

**AGENDA
HANOVER CITY COUNCIL
APRIL 16, 2019**

**MAYOR
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of April 2, 2019 Local Board of Appeal and Equalization Meeting (4)**
 - b. Approve Minutes of April 2, 2019 City Council Meeting (6)**
 - c. Approve Claims as Presented: (10)**

➤ Claims	\$ 41,657.31
➤ Payroll	\$ 9,446.62
➤ P/R taxes & Exp.	\$ 3,423.36
➤ Other Claims	<u>\$ 2,587.17</u>
➤ Total Claims	<u>\$ 57,114.46</u>
 - d. Res No 04-16-19-26 – Accepting Donation for Easter Egg Hunt (44)**
- 4. Res No 04-16-19-27 – Ordering Environmental Assessment Worksheet for a Project Known as Mahler Aggregate Mine (45)**
- 5. Res No 04-16-19-28 – Approving Rezoning of Property for a Planned Unit Development (49)**
- 6. Res No 04-16-19-29 – Approving Preliminary Plat for River Town Villas of Hanover (49)**
- 7. Riverside County Park Collaboration**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: April 11, 2019
Re: Review of April 16, 2019 City Council Work Session Agenda

1. Call to Order: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent agenda.*
 - a. Approve Minutes of April 2, 2019 Local Board of Appeal and Equalization Meeting (4)
 - b. Approve Minutes of April 2, 2019 City Council Meeting (6)
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 - d. Res No 04-16-19-26 – Accepting Donation for Easter Egg Hunt (44)
4. Res No 04-16-19-27 – Ordering Environmental Assessment Worksheet for a Project Known as Mahler Aggregate Mine (45)

Staff has met with Gary Fehn regarding an expansion of the Mahler pit. Enclosed is a memo from City Planner Nash outlining the requirement of an EAW as it relates to a Mahler Pit Expansion. Nash will be present to answer any questions. At this point, plans are being prepared to show the details as required by ordinance. Therefore, the only item needing consideration at this point is for Council to formally order the EAW. It would come back to Council for final consideration at a later date.
5. Res No 04-16-19-28 – Approving Rezoning of Property for a Planned Unit Development (49)

Please see enclosed memo from City Planner Nash. Nash will be present to answer any questions.
6. Res No 04-16-19-29 – Approving Preliminary Plat for River Town Villas of Hanover (49)

Please see enclosed memo from City Planner Nash. Nash will be present to answer any questions.

7. Riverside County Park Collaboration

I have received information that Wright County has dedicated funds to install an archery range at the Riverside County Park on 8th St NE. County staff has indicated that financial support to purchase concrete and signage would be welcomed. They also indicated in-kind labor to increase the level of maintenance at the park would be welcomed as well. This could include, but limited to, refuse pickup, mowing, debris cleanup, etc.

This discussion is being brought back because last year Council indicated potential desire for future assistance if the County pursued improvements.

8. Reports

9. Adjournment

**CITY OF HANOVER
LOCAL BOARD OF APPEALS AND EQUALIZATION
APRIL 2, 2019 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance Local Board of Appeal and Equalization:

Vice Mayor Ken Warpula called the 2019 Local Board of Appeals and Equalization of Tuesday, April 2, 2019 to order at 7:00 p.m. Present were Councilors Ken Warpula, Doug Hammerseng, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant / Deputy Clerk Jackie Heinz, Wright County Assessors Tammy Anderson and Mitch Douglas and Hennepin County Assessors Jason Vaith and Kari Theisen. Other guests included Paul Reschke.

Wright County Assessor's Office read an opening statement explaining the purpose of the meeting. Wright County Assessor's presented to Council the changes in land values. Hanover's residential value increased 6.31%.

PID: 108-038-001100

Wright County Assessors have reviewed the request and recommend an adjustment in valuation from \$488,300 down to \$450,500.

PID: 108-039-002080

Wright County Assessors have reviewed the request and recommend an adjustment in valuation from \$515,100 down to \$476.800.

At this time the local board opened the floor for comments from the public.

Maryann Hallstein at 339 Jandel Avenue NE, PID #108-500-344201 requested the assessor look at her valuation.

Doug Hammerseng at 219 Jansen Avenue NE, PID #108-030-001050 requested the assessor look at his valuation.

MOTION by Hallstein to approve the two recommended adjustments by Wright County Assessors, seconded by Hammerseng. **Motion carried unanimously.**

MOTION by Hallstein to pass action to Wright County for property owners Hallstein and Hammerseng, seconded by Zajicek. **Motion carried unanimously.**

MOTION by Hammerseng to close Wright County and open Hennepin County, seconded by Hallstein. **Motion carried unanimously.**

The Hennepin County Assessor's Office stated that residential properties increased 0.5% in value. Townhome values increased 7.9% over the last year. Commercial properties decreased 11.2%. Industrial properties decreased 22.1%. Overall value increase for Hanover in Hennepin County was 7.7%.

PID: 01-119-24-24-0010

Hennepin County Assessors have reviewed the request and recommend an adjustment in valuation from \$507,000 down to \$400,000. Additionally, Hennepin County stated they would re-evaluate the property in the fall to determine if any improvements were made to the property.

PID: 02-119-24-13-0002

Hennepin County Assessors have reviewed the request and recommend an adjustment in valuation from \$570,400 down to \$461,100.

At this time the local board opened the floor for comments from the public.

Paul Reschke at 10787 Settlers Lane North, PID #02-119-24-11-0032 requested the assessor look at his valuation.

Jim Zajicek at 10595 Prairie Lane, PID #01-119-24-24-0005 requested the assessor look at his valuation.

MOTION by Hallstein to approve the two recommended adjustments by Hennepin County Assessors, seconded by Hammerseng. **Motion carried unanimously.**

MOTION by Hallstein to pass action to Hennepin County for property owners Reschke and Zajicek, seconded by Warpula. **Motion carried unanimously.**

MOTION by Hammerseng to close the Local Board of Appeals Meeting at 7:25 pm, seconded by Zajicek. **Motion carried unanimously.**

APPROVED:

Vice Mayor, Ken Warpula

ATTEST:

Brian Hagen, City Administrator

**CITY OF HANOVER
CITY COUNCIL MEETING
APRIL 2, 2019 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Vice Mayor Ken Warpula called the regular meeting of Tuesday, April 2, 2019, to order at 7:26 pm. Present were Councilors Ken Warpula, Doug Hammerseng, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant / Deputy Clerk Jackie Heinz. Mayor Chris Kauffman was absent. Guests included Doug Voerding from Wright County Journal Press, WC Commissioner Mike Potter, Fire Department Members Dave Malewicki, Toby Heinz, Dave Pinor and Tony Wychgram.

Approval of Agenda:

Warpula added Fire Chief Malewicki to the agenda as item 9d.

Hagen added Rhino Auto to the agenda as item 9e.

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

Consent Agenda:

Hagen added Resolution Number 04-02-19-25 – Approving Optional 2am Liquor License for Chops Bar.

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

a. Approve Minutes of March 19, 2019 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 44,023.36
➤ Payroll	\$ 9,620.19
➤ P/R taxes & Exp	\$ 3,513.41
➤ Other Claims	<u>\$ 2,623.64</u>
➤ Total Claims	<u>\$ 59,780.60</u>

c. Res No 04-02-19-15 – Accepting Donation for Easter Egg Hunt River Inn

d. Res No 04-02-19-16 – Accepting Donation from Hanover Fire Relief Association

e. Res No 04-02-19-17 – Recognizing Rich Engel Resignation

f. Res No 04-02-19-18 – Recognizing Aaron Stumne Resignation

g. Res No 04-02-19-19 – Approving Payment to Temporary Snowplow Driver

h. Res No 04-02-19-20 – Approving Hire of Summer Seasonal Position

i. Res No 04-02-19-21 – Approving Year-End Fund Transfer

j. Res No 04-02-19-22 – Approving Purchase of Fuel Storage Cabinet

k. Res No 04-02-19-25 – Approving Optional 2 AM Liquor License for Chops Bar

Motion carried unanimously.

Citizen’s Forum:

Mike Potter – Potter introduced himself as the Wright County Commissioner, he stated Trailblazer rider numbers have increased. They gained an additional \$500k from MnDOT and are working to provide service to all Wright County residents. Potter stated the sales tax increase which started in 2018 has taken in over 7 million, funds were used for County Road 9 in Waverly and 50th Street in St. Michael. Potter stated he has reached out to Hennepin County for clarification on who owns and maintains which portions of the County Road 19 bridge over the Crow River. Potter stated Wright County is ranked 70th out of 87 on per capita spending.

Zajicek thanked Potter for the Wright County updates. Zajicek inquired if alternate routes could be posted for commuters to use once the I-94 project begins to help divert traffic away from Hanover.

Zajicek also asked Potter to contact Hennepin County Commission Jeff Johnson about the future widening of County Road 19 and the bridge.

Hallstein inquired if the Hennepin County side of Hanover could be included in the Trailblazer service area. Hagen stated Hanover was guaranteed Hennepin County residents would receive ridership, Potter stated he would verify.

Public Hearings:

None

Unfinished Business:

None

New Business:

Res. No. 04-02-19-23 – Approving 2018 Budget Amendment #1

Hagen stated the 2018-year end review of expenditures has been completed, based on funds needed for the first half of 2019, the attached amendment shows the amount to be moved to Fire Department capital based on amounts the neighboring entities overpaid. The transfer of the neighboring entities excess funds would ensure future use of these funds remain for Fire Department uses.

MOTION by Hammerseng to approve Res. No. 04-02-19-23, seconded by Hallstein. **Motion carried unanimously.**

Res. No. 04-02-19-24 – Approving Stormwater Maintenance Agreement

Hagen stated he talked last year with the Bridges about a stormwater maintenance agreement which should have been in place since development began. The Association owns the land, but the City is responsible for regular inspections and maintenance. Hagen further stated if there is damage caused by the City it would be replaced to a working state. Hallstein inquired about concerns of growing trees. Hagen stated if they are impacting the function of the ponds they'll be removed. For all others they would be inspected, documented and proceed as needed. Warpula inquired if new developments have agreements on the stormwater ponds. Hagen that majority of times, stormwater ponds are located in outlots owned by the City and not an HOA, therefore no agreement is required.

MOTION by Zajicek to approve Res. No. 04-02-19-24, seconded by Hammerseng. **Motion carried unanimously.**

Ord. 2019-02 – Amending 2019 Fee Schedule

Hagen stated St. Michael contacted staff about the wrong amount of SAC fees being sent. It was found St. Michael didn't send notification of SAC fee increases to staff over the last couple of years. Hagen stated SAC fees with increase from \$4,712 to \$5,045. This ordinance would take effect on 4-11-19 with no back fees.

MOTION by Hammerseng approve Ord. 2019-02, seconded by Zajicek. **Motion carried unanimously.**

Fire Chief Dave Malewicki

Chief Malewicki stated it has come to the Department's attention there is a discrepancy with the updates being made to the policies. Malewicki handed out the current and proposed uniform requirements to the council. Malewicki stated the top half it was is currently stated, the Fire Department is requesting that language be removed and changed to the language on the lower half. Malewicki stated the verbiage needs to be stricter, the new verbiage comes directly from OSHA. Malewicki further stated one time per year masks are fitted and tested, if facial hair is present the seal of the mask to the skin isn't there.

Hammerseng inquired if there is a problem with some members. Malewicki stated the new language may affect some of the members. Hammerseng stated the current language is too vague in the

description. Malewicki stated they're trying to correct that. Warpula stated he has been on the department for 16 years, he has known about the policy so why change it. Malewicki stated the Fire Department has always adhered to OSHA standards, but members are taking the vague verbiage to the extreme. The new language states no more than 24-hour facial hair growth. Hallstein stated the current language is too open to interpretation. Zajicek stated the cities liability is more important.

Hammerseng inquired what language other departments have. Heinz stated most Fire Departments have adopted the OSHA standard. Warpula inquired if any departments in the area allow beards, Malewicki stated no. Wychgram stated his facial hair passes the FIT test and is kept at the same length year-round. Wychgram also stated he teaches throughout the state and hasn't visited a city yet which allows a full beard. Malewicki put on an air mask to demonstrate the facial area where a good seal is needed. Discussion continued around facial hair options, liability and Fire Department member safety. **MOTION** by Hallstein to add the OSHA language related to facial hair, seconded by Zajicek. **Motion carried unanimously.**

Rhino Auto

Hagen stated he has been monitoring Rhino Auto over the last 3-4 months, he has noticed additional vehicles being parked outside. Warpula inquired what staff recommends, Hagen stated a letter could be sent or bring the owner back for revocation which he would be notified of. Hallstein inquired if there has been a spring walk of the property. Hagen stated he has not walked behind the building as it's clear from the front he isn't in compliance. Hallstein stated Rhino Auto is not able to do business under the current CUP. Hammerseng stated the business doesn't fit the current space.

Council consent to inform property owner of Council's intent to consider revoking the CUP at a May meeting. Council further encouraged Hagen to work with the attorney to ensure proper notice is given.

Reports

Hallstein

- Visited Parade of Homes
- Inquired if new port-a-pottie for Cardinal Park has been ordered, staff stated yes.
- Inquired about Biff's charges on EagleView Park, Heinz stated charges have been credited back to 10-22-18.
- Inquired about how to respond to e-mails received from citizens asking questions. Hagen stated should respond or give education, normally respond to the individual, not the group.

Zajicek

- Joe Kaul attended the last Park Board meeting regarding the new lighting of the Historical Bridge. He asked for an accurate rendering and to have all details ready for when presenting to the council.
- There is a sign stating the vacant field across from the

Hammerseng

- Thanked fellow council members and staff for covering and keeping him informed while being absent.

Heinz

- The 2018 audit will begin on Monday.

Hagen

- Will be on vacation for the next week.

Adjournment

MOTION by Hammerseng to adjourn at 8:43 pm, seconded by Zajicek. **Motion** carried unanimously.

APPROVED BY:

Ken Warpula, Vice Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: April 2019

Batch Name	04/16/19 PAY	Payment	Computer Dollar Amt	\$41,549.01	Posted
Refer	2635 A-1 OUTDOOR POWER, INC.		Ck# 002629E 4/16/2019		
Cash Payment	E 100-42220-221 Equipment Parts		Back Pack Blower: Replaced Fuel Lines, Maintenance and Adjust Valves		\$152.20
Invoice	436389	3/21/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$152.20
Refer	2660 AEM FINANCIAL SOLUTIONS, LLC		Ck# 002634E 4/16/2019		
Cash Payment	E 100-41530-310 Other Professional Servi		2018 Audit Prep Review:AR, Grants, Taxes, Special Assessments & Capital Assets		\$1,390.50
Invoice	413104	3/31/2019			
Transaction Date	4/11/2019	Due 0	Cash	10100	Total \$1,390.50
Refer	2654 ALEX AIR APPARATUS, INC		Ck# 034197 4/16/2019		
Cash Payment	E 100-42220-580 Other Equipment		Drager PAC 6000 Single Gas Monitor - H2S		\$180.00
Invoice	INV-39173	3/29/2019			
Cash Payment	E 100-42220-580 Other Equipment		Drager PAC 6000 Single Gas Monitor - CO - Qty 2		\$369.00
Invoice	INV-39172	3/29/2019			
Transaction Date	4/10/2019	Due 0	Cash	10100	Total \$549.00
Refer	2641 ASPEN MILLS		Ck# 034198 4/16/2019		
Cash Payment	E 100-42220-260 Uniforms		D. Freund: Metal Name Tag		\$8.85
Invoice	234577	4/1/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$8.85
Refer	2643 AT&T MOBILITY		Ck# 034199 4/16/2019		
Cash Payment	E 100-43000-321 Telephone		PW Cell Phones - 02/18/19 - 03/17/19		\$216.75
Invoice	X03252019	3/17/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$216.75
Refer	2639 BEAUDRY OIL & PROPANE		Ck# 034200 4/16/2019		
Cash Payment	E 100-43000-212 Motor Fuels		Diesel: Refill of 350.5 Gallons on 4/02/19		\$840.85
Invoice	1320087	4/2/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$840.85
Refer	2631 BLUE TARP FINANCIAL		Ck# 002627E 4/16/2019		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE		Oxy / Act Hose		\$32.99
Invoice	0193120130	4/2/2019			
Cash Payment	E 100-43000-215 Shop Supplies		8 oz. Startron Fuel Treatment		\$8.99
Invoice	0193120130	4/2/2019			
Cash Payment	E 100-43000-240 Small Tools and Minor E		15 Gallon Oil Drain Dolly		\$209.99
Invoice	0193120130	4/2/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$251.97
Refer	2650 CARLSON SOLEM, NANCY A.		Ck# 034201 4/16/2019		
Cash Payment	E 100-48205-810 Refunds & Reimburseme		Hall Damage Deposit Release - 3/29 & 3/30/19 Event		\$100.00
Invoice		4/4/2019			
Transaction Date	4/10/2019	Due 0	Cash	10100	Total \$100.00
Refer	2642 CARSON, CLELLAND & SCHREDE		Ck# 034202 4/16/2019		

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Payments

Current Period: April 2019

Cash Payment	E 100-41610-304	Legal Fees	Legal Support / Work - March 2019		\$29.20
Invoice		3/29/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$29.20
Refer	2627	<u>CENTERPOINT ENERGY</u>	<u>Ck# 034203 4/16/2019</u>		
Cash Payment	E 100-43000-383	Gas Utilities	PW Building Gas Utilities: 2/26/19 - 3/27/19		\$724.60
Invoice		3/29/2019			
Cash Payment	E 100-42280-383	Gas Utilities	Fire Station Gas Utilites: 2/26/19 - 3/27/19		\$358.98
Invoice		3/29/2019			
Cash Payment	E 100-41940-383	Gas Utilities	City Hall Gas Utilities: 2/26/19 - 3/27/19		\$469.30
Invoice		3/29/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$1,552.88
Refer	2653	<u>CENTURY LINK</u>	<u>Ck# 034204 4/16/2019</u>		
Cash Payment	E 100-42280-321	Telephone	Fire Station Landline - 3/28/19 - 4/27/19		\$39.92
Invoice		3/28/2019			
Transaction Date	4/10/2019	Due 0	Cash	10100	Total \$39.92
Refer	2628	<u>CITY OF MONTICELLO</u>	<u>Ck# 034205 4/16/2019</u>		
Cash Payment	E 100-42700-310	Other Professional Servi	Animal Control - February 2019: Lab Mix Picked Up by County Road 19 & Jonquil Lane with 7 Days of Boarding		\$152.00
Invoice	0022372	3/20/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$152.00
Refer	2626	<u>COLLABORATIVE PLANNING LLC</u>	<u>Ck# 002626E 4/16/2019</u>		
Cash Payment	E 100-41910-310	Other Professional Servi	General Planning: March 2019		\$1,879.75
Invoice	2019-057	4/8/2019			
Cash Payment	E 818-41910-310	Other Professional Servi	JW Family Holdings / River Town Villas - PUD Application: March 2019		\$721.00
Invoice	2019-058	4/8/2019		Project 208254	
Cash Payment	E 818-41910-310	Other Professional Servi	JW Family Holdings / River Town Villas - Preliminary Plat: March 2019		\$721.00
Invoice	2019-058	4/8/2019		Project 208255	
Cash Payment	E 818-41910-310	Other Professional Servi	Ben & Kristal Sneen / Riverside Acres - Concept Plan: March 2019		\$579.37
Invoice	2019-059	4/8/2019		Project 208251	
Cash Payment	E 818-41910-310	Other Professional Servi	Ben & Kristal Sneen / Riverside Acres - Annexation: March 2019		\$579.38
Invoice	2019-059	4/8/2019		Project 208252	
Cash Payment	E 818-41910-310	Other Professional Servi	CRHW 4th Addition - Final Plat: March 2019		\$51.50
Invoice	2019-060	4/8/2019		Project 208257	
Cash Payment	E 825-41910-310	Other Professional Servi	CRH Future West Prelim. Plat: March 2019		\$51.50
Invoice	2019-061	4/8/2019			
Cash Payment	E 818-41910-310	Other Professional Servi	Fehn Companies - IUP Extension: March 2019		\$540.75
Invoice	2019-062	4/8/2019		Project 208249	
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$5,124.25
Refer	2645	<u>COMCAST</u>	<u>Ck# 034206 4/16/2019</u>		
Cash Payment	E 100-41940-321	Telephone	CH: Digital Voice & Internet - April 2019		\$221.19
Invoice		3/25/2019			
Transaction Date	4/9/2019	Due 0	Cash	10100	Total \$221.19
Refer	2632	<u>COTTENS, INC.</u>	<u>Ck# 034207 4/16/2019</u>		

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Payments

Current Period: April 2019

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Ford F250: Air Filter				\$10.69
Invoice	233-163201	3/20/2019				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader: Air Filter, Cabin Air Filter				\$35.48
Invoice	233-164258	3/27/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$46.17
Refer	2656 DWS PORTABLE SPARK & ARC		Ck# 034208	4/16/2019		
Cash Payment	E 100-42220-221 Equipment Parts	Drop Water Tank: On Site Weld				\$75.00
Invoice	22322	3/31/2019				
Transaction Date	4/11/2019	Due 0	Cash	10100	Total	\$75.00
Refer	2634 DYNA SYSTEMS		Ck# 002628E	4/16/2019		
Cash Payment	E 100-43000-215 Shop Supplies	Flat Washers, Hex Nuts, Cap Screw Six Shooter, Cable Ties, Drywall Screws				\$213.22
Invoice	23387816	2/20/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$213.22
Refer	2644 ECM PUBLISHERS, INC.		Ck# 002630E	4/16/2019		
Cash Payment	E 100-41970-343 Other Advertising	Crow River News - 2 Year Subscription / Acct. #CRW-8030				\$78.00
Invoice		3/20/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$78.00
Refer	2649 FS SOLUTIONS		Ck# 034209	4/16/2019		
Cash Payment	E 100-42000-437 Other Miscellaneous	Transient Merchant License Background Check: M. Remick				\$20.00
Invoice	FL00287313	4/4/2019				
Transaction Date	4/10/2019	Due 0	Cash	10100	Total	\$20.00
Refer	2651 GOV OFFICE LLC		Ck# 034210	4/16/2019		
Cash Payment	E 100-41600-310 Other Professional Servi	Website Hosting through 4-30-20				\$550.00
Invoice	44752	4/3/2019				
Transaction Date	4/10/2019	Due 0	Cash	10100	Total	\$550.00
Refer	2652 GRUPP, JEFF		Ck# 034211	4/16/2019		
Cash Payment	E 100-45200-440 Programs	Candy for Easter Egg Hunt				\$343.51
Invoice		4/3/2019				
Transaction Date	4/10/2019	Due 0	Cash	10100	Total	\$343.51
Refer	2638 GUIDANCE POINT TECHNOLOGIE		Ck# 034212	4/16/2019		
Cash Payment	E 100-42210-200 Office Supplies (GENER	1/9/19 On-Site Service: Create Chief 1 and Chief 2 E-mail Accounts, Add Incoming IVR for Fire Hall Ext.				\$150.00
Invoice	12714	1/23/2019				
Cash Payment	E 100-41600-310 Other Professional Servi	1/10/19 On-Site Service: Reset PW Phone to Factory Defaults & Reconnect Phone				\$75.00
Invoice	12714	1/23/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$225.00
Refer	2657 HARDWARE HANK		Ck# 034213	4/16/2019		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Fire Station Fan: Plug Armored Ground 15A				\$4.94
Invoice	1545750	3/12/2019				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Sweeper: Snap Rings				\$1.53
Invoice	1548079	3/25/2201				
Transaction Date	4/11/2019	Due 0	Cash	10100	Total	\$6.47

