

## **NOTICE TO PUBLIC ATTENDEES**

Due to the temporary format change of the Hanover City Council meeting we first and foremost want to ensure that public comments are received and addressed by either the city council or staff. Please refer to the instructions that can be found on the Hanover City Council Agendas webpage for how to attend and interact during the meeting.

We feel it's best to email your comments to staff ahead of the meeting and during the meeting. Staff will read aloud those comments. Any public body joining the meeting will have their microphone muted in order to reduce background noise from those in attendance.

If you would like to speak during citizen's forum please email your comments or questions to [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us) and [jackieh@ci.hanover.mn.us](mailto:jackieh@ci.hanover.mn.us). Please include your name, address and a form of contact information so staff can provide follow-up if needed.

**AGENDA  
HANOVER CITY COUNCIL  
MAY 5, 2020**

**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 21, 2020 City Council Work Session Meeting (5)**
  - b. Approve Claims as Presented: (8)**

➤ Claims	\$ 49,516.12
➤ Payroll	\$ 9,369.83
➤ P/R taxes & Exp	\$ 3,923.74
➤ Other Claims	<u>\$ 2,640.94</u>
➤ Total Claims	<u>\$ 65,450.63</u>
  - c. Res No 05-05-20-44 – Approving Annual Liquor License Renewals (38)**
  - d. Res No 05-05-20-45 – Approving Payment to Snowplow Driver (39)**
  - e. Res No 05-05-20-46 – Approving Purchase of Fire Department Equipment (40)**
- 4. Citizen’s Forum:**
- 5. Public Hearings**
- 6. Unfinished Business**
- 7. New Business**
  - a. Res No 05-05-20-47 – Approving Variance for 1332 Jansen Ave SE (42)**
  - b. Res No 05-05-20-48 – Approving Temporary Patio Agreement (57)**
  - c. Res No 05-05-20-49 – Rescinding Declaration of Local Emergency**
- 8. Reports**
- 9. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** May 1, 2020  
**Re:** Review of May 5, 2020 City Council Agenda

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**c. Res No 05-05-20-44 – Approving Annual Liquor License Renewals (38)**

**d. Res No 05-05-20-45 – Approving Payment to Snowplow Driver (39)**

**e. Res No 05-05-20-46 – Approving Purchase of Fire Department Equipment (40)**

**4. Citizen’s Forum**

*With the virtual meeting format, any public member seeking to address the City Council during the Citizen’s Forum shall submit their comments in writing ahead of the meeting. Please include your name, address and a phone number or email should a response to your request be needed. Please send comments to City Hall or email to [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us) and [jackieh@ci.hanover.mn.us](mailto:jackieh@ci.hanover.mn.us). Staff will then read your comments aloud during the meeting.*

**5. Public Hearings**

**6. Unfinished Business**

**7. New Business**

**a. Res No 05-05-20-47 – Approving Variance for 1332 Jansen Ave SE (42)**

*Enclosed is a resolution approving a variance for a detached garage to be located in the front yard. The request comes due to the topography of the land and the property being located on the Crow River. City Planner Nash will be present to answer any questions.*

**b. Res No 05-05-20-48 – Approving Temporary Patio Agreement (57)**

*In anticipation for restrictions on food and beverage establishments during COVID-19, enclosed is a resolution to allow for temporary expansion of outdoor patios for the purpose of serving food and beverages. This agreement would be applicable if restrictions were placed on restaurants causing them to lose indoor seating capacities due to the requirement to space tables further apart than normally required.*

**c. Res No 05-05-20-49 – Rescinding Declaration of Local Emergency**

*Mayor Kauffman requested a resolution be brought to Council for consideration. Feedback from City Attorney Squires on process to rescind the declaration of emergency is needed. Should a resolution be required, one will be prepared and distributed prior to the meeting for your review.*

**8. Reports**

**9. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
APRIL 21, 2020 – DRAFT MINUTES**

**Call to Order:**

Mayor Chris Kauffman called the regular meeting of Tuesday, April 21, 2020 to order at 7:08 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, City Planner Cindy Nash and Public Works Supervisor Jason Doboszanski. Guests present included Brad O’Neil from Crow River News.

**Approval of Agenda:**

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

**Consent Agenda:**

Kauffman ask for details on the Fire Department key card access. Hagen explained the access would provide for better tracking of who is using the station. The station is used by law enforcement agencies and at times other events. The City would issue access cards to specific individuals.

**MOTION** by Hammerseng to approve the consent agenda, seconded by Hallstein.

**a. Approve Minutes of April 7, 2020 Local Board of Appeal and Equalization Meeting**

**b. Approve Minutes of April 7, 2020 City Council Meeting**

**c. Approve Claims as Presented:**

➤ Claims	\$ 34,319.90
➤ Payroll	\$ 8,398.80
➤ P/R taxes & Exp.	\$ 3,566.39
➤ Other Claims	\$ 2,219.72
➤ Total Claims	<u>\$ 48,504.81</u>

**d. Res No 04-21-20-39 – Accepting Donations for Park Board Events**

**e. Res No 04-21-20-40 – Approving Purchase of EDA Business Social Appreciation Items**

**f. Res No 04-21-20-41 – Appointing Dexter Dehmer to Fire Department**

**g. Res No 04-21-20-42 – Approving Proposal for Fire Department Hose Testing**

**h. Res No 04-21-20-43 – Approving Proposal for Fire Department Key Card Access**

**Motion carried unanimously.**

Councilor Jim Zajicek arrived at 7:15 p.m.

**Review: Future Assessment Agreement with City of Rogers**

Hagen outlined a request for a property within Rogers requesting access to a Hanover public road. In reviewing the request an assessment agreement has been prepared for the purpose of granting authority for Hanover to collect special assessments on the property. The assessments would be certified by the City of Rogers and passed onto Hanover.

Kauffman suggested including an annual fee of approximately \$100 to cover other routine maintenance of the roadway that is not assessed to property owners. The reason is for this property to share costs that are otherwise paid for through Hanover’s annual levy against property owners. Hagen would make changes to the agreement and forward the agreement to Rogers and the property owner for signing. The agreement would then come back to Hanover Council for approval.

### **Review: Driveway Agreement for Greenfield Plat – Rolling Crow Estates**

Hagen modeled the agreement after a previously approved one with other properties in Hanover. The agreement identifies the use of Hanover's public right of way for the purpose of installing a private driveway. The agreement identifies improvements required in order to protect public improvements located within the right of way.

After the property owner signs the agreement, the agreement would then come back to Hanover Council for approval.

### **Review: Future Assessment Agreement with City of Greenfield**

Hagen indicated the agreement is modeled after the same agreement with Rogers. Council directed the same changes be made related to an annual fee be charged for routine maintenance of Hanover roadways.

### **Reports**

#### Hammerseng

- Inquired how the temporary state law allowing liquor sales by restaurants impacts Hanover businesses. Hagen explained that the law allows for restaurants to conduct off-sale liquor sales along with the purchase of a meal. The law limits the sale to a certain amount of product and requires the product in its original manufactured containers.
- Inquired on status of Hilltop property. Hagen indicated the new property owners have been working on their business plan and survey work for their project.

#### Doboszanski

- Informed council of a watermain break. Crews were able to repair the break the same day, but did have to bring in a contractor for extra assistance.
- Street sweeping is underway.
- Snowmobile bring mats were removed by staff this spring due to the snowmobile club following the stay at home order.

Councilor Ken Warpula left the meeting at 8:00 p.m.

#### Hagen

- Stated cleanup day is scheduled for May 16<sup>th</sup>. Council directed the event to be postponed until later in the year. Staff will plan for a one-month window to advertise the event and line up dumpster delivery.
- Inquired council on their support for our restaurants to expand a temporary patio. The idea is when restaurants are able to reopen they may be face with the requirement to social distance their seating. Separating tables would result in a loss of seating. By allowing a temporary patio to make up the lost seating would allow restaurants an opportunity to operate near what they were pre COVID-19. Council supported temporary patios during the COVID-19 pandemic and any restrictions placed on food establishments. Hagen would prepare an agreement for consideration at a later meeting. Hagen further noted that support from Joint Powers and St. Michael related to SAC/WAC charges would also be required.
- Inquired council on support in adjusting how monthly sewer charges are calculated. Currently a three-month window in the winter months is used to average sewer charges for winter months. This is done because sewer charges are based off of water usage. By averaging winter month use, charges will not be skewed for a property with an irrigation system. Veolia is suggesting using a six-month winter average for a more accurate calculation. Council support the adjustment.

- Hagen inquired is Council desired to enforce tall grass and weed regulations against the Duininck Pit property. A complaint was presented against the property. Hagen noted it is unique because it is a large undeveloped tract of land versus a single-family home. Council did not support enforcing tall grass and weed regulations against the property.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 8:07 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

CITY OF HANOVER

Payments

Current Period: April 2020

Payments Batch 04-22-20 PAY \$14.25

Refer	<u>2937 MN DEPT OF REVENUE</u>	<u>Ck# 002935E 4/22/2020</u>	
Cash Payment	E 100-41940-325 Taxes	Petroleum Tax - March 2020	\$14.25
Invoice	4/22/2020		
Transaction Date	4/22/2020	Due 4/22/2020	Cash 10100
			<b>Total</b> \$14.25

Fund Summary

	10100 Cash
100 GENERAL FUND	\$14.25
	<u>\$14.25</u>

Pre-Written Checks	\$14.25
Checks to be Generated by the Computer	\$0.00
Total	<u>\$14.25</u>

# CITY OF HANOVER

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## \*Check Summary Register©

Batch: 04-22-20 PAY

	Name	Check Date	Check Amt	
<b>10100 Cash</b>				
2935e	MN DEPT OF REVENUE	4/22/2020	\$14.25	Petroleum Tax - March 2020
		<b>Total Checks</b>	\$14.25	

FILTER: (([Act Year]='2020' and [period] in (4))) and (Source in ('04-22-20 PAY'))

