence from Brian Hagen to Jim Stewart regarding final notice for removal of fill material.	0.10	165.00	16.50

Sub-total Fees: \$132.00

Rate Summary

Colleen A. Bharadwaj	1.00 hours at \$165.00/hr	165.00
John P. Edison	1.40 hours at \$165.00/hr	231.00
Jay T. Squires	2.10 hours at \$175.00/hr	367.50
Total hours:	<u>4.50</u>	<u>763.50</u>

Expenses

	Units	Price	Amount
02/28/2017 Photocopies.	13.00	0.20	2.60
02/28/2017 Online Legal Research.	1.00	2.47	2.47
Sub-total Expenses:			<u>\$5.07</u>

Total Fees and Expenses: \$768.57

Previous Balance: -

Total Now Due: \$768.57

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

Jana A. Anderson
Accounts Manager

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$5,785.54	\$830,523.52	\$824,737.98	0.70%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$111,200.00	\$111,200.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,894.86	\$12,000.00	\$8,105.14	32.46%
Source Alt Code TAXES		\$0.00	\$9,680.40	\$953,723.52	\$944,043.12	1.02%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$2,695.00	\$9,175.00	\$6,480.00	29.37%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$50.00	\$400.00	\$350.00	12.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$300.00	\$1,500.00	\$1,200.00	20.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$14.00	\$50.00	\$36.00	28.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$13,320.36	\$114,324.87	\$101,004.51	11.65%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,155.00	\$6,000.00	\$4,845.00	19.25%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$667.95	\$3,000.00	\$2,332.05	22.27%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
Source Alt Code SERVICE		\$0.00	\$20,202.31	\$136,449.87	\$116,247.56	14.81%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$740.00	\$740.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$732.00	\$900.00	\$168.00	81.33%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$50,000.00	\$3,600.00	-\$46,400.00	1388.89%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$50,732.00	\$22,240.00	-\$28,492.00	228.11%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$10,370.00	\$10,370.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$350.00	\$100.00	-\$250.00	350.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$8,278.86	\$50,000.00	\$41,721.14	16.56%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$9.00	\$50.00	\$41.00	18.00%
Source Alt Code LIC PERM		\$0.00	\$10,227.86	\$62,120.00	\$51,892.14	16.46%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$108,169.00	\$108,169.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$150,008.00	\$150,008.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$361.98	\$2,000.00	\$1,638.02	18.10%
Source Alt Code FINES		\$0.00	\$361.98	\$2,000.00	\$1,638.02	18.10%
Fund 100 GENERAL FUND		\$0.00	\$91,204.55	\$1,326,541.39	\$1,235,336.84	6.88%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$0.00	\$91,204.55	\$1,326,541.39	\$1,235,336.84	6.88%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$3,732.23	\$7,500.00	\$3,767.77	49.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$30.42	\$3,000.00	\$2,969.58	1.01%
Dept 41110 Council		\$0.00	\$4,087.65	\$23,241.50	\$19,153.85	17.59%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$16,017.75	\$69,629.63	\$53,611.88	23.00%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,201.33	\$5,222.22	\$4,020.89	23.00%
CITYADM	E 100-41400-122 FICA	\$0.00	\$993.11	\$4,317.04	\$3,323.93	23.00%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$232.27	\$1,009.63	\$777.36	23.01%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$89.91	\$384.00	\$294.09	23.41%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$2,008.68	\$8,400.00	\$6,391.32	23.91%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$36.00	\$1,500.00	\$1,464.00	2.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$167.08	\$500.00	\$332.92	33.42%
Dept 41400 City Administrator		\$0.00	\$20,746.13	\$90,962.52	\$70,216.39	22.81%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$10,062.01	\$43,739.90	\$33,677.89	23.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$754.65	\$3,280.49	\$2,525.84	23.00%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$623.85	\$2,711.87	\$2,088.02	23.00%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$145.88	\$634.23	\$488.35	23.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$338.79	\$1,440.00	\$1,101.21	23.53%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$2,008.68	\$8,400.00	\$6,391.32	23.91%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$0.00	\$13,951.36	\$60,956.49	\$47,005.13	22.89%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 41435 Staff Expenses		\$0.00	\$150.00	\$2,800.00	\$2,650.00	5.36%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$12,181.30	\$52,954.72	\$40,773.42	23.00%
ACCTING	E 100-41530-121 PERA	\$0.00	\$913.62	\$3,971.60	\$3,057.98	23.00%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$691.89	\$3,283.19	\$2,591.30	21.07%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$161.80	\$767.84	\$606.04	21.07%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$236.31	\$996.00	\$759.69	23.73%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,582.58	\$10,800.00	\$8,217.42	23.91%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$60.00	\$250.00	\$190.00	24.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530	Accounting	\$0.00	\$16,827.50	\$74,023.35	\$57,195.85	22.73%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41540	Auditing	\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41550	Assessing	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$152.48	\$436.73	\$3,500.00	\$3,063.27	12.48%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	-\$17.47	\$100.00	\$117.47	-17.47%
PURCHASE	E 100-41570-207 Computer Supplies	\$335.38	\$7,727.86	\$12,000.00	\$4,272.14	64.40%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$80.57	\$835.41	\$4,000.00	\$3,164.59	20.89%
PURCHASE	E 100-41570-322 Postage	\$251.88	\$262.57	\$2,000.00	\$1,737.43	13.13%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41570	Purchasing	\$820.31	\$9,245.10	\$21,600.00	\$12,354.90	42.80%
Dept 41600	Computer					
COMPUTER	E 100-41600-310 Other Professional Serv	\$28.00	\$1,764.00	\$4,000.00	\$2,236.00	44.10%
Dept 41600	Computer	\$28.00	\$1,764.00	\$4,000.00	\$2,236.00	44.10%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$768.57	\$3,539.45	\$22,440.16	\$18,900.71	15.77%