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Payments

Current Period: April 2019

Refer	2630 LANO EQUIPMENT - LORETTO	Ck# 034214 4/16/2019				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Bobcat: Oil Filter, Fuel Filter, Air Outer Filter, Air Inner Filter				\$189.81
Invoice	03-653364	3/20/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$189.81
Refer	2647 MENARDS - BUFFALO	Ck# 034215 4/16/2019				
Cash Payment	E 100-43000-215 Shop Supplies	Pothole Patch, Latex Gloves				\$106.59
Invoice	94197	3/21/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$106.59
Refer	2655 MN DEPT OF LABOR AND INDUST	Ck# 002632E 4/16/2019				
Cash Payment	E 100-42401-310 Other Professional Servi	Surcharge Fees - 1st Qtr. 2019 - Confirmation #MARCH0530852019				\$491.43
Invoice		4/10/2019				
Transaction Date	4/10/2019	Due 0	Cash	10100	Total	\$491.43
Refer	2659 MN PEIP	Ck# 034216 4/16/2019				
Cash Payment	G 100-21706 Medical/Dental Ins	Medical & Dental Premiums - May 2019				\$3,737.22
Invoice	840526	4/10/2019				
Cash Payment	G 100-21707 Life Ins	Life Insurance - May 2019				\$55.72
Invoice	840526	4/10/2019				
Transaction Date	4/11/2019	Due 0	Cash	10100	Total	\$3,792.94
Refer	2633 RDO EQUIPMENT CO.	Ck# 034217 4/16/2019				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader: 1,000 Hour Service				\$314.55
Invoice	P35767	3/14/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$314.55
Refer	2640 THE HARTFORD	Ck# 034218 4/16/2019				
Cash Payment	G 100-21707 Life Ins	STD & LTD - April 2019				\$198.80
Invoice	725276237228	3/31/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$198.80
Refer	2629 VEOLIA WATER NORTH AMERICA	Ck# 034219 4/16/2019				
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - May 2019				\$3,585.83
Invoice	90191294	4/15/2019				
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - May 2019				\$4,898.25
Invoice	90191294	4/15/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$8,484.08
Refer	2637 WRIGHT COUNTY AUDITOR-TREA	Ck# 034220 4/16/2019				
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - April 2019				\$9,064.17
Invoice	April19	3/29/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$9,064.17
Refer	2648 WRIGHT COUNTY JOURNAL PRES	Ck# 034221 4/16/2019				
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: River Town Villas Rezoning, PUD and Preliminary Plat				\$35.36
Invoice		3/31/2019			Project 208255	
Cash Payment	E 100-41970-351 Legal Notices Publishing	Ordinance 2019-0: Amedning Section 2.04 Meetings				\$18.45
Invoice		3/31/2019				

Payments

Current Period: April 2019

Cash Payment	E 100-41970-351 Legal Notices Publishing	Legal Notice: Local Board of Appeals & Equalization				\$67.29
Invoice	3/31/2019					
Transaction Date	4/10/2019	Due 0	Cash	10100	Total	\$121.10
Refer	2646 WSB & ASSOCIATES, INC.					
Cash Payment	E 823-41950-310 Other Professional Servi	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: February 2019				\$1,150.00
Invoice	010287-22-0329	3/29/2019				
Cash Payment	E 825-41950-310 Other Professional Servi	CRH Future Additiona - Phase 1 Plan Review - Plan Review: February 2019				\$1,010.00
Invoice	011855-9-0329	3/29/2019				
Cash Payment	E 827-41950-310 Other Professional Servi	Hanover Cove - Phase 1 Plan Review - Meetings: February 2019				\$332.00
Invoice	012261-8-0329	3/29/2019				
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services: February 2019				\$1,402.50
Invoice	013265-2-0329	3/29/2019				
Cash Payment	E 818-41950-310 Other Professional Servi	JW Family Holdings / River Town Villas - Preliminary Plat: February 2019				\$47.00
Invoice	013676-1-0329	3/29/2019			Project 208255	
Cash Payment	E 818-41950-310 Other Professional Servi	JW Family Holdings / River Town Villas - Concept Plan: February 2019				\$560.00
Invoice	013676-1-0329	3/29/2019			Project 208250	
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$4,501.50
Refer	2636 XCEL ENERGY					
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 03/03/19 - 04/02/19				\$873.69
Invoice						
Cash Payment	E 100-43160-381 Electric Utilities	City Owned Street Lighting 03/04/19 - 04/02/19				\$1,223.42
Invoice	632618194	4/3/2019				
Transaction Date	4/9/2019	Due 0	Cash	10100	Total	\$2,097.11

Fund Summary

	10100 Cash	
827 HANOVER COVE PRELIMINARY PLAT	\$332.00	
825 CROW RVR HTS FUT WEST PLAT/PUD	\$1,061.50	
823 CROW RVR HTS WEST 3RD / BACKES	\$1,150.00	
818 MISC ESCROWS FUND	\$3,835.36	
602 SEWER ENTERPRISE FUND	\$4,898.25	
601 WATER ENTERPRISE FUND	\$3,585.83	
100 GENERAL FUND	\$26,686.07	
	<u>\$41,549.01</u>	

Pre-Written Check	\$41,549.01
Checks to be Generated by the Computer	\$0.00
Total	\$41,549.01

CITY OF HANOVER

04/16/19 3:12 PM

Page 1

*Check Summary Register©

Cks 4/16/2019 - 4/16/2019

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002626E Collaborative Planning LLC	4/16/2019	\$5,124.25	General Planning: March 2019
Paid Chk# 002627E BLUE TARP FINANCIAL	4/16/2019	\$251.97	Oxy / Act Hose
Paid Chk# 002628E DYNA SYSTEMS	4/16/2019	\$213.22	Flat Washers, Hex Nuts, Cap Sc
Paid Chk# 002629E A-1 OUTDOOR POWER, INC.	4/16/2019	\$152.20	Back Pack Blower: Replaced Fue
Paid Chk# 002630E ECM PUBLISHERS, INC.	4/16/2019	\$78.00	Crow River News - 2 Year Subsc
Paid Chk# 002631E WSB & ASSOCIATES, INC.	4/16/2019	\$4,501.50	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 002632E MN DEPT OF LABOR AND INDUS	4/16/2019	\$491.43	Surcharge Fees - 1st Qtr. 2019
Paid Chk# 002634E AEM FINANCIAL SOLUTIONS, LL	4/16/2019	\$1,390.50	2018 Audit Prep Review:AR, Gra
Paid Chk# 034197 ALEX AIR APPARATUS, INC	4/16/2019	\$549.00	Drager PAC 6000 Single Gas Mon
Paid Chk# 034198 ASPEN MILLS	4/16/2019	\$8.85	D. Freund: Metal Name Tag
Paid Chk# 034199 AT&T MOBILITY	4/16/2019	\$216.75	PW Cell Phones - 02/18/19 - 03
Paid Chk# 034200 BEAUDRY OIL & PROPANE	4/16/2019	\$840.85	Diesel: Refill of 350.5 Gallon
Paid Chk# 034201 CARLSON SOLEM, NANCY A.	4/16/2019	\$100.00	Hall Damage Deposit Release -
Paid Chk# 034202 CARSON, CLELLAND & SCHRED	4/16/2019	\$29.20	Legal Support / Work - March 2
Paid Chk# 034203 CENTERPOINT ENERGY	4/16/2019	\$1,552.88	City Hall Gas Utilities: 2/26/
Paid Chk# 034204 CENTURY LINK	4/16/2019	\$39.92	Fire Station Landline - 3/28/1
Paid Chk# 034205 CITY OF MONTICELLO	4/16/2019	\$152.00	Animal Control - February 2019
Paid Chk# 034206 COMCAST	4/16/2019	\$221.19	CH: Digital Voice & Internet -
Paid Chk# 034207 COTTENS, INC	4/16/2019	\$46.17	Ford F250: Air Filter
Paid Chk# 034208 DWS PORTABLE SPARK & ARC	4/16/2019	\$75.00	Drop Water Tank: On Site Weld
Paid Chk# 034209 FS SOLUTIONS	4/16/2019	\$20.00	Transient Merchant License Bac
Paid Chk# 034210 GOVOFFICE LLC	4/16/2019	\$550.00	Website Hosting through 4-30-2
Paid Chk# 034211 GRUPP, JEFF	4/16/2019	\$343.51	Candy for Easter Egg Hunt
Paid Chk# 034212 Guidance Point Technologies	4/16/2019	\$225.00	1/9/19 On-Site Service: Create
Paid Chk# 034213 HARDWARE HANK	4/16/2019	\$6.47	Sweeper: Snap Rings
Paid Chk# 034214 LANO EQUIPMENT - LORETTO	4/16/2019	\$189.81	Bobcat: Oil Filter, Fuel Filte
Paid Chk# 034215 MENARDS - BUFFALO	4/16/2019	\$106.59	Pothole Patch, Latex Gloves
Paid Chk# 034216 MN PEIP	4/16/2019	\$3,792.94	Medical & Dental Premiums - Ma
Paid Chk# 034217 RDO EQUIPMENT CO.	4/16/2019	\$314.55	Loader: 1,000 Hour Service
Paid Chk# 034218 The Hartford	4/16/2019	\$198.80	STD & LTD - April 2019
Paid Chk# 034219 Veolia Water North America	4/16/2019	\$8,484.08	Sewer Services - May 2019
Paid Chk# 034220 WRIGHT COUNTY AUDITOR-TRE	4/16/2019	\$9,064.17	WC Patrol Services - April 201
Paid Chk# 034221 WRIGHT COUNTY JOURNAL PR	4/16/2019	\$121.10	PHN: River Town Villas Rezonin
Paid Chk# 034222 XCEL ENERGY	4/16/2019	\$2,097.11	City Owned Street Lighting 03/
	Total Checks	\$41,549.01	

FILTER: None



**Carson, Clelland
& Schreder**

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

March 29, 2019

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

Professional Services

Amount

Criminal

3/27/2019	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	9.38
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SUBTOTAL:	[9.38]
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For professional services rendered	\$9.38
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Client Expense Charges :

Criminal Expenses:

Monthly support fee for February	9.91
Monthly support fee for March	9.91

SUBTOTAL:	[19.82]
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Total Client Expense Charges	\$19.82
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Total amount of this bill	\$29.20
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Previous balance	\$221.25
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3/28/2019 Payment - thank you	(\$221.25)
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Total payments and adjustments	(\$221.25)
---------------------------------------	-------------------

APR 01 2019

Balance due

Amount

\$29.20

JJ

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



John J. Thames, City Attorney

E# 100-41610-304

City Attorney

↳ Legal Fees

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

2626

Invoice

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

INVOICE # 2019-057
DATE 04/08/2019

PROJECT

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
03/03/2019	Balance Forward	\$3,141.50
	Payments and credits between 03/03/2019 and 04/08/2019	-3,141.50
	New charges (details below)	1,879.75
	Total Amount Due	\$1,879.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time				
03/01/2019	Conference with Brian re: various.	CMN	0:15	103.00	25.75
03/04/2019	Phone conference with MaryAnn.	No Charge	0:45	0.00	0.00
03/04/2019	Phone conference with MaryAnn. Email from Amy.	CMN	0:15	103.00	25.75
03/05/2019	Various emails.	CMN	0:15	103.00	25.75
03/06/2019	Emails re: Rogers plan, send waiver of no comment. Prepare for meeting. Attend meeting with property owner. Meeting with Brian and Amy re: ordinances. Phone conference with resident.	CMN	4:00	103.00	412.00
03/07/2019	Reviewing plans for pool permit, emails with DNR. Phone conference with Amy.	CMN	1:15	103.00	128.75
03/08/2019	Phone conference with Brian re: Geis, Astro, etc.	CMN	0:45	103.00	77.25
03/12/2019	Various emails.	CMN	0:15	103.00	25.75
03/14/2019	Phone conference with Jason.	CMN	0:30	103.00	51.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/15/2019	Phone conference with Brian. Phone conference with Brian re: Schendel Farm.	CMN	0:15	103.00	25.75
03/18/2019	Prepare for meeting, various emails, review site, attend meeting with Brian and developer re: river parcel. Meeting with Brian re: various.	CMN	4:15	103.00	437.75
03/19/2019	Review pool permit, email to Amy. Phone conference with Amy. Review as-built, email to Amy. Review industrial remodel, email to Amy. Review building permit, email to Amy. Phone conference with pool contractor. Various emails.	CMN	2:30	103.00	257.50
03/20/2019	Review industrial permit, email to Amy. Phone conference with Brian re: 500/520 Kadler. Review emails re: tomahawk parcel. Emails re: IUP.	CMN	1:15	103.00	128.75
03/26/2019	Emails re: pool. Phone conference with Justin re: ordinances, needed amendments.	CMN	0:30	103.00	51.50
03/27/2019	Review foundation plan, email to Amy.	CMN	0:45	103.00	77.25
03/31/2019	Review building permits. Emails with Amy. Review Plantenburg subdivision request.	CMN	1:15	103.00	128.75
	Subtotal:				1,879.75
	SUBTOTAL - City of Hanover:Hanover General Planning:Hanover General Planning				1,879.75

TOTAL OF NEW
CHARGES
BALANCE DUE

1,879.75

GH

\$1,879.75

E # 100-41910-310

Planning + Zoning

↳ Other Prof. Svcs.

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

Invoice

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

INVOICE # 2019-058
DATE 04/08/2019

PROJECT

River Town Villas - JW Family Holdings

DATE	ACCOUNT SUMMARY	AMOUNT
03/03/2019	Balance Forward	\$618.00
	Payments and credits between 03/03/2019 and 04/08/2019	-618.00
	New charges (details below)	1,442.00
	Total Amount Due	\$1,442.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/06/2019	Email from Justin.	CMN	0:15	103.00	25.75
03/12/2019	Draft public hearing notice, email to newspaper. Prepare public mailer info, email to Amy.	CMN	0:30	103.00	51.50
03/20/2019	Review engineering letter. Phone conference with Nick. Phone conference with Brian. Phone conference with Josh, review elevations, deck options. Emails with Todd. Drafting staff report and comment memo, reviewing plans.	CMN	3:45	103.00	386.25
03/21/2019	Prepare comment memo, staff report, and item for PC packets. Various emails. Phone confef	CMN	3:15	103.00	334.75
03/25/2019	Phone conference with Justin. Various emails. Phone conference with Brian. Prepare for PC meeting and create powerpoint. Attend PC meeting.	CMN	3:15	103.00	334.75
03/26/2019	Drafting rezoning/PUD resolution. Phone conference with Brian. Draft preliminary plat resolution. Email to Justin/Brian. Phone conference with Brian.	CMN	2:45	103.00	283.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/27/2019	Draft staff report for City Council, emails with Brian.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES
BALANCE DUE

1,442.00

JH **\$1,442.00**

721.00 E # 818-41910-310 PUD App.
 Misc. Escrow Project # 208254
 ↳ Planning + Zoning
 ↳ Other Prof. Svcs.

721.00 E # 818-41910-310 Preliminary Plat
 Misc. Escrow Project # 208255
 ↳ Planning + Zoning
 ↳ Other Prof. Svcs.

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

Invoice

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

INVOICE # 2019-059
DATE 04/08/2019

PROJECT

Riverside Acres - Ben + Kristal Sneen

DATE	ACCOUNT SUMMARY	AMOUNT
03/03/2019	Balance Forward	\$231.75
	Payments and credits between 03/03/2019 and 04/08/2019	-231.75
	New charges (details below)	1,158.75
	Total Amount Due	\$1,158.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/01/2019	Attend meeting with Kristal and Paul.	CMN	2:45	103.00	283.25
03/03/2019	Review annexation history of Rockford Twp. Email to Brian.	CMN	0:30	103.00	51.50
03/04/2019	Phone conference with Brian.	CMN	0:15	103.00	25.75
03/06/2019	Review ordinances re: access easements, conference with Brian.	CMN	0:30	103.00	51.50
03/08/2019	Phone conference with Paul, email to Brian.	CMN	0:15	103.00	25.75
03/13/2019	Emails with Paul. Emails with Brian.	CMN	0:15	103.00	25.75
03/14/2019	Emails with Paul. Phone conference with Brian.	CMN	0:15	103.00	25.75
03/15/2019	Review concept plan, draft memo for Council. Phone conference with Brian. Various emails.	CMN	0:30	103.00	51.50
03/19/2019	Prepare for and attend Council meeting.	CMN	2:15	103.00	231.75
03/20/2019	Email to Brian. Phone conference with Brian. Phone conference with Brian.	CMN	0:30	103.00	51.50
03/21/2019	Draft memo, prepare for PC packets, various emails.	CMN	0:30	103.00	51.50
03/25/2019	Phone conference with Kristal.	CMN	1:30	103.00	154.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/26/2019	Prepare for PC meeting and draft powerpoint. Attend PC meeting. Preparing draft OA. Various emails. Emails with Amy. Draft OA resolution, email to Jay.	CMN	1:15	103.00	128.75

TOTAL OF NEW CHARGES 1,158.75
BALANCE DUE

gh **\$1,158.75**

579.37 E# 818-41910-310
Misc. Escrow
↳ Planning & Zoning
↳ Other Prof. Svcs.

Concept Plan
Project # 208251

579.38 E# 818-41910-310
Misc. Escrow
↳ Planning & Zoning
↳ Other Prof. Svcs.

Annexation
Project # 208252

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

Invoice

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

INVOICE # 2019-060
DATE 04/08/2019

PROJECT

Crow River Heights West 4th Add

Final Plat

DATE	ACCOUNT SUMMARY	AMOUNT
08/26/2018	Balance Forward	\$75.75
	Payments and credits between 08/26/2018 and 04/08/2019	-75.75
	New charges (details below)	51.50
	Total Amount Due	\$51.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/26/2019	Emails re: final plat submission.	CMN	0:15	103.00	25.75
03/27/2019	Email from Amy re: application.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 51.50
BALANCE DUE

JH

\$51.50

E # 818-41910-310

Misc. Escrow

↳ Planning + Zoning

↳ Other Prof. Svcs.

CRHW 4th Add. Final Plat

Project # 208257

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

Invoice

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

INVOICE # 2019-061
DATE 04/08/2019

PROJECT

CRH West Prelim Plat

DATE	ACCOUNT SUMMARY	AMOUNT
03/03/2019	Balance Forward	\$77.25
	Payments and credits between 03/03/2019 and 04/08/2019	-77.25
	New charges (details below)	51.50
	Total Amount Due	\$51.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/20/2019	Emails with Todd re: fees.	CMN	0:15	103.00	25.75
03/22/2019	Email from Todd, phone conference with Brian, phone conference with Todd.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 51.50
BALANCE DUE

JH

\$51.50

E# 825-41910-310

CRH Future West Prelim. Plat

↳ Planning & Zoning

↳ Other Prof. Svcs.

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

Invoice

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

INVOICE # 2019-062
DATE 04/08/2019

PROJECT

Mahler IUP - Fehn Companies

DATE	ACCOUNT SUMMARY	AMOUNT
01/06/2019	Balance Forward	\$454.50
	Payments and credits between 01/06/2019 and 04/08/2019	-454.50
	New charges (details below)	540.75
	Total Amount Due	\$540.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/15/2019	Phone conference with Gary. Phone conference with Brian.	CMN	0:30 103.00	51.50
03/20/2019	Phone conference with Brian, email from Brian.	CMN	0:15 103.00	25.75
03/26/2019	Emails re: concept plan, meeting.	CMN	0:15 103.00	25.75
03/27/2019	Review concept, prepare for meeting. Attend meeting with developer. Provide information to developer.	CMN	3:45 103.00	386.25
03/28/2019	Email from Scott, review plan.	CMN	0:15 103.00	25.75
03/31/2019	Emails re EAW.	CMN	0:15 103.00	25.75

TOTAL OF NEW CHARGES 540.75
 BALANCE DUE

JH **\$540.75**

E# 818-41910-310

Misc. Escrow

↳ Planning + Zoning
 ↳ Other Prof. Svcs.

Project # 208249

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

2631



March 29, 2019

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

Re: February 2019 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

Justin Messner
Principal

Enclosures

nf



Project Budget Tracking

For the period 2/1/2019 - 2/28/2019

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2019 General Engineering Services	R-013265-000	Messner, Justin	\$ 1,402.50	Hourly	\$ 2,333.00		Hagen, Brian
HANO - Crow River Heights Future Additions	R-011855-000	Messner, Justin	\$ 1,010.00	Hourly	\$ 7,744.25		Hagen, Brian
HANO - Hanover Cove	R-012261-000	Messner, Justin	\$ 332.00	Hourly	\$ 17,180.50		Hagen, Brian
HANO - River Town Villas	R-013676-000	Messner, Justin	\$ 607.00	Hourly	\$ 607.00		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Messner, Justin	\$ 1,150.00	Hourly	\$ 66,947.75		Hagen, Brian
Final Totals			\$ 4,501.50				

JH



701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

March 29, 2019
 Project/Invoice: R-010287-000 - 22 - 0329
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights West 3rd Addition
Professional Services from February 1, 2019 to February 28, 2019

Phase 002 Construction
 Construction Observation

		Hours	Rate	Amount
Johnson, Paul	2/5/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	2/6/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	2/13/2019	2.50	115.00	287.50
Erosion Control				
Johnson, Paul	2/19/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	2/20/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	2/26/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	2/27/2019	1.00	115.00	115.00
Erosion Control				
Totals		10.00		1,150.00
Total Labor				1,150.00
			Total this Task	\$1,150.00
			Total this Phase	\$1,150.00
			Total this Invoice	\$1,150.00

Billings to Date

	Current	Prior	Total
Labor	1,150.00	65,797.75	66,947.75
Totals	1,150.00	65,797.75	66,947.75

E# 823-41950-310
 CRHW 3rd Addition

↳ Engineer

↳ Other Prof. Svcs.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

March 29, 2019
 Project/Invoice: R-011855-000 - 9 - 0329
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights Future Additions

Professional Services from February 1, 2019 to February 28, 2019

Phase 001 Plan Review
 Plan Review

		Hours	Rate	Amount
Fallon, Kendra	2/7/2019	1.00	102.00	102.00
Plan Review				
Fallon, Kendra	2/8/2019	1.25	102.00	127.50
Plan Review				
Fallon, Kendra	2/12/2019	.25	102.00	25.50
Plan Review				
Keller, Kris	2/7/2019	3.25	124.00	403.00
Plan Review				
Keller, Kris	2/8/2019	.75	124.00	93.00
Plan Review				
Keller, Kris	2/12/2019	.75	124.00	93.00
Plan Review				
Messner, Justin	2/8/2019	1.00	166.00	166.00
Review updates to future plan				
Totals		8.25		1,010.00
Total Labor				1,010.00
			Total this Task	\$1,010.00
			Total this Phase	\$1,010.00
			Total this Invoice	\$1,010.00

Billings to Date

	Current	Prior	Total
Labor	1,010.00	6,734.25	7,744.25
Totals	1,010.00	6,734.25	7,744.25

E# 825-41950-310

CRH Future West

↳ Engineer

↳ Other Prof. Svcs.

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416



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

March 29, 2019
Project/Invoice: R-012261-000 - 8 - 0329
Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

Hanover Cove

Professional Services from February 1, 2019 to February 28, 2019

Phase 001 Plan Review
Meetings

	Hours	Rate	Amount
Messner, Justin 2/5/2019 Review plan updates prior to CC meeting	2.00	166.00	332.00
Totals	2.00		332.00
Total Labor			332.00
Total this Task			\$332.00
Total this Phase			\$332.00
Total this Invoice			\$332.00

Billings to Date

	Current	Prior	Total
Labor	332.00	16,848.50	17,180.50
Totals	332.00	16,848.50	17,180.50

E# 827-41950-310

Hanover Cove

↳ Engineer

↳ Other Prof. Svcs.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

March 29, 2019
 Project/Invoice: R-013265-000 - 2 - 0329
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

2019 General Engineering Services

Professional Services from February 1, 2019 to February 28, 2019

Phase	001	General Engineering Services				
Project Management						
			Hours	Rate	Amount	
Messner, Justin		2/5/2019	1.50	166.00	249.00	
Street width inventory for Mayor						
Messner, Justin		2/19/2019	.25	166.00	41.50	
9792 Jasmine Ave Review						
Messner, Justin		2/20/2019	.75	166.00	124.50	
Zoning map changes						
Messner, Justin		2/21/2019	.25	166.00	41.50	
9836 Jordan review						
Messner, Justin		2/22/2019	.25	166.00	41.50	
L 3 b 4 Crow River Heights West 3rd Review						
Messner, Justin		2/25/2019	.75	166.00	124.50	
Pull record drawings and info for lift station capacity analysis						
Preisler, Nicholas		2/13/2019	1.00	124.00	124.00	
9792 Jasmine Ave Engineering Review						
Puga Gil, Ursinio		2/28/2019	2.50	94.00	235.00	
CSAH 34 Sanitary Sewer Lift Station - Capacity Analysis Calculations						
Totals			7.25		981.50	
Total Labor					981.50	
					Total this Task	\$981.50
Council Meetings						
Field Services Billing						
Council Mtg and/or Planning Commission						
			1.0 Meeting @ 40.00		40.00	
Total Field Services					40.00	
					Total this Task	\$40.00
GIS Mapping						
			Hours	Rate	Amount	
Pittman, Bryan		2/14/2019	1.00	127.00	127.00	

Project	R-013265-000	HANO - 2019 General Engineering Services		Invoice	2
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DataLink Parcel Update					
Pittman, Bryan	2/21/2019	2.00	127.00	254.00	
Zoning Map					
Totals		3.00		381.00	
Total Labor					381.00
				Total this Task	\$381.00
				Total this Phase	\$1,402.50
				Total this Invoice	\$1,402.50

Billings to Date

	Current	Prior	Total
Labor	1,362.50	930.50	2,293.00
Field Services	40.00	0.00	40.00
Totals	1,402.50	930.50	2,333.00

E# 100-41950-303

Engineer

↳ Engineering Fees

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

March 29, 2019
 Project/Invoice: R-013676-000 - 1 - 0329
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

River Town Villas

Professional Services from February 1, 2019 to February 28, 2019

Phase 001 Plan Review
 Project Management

		Hours	Rate	Amount
Odegard, Erica	2/28/2019	.50	94.00	47.00
Project Planning and Scheduling				
Totals		.50		47.00
Total Labor				

*Preliminary Plat
 Project # 208255*
 47.00
 \$47.00

Total this Task

Plan Review

		Hours	Rate	Amount
Keller, Kris	2/27/2019	.50	124.00	62.00
Plan Review				
Messner, Justin	2/25/2019	.50	166.00	83.00
Ordinance/design information to Todd McColuth				
Messner, Justin	2/27/2019	2.50	166.00	415.00
Plan Review				
Totals		3.50		560.00
Total Labor				

*Concept Plan
 Project # 208250*
 560.00
 \$560.00

Total this Task

Total this Phase

\$607.00

Billing Limits
 Total Billings
 Limit
 Remaining

Current
 607.00

Prior
 0.00

To-Date
 607.00
 47,786.00
 47,179.00

Total this Invoice

\$607.00

E# 818-41950-310

Misc. Escrows

↳ Engineer

↳ Other Prof. Srvs.