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Payments

Current Period: May 2020

Payments Batch 05-05-20 PAY \$49,516.12

Refer	2949 AT&T MOBILITY	-				
Cash Payment	E 100-43000-321 Telephone		PW Cell Phones - 03/18/2020 - 04/17/2020			\$290.41
Invoice	X04252020	4/17/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$290.41
Refer	2933 BERGANKDV	-				
Cash Payment	E 100-41540-301 Auditing and Acctg Servi		Interim Billing on the Audit of the Financial Statements for the Year Ended December 31, 2019			\$18,000.00
Invoice	1079973	4/21/2020				
Transaction Date	4/21/2020	Due 4/21/2020	Cash	10100	<b>Total</b>	\$18,000.00
Refer	2952 BIREN, SARA	-				
Cash Payment	E 100-41410-437 Other Miscellaneous		PNP Election: Election Judge Training on 2/19/2020			\$12.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous		PNP Election: WC Public Accuracy Testing on 2/19/2020			\$9.00
Invoice						
Cash Payment	E 100-41410-437 Other Miscellaneous		PNP Election: Head Election Judge on 3/03/2020			\$180.00
Invoice						
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$201.00
Refer	2951 BROCK WHITE	-				
Cash Payment	E 603-43150-220 Repair/Maint Supply (GE		Jandel Ditch & Shop Supply: Double Straw Bio Net, Securing Staples, AEC Curlex Net Free			\$817.47
Invoice	13898427-00	4/20/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$817.47
Refer	2941 CARDMEMBER SRVC (CENTRAL B	-				
Cash Payment	E 100-42210-306 Dues & Subscriptions		Active 911 - 12 Month Renewal - 24 @ \$13.00 per			\$312.00
Invoice		3/26/2020				
Cash Payment	E 100-42260-212 Motor Fuels		Non Oxy Fuel 1.992 Gallons			\$4.98
Invoice		4/8/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$316.98
Refer	2954 CENTERPOINT ENERGY	-				
Cash Payment	E 100-42280-383 Gas Utilities		Fire Station Gas Utilities: 03/26/2020 - 04/27/2020			\$147.68
Invoice						
Cash Payment	E 100-41940-383 Gas Utilities		City Hall Gas Utilities: 03/26/2020 - 04/27/2020			\$226.09
Invoice						
Cash Payment	E 100-43000-383 Gas Utilities		PW Building Gas Utilities: 03/26/2020 - 04/27/2020			\$311.73
Invoice						
Transaction Date	4/30/2020	Due 4/30/2020	Cash	10100	<b>Total</b>	\$685.50
Refer	2945 COMCAST	-				
Cash Payment	E 100-43000-321 Telephone		PW: Digital Voice & Internet - May 2020			\$165.34
Invoice		4/18/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$165.34
Refer	2953 DIAZ, GEORGE	-				

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Payments

Current Period: May 2020

Cash Payment	E 100-42220-580 Other Equipment	Birthday Cards				\$13.37
Invoice	4/9/2020					
Cash Payment	E 100-42220-240 Small Tools and Minor E	Extension Cord and Connector				\$28.97
Invoice	4/23/2020					
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$42.34
Refer	2947 ELITE SANITATION		-			
Cash Payment	E 100-45200-580 Other Equipment	Settlers Park - Handicap Portable Toilet Rental				\$41.00
Invoice 26493	4/22/2020	3/31 - 4/25/2020				
Cash Payment	E 100-45200-580 Other Equipment	Settlers Park - Portable Toilet Service 3/31 -				\$28.00
Invoice 26493	4/22/2020	4/25/2020				
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park - Portable Toilet Service				\$28.00
Invoice 26493	4/22/2020	3/31 - 4/25/2020				
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park - Portable Toilet Service 3/31 -				\$28.00
Invoice 26493	4/22/2020	4/25/2020				
Cash Payment	E 100-45200-580 Other Equipment	Pheasant Run Park - Portable Toilet Service				\$28.00
Invoice 26493	4/22/2020	3/31 - 4/25/2020				
Cash Payment	E 100-45200-580 Other Equipment	EagleView Park - Portable Toilet Service 3/31 -				\$28.00
Invoice 26493	4/22/2020	4/25/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$181.00
Refer	2943 GOV OFFICE LLC		-			
Cash Payment	E 100-41600-310 Other Professional Servic	Annual Hosting Fee 2020				\$660.00
Invoice INV12468						
Cash Payment	E 100-41600-310 Other Professional Servic	Extended Storage Plan - 2gb				\$250.00
Invoice INV12599	4/22/2020					
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$910.00
Refer	2944 HANOVER FIRE RELIEF ASSOCIAT		-			
Cash Payment	E 100-42290-124 Fire Pension Contribution	FRA Supplemental Benefit Reimbursement				\$4,000.00
Invoice						
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$4,000.00
Refer	2934 MARCO TECHNOLOGIES, LLC		-			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 04/20/2020 -				\$176.05
Invoice INV7526561	4/17/2020	05/19/2020				
Transaction Date	4/21/2020	Due 4/21/2020	Cash	10100	<b>Total</b>	\$176.05
Refer	2950 MENARDS - BUFFALO		-			
Cash Payment	E 100-41940-520 Buildings and Structures	Election Room: Paint				\$23.93
Invoice 19724	4/15/2020					
Cash Payment	E 100-41940-520 Buildings and Structures	Election Room: Paint				\$21.97
Invoice 19758	4/15/2020					
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	\$45.90
Refer	2939 NORTHLAND TRUST		-			

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Payments

Current Period: May 2020

<b>Cash Payment</b>	E 314-47000-620 Fiscal Agents Fees	\$1,225,000 GO Improvement Crossover Refunding Bonds, Series 2011A - Fiscal Agent Fee			<b>\$495.00</b>
Invoice	HAN11A-0320	4/1/2020			
<b>Cash Payment</b>	E 314-47000-611 Bond Interest	\$1,225,000 GO Improvement Crossover Refunding Bonds, Series 2011A - Interest Payment			<b>\$4,137.50</b>
Invoice	HAN11A-0320	4/1/2020			
Transaction Date	4/24/2020	Due 4/24/2020	Cash	10100	<b>Total \$4,632.50</b>
Refer	2946 RANDYS ENVIRONMENTAL SERVI	Ck# 002941E 5/5/2020			
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Disposa	General Trash - City Hall - May 2020			<b>\$237.93</b>
Invoice		4/17/2020			
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Disposa	General Trash - Fire Station - May 2020			<b>\$32.26</b>
Invoice		4/17/2020			
<b>Cash Payment</b>	E 100-43245-384 Refuse/Garbage Disposa	Recycling - April 2020			<b>\$3,562.00</b>
Invoice		4/17/2020			
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total \$3,832.19</b>
Refer	2942 THE HARTFORD				
<b>Cash Payment</b>	G 100-21707 Life Ins	STD & LTD - April 2020			<b>\$169.93</b>
Invoice	721702258977	4/1/2020			
<b>Cash Payment</b>	G 100-21707 Life Ins	STD & LTD - May 2020			<b>\$194.52</b>
Invoice	726556381930	5/1/2020			
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total \$364.45</b>
Refer	2948 VISA - BANKWEST				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Boot Laces, Gloves, Hand Soap, Bottled Water, Paper Towers			<b>\$82.81</b>
Invoice	2450	3/19/2020			
<b>Cash Payment</b>	E 100-43000-208 Training and Instruction	J. Doboszanski, J. Ramthum, C. Olson: Refund of 5/7/2020 Road Maintenance Seminar			<b>-\$375.00</b>
Invoice	454210	3/19/2020			
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Chevy 5500: Lights			<b>\$131.74</b>
Invoice	138343	3/20/2020			
<b>Cash Payment</b>	E 100-41940-321 Telephone	City Hall Phone Services - 5 Lines - 3/23/2020 - 4/22/2020			<b>\$193.97</b>
Invoice	INV00132447	3/24/2020			
<b>Cash Payment</b>	E 100-43000-321 Telephone	Public Works Phone Services - 3 Lines - 3/23/2020 - 4/22/2020			<b>\$115.44</b>
Invoice	INV00132447	3/24/2020			
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	J. Heinz: Black Ink			<b>\$69.78</b>
Invoice	465852378-001	3/25/2020			
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	J. Heinz: Cyan, Magenta & Yellow Ink			<b>\$46.89</b>
Invoice	465852379-001	3/25/2020			
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Pens			<b>\$19.99</b>
Invoice	465852138-001	3/25/2020			
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	Corporate Minute Books - Qty 2			<b>\$338.72</b>
Invoice	2516235	3/25/2020			
<b>Cash Payment</b>	E 100-41600-310 Other Professional Servic	Office 365 Business Software			<b>\$8.86</b>
Invoice	E0600ASQRS	4/13/2020			
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Zero Turn: Oil Filter			<b>\$7.96</b>
Invoice	195250	4/13/2020			

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Payments

Current Period: May 2020

<b>Cash Payment</b>	E 100-41600-310 Other Professional Serv	Microsoft Online Exchange: 30 E-Mail Accounts				<b>\$120.00</b>
Invoice	A0600ASZOU	4/13/2020				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Kerosene				<b>\$68.89</b>
Invoice	3875	4/15/2020				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Toilet Paper				<b>\$25.58</b>
Invoice	3624	4/15/2020				
Transaction Date	4/29/2020	Due 4/29/2020	Cash	10100	<b>Total</b>	<b>\$855.63</b>
Refer	2938 WRIGHT-HENNEPIN COOPERATIV	Ck# 002936E 5/5/2020				
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	EagleView Park - 3 Light Poles				<b>\$55.35</b>
Invoice	35027939266	4/16/2020				
<b>Cash Payment</b>	E 100-43000-310 Other Professional Serv	PW Building: Fire Alarm Testing / Inspection				<b>\$18.95</b>
Invoice	35027939266	4/16/2020				
<b>Cash Payment</b>	E 100-43000-310 Other Professional Serv	PW Building: Fire Panel Monitoring 06/30/2020				<b>\$27.95</b>
Invoice	35027939266	4/16/2020				
Transaction Date	4/24/2020	Due 4/24/2020	Cash	10100	<b>Total</b>	<b>\$102.25</b>
Refer	2936 WSB & ASSOCIATES, INC.	Ck# 002934E 5/5/2020				
<b>Cash Payment</b>	E 818-41950-310 Other Professional Serv	Mavco / Mercantile Pass - Concept Plan: March 2020				<b>\$182.50</b>
Invoice	015460-3-0420	4/17/2020			Project 208269	
<b>Cash Payment</b>	E 100-41950-303 Engineering Fees	General Engineering: March 2020				<b>\$1,058.50</b>
Invoice	015460-3-0420	4/17/2020				
<b>Cash Payment</b>	E 100-41950-303 Engineering Fees	Meetings / Council Meetings: March 2020				<b>\$40.00</b>
Invoice	015460-3-0420	4/17/2020				
<b>Cash Payment</b>	E 100-41950-303 Engineering Fees	GIS Mapping: March 2020				<b>\$44.50</b>
Invoice	015460-3-0420	4/17/2020				
<b>Cash Payment</b>	E 818-41950-310 Other Professional Serv	David & AuriAnna Mooers - On Site Building Variance: March 2020				<b>\$1,206.50</b>
Invoice	015460-3-0420	4/17/2020			Project 208264	
<b>Cash Payment</b>	E 418-43121-310 Other Professional Serv	2020 Pavement Improvement Project: March 2020				<b>\$456.50</b>
Invoice	015117-6-0420	4/17/2020				
<b>Cash Payment</b>	E 828-41950-310 Other Professional Serv	CRHW 4th Addition - Phase 1 Plan Review - Project Management: March 2020				<b>\$128.00</b>
Invoice	012259-14-0420	4/17/2020				
<b>Cash Payment</b>	E 828-41950-310 Other Professional Serv	CRHW 4th Addition - Phase 2 Construction Services - Erosion Conrol Site Inspections: March 2020				<b>\$1,651.00</b>
Invoice	012259-14-0420	4/17/2020				
<b>Cash Payment</b>	E 818-41950-310 Other Professional Serv	Fehn Companies - Pit Expansion: March 2020				<b>\$1,499.50</b>
Invoice	014135-10-0420	4/17/2020			Project 208263	
<b>Cash Payment</b>	E 603-41950-310 Other Professional Serv	2020 MS4 Services: March 2020				<b>\$952.50</b>
Invoice	013432-11-0420	4/17/2020				
<b>Cash Payment</b>	E 818-41950-310 Other Professional Serv	JBW Holdings / River Town Villas - Grading Agreement: March 2020				<b>\$2,929.50</b>
Invoice	013676-12-0420	4/17/2020			Project 208266	
<b>Cash Payment</b>	E 818-41950-310 Other Professional Serv	Ben & Kristal Sneen / Riverside Estates: March 2020				<b>\$639.00</b>
Invoice	015462-3-0420	4/17/2020			Project 208268	
<b>Cash Payment</b>	E 823-41950-310 Other Professional Serv	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: March 2020				<b>\$1,714.50</b>
Invoice	010287-35-0420	4/17/2020				