Dept 41610	City Attorney	\$768.57	\$3,539.45	\$22,440.16	\$18,900.71	15.77%
Dept 41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41910	Planning and Zoning	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$641.46	\$1,500.00	\$858.54	42.76%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$153.31	\$2,329.71	\$7,000.00	\$4,670.29	33.28%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$314.99	\$1,357.99	\$1,000.00	-\$357.99	135.80%
GOVTBLDG	E 100-41940-321 Telephone	\$346.05	\$1,252.02	\$3,500.00	\$2,247.98	35.77%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$319.91	\$250.00	-\$69.91	127.96%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$0.00	\$11,250.00	\$11,250.00	0.00%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$1,367.51	\$6,250.00	\$4,882.49	21.88%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$447.34	\$3,250.00	\$2,802.66	13.76%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$21.70	\$651.70	\$4,500.00	\$3,848.30	14.48%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940	General Govt Buildings/Plant	\$836.05	\$8,734.63	\$42,300.00	\$33,565.37	20.65%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$385.75	\$32,500.00	\$32,114.25	1.19%
Dept 41950	Engineer	\$0.00	\$385.75	\$32,500.00	\$32,114.25	1.19%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$3,066.85	\$8,799.31	\$5,732.46	34.85%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$10,369.59	\$18,860.19	\$8,490.60	54.98%
Dept 41960 Insurance		\$0.00	\$13,436.44	\$27,659.50	\$14,223.06	48.58%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$268.54	\$268.54	\$300.00	\$31.46	89.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$104.00	\$50.00	-\$54.00	208.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$62.91	\$2,000.00	\$1,937.09	3.15%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$268.54	\$435.45	\$2,850.00	\$2,414.55	15.28%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,455.83	\$33,823.32	\$101,748.00	\$67,924.68	33.24%
Dept 42102 Wright County Sheriff		\$8,455.83	\$33,823.32	\$101,748.00	\$67,924.68	33.24%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$3,410.00	\$3,410.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$797.50	\$797.50	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,179.95	\$8,344.11	\$5,164.16	38.11%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$439.23	\$200.00	-\$239.23	219.62%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$1,283.00	\$4,000.00	\$2,717.00	32.08%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$150.00	\$1,614.00	\$950.00	-\$664.00	169.89%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,491.37	\$4,553.35	\$2,061.98	54.72%
Dept 42210 Fire Dept Administration		\$150.00	\$9,007.55	\$77,254.96	\$68,247.41	11.66%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$510.52	\$13,500.00	\$12,989.48	3.78%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$2,456.25	\$4,500.00	\$2,043.75	54.58%
FIREEQUIP	E 100-42220-580 Other Equipment	\$82.00	\$124.58	\$5,000.00	\$4,875.42	2.49%
Dept 42220 Fire Dept Equipment		\$82.00	\$3,091.35	\$25,350.00	\$22,258.65	12.19%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$150.00	\$655.00	\$12,500.00	\$11,845.00	5.24%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$761.75	\$3,000.00	\$2,238.25	25.39%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$613.23	\$1,500.00	\$886.77	40.88%
Dept 42240 Fire Dept Training		\$150.00	\$2,029.98	\$17,000.00	\$14,970.02	11.94%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$89.44	\$231.57	\$4,500.00	\$4,268.43	5.15%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$59.00	\$479.33	\$9,000.00	\$8,520.67	5.33%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$451.50	\$3,086.50	\$7,465.00	\$4,378.50	41.35%
Dept 42260 Fire Vehicles		\$599.94	\$3,797.40	\$22,965.00	\$19,167.60	16.54%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$19.00	\$1,650.00	\$1,631.00	1.15%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$322.65	\$3,500.00	\$3,177.35	9.22%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$1,058.40	\$800.00	-\$258.40	132.30%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$296.24	\$609.38	\$4,500.00	\$3,890.62	13.54%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$831.90	\$3,000.00	\$2,168.10	27.73%
Dept 42280	Fire Stations and Bldgs	\$296.24	\$2,841.33	\$13,625.00	\$10,783.67	20.85%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,222.09	\$19,264.74	\$17,500.00	-\$1,764.74	110.08%
Dept 42401	Building Inspection Admin	\$2,222.09	\$19,264.74	\$17,500.00	-\$1,764.74	110.08%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$24,445.00	\$116,803.34	\$92,358.34	20.93%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$284.80	\$1,050.00	\$765.20	27.12%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$615.00	\$15,000.00	\$14,385.00	4.10%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$1,854.75	\$10,279.11	\$8,424.36	18.04%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$1,566.56	\$8,250.88	\$6,684.32	18.99%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$366.37	\$2,285.25	\$1,918.88	16.03%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$433.80	\$2,832.00	\$2,398.20	15.32%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$11.90	\$11.90	\$500.00	\$488.10	2.38%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$4,421.17	\$27,600.00	\$23,178.83	16.02%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$2,500.00	\$1,550.00	38.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$171.15	\$1,210.65	\$7,000.00	\$5,789.35	17.30%
PUBWRKS	E 100-43000-215 Shop Supplies	\$191.76	\$615.55	\$2,500.00	\$1,884.45	24.62%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$298.43	\$3,912.52	\$6,000.00	\$2,087.48	65.21%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$228.84	\$228.84	\$1,500.00	\$1,271.16	15.26%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$1,003.12	\$5,000.00	\$3,996.88	20.06%
PUBWRKS	E 100-43000-260 Uniforms	\$57.91	\$367.26	\$3,000.00	\$2,632.74	12.24%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$1,656.26	\$19,000.00	\$17,343.74	8.72%
PUBWRKS	E 100-43000-321 Telephone	\$137.88	\$474.71	\$2,800.00	\$2,325.29	16.95%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$1,097.87	\$44,456.26	\$234,100.58	\$189,644.32	18.99%
Dept 43121	Paved Streets					
PAVSTRSTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					49

