

**AGENDA
HANOVER CITY COUNCIL
MAY 1, 2018**

**MAYOR
CHRIS KAUFFMAN**

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

- 1. Call to Order/Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of April 17, 2018 City Council Work Session Meeting (3)**
 - b. Approve Claims as Presented: (9)**

➤ Claims	\$ 19,648.95
➤ Payroll	\$ 9,549.80
➤ P/R taxes & Exp	\$ 3,486.62
➤ Other Claims	\$ 2,362.83
➤ Total Claims	<u>\$ 35,048.20</u>
 - c. Res No 05-01-18-46 – Accepting Donation from Hanover Athletic Association (34)**
 - d. Res No 05-01-18-47 – Approving 8th St. NE Road Easement (35)**
 - e. Res No 05-01-18-48 – Approving Contract for 2018 Concert in the Park (42)**
 - f. Res No 05-01-18-49 – Approving Agreement with First Source Solutions (43)**
 - g. Res No 05-01-18-50 – Approving Purchase of Map Files (50)**
- 4. Citizen’s Forum:**
- 5. Public Hearings**
- 6. Unfinished Business**
- 7. New Business**
 - a. Res No 05-01-18-51 – Approving Purchase of Fire Department Equipment (51)**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: April 27, 2018
Re: Review of May 1, 2018 City Council Agenda

1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent agenda.***
 - a. **Approve Minutes of April 17, 2018 City Council Work Session Meeting (3)**
 - b. **Approve Claims as Presented: (9)**

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 - c. **Res No 05-01-18-46 – Accepting Donation from Hanover Athletic Association (34)**
 - d. **Res No 05-01-18-47 – Approving 8th St. NE Road Easement (35)**
 - e. **Res No 05-01-18-48 – Approving Contract for 2018 Concert in the Park (42)**
 - f. **Res No 05-01-18-49 – Approving Agreement with First Source Solutions (43)**
 - g. **Res No 05-01-18-50 – Approving Purchase of Map Files (50)**
4. **Citizen’s Forum:**

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
5. **Public Hearings**
6. **Unfinished Business**
7. **New Business**
 - a. **Res No 05-01-18-51 – Approving Purchase of Fire Department Equipment (51)**

Chief Malewicki will be present to address any questions.
8. **Reports**
9. **Adjournment**

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
APRIL 17, 2018 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, April 17, 2018 to order at 6:03 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Planner Cindy Nash, City Engineer Justin Messner and Accountant / Deputy Clerk Jackie Heinz. Guests present included residents from the City of Hanover.

Approval of Agenda

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

Consent Agenda

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

- a. **Approve Minutes of April 3, 2018 Local Board of Appeals and Equalization Meeting**
- b. **Approve Minutes of April 3, 2018 City Council Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** \$ 75,776.52
 - **Payroll** \$ 9,108.33
 - **P/R taxes & Exp.** \$ 3,278.72
 - **Other Claims** \$ 2,311.70
 - **Total Claims** \$ 90,475.27
- d. **Res No 04-17-18-42 – Appointing Probationary Fire Department Member**
- e. **Res No 04-17-18-43 – Approving Chops Bar 2AM Closing**

Motion carried unanimously.

Vitalization Award – Jeff Olson

On behalf of the City of Hanover, Mayor Kauffman expressed appreciation to Jeff Olson for his outstanding achievements and dedicated service to the students and staff of Hanover Elementary School. Kauffman presented Jeff with a Vitalization Award.

Public Information – 2018 Pavement Improvement Project

Messner explained the pavement improvement project will be done in 3 areas - River Road, Pheasant Run and Schendels Field Area. Nick Preisler with WSB presented a slide show with information about the different areas being done, timeline, work hours and other aspects of the project. Preisler further explained noise would be contained to working hours 7:00 am – 7:00 pm Monday through Friday, and 8:00 am – 5:00 pm on Saturdays. The project will commence in May and wrap up in September with no assessment to residents. Messner explained the projects will not take 5 months, but rather each area will take roughly 6 weeks to complete within the 5 Month timeline. Messner further explained River Road will be widened to engineering standards, while Pheasant Run and Schendels Field will remain the same width.

Pat Meister – 11959 Riverview Road NE

Meister stated he prefers a grass shoulder along the road. A gravel shoulder dulls lawn mower blades and shoots rocks from the mower which damages property. Meister inquired why the City has chosen milling and stated there needs to be consistency in the City.

Messner stated shouldering allows water drain off into the ditches. The road will continue to degrade and deteriorate, this project is extending the life of the road for another 20 years.

Stephanie Gleason – 11875 Riverview Road NE

Gleason asked how this project compares to the one completed in Hanover Hills a couple years ago.

Messner stated there are 3-4 culverts being replaced in the Pheasant Run area. They are city maintained and will be upgraded to concrete. Driveway culverts will not be replaced. There was further discussion regarding the contractor doing work on residential driveways and the trail along River Road.

6. Res. No. 04-17-18-45 – Awarding Bid for 2018 Pavement Improvement Project

Hammerseng stated he resides in Hanover Hills, the pavement project which was done put 1' of chipped granite on the shoulders. Hammerseng agrees a gravel shoulder is not best. Meister suggested to mill the edge down and taper into the driveways. Messner stated the shoulder is not required and can be eliminated, it is an engineering standard. If Hanover becomes an MSA City, there are shoulder and drive lane requirements on non-residential roads.

Warpula stated there is grass present now, just leave it. Messner stated the cost of the project would be reduced if the shoulder is not completed. The low bid contractor expressed at bid opening they're not fond of gravel shoulders.

Hammerseng inquired what happens once work begins and a larger problem is found. Messner stated in bidding they use what is called a common excavation which uses increased numbers in anticipation of a larger problem arising.

MOTION by Warpula to approve Res. No. 04-17-18-45 with no gravel shoulder at Pheasant Run and Schendels Woodland Hills, seconded by Hammerseng. **Motion carried unanimously.**

Res. No. 04-03-18-40 – Approving Site Plan for Hanover Dental

Kauffman abstained from discussion due to conflict of interest.

Nash stated the site plan and revised renderings were tabled at the previous council meeting in order for the applicant to meet with the EDA regarding a matching grant.

Hallstein stated the building is too plain and residential feeling. Hammerseng stated the Planning Commission discussed something nicer, but understands cost is a factor. Hallstein stated the EDA Matching grant is normally to improve the exterior of an existing building, but the Dental Office meets the standards. Hallstein further stated the project will be completed, the applicant will come back with a receipt for work completed and be reimbursed up to \$7,500.00.

Hammerseng stated the building looks better but is still lacking, now sure what else can be done. The lot is very visible land for people coming through town. Messner stated the plan is consistent with other setbacks such as the Fire Department and Tom Thumb. County Road 19 is already restricted with the Cemetery and School.

Zajicek asked if the dumpster could be moved to the side of the building. Nash responded no since the side of the building is occupied by storm-water ponding and handicap parking.

MOTION by Hallstein to approve Res. No. 04-03-18-40 with the date of condition 2 as 03/16/18, seconded by Warpula. **Motion carried with Warpula, Hammerseng, Zajicek and Hallstein voting in favor. Kauffman abstained.**

Res. No. 04-17-18-44 – Approving EDA Matching Grant Incentive

MOTION by Warpula to approve Res. No. 04-17-18-44, seconded by Hammerseng. **Motion carried with Warpula, Hammerseng, Zajicek and Hallstein voting in favor. Kauffman abstained due to conflict of interest in the subject property.**

Hanover Cove Concept Plan

Nash stated PAXMAR has submitted a revised concept plan which eliminated the townhomes and row homes, reconfigured the roads and added a pool for the HOA members.

Kent Roessler of PAXMAR stated the developer took suggestions from previous meetings to heart, they can accommodate and meet majority of the requests. Roessler further stated the revised plan is roughly 50 homes less, has larger lots for 3 stall garages and an access point has been moved. The entrance is now split with a monument stone. The pool is situated at the entrance as a marquis, which no neighboring communities have. The pool will have changing rooms and be maintained by the HOA. Roessler further explained the pond hasn't changed, single family homes are now at the north end and the south tier is a patio home community. Roessler stated the development will be association maintained. Patio homes will be required to fully participate in the HOA while single family homes will have the option to include snow plowing and lawn mowing. Roessler presented a slide show which had example pictures of the possible homes that could be built. The flex area could be a patio home or multi-level home.

Hammerseng asked about square footage and pricing of the different styles. Roessler stated
Flex area would be 1,900 – 2,100 sq. fts and priced around \$230,000 - \$280,000
40–48' Patio Homes 1,240 – 1,640 sq. ft. and priced around \$230,000 - \$280,000
50-60' Patio Homes priced around \$260,000 - \$350,000
75-85' Patio Homes priced around \$300,000 - \$450,000
Single family homes same as current market of \$250,000 - \$480,000

Warpula stated he likes the plan better than the previous. Hammerseng agreed and stated it provides for a lot of opportunity for people at different ages. Zajicek inquired if maintenance around the pond is included in the HOA, Roessler stated yes. Zajicek asked who the park falls under. Roessler stated it will tie to the existing City park. There could be a 2' difference in elevation, would need to work that out.

Hammerseng asked if there are requirements for the pool and if the size is based on number of houses. Roessler stated the size is based on usage. It is privately owned, not a large use item but a big ticket item. Zajicek asked about the depth and liability. Roessler stated the depth would be 6 feet, there would be no lifeguard on duty and since it is owned by the HOA it would fall under their liability.

Nash stated there should be some depth along River Road. Roessler stated depth is not possible but perhaps landscaping. Nash stated River Road is a collector road which can't have driveways coming onto it. This is the concept plan, there will be additional retooling and stated this is a non-binding approval.

Hallstein asked if the bike path along 8th street would be redone. Messner stated the path would be fine. Meister inquired would not parking on the path be regulated. Messner stated the path cannot be blocked and people would be fined for doing so. Meister asked if the homes along 8th street would be assessed or if there was money in escrow. Roessler stated the current landowner was assessed and paid the assessments. Meister asked that the City clarify.

Mike Reinking – 11560 Riverview Road NE

Reinking asked if the area was zoned for residential, and if the school and Hanover is ready for this development. Messner stated sewer and water can accommodate. Hallstein stated she has talked with the school and numbers have been lower. The school is more at risk of losing a teacher, currently there is enough space to add 1 more teacher per grade. Roessler stated patio home residents will be traveling at non-peak times.

Gleason asked about the time frame. Roessler stated grading would be done this fall. Pipe would be laid in the spring and start building shortly after. Would like 40 – 60 homes built per year.

Brian Gronsberg – 11141 14th Street NE

Gronsberg asked about the HOA, could part of the development not part of the association. Roessler stated no, the entire site would be HOA.

Heather Sandberg – 11578 Riverview Road NE

Sandberg asked what would happen with the south berm. Roessler stated the berm would only change if on the development property.

Ed Sjolín – 798 Meadowlark Lane

Sjolín stated he understands the need for patio homes but wonders if the plan has too many. Zajicek stated the offers a Hanoveresk plan for millennials who don't want large lots. A mix use is good.