CITY OF HANOVER

Payments

Current Period: May 2020

Transaction Date	4/21/2020	Due 4/21/2020	Cash	10100	Total	\$12,502.50
Refer	2935 XCEL ENERGY		Ck# 002933E 5/5/2020			
Cash Payment	E 100-42280-381 Electric Utilities		Fire Station 03/09/2020 - 04/07/2020			\$271.28
Invoice	681147864	4/16/2020				
Cash Payment	E 100-41940-381 Electric Utilities		City Hall 03/09/2020 - 04/07/2020			\$562.57
Invoice	681147864	4/16/2020				
Cash Payment	E 100-45200-381 Electric Utilities		Historical Bridge Lighting 03/09/2020 - 04/07/2020			\$62.86
Invoice	681147864	4/16/2020				
Cash Payment	E 100-43160-381 Electric Utilities		209 LaBeaux Avenue NE 03/09/2020 - 04/07/2020			\$33.46
Invoice	681147864	4/16/2020				
Cash Payment	E 100-45200-381 Electric Utilities		Cardinal Circle Park 03/10/2020 - 04/08/2020			\$14.85
Invoice	681147864	4/16/2020				
Cash Payment	E 100-45200-381 Electric Utilities		1033 Mallard Street NE 03/10/2020 - 04/08/2020			\$11.32
Invoice	681147864	4/16/2020				
Cash Payment	E 100-43160-381 Electric Utilities		751 LaBeaux Avenue NE 03/10/2020 - 04/08/2020			\$67.88
Invoice	681147864	4/16/2020				
Cash Payment	E 100-43000-381 Electric Utilities		Public Works Building 03/09/2020 - 04/07/2020			\$362.76
Invoice	681147864	4/16/2020				
Cash Payment	E 100-43160-381 Electric Utilities		11234 River Road NE / Downtown Parking Lot 03/10/2020 - 04/07/2020			\$7.63
Invoice	681147864	4/16/2020				
Transaction Date	4/21/2020	Due 4/21/2020	Cash	10100	Total	\$1,394.61

Fund Summary

	10100 Cash	
100 GENERAL FUND		\$32,706.65
314 2011A GO IMP CROSSOVER REF BD		\$4,632.50
418 STREET CAPITAL PROJ FUND		\$456.50
603 STORM WATER ENTERPRISE FUND		\$1,769.97
818 MISC ESCROWS FUND		\$6,457.00
823 CROW RVR HTS WEST 3RD / BACKES		\$1,714.50
828 CROW RVR HTS 4TH DEVEL AGRMT		\$1,779.00
		<u>\$49,516.12</u>

Pre-Written Checks	\$17,831.55
Checks to be Generated by the Computer	\$31,684.57
Total	<u>\$49,516.12</u>

CITY OF HANOVER

04/30/20 10:46 AM

Page 1

**\*Check Summary Register©**

Batch: 05-05-20 PAY

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
2933e XCEL ENERGY	5/5/2020	\$1,394.61	Fire Station 03/09/2020 - 04/07/2020
2934e WSB & ASSOCIATES, INC.	5/5/2020	\$12,502.50	Mavco / Mercantile Pass - Concept Plan: Marc
2936e Wright-Hennepin Coop Electric	5/5/2020	\$102.25	EagleView Park - 3 Light Poles
2941e Randy's Environmental Services	5/5/2020	\$3,832.19	General Trash - City Hall - May 2020
34971 AT&T MOBILITY	5/5/2020	\$290.41	PW Cell Phones - 03/18/2020 - 04/17/2020
34972 BERGANKDV	5/5/2020	\$18,000.00	Interim Billing on the Audit of the Financial Stat
34973 BIREN, SARA	5/5/2020	\$201.00	PNP Election: Election Judge Training on 2/19/
34974 BROCK WHITE	5/5/2020	\$817.47	Jandel Ditch & Shop Supply: Double Straw Bio
34975 CARDMEMBER SRVC (CENTRAL	5/5/2020	\$316.98	Active 911 - 12 Month Renewal - 24 @ \$13.00
34976 CENTERPOINT ENERGY	5/5/2020	\$685.50	Fire Station Gas Utilities: 03/26/2020 - 04/27/2
34977 COMCAST	5/5/2020	\$165.34	PW: Digital Voice & Internet - May 2020
34978 DIAZ, GEORGE	5/5/2020	\$42.34	Birthday Cards
34979 ELITE SANITATION	5/5/2020	\$181.00	Settlers Park - Handicap Portable Toilet Rental
34980 GOVOFFICE LLC	5/5/2020	\$910.00	Annual Hosting Fee 2020
34981 HANOVER FIRE RELIEF ASSOCI	5/5/2020	\$4,000.00	FRA Supplemental Benefit Reimbursement
34982 MARCO TECHNOLOGIES, LLC	5/5/2020	\$176.05	Contract Base Rate Charge for 04/20/2020 - 05
34983 MENARDS - BUFFALO	5/5/2020	\$45.90	Election Room: Paint
34984 NORTHLAND TRUST	5/5/2020	\$4,632.50	\$1,225,000 GO Improvement Crossover Refun
34985 THE HARTFORD	5/5/2020	\$364.45	STD & LTD - April 2020
34986 VISA - BANKWEST	5/5/2020	\$855.63	Boot Laces, Gloves, Hand Soap, Bottled Water
<b>Total Checks</b>		<b>\$49,516.12</b>	

FILTER: ((([Act Year]='2020' and [period] in (5)))) and (Source in ('05-05-20 PAY'))

701 XENIA AVENUE S  
SUITE 300  
MINNEAPOLIS, MN  
55416



# 2934

April 17, 2020

Mr. Brian Hagen  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: March 2020 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

**WSB & Associates, Inc.**

Justin Messner  
Principal

Enclosures

nf



**Project Budget Tracking**

For the period 3/1/2020 - 3/31/2020

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2020 General Engineering Services	R-015460-000	Preisler, Nicholas	\$ 2,532.00	Hourly	\$ 11,267.00		Hagen, Brian
HANO - 2020 Pavement Improvement Project	R-015117-000	Preisler, Nicholas	\$ 456.50	Not to Exceed	\$ 20,146.00		Hagen, Brian
HANO - Crow River Heights West 4th Addition	R-012259-000	Preisler, Nicholas	\$ 1,779.00	Hourly	\$ 54,930.75		Hagen, Brian
HANO - Mahler Mining Pit Expansion	R-014135-000	Preisler, Nicholas	\$ 1,499.50	Hourly	\$ 21,494.25		Hagen, Brian
HANO - MS4 Services	R-013432-000	Litsey, Meghan	\$ 952.50	Hourly	\$ 5,229.00		Hagen, Brian
HANO - River Town Villas	R-013676-000	Preisler, Nicholas	\$ 2,929.50	Hourly	\$ 16,186.00		Hagen, Brian
HANO - Riverside Estates	R-015462-000	Preisler, Nicholas	\$ 639.00	Not to Exceed	\$ 2,061.00		Hagen, Brian
HANO - Crow River Heights West 3rd Addition	R-010287-000	Preisler, Nicholas	\$ 1,714.50	Hourly	\$ 86,082.75		Hagen, Brian
<b>Final Totals</b>			<b>\$ 12,502.50</b>				

*JP*



701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-015460-000 - 3 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

2020 General Engineering Services  
**Professional Services from March 1, 2020 to March 31, 2020**

Phase 001 General Engineering Services  
 Project Management

	Hours	Rate	Amount
Preisler, Nicholas 3/4/2020 11534 Lynwood Ct - deck permit review	.50	146.00	73.00
Preisler, Nicholas 3/5/2020 Mercantile pass CC meeting info	1.25	146.00	182.50
Preisler, Nicholas 3/6/2020 Updated zoning & land use maps	1.50	146.00	219.00
Preisler, Nicholas 3/16/2020 9824 Jasmine Ave - foundation as-built review	.25	146.00	36.50
Preisler, Nicholas 3/16/2020 11702 8th Street - engineering review	.50	146.00	73.00
Preisler, Nicholas 3/16/2020 9824 Jasmine Ave - foundation as-built review	.25	146.00	36.50
Preisler, Nicholas 3/16/2020 9847 Jordan Ave - foundation as-built review	.25	146.00	36.50
Preisler, Nicholas 3/18/2020 9496 10th St SE - Engineering Review	1.25	146.00	182.50
Preisler, Nicholas 3/19/2020 9496 10th St SE - Engineering Review (follow up)	.25	146.00	36.50
Preisler, Nicholas 3/25/2020 9496 10th St SE - final engineering review	.25	146.00	36.50
Preisler, Nicholas 3/25/2020 9776 Jasmine Deck permit - engineering review	.50	146.00	73.00
Preisler, Nicholas 3/27/2020 Set up & test Zoom meeting	.75	146.00	109.50
Preisler, Nicholas 3/30/2020 MS4 coordination	1.00	146.00	146.00
Totals	8.50		1,241.00
<b>Total Labor</b>			<b>1,241.00</b>

Marcus Incl  
 Mercantile Pass  
 Concept Plan  
 E# 818-41950-310  
 Misc. Escrows  
 ↳ Engineering  
 ↳ Other  
 Prof. Svcs.  
 Project # 208269

Total this Task **\$1,241.00**

Council Meetings

1,058.50

E# 100-41950-303  
 Engineer  
 ↳ Engineering Fees

**Unit Billing**

Meetings/Council Meetings (\$40)  
3/31/2020

1.0 Meeting @ 40.00 40.00

**Total Units 40.00 40.00**

E # 100-41950-303

**Total this Task \$40.00**

GIS Mapping

Engineering  
↳ Engineering Fees

	Hours	Rate	Amount
Phillippi, Michael 3/16/2020	.50	89.00	44.50
changed the Future Land Use and Zoning data in DataLink for Nick P.			
Totals	.50		44.50

**Total Labor 44.50**

**Total this Task \$44.50**

Environmental Compliance Inspections

David & AuriAnna Mooers - On Site Building Variance

	Hours	Rate	Amount
Johnson, Paul 3/4/2020	1.50	127.00	190.50
500 Kadler Ave ESC Inspection and Reporting			
Johnson, Paul 3/10/2020	2.00	127.00	254.00
500 Kadler Ave Inspection and reporting			
Johnson, Paul 3/17/2020	1.50	127.00	190.50
500 Kadler Ave Inspection and reporting			
Johnson, Paul 3/24/2020	2.00	127.00	254.00
500 Kadler Ave Erosion inspection and reporting			
Johnson, Paul 3/31/2020	2.50	127.00	317.50
500 Kadler Ave Inspection and reporting			
Totals	9.50		1,206.50

**Total Labor 1,206.50**

**Total this Task \$1,206.50**

E # 818-41950-310

Project # 208264

Misc. Escrows

↳ Engineering  
↳ Other Prof. Svcs.