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
STLGHTG	E 100-43160-381 Electric Utilities	\$801.90	\$5,743.18	\$25,000.00	\$19,256.82	22.97%
Dept 43160	Street Lighting	\$801.90	\$5,743.18	\$25,000.00	\$19,256.82	22.97%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,199.28	\$9,610.79	\$36,000.00	\$26,389.21	26.70%
Dept 43245	Recycling: Refuse	\$3,199.28	\$9,610.79	\$36,000.00	\$26,389.21	26.70%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45186	Senior Center	\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$23.46	\$23.46	\$5,000.00	\$4,976.54	0.47%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$248.01	\$574.04	\$2,000.00	\$1,425.96	28.70%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$800.00	\$800.00	\$2,200.00	\$1,400.00	36.36%
PARKS	E 100-45200-580 Other Equipment	\$280.00	\$614.29	\$7,000.00	\$6,385.71	8.78%
Dept 45200	Parks (GENERAL)	\$1,351.47	\$2,011.79	\$36,500.00	\$34,488.21	5.51%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Fund 100	GENERAL FUND	\$21,128.09	\$236,796.50	\$1,326,541.16	\$1,089,744.66	17.85%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$21,128.09	\$236,796.50	\$1,326,541.16	\$1,089,744.66	17.85%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Vice Mayor Hammerseng at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4th day of April, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-04-17-31

A RESOLUTION APPROVING PAYMENT TO SNOW PLOW DRIVERS

WHEREAS, the City Council previously authorized the hiring of Jeff Bursch and Larry Dalchow as temporary snow plow drivers; and

WHEREAS, a term of their employment included a \$500 payment at the end of the snow plowing season in recognition of their on-call availability; and

WHEREAS, the snow plowing season is presumed to be completed.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the payment of \$500 each to Jeff Bursch and Larry Dalchow.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 4th day of April, 2017.