Discussion continued around rental restrictions, patio homes with no basement during bad weather, grocery store zoning.

MOTION by Hammerseng to approve the Hanover Cove Concept Plan, seconded by Zajicek. **Motion carried with a split vote of Kauffman, Warpula, Hammerseng and Zajicek voting in favor, Hallstein voting not in favor.**

A recess occurred from 8:44 pm to 8:52 pm.

Shoreland Ordinance Information

Nash stated there are currently various developers looking at the Anderson property which is located within the shoreland management area. It has come to light the City is not consistent with the state shoreland rules, some areas the City is more restrictive than the state, and in some areas less. Nash further explain in 1980 the ordinance was approved by the DNR. In 2004 revisions were made and submitted to the DNR but not approved. Nash is recommending the City prepare an update, work with the DNR and will bring back an ordinance for adoption.

Settlers Park Ballfield Lighting – Funding Update

Stan Kolasa, President of the Hanover Athletic Association (HAA), stated at the HAA's last meeting a motion was made to donate \$50,000 to the City 2 years in a row. \$50,000 would be accepted at the next council meeting and the second \$50,000 next spring. Kolasa stated it would be cheapest to pull power from the HAA fields with 2 readable billable meters.

Council gave support to move forward and add the resolution to the next agenda.

FRA Audit – GASB 67 and 68 Statements

Heinz stated per the memo outlined in the agenda packet, council has two options. First is to proceed as in years past and not hire an actuarial. Second is to hire an actuarial to complete the requirements of GASB 67 and 68. Heinz further explained this is a moderate finding, but should have no impact on the City for future bonds.

Council consensus to not do the actuarial.

Hanover Sign on Hanover Elementary Monument Pole & BankWest Monument

Hallstein stated BankWest would like the sign to be replaced as there is rust. The sprinkler head causing the problem has been shielded to protect a future sign. EDA will pay for the sign at BankWest and the City will pay for the sign at the Elementary School. Both signs would have the new Hanover logo and “Hanover” is larger print.

Council consensus to move forward with both signs.

Reports

Hallstein

- Regarding the Cove and Comp Plan, would like to see 4 homes per acre moving forward

Heinz

- The Hanover Harvest Festival would like permission to use the old Public Works portion of City Hall during the festival for the information booth and possibly more marketplace vendors. Council approved.

Nash

- Crow River Heights Phase 2 will be submitting for a preliminary plat at the May Planning Commission meeting. An EAW was also ordered.

Messner

- On Thursday of last week he attended a Wright County long range transportation meeting. Hanover concerns include County Road 19, 8th Street extension and incoming growth. Kauffman asked if a traffic study is scheduled to be completed on 19, Messner stated WC didn't say. Messner also stated the City is close to reaching the 3 lane limit of vehicles, currently at 14,000 and limit is 17,000.

Warpula

- Warpula stated he attended the WCAT meeting earlier in the day and they will be disbanding and be given to the county over the next 4 months. There will be an advisory committee for a short time during the transition.

Adjournment

MOTION by Warpula to adjourn at 9:22 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Jackie Heinz, Accountant / Deputy Clerk

CITY OF HANOVER

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Payments

Current Period: May 2018

Batch Name	05/01/18 PAY		Computer Dollar Amt	\$18,048.95	Posted	
Payment						
Refer	2337 AFLAC		Ck# 002330E 5/1/2018			
Cash Payment	G 100-21706 Medical/Dental Ins		Supplemental Insurance - April 2018 - Acct. #G1V17			\$249.99
Invoice	159408	4/12/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$249.99
Refer	2335 AVENET, LLC		-			
Cash Payment	E 100-41570-207 Computer Supplies		GovOffice Annual Service Package: 05/01/18 - 12/31/18			\$366.64
Invoice	42379	4/11/2018				
Cash Payment	G 100-15500 Prepaid Items		GovOffice Annual Service Package: 01/01/19 - 04/30/19			\$183.36
Invoice	42379	4/11/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$550.00
Refer	2328 BLUE TARP FINANCIAL		Ck# 002327E 5/1/2018			
Cash Payment	E 100-43000-260 Uniforms		Green Safety Vests			\$63.92
Invoice	0193106784	4/12/2018				
Cash Payment	E 100-43000-215 Shop Supplies		Heavy Duty Storage Bins			\$62.47
Invoice	0193106784	4/12/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$126.39
Refer	2350 CARDMEMBER SRVC (CENTRAL B		-			
Cash Payment	E 100-42280-520 Buildings and Structures		FD Storage Room: 4x8 OSB			\$138.38
Invoice		4/13/2018				
Cash Payment	E 100-42280-520 Buildings and Structures		FD Storage Room: 4 Keys			\$8.55
Invoice	1474430	4/23/2018				
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$146.93
Refer	2330 COLLABORATIVE PLANNING LLC		Ck# 002328E 5/1/2018			
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning: March 2018			\$1,136.25
Invoice	2018-061	4/20/2018				
Cash Payment	G 824-20200 Accounts Payable		CRHW 3rd Add. Phase 2 EAW: March 2018			\$277.75
Invoice	2018-062	4/20/2018				
Cash Payment	G 824-20200 Accounts Payable		CRHW 3rd Add. Phase 2 Prelim Plat: March 2018			\$404.00
Invoice	2018-063	4/20/2018				
Cash Payment	G 818-20200 Accounts Payable		Hanover Dental: March 2018			\$732.25
Invoice	2018-064	4/20/2018			Project 208244	
Cash Payment	G 818-20200 Accounts Payable		PAXMAR Concept: March 2018			\$580.75
Invoice	2018-065	4/20/2018			Project 208240	
Cash Payment	G 818-20200 Accounts Payable		PAXMAR Comp. Plan: March 2018			\$101.00
Invoice	2018-066	4/20/2018			Project 208239	
Cash Payment	G 818-20200 Accounts Payable		Ted Leadens: March 2018			\$101.00
Invoice	2018-067	4/20/2018			Project 208242	
Cash Payment	G 818-20200 Accounts Payable		Bob Ronning: March 2018			\$126.25
Invoice	2018-068	4/20/2018			Project 208243	
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$3,459.25
Refer	2341 COMCAST		-			

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Payments

Current Period: May 2018

Cash Payment	E 100-41940-321 Telephone	PW: Digital Voice & Internet - May 2018			\$141.78
Invoice	4/18/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$141.78
Refer	2349 FIRE SAFETY USA, INC.				
Cash Payment	E 100-42220-260 Uniforms	Black Diamond X2 14" NFPA Leather Boot Size 7 and 11			\$635.00
Invoice 110432	4/17/2018				
Transaction Date	4/26/2018	Due 0	Cash	10100	Total \$635.00
Refer	2336 GRAINGER	Ck# 002329E 5/1/2018			
Cash Payment	E 100-42220-580 Other Equipment	2 Stop / Slow Pole Mounted Paddles			\$211.40
Invoice 9748783611	4/5/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$211.40
Refer	2343 GUIDANCE POINT TECHNOLOGIE				
Cash Payment	E 100-41600-310 Other Professional Servi	04/10/18 Remote Service: Backups Failing			\$202.50
Invoice 11860	4/16/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	04/03/18 Remote Service: Downloaded and Installed Publisher 2016			\$274.58
Invoice 11878	4/16/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	04/03/18 Remote Support: Xcel Stopping and Closing on Jackie's Computer			\$67.50
Invoice 11879	4/16/2018				
Transaction Date	4/25/2018	Due 0	Cash	10100	Total \$544.58
Refer	2329 MARCO TECHNOLOGIES, LLC				
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 04/20/18 - 05/19/18			\$176.05
Invoice INV5176590	4/19/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$176.05
Refer	2334 MENARDS - BUFFALO				
Cash Payment	E 100-43000-215 Shop Supplies	3/4 x 2 x 8 ACX Handi-Panel, 2 x 12 - 10' Lumber			\$118.73
Invoice 67348	4/12/2018				
Cash Payment	E 100-43000-240 Small Tools and Minor E	16" Toolbox with Organizers			\$8.99
Invoice 67348	4/12/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$127.72
Refer	2331 OLSON, CARL				
Cash Payment	E 100-43000-212 Motor Fuels	Plow Truck Fuel - Tom Thumb Pumps Not Working			\$50.00
Invoice 1487489	4/16/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$50.00
Refer	2352 PETTY CASH				
Cash Payment	G 818-20200 Accounts Payable	To Record Driveway Agreement			\$46.00
Invoice	4/11/2018			Project 208243	
Cash Payment	E 603-43000-540 Heavy Machinery	Tabs / Licensing for 2018 Felling FT20-2 LP Trailer			\$10.00
Invoice	4/26/2018				
Transaction Date	4/26/2018	Due 0	Cash	10100	Total \$56.00
Refer	2339 QUILL CORPORATION	Ck# 002332E 5/1/2018			

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Payments

Current Period: May 2018

Cash Payment	E 100-41570-200 Office Supplies (GENER	Clear Acrylic Base & Sign - T. Zrust				\$17.29
Invoice 6401344	4/17/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Clear Acrylic Base & Sign - D. Vetrano				\$17.29
Invoice 6401344	4/17/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Clear Acrylic Base & Sign - S. Jamison				\$17.29
Invoice 6401344	4/17/2018					
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$51.87
Refer	2344 <u>RAMBOW</u>					
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Social 2018 - Yeti 20 oz. Tumblers (60)				\$1,740.00
Invoice 590803	3/9/2018					
Transaction Date	4/25/2018	Due 0	Cash	10100	Total	\$1,740.00
Refer	2338 <u>RANDYS ENVIRONMENTAL SERVI</u>		<u>Ck# 002331E 5/1/2018</u>			
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - April 2018				\$3,362.94
Invoice	4/19/2018					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - City Hall - May 2018				\$205.92
Invoice	4/19/2018					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - Fire Dept. - May 2018				\$27.92
Invoice	4/19/2018					
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$3,596.78
Refer	2347 <u>RIVER INN</u>		<u>Ck# 002334E 5/1/2018</u>			
Cash Payment	E 100-42220-580 Other Equipment	Food for 8 Hour Call on 11/03/17				\$121.23
Invoice	4/19/2018					
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$121.23
Refer	2351 <u>SUN LIFE FINANCIAL</u>					
Cash Payment	G 100-21707 Life Ins	Life Insurance - May 2018				\$450.13
Invoice 5461158-0518	4/18/2018					
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$450.13
Refer	2348 <u>ULTIMATE SAFETY CONCEPTS, IN</u>					
Cash Payment	E 100-42220-221 Equipment Parts	Repair to Camera Battery				\$142.75
Invoice 176750	4/18/2018					
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$142.75
Refer	2345 <u>VELCH, LAURA</u>					
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 04/22/18 Event				\$250.00
Invoice	4/26/2018					
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$250.00
Refer	2346 <u>VISA - BANKWEST</u>					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Outdoor Drop Box for at City Hall				\$65.10
Invoice 12162869	3/19/2018					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	2 New Nylon US Flags				\$107.32
Invoice 100114849	3/19/2018					
Cash Payment	E 100-43000-212 Motor Fuels	Diesel for Bucket Truck				\$70.00
Invoice	3/21/2018					
Cash Payment	E 100-41940-321 Telephone	Phone Services 03/23/18 - 04/22/18				\$308.01
Invoice INV00064697	3/26/2018					
Cash Payment	E 100-41570-570 Office Equip and Furnish	4 - 3 Drawer Pedestal File Cabinets				\$120.00
Invoice 1251	3/27/2018					