**Total this Phase \$2,532.00**

**Total this Invoice \$2,532.00**

**Billings to Date**

	Current	Prior	Total
Labor	2,492.00	8,655.00	11,147.00
Units	40.00	80.00	120.00
<b>Totals</b>	<b>2,532.00</b>	<b>8,735.00</b>	<b>11,267.00</b>

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-015117-000 - 6 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

2020 Pavement Improvement Project  
**Professional Services from March 1, 2020 to March 31, 2020**

Phase 002 Final Design  
 Specifications & Bidding

		Hours	Rate	Amount
Pederson, Karla	3/12/2020	1.00	94.00	94.00
Contract				
Pederson, Karla	3/13/2020	.50	94.00	47.00
Order plan printing. Send original bids to city.				
Pederson, Karla	3/16/2020	.25	94.00	23.50
File update and post award on quest				
Preisler, Nicholas	3/10/2020	1.00	146.00	146.00
Contract, NOA, plans & specs printing				
Preisler, Nicholas	3/26/2020	1.00	146.00	146.00
Contract/Contractor coordination				
Totals		3.75		456.50
<b>Total Labor</b>				<b>456.50</b>
<b>Total this Task</b>				<b>\$456.50</b>
<b>Total this Phase</b>				<b>\$456.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	456.50	19,689.50	20,146.00
Limit			31,950.00
Remaining			11,804.00

**Total this Invoice** \$456.50

E # 418-43121-310  
 Street Capital  
 ↳ Other Prof. Svcs.  
 ↳ Other Prof. Svcs.

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-012259-000 - 14 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

**Crow River Heights West 4th Addition**

**Professional Services from March 1, 2020 to March 31, 2020**

Phase 001 Plan Review  
 Project Management

		Hours	Rate	Amount	
Harrington, Jean	3/24/2020	.50	110.00	55.00	
Project Management					
Preisler, Nicholas	3/24/2020	.50	146.00	73.00	
Project planning & scheduling					
Totals		1.00		128.00	
<b>Total Labor</b>					<b>128.00</b>
			<b>Total this Task</b>		<b>\$128.00</b>
			<b>Total this Phase</b>		<b>\$128.00</b>

Phase 002 Construction Services  
 Erosion Control Site Inspections

		Hours	Rate	Amount	
Johnson, Paul	3/4/2020	2.50	127.00	317.50	
ESC Inspection and Reporting					
Johnson, Paul	3/10/2020	2.50	127.00	317.50	
Inspection and reporting					
Johnson, Paul	3/17/2020	2.50	127.00	317.50	
Inspection and reporting					
Johnson, Paul	3/24/2020	2.50	127.00	317.50	
Erosion inspection and reporting					
Johnson, Paul	3/31/2020	3.00	127.00	381.00	
Inspection and reporting					
Totals		13.00		1,651.00	
<b>Total Labor</b>					<b>1,651.00</b>
			<b>Total this Task</b>		<b>\$1,651.00</b>
			<b>Total this Phase</b>		<b>\$1,651.00</b>

Project	R-012259-000	HANO - Crow River Heights West 4th Addit		Invoice	14
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings		1,779.00	53,151.75	54,930.75	
Limit				60,000.00	
Remaining				5,069.25	
				<b>Total this Invoice</b>	<b>\$1,779.00</b>

E# 828-41950-310

CRHW 4th Addition

↳ Engineering

↳ Other Prof. Sres.

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-014135-000 - 10 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

Mahler Mining Pit Expansion *Fehn Companies*  
**Professional Services from March 1, 2020 to March 31, 2020**

Phase 001 Mahler Mining Pit Expansion  
 Plan Review

		Hours	Rate	Amount
Fallon, Kendra	3/3/2020	.50	115.00	57.50
Plan Review				
Fallon, Kendra	3/4/2020	1.00	115.00	115.00
Plan Review				
Messner, Justin	3/5/2020	.50	172.00	86.00
Review and Comments				
Preisler, Nicholas	3/2/2020	1.50	146.00	219.00
Condiitons of approval				
Preisler, Nicholas	3/3/2020	3.75	146.00	547.50
Condiitons of approval, submittal review, engineer's memo				
Preisler, Nicholas	3/3/2020	1.00	146.00	146.00
Phone meeting with staff				
Preisler, Nicholas	3/4/2020	1.50	146.00	219.00
Submittal review, engineer's memo				
Preisler, Nicholas	3/5/2020	.75	146.00	109.50
Conditions				
Totals		10.50		1,499.50
<b>Total Labor</b>				<b>1,499.50</b>
			<b>Total this Task</b>	<b>\$1,499.50</b>
			<b>Total this Phase</b>	<b>\$1,499.50</b>
			<b>Total this Invoice</b>	<b>\$1,499.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	1,499.50	19,994.75	21,494.25
<b>Totals</b>	<b>1,499.50</b>	<b>19,994.75</b>	<b>21,494.25</b>

E# 818-41950-310

Misc. Escrows

↳ Engineer

↳ Other Prof. Svcs.

Project # 208263

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-013432-000 - 11 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Meghan Litsey

**MS4 Services**

**Professional Services from March 1, 2020 to March 31, 2020**

Phase	002	2020 MS4 Services	Hours	Rate	Amount	
SWPPP						
		Johnson, Paul	3/4/2020	.50	127.00	63.50
		MS4 Permit Fee Increase Response				
		Johnson, Paul	3/12/2020	.50	127.00	63.50
		SWPPP				
		Johnson, Paul	3/13/2020	1.00	127.00	127.00
		SWPPP				
		Johnson, Paul	3/19/2020	1.00	127.00	127.00
		SWPPP				
		Johnson, Paul	3/20/2020	3.50	127.00	444.50
		SWPPP				
		Johnson, Paul	3/24/2020	1.00	127.00	127.00
		SWPPP enforcement ltr				
		Totals		7.50		952.50
		<b>Total Labor</b>				<b>952.50</b>
					<b>Total this Task</b>	<b>\$952.50</b>
					<b>Total this Phase</b>	<b>\$952.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	952.50	381.00	1,333.50
<b>Totals</b>	<b>952.50</b>	<b>381.00</b>	<b>1,333.50</b>

**Total this Invoice** \$952.50

E # 603-41950-310  
 Storm Water Ent. Fund  
 ↳ Engineer  
 ↳ Other Prof. Svs.

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-013676-000 - 12 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

River Town Villas **JBW Holdings - Grading Agreement**  
**Professional Services from March 1, 2020 to March 31, 2020**

Phase 001 Preliminary Plat  
 Project Management

		Hours	Rate	Amount	
Harrington, Jean	3/24/2020	.50	110.00	55.00	
Project Management					
Totals		.50		55.00	
<b>Total Labor</b>					<b>55.00</b>
			<b>Total this Task</b>		<b>\$55.00</b>
			<b>Total this Phase</b>		<b>\$55.00</b>

Phase 002 Construction  
 Project Management

		Hours	Rate	Amount	
Preisler, Nicholas	3/11/2020	1.50	146.00	219.00	
Coordination, review prior to precon					
Preisler, Nicholas	3/16/2020	1.00	146.00	146.00	
Coordination prior to construction					
Preisler, Nicholas	3/17/2020	.75	146.00	109.50	
Preconstruction meeting					
Preisler, Nicholas	3/19/2020	1.75	146.00	255.50	
Letter of credit estimate					
Preisler, Nicholas	3/20/2020	1.00	146.00	146.00	
Review remaining LOC from early grading agreement					
Preisler, Nicholas	3/24/2020	.50	146.00	73.00	
Project planning & scheduling					
Preisler, Nicholas	3/26/2020	1.75	146.00	255.50	
Final draw request coordination, geotech report for building pads					
Preisler, Nicholas	3/30/2020	1.00	146.00	146.00	
CenturyLink ROW permit					
Totals		9.25		1,350.50	
<b>Total Labor</b>					<b>1,350.50</b>
			<b>Total this Task</b>		<b>\$1,350.50</b>

Erosion Control Site Inspections

		Hours	Rate	Amount	
Johnson, Paul	3/3/2020	2.00	127.00	254.00	
ESC Inspection and Reporting					
Johnson, Paul	3/9/2020	2.50	127.00	317.50	
Inspection and reporting					
Johnson, Paul	3/17/2020	2.50	127.00	317.50	
Inspection and reporting					
Johnson, Paul	3/23/2020	2.50	127.00	317.50	
Erosion inspection and reporting					
Johnson, Paul	3/30/2020	2.50	127.00	317.50	
Inspection and reporting					
Totals		12.00		1,524.00	
<b>Total Labor</b>					<b>1,524.00</b>
				<b>Total this Task</b>	<b>\$1,524.00</b>
				<b>Total this Phase</b>	<b>\$2,874.50</b>
				<b>Total this Invoice</b>	<b>\$2,929.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	2,929.50	13,256.50	16,186.00
<b>Totals</b>	<b>2,929.50</b>	<b>13,256.50</b>	<b>16,186.00</b>

E # 818 - 41950 - 310

Project # 208266

Misc. Escrows

↳ Engineer

↳ Other Prof. Svcs.

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-015462-000-3 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

Riverside Estates *Ben + Kristal Sneen*

**Professional Services from March 1, 2020 to March 31, 2020**

Phase 001 Preliminary Plat  
 Project Management

	Hours	Rate	Amount
Harrington, Jean Project Management	3/24/2020 .50	110.00	55.00
Preisler, Nicholas Driveway requirements	3/6/2020 .75	146.00	109.50
Preisler, Nicholas Review updated materials received 3-16-20	3/16/2020 1.75	146.00	255.50
Preisler, Nicholas Review updated plans	3/19/2020 1.50	146.00	219.00
Totals	4.50		639.00
<b>Total Labor</b>			<b>639.00</b>
		<b>Total this Task</b>	<b>\$639.00</b>
		<b>Total this Phase</b>	<b>\$639.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	639.00	1,422.00	2,061.00
Limit			25,000.00
Remaining			22,939.00

**Total this Invoice** \$639.00

*E# 818-41950-310*

*Misc. Escrows*

*↳ Engineer*

*↳ Other Prof. Svcs.*

*Project # 208268*

701 XENIA AVENUE S  
 SUITE 300  
 MINNEAPOLIS, MN  
 55416



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

April 17, 2020  
 Project/Invoice: R-010287-000 - 35 - 0420  
 Reviewed by: Justin Messner  
 Project Manager: Nicholas Preisler

Crow River Heights West 3rd Addition  
**Professional Services from March 1, 2020 to March 31, 2020**

Phase 002 Construction  
 Construction Observation

	Hours	Rate	Amount
Johnson, Paul ESC Inspection and Reporting	3/4/2020 3.00	127.00	381.00
Johnson, Paul Inspection and reporting	3/10/2020 3.00	127.00	381.00
Johnson, Paul Inspection and reporting	3/17/2020 2.50	127.00	317.50
Johnson, Paul Erosion inspection and reporting	3/24/2020 2.50	127.00	317.50
Johnson, Paul Inspection and reporting	3/31/2020 2.50	127.00	317.50
<b>Totals</b>	<b>13.50</b>		<b>1,714.50</b>
<b>Total Labor</b>			<b>1,714.50</b>
		<b>Total this Task</b>	<b>\$1,714.50</b>
		<b>Total this Phase</b>	<b>\$1,714.50</b>
		<b>Total this Invoice</b>	<b>\$1,714.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	1,714.50	84,368.25	86,082.75
<b>Totals</b>	<b>1,714.50</b>	<b>84,368.25</b>	<b>86,082.75</b>

E# 823-41950-310  
 CRHW 3rd Addition  
 ↳ Engineer  
 ↳ Other Prof. Svcs.