APPROVED BY:

Doug Hammerseng, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Vice Mayor Hammerseng at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4th day of April, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 04-04-17-32

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

WHEREAS, the Hanover Athletic Association has donated funds to the City of Hanover for purpose of hosting Concert in the Park.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$1,600 from the Hanover Athletic Association.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of April, 2017.

APPROVED BY:

Doug Hammerseng, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Vice Mayor Hammerseng at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4th day of April, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-04-17-32

**A RESOLUTION ACCEPTING A DONATION
FROM THE HANOVER YOUTH BALL CLUB**

WHEREAS, the Hanover Youth Ball Club has donated funds to the City of Hanover for purpose of constructing the Settlers Park Ballfield Redesign.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$17,000 from the Hanover Youth Ball Club.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of April, 2017.

APPROVED BY:

Doug Hammerseng, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Vice Mayor Hammerseng at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4th day of April, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-04-17-34

A RESOLUTION APPROVING CONTRACT FOR CONCERT IN THE PARK

WHEREAS, the White Sidewalls have performed the Concert in the Park in the past; and

WHEREAS, the Hanover Park Board recommends hiring the White Sidewalls for the 2017 Concert in the Park.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of the White Sidewalls in the amount of \$1,600 for the 2017 Concert in the Park..

BE IT FURTHER RESOLVED, that the City Council authorizes its City Administrator to execute the contract on behalf of the City of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of April, 2017.

APPROVED BY:

Doug Hammerseng, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

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

The regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 21st day of March 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 03-21-17-28

A RESOLUTION APPROVING FINANCIAL ACCOUNTING SERVICES CONTRACT

WHEREAS, due to staffing changes, the City of Hanover is in need of financial accounting services to manage day-to-day accounting functions and provide training to the new hire; and

WHEREAS, the accounting firm of Abdo, Eick, & Meyers, LLP, and Redpath & Company, LTD, have offered proposed contracts in which to provide accounting services for the City of Hanover.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, approves the engagement of _____ for financial accounting services in accordance with the attached agreement.

BE IT FURTHER RESOLVED, that the City Council authorizes its City Administrator to take such actions necessary to execute the attached agreement.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4th day of April, 2017.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

Proposal

City of Hanover

Hanover, Minnesota

Submitted
March 28, 2017

AEM Financial Solutions, LLC

Grandview Square
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436
952.835.9090

Contact Persons
Steven R. McDonald, CPA
952.715.3002
steven.mcdonald@aemcpas.com

Jean D. McGann, CPA
952.715.3059
jean.mcgann@aemfinancialsolutions.com



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LETTER OF TRANSMITTAL

Brian Hagen
City of Hanover
12250 5th St NE
Hanover, Minnesota 55341

Dear Brian,

Thank you for the opportunity to submit this proposal to the City of Hanover, Minnesota (the City) for financial management services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through AEM Financial Solutions, LLC (AEMFS) would provide the City with excellent financial management services.

We believe our solution will continue to result in the City receiving high level information, continual improvement of processes and allow the City to keep overall costs stable. Our proposal is based on the past work we have done, the needs of the City, and the experiences we have had working with other cities. The proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from April 3, 2017 through June 30, 2017.

An AEMFS representative will be in the City offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely as necessary.

Investment by the City for services is indicated in the financial page.

AEMFS would like to thank the City for the opportunity. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

AEM Financial Solutions, LLC
an Abdo, Eick & Meyers, LLP Company

Steven R. McDonald, CPA
CEO

Jean D. McGann, CPA
President, AEM Financial Solutions, LLC
Partner, Abdo, Eick & Meyers, LLP

Welcome to ABDO, EICK & MEYERS, LLP

“The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.”

Steve McDonald - Managing Partner



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People

Hire

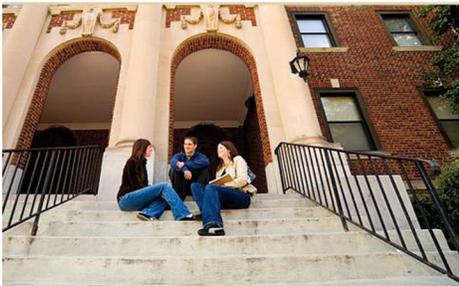
We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train

We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward

We focus on client results and reward our team based on specific goals, not hours billed.



Process

Listen

Our process begins with listening. We invest time to better understand your goals and challenges.

Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Going Beyond the Numbers

FIRM QUALIFICATIONS AND EXPERIENCE

For over 50 years, we've helped local governments throughout Minnesota serve their communities more efficiently. As the leading governmental auditing firm in the state, we provide accounting, financial, and audit services to over 200 governmental entities. In 2009, we established AEM Financial Solutions, LLC (AEMFS) a company dedicated to providing day-to-day accounting and financial management services for local governments. The success of AEMFS stems from having over 17 years of government finance and audit experience, six years of Big Four accounting Firm, and over 50 years of providing governmental services in Minnesota.