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Payments

Current Period: May 2018

Cash Payment	E 100-41570-570 Office Equip and Furnish	8 Black Chairs for PW Building				\$480.00
Invoice 1252		3/27/2018				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Name Tags for S. Jamison, D. Vetrano, C. Olson, J. Ramthun and T. Zrust				\$42.99
Invoice 194430		3/27/2018				
Cash Payment	E 100-43000-208 Training and Instruction	2018 MN Roadway Maintenance Training and Demo Day for Jason, JR and Carl				\$375.00
Invoice 282909		3/28/2018				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Receipt Books - 1,000				\$344.54
Invoice 240577503		3/30/2018				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Paper, Expanding File Pockets				\$112.95
Invoice 120713683-001		3/28/2018				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Cap Style Revolving Truck Single Pulley and Ball Topper for Flag Pole				\$105.09
Invoice 1700526790		3/30/2018				
Cash Payment	E 100-43000-240 Small Tools and Minor E	USB Charging Tower, 6' Lightning USB 8 Pin Charging Cable				\$59.03
Invoice		4/4/2018				
Cash Payment	E 100-41570-322 Postage	5 Rolls of Forever Stamps, 100 - \$0.21 Stamps				\$271.00
Invoice		4/4/2018				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Paper				\$111.96
Invoice 125213729-001		4/10/2018				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Business Card Paper, Stackable File Tote Box, Hanging Folders				\$98.34
Invoice 125738025-001		4/11/2018				
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$104.00
Invoice E06005OS1U		4/13/2018				
Transaction Date	4/26/2018	Due 0	Cash	10100	Total	\$2,775.33
Refer	2333 WEX BANK - FD					
Cash Payment	E 100-42260-212 Motor Fuels	Fire Dept. Fuel				\$252.15
Invoice 53968193		4/15/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$252.15
Refer	2332 WEX BANK - PW					
Cash Payment	E 100-43000-212 Motor Fuels	Public Works Fuel - Ford				\$268.45
Invoice 53972568		4/15/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Public Works Fuel - Loader				\$137.72
Invoice 53972568		4/15/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Public Works Fuel - Bobcat				\$36.38
Invoice 53972568		4/15/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Public Works Fuel - Plow Truck				\$109.14
Invoice 53972568		4/15/2018				
Cash Payment	E 100-43000-212 Motor Fuels	Public Works Fuel - Kubota				\$14.06
Invoice 53972568		4/15/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$565.75
Refer	2327 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-41550-310 Other Professional Servi	2018 Special Assessment Fee				\$11.00
Invoice 1 - 041718		4/17/2018				
Transaction Date	4/23/2018	Due 0	Cash	10100	Total	\$11.00
Refer	2340 WRIGHT-HENNEPIN COOPERATIV		Ck# 002333E	5/1/2018		

Payments

Current Period: May 2018

Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park			\$56.13
Invoice	35026318444	4/18/2018			
Cash Payment	E 100-41940-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection			\$18.95
Invoice	35026318444	4/18/2018			
Cash Payment	E 100-41940-310 Other Professional Servi	PW Building: Fire Panel Monitoring			\$27.95
Invoice	35026318444	4/18/2018			
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$103.03
Refer	2342 XCEL ENERGY				
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 03/10/18 - 04/07/18			\$275.34
Invoice					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 03/10/18 - 04/07/18			\$613.49
Invoice	588487823	4/17/2018			
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 03/08/18 - 04/08/18			\$56.17
Invoice	588487823	4/17/2018			
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE - 03/08/18 - 04/08/18			\$34.65
Invoice	588487823	4/17/2018			
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 03/11/18 - 04/09/18			\$14.50
Invoice	588487823	4/17/2018			
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 03/11/18 - 04/09/18			\$11.64
Invoice	588487823	4/17/2018			
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 03/11/18 - 04/09/18			\$69.95
Invoice	588487823	4/17/2018			
Cash Payment	E 100-41940-381 Electric Utilities	PW Building 03/08/18 - 04/08/18			\$438.10
Invoice	588487823	4/17/2018			
Transaction Date	4/23/2018	Due 0	Cash	10100	Total \$1,513.84

Fund Summary

	10100 Cash
824 CROW RVR HTS WEST 3RD PH2 EAW	\$681.75
818 MISC ESCROWS FUND	\$1,687.25
603 STORM WATER ENTERPRISE FUND	\$10.00
201 EDA SPECIAL REVENUE FUND	\$1,740.00
100 GENERAL FUND	\$13,929.95
	<u>\$18,048.95</u>

Pre-Written Check	\$7,919.94
Checks to be Generated by the Computer	\$10,129.01
Total	<u>\$18,048.95</u>

CITY OF HANOVER

04/27/18 10:34 AM

Page 1

Payments

Current Period: May 2018

Batch Name	05/01/18PAY2				
	Payment	Computer Dollar Amt	\$1,600.00	Posted	
Refer	2353 THE WHITE SIDEWALLS				
Cash Payment	E 100-45200-440 Programs	Concert In the Park 2018			\$1,600.00
Invoice	4/27/2018				
Transaction Date	4/27/2018	Due 0	Cash	10100	Total \$1,600.00

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$1,600.00	
	<u>\$1,600.00</u>	

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$1,600.00
Total	<u>\$1,600.00</u>

CITY OF HANOVER

04/27/18 10:42 AM

Page 1

*Check Summary Register©

Cks 5/1/2018 - 5/1/2018

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002327E BLUE TARP FINANCIAL	5/1/2018	\$126.39	Green Safety Vests
Paid Chk# 002328E Collaborative Planning LLC	5/1/2018	\$3,459.25	General Planning: March 2018
Paid Chk# 002329E GRAINGER	5/1/2018	\$211.40	2 Stop / Slow Pole Mounted Pad
Paid Chk# 002330E AFLAC	5/1/2018	\$249.99	Supplemental Insurance - April
Paid Chk# 002331E Randy's Environmental Services	5/1/2018	\$3,596.78	Recycling - April 2018
Paid Chk# 002332E QUILL CORPORATION	5/1/2018	\$51.87	Clear Acrylic Base & Sign - T.
Paid Chk# 002333E Wright-Hennepin Coop Electric	5/1/2018	\$103.03	Eagleview Park
Paid Chk# 002334E RIVER INN	5/1/2018	\$121.23	Food for 8 Hour Call on 11/03/
Paid Chk# 033422 AVENET, LLC	5/1/2018	\$550.00	GovOffice Annual Service Packa
Paid Chk# 033423 CARDMEMBER SERVICE	5/1/2018	\$146.93	FD Storage Room: 4x8 OSB
Paid Chk# 033424 COMCAST	5/1/2018	\$141.78	PW: Digital Voice & Internet -
Paid Chk# 033425 FIRE SAFETY USA, INC.	5/1/2018	\$635.00	Black Diamond X2 14" NFPA Leat
Paid Chk# 033426 Guidance Point Technologies	5/1/2018	\$544.58	04/10/18 Remote Service: Backu
Paid Chk# 033427 MARCO TECHNOLOGIES, LLC	5/1/2018	\$176.05	Contract Base Rate Charge for
Paid Chk# 033428 MENARDS - BUFFALO	5/1/2018	\$127.72	16" Toolbox with Organizers
Paid Chk# 033429 OLSON, CARL	5/1/2018	\$50.00	Plow Truck Fuel - Tom Thumb Pu
Paid Chk# 033430 PETTY CASH	5/1/2018	\$56.00	To Record Driveway Agreement
Paid Chk# 033431 RAMBOW	5/1/2018	\$1,740.00	EDA Social 2018 - Yeti 20 oz.
Paid Chk# 033432 Sun Life Financial	5/1/2018	\$450.13	Life Insurance - May 2018
Paid Chk# 033433 THE WHITE SIDEWALLS	5/1/2018	\$1,600.00	Concert In the Park 2018
Paid Chk# 033434 ULTIMATE SAFETY CONCEPTS,	5/1/2018	\$142.75	Repair to Camera Battery
Paid Chk# 033435 VELCH, LAURA	5/1/2018	\$250.00	Hall Damage Deposit Release -
Paid Chk# 033436 VISA	5/1/2018	\$2,775.33	Receipt Books - 1,000
Paid Chk# 033437 WEX BANK - FD	5/1/2018	\$252.15	Fire Dept. Fuel
Paid Chk# 033438 WEX BANK	5/1/2018	\$565.75	Public Works Fuel - Ford
Paid Chk# 033439 WRIGHT COUNTY AUDITOR-TRE	5/1/2018	\$11.00	2018 Special Assessment Fee
Paid Chk# 033440 XCEL ENERGY	5/1/2018	\$1,513.84	1033 Mallard Street NE 03/11/1
Total Checks		\$19,648.95	

FILTER: None

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

2328

INVOICE

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

INVOICE # 2018-061
DATE 04/20/2018

PROJECT

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
03/12/2018	Balance Forward	\$1,338.25
	Payments and credits between 03/12/2018 and 04/20/2018	-1,338.25
	New charges (details below)	1,136.25
	Total Amount Due	\$1,136.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time			
03/01/2018	Update mining ordinance, draft memo to Council.	CMN	0:30 101.00	50.50
03/02/2018	Conference with staff re: various.	CMN	0:15 101.00	25.25
03/04/2018	Review request pertaining to massage business.	CMN	0:15 101.00	25.25
03/06/2018	Prepare for and attend City Council meeting.	CMN	0:45 101.00	75.75
03/14/2018	Emails with Brian re: mining ordinance, phone conference with Brian. Edit ordinance, email to Brian.	CMN	2:15 101.00	227.25
03/15/2018	Emails re: Corcoran CP amendment. Emails re: CR 19.	CMN	0:15 101.00	25.25
03/16/2018	Review Corcoran CPA, email response to city. Review packet.	CMN	0:15 101.00	25.25
03/20/2018	Reviewing shoreland rules, comparing to state rules. Attend Council meeting.	CMN	4:00 101.00	404.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/21/2018	Review building permit.	CMN	0:15	101.00	25.25
03/22/2018	Review PC packet.	CMN	0:15	101.00	25.25
03/23/2018	Phone conference with area hydrologist (DNR). Phone conference with Brian. Reviewing Anderson files.	CMN	1:00	101.00	101.00
03/26/2018	Emails with Amy re: carport/setbacks. Phone conference with Brian re: various.	CMN	0:30	101.00	50.50
03/28/2018	Various emails.	CMN	0:15	101.00	25.25
03/29/2018	Review as-built plan, emails with Amy. Phone conference with Brian.	CMN	0:15	101.00	25.25
03/30/2018	Review Council packet.	CMN	0:15	101.00	25.25
	Subtotal:				1,136.25
	SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning				1,136.25