~~*Project #*~~

CITY OF HANOVER

04/16/19 3:08 PM

Cash Balances

Page 1

April 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$579,018.27	\$9,700.00	\$60,910.95	\$527,807.32
107 FIRE DEPT DONATIONS FUND	\$25,366.83	\$0.00	\$0.00	\$25,366.83
201 EDA SPECIAL REVENUE FUND	\$98,142.13	\$0.00	\$0.00	\$98,142.13
205 EDA BUSINESS INCENTIVE FUND	\$142,621.45	\$657.56	\$0.00	\$143,279.01
311 2008A GO CIP REFUNDING BOND	\$45,975.05	\$0.00	\$0.00	\$45,975.05
312 2009A GO IMP REFUNDING BOND	\$10,746.69	\$0.00	\$0.00	\$10,746.69
314 2011A GO IMP CROSSOVER REF BD	\$473,175.54	\$0.00	\$4,646.68	\$468,528.86
315 2016A GO CIP BOND	\$11,129.68	\$0.00	\$0.00	\$11,129.68
401 GENERAL CAPITAL PROJECTS	\$728,243.31	\$0.00	\$0.00	\$728,243.31
402 PARKS CAPITAL PROJECTS	\$25,058.79	\$0.00	\$0.00	\$25,058.79
403 FIRE DEPT CAPITAL FUND	\$342,015.43	\$0.00	\$0.00	\$342,015.43
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$8,142.19	\$0.00	\$0.00	\$8,142.19
407 TIF REDEV DIST #1	\$7,841.13	\$0.00	\$0.00	\$7,841.13
409 MAHLER PIT - 15TH ST IMP FUND	\$91,846.90	\$0.00	\$0.00	\$91,846.90
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$127,215.26	\$0.00	\$0.00	\$127,215.26
418 STREET CAPITAL PROJ FUND	\$103,145.30	\$0.00	\$0.00	\$103,145.30
601 WATER ENTERPRISE FUND	\$916,021.67	\$7,587.95	\$3,585.83	\$920,023.79
602 SEWER ENTERPRISE FUND	\$358,031.81	\$31,817.57	\$4,898.25	\$384,951.13
603 STORM WATER ENTERPRISE FUND	\$130,877.87	\$10,333.80	\$0.00	\$141,211.67
611 WATER CAPITAL IMP FUND	\$177,982.72	\$0.00	\$0.00	\$177,982.72
612 SEWER CAPITAL IMP FUND	\$1,962,572.30	\$0.00	\$335.02	\$1,962,237.28
613 STORM WATER CAPITAL IMP FUND	\$611,299.02	\$0.00	\$0.00	\$611,299.02
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$36,000.00	\$2,000.00	\$0.00	\$38,000.00
815 LANDSCAPE ESCROW FUND	\$34,000.00	\$2,000.00	\$0.00	\$36,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$1,000.00	\$0.00	\$15,000.00
818 MISC ESCROWS FUND	\$35,370.60	\$0.00	\$3,914.66	\$31,455.94
820 BRIDGES TOWNHOMES ESC FUND	\$3,652.42	\$0.00	\$0.00	\$3,652.42
823 CROW RVR HTS WEST 3RD / BACKES	\$18,108.15	\$0.00	\$1,150.00	\$16,958.15
825 CROW RVR HTS FUT WEST PLAT/PUD	\$10,425.56	\$0.00	\$1,061.50	\$9,364.06
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$41,316.75	\$0.00	\$507.00	\$40,809.75
900 INTEREST	\$41,889.52	\$0.00	\$0.00	\$41,889.52
	\$7,249,954.08	\$65,096.88	\$81,009.89	\$7,234,041.07

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$12,515.88	\$1,019,659.00	\$1,007,143.12	1.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$101,578.00	\$101,578.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,822.89	\$15,000.00	\$11,177.11	25.49%
Source Alt Code TAXES		\$0.00	\$16,338.77	\$1,136,237.00	\$1,119,898.23	1.44%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$600.00	\$3,975.00	\$10,000.00	\$6,025.00	39.75%
SERVICE	R 100-34107 Assessment Search Fees	\$75.00	\$225.00	\$600.00	\$375.00	37.50%
SERVICE	R 100-34108 Administrative Fees	\$50.00	\$2,550.00	\$3,000.00	\$450.00	85.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$20,649.47	\$110,755.00	\$90,105.53	18.64%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,166.60	\$6,000.00	\$4,833.40	19.44%
SERVICE	R 100-34780 Park Rental Fees	\$125.00	\$654.40	\$2,500.00	\$1,845.60	26.18%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,300.00	\$2,000.00	-\$300.00	115.00%
Source Alt Code SERVICE		\$850.00	\$32,140.47	\$134,905.00	\$102,764.53	23.82%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$305.03	\$310.13	\$100.00	-\$210.13	310.13%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$250.00	\$3,650.00	\$0.00	-\$3,650.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$5.33	\$19.56	\$0.00	-\$19.56	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		\$560.36	\$3,979.69	\$4,500.00	\$520.31	88.44%
LIC PERM	R 100-32110 Alcoholic Beverages	\$3,400.00	\$3,400.00	\$10,370.00	\$6,970.00	32.79%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$150.00	\$1,000.00	\$850.00	15.00%
LIC PERM	R 100-32210 Building Permits	\$4,626.13	\$19,542.05	\$100,000.00	\$80,457.95	19.54%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$8,026.13	\$24,592.05	\$112,920.00	\$88,327.95	21.78%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$118,253.00	\$118,253.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$163,092.00	\$163,092.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$606.63	\$3,000.00	\$2,393.37	20.22%
Source Alt Code FINES		\$0.00	\$606.63	\$3,000.00	\$2,393.37	20.22%
Fund 100 GENERAL FUND		\$9,436.49	\$77,657.61	\$1,554,654.00	\$1,476,996.39	5.00%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$9,436.49	\$77,657.61	\$1,554,654.00	\$1,476,996.39	5.00%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$806.00	\$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$189.00	\$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$450.00	\$1,000.00	\$550.00	45.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,147.64	\$7,500.00	\$3,352.36	55.30%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$382.00	\$1,000.00	\$618.00	38.20%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$28.99	\$63.99	\$20,000.00	\$19,936.01	0.32%
Dept 41110 Council		\$28.99	\$5,043.63	\$43,495.00	\$38,451.37	11.60%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,881.60	\$20,107.28	\$75,642.00	\$55,534.72	26.58%
CITYADM	E 100-41400-121 PERA	\$216.12	\$1,508.05	\$5,673.00	\$4,164.95	26.58%
CITYADM	E 100-41400-122 FICA	\$178.38	\$1,244.70	\$4,690.00	\$3,445.30	26.54%
CITYADM	E 100-41400-123 Medicare	\$41.72	\$291.11	\$1,097.00	\$805.89	26.54%
CITYADM	E 100-41400-134 Employer Paid Life	\$29.62	\$143.80	\$385.00	\$241.20	37.35%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$350.00	\$2,450.00	\$8,400.00	\$5,950.00	29.17%
CITYADM	E 100-41400-208 Training and Instructio	\$520.00	\$1,195.00	\$1,500.00	\$305.00	79.67%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$68.28	\$250.00	\$181.72	27.31%
Dept 41400 City Administrator		\$4,217.44	\$27,008.22	\$97,637.00	\$70,628.78	27.66%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$2,000.00	\$798.40	60.08%
Dept 41410 Elections		\$0.00	-\$449.80	\$2,100.00	\$2,549.80	-21.42%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,828.80	\$12,789.92	\$48,004.00	\$35,214.08	26.64%
CLERICAL	E 100-41430-121 PERA	\$137.16	\$959.24	\$3,600.00	\$2,640.76	26.65%
CLERICAL	E 100-41430-122 FICA	\$113.11	\$791.03	\$2,976.00	\$2,184.97	26.58%
CLERICAL	E 100-41430-123 Medicare	\$26.45	\$184.98	\$696.00	\$511.02	26.58%
CLERICAL	E 100-41430-134 Employer Paid Life	\$19.98	\$99.52	\$1,540.00	\$1,440.48	6.46%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$350.00	\$2,450.00	\$8,400.00	\$5,950.00	29.17%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$100.00	\$77.50	22.50%
Dept 41430 Clerical Staff		\$2,475.50	\$17,297.19	\$65,816.00	\$48,518.81	26.28%
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	\$701.09	\$838.81	\$2,000.00	\$1,161.19	41.94%
Dept 41435 Staff Expenses		\$701.09	\$988.81	\$2,800.00	\$1,811.19	35.31%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,121.60	\$14,802.24	\$55,692.00	\$40,889.76	26.58%
ACCTING	E 100-41530-121 PERA	\$159.12	\$1,110.17	\$4,177.00	\$3,066.83	26.58%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$131.54	\$917.74	\$3,453.00	\$2,535.26	26.58%
ACCTING	E 100-41530-123 Medicare	\$30.76	\$214.62	\$808.00	\$593.38	26.56%
ACCTING	E 100-41530-134 Employer Paid Life	\$23.09	\$114.81	\$1,060.00	\$945.19	10.83%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$335.17	\$2,346.19	\$8,398.00	\$6,051.81	27.94%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$1,390.50	\$1,769.15	\$2,500.00	\$730.85	70.77%
Dept 41530 Accounting		\$4,191.78	\$21,324.96	\$77,338.00	\$56,013.04	27.57%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41540 Auditing		\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$8.60	\$8.60	\$21,000.00	\$20,991.40	0.04%
Dept 41550 Assessing		\$8.60	\$8.60	\$21,000.00	\$20,991.40	0.04%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	-\$46.72	\$382.83	\$3,500.00	\$3,117.17	10.94%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$31.00	\$200.00	\$169.00	15.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$253.04	\$4,329.90	\$6,000.00	\$1,670.10	72.17%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$1,868.73	\$4,000.00	\$2,131.27	46.72%
PURCHASE	E 100-41570-322 Postage	\$153.83	\$1,153.83	\$2,500.00	\$1,346.17	46.15%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		\$536.20	\$7,766.29	\$19,200.00	\$11,433.71	40.45%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$809.34	\$2,509.10	\$5,000.00	\$2,490.90	50.18%
Dept 41600 Computer		\$809.34	\$2,509.10	\$5,000.00	\$2,490.90	50.18%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$29.20	\$871.26	\$23,500.00	\$22,628.74	3.71%
Dept 41610 City Attorney		\$29.20	\$871.26	\$23,500.00	\$22,628.74	3.71%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$1,879.75	\$5,948.25	\$25,000.00	\$19,051.75	23.79%
Dept 41910 Planning and Zoning		\$1,879.75	\$5,948.25	\$25,000.00	\$19,051.75	23.79%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$258.00	\$1,950.61	\$7,000.00	\$5,049.39	27.87%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$690.45	\$1,778.49	\$7,500.00	\$5,721.51	23.71%
GOVTBLDG	E 100-41940-321 Telephone	\$414.42	\$1,478.47	\$6,400.00	\$4,921.53	23.10%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$720.95	\$1,442.99	\$9,600.00	\$8,157.01	15.03%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$469.30	\$2,066.65	\$5,000.00	\$2,933.35	41.33%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$253.46	\$1,010.11	\$3,500.00	\$2,489.89	28.86%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$776.49	\$2,000.00	\$1,223.51	38.82%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$2,806.58	\$11,053.87	\$48,025.00	\$36,971.13	23.02%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$1,402.50	\$2,125.50	\$20,000.00	\$17,874.50	10.63%
Dept 41950 Engineer		\$1,402.50	\$2,125.50	\$20,000.00	\$17,874.50	10.63%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,244.68	\$18,000.00	\$12,755.32	29.14%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$9,658.59	\$25,000.00	\$15,341.41	38.63%
Dept 41960 Insurance		\$0.00	\$14,903.27	\$43,000.00	\$28,096.73	34.66%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$78.00	\$119.00	\$100.00	-\$19.00	119.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$85.74	\$85.74	\$1,000.00	\$914.26	8.57%
LEGALPUB	E 100-41970-354 Recording Fees	\$52.65	\$52.65	\$250.00	\$197.35	21.06%
Dept 41970 Legal Publications		\$216.39	\$257.39	\$1,650.00	\$1,392.61	15.60%
Dept 42000 Public Safety (GENERAL)						
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$20.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000 Public Safety (GENERAL)		\$20.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$82,716.00	\$82,716.00	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$9,064.17	\$36,256.68	\$108,770.00	\$72,513.32	33.33%
Dept 42102 Wright County Sheriff		\$9,064.17	\$36,256.68	\$108,770.00	\$72,513.32	33.33%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$32,999.50	\$61,000.00	\$28,000.50	54.10%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$2,045.98	\$3,782.00	\$1,736.02	54.10%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$478.51	\$885.00	\$406.49	54.07%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,360.12	\$9,000.00	\$5,639.88	37.33%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$150.00	\$150.00	\$350.00	\$200.00	42.86%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$328.00	\$1,500.00	\$1,172.00	21.87%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,431.29	\$5,000.00	\$3,568.71	28.63%
Dept 42210 Fire Dept Administration		\$150.00	\$40,793.40	\$85,817.00	\$45,023.60	47.54%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$352.79	\$624.31	\$15,500.00	\$14,875.69	4.03%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$125.00	\$378.43	\$1,500.00	\$1,121.57	25.23%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$8.85	\$2,566.85	\$28,500.00	\$25,933.15	9.01%
FIREEQUIP	E 100-42220-580 Other Equipment	\$549.00	\$3,252.00	\$5,000.00	\$1,748.00	65.04%
Dept 42220 Fire Dept Equipment		\$1,035.64	\$6,821.59	\$51,500.00	\$44,678.41	13.25%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$300.00	\$1,098.00	\$12,500.00	\$11,402.00	8.78%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$804.28	\$3,210.00	\$2,405.72	25.06%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$293.64	\$1,500.00	\$1,206.36	19.58%
Dept 42240 Fire Dept Training		\$300.00	\$2,195.92	\$17,210.00	\$15,014.08	12.76%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$293.53	\$4,500.00	\$4,206.47	6.52%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$198.41	\$243.53	\$9,000.00	\$8,756.47	2.71%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,805.00	\$7,805.00	0.00%
Dept 42260 Fire Vehicles		\$198.41	\$537.06	\$22,305.00	\$21,767.94	2.41%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$41.59	\$70.64	\$1,650.00	\$1,579.36	4.28%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$232.44	\$251.82	\$7,500.00	\$7,248.18	3.36%
FIREBLDG	E 100-42280-321 Telephone	\$39.92	\$258.63	\$1,000.00	\$741.37	25.86%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$414.70	\$763.93	\$4,500.00	\$3,736.07	16.98%
FIREBLDG	E 100-42280-383 Gas Utilities	\$358.98	\$1,744.48	\$3,000.00	\$1,255.52	58.15%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$1,087.63	\$3,089.50	\$17,650.00	\$14,560.50	17.50%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,602.00	\$11,602.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$0.00	\$56,852.00	\$56,852.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$8,515.57	\$11,993.59	\$50,000.00	\$38,006.41	23.99%
Dept 42401 Building Inspection Admin		\$8,515.57	\$11,993.59	\$50,000.00	\$38,006.41	23.99%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$152.00	\$402.00	\$1,000.00	\$598.00	40.20%
Dept 42700 Animal Control		\$152.00	\$402.00	\$1,000.00	\$598.00	40.20%
Dept 42800 Cemetery						
CEMTERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$6,159.63	\$43,332.41	\$138,997.00	\$95,664.59	31.18%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,063.56	\$2,000.00	\$936.44	53.18%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$1,655.00	\$14,580.00	\$12,925.00	11.35%
PUBWRKS	E 100-43000-121 PERA	\$461.97	\$3,329.67	\$12,300.00	\$8,970.33	27.07%
PUBWRKS	E 100-43000-122 FICA	\$366.84	\$2,751.02	\$11,072.00	\$8,320.98	24.85%
PUBWRKS	E 100-43000-123 Medicare	\$85.79	\$643.39	\$2,589.00	\$1,945.61	24.85%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$67.87	\$335.55	\$2,535.00	\$2,199.45	13.24%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,350.00	\$9,400.76	\$32,400.00	\$22,999.24	29.01%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,989.00	\$2,500.00	\$511.00	79.56%
PUBWRKS	E 100-43000-212 Motor Fuels	\$840.85	\$4,783.63	\$7,000.00	\$2,216.37	68.34%
PUBWRKS	E 100-43000-215 Shop Supplies	\$347.52	\$995.35	\$7,500.00	\$6,504.65	13.27%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$585.05	\$1,215.74	\$12,000.00	\$10,784.26	10.13%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$209.99	\$684.52	\$5,000.00	\$4,315.48	13.69%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$1,390.70	\$10,000.00	\$8,609.30	13.91%
PUBWRKS	E 100-43000-321 Telephone	\$483.09	\$1,600.11	\$4,200.00	\$2,599.89	38.10%
PUBWRKS	E 100-43000-325 Taxes	\$19.50	\$19.50	\$200.00	\$180.50	9.75%
PUBWRKS	E 100-43000-381 Electric Utilities	\$413.00	\$861.98	\$6,000.00	\$5,138.02	14.37%
PUBWRKS	E 100-43000-383 Gas Utilities	\$724.60	\$2,995.91	\$5,000.00	\$2,004.09	59.92%
Dept 43000 Public Works (GENERAL)		\$12,162.60	\$79,047.80	\$280,373.00	\$201,325.20	28.19%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43121 Paved Streets		\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43122 Unpaved Streets						

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$5,293.91	\$20,000.00	\$14,706.09	26.47%
Dept 43125	Ice & Snow Removal	\$0.00	\$5,293.91	\$20,000.00	\$14,706.09	26.47%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$2,212.45	\$6,497.83	\$25,000.00	\$18,502.17	25.99%
Dept 43160	Street Lighting	\$2,212.45	\$6,497.83	\$25,000.00	\$18,502.17	25.99%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,452.80	\$10,352.00	\$40,000.00	\$29,648.00	25.88%
Dept 43245	Recycling: Refuse	\$3,452.80	\$10,352.00	\$40,000.00	\$29,648.00	25.88%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45186	Senior Center	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$33.20	\$2,000.00	\$1,966.80	1.66%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$175.94	\$410.80	\$2,200.00	\$1,789.20	18.67%
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	\$343.51	\$343.51	\$3,000.00	\$2,656.49	11.45%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$435.47	\$8,000.00	\$7,564.53	5.44%
Dept 45200	Parks (GENERAL)	\$519.45	\$1,222.98	\$36,700.00	\$35,477.02	3.33%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$500.00	\$2,500.00	\$0.00	-\$2,500.00	0.00%
Dept 48205	Damage Deposit Refunds	\$500.00	\$2,500.00	\$0.00	-\$2,500.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$58,674.08	\$330,605.13	\$1,554,654.00	\$1,224,048.87	21.27%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	April 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$58,674.08	\$330,605.13	\$1,554,654.00	\$1,224,048.87	21.27%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 16th day of April, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-16-19-26

A RESOLUTION ACCEPTING DONATION FOR EASTER EGG HUNT

WHEREAS, the City has received a donation to be used towards the annual Easter Egg Hunt hosted by the Park Board; and

WHEREAS, Maverick Construction has donated \$100.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation as identified for the purpose of hosting the annual Easter Egg Hunt.

BE IT FURTHER RESOVLED, 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 16th day of April, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Collaborative Planning, LLC

Memorandum

Date: April 10, 2019
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Mahler Aggregate Mine – Order EAW

An Environmental Assessment Worksheet (EAW) is a process that lays out basic facts about a project to determine if an Environmental Impact Statement (EIS) is required for the proposed project. It consists of a form that provides information needed to determine if the project will have the potential for significant environmental impacts. In addition to the legal purpose of the EAW, it also provides permit information, informs the public about the project, and helps identify ways to protect the environment.

Projects that meet or exceed certain thresholds in Minnesota Rules 4410.4300 are required to complete an EAW. The minimum threshold for a non-metallic mineral mine (aggregate mine) is 40 acres.

Site History

An aggregate mine currently exists on a portion of the site under an Interim Use Permit. When the mine was originally permitted, the size of the mined area was determined by the City to be less than the minimum size to require an EAW, so no environmental review was completed at that time.

Fehn Companies has or is acquiring the parcels shown on the attached map and will be proposing a new Interim Use Permit for an aggregate mining operation. The Subject Properties contain approximately 184.9 acres, and the approximate excavation area is 158.2 acres.

The existing Interim Use Permit is set to expire in August 2019.

Proposed Project

Specific plans are not available at this time, but the developer has indicated that they intend to prepare plans for a mining operation that is in compliance with the City's ordinances. The project will require an Interim Use Permit to be applied for.

Council Action

As the excavation area exceeds the threshold for an EAW, the Council should order that an EAW be prepared and distributed. Attached in the Council packet is a resolution Ordering the EAW for this project.

Staff Recommendation

Staff recommends adoption of the resolution.

Attachments:

1. Resolution

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 16th day of April, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-16-19-27

**A RESOLUTION ORDERING AN ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)
FOR A PROJECT KNOWN AS MAHLER AGGREGATE MINE**

WHEREAS, there is an approximately 184.9-acre undeveloped property (“Subject Property”) located in the City of Hanover (“City”); and

WHEREAS, Fehn Companies, Inc., a Minnesota corporation, (“Developer”) has expressed interest in developing the Subject Property; and

WHEREAS, the Developer would like to develop the Subject Property within the City as a a non-metallic mineral mine; and

WHEREAS, the City has determined that the proposed size of the development exceeds the threshold found in MN Rule 4410.4300 for a mandatory Environmental Assessment Worksheet (EAW); and

WHEREAS, the City is the Responsible Governmental Unit (“RGU”).

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

1. Pursuant to Minnesota Rules 4410.1000, an EAW of the Subject Property is ordered and shall be prepared to meet all applicable requirements set forth in Minnesota Statutes Chapter 116D and Minnesota Rules Chapter 4410.
2. That the EAW of the Subject Property be distributed to all required reviewing agencies as required by applicable law, rules and regulations, as well as made accessible to all interested citizens.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 16th day of April, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Collaborative Planning, LLC

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Cindy Nash, AICP, City Planner

DATE: April 11, 2019

SUBJECT: **River Town Villas of Hanover** for (1) Rezoning; (2) Planned Unit Development; and (3) Preliminary Plat

APPLICANT: Wits Realty

LOCATION: Generally located west of River Road, and north of Church Street

COMPREHENSIVE PLAN: Multi-Family Residential

Description of Request

Wits Realty has submitted applications for a rezoning, planned residential development and preliminary plat. The property consists of approximately 4.08 acres and is located west of River Road and north of Church Street.

The Developer is proposing to develop the site into 18 detached residential units. All of the housing units would be villas and would have associated-maintained yards and driveways. The proposed builder is Bellin Construction.

This development is requesting the following approvals:

1. Rezoning of part of the property from B-1A to R-1A
2. Planned Unit Development
3. Preliminary Plat.

Patio homes will occupy all lots on the site. A characteristic of this type of development is that not only are the lots smaller, but the homes are constructed closer together with a reduced side yard setback. This is a type of unit that allows for higher density construction, but in an ownership that does not share walls as a townhome neighborhood would. A homeowner's association provides exterior maintenance of snow removal and lawn care. The buildings are maintained by the property owner.

The following items are included in the packet for review:

1. City Engineer Comment letter
2. City Planner Comment letter
3. Plat Narrative
4. Architectural Renderings
5. Preliminary Plat and Plan Set

Item 1: Rezoning

Public Hearing: March 25, 2019 Planning Commission

Request

The Developer is requesting to rezone the property from B-1A to R-1A. A rezoning is an amendment to the zoning map, which changes the zoning district that a particular property is located within.