As an integral part of your team, we work with you to deliver one-of-a-kind solutions for improving best practices in your entire organization. You can expect to work with our partners and managers to resolve issues ranging from operational effectiveness to long term planning and workflow.

AEMFS is a division of Abdo, Eick & Meyers, LLP (the Firm). Overall the Firm has a professional staff of more than 131 in its Edina and Mankato offices. AEMFS specializes in the governmental industry. The following summarizes the type of services we provide.

Governmental Client Services

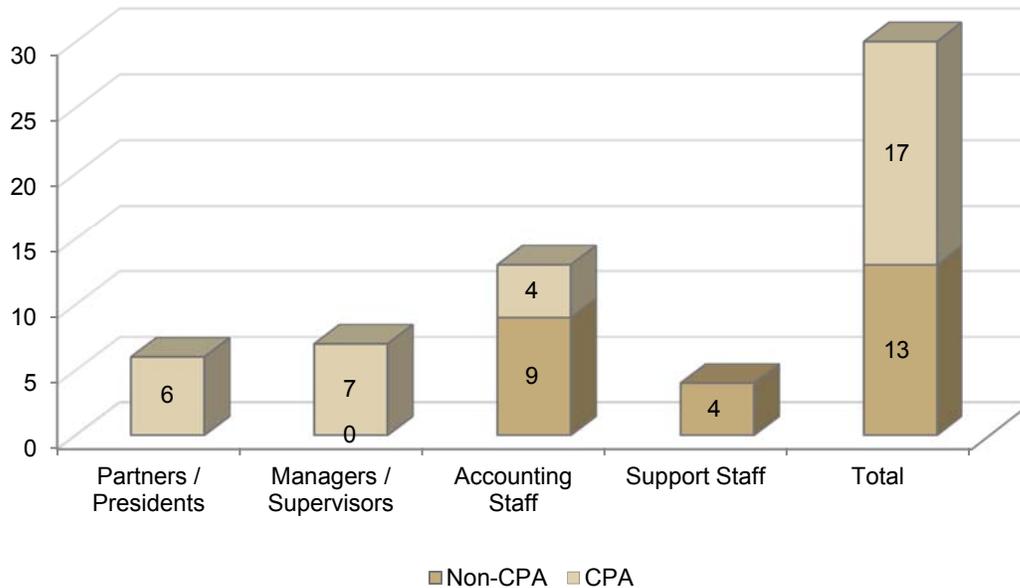
Our governmental client base is composed of cities, municipalities and other public entities. They are as follows:

- Finance director services for approximately 17 cities.
 - 3 municipal clients receive the GFOA's certificate of achievement for excellence in financial reporting
- Process evaluation studies and recommendations
- Operational effectiveness
- Work flow implementation
- Request for proposal development
- Project feasibility analysis
- Rate studies, long term strategic planning and capital improvement planning
- Budget development and analysis

Personnel

AEMFS has a tremendous level of expertise and experience in providing Governmental services. Detailed biographies can be found in Appendix C. This detail will demonstrate that when combined, we have over 55 years of providing solutions to governmental entities along with over 25 years of private sector experience.

Our substantial governmental client base and commitment of staff to governmental services has provided our firm with the competence to serve your professionally and efficiently.



AGREEMENT FOR FINANCIAL SERVICES

THIS AGREEMENT, is made and entered into on March 28, 2017 by and between the City of Hanover, Minnesota (hereinafter referred to as the "City"), and AEM Financial Solutions LLC (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the City is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the City for the performance of any services or to obligate the City. The Contractor is not an agent, servant, or employee of the City and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the City during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the City at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide City with proof of liability insurance coverage under this Agreement in writing upon request by the City.

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until June 30, 2017 unless earlier terminated as provided in Sections 2 and 3.

Section 2 City's Termination Rights: City may terminate this Agreement upon fourteen (14) days written notice in the event the City determines in its sole discretion that it is not in the City's best interest to continue using Contractor's services. The City may terminate on ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon fourteen (14) days written notice to City in the event City does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by City. In the event of non-payment within thirty (30) days, Contractor shall give City an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the City's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than fourteen (14) days prior to the expiration of this Agreement, the City may provide written notice of intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on June 30, 2017.

ARTICLE V

GENERAL

Section 1 Authorized City Agent: The City's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the City, and any such data and materials shall be remitted to the City by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local. Further, Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the City. The City shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The City agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the City's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the City, as requested by the City.