TOTAL OF NEW CHARGES
BALANCE DUE

1,136.25

JP

\$1,136.25

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 # 2018-062
DATE 04/20/2018

PROJECT

CRH EAW - Phase 2

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$101.00
	Payments and credits between 03/08/2018 and 04/20/2018	-101.00
	New charges (details below)	277.75
	Total Amount Due	\$277.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/08/2018	Emails with Tom/Todd. Phone conference with Brian.	CMN	0:30 101.00	50.50
03/09/2018	Emails re: escrow, site plan. Phone conference with Brian, email to Todd re: initial comments.	CMN	0:45 101.00	75.75
03/13/2018	Emails re: traffic study.	CMN	0:15 101.00	25.25
03/15/2018	Various emails re: traffic study.	CMN	0:30 101.00	50.50
03/21/2018	Email re: update.	CMN	0:15 101.00	25.25
03/22/2018	Emails with Justin.	CMN	0:15 101.00	25.25
03/23/2018	Phone conference with Brian. Emails with Justin.	CMN	0:15 101.00	25.25

TOTAL OF NEW CHARGES 277.75
 BALANCE DUE

JH **\$277.75**

G# 824-20200
 CRHW 3rd Add. Phase 2
 ↳ A/P

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 # 2018-063
DATE 04/20/2018

PROJECT
 CRH Prelim Plat Phase 2

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$75.75
	Payments and credits between 03/08/2018 and 04/20/2018	-75.75
	New charges (details below)	404.00
	Total Amount Due	\$404.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/02/2018	Attend TEP meeting.	2:30	101.00	252.50
03/12/2018	Email from Todd re: revised site plan, review plan, email to staff.	0:15	101.00	25.25
03/13/2018	Phone conference with Justin and Brian re: wetlands. Email to Todd.	1:00	101.00	101.00
03/22/2018	Emails re: plan submittal, details/specs.	0:15	101.00	25.25

TOTAL OF NEW CHARGES 404.00
 BALANCE DUE

JP **\$404.00**

G# 824-20200
 CRHW 3rd Addition Phase 2
 ↳ A/P

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 # 2018-064

DATE 04/20/2018

PROJECT

Hanover Dental

Project # 208244

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/12/2018	Phone conference with Brian. Email from Brian, review plans.	0:30	101.00	50.50
03/13/2018	Email to Brian.	0:15	101.00	25.25
03/20/2018	Emails re: site plan comments. Phone conference with Tyler.	0:30	101.00	50.50
03/21/2018	Phone conference with architect, emails with staff.	0:30	101.00	50.50
03/22/2018	Reviewing plans, prepare staff report and for PC packet. Emails re: lighting plans.	2:00	101.00	202.00
03/26/2018	Prepare for and attend PC meeting.	2:30	101.00	252.50
03/27/2018	Various emails.	0:15	101.00	25.25
03/28/2018	Update staff memo, prepare resolution, prepare council packets. Email to Brian.	0:45	101.00	75.75

BALANCE DUE

gh **\$732.25**

G # 818-20200

Misc. Escrows

↳ A/P

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 # 2018-065

DATE 04/20/2018

PROJECT

Paxmar Concept

208240

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$681.75
	Payments and credits between 03/08/2018 and 04/20/2018	-681.75
	New charges (details below)	580.75
	Total Amount Due	\$580.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/01/2018	Phone conference with Kent, prepare council packet info.	CMN	0:30	101.00	50.50
03/02/2018	Email to developer re: Council meeting.	CMN	0:15	101.00	25.25
03/04/2018	Review resident email, email to Brian/Amy.	CMN	0:15	101.00	25.25
03/06/2018	Phone conference with Alan. Email from Brian, phone conference with Brian. Prepare for and attend City Council meeting.	CMN	3:00	101.00	303.00
03/07/2018	Various emails re: concept plan.	CMN	0:15	101.00	25.25
03/14/2018	Emails re: concept plan.	CMN	0:15	101.00	25.25
03/15/2018	Phone conference with resident.	CMN	0:15	101.00	25.25
03/22/2018	Emails re: details/specs.	CMN	0:15	101.00	25.25
03/26/2018	Phone conference with Brian.	CMN	0:15	101.00	25.25
03/30/2018	Various emails re: concept plans.	CMN	0:30	101.00	50.50

G# 818-20200
Misc. Ecrrows
↳ A/P

TOTAL OF NEW CHARGES
BALANCE DUE

580.75

JP

\$580.75

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

INVOICE

BILL TO

Paxmar Comprehensive Plan
 Amendment
 PO Box 278
 Hanover, MN 55341

INVOICE # 2018-066

DATE 04/20/2018

PROJECT

Paxmar Comp Plan Amend

Project # 208239

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$277.75
	Payments and credits between 03/08/2018 and 04/20/2018	-277.75
	New charges (details below)	101.00
	Total Amount Due	\$101.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/01/2018	Draft resolution, prepare council packet.	CMN	0:30 101.00	50.50
03/06/2018	Prepare for and attend City Council meeting.	CMN	0:30 101.00	50.50

TOTAL OF NEW CHARGES 101.00
 BALANCE DUE

JH **\$101.00**

G # 818-20200

Misc. Escrow

↳ AIP

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 # 2018-067
DATE 04/20/2018

Ted Leadens

PROJECT

10677 Jonquil

Project # 208242

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$202.00
	Payments and credits between 03/08/2018 and 04/20/2018	-202.00
	New charges (details below)	101.00
	Total Amount Due	\$101.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/01/2018	Prepare resolution and item for Council packet, email to Brian.	CMN	0:45	101.00	75.75
03/06/2018	Prepare for and attend City Council meeting.	CMN	0:15	101.00	25.25

TOTAL OF NEW CHARGES 101.00
BALANCE DUE

GH **\$101.00**

*G # 818-20200
Misc. Escrows
↳ AIP*

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 # 2018-068

DATE 04/20/2018

PROJECT

8th St Industrial

Bob Ronning
Project # 208243

DATE	ACCOUNT SUMMARY	AMOUNT
03/08/2018	Balance Forward	\$378.75
	Payments and credits between 03/08/2018 and 04/20/2018	-378.75
	New charges (details below)	126.25
	Total Amount Due	\$126.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
03/01/2018	Prepare resolution and item for Council packet, email to Brian.	CMN	0:45	101.00	75.75
03/05/2018	Various emails re: driveway agreement.	CMN	0:15	101.00	25.25
03/06/2018	Prepare for and attend City Council meeting.	CMN	0:15	101.00	25.25

TOTAL OF NEW CHARGES 126.25
BALANCE DUE

JH

\$126.25

G # 818-20200
Misc. Escrows
↳ AIP

CITY OF HANOVER

Cash Balances

May 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$303,123.64	\$0.00	\$15,529.95	\$287,593.69
107 FIRE DEPT DONATIONS FUND	\$19,269.28	\$0.00	\$0.00	\$19,269.28
201 EDA SPECIAL REVENUE FUND	\$63,345.93	\$0.00	\$1,740.00	\$61,605.93
205 EDA BUSINESS INCENTIVE FUND	\$249,002.61	\$0.00	\$0.00	\$249,002.61
311 2008A GO CIP REFUNDING BOND	\$45,006.28	\$0.00	\$0.00	\$45,006.28
312 2009A GO IMP REFUNDING BOND	\$5,242.50	\$0.00	\$0.00	\$5,242.50
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$429,553.47	\$0.00	\$0.00	\$429,553.47
315 2016A GO CIP BOND	\$5,422.25	\$0.00	\$0.00	\$5,422.25
401 GENERAL CAPITAL PROJECTS	\$1,349,281.84	\$0.00	\$0.00	\$1,349,281.84
402 PARKS CAPITAL PROJECTS	\$63,048.65	\$0.00	\$0.00	\$63,048.65
403 FIRE DEPT CAPITAL FUND	\$238,558.96	\$0.00	\$0.00	\$238,558.96
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
407 TIF REDEV DIST #1	\$7,085.17	\$0.00	\$0.00	\$7,085.17
409 MAHLER PIT - 15TH ST IMP FUND	\$10,247.67	\$0.00	\$0.00	\$10,247.67
411 FACILITIES CAPITAL PROJ FUND	-\$437,975.51	\$0.00	\$0.00	-\$437,975.51
417 EQUIPMENT CAPITAL FUND	\$114,667.49	\$0.00	\$0.00	\$114,667.49
418 STREET CAPITAL PROJ FUND	\$702,456.13	\$0.00	\$0.00	\$702,456.13
601 WATER ENTERPRISE FUND	\$855,336.83	\$0.00	\$0.00	\$855,336.83
602 SEWER ENTERPRISE FUND	\$350,255.58	\$0.00	\$0.00	\$350,255.58
603 STORM WATER ENTERPRISE FUND	\$113,151.33	\$0.00	\$10.00	\$113,141.33
611 WATER CAPITAL IMP FUND	\$135,861.21	\$0.00	\$0.00	\$135,861.21
612 SEWER CAPITAL IMP FUND	\$1,854,432.03	\$0.00	\$0.00	\$1,854,432.03
613 STORM WATER CAPITAL IMP FUND	\$554,199.78	\$0.00	\$0.00	\$554,199.78
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$29,000.00	\$0.00	\$0.00	\$29,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$17,000.00	\$0.00	\$0.00	\$17,000.00
818 MISC ESCROWS FUND	\$10,228.11	\$0.00	\$1,687.25	\$8,540.86
820 BRIDGES TOWNHOMES ESC FUND	\$3,615.07	\$0.00	\$0.00	\$3,615.07
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$150,319.40	\$0.00	\$0.00	\$150,319.40
824 CROW RVR HTS WEST 3RD PH2 EAW	\$9,570.75	\$0.00	\$681.75	\$8,889.00
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
900 INTEREST	-\$17,887.69	\$0.00	\$0.00	-\$17,887.69
	\$7,263,158.76	\$0.00	\$19,648.95	\$7,243,509.81