CITY OF HANOVER

Cash Balances

April 2020

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$471,572.67	\$22,551.61	\$72,199.97	\$421,924.31
107 FIRE DEPT DONATIONS FUND	\$26,087.47	\$150.00	\$0.00	\$26,237.47
201 EDA SPECIAL REVENUE FUND	\$139,454.32	\$0.00	\$1,951.28	\$137,503.04
205 EDA BUSINESS INCENTIVE FUND	\$75,414.26	\$2,908.23	\$0.00	\$78,322.49
311 2008A GO CIP REFUNDING BOND	\$47,732.67	\$0.00	\$0.00	\$47,732.67
312 2009A GO IMP REFUNDING BOND	\$15,414.65	\$0.00	\$0.00	\$15,414.65
314 2011A GO IMP CROSSOVER REF BD	\$472,094.03	\$9,026.43	\$4,632.50	\$476,487.96
315 2016A GO CIP BOND	\$17,390.08	\$0.00	\$0.00	\$17,390.08
401 GENERAL CAPITAL PROJECTS	\$724,776.50	\$0.00	\$0.00	\$724,776.50
402 PARKS CAPITAL PROJECTS	\$93,737.92	\$0.00	\$0.00	\$93,737.92
403 FIRE DEPT CAPITAL FUND	\$359,706.65	\$0.00	\$0.00	\$359,706.65
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$118,443.56	\$0.00	\$0.00	\$118,443.56
406 GAMBLING PROCEEDS	\$11,676.04	\$977.00	\$0.00	\$12,653.04
407 TIF REDEV DIST #1	\$8,751.97	\$0.00	\$0.00	\$8,751.97
409 MAHLER PIT - 15TH ST IMP FUND	\$106,303.80	\$0.00	\$0.00	\$106,303.80
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$12,428.06	\$0.00	\$0.00	\$12,428.06
418 STREET CAPITAL PROJ FUND	\$382,839.68	\$0.00	\$1,733.00	\$381,106.68
601 WATER ENTERPRISE FUND	\$981,062.97	\$0.00	\$3,749.00	\$977,313.97
602 SEWER ENTERPRISE FUND	\$432,965.33	\$0.00	\$5,637.00	\$427,328.33
603 STORM WATER ENTERPRISE FUND	\$183,828.05	\$0.00	\$563.85	\$183,264.20
611 WATER CAPITAL IMP FUND	\$218,565.29	\$0.00	\$0.00	\$218,565.29
612 SEWER CAPITAL IMP FUND	\$2,158,952.82	\$0.00	\$4,393.93	\$2,154,558.89
613 STORM WATER CAPITAL IMP FUND	\$688,876.82	\$0.00	\$0.00	\$688,876.82
701 RIVER ROAD CEMETERY	\$36,031.74	\$50.00	\$0.00	\$36,081.74
702 CSAH 19 CEMETERY	\$2,650.00	\$800.00	\$0.00	\$3,450.00
811 EROSION CONTROL ESCROW FUND	\$46,123.53	\$0.00	\$0.00	\$46,123.53
815 LANDSCAPE ESCROW FUND	\$46,000.00	\$0.00	\$0.00	\$46,000.00
817 INFRASTRUCTURE ESCROW FUND	\$30,000.00	\$0.00	\$0.00	\$30,000.00
818 MISC ESCROWS FUND	\$36,165.08	\$3,060.00	\$14,665.94	\$24,559.14
820 BRIDGES TOWNHOMES ESC FUND	\$3,764.63	\$0.00	\$0.00	\$3,764.63
823 CROW RVR HTS WEST 3RD / BACKES	\$17,953.85	\$0.00	\$1,333.50	\$16,620.35
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$0.00	\$0.00	\$0.00	\$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	\$58,745.89	\$0.00	\$1,671.50	\$57,074.39
900 INTEREST	\$51,881.12	\$0.00	\$0.00	\$51,881.12
	\$8,077,391.45	\$39,523.27	\$112,531.47	\$8,004,383.25

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$1,010,873.00	\$1,010,873.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$104,404.00	\$104,404.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$3,598.19	\$3,598.19	\$15,000.00	\$11,401.81	23.99%
Source Alt Code	TAXES	\$3,598.19	\$3,598.19	\$1,130,277.00	\$1,126,678.81	0.32%
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	-\$200.00	\$1,225.00	\$11,000.00	\$9,775.00	11.14%
SERVICE	R 100-34107 Assessment Search Fees	\$125.00	\$625.00	\$600.00	-\$25.00	104.17%
SERVICE	R 100-34108 Administrative Fees	\$600.00	\$1,800.00	\$3,000.00	\$1,200.00	60.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$610.00	\$0.00	-\$610.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$107,573.00	\$107,573.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code	SERVICE	\$525.00	\$4,260.00	\$130,723.00	\$126,463.00	3.26%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$510.00	\$2,321.80	\$100.00	-\$2,221.80	2321.80%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$917.54	\$400.00	-\$517.54	229.39%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$400.00	\$9,000.00	\$8,600.00	4.44%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code	MISC	\$510.00	\$3,639.34	\$9,500.00	\$5,860.66	38.31%
LIC PERM	R 100-32110 Alcoholic Beverages	\$3,335.00	\$3,335.00	\$6,870.00	\$3,535.00	48.54%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$100.00	\$325.00	\$1,000.00	\$675.00	32.50%
LIC PERM	R 100-32210 Building Permits	\$14,231.68	\$37,919.22	\$100,000.00	\$62,080.78	37.92%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code	LIC PERM	\$17,666.68	\$43,079.22	\$110,420.00	\$67,340.78	39.01%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$124,773.00	\$124,773.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code	INTGOVT	\$0.00	\$0.00	\$170,612.00	\$170,612.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$285.95	\$3,000.00	\$2,714.05	9.53%
Source Alt Code	FINES	\$0.00	\$285.95	\$3,000.00	\$2,714.05	9.53%
<b>Fund 100 GENERAL FUND</b>		<b>\$22,299.87</b>	<b>\$54,862.70</b>	<b>\$1,554,532.00</b>	<b>\$1,499,669.30</b>	<b>3.53%</b>