Analysis

The City Council may adopt an ordinance amending the Zoning Map (rezoning) as a means to reflect change in the goals and policies of the community as reflected in the Comprehensive Plan. The Comprehensive Plan was updated in the Fall of 2019, and that update included regarding this property from a commercial use to multi-family residential.

There is not currently a zoning district that is a perfect match for this type of use (villas on smaller lots) as the R-2 zoning that would typically be associated with Multi-Family Residential Comp Plan guidance does not currently allow for detached villas (single-family homes). In order to rezone it R-2, the R-2 district would also need a text amendment to allow single-family homes as a use in that district, and also to establish minimum performance standards such as lot size, lot width, and setbacks for single-family homes in that district. As an alternative, it is proposed that the property be rezoned to R-1A which allows for single-family homes as a use. The density of the site is controlled through the Comprehensive Plan density, and not through the zoning district (which specifies lot size but not density). The lot size, setbacks and other performance standards necessary to permit a villa home development would then be modified in the PUD process.

Planning Commission Recommendation

The Planning Commission recommended approval subject to the conditions below:

1. Adoption and publication of the ordinance as required by law.

Item 2: Planned Unit Development (PUD)

Public Hearing: March 25, 2019 Planning Commission

Request

The Developer is proposing to redevelop the site into an 18-lot subdivision for the site. The properties on the east, south, and west of the proposed development contain existing uses. The property to the north is vacant. The subject property contains a single-family home which would be demolished as a part of the construction.

Analysis

Density

Per the City's ordinances, the total number of dwelling units allowed in a planned unit development shall be determined by either:

"a. The standards of the applicable base zoning or overlay district in which the proposed development is to be located; or

*b. The density specified by the City Council consistent with the intent of the comprehensive plan. A plan may provide for a greater number of dwelling units per acre than would otherwise be permitted by the regulations otherwise applicable to the site; however, the applicant shall show that such excess will not have an undue and adverse impact on existing public facilities and on the reasonable enjoyment of neighboring property. **The council, in determining the reasonableness of the increase in the authorized dwelling units per acre, shall recognize that increase density may be compensated for by additional private amenities and by increase efficiency in public facilities and services to be achieved by:***

- 1) The location, amount and proposed use of common open space;*
- 2) The location, design and type of dwelling units; and*
- 3) The physical characteristics of the site."*

The Developer is proposing the density in a manner consistent with the Comprehensive Plan, which would permit between 4 to 12 dwelling units per acre. The villa home product could be considered a detached townhome. Townhomes are a permitted use in the R-2 zoning district and the total number of units proposed would be consistent with that which would be permitted under that zoning district. While still meeting the minimum density of the Comprehensive Plan, the total number of units is less than could be permitted if the applicant proposed either attached townhomes or an apartment building under R-2 zoning.

PUD Generally

A PUD is intended to allow for the development of residential areas under a flexible regulatory process that allows for a joint planning design effort by the developer and the City. This process should result in benefits that preserve natural resources and amenities, assure a higher quality living environment, and develop a variety of housing types and densities as a single planned entity. The City may authorize departures from the strict requirements of the underlying zoning district and subdivision regulations after finding that the proposal is consistent with the Comprehensive Plan, the general purposes of the Zoning Ordinance, and if the project complies with the requirements outlined below (discussion should occur on each of these items, along with feedback for redesign that would bring the plan into greater compliance with these standards).

1. The consistency of the proposed PUD with the comprehensive plan.
2. The extent to which the proposed PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities.
3. The extent to which the proposed uses will be compatible with present and planned uses in the surround area.
4. That any exceptions to this article are justified by the design or the development.
5. The sufficiency of each planned unit development phase’s size, composition, and arrangement in order that its construction, and operation is feasible without dependence upon subsequent phases.
6. The burden or impact created by the PUD on parks, schools, streets, and other public facilities and utilities.
7. The impact of the PUD on environmental quality and on the reasonable enjoyment of the surrounding properties.

Variances from Zoning Requirements in Planned Unit Developments

The City may vary the regulations of the Zoning Ordinance in PUDs, and the development is requesting the following variations from the standard zoning requirements:

Requirement	Standard Zoning	Variance Requested
Lot Size	12,000 square feet	3,500 square feet
Lot Width (at front setback)	80 feet	50 feet

Garage Size	576 square feet	480 square feet
Front Yard Setback	Minimum 30 feet from property line	Not measuring to property line. Measuring instead to back of curb. Garage needs to be at least 25 feet from back of curb and home needs to be at least 20 feet from back of curb.
Rear Yard Setback	Minimum 30 feet from property line	Not measuring to property line. Homes must fit within lot shown on plans – 0-foot setback from actual property line.
Side Yard Setback	Minimum 10 feet from property line.	Not measuring to property line – 0-foot setback from actual property line. Homes are measured relative to location to each other – 10 feet between garages, 15 feet between garage and living side, or 20 feet between two living sides
Public Streets meeting City standards for ROW and pavement width	36’ wide pavement in a 66’ wide right of way	Private street so no ROW proposed. 28’ wide pavement.
Cul-de-sac meeting city standards		Hammerhead style turn-around. Turning movements for a fire truck shown on Sheet C2-1

A narrative of why the applicant feels these changes are beneficial is included within the PUD narrative.

Planning Commission Recommendation

The Planning Commission recommended approval subject to the conditions below:

1. A final plat is submitted and approved that is in substantial conformance with the Site Plans. A Developer’s Agreement acceptable to the City is entered into by and between the Developer and the City.

2. Adoption and publication of the ordinance as required by law.
3. All conditions of the City Engineer, City Attorney and City Planner are met.
4. The development must be constructed in substantial conformance with the Site Plans.
5. Villa homes are the permitted use on Lots 1 – 18, Block 1.
6. Ownership and maintenance of the outlots shall be addressed to the satisfaction of the City prior to submission of the Final Plat application.
7. The street shall be privately owned and maintained.
8. The developer must submit foundation and grading as-builts for each home constructed for the review of the Building Official.
9. Variations from the City's Zoning Ordinance requirements are approved as follows:
 - a. The lot size is reduced to 3,500 square feet.
 - b. The lot width is reduced to 50 feet.
 - c. A 0-foot setback is approved from the individual property lines for structures on Lots 1 through 18. However, the structures shall be required to maintain the following minimum setbacks:
 - i. The garage of any structure shall be setback no less than 25 feet from the back of curb of the private driveway.
 - ii. The living portion of any structure shall be setback not less than 20 feet from the back of curb of the private driveway.
 - iii. The minimum building separations to be maintained are the following:
 1. 10-foot minimum separation from foundation walls if garage side to garage side
 2. 15-foot minimum separation from foundation walls if garage side to living side
 3. 20-foot minimum separation from foundation walls if living side to living side
 - d. Structures may not be constructed in any easement.
 - e. Garage size shall be not less than 480 square feet.
 - f. Even if in conflict with the above, the following setbacks shall be maintained:
 - i. A setback of not less than 35 feet from the property line with Church Street shall be maintained for Lots 1 and 18.
 - ii. A setback of not less than 30 feet from the western property line of the Subject Property shall be maintained for Lots 1 through 6.
 - iii. A setback of not less than 15 feet from the western property line of the

- Subject Property shall be maintained for Lot 7.
- iv. A setback of not less than 30 feet from the eastern property line of the Subject Property shall be maintained for Lots 12 through 18.
 - v. A setback of not less than 15 feet from the eastern property line of the Subject Property shall be maintained for Lot 11.
 - vi. A setback of not less than 30 feet from the northern property line of the Subject Property shall be maintained for Lots 7 through 11.

10. All other requirements of the City's Zoning Ordinance not specifically exempted above must be met.

Item 3: Recommendation on Preliminary Plat

Public Hearing: March 25, 2019 Planning Commission

Preliminary plats provide the layout for lots and blocks for future sale and ownership of specific parcels. The preliminary plat is “preliminary”, however approval of a preliminary plat gives the property rights by State law.

Land Use

The proposed land use is 18 single-family lots, and outlots for stormwater ponding and private neighborhood amenities (driveway, parking and landscaping).

Access, Roads, Guest Parking Pedestrian Circulation

Two private streets are proposed to be constructed. Instead of cul-de-sacs, the end of the private driveway is proposed to function as a hammerhead style turn-around.

The proposed 25-foot front yard setbacks for garages will typically provide room for 2 cars to park on the driveway. There are also 13 parking spaces proposed.

No sidewalks or trails are proposed. When interior to the development, this is acceptable with the low traffic volume. A sidewalk should be added to that portion of Church Street fronting the Subject Property to provide pedestrian access to the existing trail/sidewalk network on River Road.

Utilities

Utilities are proposed to be installed within the rights of way.

Ponding is located in outlots that will be deeded to the City.

Park Dedication

Park dedication is required for this plat, and will be calculated at the time of execution of the developer’s agreement. No parks are proposed for this area in the Comprehensive Plan, and this development is within walking distance of Settler’s Park. Estimated park dedication is 18 units at \$3,272 per unit for a total of \$58,896.

Landscaping and Tree Preservation

Sheet L1-1 contains the proposed landscaping plan. The landscaping plans generally identify more than 2 trees per lot to be planted, but given lot size the trees are proposed to be installed in the HOA owned area rather than on the individual lots. This variation can be approved as part of the PUD.

Information on tree removal proposed is included in the plan set on Sheet L2-1. All existing trees are proposed to be removed in order to grade the site.

Engineering and Planning

The development should comply with the requirements of the City Engineer's and City Planner's memos.

Planning Commission Recommendation

The Planning Commission recommended approval subject to the conditions below:

1. Villas are the permitted use on Lots 1 – 18, Block 1.
2. Ownership and maintenance of the outlots shall be addressed in a manner satisfactory to the City.
3. All comments contained within the memo from the City Engineer dated March 25, 2019, and the memo from the City Planner dated March 21, 2019 are incorporated herein (collectively referred to as the "Staff Memos").
4. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
5. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then those revisions shall be incorporated into the Final Plat submitted by the Developer. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
6. To the extent that there are differences or conflicts between updated Site Plans and this resolution, the terms of this resolution shall be controlling.

7. The Site Plans have not been approved for permitting under the Wetlands Conservation Act. Compliance with these requirements may result in the changes to or the removal of lots, outlots, or right of way, in which case the Developer shall revise the Final Plat as necessary.
8. The timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Developer's Agreement between the City and the Developer, and City staff is authorized to negotiate and execute such Developers Agreement.
9. A title commitment shall be provided for the review of the City Attorney before the final plat is released for recording.
10. Homeowners association documents shall be provided for the review of the City Attorney before the final plat is released for recording.
11. Retaining walls are not permitted to be in any outlots that will be owned by the City. In the event retaining walls are shown within any drainage and utility easements, they must be owned and maintained by either the property owner or the HOA.
12. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans, inspection of improvements, and the preparation of the Developer's Agreement.
13. Developer shall be responsible for securing necessary easements and for constructing utility improvements as shown on the attached plans, unless otherwise agreed to with the City in writing. The cost of constructing utility improvements shown on the Site Plans shall be borne solely by the Developer. However, to the extent that such utilities are oversized at the request of the City, the City shall reimburse the Developer for the cost of the extra diameter of the pipe. The location of such utility lines within the Subject Property shall be as designated and approved by the City Engineer.
14. Prior to the release of the Final Plat for recording, a Developer's Agreement must be entered into which Agreement(s) will include, but not be limited to, the following:
 - a. PUD details and information.
 - b. Street and utility construction details, processes, plans and financial guaranties.
 - c. Park dedication requirements.
 - d. All required approvals from other governmental agencies.
 - e. Final grading and drainage plans.
 - f. Maintenance requirements during construction.
 - g. Landscaping plans.

- h. Financial guaranties.
 - i. Other planning and engineering items, as appropriate.
- 15. Utility lines are required to be placed underground at the sole expense of the developer.
- 16. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies.
- 17. The Developer may not commence construction of any improvements on the Subject Property until the City Engineer has approved both the detailed grading plan and the detailed construction plan and issued written confirmation to the City and the Developer of the approval of such plans.
- 18. The Developer must submit details on corrected building pads including compaction tests, limits of the pads and elevations of the excavations. The general soils report for the development must also be submitted to the City Engineer for review and approval prior to the issuance of building permits.
- 19. The developer must submit foundation and grading as-builts for each home constructed for the review of the City Engineer.
- 20. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
- 21. The approval of the preliminary plat shall terminate if either a final plat has not been approved or a Developer's Agreement has not been entered into between the City and Developer in the timeframe as required by the Subdivision Ordinance.
- 22. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 16th day of April, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-16-19-28

**A RESOLUTION APPROVING REZONING OF PROPERTY FOR A
PLANNED UNIT DEVELOPMENT**

WHEREAS, Wits Realty, LLC (“Developer”) is the applicant for an application related to property legally described as follows:

The South 656.60 feet of the East 284.93 feet of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, except the South 33 feet, Wright County, Minnesota.

(the “Subject Property”); and

WHEREAS, the property is zoned B-1A; and

WHEREAS, the Developer has applied for a rezoning to R-1A and a Planned Unit Development to develop the Subject Property into a neighborhood of villa homes; and

WHEREAS, the Developer has requested the PUD to allow for the construction of an 18-lot single-family residential neighborhood; and

WHEREAS, the Developer has requested a preliminary plat so as to allow the Developer to plat the Subject Property into various lots as shown on a preliminary for a development entitled River Town Villas of Hanover, the most recent revision of said preliminary and final plat and plans prepared by Loucks, Inc. and last updated February 22, 2019 (unless noted differently below) and containing the following sheets:

1. C1-1 Existing Conditions
2. C1-2 Preliminary Plat
3. C2-1 Site Plan
4. C3-1 Grading Plan
5. C3-2 – C3-3 SWPP Plan and Notes
6. C4-1 Utility Plan
7. C8-1 – C8-2 Civil Details
8. L0-1 –L0-3 Tree Preservation

9. L1-1 Landscape Plans
10. L2-2 Tree Inventory Plan

(the “Site Plans”); and

WHEREAS, a public hearing was properly noticed and scheduled for April 25, 2019; and

WHEREAS, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on April 25, 2019. The Planning Commission recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby make the following findings of fact:

1. The proposed PUD is consistent with the comprehensive plan guidance of Multiple Family Residential. The density of the development provides for fewer homes than a townhome or apartment neighborhood would provide, while providing a sufficient number of homes to meet the Multiple Family Residential land use guidance.
2. The PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities. The Subject Property has limited road frontage on Church Street, and the property is narrow but long. A private driveway serving villa homes provides sufficient density to meet the density requirements of the Multiple Family Residential land use guidance, while also blending in better with the existing single-family homes in the area.
3. The proposed PUD is compatible with present and planned uses in the surrounding area. Existing homes in the area are single-family homes, although some properties in the area may redevelop in the future similar to this property. The neighborhood is walkable to downtown Hanover, and pedestrian infrastructure will be extended to serve this property.
4. Exceptions to the standard requirements of the Zoning Ordinance are justified by the design in order to develop a community of detached villas rather than townhomes or apartments. Reductions in lot size, lot width, garage size, and setbacks are suitable for this planned neighborhood provided that the development is completed in accordance with the conditions in the PUD and preliminary plat approving resolutions.
5. This phase of the development is not dependent on other phases being completed. The development will be completed in one phase.
6. The City has reviewed and considered the burden the PUD will create on parks, schools, streets, and other public facilities and utilities. While there will be an increase in traffic and school enrollment, these are within the amounts expected with new development. Parks and utilities have sufficient capacity to accommodate the additional users who will be paying their share of the system capacity
7. It is not anticipated that the proposed development will have significant impact on environmental quality or upon the enjoyment of surrounding properties. No significant environmental resources exist on this site, which is a proposed redevelopment of an existing single-family home. Neighboring properties are single-family homes, and the owners of one adjacent property attended the Planning Commission meeting to ask

questions about the proposed development. Staff has reviewed the proposed development plans and find that they are generally in compliance with ordinances as modified by conditions in staff memos, which ordinances are sufficient to protect the environmental quality.

BE IT FURTHER RESOLVED that the City Council hereby approves the application to rezone the property to R-1A/PUD subject to the following conditions:

1. A final plat is submitted and approved that is in substantial conformance with the Site Plans. A Developer's Agreement acceptable to the City is entered into by and between the Developer and the City.
2. Adoption and publication of the ordinance as required by law.
3. All conditions of the City Engineer, City Attorney and City Planner are met.
4. The development must be constructed in substantial conformance with the Site Plans.
5. Villa homes are the permitted use on Lots 1 – 18, Block 1.
6. Ownership and maintenance of the outlots shall be addressed to the satisfaction of the City prior to submission of the Final Plat application.
7. The street shall be privately owned and maintained.
8. The developer must submit foundation and grading as-builts for each home constructed for the review of the Building Official.
9. Variations from the City's Zoning Ordinance requirements are approved as follows:
 - a. The lot size is reduced to 3,500 square feet.
 - b. The lot width is reduced to 50 feet.
 - c. A 0-foot setback is approved from the individual property lines for structures on Lots 1 through 18. However, the structures shall be required to maintain the following minimum setbacks:
 - i. The garage of any structure shall be setback no less than 25 feet from the back of curb of the private driveway.
 - ii. The living portion of any structure shall be setback not less than 20 feet from the back of curb of the private driveway.
 - iii. The minimum building separations to be maintained are the following:
 1. 10-foot minimum separation from foundation walls if garage side to garage side
 2. 15-foot minimum separation from foundation walls if garage side to living side
 3. 20-foot minimum separation from foundation walls if living side to living side
 - d. Structures may not be constructed in any easement.
 - e. Garage size shall be not less than 480 square feet.
 - f. Even if in conflict with the above, the following setbacks shall be maintained:

- i. A setback of not less than 35 feet from the property line with Church Street shall be maintained for Lots 1 and 18.
- ii. A setback of not less than 30 feet from the western property line of the Subject Property shall be maintained for Lots 1 through 6.
- iii. A setback of not less than 15 feet from the western property line of the Subject Property shall be maintained for Lot 7.
- iv. A setback of not less than 30 feet from the eastern property line of the Subject Property shall be maintained for Lots 12 through 18.
- v. A setback of not less than 15 feet from the eastern property line of the Subject Property shall be maintained for Lot 11.
- vi. A setback of not less than 30 feet from the northern property line of the Subject Property shall be maintained for Lots 7 through 11.

10. All other requirements of the City's Zoning Ordinance not specifically exempted above must be met.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 16th day of April, 2019.

APPROVED BY:

Chris Kauffman, 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 Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 16th day of April, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 04-16-19-29

**A RESOLUTION APPROVING A PRELIMINARY PLAT FOR A PROJECT KNOWN AS
RIVER TOWN VILLAS OF HANOVER**

WHEREAS, Wits Realty, LLC (“Developer”) is the applicant for an application related to property legally described as follows:

The South 656.60 feet of the East 284.93 feet of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, except the South 33 feet, Wright County, Minnesota.

(the “Subject Property”); and

WHEREAS, the property is zoned R-1A, with a Planned Unit Development; and

WHEREAS, the Developer has requested a preliminary plat so as to allow the Developer to plat the Subject Property into various lots as shown on a preliminary for a development entitled River Town Villas of Hanover, the most recent revision of said preliminary and final plat and plans prepared by Loucks, Inc. and last updated February 22, 2019 (unless noted differently below) and containing the following sheets:

1. C1-1 Existing Conditions
2. C1-2 Preliminary Plat
3. C2-1 Site Plan
4. C3-1 Grading Plan
5. C3-2 – C3-3 SWPP Plan and Notes
6. C4-1 Utility Plan
7. C8-1 – C8-2 Civil Details
8. L0-1 –L0-3 Tree Preservation
9. L1-1 Landscape Plans
10. L2-2 Tree Inventory Plan

(the “Site Plans”); and

WHEREAS, a public hearing was properly noticed and scheduled for April 25, 2019; and

WHEREAS, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on April 25, 2019. The Planning Commission recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the application for a Preliminary Plat subject to the following conditions:

1. Villas are the permitted use on Lots 1 – 18, Block 1.
2. Ownership and maintenance of the outlots shall be addressed in a manner satisfactory to the City.
3. All comments contained within the memo from the City Engineer dated March 25, 2019, and the memo from the City Planner dated March 21, 2019 are incorporated herein (collectively referred to as the “Staff Memos”).
4. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
5. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then those revisions shall be incorporated into the Final Plat submitted by the Developer. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
6. To the extent that there are differences or conflicts between updated Site Plans and this resolution, the terms of this resolution shall be controlling.
7. The Site Plans have not been approved for permitting under the Wetlands Conservation Act. Compliance with these requirements may result in the changes to or the removal of lots, outlots, or right of way, in which case the Developer shall revise the Final Plat as necessary.
8. The timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Developer’s Agreement between the City and the Developer, and City staff is authorized to negotiate and execute such Developers Agreement.
9. A title commitment shall be provided for the review of the City Attorney before the final plat is released for recording.
10. Homeowners association documents shall be provided for the review of the City Attorney before the final plat is released for recording.
11. Retaining walls are not permitted to be in any outlots that will be owned by the City. In the event retaining walls are shown within any drainage and utility easements, they must be owned and maintained by either the property owner or the HOA.

12. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans, inspection of improvements, and the preparation of the Developer's Agreement.
13. Developer shall be responsible for securing necessary easements and for constructing utility improvements as shown on the attached plans, unless otherwise agreed to with the City in writing. The cost of constructing utility improvements shown on the Site Plans shall be borne solely by the Developer. However, to the extent that such utilities are oversized at the request of the City, the City shall reimburse the Developer for the cost of the extra diameter of the pipe. The location of such utility lines within the Subject Property shall be as designated and approved by the City Engineer.
14. Prior to the release of the Final Plat for recording, a Developer's Agreement must be entered into which Agreement(s) will include, but not be limited to, the following:
 - a. PUD details and information.
 - b. Street and utility construction details, processes, plans and financial guaranties.
 - c. Park dedication requirements.
 - d. All required approvals from other governmental agencies.
 - e. Final grading and drainage plans.
 - f. Maintenance requirements during construction.
 - g. Landscaping plans.
 - h. Financial guaranties.
 - i. Other planning and engineering items, as appropriate.
15. Utility lines are required to be placed underground at the sole expense of the developer.
16. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies.
17. The Developer may not commence construction of any improvements on the Subject Property until the City Engineer has approved both the detailed grading plan and the detailed construction plan and issued written confirmation to the City and the Developer of the approval of such plans.
18. The Developer must submit details on corrected building pads including compaction tests, limits of the pads and elevations of the excavations. The general soils report for the development must also be submitted to the City Engineer for review and approval prior to the issuance of building permits.
19. The developer must submit foundation and grading as-builts for each home constructed for the review of the City Engineer.
20. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.

21. The approval of the preliminary plat shall terminate if either a final plat has not been approved or a Developer's Agreement has not been entered into between the City and Developer in the timeframe as required by the Subdivision Ordinance.
22. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 16th day of April, 2019.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Memorandum

To: *Cindy Nash – Hanover City Planner*

From: *Justin Messner, PE – Hanover City Engineer*

Cc: *Brian Hagen – Hanover City Administrator*
Todd McLouth, PE – Loucks, Inc.

Date: *March 6, 2019*
Amended March 25, 2019

Re: *River Town Villas of Hanover Preliminary Plat Submittal Review*
WSB Project No. 013676-000

As requested, we have reviewed the River Town Villas of Hanover preliminary plat documents as prepared by Loucks Inc., dated February 22, 2019 and we offer the following comments:

Stormwater Management

General Comments

1. The rate control requirement for the City listed in Chapter 30 of the City Code is as follows, “*Development drainage systems shall be provided that accept flow from upstream areas, that control, convey, and pond development runoff, that limit outflow to the natural pre-development rate, and that do not have detrimental impacts on downstream properties.*” Currently, the project is meeting this rate control requirement. Applicant should confirm rate control requirement is still being met after updates have been made to address the comments included in this memo.
2. An operations and maintenance plan for the proposed stormwater management system should be included with future submittals. Applicant should callout maintenance access location for the stormwater BMPs to the plans.
3. The SWMP states an infiltration rate of 0.8 inches per hour was used for design purposes and that the infiltration rate would be verified with a double-ring infiltrometer test later in the spring. The City requests the results of the double-ring infiltrometer test be submitted when obtained.
4. A NPDES permit will need to be obtained prior to the start of construction.

Pond/ Basin /Rain Garden Comments

5. The contours in the corner of the ponding areas should be smoothed out to make them constructible.
6. Side slopes for the pond shall be no greater than 5:1 between the permanent water level and the top of the slope per Chapter 9 of the City Code.