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$881,449.00	\$881,449.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$129,904.00	\$129,904.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Source Alt Code TAXES		\$0.00	\$0.00	\$1,026,353.00	\$1,026,353.00	0.00%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$3,100.00	\$10,000.00	\$6,900.00	31.00%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$275.00	\$400.00	\$125.00	68.75%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,400.00	\$2,000.00	-\$400.00	120.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$16.00	\$75.00	\$59.00	21.33%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$140,661.00	\$140,661.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$625.00	\$3,000.00	\$2,375.00	20.83%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,500.00	\$2,000.00	\$500.00	75.00%
Source Alt Code SERVICE		\$0.00	\$7,916.00	\$164,136.00	\$156,220.00	4.82%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$312.53	\$900.00	\$587.47	34.73%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$375.00	\$2,000.00	\$1,625.00	18.75%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$29.38	\$0.00	-\$29.38	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$716.91	\$20,400.00	\$19,683.09	3.51%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$35.00	\$10,370.00	\$10,335.00	0.34%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$965.00	\$400.00	-\$565.00	241.25%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$16,227.38	\$140,000.00	\$123,772.62	11.59%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,250.00	\$1,500.00	\$250.00	83.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$1.00	\$50.00	\$49.00	2.00%
Source Alt Code LIC PERM		\$0.00	\$18,478.38	\$153,220.00	\$134,741.62	12.06%
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	\$117,651.00	\$117,651.00	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	\$162,490.00	\$162,490.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$1,888.47	\$2,000.00	\$111.53	94.42%
Source Alt Code FINES		\$0.00	\$1,888.47	\$2,000.00	\$111.53	94.42%
Fund 100 GENERAL FUND		\$0.00	\$28,999.76	\$1,528,599.00	\$1,499,599.24	1.90%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$0.00	\$28,999.76	\$1,528,599.00	\$1,499,599.24	1.90%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 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	\$0.00	\$400.00	\$400.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$1,098.90	\$7,500.00	\$6,401.10	14.65%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$25.00	\$17,503.00	\$17,478.00	0.14%
Dept 41110 Council		\$0.00	\$1,123.90	\$39,898.00	\$38,774.10	2.82%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$20,550.81	\$72,040.00	\$51,489.19	28.53%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,658.94	\$5,403.00	\$3,744.06	30.70%
CITYADM	E 100-41400-122 FICA	\$0.00	\$1,371.39	\$4,466.00	\$3,094.61	30.71%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$320.75	\$1,045.00	\$724.25	30.69%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$125.52	\$400.00	\$274.48	31.38%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$2,765.60	\$8,400.00	\$5,634.40	32.92%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,161.04	\$1,500.00	\$338.96	77.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$25.00	\$500.00	\$475.00	5.00%
Dept 41400 City Administrator		\$0.00	\$27,979.05	\$93,754.00	\$65,774.95	29.84%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$11,800.00	\$11,800.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$13,088.16	\$45,718.00	\$32,629.84	28.63%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$1,055.90	\$3,429.00	\$2,373.10	30.79%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$872.87	\$2,835.00	\$1,962.13	30.79%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$204.16	\$663.00	\$458.84	30.79%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$503.58	\$1,600.00	\$1,096.42	31.47%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$2,800.08	\$8,400.00	\$5,599.92	33.33%
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	\$0.00	\$250.00	\$250.00	0.00%
Dept 41430 Clerical Staff		\$0.00	\$18,524.75	\$63,395.00	\$44,870.25	29.22%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$44.91	\$2,000.00	\$1,955.09	2.25%
Dept 41435 Staff Expenses		\$0.00	\$194.91	\$2,800.00	\$2,605.09	6.96%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$15,145.47	\$53,040.00	\$37,894.53	28.55%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,224.00	\$3,978.00	\$2,754.00	30.77%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$1,006.56	\$3,288.00	\$2,281.44	30.61%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$235.36	\$769.00	\$533.64	30.61%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$345.44	\$1,100.00	\$754.56	31.40%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,800.00	\$8,400.00	\$5,600.00	33.33%
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	\$41.66	\$250.00	\$208.34	16.66%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 41530 Accounting		\$0.00	\$20,798.49	\$76,825.00	\$56,026.51	27.07%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$150.00	\$21,050.00	\$20,900.00	0.71%
Dept 41540 Auditing		\$0.00	\$150.00	\$21,050.00	\$20,900.00	0.71%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$11.00	\$11.00	\$20,000.00	\$19,989.00	0.06%
Dept 41550 Assessing		\$11.00	\$11.00	\$20,000.00	\$19,989.00	0.06%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$762.65	\$1,937.95	\$3,500.00	\$1,562.05	55.37%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	-\$103.87	\$200.00	\$303.87	-51.94%
PURCHASE	E 100-41570-207 Computer Supplies	\$366.64	\$2,141.63	\$8,000.00	\$5,858.37	26.77%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$1,720.43	\$4,000.00	\$2,279.57	43.01%
PURCHASE	E 100-41570-322 Postage	\$271.00	\$522.85	\$2,500.00	\$1,977.15	20.91%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$600.00	\$1,122.00	\$6,000.00	\$4,878.00	18.70%
Dept 41570 Purchasing		\$2,176.34	\$7,340.99	\$24,200.00	\$16,859.01	30.33%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$648.58	\$4,842.05	\$8,500.00	\$3,657.95	56.97%
Dept 41600 Computer		\$648.58	\$4,842.05	\$8,500.00	\$3,657.95	56.97%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$4,616.21	\$23,500.00	\$18,883.79	19.64%
Dept 41610 City Attorney		\$0.00	\$4,616.21	\$23,500.00	\$18,883.79	19.64%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$1,136.25	\$4,455.25	\$25,000.00	\$20,544.75	17.82%
Dept 41910 Planning and Zoning		\$1,136.25	\$4,455.25	\$25,000.00	\$20,544.75	17.82%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$170.19	\$1,025.53	\$7,000.00	\$5,974.47	14.65%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$620.00	\$250.00	-\$370.00	248.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$46.90	\$2,420.34	\$9,000.00	\$6,579.66	26.89%
GOVTBLDG	E 100-41940-321 Telephone	\$449.79	\$2,626.92	\$4,200.00	\$1,573.08	62.55%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$262.00	\$300.00	\$38.00	87.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,051.59	\$3,969.22	\$14,000.00	\$10,030.78	28.35%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$5,365.22	\$8,000.00	\$2,634.78	67.07%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$233.84	\$1,161.58	\$3,500.00	\$2,338.42	33.19%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$471.15	\$4,500.00	\$4,028.85	10.47%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$1,952.31	\$17,921.96	\$55,750.00	\$37,828.04	32.15%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 41950 Engineer		\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$0.00	\$9,500.00	\$9,500.00	0.00%
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	\$0.00	\$22,000.00	\$22,000.00	0.00%
Dept 41960 Insurance		\$0.00	\$0.00	\$31,500.00	\$31,500.00	0.00%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$110.83	\$2,000.00	\$1,889.17	5.54%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$165.95	\$500.00	\$334.05	33.19%
Dept 41970 Legal Publications		\$0.00	\$276.78	\$2,850.00	\$2,573.22	9.71%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$81,096.00	\$81,096.00	0.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$0.00	\$81,096.00	\$81,096.00	0.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$35,040.00	\$105,120.00	\$70,080.00	33.33%
Dept 42102 Wright County Sheriff		\$0.00	\$35,040.00	\$105,120.00	\$70,080.00	33.33%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	-\$1,628.62	\$59,000.00	\$60,628.62	-2.76%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,319.96	\$3,658.00	\$2,338.04	36.08%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$308.69	\$856.00	\$547.31	36.06%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$167.88	\$0.00	-\$167.88	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$0.00	\$8,500.00	\$8,500.00	0.00%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$575.00	\$4,000.00	\$3,425.00	14.38%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$100.00	\$1,000.00	\$900.00	10.00%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 42210 Fire Dept Administration		\$0.00	\$842.91	\$82,364.00	\$81,521.09	1.02%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$142.75	\$3,349.54	\$15,500.00	\$12,150.46	21.61%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$360.61	\$1,500.00	\$1,139.39	24.04%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$34.07	\$850.00	\$815.93	4.01%
FIREEQUIP	E 100-42220-260 Uniforms	\$635.00	\$1,690.92	\$28,500.00	\$26,809.08	5.93%
FIREEQUIP	E 100-42220-580 Other Equipment	\$332.63	\$332.63	\$5,000.00	\$4,667.37	6.65%
Dept 42220 Fire Dept Equipment		\$1,110.38	\$5,767.77	\$51,350.00	\$45,582.23	11.23%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$974.00	\$12,500.00	\$11,526.00	7.79%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$798.23	\$3,210.00	\$2,411.77	24.87%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,397.06	\$1,500.00	\$102.94	93.14%
Dept 42240 Fire Dept Training		\$0.00	\$3,169.29	\$17,210.00	\$14,040.71	18.42%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$252.15	\$869.08	\$4,500.00	\$3,630.92	19.31%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$645.08	\$9,000.00	\$8,354.92	7.17%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$147.04	\$2,000.00	\$1,852.96	7.35%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,307.25	\$7,805.00	\$4,497.75	42.37%
Dept 42260 Fire Vehicles		\$252.15	\$4,968.45	\$23,305.00	\$18,336.55	21.32%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$113.31	\$1,650.00	\$1,536.69	6.87%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$107.32	\$1,778.52	\$7,500.00	\$5,721.48	23.76%

CITY OF HANOVER
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Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$288.69	\$1,000.00	\$711.31	28.87%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$275.34	\$923.34	\$4,500.00	\$3,576.66	20.52%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,705.50	\$3,000.00	\$1,294.50	56.85%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$146.93	\$932.35	\$0.00	-\$932.35	0.00%
Dept 42280 Fire Stations and Bldgs		\$529.59	\$5,741.71	\$17,825.00	\$12,083.29	32.21%
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	\$12,011.00	\$12,011.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$0.00	\$57,511.00	\$57,511.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$16,806.20	\$50,000.00	\$33,193.80	33.61%
Dept 42401 Building Inspection Admin		\$0.00	\$16,806.20	\$50,000.00	\$33,193.80	33.61%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700 Animal Control		\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$43,446.70	\$131,192.00	\$87,745.30	33.12%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$566.28	\$2,000.00	\$1,433.72	28.31%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$1,205.00	\$13,740.00	\$12,535.00	8.77%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$3,558.53	\$11,714.00	\$8,155.47	30.38%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$2,869.36	\$10,536.00	\$7,666.64	27.23%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$671.06	\$2,464.00	\$1,792.94	27.23%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$703.01	\$2,100.00	\$1,396.99	33.48%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$5,200.44	\$250.00	-\$4,950.44	080.18%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$9,905.21	\$30,000.00	\$20,094.79	33.02%
PUBWRKS	E 100-43000-208 Training and Instructio	\$375.00	\$1,824.00	\$2,500.00	\$676.00	72.96%
PUBWRKS	E 100-43000-212 Motor Fuels	\$685.75	\$3,907.14	\$7,000.00	\$3,092.86	55.82%
PUBWRKS	E 100-43000-215 Shop Supplies	\$181.20	\$5,332.33	\$5,500.00	\$167.67	96.95%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$5,275.62	\$9,000.00	\$3,724.38	58.62%
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	\$68.02	\$829.16	\$5,000.00	\$4,170.84	16.58%
PUBWRKS	E 100-43000-260 Uniforms	\$63.92	\$443.82	\$3,000.00	\$2,556.18	14.79%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$1,250.00	\$17,000.00	\$15,750.00	7.35%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$840.73	\$2,800.00	\$1,959.27	30.03%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$118.00	\$200.00	\$82.00	59.00%
Dept 43000 Public Works (GENERAL)		\$1,373.89	\$87,946.39	\$257,496.00	\$169,549.61	34.15%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43121 Paved Streets		\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43122 Unpaved Streets		\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$104.60	\$5,905.88	\$25,000.00	\$19,094.12	23.62%
Dept 43160	Street Lighting	\$104.60	\$5,905.88	\$25,000.00	\$19,094.12	23.62%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,362.94	\$13,451.76	\$38,500.00	\$25,048.24	34.94%
Dept 43245	Recycling: Refuse	\$3,362.94	\$13,451.76	\$38,500.00	\$25,048.24	34.94%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$1,887.00	\$8,700.00	\$6,813.00	21.69%
Dept 45186	Senior Center	\$0.00	\$1,887.00	\$8,700.00	\$6,813.00	21.69%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$61.05	\$5,000.00	\$4,938.95	1.22%
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	\$6,800.00	\$6,800.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$138.44	\$566.19	\$2,200.00	\$1,633.81	25.74%
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	\$1,600.00	\$2,142.31	\$2,200.00	\$57.69	97.38%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45200	Parks (GENERAL)	\$1,738.44	\$9,569.55	\$35,700.00	\$26,130.45	26.81%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,188.19	\$11,500.00	\$7,311.81	36.42%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,188.19	\$11,500.00	\$7,311.81	36.42%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Fund 100	GENERAL FUND	\$14,396.47	\$310,394.92	\$1,528,599.00	\$1,218,204.08	20.31%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$14,396.47	\$310,394.92	\$1,528,599.00	\$1,218,204.08	20.31%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of May, 2018.