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

Source Alt Code	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$22,299.87	\$54,862.70	\$1,554,532.00	\$1,499,669.30	3.53%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Meet	\$120.75	\$120.75	\$13,000.00	\$12,879.25	0.93%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$806.00	\$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$189.00	\$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$550.00	\$2,000.00	\$1,450.00	27.50%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,237.68	\$7,500.00	\$3,262.32	56.50%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$271.04	\$2,000.00	\$1,728.96	13.55%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$132.01	\$428.72	\$20,000.00	\$19,571.28	2.14%
Dept 41110 Council		\$252.76	\$5,608.19	\$45,495.00	\$39,886.81	12.33%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Meet	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,700.00	\$5,700.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees Re	\$6,307.70	\$22,719.39	\$78,668.00	\$55,948.61	28.88%
CITYADM	E 100-41400-121 PERA	\$473.08	\$1,878.17	\$5,900.00	\$4,021.83	31.83%
CITYADM	E 100-41400-122 FICA	\$388.88	\$1,543.82	\$4,877.00	\$3,333.18	31.66%
CITYADM	E 100-41400-123 Medicare	\$90.94	\$361.04	\$1,141.00	\$779.96	31.64%
CITYADM	E 100-41400-134 Employer Paid Life	\$53.02	\$212.08	\$674.00	\$461.92	31.47%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$646.14	\$2,584.56	\$8,400.00	\$5,815.44	30.77%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$725.00	\$1,500.00	\$775.00	48.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$98.28	\$200.00	\$101.72	49.14%
Dept 41400 City Administrator		\$7,959.76	\$30,122.34	\$101,360.00	\$71,237.66	29.72%
Dept 41410 Elections						
ELECTION	E 100-41410-101 Full-Time Employees Re	\$311.50	\$1,424.50	\$13,500.00	\$12,075.50	10.55%
ELECTION	E 100-41410-122 FICA	\$31.77	\$100.77	\$837.00	\$736.23	12.04%
ELECTION	E 100-41410-123 Medicare	\$7.43	\$23.57	\$196.00	\$172.43	12.03%
ELECTION	E 100-41410-200 Office Supplies (GENER	\$2,911.83	\$3,303.35	\$5,000.00	\$1,696.65	66.07%
ELECTION	E 100-41410-310 Other Professional Servi	\$201.00	\$201.00	\$5,000.00	\$4,799.00	4.02%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,201.60	\$1,200.00	-\$1.60	100.13%
ELECTION	E 100-41410-437 Other Miscellaneous	\$193.43	\$2,000.88	\$0.00	-\$2,000.88	0.00%
Dept 41410 Elections		\$3,656.96	\$8,255.67	\$25,933.00	\$17,677.33	31.83%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees Re	\$3,822.41	\$13,906.15	\$49,926.00	\$36,019.85	27.85%
CLERICAL	E 100-41430-121 PERA	\$286.68	\$1,153.52	\$3,744.00	\$2,590.48	30.81%
CLERICAL	E 100-41430-122 FICA	\$234.80	\$944.82	\$3,095.00	\$2,150.18	30.53%
CLERICAL	E 100-41430-123 Medicare	\$54.92	\$220.98	\$724.00	\$503.02	30.52%
CLERICAL	E 100-41430-134 Employer Paid Life	\$37.02	\$148.08	\$456.00	\$307.92	32.47%
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	\$646.14	\$2,584.56	\$8,400.00	\$5,815.44	30.77%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$100.00	\$77.50	22.50%
Dept 41430 Clerical Staff		\$5,081.97	\$18,980.61	\$66,945.00	\$47,964.39	28.35%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Servi	\$20.00	\$170.00	\$500.00	\$330.00	34.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$72.46	\$2,000.00	\$1,927.54	3.62%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41435	Staff Expenses	\$20.00	\$242.46	\$2,800.00	\$2,557.54	8.66%
Dept 41530	Accounting					
ACCTING	E 100-41530-101 Full-Time Employees Re	\$4,434.16	\$15,958.64	\$57,920.00	\$41,961.36	27.55%
ACCTING	E 100-41530-121 PERA	\$332.56	\$1,325.15	\$4,344.00	\$3,018.85	30.51%
ACCTING	E 100-41530-122 FICA	\$274.92	\$1,095.47	\$3,591.00	\$2,495.53	30.51%
ACCTING	E 100-41530-123 Medicare	\$64.30	\$256.21	\$840.00	\$583.79	30.50%
ACCTING	E 100-41530-134 Employer Paid Life	\$42.26	\$169.04	\$527.00	\$357.96	32.08%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$645.72	\$2,582.88	\$8,400.00	\$5,817.12	30.75%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.00	\$250.00	\$200.00	20.00%
ACCTING	E 100-41530-310 Other Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530	Accounting	\$5,793.92	\$21,437.39	\$76,872.00	\$55,434.61	27.89%
Dept 41540	Auditing					
AUDITING	E 100-41540-301 Auditing and Acctg Serv	\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41540	Auditing	\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41550	Assessing					
ASSESS G	E 100-41550-310 Other Professional Servi	\$0.00	\$165.85	\$23,000.00	\$22,834.15	0.72%
Dept 41550	Assessing	\$0.00	\$165.85	\$23,000.00	\$22,834.15	0.72%
Dept 41570	Purchasing					
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$145.15	\$670.20	\$3,500.00	\$2,829.80	19.15%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$6.00	\$200.00	\$194.00	3.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$1,520.50	\$8,000.00	\$6,479.50	19.01%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$1,635.69	\$4,500.00	\$2,864.31	36.35%
PURCHASE	E 100-41570-322 Postage	\$0.00	-\$4.91	\$2,500.00	\$2,504.91	-0.20%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570	Purchasing	\$145.15	\$3,827.48	\$21,700.00	\$17,872.52	17.64%
Dept 41600	Computer					
COMPUTER	E 100-41600-310 Other Professional Servi	\$1,658.84	\$2,493.55	\$6,000.00	\$3,506.45	41.56%
Dept 41600	Computer	\$1,658.84	\$2,493.55	\$6,000.00	\$3,506.45	41.56%
Dept 41610	City Attorney					
CITYATNY	E 100-41610-304 Legal Fees	\$990.80	\$2,089.33	\$20,000.00	\$17,910.67	10.45%
Dept 41610	City Attorney	\$990.80	\$2,089.33	\$20,000.00	\$17,910.67	10.45%
Dept 41910	Planning and Zoning					
PLANZONG	E 100-41910-310 Other Professional Servi	\$892.50	\$3,596.50	\$20,000.00	\$16,403.50	17.98%
Dept 41910	Planning and Zoning	\$892.50	\$3,596.50	\$20,000.00	\$16,403.50	17.98%
Dept 41940	General Govt Buildings/Plant					
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$1,083.28	\$1,778.34	\$6,000.00	\$4,221.66	29.64%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$775.00	\$550.00	-\$225.00	140.91%
GOVTBLDG	E 100-41940-310 Other Professional Servi	\$1,075.00	\$1,578.04	\$7,500.00	\$5,921.96	21.04%
GOVTBLDG	E 100-41940-321 Telephone	\$347.06	\$1,391.13	\$6,400.00	\$5,008.87	21.74%
GOVTBLDG	E 100-41940-325 Taxes	\$14.25	\$272.25	\$400.00	\$127.75	68.06%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$648.84	\$1,378.26	\$9,000.00	\$7,621.74	15.31%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$297.20	\$1,462.96	\$5,000.00	\$3,537.04	29.26%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$274.28	\$1,102.05	\$3,000.00	\$1,897.95	36.74%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$34.88	\$602.21	\$4,000.00	\$3,397.79	15.06%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41940	General Govt Buildings/Plant	\$3,774.79	\$10,340.24	\$46,850.00	\$36,509.76	22.07%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$1,062.00	\$3,702.50	\$15,000.00	\$11,297.50	24.68%
Dept 41950	Engineer	\$1,062.00	\$3,702.50	\$15,000.00	\$11,297.50	24.68%
Dept 41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,087.36	\$13,000.00	\$7,912.64	39.13%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$10,000.88	\$25,000.00	\$14,999.12	40.00%
Dept 41960	Insurance	\$0.00	\$15,088.24	\$38,000.00	\$22,911.76	39.71%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$494.80	\$300.00	-\$194.80	164.93%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$42.50	\$200.00	\$157.50	21.25%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$30.88	\$2,000.00	\$1,969.12	1.54%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970	Legal Publications	\$0.00	\$568.18	\$2,750.00	\$2,181.82	20.66%
Dept 42000	Public Safety (GENERAL)					
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$20.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000	Public Safety (GENERAL)	\$20.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Servi	\$0.00	\$0.00	\$84,368.00	\$84,368.00	0.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$0.00	\$84,368.00	\$84,368.00	0.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Servi	\$9,546.50	\$38,186.00	\$114,558.00	\$76,372.00	33.33%
Dept 42102	Wright County Sheriff	\$9,546.50	\$38,186.00	\$114,558.00	\$76,372.00	33.33%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	-\$1,814.39	\$70,600.00	\$72,414.39	-2.57%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,470.46	\$4,377.00	\$2,906.54	33.60%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$343.92	\$1,024.00	\$680.08	33.59%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,466.24	\$9,000.00	\$5,533.76	38.51%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$78.89	\$350.00	\$271.11	22.54%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$100.00	\$1,315.00	\$1,000.00	-\$315.00	131.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,512.05	\$5,000.00	\$3,487.95	30.24%
Dept 42210	Fire Dept Administration	\$100.00	\$6,372.17	\$95,651.00	\$89,278.83	6.66%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$639.85	\$1,048.57	\$11,500.00	\$10,451.43	9.12%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$241.44	\$1,500.00	\$1,258.56	16.10%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$426.80	\$500.77	\$28,500.00	\$27,999.23	1.76%
FIREEQUIP	E 100-42220-580 Other Equipment	\$30.57	\$30.57	\$5,000.00	\$4,969.43	0.61%
Dept 42220	Fire Dept Equipment	\$1,097.22	\$1,821.35	\$47,500.00	\$45,678.65	3.83%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$588.06	\$7,500.00	\$6,911.94	7.84%
FIRETRNG	E 100-42240-310 Other Professional Servi	\$0.00	\$842.57	\$3,380.00	\$2,537.43	24.93%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240	Fire Dept Training	\$0.00	\$1,430.63	\$12,380.00	\$10,949.37	11.56%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$316.69	\$3,000.00	\$2,683.31	10.56%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$1,031.05	\$1,364.08	\$9,000.00	\$7,635.92	15.16%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$37.00	\$37.00	\$7,800.00	\$7,763.00	0.47%
Dept 42260 Fire Vehicles		\$1,068.05	\$1,717.77	\$20,800.00	\$19,082.23	8.26%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$31.90	\$672.82	\$7,500.00	\$6,827.18	8.97%
FIREBLDG	E 100-42280-321 Telephone	\$144.49	\$318.80	\$1,000.00	\$681.20	31.88%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$316.80	\$683.59	\$4,500.00	\$3,816.41	15.19%
FIREBLDG	E 100-42280-383 Gas Utilities	\$219.66	\$1,062.82	\$3,500.00	\$2,437.18	30.37%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$712.85	\$2,738.03	\$17,300.00	\$14,561.97	15.83%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributio	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contri	\$0.00	\$0.00	\$12,096.00	\$12,096.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Serv	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$0.00	\$57,346.00	\$57,346.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Servi	\$2,485.95	\$10,109.67	\$40,000.00	\$29,890.33	25.27%
Dept 42401 Building Inspection Admin		\$2,485.95	\$10,109.67	\$40,000.00	\$29,890.33	25.27%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Servi	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42700 Animal Control		\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42800 Cemetery						
CEMTERY	E 100-42800-310 Other Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees Re	\$8,636.60	\$39,883.20	\$146,116.00	\$106,232.80	27.30%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$463.22	\$28,360.00	\$27,896.78	1.63%
PUBWRKS	E 100-43000-121 PERA	\$647.74	\$3,321.91	\$12,834.00	\$9,512.09	25.88%
PUBWRKS	E 100-43000-122 FICA	\$525.67	\$2,764.95	\$11,775.00	\$9,010.05	23.48%
PUBWRKS	E 100-43000-123 Medicare	\$122.94	\$646.66	\$2,892.00	\$2,245.34	22.36%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$80.60	\$419.24	\$1,548.00	\$1,128.76	27.08%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,520.18	\$8,227.84	\$32,400.00	\$24,172.16	25.39%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$2,374.00	\$3,500.00	\$1,126.00	67.83%
PUBWRKS	E 100-43000-212 Motor Fuels	\$490.22	\$2,410.13	\$12,000.00	\$9,589.87	20.08%
PUBWRKS	E 100-43000-215 Shop Supplies	\$151.61	\$1,220.58	\$7,500.00	\$6,279.42	16.27%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$22.99	\$1,923.21	\$12,000.00	\$10,076.79	16.03%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$65.90	\$1,500.00	\$1,434.10	4.39%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$315.33	\$10,000.00	\$9,684.67	3.15%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Servi	\$46.90	\$3,771.20	\$7,500.00	\$3,728.80	50.28%
PUBWRKS	E 100-43000-321 Telephone	\$524.20	\$1,551.59	\$4,200.00	\$2,648.41	36.94%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$134.75	\$200.00	\$65.25	67.38%
PUBWRKS	E 100-43000-381 Electric Utilities	\$566.41	\$974.68	\$4,000.00	\$3,025.32	24.37%
PUBWRKS	E 100-43000-383 Gas Utilities	\$453.46	\$2,142.31	\$7,000.00	\$4,857.69	30.60%
PUBWRKS	E 100-43000-520 Buildings and Structure	\$0.00	\$555.14	\$0.00	-\$555.14	0.00%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 43000	Public Works (GENERAL)	\$13,789.52	\$73,165.84	\$310,325.00	\$237,159.16	23.58%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$3,780.00	\$3,899.70	\$50,000.00	\$46,100.30	7.80%
Dept 43121	Paved Streets	\$3,780.00	\$3,899.70	\$50,000.00	\$46,100.30	7.80%
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	\$1,895.34	\$6,385.20	\$20,000.00	\$13,614.80	31.93%
Dept 43125	Ice & Snow Removal	\$1,895.34	\$6,385.20	\$20,000.00	\$13,614.80	31.93%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$2,177.54	\$6,436.12	\$25,000.00	\$18,563.88	25.74%
Dept 43160	Street Lighting	\$2,177.54	\$6,436.12	\$25,000.00	\$18,563.88	25.74%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,562.00	\$10,663.25	\$44,000.00	\$33,336.75	24.23%
Dept 43245	Recycling: Refuse	\$3,562.00	\$10,663.25	\$44,000.00	\$33,336.75	24.23%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$2,274.11	\$9,100.00	\$6,825.89	24.99%
Dept 45186	Senior Center	\$0.00	\$2,274.11	\$9,100.00	\$6,825.89	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$128.65	\$2,000.00	\$1,871.35	6.43%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$2,075.77	\$6,000.00	\$3,924.23	34.60%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
PARKS	E 100-45200-310 Other Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$160.01	\$377.01	\$2,200.00	\$1,822.99	17.14%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45200	Parks (GENERAL)	\$160.01	\$2,581.43	\$26,200.00	\$23,618.57	9.85%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,655.41	\$11,600.00	\$6,944.59	40.13%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,655.41	\$11,600.00	\$6,944.59	40.13%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$200.00	\$1,600.00	\$9,000.00	\$7,400.00	17.78%
Dept 48205	Damage Deposit Refunds	\$200.00	\$1,600.00	\$9,000.00	\$7,400.00	17.78%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$71,884.43	\$300,975.21	\$1,554,533.00	\$1,253,557.79	19.36%