7. The soil borings provided show there are permeable soils throughout the site. A pond liner should be added to the stormwater pond to ensure water does not infiltrate into the underlying soil from the pond.
8. The property to the northwest of the proposed development is currently landlocked. Additional consideration should be given for discharges onto this property.
9. A note should be added to the plans stating that the infiltration basin and raingarden shall be kept offline until impervious area construction is completed and vegetation has been established, per the Minnesota Stormwater Manual.
10. Riprap should be shown on the plans at all FES outlets.
11. It is recommended the applicant consider dropping the invert of the pipe leaving CBMH 101 to flatten the pipe and reduce the velocity of water entering the pond.
12. The outlet from Pond 1 is shown right at or slightly over the parcel boundary. Applicant should move the outlet so that the entire outlet (including FES and riprap) will be within the parcel boundary.
13. The Pond 1 EOF elevation is called out as 904.5 on the north side of the pond however the berm surrounding the pond on the north, west and southwest sides all show a max elevation of 904.5. Applicant should update the grading so the EOF is a defined spillway which would direct water in one direction rather than allowing water to overtop the berm of the pond in multiple directions.

Modeling Comments

14. The SWPPP and the narrative in the SWMP list 1.67 acres of new impervious for the project but the HydroCAD model is only showing an increase in 1.51 acres of impervious. Applicant should update the model so the increase in impervious matches what is shown in the plans.
15. From the hydrographs provided it appears that there are oscillations occurring between the infiltration basin and the pond. It is recommended the infiltration basin and the pond be modeled together in one node with an exfiltration outlet starting at the overflow elevation between the two basins (currently 902.5) to remove the oscillations. No overflow between the infiltration basin/pond would be included in this updated model.
16. The EOF for the rain garden is shown on the plans at 916.3 but is being modeled at 916. Applicant should update the elevation of the EOF in the model to match what is shown in the plans.
17. It is unclear if water quality requirements are being met at this time. The removal efficiencies may be overestimated with the way the stormwater pond and infiltration basin are being modeled in MIDS currently. With the current design shown in the plans only the volume of the pond between 902.5 and 902.6 will be routed to the infiltration basin, but the way MIDS is currently configured all of the outflow from the pond is being routed through the infiltration basin. It is recommended that the applicant model the system in P8 to accurately model the two outlets from the stormwater pond. Alternatively, the outlet for the pond could be raised so that the majority of the pond's outflow is routed to the

infiltration basin rather than out the pipe or the piped outlet could be moved from the pond to the infiltration basin.

Preliminary Plan Set

Landscape Plan Comments

18. There are trees proposed within a few feet of the storm sewer (e.g. west end of Street B near CBMH-104). All trees should be a minimum of 10 feet from the storm sewer system to protect the storm sewer and prevent trees from needing to be removed with future maintenance.
19. Verify boulevard site distances are being met with the two trees located at the entrance (see City Detail STR-26).

Existing Conditions Comments

20. Show any existing sanitary sewer and water facilities that are proposed to be removed or abandoned with the removal of the existing house.

Grading Plan Comments

21. Basement floor, garage floor, and low opening elevations should be added on the plans.
22. We are unable to confirm freeboard requirements are being met with respect to the proposed raingarden, stormwater pond, and observed groundwater until elevations are shown on the plans. Lots 15-18 at a minimum, will most likely need to be shown as 'SOG' only.
23. Retaining walls exceeding 4' in height will require structural design calculations and certification of licensed engineer with experience in retaining wall design.
24. We recommend the developer define ownership and responsibility for future retaining wall maintenance.
25. The retaining wall on the north end is shown within 10 feet of Lot 10 with a greater than 3:1 slope coming off the back of the house.
26. There are some areas with surface grades greater than 3:1 (e.g. at the ends of the eastern retaining wall, east end of Street B, north of lots 7-10, etc.). Revise proposed contours or modify proposed retaining walls to eliminate these areas.
27. There are some areas with surface grades less than 2% (e.g. west of Lots 4 and 5, etc.). Revise proposed contours to eliminate areas.
28. The spot elevations shown between lots do not appear to always be the high point (e.g. between Lots 13-14, 5-6, etc.). Adjust the spot elevations and possibly add drainage arrows to define the grade breaks between the lots and throughout the development. Maintain minimum 2% and maximum 3:1 slope requirements with the adjacent lots.
29. Provide additional detail showing the drainage on the east side of Lot 11 and how it gets away from and around the house.

30. Provide the EOF for the low point in Street B.
31. FES-401 for the pipe discharging to the infiltration pond is missing on several sheets (e.g. C3-1).
32. Describe the purpose of the 906.00 spot elevation west of Lot 7. It is between the proposed 906 and 908 contours.

Utility Plan Comments

33. Describe and show the proposed extents of the roadway restoration associated with the connections to the existing utilities.
34. The proposed utility plan shows an 8" watermain connecting to the existing 6" watermain on Church Street NE. Verify the upsizing will maintain adequate pressures within the proposed development.
35. Show all water services on the upstream side of the sanitary services (e.g. lots 5,6,8,13,14).
36. Show a gate valve after the connection to the existing watermain at Church Street NE in accordance with City Detail WAT-03.
37. Show proposed curb stops for the development. Place them 10' behind the back of curb in accordance with City Detail WAT-04.
38. Replace the 8" stub at the west end of Street B with a hydrant and gate valve.
39. Provide an additional gate valve at the intersection of Street A and Street B.
40. Provide service risers for the sanitary sewer services on Street A.
41. The two middle sanitary sewer segments (MH 3-MH 2, MH 4-MH 3) are at minimum grade while the upstream and downstream segments have grade available to give.
42. CB-201 & CB-202 are only 2' deep which presents concerns with frost heave. Consider using structures with filled or unfilled sumps to provide additional depth.
43. There is as little as 1' of cover over portions of the pipe from CB-201 to FES-200.
44. With the submittal of final plat and construction plans a minimum 18 inches of separation and insulation per City Detail WAT-06 will need to be shown between the watermain and all sewer crossings.

Miscellaneous Comments

45. The street section shows 24" of select granular but does not show drintile. Drintile will be needed in accordance with City Detail STO-15 "PVC Perforated Pipe Installation".
46. Limit standard detail plates to 8 per page for minimal legibility at half size (11x17) print.
47. Include City Detail SAN-07 "Sanitary Sewer Junction Manhole".

48. Include City Detail WAT-08 "Insulation Detail". Insulation will be needed between the storm sewer and watermain at the intersection of Street A & Street B and where the watermain goes under CB-107.
49. Include City Detail BED-01, BED-02, BED-03.

Collaborative Planning, LLC

MEMORANDUM

To: Brian Hagen, City Administrator

From: Cindy Nash, City Planner

Date: March 21, 2019

Subj: Planning Review Comments – River Town Villas
Preliminary Plat and Plans dated February 22, 2019

I have reviewed the preliminary plat and plans dated February 22, 2019 and have the following comments.

1. Density is preliminarily calculated at 4.82 units per acre, which is within the range allowed under the Comprehensive Plan (4 to 12 units per net acre in Multi-Family Residential). Comments in this memo and the City Engineer's memo may impact the density calculation, which will be recalculated at resubmission.
2. Addressing the comments contained in the City Planner and City Engineer staff memos may result in changes to or the removal of lots, outlots or easements.
3. The stormwater pond should be shown in an outlot and would be maintained by the City. City staff will need to review to ensure that acceptable access to maintain the pond is provided. This access shall be suitable to drive maintenance vehicles upon it, and shall be kept free of structures and landscaping.
4. Additional discussion will need to occur regarding the maintenance and ownership of the infiltration basin and rain garden.
5. A sidewalk shall be constructed on the portion of the property that fronts Church Street, along with pedestrian ramps provided at intersection of Church Street and River Road.
6. It is our understanding that certain lots may have a greater depth when shown in the final plat. Please verify that under that revised scenario that the structures can still meet the setbacks as proposed in the PUD conditions prepared by the City Planner.

7. Street trees are required in addition to two trees per lot (30-08-06, A.33). Verify that all street trees are at least 30 feet from the any intersection. In addition, on the side of any street without a sidewalk, street trees must be at least five feet from the curb. This requirement will be reviewed for compliance with final plat submissions.
8. Locations for mailbox clusters should be identified on the plans.
9. A foundation and grading as-built for each home will be required as a condition of approval of the Planned Unit Development.
10. Signage approved by the City will need to be placed along lot lines or corners next to storm ponds or wetlands.
11. Deeds for conveyance of the stormwater outlots to the City shall be coordinated with final plat recording.

cc: Justin Messner, WSB



February 22, 2019

Cindy Nash – City Planner
City of Hanover
11250 5th Street NE
Hanover, MN 55341

RE: Preliminary Plat Submittal for RIVER TOWN VILLAS OF HANOVER Development

Dear Ms. Nash:

On behalf of the Applicant/Developer, Wits Realty, Loucks is submitting the attached Preliminary Plat documents for RIVER TOWN VILLAS OF HANVOER, a new single family detached villa residential subdivision. We offer the following comments regarding this submittal:

Preliminary Plat:

The existing site currently has one single family residential dwelling that will be demolished. The proposed Preliminary Plat includes a total of eighteen (18) new single family villa lots. The plat includes a common private roadway with one access from Church Street. An ingress/egress easement will be obtained for all lots for access rights.

Rezoning:

The current zoning is B-1A (Downtown River). The applicant is requesting rezoning to a residential PUD as the proposed lot size & type is not currently allowed under current zoning categories.

The proposed rezoning to R1-A is consistent with the land use plan and compatible with the zoning of adjacent properties.

Development Data & Proposed Setbacks:

The development has been laid out to achieve an appropriate mix of retained green space, building pads, and necessary utility and stormwater infrastructure. Proposed dimensional requirements are as follows:

- Platted Lot Size = 50 x 70'
- Building Pad = 40' W x 60' D
- Side Yard Setbacks = 10' minimum if house side
5' Minimum if garage side
10' between buildings if garage to garage
- Front Yard Setback = 20' from curb to building face
25' from curb to garage face
- Rear Yard Setback = 30' Minimum
- Church Street Setback = 35'
- Garage Size = 480 SF Minimum – 24' Depth Minimum

Wetlands:

There are no delineated wetlands on the site.

Homeowner's Association Governance:

The proposed homes will be part of an HOA agreement. Snow removal, trash collection, and lawn maintenance will be handled by contract services hired by the HOA. The HOA will have strong requirements related to exterior uses and maintenance.

Housing Style & Quality

The proposed homes are intended to appeal to a wide range of buyers that desire a maintenance free living arrangement. While not age-restricted, we anticipate the development will be popular with empty nesters and appeal to home buyers that appreciate the amenity and convenience offered by Downtown Hanover.

Vehicle Access & Circulation:

A 26' wide private drive is intended to access each property. A single, full movement intersection is planned with Church Street and is adequately set back from River Road. A 'hammer head' style turnaround meets the navigational needs of emergency vehicles including ambulance and fire trucks. Bus traffic is not expected to occur within the private drive and would likely have a single pick-up point at Church Street.

Parking:

Each unit will have a two car garage with room for another two cars in each driveway. Guest parking is further addressed via dedicated parking spots scattered throughout the neighborhood. No on-street parking is planned.

Stormwater Management:

The RIVER TOWN VILLAS OF HANVOER development has been designed to efficiently and sensitively handle stormwater management concerns. A storm pond & infiltration basin are used to address the runoff from the site. The overall effect meets pre-development runoff for both rate and volume while protecting adjoining parcels from negative drainage concerns.

Landscaping:

Each unit will be landscaped in keeping with the intended quality and price point of the proposed homes. In addition to foundation plantings around individual homes, the project will also use tree plantings scattered throughout the site with special emphasis along the private drive, along the east & west site boundaries to help buffer existing homes, and along the north line to help screen long views to the disturbed area to the north. Tree species were chosen both for their compatibility with the surrounding trees and aesthetic qualities.

Existing Tree Cover:

Trees are preserved where possible, but significant grading is necessary to develop this site. Significant new landscaping is proposed to mitigate tree loss.

Phasing:

The development is expected to be platted and built in one phase as market conditions allow.

We look forward to your comments on the proposed plans. Please let us know if there is other information you need from the development team.

Sincerely

Loucks

A handwritten signature in black ink, appearing to read "Paul Kangas". The signature is fluid and cursive, with a large initial "P" and "K".

Paul Kangas, LA

Principal Landscape Architect

CC: Josh Jacobs - Wits Realty

From: [Cindy Nash](#)
To: [Amy Blinn](#)
Subject: FW: River Town Villas: Architecture Notes
Date: Thursday, March 21, 2019 10:34:54 AM

Hi Amy – Can you please include the email below in the packet as it shows their intention for architecture? Thanks!

From: josh@witsrealty.com <josh@witsrealty.com>
Sent: Wednesday, March 20, 2019 11:22 AM
To: Cindy Nash <cnash@collaborative-planning.com>
Subject: River Town Villas: Architecture Notes

Hi Cindy,

Here are exterior renderings with the garage set back further than the home front portion at 25' from the curb. Green space on each side is approx 15' so a good representation of the house to house sides and obviously the garage sides would be closer.

Other notes:

- Neutral color palette
- Stone Accents
- Decorative garage doors with gridded windows
- Decorative top windows in peaks or dormers
- Peaks broken up with other peaks and/or different colors and textures (shakes, vertical board and batten mixed with horizontal elements) - Corbels in Peaks
- Front door with side or transom window
- Windows, doors, garage door wrapped in wide white trim
- Decorative shutters where appropriate
- Architectural shingles
- Representative front landscaping

I will get some floor plans over ASAP

Thanks,

Josh





Josh Jacobs
Owner | Realtor | Land Development at Wits Realty
A [11238 River Rd NE, Hanover, MN 55341](https://www.witsrealty.com/11238-River-Rd-NE-Hanover-MN-55341)
M [612-859-0354](tel:612-859-0354) www.WitsRealty.com

CONFIDENTIALITY AND SECURITY NOTICE: The contents of this message and any attachments may be privileged, confidential and proprietary and also may be covered by the Electronic Communications Privacy Act. If you are not an intended recipient, please inform the sender of the transmission error and delete this message immediately without reading, disseminating, distributing or copying the contents.

DESCRIPTION OF PROPERTY SURVEYED

(Per Schedule A of the Owners Policy OX12633839, File No. 1811-1298-BF, issued by Liberty Title, Inc. as agent for Old Republic National Title Insurance Company, effective date January 8, 2019.)

The South 656.60 feet of the East 284.93 feet of the Northwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 24, except the South 33 feet, Wright County, Minnesota

SURVEY REPORT

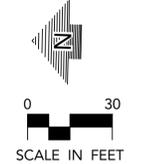
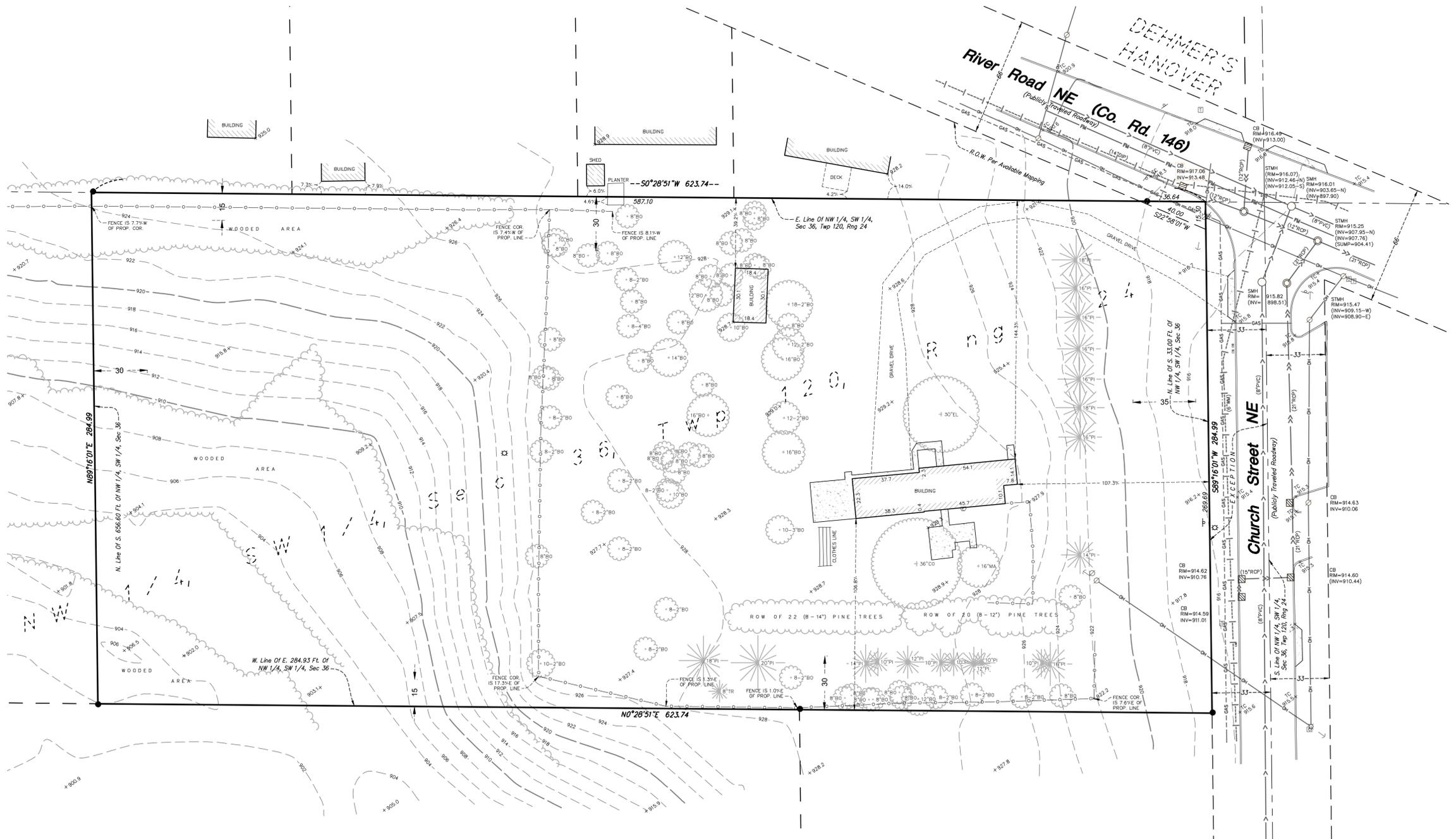
- The Surveyor was not provided utility easement documents for the subject property except for those shown on the Survey. The location of River Road NE shown hereon, is per available mapping.
- The address, if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork is 11216 Church Street NE, Hanover, MN 55341.
- The bearings for this survey are based on the Wright County Coordinate System NAD 83 (1986 Adjust).
- Benchmark: MnDOT Concrete Monument - ESTERLY 2
2.5 miles southeast of Saint Michael; 1.5 miles south along Labeaux Ave NE from junction of Labeaux Ave NE & 30th St NE in Saint Michael, then 0.35 mile west on 15th St NE to driveway to house number 10621; in garden on right; 181 feet south of road; 76.22 feet south-southeast of reference mark 6; 65.25 feet north-northwest of reference mark 5; 57.0 feet west of the northwest corner of a metal building; 3.5 feet northeast of witness post.
Elevation = 1026.51 Feet (NGVD'29)

Site Benchmark:
Top nut of hydrant located at intersection of Church St NE & River Road NE, as shown hereon.
Elevation = 920.32 Feet (NGVD'29)
- This property is contained in Zone X (areas determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map No. 27053C0016F, Community Panel No. 270540 0016 F, effective date of November 4, 2016 and Flood Insurance Rate Map No. 27053C0018F, Community Panel No. 270540 0018 F, effective date of November 4, 2016.
- The field work was completed on April 19, 2005.

- The wetlands information on this plan was provided and delineated by Pinnacle Engineering, dated October 7, 2003. (NO wetlands on site)
- Individual trees as shown are measured diameter in inches at breast height (DBH) in 2005.
- We have shown underground utilities on and/or serving the surveyed property per Gopher State One-Call Ticket No's 190430195 and 190430197. The following utilities and municipalities were notified:

COMCAST (800)778-9140
CENTURYLINK (855)742-6062
XCEL ENERGY (800)848-7558

VEOLIA WATER (763)497-3611
CENTER POINT ENERGY (608)223-2014
ZAYO BANDWIDTH (888)267-1063
- Utility operators do not consistently respond to locate requests through the Gopher State One Call service for surveying purposes such as this. Those utility operators that do respond, often will not locate utilities from their main line to the customer's structure or facility. They consider those utilities "private" installations that are outside their jurisdiction. These "private" utilities on the surveyed property or adjoining properties, may not be located since most operators will not mark such "private" utilities. A private utility locator may be contacted to investigate these utilities further, if requested by the client.
- The locations of underground utility lines shown hereon is an approximation based on available maps, unless otherwise noted on the survey.
- Maps provided by those notified above, either along with a field location or in lieu of such a location, are very often inaccurate or inconclusive. **EXTREME CAUTION MUST BE EXERCISED BEFORE AN EXCAVATION TAKES PLACE ON OR NEAR THIS SITE. BEFORE DIGGING, YOU ARE REQUIRED BY LAW TO NOTIFY GOPHER STATE ONE CALL AT LEAST 48 HOURS IN ADVANCE AT 811 or (651) 454-0002.**



SURVEY LEGEND

- FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE
- SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"
- △ SET NAIL
- (INFO) INFORMATION AS SHOWN ON PLAN - NOT FIELD VERIFIED
- S --- STORM SEWER
- SS --- SANITARY SEWER
- W --- WATER MAIN - MAPPED
- WS --- SANITARY SEWER SERVICE
- W --- WATER SERVICE
- FM --- FORCE MAIN - MAPPED
- CTV --- UG CABLE TV - MAPPED
- ELE --- UG ELECTRIC - MAPPED
- GAS --- UG GAS - MAPPED
- TEL --- UG TELEPHONE - MAPPED
- OH --- OVERHEAD UTILITY
- X --- BARBED WIRE FENCE
- ○ --- CHAIN LINK FENCE
- --- CONCRETE CURB
- --- CONCRETE
- --- CONTOUR
- --- TREE LINE
- --- CONIFEROUS TREE
- --- DECIDUOUS TREE
- --- CATCH BASIN
- --- STORM MANHOLE
- --- SANITARY MANHOLE
- --- HYDRANT
- --- GATE VALVE
- --- LIGHT POLE
- --- POWER POLE
- --- CABLE TV PEDESTAL
- --- ELECTRIC METER
- --- GUY WIRE
- --- MAILBOX
- --- SIGN
- --- TELEPHONE PEDESTAL
- --- BOXELDER
- --- COTTONWOOD
- --- ELM
- --- MAPLE
- --- PINE
- --- TREE (GENERAL)
- --- CURB CUT
- --- TOP OF CURB
- --- TH50 ELEV @ THRESHOLD
- --- TNH TOP NUT HYDRANT
- --- 972.5 SPOT ELEVATION
- 12 SCHEDULE B II ITEM

RIVER TOWN VILLAS OF HANOVER

11218 CHURCH STREET NE
HANOVER, MN 55341

WITS REALTY

1010 W. LAKE STREET
SUITE 200
MINNEAPOLIS, MN 55408

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksin.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of these CADD files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

02/22/19 PRELIMINARY SUBMITTAL

PROFESSIONAL SIGNATURE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Henry D. Nelson
Henry D. Nelson, L.S.
License No. 17255
Date 2/22/19

QUALITY CONTROL

Loucks Project No. 03128A
Project Lead HDN
Drawn By SFM
Checked By HDN
Field Crew VN/JT

SHEET INDEX

C1-1 EXISTING CONDITIONS
C1-2 PRELIMINARY PLAT
C2-1 SITE PLAN
C3-1 GRADING PLAN
C3-2 - C3-3 SWPPP PLAN & NOTES
C4-1 UTILITY PLAN
C8-1 - C8-2 CIVIL DETAILS
L1-1 LANDSCAPE PLAN
L2-2 TREE INVENTORY PLAN

EXISTING CONDITIONS

C1-1

Preliminary Plat Of: RIVER TOWN VILLAS OF HANOVER

LEGAL DESCRIPTION

The South 656.60 feet of the East 284.93 feet of the Northwest Quarter of Section 36, Township 120, Range 24, except the South 33 feet, Wright County, Minnesota

SITE DATA

AREAS
 Lots 1 through 18 (3,500 +/- sq. ft.) = 63,000 +/- square feet or 1.45 +/- acres
 Lot 19 = 112,247 +/- square feet or 2.57 +/- acres
 Right of Way Dedication Area = 2,475 +/- square feet or 0.06 +/- acres
 Total Property Area = 177,722 +/- square feet or 4.08 +/- acres