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 05-01-18-46

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

WHEREAS, the City of Hanover constructed a new ballfield in Settlers Park in 2017; and

WHEREAS, the Hanover Athletic Association has committed to donating \$100,000 towards ballfield lighting as a second phase of the project; and

WHEREAS, the Hanover Athletic Association has donated \$50,000 of the committed funds.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$50,000 from the Hanover Athletic Association for the purpose of installing ballfield lighting on the Settlers Park field.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of May, 2018.

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 05-01-18-47

A RESOLUTION 8th ST NE ROAD EASEMENT

WHEREAS, the City of Hanover approved a site plan for a property located on 8th St NE in the Industrial Park; and

WHEREAS, the property is located on an area of 8th St NE which is unimproved and required a temporary cul-de-sac for emergency vehicle access; and

WHEREAS, the cul-de-sac requires additional road easement for the construction.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the attached road easement agreement between the City of Hanover and Corbenate Holdings, LLC.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

ROAD EASEMENT AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into this ____ day of _____, 2018, by and between **CORBENATE HOLDING, LLC**, a Minnesota Limited Liability Company (“Grantor”) and the **CITY OF HANOVER**, a Minnesota municipal corporation (“Grantee”).

RECITALS

A. Grantor is the fee owner of the following property: Lot 1, Block 1, Hanover Industrial Park Second Addition, according to the recorded plat thereof, Wright County, Minnesota (the “Grantor Property”).

B. Grantor has agreed to grant Grantee a permanent road easement over, under, and across that portion of the Grantor Property as described in the attached Exhibit A (“Easement Area”), and as illustrated in the attached Exhibit B, in accordance with the terms and conditions provided in this Agreement.

NOW, THEREFORE, for material consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Grant of Easement. Effective as of the date hereof, Grantor hereby grants and conveys to Grantee a permanent road easement over, under, and across the Easement Area.

2. Scope of Easement. Grantee may locate, construct, and maintain a cul-de-sac or street in the Easement Area for public use of the road. The Grantee shall have the right to access the Easement Area at any time for the purpose of maintaining, repairing, or replacing the roadway. The Grantee has the authority to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of the roadway. Grantee agrees to make reasonable efforts to minimize any interference with Grantor’s operations in accessing the Easement Area for these purposes.

3. Conditions. Grantor shall construct and maintain a gravel cul-de-sac in the Easement Area, as illustrated in Exhibit B, until such time as Grantee undertakes road

improvement of 8th Street North. Grantor shall not construct or permit to be constructed any permanent house or structure, landscaping, trees, or obstruction on or over or interfering with the Grantee's construction, maintenance, or operation of any roadway or appurtenance constructed pursuant to this instrument. Grantor further agrees that it will not change the grade of the area within the Easement Area without approval of the Grantee.

4. Indemnity. Grantor shall defend, indemnify, and hold the Grantee harmless from all and any claims or causes of action arising from any damage to property or injury to persons, including reasonable attorneys' fees, resulting from or related to the use of the Easement Area by Grantor, its contractors, employees, agents, licensees, or invitees. Grantee shall defend, indemnify, and hold the Grantor harmless from all and any claims or causes of action arising from any damage to property or injury to persons, including reasonable attorneys' fees, resulting from or related to the use of the Easement Area by Grantee, its contractors, employees, agents, licensees, or invitees.

5. Liability. Grantee shall not be liable or responsible for damages for any personal injury or injuries, deaths, damages or losses to any persons or property that may be suffered or sustained as a result of Grantor's use of the Easement Area, except for damages which are a direct result of the gross negligence or willful misconduct of the Grantee or its agents.

6. Term. The easement granted hereby runs with the land and binds and benefits the parties and their successors and assigns.

7. Warranty of Title. Grantor warrants that it is the owner of the Easement Area and has the right, title, and capacity to convey to grantee the easement herein.

8. Environmental Matters. Grantee shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorney's fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants that may have existed on, or that relate to, the Easement Area or Grantor Property prior to the date of this instrument.

9. Governing Laws. This Agreement shall be governed by the laws of the State of Minnesota and shall be binding upon the parties hereto and their successors and assigns.

[Signature Page Follows]

**SIGNATURE PAGE
TO
AGREEMENT**

IN WITNESS WHEREOF, Grantor and Grantee have caused this Agreement to be executed and delivered as of the day and year first above written.

CITY OF HANOVER, a Minnesota municipal corporation

By: Chris Kauffman
Its: Mayor

By: Brian Hagen
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WRIGHT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by Chris Kauffman as Mayor and Brian Hagen as City Administrator of City of Hanover, a municipal corporation under the laws of Minnesota.

Notary Public

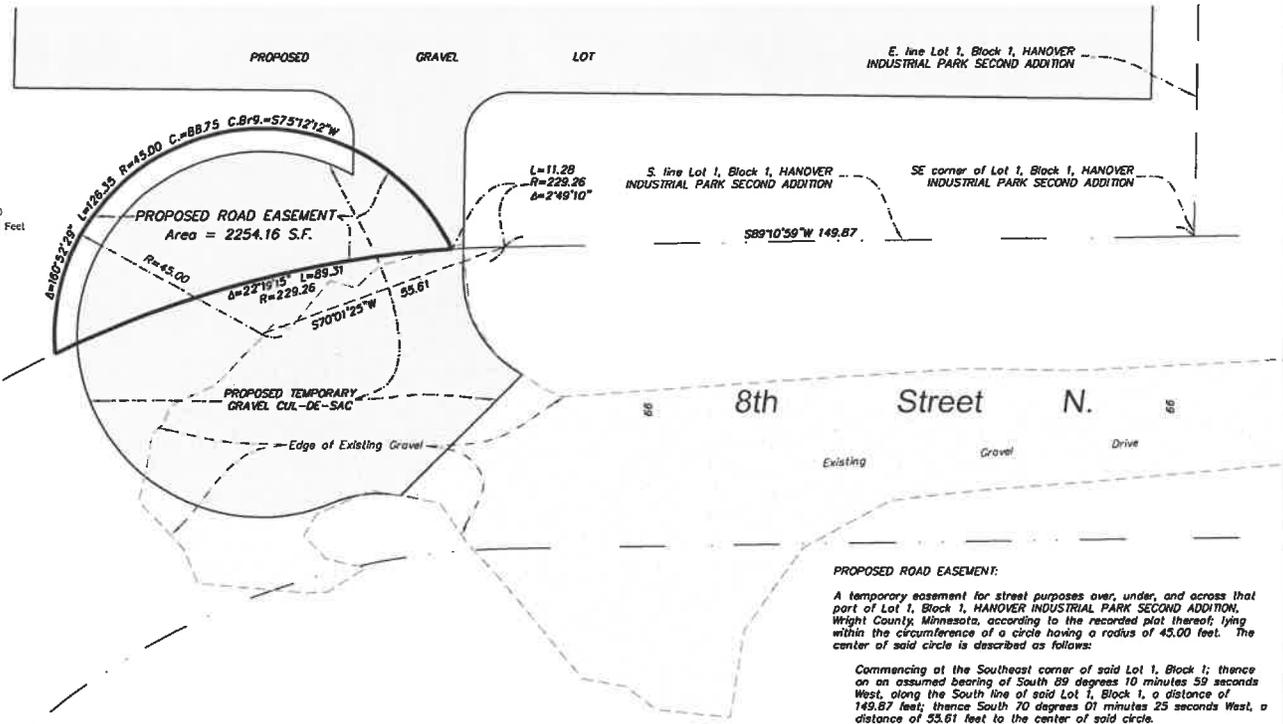
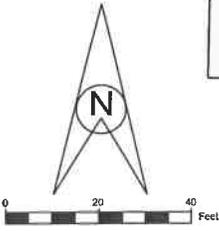
Exhibit A

Legal Description of Easement Area

A permanent easement for street purposes over, under, and across that port of Lot 1, Block 1, HANOVER INDUSTRIAL PARK SECOND ADDITION, Wright County, Minnesota, according to the recorded plot thereof; lying within the circumference of a circle having a radius of 45.00 feet. The center of said circle is described as follows:

Commencing at the Southeast corner of said Lot 1, Block 1; thence on an assumed bearing of South 89 degrees 10 minutes 59 seconds West, along the South line of said Lot 1, Block 1, a distance of 149.87 feet; thence South 70 degrees 01 minutes 25 seconds West, a distance of 55.61 feet to the center of said circle.

Easement Exhibit



PROPOSED ROAD EASEMENT:
 A temporary easement for street purposes over, under, and across that part of Lot 1, Block 1, HANOVER INDUSTRIAL PARK SECOND ADDITION, Wright County, Minnesota, according to the recorded plat thereof; lying within the circumference of a circle having a radius of 45.00 feet. The center of said circle is described as follows:
 Commencing at the Southeast corner of said Lot 1, Block 1; thence on an assumed bearing of South 89 degrees 10 minutes 59 seconds West, along the South line of said Lot 1, Block 1, a distance of 149.87 feet; thence South 70 degrees 01 minutes 25 seconds West, a distance of 55.61 feet to the center of said circle.

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

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.
Paul E. Otto
 Paul E. Otto
 License #40062 Date: 12-28-17

Requested By:
H&R Construction Co.
 Date: 12-28-17 Drawn By: T.J.B. Scale: 1"=20' Checked By: P.E.O.