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

Dept Abbrev	Account Descr	April 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$71,884.43	\$300,975.21	\$1,554,533.00	\$1,253,557.79	19.36%

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

**RESOLUTION NO 05-05-20-44**

**APPROVING PROPOSAL FROM RUSSELL SECURITY RESOURCE INC.  
FOR FIRE DEPARTMENT KEY CARD ACCESS**

**WHEREAS**, the following establishments have annual liquor licenses:

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. River Inn Bar & Grill        | Off Sale, On Sale, Sunday On Sale |
| 2. Big Bore Barbecue Co.        | On Sale, Sunday On Sale           |
| 3. Hanover Wine and Spirits     | Off Sale                          |
| 4. Hanover Lions Club           | 3.2% Malt Liquor On Sale          |
| 5. Hanover Athletic Association | 3.2% Malt Liquor On Sale          |

**WHEREAS**, applications require approval from the Sheriff and City Council prior to being forwarded to the State of Minnesota.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the liquor licenses described above for a period of one year beginning July 1, 2019 subject to applicable applications, fees and approvals.

Adopted by the City Council this 5<sup>th</sup> day of May, 2020.

APPROVED BY:

ATTEST:

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

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

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

**RESOLUTION NO 05-05-20-45**

**APPROVING PAYMENT TO SNOW PLOW DRIVER**

**WHEREAS**, the City Council previously authorized the hiring of Larry Dalchow as temporary snow plow driver; and

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

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

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

Adopted by the City Council this 5<sup>th</sup> day of May, 2020.

APPROVED BY:

ATTEST:

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

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

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

**RESOLUTION NO 05-05-20-45**

**APPROVING PURCHASE OF FIRE DEPARTMENT EQUIPMENT**

**WHEREAS**, Fire Chief Malewicki recommends purchasing ten replacement lights and two chargers for the Fire Department; and

**WHEREAS**, attached is a quote for consideration.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of lights and charges in the amount of \$1,662.00.

Adopted by the City Council this 5<sup>th</sup> day of May, 2020.

APPROVED BY:

ATTEST:

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

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



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

**RESOLUTION NO 05-05-20-47**

**APPROVING VARIANCE FOR 1332 JANSEN AVENUE SE**

**WHEREAS**, Ben and Kristal Sneen (“Owner”) owns property located at 1332 Jansen Avenue Southeast; and

**WHEREAS**, the Owner has applied for variance in order to construct a detached accessory building in front of the home; and

**WHEREAS** the public hearing was properly noticed and scheduled for the April 27, 2020 Planning Commission meeting; and

**WHEREAS** the application was reviewed by the Planning Commission at its meeting on April 27, 2020 and recommended approval of the request; and

**WHEREAS** the City Council reviewed the request in regard to this property at a meeting on May 5, 2020; and

**WHEREAS** the City Council concurred with the recommendation of the Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council does hereby approve the variance to construct a detached accessory building to the front of the home, subject to the following conditions:

1. The building shall be located in the location as shown on the survey dated March 23, 2020 and prepared by Otto Associates Land Surveyors and Engineers, Inc.
2. The garage shall not be larger than 40’ x 28’.
3. The property shall remain in substantial conformance with all performance standards contained within the City Zoning Ordinance and City Code.

Adopted by the City Council this 5<sup>th</sup> day of May, 2020.

APPROVED BY:

ATTEST:

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

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

# Collaborative Planning, LLC

## Memorandum

**Meeting Date:** April 30, 2020  
**To:** Planning Commission  
**From:** Cindy Nash, City Planner  
**RE:** Variance for an Accessory Building located in front of a home – 1332 Jansen Ave SE

---

### Overview of Request

The subject property is currently zoned RR with a PUD overlay. The Owners have applied for a Variance to allow an accessory building to be located to the front of the home. The property is located at 1332 Jansen Ave SE.

The application is included in your packets and contains their proposed request.

### Evaluation of Request

The applicant is seeking permission to construct a garage to the front of a home. The ordinance does provide for the following related to accessory buildings in the shoreland district:

*Accessory structures located on properties subject to the Section 10.33 related to the shoreland district may be located between the public road and the principal structure provided it is clearly demonstrated that physical conditions require such a location. In no event, however, shall the structure be located closer than 20 feet to the public road right-of-way.*



The property consists of an existing earth home. The applicant is proposing to convert the existing underground garage that is attached to the home and convert it into livable space. A new detached garage would then be constructed.

The ordinances require that the architecture of the detached garage complement the architecture of the home. Due to the unique type of home that it is, it is not possible to match the architecture and not desirable for the applicant who also plans to redo the architecture of the home itself later. The current view of the home from County Road 20 is as follows:

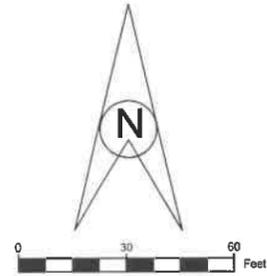


**Planning Commission Recommendation**

The Planning Commission recommended that the Variance be approved, subject to the following conditions:

1. The building shall be located in the location as shown on the survey dated March 23, 2020 and prepared by Otto Associates Land Surveyors and Engineers, Inc.
2. The garage shall not be larger than 40' x 28'.
3. The property shall remain in substantial conformance with all performance standards contained within the City Zoning Ordinance and City Code.

# Certificate of Survey



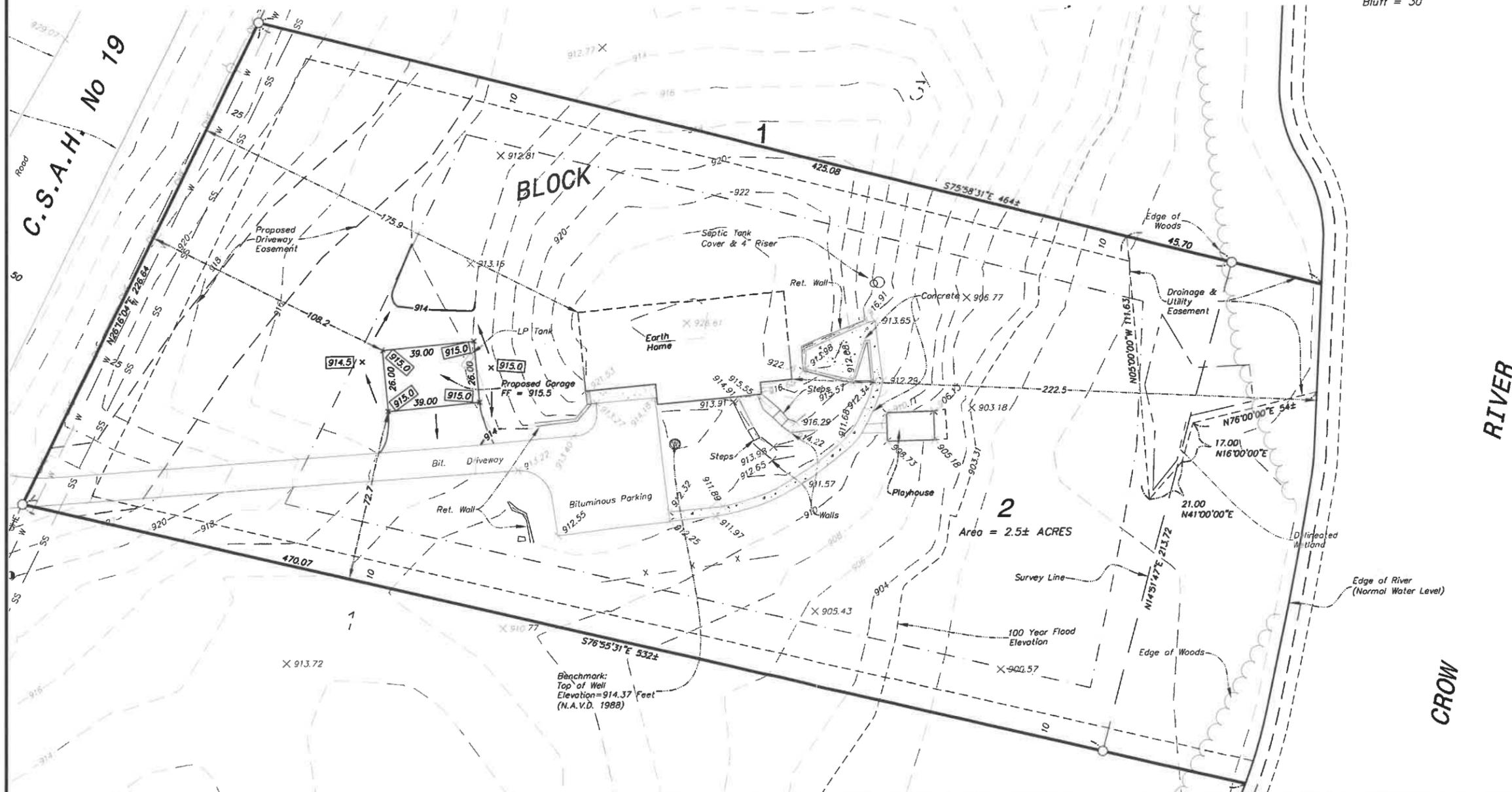
**Property Description:**

Lot 2, Block 1, RIVERSIDE ESTATES, Wright County, Minnesota, according to the recorded plat thereof.

Note:  
Wetlands Delineated by Kjolhaug Environmental Services Company.

**LEGEND**

- 985 — denotes Existing Contour
  - 988.00 X — denotes Existing Spot Elevation
  - OHE — denotes Overhead Electric Line
  - ○ — denotes Power Pole
  - ● — denotes Guy Wire
  - - - - denotes Drainage and Utility Easement per the plat RIVERSIDE ESTATES
  - X — denotes Fence Line
  - W — denotes Potential Location of Future Watermain
  - SS — denotes Potential Locations of Future Sanitary Line
  - - - - denotes Building Setback Line
- Front = 100'  
Side = 25'  
River = 75'  
Bluff = 30'



Certificate of Survey on Lot 2, Block 1, RIVERSIDE ESTATES, Wright County, Minnesota

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.

Requested By:

**Kristal & Ben Sneen**



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

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

Revised:

*Paul E. Otto*  
Paul E. Otto  
License #40062 Date: 04-10-20

Date:

03-23-20

Drawn By:

E.M.S.