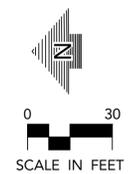
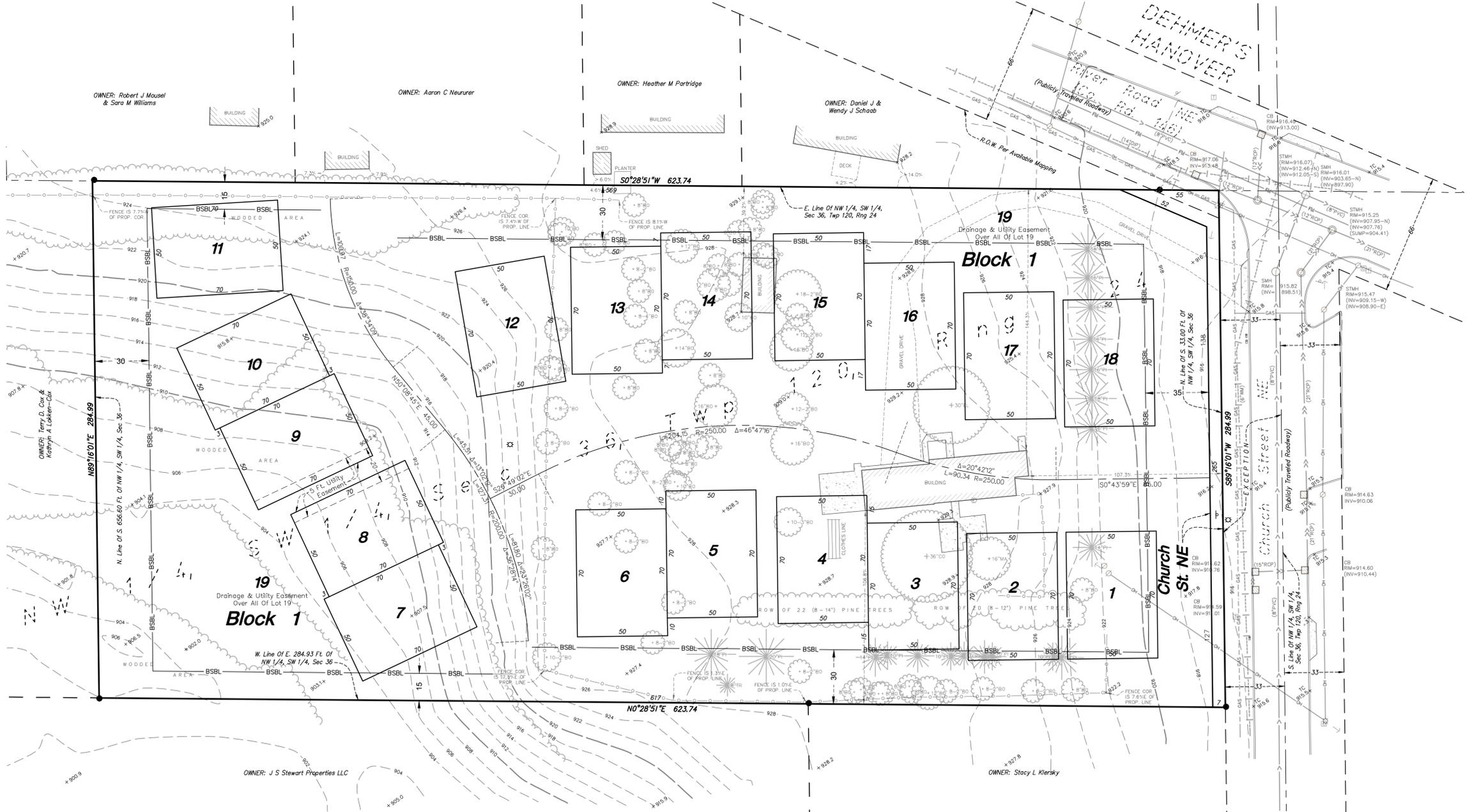
GENERAL NOTES

- SURVEYOR:**
 Loucks
 7200 Hemlock Lane, Suite 300
 Maple Grove, MN 55330
 763-424-5505
- OWNER/DEVELOPER:**
 Wits Realty
 1010 W. Lake Street, Suite 200
 Minneapolis, MN 55408
 612-656-9487
- Prepared February 2019.
 - The address, if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork is 11218 Church Street NE, Hanover, MN 55341.
 - The bearings for this survey are based on the Wright County Coordinate System NAD 83 (1986 Adjust).
 - Benchmark: MnDOT Concrete Monument - ESTERLY 2
 2.5 miles southeast of Saint Michael; 1.5 miles south along Labeaux Ave NE from junction of Labeaux Ave NE & 30th St NE in Saint Michael, then 0.35 mile west on 15th St NE to driveway to house number 10621; in garden on right; 181 feet south of road; 76.22 feet south-southeast of reference mark 6; 65.25 feet north-northwest of reference mark 5; 57.0 feet west of the northwest corner of a metal building; 3.5 feet northeast of witness post.
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 - Individual trees as shown are measured diameter in inches at breast height (DBH) in 2005.

ZONING INFORMATION

Current Zoning: B1-A (Downtown River District)
 Any zoning classification, setback requirements, height and floor space area restrictions, and parking requirements, shown hereon, was researched to the best of our ability and is open to interpretation. Per the City of Hanover Zoning Map and City Code, on February 14, 2019, information for the subject property is as follows:

- Current Setbacks:
 Front 30 feet (20 feet on River Road & Main Street)
 Side 0 feet
 Rear 0 feet
 Height 2-1/2 Stories or 35 feet
- Proposed Zoning: R1-A (Single Family Residential) with PUD (Planned Unit Development)
- Proposed Setbacks:
 Front 20 feet
 Side 15 feet (5 ft Garage/10 ft House)
 Rear 30 feet
 Church St NE 35 feet



SURVEY LEGEND

- FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE
- SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"
- △ SET NAIL
- (INFO) INFORMATION AS SHOWN ON PLAN - NOT FIELD VERIFIED
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- FM --- FORCE MAIN - MAPPED
- CITY --- UG CABLE TV - MAPPED
- ELE --- UG ELECTRIC - MAPPED
- GAS --- UG GAS - MAPPED
- TEL --- UG TELEPHONE - MAPPED
- OVERHEAD UTILITY
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- CONCRETE CURB
- CONCRETE
- CONTOUR
- TREE LINE
- CONIFEROUS TREE
- DECIDUOUS TREE
- CATCH BASIN
- STORM MANHOLE
- SANITARY MANHOLE
- HYDRANT
- GATE VALVE
- LIGHT POLE
- POWER POLE
- CABLE TV PEDESTAL
- ELECTRIC METER
- GUY WIRE
- MAILBOX
- SIGN
- TELEPHONE PEDESTAL
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- ELM
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- TOP OF CURB
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- 972.5 SPOT ELEVATION
- 12 SCHEDULE B ITEM

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SUBMITTAL/REVISIONS

02/22/19 PRELIMINARY SUBMITTAL

PROFESSIONAL SIGNATURE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Henry D. Nelson
 License No. 17255
 Date

QUALITY CONTROL

Loucks Project No. 03-128A
 Project Lead HDN
 Drawn By SFM
 Checked By HDN
 Field Crew VN/JT

SHEET INDEX

- C1-1 EXISTING CONDITIONS
- C1-2 PRELIMINARY PLAT
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- C4-1 UTILITY PLAN
- C8-1 - C8-2 CIVIL DETAILS
- L1-1 LANDSCAPE PLAN
- L2-2 TREE INVENTORY PLAN

PRELIMINARY PLAT
C1-2

RIVER TOWN VILLAS OF HANOVER
 11218 CHURCH STREET NE
 HANOVER, MN 55341

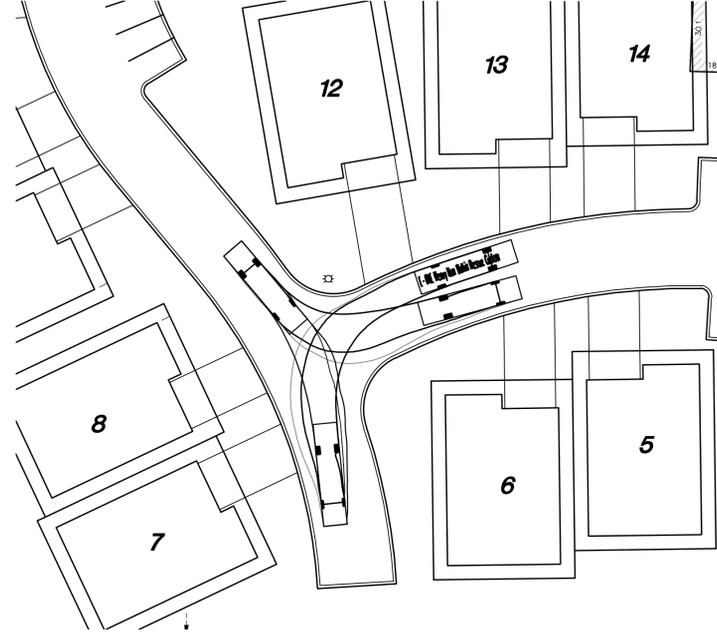
WITS REALTY
 1010 W. LAKE STREET
 SUITE 200
 MINNEAPOLIS, MN 55408

LOUCKS
 PLANNING
 CIVIL ENGINEERING
 LAND SURVEYING
 LANDSCAPE ARCHITECTURE
 ENVIRONMENTAL

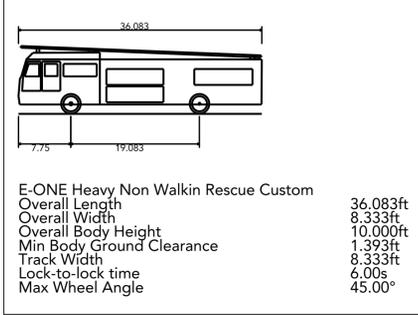
7200 Hemlock Lane, Suite 300
 Maple Grove, MN 55369
 763.424.5505
 www.loucksin.com

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FIRE TRUCK TURNING MOVEMENTS



MOVEMENTS BASED ON A 36' LONG TRUCK



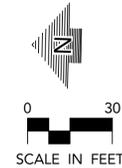
SITE AREAS

Lots 1 through 18 (3,500 +/- sq. ft.)	= 63,000 +/- square feet or 1.45 +/- acres
Lot 19	= 112,247 +/- square feet or 2.57 +/- acres
Right of Way Dedication Area	= 2,475 +/- square feet or 0.06 +/- acres
Total Property Area	= 177,722 +/- square feet or 4.08 +/- acres

ZONING INFORMATION

Current Zoning: B1-A (Downtown River District)
 Proposed Zoning: R-1A with PUD Overlay (Planned Unit Development)

Minimum Setbacks:
 Building Side = 15 feet
 Building Rear = 30 feet
 Building (Church Street NE) = 35 feet
 Building Front To Curb = 20 feet
 Garage Front To Curb = 25 feet
 Garage to Garage = 10 feet
 Garage to Building = 15 feet



**RIVER TOWN
 VILLAS OF
 HANOVER**
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PRELIMINARY
 Todd W. McLaughlin - PE
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 Date

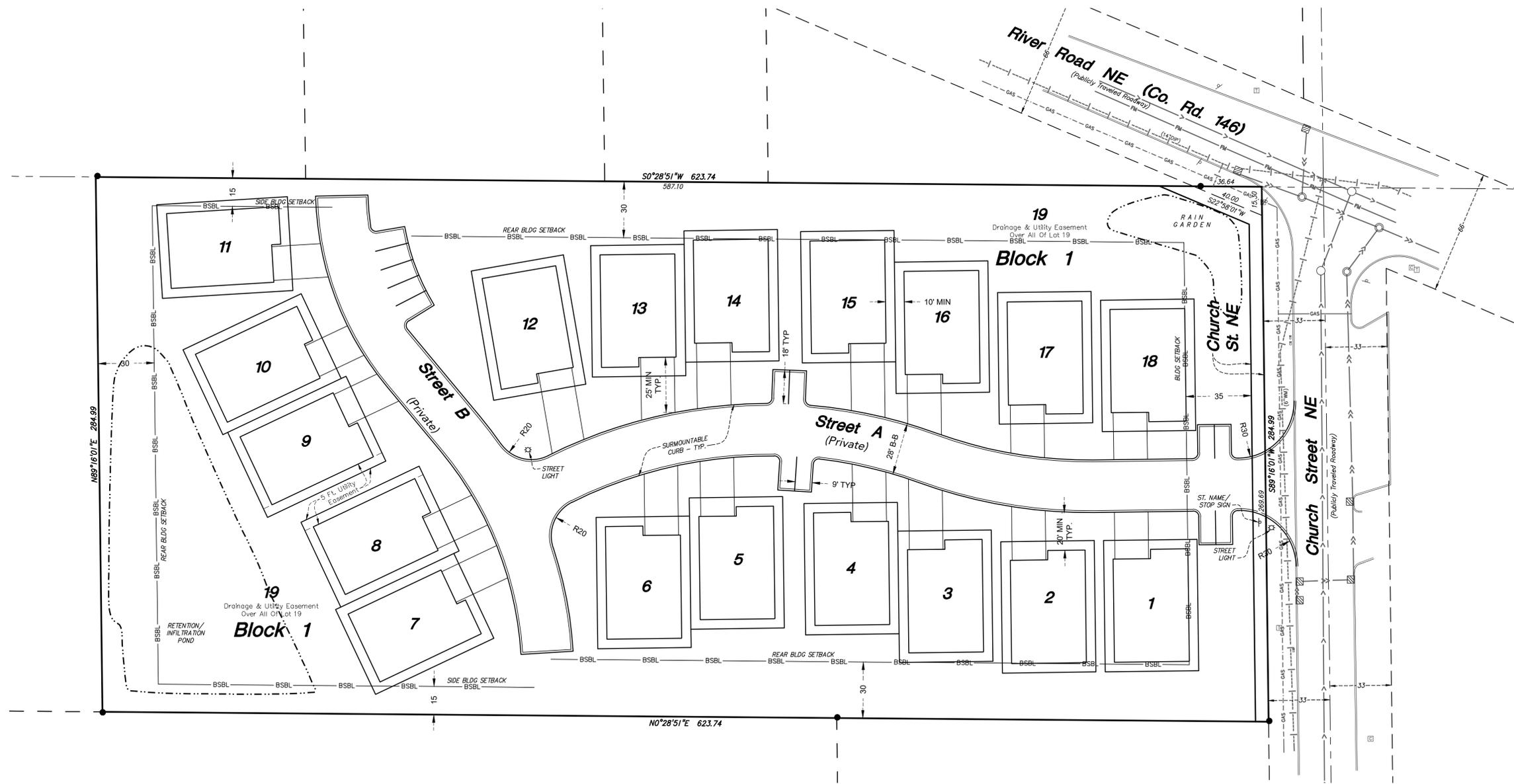
QUALITY CONTROL
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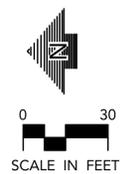
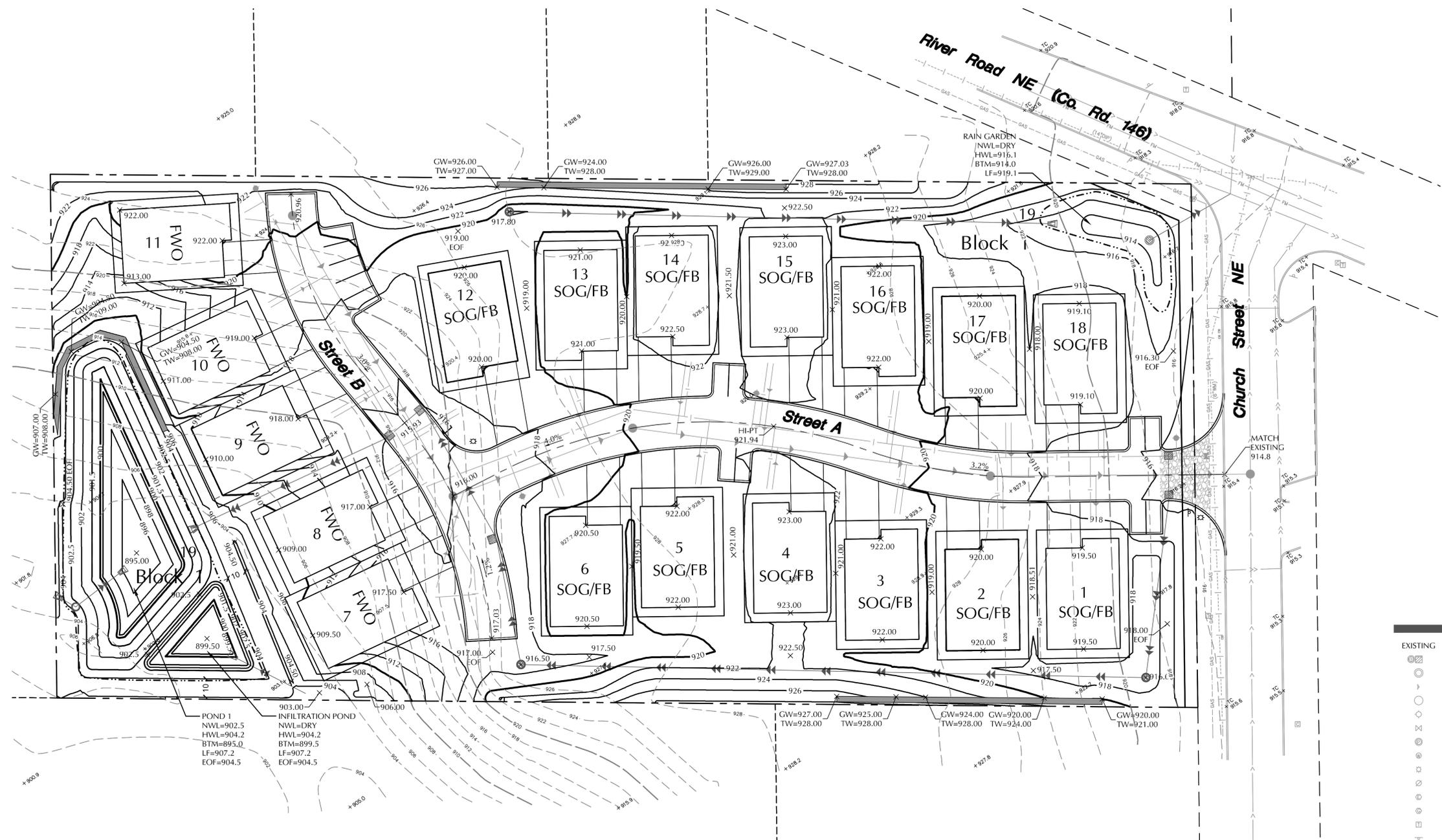
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**SITE PLAN
 C2-1**

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LEGEND	
EXISTING	PROPOSED

GRADING, DRAINAGE & EROSION CONTROL NOTES

- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE MINIMUM OF 6 INCHES OF TOP SOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED BY THE CONTRACTOR UNTIL THE SOD OR SEED IS GROWING IN A HEALTHY MANNER.
- STABILIZING VEGETATION MUST BE PLACED IN DISTURBED AREAS WITHIN 2 WEEKS OF ROUGH GRADING.
- THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASE OF THIS PROJECT. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY DAMAGES TO ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
- THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.
- IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTORS SAFETY MEASURES IN, OR NEAR THE CONSTRUCTION SITE.
- BEFORE BEGINNING CONSTRUCTION THE CONTRACTOR SHALL INSTALL A TEMPORARY ROCK ENTRANCE PAD AT ALL POINTS OF VEHICLE EXIT FROM THE PROJECT SITE. SAID ROCK ENTRANCE PAD SHALL BE MAINTAINED BY THE CONTRACTOR FOR THE DURATION OF THE PROJECT. SEE DETAILS SHOWN ON SHEET C8-1 OF THE PROJECT PLANS.
- EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE ESTABLISHED AROUND THE ENTIRE SITE PERIMETER AND IN ACCORDANCE WITH NPDES PERMIT REQUIREMENTS, BEST MANAGEMENT PRACTICES, CITY REQUIREMENTS AND THE DETAILS SHOWN ON SHEET C8-1 OF THE PROJECT PLANS.
- ALL ENTRANCES AND CONNECTIONS TO CITY STREETS SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND NOTIFICATIONS AS REQUIRED BY THE CITY.
- SEE UTILITY PLAN AND STORM SEWER PROFILES FOR FURTHER DETAIL REGARDING THE STORM SEWER.
- A POST CONSTRUCTION TEST MUST BE DONE ON ALL FILTRATION BASINS. BASINS SHALL BE FILLED TO A MINIMUM DEPTH OF 6 INCHES AND MONITORED FOR TIME TO DRAIN. THE COON CREEK WATERSHED DISTRICT SHALL BE NOTIFIED PRIOR TO THE TEST TO WITNESS THE RESULTS.

PROJECT BENCHMARK

SITE BENCHMARK: TOP NUT OF HYDRANT LOCATED AT INTERSECTION OF CHURCH ST NE & RIVER ROAD NE. ELEVATION = 920.32 FEET (NGVD'29)

CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

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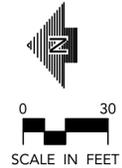
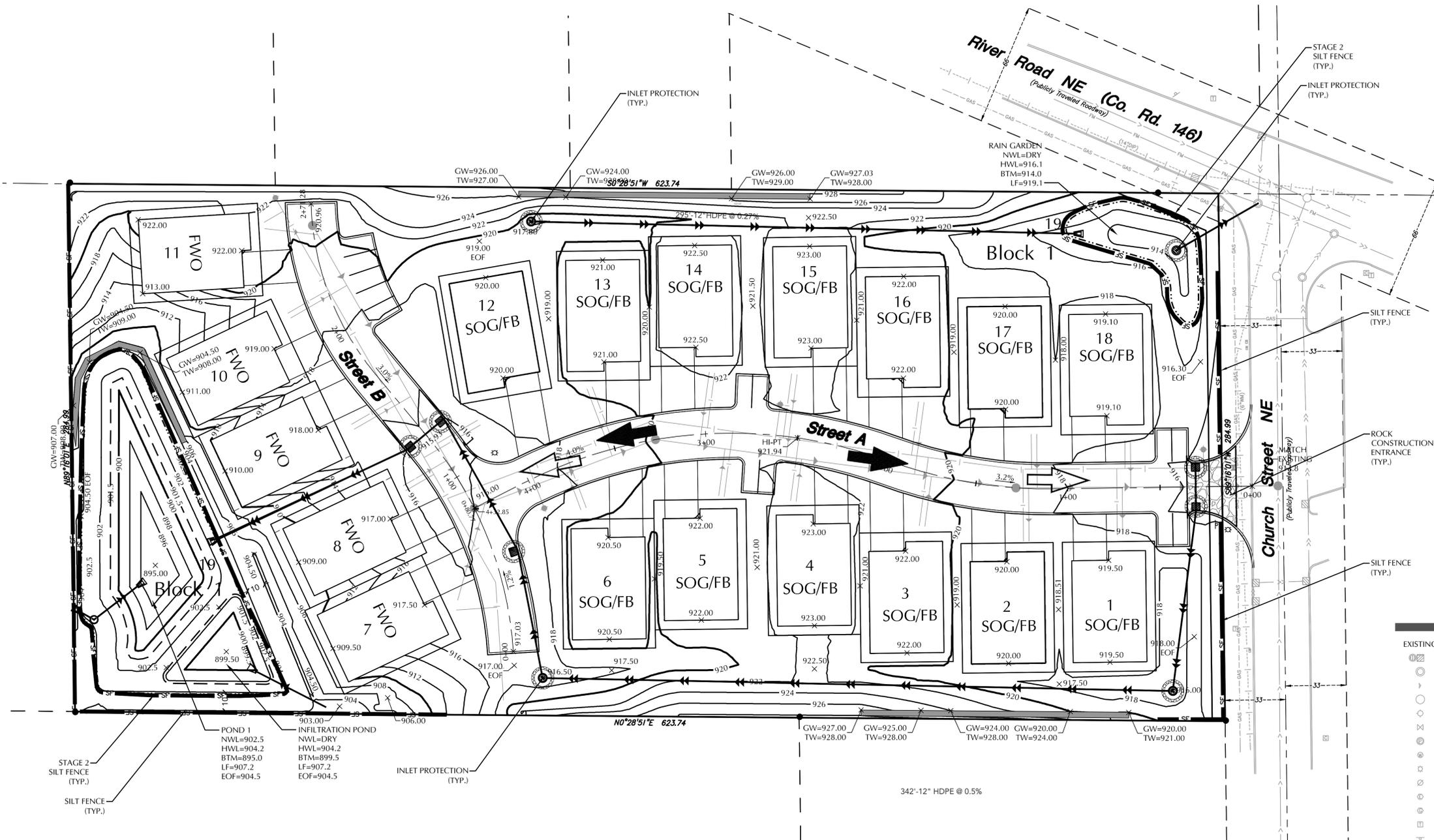
PRELIMINARY
Todd W. McLaugh - PE
License No. 20383
Date