OTTO ASSOCIATES
 Engineers & Land Surveyors, Inc.
 www.ottoassociates.com
 9 West Division Street
 Buffalo, MN 55313
 (763)682-4727
 Fax: (763)682-3522

Revised:
 Project No. 16-0467

**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 1st day of May, 2018.

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 05-01-18-48

A RESOLUTION APPROVING CONTRACT FOR CONCERT IN THE PARK

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

WHEREAS, the Hanover Park Board recommends hiring the White Sidewalls for the 2018 Concert in the Park.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of the White Sidewalls in the amount of \$1,600 for the 2018 Concert in the Park.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of May, 2018.

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 05-01-18-49

**A RESOLUTION APPROVING WITH FSSOLUTIONS FOR
CONDUCTING BACKGROUND CHECKS**

WHEREAS, the City of Hanover contracted with One Source to conduct employment background check screening services; and

WHEREAS, One Source subcontracted this service to FSSolutions; and

WHEREAS, One Source will no longer be providing this service to the City; and

WHEREAS, the City’s account is being transferred to FSSolutions to continue the service.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the attached agreement with FSSolutions to continue the employment background check screening service.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Background Screening Service Agreement

Presented to:

City of Hanover

FSSolutions
100 Highpoint Drive, Suite 102
Chalfont, PA 18914



This Background Screening Service Agreement (“Agreement”) is made this 2nd day of April, 2018 (the “Effective Date”) by and between First Hospital Laboratories, Inc. d/b/a FSSolutions, hereinafter (“FSSolutions”), a Virginia stock corporation having its principal place of business at 100 Highpoint Drive, Suite 102, Chalfont, PA 18914 and City of Hanover hereinafter (“Client”) having its principal place of business at 11250 5th Street NE, Hanover MN 55341

Recitals:

Whereas, FSSolutions provides services to implement and administer drug-free workplace programs which may include, but are not limited to, policy and procedure development, drug testing, alcohol testing, Medical Review Officer (“MRO”) services, education, recordkeeping, background investigations/screening and Client support (collectively the “Services”); and

Whereas, Client has or desires to have FSSolutions provide some or all of the Services for screening Client job applicants and/or employees; and

Whereas, FSSolutions is willing to provide the Services to Client pursuant to the terms set forth in this Agreement.

Now therefore, in consideration of the mutual covenants and promises set forth herein, the parties enter into this Agreement as of the Effective Date set forth above.

Article I. Services Provided by FSSolutions

- 1.1 FSSolutions agrees to provide the following Services to Client upon request and relying upon Client’s representations that it has a legitimate purpose for such Services. FSSolutions will only furnish a report for a permissible purpose under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.* (“FCRA”) and no other purpose:

Background Screening Services and Pricing

Service	Price		Unit
County Criminal History Search	\$11.00	¹	Per name/Per county
DOT Accident and Roadside Inspection Database (DOT PSP)	\$18.00		Each
DOT Employment Verification	\$8.00	⁴	Per employer
MVR Report	\$4.00	⁴	Per license

1 Jurisdictional Access may apply. (County, State, Federal)

2 On-site inspection required for access. A one-time fee of \$105.00 for inspection are passed through to the client at cost.

3 State Department of Motor Vehicle Fees will apply. Fees vary by state.

4 Third Party Access Fees may apply.

Article II. General Terms and Conditions

2.1 Client's Certification of Legal Compliance

Client certifies to FSSolutions that the information it receives through the background screening process (hereinafter referred to as "information products") will not be used in violation of any applicable federal, state or local laws, including but not limited to, equal employment opportunity laws or regulations. Client accepts full responsibility for using the information products it receives from FSSolutions in a legally acceptable fashion and for the consequences of use and/or dissemination of those information products. The laws relating to the furnishing and use of information are subject to change. It is the responsibility of Client to become knowledgeable in such laws and to comply with them. The failure to comply with the then current applicable law may result in a breach of this agreement, termination of service, civil and criminal liability. FSSolutions does not undertake any obligation to advise Client of its legal obligations. FSSolutions does not act as legal counsel for Client. Client is responsible for retaining counsel to advise it regarding proper use of consumer reports; compliance with the FCRA, the Driver Privacy Protection Act, 18 U.S.C. § 2721 *et seq.* ("DPPA") and other applicable federal, state and local laws; and development of an appropriate screening program for Client's use of consumer reports. Client agrees to promptly execute and return to FSSolutions all documentation required, now or in the future, by any government agency or FSSolutions to permit release of information or to ensure compliance with applicable laws or regulations. Such documentation shall become part of this Agreement. The failure to return such documentation will result in Client being blocked from receiving the information related to the documentation, and, in some circumstances, all service may be terminated without additional notice. Client consents to any reasonable request by FSSolutions to audit records of the Client in person or by requesting copies of documents and to communicate with employees of the Client, with notice to Client, to determine the appropriateness of any present or past request(s) for information by Client. A failure to cooperate with an audit may result in the immediate termination or suspension of service.

2.1.1 When Information Products are Used for Employment Purposes

If the information products are to be used for an employment purpose, Client certifies that prior to obtaining or causing a "consumer report" and/or "investigative consumer report" to be obtained for employment purposes, a clear and conspicuous disclosure, in a document consisting solely of the disclosure, will be made in writing to the consumer explaining that a consumer report and/or investigative consumer report may be obtained for employment purposes, and will be presented to the consumer before the report is procured or caused to be procured. This disclosure will satisfy all requirements identified in Section 606(a)(1) of the Fair Credit Reporting Act as well as any applicable state or local laws. The consumer will have authorized, in writing, the obtaining of the report by Client.

If the consumer is denied employment, or other adverse employment action is taken, in whole or in part, on the basis of the consumer report, Client will provide to the consumer: (1) a copy of the consumer report; and (2) a description, in writing, of the rights of the consumer entitled: "A Summary of Your Rights Under the Fair Credit Reporting Act"; and provide the name, address and telephone number of FSSolutions. Client hereby acknowledges that it has received a copy of the Summary of Rights (16 C.F.R. Part 601, Appendix A) and a Notice of User Responsibility (16 C.F.R. Part 601, Appendix C). These notices also are available at FSSolutions' website (www.FSSolutions.com) the Federal Trade Commission's website (www.ftc.gov), and upon request by calling 1-800-732-3784.

2.1.2 Investigative Consumer Reports

If the consumer makes a written request within a reasonable amount of time, Client will provide: (1) information about whether an investigative consumer report has been requested; (2) if an investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested; and (3) the name and address of the outside agency to whom requests for any of these reports has been made. This information will be provided no later than five days after the date on which the request for such disclosure was received from the consumer or such report was first requested, whichever is the latter.

2.1.3. Motor Vehicle Reports (MVRs)

Client hereby certifies that Motor Vehicle Reports (MVRs) shall only be ordered in strict compliance with the Driver Privacy Protection Act ("DPPA", at 18 U.S.C. § 2721 *et seq.*) and any related state laws. Client further certifies that no MVR shall be ordered without first obtaining the written consent of the consumer, evidence of which shall be transmitted to FSSolutions in the form of the consumer's signed release authorization form. Client shall not transmit any data contained in the resulting MVR via the public internet, electronic mail, or other unsecured means.

2.2 Misuse of Information

The FCRA prohibits the obtaining of information from a consumer reporting agency for an impermissible purpose. Accordingly, Client agrees not to resell, sub-license, deliver, display or otherwise distribute to any third party any of the information products addressed herein, except as required by law. Further, those involved in such improper requesting of information may be subject to criminal penalties of imprisonment up to two years and/or a fine of \$5,000 for each offense. 15 U.S.C. § 1681q. However such punishments are subject to change as the FCRA is amended. Further, the DPPA prohibits obtaining information under false pretenses and restricts the resale or redisclosure of personal information contained in state motor vehicle records. A violation of the DPPA may also result in criminal penalties. 18 U.S.C. § 2733(a). If a Client or one of its employees misrepresents to FSSolutions the reason for a report or requests a report for an impermissible purpose, FSSolutions may terminate service without notice in addition to other remedies available to FSSolutions. Client understands that its misuse of or improper request for information may have a direct impact upon FSSolutions and may cause it to be unable to obtain information for any of its clients resulting in substantial damages for which Client would be liable.

2.3 Confidentiality

Each party will retain in strict confidence and will not use, disclose, disseminate or commercialize a disclosing party's (the "Discloser's") Confidential Information. The Discloser's Confidential Information may only be used by the receiving party ("Recipient") in the course of performing its rights and obligations under this Agreement; provided however that FSSolutions will have the right to compile and distribute statistical analyses and reports utilizing aggregated data derived from information and data obtained from Client, other FSSolutions clients and other sources. "Confidential Information" shall mean all the party's prospect list, client information, client records, employee list, financial data, business plans, business strategies, proprietary software and any other information of a party disclosed by one party to the other. Confidential Information does not include: (i) information already known or independently developed by the Recipient outside the scope of this relationship by personnel not having access to any Confidential Information; (ii) information already in the public domain through no wrongful act of the Recipient; or (iii) information received by the Recipient from a third party who was free to disclose such information.

2.4 Ownership

With the exception of client information (e.g. Client's demographic information such as applicant data), all information, reports, studies, object or source code, flow charts, diagrams, and other tangible or intangible material of any nature whatsoever, including derivative works, produced by FSSolutions or jointly with Client or by any of FSSolutions' or Client's employees or agents, through or as a result of or related to any of the Services performed or provided hereunder, shall be the sole and exclusive property of FSSolutions. Client shall execute documents reasonably required by FSSolutions to perfect such rights. Client shall be entitled to use all such work product in accordance with the terms and conditions of this Agreement.

2.5 Reverse Engineering

Client may not attempt to decompile, disassemble or reverse engineer any FSSolutions systems or tools.

2.6 Payment Terms

FSSolutions will bill Client for all services provided on a monthly basis. Payment shall be due within thirty (30) days of the date of FSSolutions' bill. If Client fails to make any payments when due, Client will be charged interest of 1.5% per month (18% per annum) or the maximum rate permitted by applicable law, whichever is less, on any overdue balance. Client shall pay all of FSSolutions' reasonable expenses incurred to enforce or collect any of the amounts due by Client, including, without limitation, reasonable attorneys' and experts' fees and expenses, whether or not a lawsuit or other proceeding has been filed.

2.7 Independent Contractors

Both parties to this Agreement are independent contractors, and nothing contained herein shall be construed to place the parties in the relationship of partners, joint ventures, principal-agent or employer-employee. Neither party shall have the power to obligate or bind the other whatsoever beyond the terms of this Agreement. As an independent contractor, Client agrees to comply with and shall be responsible for all requirements of federal, state, and local laws and regulations relating to the Services.

2.8 Term and Termination

Term: The term of this Agreement shall be two years from the Effective Date, unless earlier terminated as provided in this Agreement, (such term "Initial Term"). The Initial Term shall be automatically renewed for successive two-year terms after the Initial Term, (each a "Renewal Term" and together with the Initial Term, the "Term") unless either party notifies the other party in writing of its intention not to renew the Agreement at least ninety (90) days prior to the expiration of the Initial Term or Renewal Term, as applicable.