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE V - CONTINUED

GENERAL - CONTINUED

Section 5 Entire Agreement: This Agreement is the entire agreement between the City and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the City with timely and accurate financial recommendations and information that allows City Council the ability to make final financial decisions. Contractor will provide final financial recommendations, but is not responsible for the final decisions made regarding financial matters.

Section 8 City Employment of Contractors Employees; Should the City desire to employ the Contractors employee that is assigned to the City during the term of this Agreement, it must have the written consent of the Contractor to enter into a City employee contract with the Contractors employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this agreement.

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated in Table 1 and under the attached scope of services. Additional fees will not be incurred without prior approval of the City.

Table 1

Accounting Services

	<u>Standard Fee</u>	<u>City of Hanover Fee</u>
April 3, 2017 - May 19, 2017	\$ 7,350	\$ 3,675*
May 22, 2017 - May 31, 2017	1,705	1,705
June 1, 2017 - June 30, 2017	4,900	4,900

*AEM Financial Solutions is extending a 50% discount for a period of six weeks.

Training

Training will be invoiced at an hourly rate ranging from \$150 - 185 depending on the type of training being offered. The scope of services for training is outlined in Appendix A. The detailed training schedule is outlined in Appendix B.

Initial invoice will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract.

Section 10 Additional Services: Should the City request additional services in addition to the Contracted Services, the Contractor will provide the City with proposed fees for the services to be provided. The City shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

SCOPE OF SERVICES

Contract Task	City Responsibility	Planned Time Frame
1. Cash and Investment monitoring		
Reconcile cash and investments	Administrator to review and approve	Monthly
Review Monthly to ensure timely and accurately balance		Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Review cash flow to ensure proper amounts are available for operations		Monthly
2. Payroll		
Prepare and process payroll (this service will be done remotely)	Administrator to review and approve	Bi-weekly
Complete 941 and other required reports		Quarterly
941 reconciliation		Quarterly
3. Accounts Payable		
Prepare batch A/P for City Council approval	Administrator to review and approve	Monthly
Prepare recap for City Council approval at council meetings	Administrator to review and approve	Monthly
Review coding of invoices done by department heads	City to provide initial coding and approvals	Monthly
Review monthly budget to actual reports for coding errors	Review and provide input	Monthly
Prepare Sales Tax Reports	Administrator to review and approve	On-going
4. Annual Reporting		
Complete Financial Reporting Form to the Office of the State Auditor		June 30
5. Annual Budget Preparation		
Preliminary meeting with City management on budget objectives and strategy		April 30
Prepare a City management's recommended property tax levy along with a general outline of City Budgeted funds including any potential budget		May - June
6. Miscellaneous Tasks		
Provide oversight in recording/accounting for transaction		Weekly
Attend Council meetings for quarterly reports and budget discussions		As needed
Update Council, Administrator and staff of new accounting standards		On-going
Provide assistance in reporting and closing out grant programs		Monthly
Respond to surveys and information requests as they are received from outside sources such as the League of MN Cities and Government		On-going
Monitor compliance for assigned activities		On-going

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

We have long-term relationships with many cities in Minnesota and have provided a sample of references of those we serve as their Finance Director. Additional references are available upon request.

City of New Hope

Kirk McDonald | 763.531.5112
Engagement Partner - Steve McDonald

City of Crystal

Anne Norris | 763.531.1140
Engagement Partner - Jean McGann

City of Forest Lake

Aaron Parrish | 651.209.9750
Engagement Partner - Jean McGann

City of Le Sueur

Jasper Kruggel | 507.665.6401
Engagement Partner - Jean McGann

City of Oak Grove

Loren Wickham | 763.404.7075
Engagement Partner - Jean McGann

City of Dayton

Tina Goodroad | 763.427.4589
Engagement Partner - Jean McGann

AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES

CITY OF HANOVER, MINNESOTA

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Hanover
12250 5th St NE
Hanover, Minnesota 55341

Name _____

Title _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name Steve McDonald

Title CEO

Date March 28, 2017

Appendix A



Scope of Services

Contract Task	City Responsibility	Planned Time Frame
<p>1. Training</p> <p>Provide training for the Accounting Clerk and Administrator per the proposed schedule (attached)</p> <ul style="list-style-type: none"> Accounting transaction process Accounting procedures Software processes and input procedures Quarterly reports and year end processes Transactional coding by budget allocation Budget process and allocations Financial deadlines/requirements on annual basis 	<p>Provide dedicated time for training</p>	<p>To be determined based on hiring of accounting clerk</p>