QUALITY CONTROL

Loucks Project No. 03128A
Project Lead TWM
Drawn By KMM
Checked By TWM
Review Date

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LEGEND	
EXISTING	PROPOSED

SITE PLAN LEGEND	
	SILT FENCE
	BIOROLL
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	ROCK CONSTRUCTION ENTRANCE
	INLET PROTECTION
	WOODFIBER BLANKET

NOTE: ALL OTHER DISTURBED AREAS SHALL BE SEED & MULCHED

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SWPPP
C3-2

SWPPP NOTES

- PROJECT DESCRIPTION**
THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING SINGLE FAMILY RESIDENTIAL LOTS AND HOMES, UTILITIES AND STREETS.
- SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:**
 - INSTALL VEHICLE TRACKING BMP
 - INSTALL SILT FENCE AROUND SITE
 - INSTALL PROTECTIVE FENCE AROUND INFILTRATION AREAS
 - CLEAR AND GRUB SITE
 - STRIP AND STOCKPILE TOPSOIL
 - REMOVE PAVEMENTS AND UTILITIES
 - CONSTRUCT STORMWATER MANAGEMENT BASINS
 - INSTALL SILT FENCE AROUND BASINS
 - ROUGH GRADE SITE
 - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
 - INSTALL UTILITIES
 - INSTALL BUILDING FOUNDATIONS
 - INSTALL CURB AND GUTTER
 - INSTALL PAVEMENTS AND WALKS
 - INSTALL SMALL UTILITIES (GAS, PHONE, ELECTRIC, CABLE, ETC.)
 - FINAL GRADE SITE
 - REMOVE ACCUMULATED SEDIMENT FROM BASINS
 - CONSTRUCT INFILTRATION BASIN
 - SEED AND MULCH
 - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA:**
 - AREA OF DISTURBANCE: ±4.10 AC
 - PRE-CONSTRUCTION IMPERVIOUS AREA: ±0.00 AC
 - POST-CONSTRUCTION IMPERVIOUS AREA: ±1.67 AC

GENERAL SOIL TYPE: SEE GEOTECHNICAL REPORT IN SPECIFICATIONS
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- ALL DISTURBED GROUND LEFT INACTIVE FOR SEVEN (7) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SODDING (ONLY AVAILABLE PRIOR TO SEPTEMBER 15) OR BY MULCHING, OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE. AT A RATE OF 1.5 TIMES STANDARD SEEDING/FINAL STABILIZATION TO BE DONE PER LANDSCAPE PLAN, SEE SHEET L1-L4.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET. ALL 3:1 SLOPES TO BE STABILIZED WITH EROSION CONTROL BLANKET
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCK PILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMPS.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMPS.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITEE FOR PARTS II.B., PART II.C., PART II.F., PART IV, AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE-PERMITEE(S) WISHING TO TERMINATE COVERAGE MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ONE OR MORE OF THE FOLLOWING CONDITIONS HAVE BEEN MET:**
 - FINAL STABILIZATION, PER NPDES PERMIT PART IV.G., HAS BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITEE IS RESPONSIBLE.
 - TRANSFER OF OWNERSHIP AS DESCRIBED IN THE PERMIT.
- INSPECTIONS**
 - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
 - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A RAINFALL EVENT GREATER THAN OR EQUAL TO 0.2" IN 24 HOURS.
 - STABILIZED AREAS: ONCE EVERY 30 DAYS
 - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
 - INSPECTIONS AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE NOTICE OF TERMINATION AND MUST INCLUDE DATE AND TIME OF ACTION, NAME OF PERSON(S) CONDUCTING WORK, FINDING OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.
- MINIMUM MAINTENANCE**
 - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL, OR 1/3 FULL; WITHIN 24 HOURS
 - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME. REMOVAL MUST BE COMPLETE WITHIN 72 HOURS OF DISCOVERY.
 - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN SEVEN DAYS
 - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
 - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL RAIN EVENTS GREATER THAN 0.5" OVER 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITEES WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT, THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:**
 - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
 - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS.
 - THE BMPS IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT
 - AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO NON-ATTAINMENT OF ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART III.A.8., IMPAIRED WATERS AND TDS(S). IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA WILL MAKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATION(S) OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.-3., THE MPCA WILL NOTIFY THE PERMITEE(S) IN WRITING. IN RESPONSE, THE PERMITEE(S) MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE AN INDIVIDUAL PERMIT APPLICATION. IF THE MPCA'S WRITTEN NOTIFICATION REQUIRES A RESPONSE, FAILURE TO RESPOND WITHIN THE SPECIFIED TIMEFRAME CONSTITUTES A PERMIT VIOLATION.
- CONCRETE WASHOUT AREA**
 - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN.
 - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASHOUT AREA DO NOT OVERFILL"
 - CONCRETE WASHOUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO SURFACE WATER.
- TEMPORARY AND PERMANENT SOIL STABILIZATION**
 - TEMPORARY SOIL STABILIZATION MEASURES SHALL CONSIST OF SEEDING.
 - PERMANENT SOIL STABILIZATION SHALL CONSIST OF HYDRO MULCH OR STRAW MULCH.
 - 7 DAY STABILIZATION TIME FRAME IS REQUIRED FOR ALL EXPOSED SOILS THAT ARE DORMANT OR NOT BEING WORKED WITHIN THE 7 DAY WINDOW.
- FINAL STABILIZATION**
FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED AND THAT DISTURBED AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMPS SHALL BE REMOVED, DITCHES

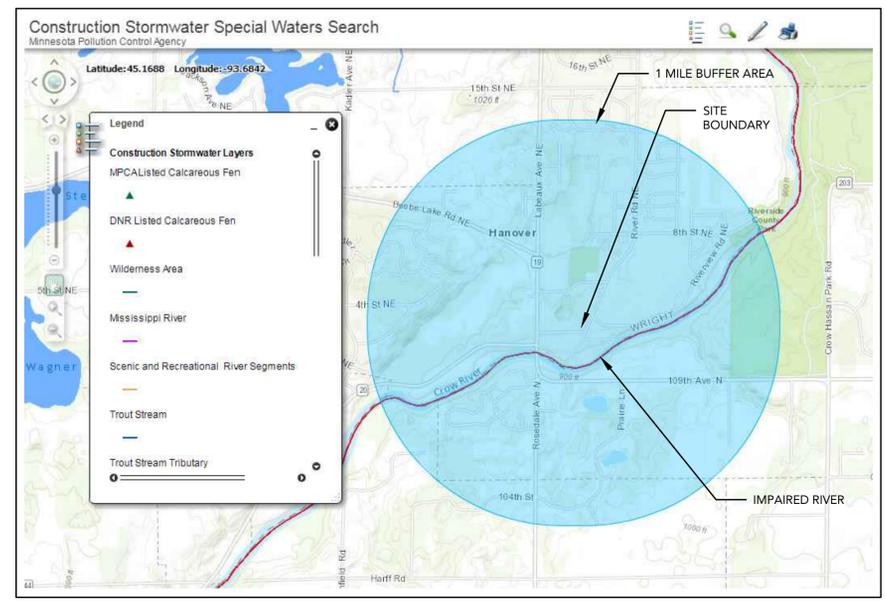
- STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM PERMANENT CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- TEMPORARY SEDIMENTATION BASINS**
 - THE TEMPORARY SEDIMENTATION BASINS SHALL BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO DISTURBANCE OF 10 OR MORE ACRES DRAINING TO A COMMON LOCATION.
 - TEMPORARY SEDIMENTATION BASINS ARE REQUIRED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS WHEN 5 OR MORE ACRES OF DISTURBED SOILS DRAIN TO A COMMON LOCATION. SINCE THE SITE IS WITHIN ONE MILE OF IMPAIRED WATER BODY, THE BASIN MUST PROVIDE 3,600 CUBIC FEET OF STORAGE BELOW THE OUTLET PER ACRE DRAINED. IF HYDRAULIC CALCULATIONS ARE AVAILABLE, THE TEMPORARY SEDIMENTATION BASIN MUST PROVIDE A STORAGE VOLUME EQUIVALENT TO THE 2-YEAR, 24-HOUR STORM, BUT IN NO CASE LESS THAN 1800 CUBIC FEET PER ACRE DRAINED. THE TEMPORARY SEDIMENTATION BASIN MUST BE CONSTRUCTED AND MADE OPERATIONAL CONCURRENT WITH THE START OF SOIL DISTURBANCE UP GRADIENT OF THE POND. THE TEMPORARY SEDIMENTATION BASIN SHALL BE DESIGNED TO PREVENT SHORT CIRCUITING, THE OUTFALL SHALL BE DESIGNED TO REMOVE FLOATABLE DEBRIS, ALLOW FOR COMPLETE DRAWDOWN OF THE POND FOR MAINTENANCE ACTIVITIES, AND HAVE ENERGY DISSIPATION. THE EMERGENCY SPILLWAY SHALL BE STABILIZED.
 - TEMPORARY SEDIMENTATION BASINS SHALL BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY REQUIRED BUFFER ZONE, AND MUST BE DESIGNED TO AVOID DRAINING WETLANDS, UNLESS THE IMPACT IS IN COMPLIANCE WITH THE REQUIREMENTS OF THIS PERMIT.
 - EXCESSIVE SEDIMENT-LADEN WATER THAT IS NOT PROPERLY FILTERED WILL NOT BE PERMITTED TO DISCHARGE FROM SITE.
- DEWATERING AND BASIN DRAINING**
 - TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING SHALL BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE TEMPORARY OR PERMANENT BASIN MAY DISCHARGE TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT THE NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE. DISCHARGE POINTS SHALL BE ADEQUATELY PROTECTED FROM EROSION AND PROPER VELOCITY DISSIPATION PROVIDED.
 - ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN THE RECEIVING CHANNELS OR ON DOWN SLOPE PROPERTIES, OR INUNDATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACTS TO THE WETLAND.
 - IF FILTERS WITH BACKWASH WATERS ARE USED, THE BACKWASH WATER SHALL BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATED INTO SITE IN A MANNER THAT DOES NOT CAUSE EROSION. BACKWASH WATER MAY BE DISCHARGED TO SANITARY SEWER IF PERMISSION IS GRANTED BY THE SANITARY SEWER AUTHORITY.
- POLLUTION PREVENTION**
 - BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER TO PREVENT DISCHARGE OR PROTECTED BY AN EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
 - PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER.
 - HAZARDOUS MATERIALS AND TOXIC WASTE CONTAINER MUST BE PROVIDED TO PREVENT VANDALISM.
 - SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF IN COMPLIANCE WITH MINN. R. CH 7035.
 - PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R. CH 7041.
 - DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED SHALL BE PREVENTED USING DRIP PANS OR ABSORBENTS. SUPPLIES SHALL BE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD MUST BE AVAILABLE FOR RECOVERED SPILLED MATERIALS.
- DESIGN CALCULATIONS**
TEMPORARY & PERMANENT STORMWATER TREATMENT ARE DESIGNED TO MEET MPCA GENERAL & SPECIAL WATER REQUIREMENTS. CALCULATIONS ARE PART OF THE HYDROLOGY REPORT, WHICH IS TO BE CONSIDERED PART OF THE SWPPP DOCUMENTS. SEE HYDROLOGY REPORT FOR ADDITIONAL INFORMATION.
- GENERAL STORMWATER DISCHARGE REQUIREMENTS**
ALL REQUIREMENTS LISTED IN PART III OF THE PERMIT FOR DESIGN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM AND DISCHARGE HAVE BEEN INCLUDED IN THE PREPARATION OF THIS SWPPP. THESE INCLUDE BUT ARE NOT LIMITED TO:
 - THE EXPECTED AMOUNT, FREQUENCY, INTENSITY, AND DURATION PRECIPITATION.
 - THE NATURE OF STORMWATER RUNOFF AND RUN-ON AT THE SITE.
 - PEAK FLOW RATES AND STORMWATER VOLUMES TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNEL AND STREAM BANK EROSION.
 - THE RANGE OF SOIL PARTICLE SIZES EXPECTED TO BE PRESENT ON THE SITE.
- CONSTRUCTION OF FILTRATION BASINS**
 - NO HEAVY TRAFFIC ON FILTRATION AREAS. CONSTRUCTION TO BE DONE WITH MINIMAL COMPACTION TO FILTRATION AREAS. IF COMPACTION IS ENCOUNTERED, BASIN SOILS MUST BE REMOVED & RELAND.
 - INFILTRATION SYSTEMS MUST NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAD BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS ARE PROVIDED (PART III.D.1.C.).
 - WHEN AN INFILTRATION SYSTEM IS EXCAVATED TO FINAL GRADE (OR WITHIN THREE (3) FEET OF FINAL GRADE), THE PERMITEES MUST EMPLOY RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS (E.G., DIVERSION BERM(S) TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREA. THE AREA MUST BE STAKED OFF AND MARKED SO THAT HEAVY CONSTRUCTION VEHICLES OR EQUIPMENT WILL NOT COMPACT THE SOIL IN THE PROPOSED INFILTRATION AREA.
 - TO PREVENT CLOGGING OF THE INFILTRATION OR FILTRATION SYSTEM, THE PERMITEES MUST USE A PRE-TREATMENT DEVICE SUCH AS A VEGETATED FILTER STRIP, SMALL SEDIMENTATION BASIN, OR WATER QUALITY INLET (E.G., GRIT CHAMBER) TO SETTLE PARTICULATES BEFORE THE STORMWATER DISCHARGES INTO THE INFILTRATION OF FILTRATION SYSTEM.
- POST CONSTRUCTION**
THE WATER QUALITY VOLUME THAT MUST BE RETAINED ON SITE BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D, SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. SEE PART III.D.1. FOR MORE INFORMATION ON INFILTRATION DESIGN, PROHIBITIONS AND APPROPRIATE SITE CONDITIONS.
- RESPONSIBILITIES**
 - THE OWNER MUST IDENTIFY A CONTRACTOR WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE.
 - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM.
 - UPON ACCEPTANCE BY THE CITY, ALL STORMWATER FACILITIES WILL BE PUBLIC AND MAINTAINED BY THE CITY.
- TRAINING REQUIREMENTS**
THE PERMITEE(S) SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.
 - WHO MUST BE TRAINED:
 - INDIVIDUAL(S) PREPARING THE SWPPP FOR THE PROJECT
 - INDIVIDUAL(S) OVERSEEING IMPLEMENTATION, OR, REVISING, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART IV.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
 - INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPS, AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THE JOB DUTIES.
 - TRAINING CONTENT:
 - THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.
 - THE PERMITEE(S) SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SOCS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS PERMIT.

* MPCA 24HR. HAZARDOUS SPILL HOTLINE: 651-649-5457 OF 80420798

TITLE	CONTACT	COMPANY	PHONE NUMBER
OWNER	JOSH JACOBS	WITS REALTY	612-859-0354
PROJECT MANAGER	TODD MCLOUTH	LOUCKS	763-496-6742
SWPPP DESIGNER	ZACH WEBBER	LOUCKS	763-496-6753
CONTRACTOR	TBD		
SITE MANAGER	TBD		

UNIVERSITY OF MINNESOTA
Zachary H. Webber
Design of Construction SWPPP (May 31 2021)

SPECIAL AND IMPAIRED WATERS MAP



ESTIMATED QUANTITIES

DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1
SILT FENCE (STANDARD)	LF	±730
STAGE 2 SILT FENCE (STANDARD)	LF	±745
INLET PROTECTION	EA	12
WOODFIBER BLANKET	SY	-
CONCRETE WASHOUT	EA	-
BIOROLL	LF	-

PERMANENT STORMWATER MANAGEMENT

X	INFILTRATION
	STORMWATER HARVEST AND REUSE
	FILTRATION
X	WET SEDIMENTATION BASIN
	REGIONAL PONDING

RECEIVING WATERS

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMPAIRED WATER	TYPE OF SPECIAL WATER

EROSION CONTROL NOTES

- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES.
- A STABILIZED CONSTRUCTION ENTRANCE WILL BE PLACED AT ALL ENTRANCES THAT LEAD TO THE PROJECT SITE IN ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN AND THE APPROVED DETAILS.
- SEDIMENT CONTROLS MUST BE IN PLACE AND APPROVED BY THE ENGINEER BEFORE ANY PHASE OF CONSTRUCTION CAN BEGIN.
- INLET PROTECTION WILL BE INSTALLED AT ALL CATCH BASINS WITHIN THE PROJECT AREA PER STANDARD DETAILS UNTIL THE SITE IS STABILIZED.
- PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO SURFACE WATER.
- STABILIZATION OF DISTURBED AREAS SHALL BE DONE BY PERMANENT TURF ESTABLISHMENT WHENEVER POSSIBLE.
- IN THE EVENT THAT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED, TEMPORARY STABILIZATION BMPS MUST BE SCHEDULED TO OCCUR WITHIN THAT 7 DAY TIME FRAME. RAPID STABILIZATION METHOD 4 SHALL BE EMPLOYED WITHIN 200 FEET OF THE NORMAL WETTED PERIMETER OF ALL DISCHARGE POINTS WITHIN 24 HOURS.
- ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES SHALL RECEIVE TEMPORARY STABILIZATION IF UNWORKED FOR 7 DAYS.
- CONCRETE SLURRY FROM REMOVAL OPERATIONS MUST BE VACUUMED UP IMMEDIATELY. NO CONCRETE WASHOUT SHALL COME IN CONTACT WITH THE GROUND AND MUST BE PROPERLY DISPOSED OF.
- ADDITIONAL EROSION AND SEDIMENT CONTROL MAY BE ADDED DURING ANY PHASE OF CONSTRUCTION AS DIRECTED BY THE ENGINEER.
- CONTRACTOR MUST SUBMIT A DEWATERING PLAN TO THE ENGINEER FOR APPROVAL 10 DAYS PRIOR TO ANY DEWATERING ON SITE. THE PLAN MUST INCLUDE A DEWATERING SYSTEM PRIOR TO DISCHARGING INTO RECEIVING WATER. THE DEWATERING PLAN MUST ENSURE THAT THE DISCHARGE WATER IS FREE OF SEDIMENT AND TURBID WATER IN ACCORDANCE WITH THE PROJECT SPEC. THE DEWATERING PLAN MUST ALSO INCLUDE A COMPONENT FOR ONSITE TESTING AND MONITORING OF TURBIDITY AND PH.
- RAPID STABILIZATION #4 WITH CATEGORY 3N BLANKET ON SIDE SLOPES 3:1 OR STEEPER.
- TEMPORARY OR PERMANENT STABILIZATION AND DOWN GRADIENT PERIMETER SEDIMENT CONTROL IS NEEDED ON ROW, CURB, AND GUTTER LINE.

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11218 CHURCH STREET NE
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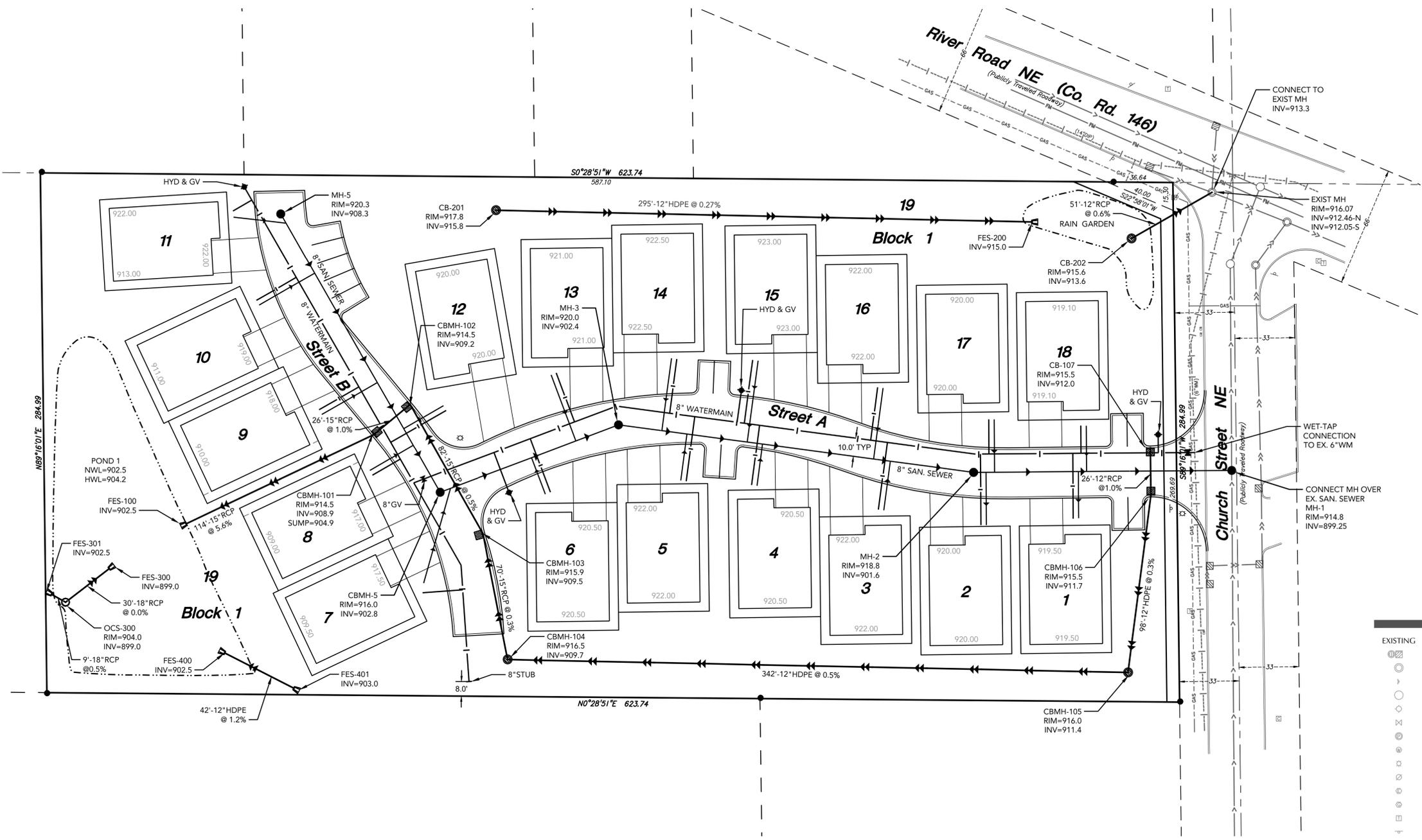
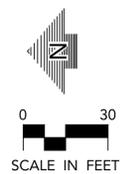
PROFESSIONAL SIGNATURE
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
PRELIMINARY
Todd W. McLouth - PE
License No. 20383
Date

QUALITY CONTROL
Loucks Project No. 03128A
Project Lead TWM
Drawn By KMM
Checked By TWM
Review Date

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SWPPP NOTES
C3-3



LEGEND	
EXISTING	PROPOSED

UTILITY NOTES

PROPOSED PIPE MATERIALS:

WATERMAIN	CL 52 DIP	6" TO 8" DIAMETER
SANITARY SEWER	PVC SDR 35 & SCH 40	6" TO 8" DIAMETER
STORM SEWER	DUAL WALL HDPE	12" TO 15" DIAMETER
	RCP, CLASS 5	12" TO 18" DIAMETER

PROJECT BENCHMARK

SITE BENCHMARK: TOP NUT OF HYDRANT LOCATED AT INTERSECTION OF CHURCH ST NE & RIVER ROAD NE. ELEVATION = 920.32 FEET (NGVD/29)



WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND /OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