Notwithstanding the above, FSSolutions may terminate this Agreement for Cause with thirty (30) days prior written notice to Client and, in such case, Client shall make payment in full for all Services rendered up to the date of termination within thirty (30) days of the date of termination of this Agreement. "Cause" shall mean:

- (i) Default in payment of charges for Services;
- (ii) Misuse of information contained in an FSSolutions' report;
- (iii) Improper request for information;
- (iv) Failure of Client to comply with or assist FSSolutions in complying with the FCRA or any other applicable law;
- (v) A material breach of this Agreement or violation of any law or regulation governing the request, use or release of the information in the reports by Client.
- (vi) Unauthorized release of information in a consumer report to a third party or the reselling of any report.

2.9 Pricing and Significant Changes

2.9.1 Pricing contained herein shall be in full force and effect, for one (1) full year from the Effective Date. The parties shall review pricing sixty (60) days prior to each anniversary to, at FSSolutions' sole discretion, negotiate fees for the coming year. In the event that FSSolutions and Client are unable to come to agreement as to the fee increase, then FSSolutions may either terminate the Agreement on the anniversary of the Effective Date or allow the Agreement to remain in place with the current prices set forth in this Agreement (or any subsequent amendment thereto).

2.9.2 If, during the term of this Agreement, there is a significant change in the requirements applicable to the provision of Services pursuant to this Agreement as a result of regulatory changes, or changes mandated by federal or state law or FSSolutions incurs significant price increases from its sub-contractors, both parties agree to renegotiate the Services and fees provided herein upon sixty (60) days written notice. In the event that FSSolutions and Client are unable to come to agreement as to the fee increase, then FSSolutions may either terminate the Agreement on the anniversary of the Effective Date or allow the Agreement to remain in place with the current prices set forth in this Agreement (or any subsequent amendment thereto).

2.10 Indemnification and Limitation of Liability

Client understands that FSSolutions obtains the information reported in its information products from various third party sources "AS IS", and therefore is providing the information to Client "AS IS". FSSolutions makes no representation or warranty whatsoever, express or implied, including, but not limited to, implied warranties of merchantability or fitness for particular purpose, and implied warranties arising from the course of dealing or a course of performance with respect to the accuracy, validity, or completeness of any information products and/or consumer reports, that will meet Client's needs, or that will be provided on an uninterrupted basis, and FSSolutions expressly disclaims all such representations and warranties. FSSolutions will not be liable for any indirect, incidental, consequential, or special damages or for loss of profits, whether incurred as a result of negligence or otherwise, even if FSSolutions has been advised of the possibility of such damages. Client hereby agrees to indemnify and hold harmless FSSolutions, its successors and assigns, officers, directors, employees, agents and suppliers from any and all claims, actions, damages or liabilities, including but not limited to attorneys' fees and costs, arising from or with respect to work performed by FSSolutions.

Notwithstanding the aforementioned, FSSolutions agrees to be responsible for actual damages to the extent of and maximum stated herein for third party claims directly resulting from FSSolutions' sole negligence in assembling the consumer report. FSSolutions' maximum aggregate liability for damages in connection with consumer reports shall not exceed an amount equal to the price paid by Client to FSSolutions for the consumer report at issue. Client shall indemnify, defend and hold harmless FSSolutions from and against any and all claims, suits, proceedings, damages, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs) brought or suffered by any third party arising or resulting from, or otherwise in connection with, any breach by Client of any of its representations, warranties, or agreements in this Agreement or its negligence or willful misconduct.

2.11 Noncompetition

During the term of this Agreement (including the Initial Term and any Renewal Terms) and for a period of two (2) years after the termination of this Agreement, Client shall refrain from the development, marketing, sale or licensing of a product or service for the benefit of any third party that is reasonably calculated to compete with any Service provided by FSSolutions under this Agreement.

2.12 Force Majeure

Neither party shall be liable to the other for any delay or failure to perform due to a Force Majeure Event, provided that this Section will not apply to payment of any monies due from Client to FSSolutions. Performance times shall be considered extended for a period of time equivalent to the time lost because of any such delay. Force Majeure Event means an event outside of a party's reasonable control including without limitation, restrictions of law, regulations, order or other governmental directives, labor disputes, acts of God, fire, explosions, terrorist acts, pandemics, fiber optic cable cuts, storm, subcontractors' performance or other similar event.

2.13 Insurance

FSSolutions and Client shall each procure and maintain, during the Term of this Agreement, policies of general liability insurance in the amounts of \$1,000,000 per occurrence and \$3,000,000 aggregate annual coverage. Such insurance shall be with an insurer licensed to do business in the Commonwealth of Pennsylvania and having an A.M. Best's rating of B+ or better. Each party shall provide the other with a certificate of such coverage upon written request.

2.14 No Third Party Beneficiaries

There are no intended third party beneficiaries under this Agreement. Further, nothing in this Agreement shall entitle any person other than the undersigned parties to any claim, cause of action, remedy or right of any kind.

2.15 Publicity

Client and FSSolutions shall have the right to make general references about each other and the type of services being provided hereunder to third parties, such as auditors, regulators, financial analysts, and prospective customers and clients, provided that in so doing Client or FSSolutions does not breach Section 2.3 of this Agreement. The parties may mutually agree on a press release and/or case study relating to the execution of this Agreement. In conjunction with this, the party initiating such release shall give the other party a reasonable opportunity to review and comment on the content thereof prior to its release.

2.16 Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to principles of conflicts of laws. The Parties consent to the exclusive jurisdiction of the state courts sitting in Bucks County, Pennsylvania and/or the United States District Court for the Eastern District of Pennsylvania for the resolution of all disputes between the parties under this Agreement.

2.17 Sections and Other Headings

The section headings contained in this Agreement are for reference purposes only and shall not, in any way, affect the meaning or intent of the language.

2.18 No Assignment

This Agreement is not assignable without the written consent of both parties. Notwithstanding the foregoing, FSSolutions reserves the right to assign this Agreement to a related entity. The foregoing shall not be construed to preclude FSSolutions with subcontracting to duly qualified Service providers.

2.19 Notice

Any notices permitted or required by this Agreement shall be deemed made on the day personally delivered in writing or mailed by certified mail, first-class postage prepaid, to the other party at the address set forth below or to such other persons and address as either party may designate in writing.

If to Client: _____

With a Copy to: _____

**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 1st day of May, 2018.

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 05-01-18-50

A RESOLUTION APPROVING PURCHASE OF MAP FILES

WHEREAS, staff seeks approval to purchase maps file for the storage of development plats and other larger scale plans collected for building plans; and

WHEREAS, a set of 30 total used draws can be purchased for \$1,450.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of map files in the amount of \$1,450.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of May, 2018.

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 05-01-18-51

**A RESOLUTION APPROVING PURCHASE OF
FIRE DEPARTMENT EQUIPMENT**

WHEREAS, Fire Chief Malewicki is requesting approval to purchase various items; and

WHEREAS, quotes for the items are attached.

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

- Strainer with Jet Siphon \$815.00
- C.O. Monitor \$130.00
- Tow Portable Radios \$5,679.38
- Two Hearing Protection Headsets \$750.00
- Six Helmets \$1,680.00
- Kelly Tool \$185.00

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 1st day of May, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

To: Mayor Kauffman, Councilors, and Staff

From: Fire Chief Dave Malewicki

Re: Spending Money

Date: April 25, 2018

I am looking at Purchasing a number of items below is a list with pricing Please call me with any questions you have. Thank you

Two 50' 1" hose and Nozzle for the new Truck	600.00	→ already approved
Strainer with jet siphon along with 10' of suction hose	815.00	
C.O. Monitor for Medicals	130.00	
Two Portable Radios	5,679.38	
Two headsets for pump operator Hearing protection	750.00	
Six Helmets to replace worn out ones	1680.00	
Kelly Tool	185.00	

D. Malewicki
4-25-2018



Quote Number: QU0000436761
Effective: 04 APR 2018
Effective To: 03 JUN 2018

Bill-To:
 HANOVER FIRE DEPT, CITY OF
 PO BOX 278
 HANOVER, MN 55341
 United States

Ultimate Destination:
 HANOVER FIRE DEPT, CITY OF
 369 LABEAUX AVE NE
 HANOVER, MN 55341
 United States

Attention:
Name: Dave Malewicki
Phone: 763-286-6501

Sales Contact:
Name: Dan McCoy
Email: DanMcCoy@GraniteElectronics.com
Phone: 320-252-1887

Contract Number: MINNESOTA DOT
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
i	2	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORTABLE	\$3,623.00	\$2,697.00	\$5,394.00
1a	2	QA04865AA	ADD: TWO KNOB CONFIGURATION	-	-	-
1b	2	H885BK	ADD: 3 YEAR SERVICE FROM THE START LIT.			
1c	2	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SIN			
2	2	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES. US/NA	\$69.25	\$51.94	\$103.88
3	2	PMMN4069A	MICROPHONE.IMPRES RSM, 3.5MM JACK. IP55	\$121.00	\$90.75	\$181.50

Total Quote in USD

\$5,679.38

HEAD SET TO Portable - $375.00 \times 2 = 750$

THIS QUOTE IS BASED ON THE FOLLOWING:

: This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal.

If you wish to purchase the quoted products, Motorola Solutions, Inc. ("Motorola") will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

- 2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.
- 3 Purchaser will be responsible for shipping costs, which will be added to the invoice.
- 4 Prices quoted are valid for thirty(30) days from the date of this quote.
- 5 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.



Ultimate Safety Concepts, Inc.

DBA: Clarey's Safety Equipment

1725 Highway 14 East
Rochester, MN 55904

507-289-6749 or 800-558-8009 - Fax 507-289-5213

Proudly Serving Our Customers Since 1968



ORDER

QUOTE

DATE	4/3/2018		ACCOUNT #	
BILL TO:			SHIP TO:	
CUSTOMER:	HANOVER FIRE DEPT.		SAME	
ADDRESS	369 Labeaux Ave.			
CITY/STATE/ZIP	Hanover, MN			
CONTACT NAME:	Chief Dave Malewicki		PO #	
PHONE:	763-286-6501 cell	EMAIL	Dave.Malewicki@comcast.net	
FAX:		SHIPPING CHARGES QUOTED?		

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

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
ea	360	ProTek – 1 inch, pistol grip, Bail shutoff, GPM 5-10-24-40 adjustable settings.	\$390.00	390 (590)
ea	DJ800	Firequip – 1 inch, 50 foot white double jacket hose. 10 year warranty	\$99.00	99.00
ea	DJ800	Firequip – 1 inch, 100 foot white double jacket hose	\$182.50	
ea	PVC Suction	Firequip – Maxi-Flex 5 inch diameter with storz couplings, 10 feet long. 10 year warranty	\$380.00	
ea	ZM	Scott – Protégé ZM (zero maintance) single gas monitor. Two year hassle free, Carbon Monoxide or Oxygen	\$150.00	
ea	CM-1	Mercurco – Single gas monitor (see attachment to email)	\$130.00	