Appendix B

Detailed Training Schedule

	<u>Estimated Length</u>	<u>Tasks</u>
1. General Accounting		
a. Financial Statements		Review 2016 FS
b. Support and internal controls (general discussion of all sections)		Discuss best practices for IC for each section to be covered with staff
c. Accounting periods	This section is estimated to take 2-3 hours to cover.	Effects of transactions posted in wrong period.
d. Transaction dates		Demonstrate/practice closing a period in Periodic Processing. When is the correct time to close?
e. Closing periods		Timing of tax/intergovernmental receipts in MN, CIP needs, debt service and operational cash flows
f. Cash flows (general)		
2. Budget		
a. Budget process	This section is estimated to take 2-3 hours to cover.	MN general process, developing a budget calendar.
b. Budget entry		Options (annual or monthly)
c. Budget amendments		Approval format, system entry
d. Support and internal controls		Example of best practice for support/internal controls
e. Budget reports		Report writer functionality, create/modify some reports
f. Wage and benefit budgeting		Preparing the Wage Budget
3. Transfers		
a. Support and internal controls	This section is estimated to take 1 hour to cover.	Example of best practice for support/internal controls
b. Accounting transfers		Handout - difference between transfers & how to post depending on type
c. Cash transfers		Handout - difference between transfers & how to post depending on type
4. Journal entries		
a. Support and internal controls	This section is estimated to take 2-3 hours to complete	Example of best practice for support/internal controls
b. Debits and credits		Fund Accounting 101
c. Posting entries		Fund Accounting 101
d. Balancing entries		Fund Accounting 101
5. Cash & Investments		
a. Support and internal controls	This section is estimated to take 3-5 hours to cover.	Example of best practice for support/internal controls
b. Investment schedule		Complete one month together
c. Cash reconciliation		Complete one month together
d. Interest & fair market value allocations		Complete one month together, demonstrate monthly pool of interest/fmv change and a quarterly allocation
e. Unclaimed property		Review rules, procedures, forms required
6. Accounts Payable		
a. Support and internal controls	This section is estimated to take 2-3 hours to cover.	Example of best practice for support/internal controls (all invoices should be signed by...)
b. Coding		Code based on expense, not where money is available in budget
c. Capital items		Focus on coding, capitalization threshold, etc.
d. Sales & Use Tax		Example of best practice for support/internal controls. How to accrue tax, if applicable.
e. Refunds		Coding reimbursements
f. Year-end procedures		Use Banyon Best Practice for Clients
7. Accounts Receivable		
a. Support and internal controls	This section is estimated to take 2-3 hours to cover.	Example of best practice for support/internal controls
b. Coding		Review coding chart on frequent basis
c. Sales & Use Tax		Example of best practice for support/internal controls. How to accrue tax, if applicable.
d. Refunds		Coding reimbursements
e. Year-end procedures		Use Banyon Best Practice for Clients
8. Payroll		
a. Support and internal controls	This section is estimated to take 4-5 hours to cover.	Example of best practice for support/internal controls (all timesheets should be signed by...raises approved by...)
b. Deductions and benefits		Rates, reports, etc.
c. Taxes		Rates, reports, etc.
d. Proofing payroll		Reports, calculations, etc.
e. Allocations		Set up, changes, benefit follows the wage allocation, etc.
f. Reconciling payroll liabilities		Reconciling deductions/benefits to the G/L, reconciling G/L accounts
g. Payroll Tax Returns		941, MW1, MNUE, reconciling PERA contributions, W2/W3, 1099s

Appendix C



Jean McGann, CPA

Mrs. McGann joined the Firm in 2013. She is licensed to practice as a CPA in Minnesota. Jean leads the Financial Solutions group providing financial management services, day-to-day accounting and customized solutions for local governments and nonprofit agencies.

Outside of work Jean enjoys spending time with family and friends. Jean resides in Twin Cities with her husband and their 2 children.

Partner and President

Direct line 952.715.3059
jean.mcgann@aemfinancialsolutions.com

Qualifications

- 18 years of experience in government finance and auditing
- Over 7 years of experience in operations management
- Experienced in strategic planning and financial forecasting
- Experienced in identifying and implementing cost containment processes
- Policy development, internal control evaluation and project management experience

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States and Canada

Education

- Bachelor of Arts, Buena Vista University, Storm Lake, Iowa
- Continuing professional education as required by AICPA and Government Accountability Office



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Victoria Holthaus

Client Services Supervisor

Direct line 952.715.3069

victoria.holthaus@aemfinancialsolutions.com

Victoria has served in finance and administrative roles for municipalities and joint ventures. While her background stems from experience in finance and accounting, Victoria has “worn the hat” of emergency management director, zoning administrator, administrator-clerk and economic development director.