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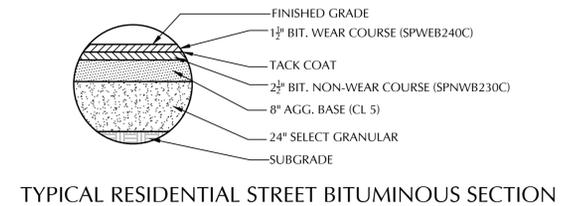
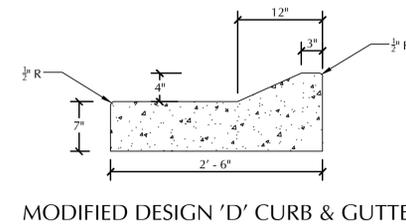
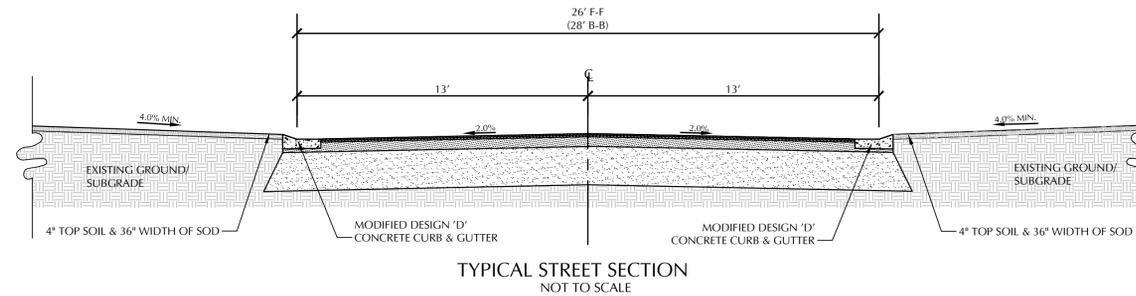
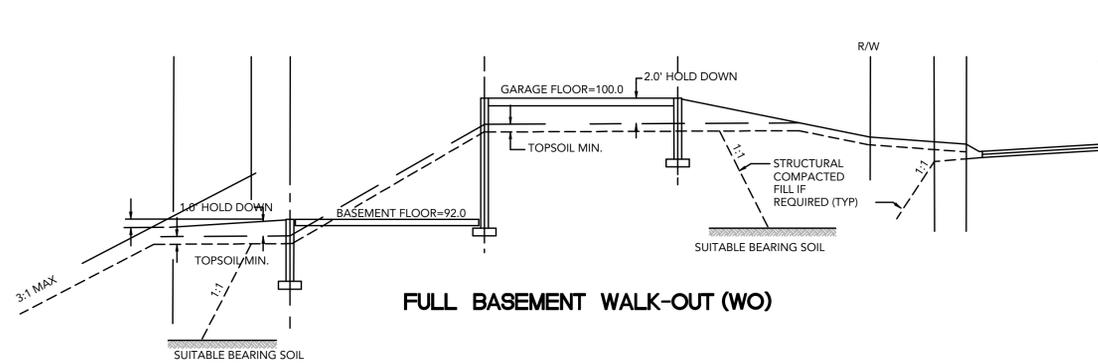
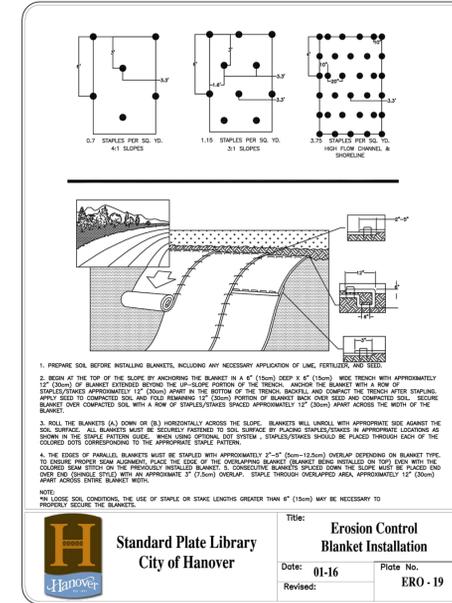
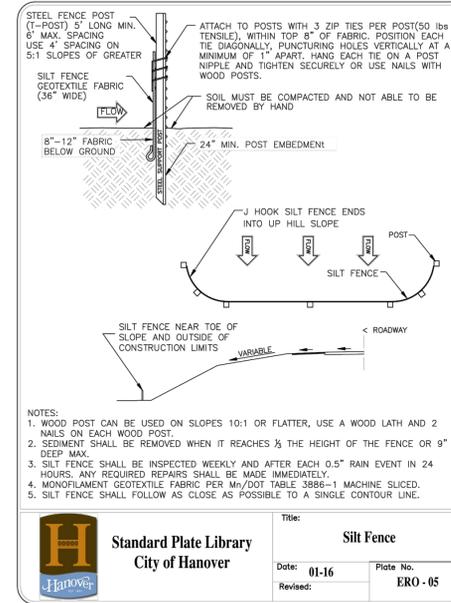
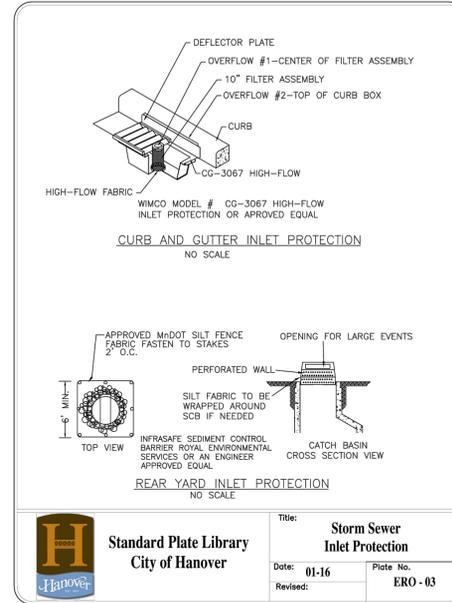
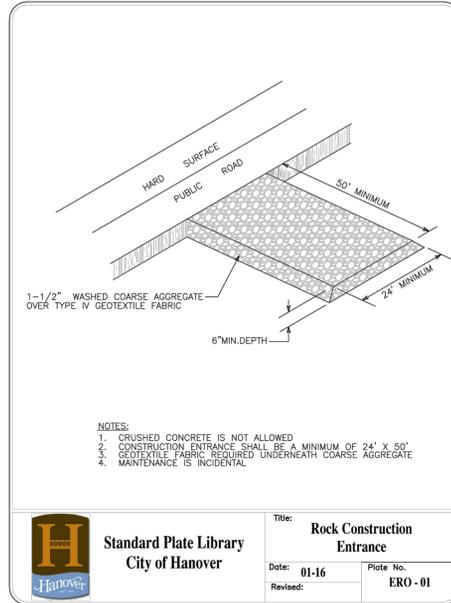
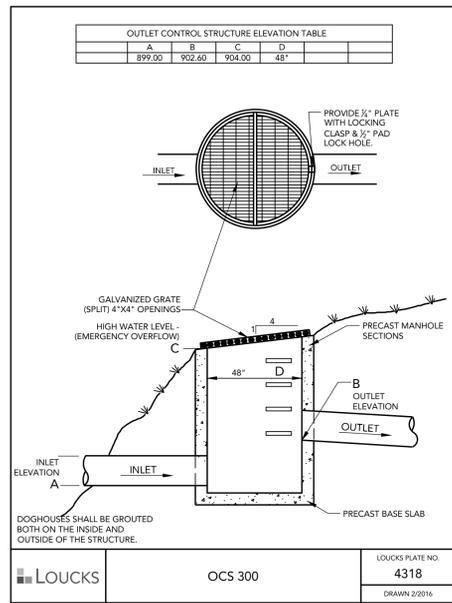
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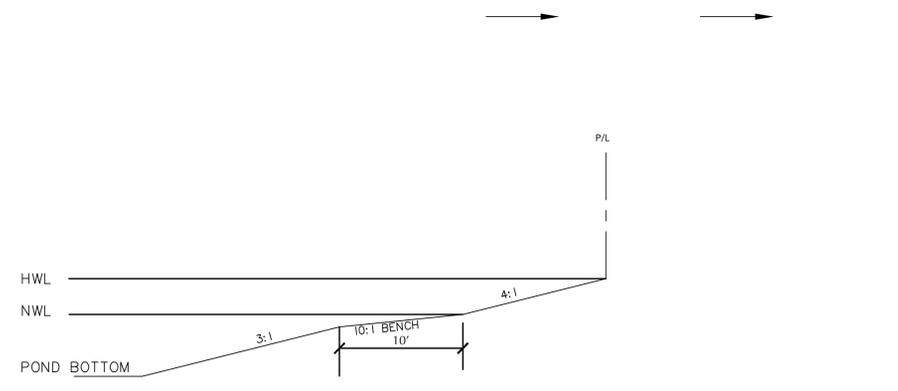
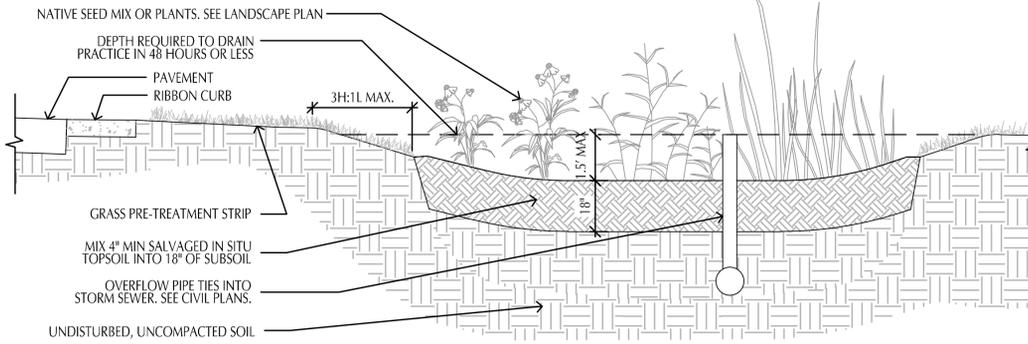
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L2-2	TREE INVENTORY PLAN

UTILITY PLAN

C4-1



- GENERAL NOTES
- IN THE EVENT THAT SEDIMENT IS INTRODUCED INTO THE BMP DURING OR IMMEDIATELY FOLLOWING EXCAVATION, THIS MATERIAL SHALL BE REMOVED FROM THE PRACTICE PRIOR TO CONTINUING CONSTRUCTION.
 - GRADING OF BIORETENTION DEVICES SHALL BE ACCOMPLISHED USING LOW-COMPACTING EARTH-MOVING EQUIPMENT TO PREVENT COMPACTION OF UNDERLYING SOILS. ALL CONSTRUCTION OF BIORETENTION DEVICES SHOULD BE DONE FROM LOCATIONS OUTSIDE OF THE BIORETENTION DEVICE TO REDUCE COMPACTION OF SOILS, IF POSSIBLE.
 - ALL SUB MATERIALS BELOW THE SPECIFIED BIORETENTION DEPTH (ELEVATION) SHALL BE UNDISTURBED, UNLESS OTHERWISE NOTED.
- CONSTRUCTION SEQUENCING
- INSTALL SILT FENCE AND/OR OTHER APPROPRIATE TEMPORARY EROSION CONTROL DEVICES TO PREVENT SEDIMENT FROM LEAVING OR ENTERING THE PRACTICE DURING CONSTRUCTION.
 - PERFORM CONTINUOUS INSPECTIONS OF EROSION CONTROL PRACTICES.
 - INSTALL UTILITIES (WATER, SANITARY SEWER, ELECTRIC, PHONE, FIBER OPTIC, ETC) PRIOR TO SETTING FINAL GRADE OF BIORETENTION DEVICE.
 - ROUGH GRADE THE SITE. IF BIORETENTION AREAS ARE BEING USED AS TEMPORARY SEDIMENT BASINS LEAVE A MINIMUM OF 3 FEET OF COVER OVER THE PRACTICE TO PROTECT THE UNDERLYING SOILS FROM CLOGGING.
 - PERFORM ALL OTHER SITE IMPROVEMENTS. PLANT AND MULCH ALL AREAS AFTER DISTURBANCE.
 - CONSTRUCT BIORETENTION DEVICE UPON STABILIZATION OF CONTRIBUTING DRAINAGE AREA.
 - IMPLEMENT TEMPORARY AND PERMANENT EROSION CONTROL PRACTICES.
 - PLANT AND MULCH BIORETENTION DEVICE.
 - REMOVE TEMPORARY EROSION CONTROL DEVICES AFTER THE CONTRIBUTING DRAINAGE AREA IS ADEQUATELY VEGETATED.



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PROFESSIONAL SIGNATURE

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PRELIMINARY

Todd W. McLaughlin - PE

License No. 20383
Date

QUALITY CONTROL

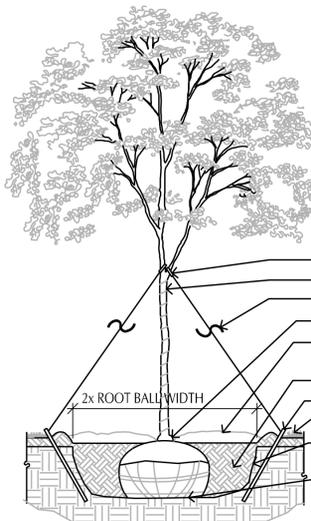
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DETAILS

C8-2



THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL TREES IN A PLUMB POSITION THROUGH THE WARRANTY PERIOD. STAKING IS SUGGESTED, BUT NOT REQUIRED. ANY STAKING MUST CONFORM WITH PRACTICES AS DEFINED IN A.N.A. GUIDELINES FOR STANDARD PRACTICES

PRUNE DAMAGED AND CROSSING BRANCHES AFTER PLANTING IS COMPLETE.

CUT BACK WIRE BASKET

WATER TREE THOROUGHLY DURING PLANTING OPERATIONS. PLACE BACKFILL IN 8-12" LIFTS AND SATURATE SOIL WITH WATER. DO NOT COMPACT MORE THAN NECESSARY TO MAINTAIN PLUMB.

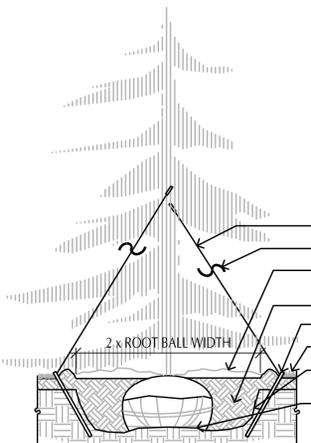
- 16"x2" POLYPROPYLENE OR POLYETHYLENE STRAP
- TREE WRAP TO FIRST BRANCH
- SAFETY FLAGGING - ONE PER WIRE
- ROOT FLARE EVEN WITH OR JUST ABOVE GRADE.
- MULCH - 4" DEEP. NO MULCH IN CONTACT WITH TRUNK - SEE NOTES OR SPECS.
- BACKFILL WITH IN SITU TOPSOIL
- WOOD STAKE (OPTIONAL)
- EDGE VARIES - SEE PLAN
- SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING
- SET PLANT ON UNDISTURBED NATIVE SOIL

CONTRACTOR IS RESPONSIBLE FOR TESTING PERCOLATION RATES PRIOR TO PLANTING. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF POOR DRAINAGE EXISTS.

1 DECIDUOUS TREE PLANTING DETAIL

L1-1 SCALE: 1/2" = 1'-0"

Deciduous Tree.DWG



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- BACKFILL WITH IN SITU TOPSOIL
- WOOD STAKE (OPTIONAL)
- EDGE VARIES - SEE PLAN
- SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING
- ROOT BALL SET ON UNDISTURBED SUBGRADE

CONTRACTOR IS RESPONSIBLE FOR TESTING PERCOLATION RATES PRIOR TO PLANTING. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF POOR DRAINAGE EXISTS.

2 CONIFEROUS TREE PLANTING DETAIL

L1-1 SCALE: 1/2" = 1'-0"

Coniferous Tree.DWG

GENERAL NOTES:

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

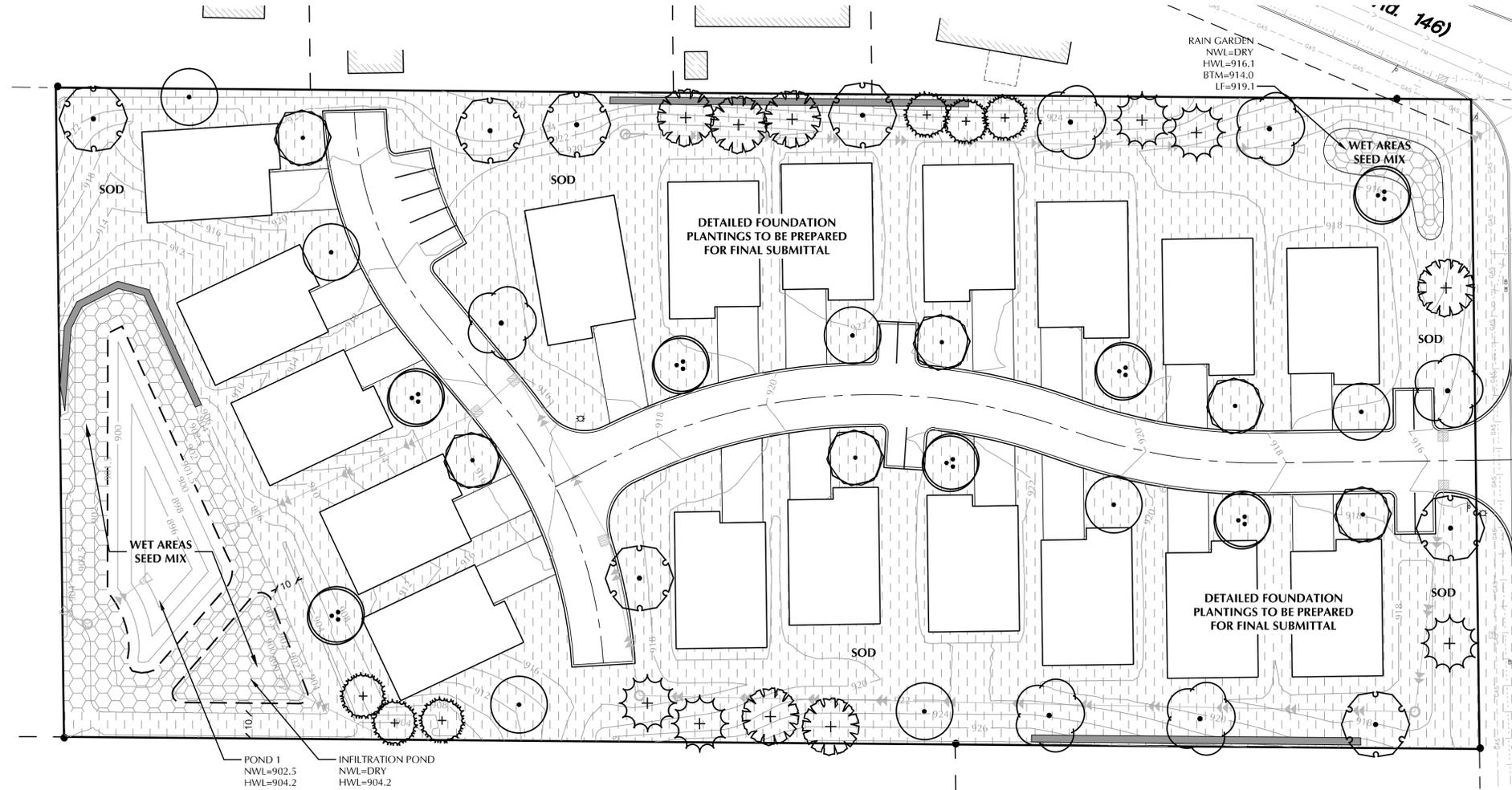
CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.



LANDSCAPE INSTALLATION:

COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NO PLANTING WILL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

WHERE SOD/SEED ABUTS PAVED SURFACES, FINISHED GRADE OF SOD/SEED SHALL BE HELD 1" BELOW SURFACE ELEVATION OF TRAIL, SLAB, CURB, ETC.

SEED ALL AREAS DISTURBED DUE TO GRADING OTHER THAN THOSE AREAS NOTED TO RECEIVE SOD. SEED SHALL BE INSTALLED AND MULCHED AS PER MNDOT SPECS.

SOD ALL DESIGNATED AREAS DISTURBED DUE TO GRADING. SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS. ON SLOPES STEEPER THAN 3:1 OR IN DRAINAGE SWALES, THE SOD SHALL BE STAKED TO THE GROUND.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN. UNLESS NOTED OTHERWISE, ALL SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED MINIMUM SHRUB HEIGHT OR WIDTH. ORNAMENTAL TREES SHALL HAVE NO V CROTCHES AND SHALL BEGIN BRANCHING NO LOWER THAN 3' ABOVE ROOT BALL. STREET AND BOULEVARD TREES SHALL BEGIN BRANCHING NO LOWER THAN 5' ABOVE FINISHED GRADE.

ANY CONIFEROUS TREE PREVIOUSLY PRUNED FOR CHRISTMAS TREE SALES SHALL NOT BE USED. ALL CONIFEROUS TREES SHALL BE FULL FORM, NATURAL TO THE SPECIES, WITHOUT PRUNING.

PLAN TAKES PRECEDENCE OVER PLANT SCHEDULE IF DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. PLANTS MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 27-3-3 AT 6 OZ PER 2.5" CALIPER PER TREE AND 3 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 27-3-3 THE FOLLOWING SPRING IN THE TREE SAUCER.

ALL PLANTING AREAS RECEIVING PERENNIALS, GROUND COVER, ANNUALS, AND/OR VINES SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF 5 PARTS CLEAN TOPSOIL AND 1 PART PEAT. SHRUBS AND TREES TO BE BACKFILLED WITH SAME PLANTING SOIL.

ALL PLANTS TO BE INSTALLED AS PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN CALIPER THAN THE TREE BEING PROTECTED OR QUALITY, HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 5-1.

BLACK POLY EDGER TO BE USED TO CONTAIN SHRUBS, PERENNIALS, AND ANNUALS WHERE BED MEETS SOD/SEED UNLESS NOTED OTHERWISE.

ALL ANNUAL AND PERENNIAL PLANTING BEDS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH WITH NO WEED BARRIER. ALL SHRUB BED MASSINGS TO RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH AND FIBER MAT WEED BARRIER. ALL TREES TO RECEIVE 4" DEEP SHREDDED HARDWOOD MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE EMERGENT HERBICIDE (GREEN OR EQUAL) PER MANUFACTURER'S RECOMMENDATIONS UNDER ALL MULCHED AREAS.

MAINTENANCE STRIPS TO HAVE EDGER AND MULCH AS SPECIFIED/INDICATED ON DRAWING OR IN SPECIFICATION.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE.

WARRANTY (ONE FULL GROWING SEASON) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.

UNLESS NOTED OTHERWISE THE APPROPRIATE DATES FOR SPRING PLANT MATERIAL INSTALLATION AND SEED/SOD PLACEMENT IS FROM THE TIME GROUND HAS THAWED TO JUNE 15.

FALL SODDING IS GENERALLY ACCEPTABLE FROM AUGUST 15 - NOVEMBER 1. FALL SEEDING FROM AUGUST 15 - SEPTEMBER 15; DORMANT SEEDING IN THE FALL SHALL NOT OCCUR PRIOR TO NOVEMBER 1. FALL CONIFEROUS PLANTING MAY OCCUR FROM AUGUST 15 - OCTOBER 1 AND DECIDUOUS PLANTING FROM THE FIRST FROST UNTIL NOVEMBER 15. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED. ANY ADJUSTMENT MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.

PROTECT ALL EXISTING OAKS ON SITE SCHEDULED TO REMAIN. IF EXISTING OAKS ARE DAMAGED IN ANY MANNER, ABOVE OR BELOW GROUND IN THE ROOT SYSTEM, AN ASPHALTIC TREE PRUNING PAINT SHOULD BE APPLIED IMMEDIATELY AFTER WOUNDING. OAKS ARE NOT TO BE PRUNED, REMOVED OR TRANSPLANTED BETWEEN APRIL 15 AND JULY 1. NOTIFY LANDSCAPE ARCHITECT IF THESE DATES ARE UNAVOIDABLE.

LANDSCAPE CONTRACTOR SHALL ESTABLISH TO HIS SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

GROUND COVER NOTES:

- SOD
- WET AREAS SEED MIXTURE

LANDSCAPE REQUIREMENTS:

TWO 2.5" CALIPER TREES REQUIRED PER DWELLING UNIT
18 DWELLING UNITS PROPOSED
36 TREES REQUIRED
50 TREES PROPOSED

PLANT SCHEDULE

DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE
	7	RIVER BIRCH CLUMP	Betula nigra	B & B	8' HGT
	7	SIENNA GLEN MAPLE	Acer freemanii 'Sienna Glen'	B & B	2.5" Cal
	6	SKYLINE HONEYLOCUST	Gleditsia triacanthos 'Skycole'	B & B	2.5" Cal
	7	SWAMP WHITE OAK	Quercus bicolor	B & B	2.5" Cal
	6	VALLEY FORGE ELM	Ulmus americana 'Valley Forge'	B & B	2.5" Cal
EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	CONT	SIZE
	5	AUSTRIAN PINE FULL FORM	Pinus nigra	B & B	6' HGT
	6	BLACK HILLS SPRUCE FULL FORM	Picea glauca 'Densata'	B & B	6' HGT
	6	SCOTCH PINE FULL FORM	Pinus sylvestris	B & B	6' HGT



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CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

02/22/19 PRELIMINARY SUBMITTAL

PROFESSIONAL SIGNATURE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect in the State of Minnesota.

PRELIMINARY
Timothy J. Fedie - LA 48303
Date

QUALITY CONTROL

Loucks Project No. 03128A
Project Lead TWM
Drawn By TJF
Checked By TJF
Review Date

SHEET INDEX

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C1-2 PRELIMINARY PLAT
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C3-1 GRADING PLAN
C3-2 - C3-3 SWPPP PLAN & NOTES
C4-1 UTILITY PLAN
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L1-1 LANDSCAPE PLAN
L2-2 TREE INVENTORY PLAN

LANDSCAPE PLAN

L1-1