Victoria is experienced in debt management, capital improvement plans, multi-year budgeting among other items. In addition to budgeting, fiscal planning and the typical finance tasks, she has done some grant writing, secured low interest loans and grants (ARRA) for public improvement projects, and project management.

When Victoria isn't helping cities manage their finances she is spending time with her husband and two children. She and her family enjoy road trips “out west” to visit the national parks, where she hopes to retire one day. Victoria can often be found redecorating her house with “vintage” finds from the local flea market or trying out new recipes.

Qualifications

- 11 years of experience working with local governments in finance and administration

Professional Memberships

- Government Finance Officers Association

Education

- Master in Public Administration, Hamline University
- Bachelor of Science in Accounting, National American University
- Minnesota Certified Municipal Clerk
- Continuing professional education



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Jackie Thoennes

Jackie Thoennes joined the firm in September of 2016 as a Client Services Accountant. Jackie has over 20 years working in local government finance. She specializes in working with utility billing, payroll, fund accounting, and point-of-sale along with various accounting functions.

When not working, Jackie enjoys spending time with her family and attending her daughters sporting events. Some of her favorite pastimes include being at the lake and cheering on the MN Vikings/Twins.

Client Services Accountant

Direct line 952.715.3066

jackie.thoennes@aemfinancialsolutions.com

Qualifications

- 20 years of experience working with local governments in finance
- Works extensively with Utility Billing, Accounts Payable, Accounts Receivable, Payroll, Point of Sale, and Budget Process
- Payment Service Network (PSN)

Professional Memberships

- American Payroll Association Northstar Chapter

Education

- Minnesota Certified Municipal Clerk
- Continuing professional education



March 24, 2017

Brian Hagen
City Administrator
City of Hanover
11250 5th St. NE
Hanover, Minnesota 55341

Dear Brian:

It is our pleasure to present this quote to the City of Hanover. We are excited about the opportunity to provide accounting services. We appreciate the confidence you have in Redpath and Company to provide this service and understand your specific needs and expectations.

1. About Redpath and Company

Redpath and Company, Ltd. is a full-service accounting firm. We help individuals and organizations—including businesses, local governments and not-for-profits—make decisions that create value and contribute to their financial well-being. With approximately 143 staff in our St. Paul and White Bear Lake offices, the firm ranks in the top 12 largest accounting firms in the Twin Cities area.

Our firm prides itself on delivering personal service. You will deal one-on-one with senior Redpath and Company client managers. This way, our experienced staff can meet the objectives of the annual financial statement audits.

2. Experience

We have a vast portfolio of government clients, including municipalities, housing and redevelopment authorities, transit authorities, and districts (e.g. parks and watersheds). Local governments are a primary focus for our government group and the staff assigned to your account will have specific knowledge of these types of entities.

3. Qualified Staff

Staff responsible for providing accounting services to the City of Hanover will be Deb Contois.

Deb Contois

Outsourced Controller

Overview

Deb Contois is a member of the Outsourced Accounting Services Team and provides clients with controller services. She is an accounting professional with 13 years of progressive accounting, process improvement, and analysis experience. During her work experience as a corporate controller, Deb implemented process and cash controls for her clients and has vast experience in system conversions including financial software implementations, ERP conversions, and operations/billing software conversions. She has audit and financial statement preparation experience and has resolved revenue recognition and billing issues.



Education

- Saint Cloud State University – Saint Cloud, Minnesota, B.S., Accounting

Service Expertise

- Outsourced Controller Services
- Progressive Accounting and Process Improvement
- System Conversions
- Managing and Reconciling Cash
- Audit and Financial Statement Preparation Experience
- Internal Controls and Procedures Implementation
- Budget Preparation and Analysis
- Cash Flow Projection and Monitoring
- Accounts Payable and Payroll Staff Supervision
- Financial Reporting

4. Scope of Services

Redpath staff will provide the following services:

- a. Weekly claims list (accounts payable).
- b. Bi-Weekly payroll.
- c. Assist with Finance tasks as requested.
- d. Provide training to new Accountant.

It is our understanding these services are temporary until the City is able to fill the position with a full-time employee. It is also our understanding Deb Contois will be on-site one day per week providing the above services.

We are able to begin providing these services on Thursday, April 13, 2017.

5. Fees

Our fee to provide the above services is a daily rate of \$1,000 per day.

Thank you for your consideration of Redpath and Company. Feel free to contact me at any time with questions. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "David Mol". The signature is written in a cursive, flowing style.

David Mol, CPA
Partner