Scale:

1"=30'

Checked By:

P.E.O.

Project No. 20-0213



advancedhouseplans.com 407.445.0199  
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PERMIT  
 OFFICE  
 REVIEW

HARTLEY - 2x6

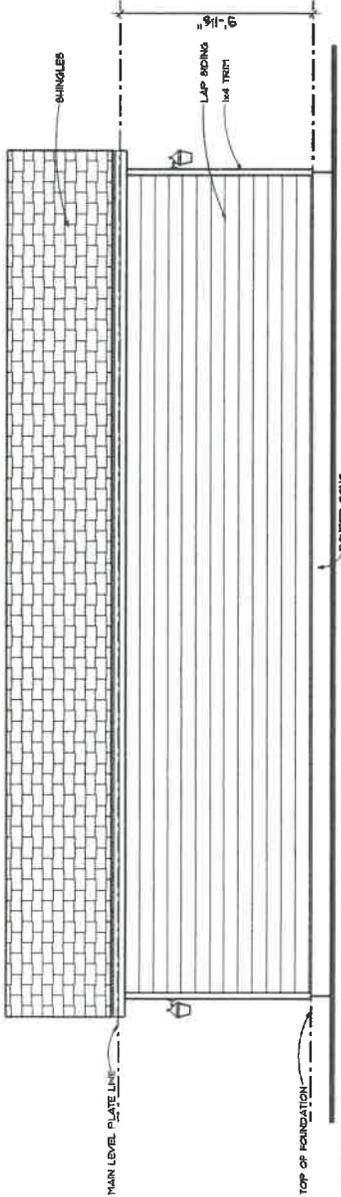


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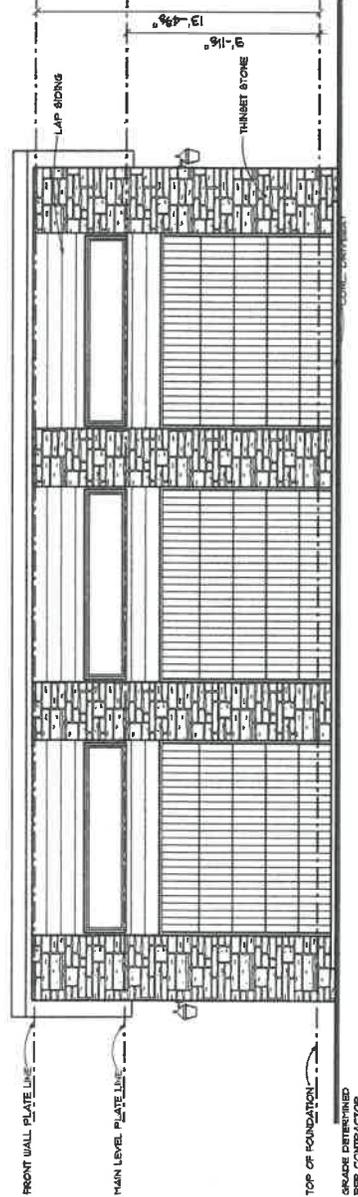
29243  
 2018

29243  
 2018

SHEET  
 2  
 OF  
 6



POURED CONC.  
 FOUNDATION  
**REAR ELEVATION**  
 SCALE: 1/4" = 1'-0"



**FRONT ELEVATION**  
 SCALE: 1/4" = 1'-0"



402-423-0-093  
 SHEET  
 FINAL  
 REVISION

HARTLEY - 2x6



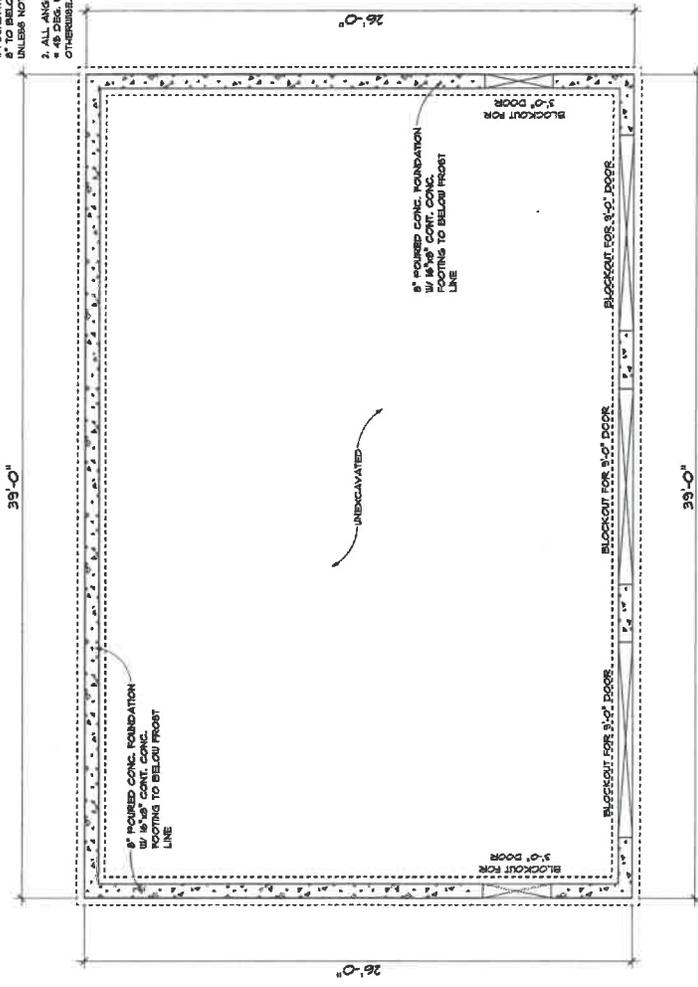
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29243  
 2018

4  
 SHEET

9' 0" x 11' 0" SHEET

- GENERAL NOTES:
1. FOUNDATION WALL ARE 8" TO BELOW FROST LINE UNLESS NOTED OTHERWISE
  2. ALL ANGLED WALLS ARE # 4B BARS UNLESS NOTED OTHERWISE.



FOUNDATION PLAN  
 SCALE 1/4" = 1'-0"



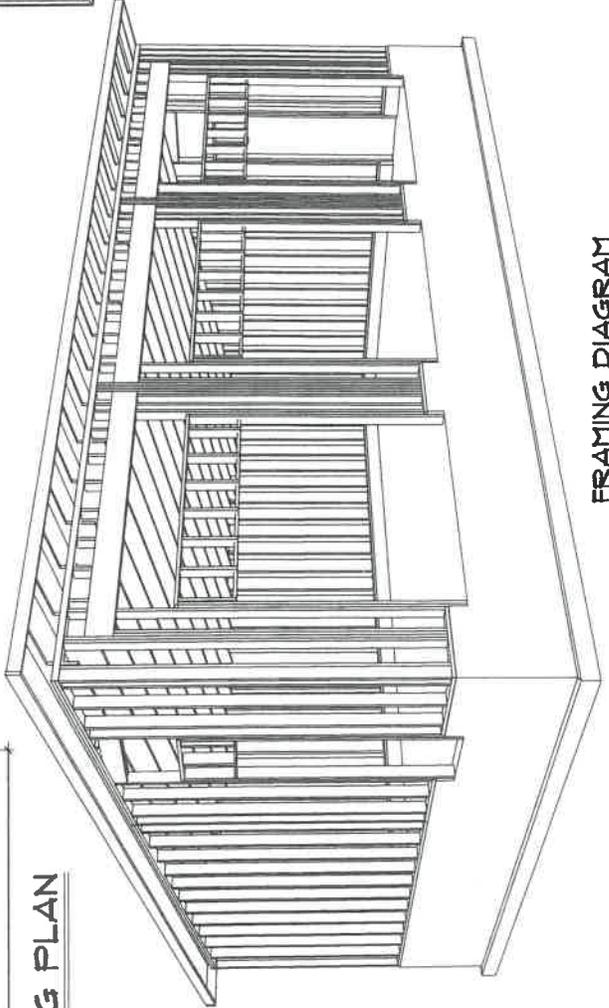




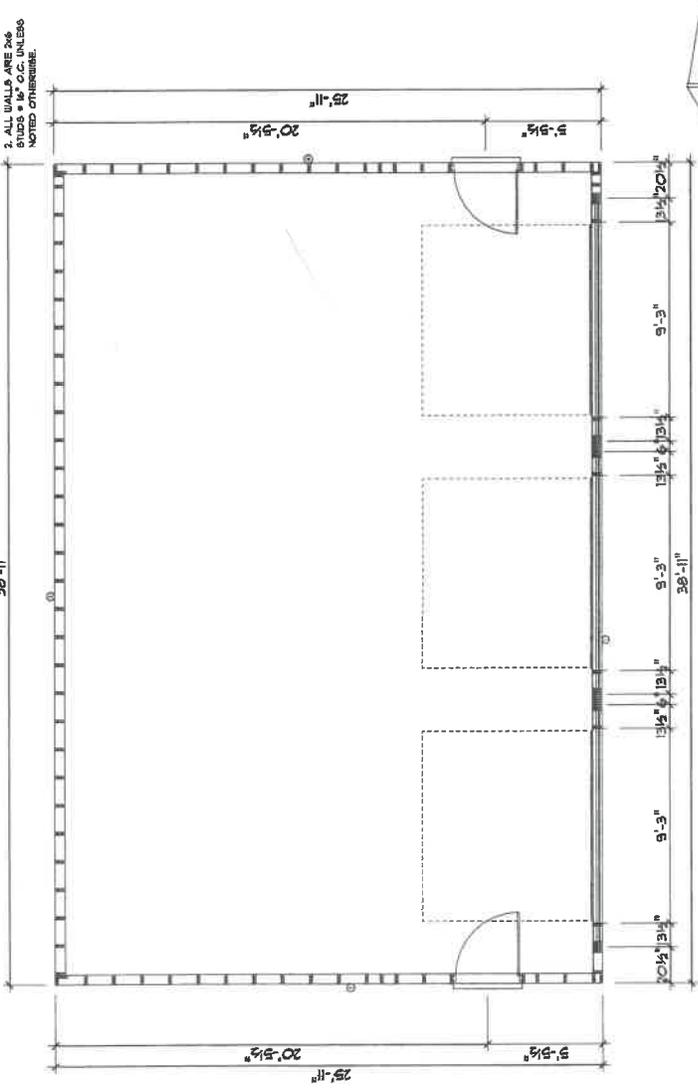
FOR THE ARCHITECT'S USE ONLY. ANY CHANGES TO THE ORIGINAL DESIGN SHALL BE MADE BY THE ARCHITECT. THE ARCHITECT'S RESPONSIBILITY IS TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE STRUCTURE OR THE MATERIALS USED THEREIN. THE ARCHITECT'S SERVICES ARE LIMITED TO THE DESIGN OF THE FRAMING SYSTEM. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN OF THE FRAMING SYSTEM. THE ARCHITECT'S LIABILITY IS LIMITED TO THE DESIGN OF THE FRAMING SYSTEM.



FRAMING DIAGRAM  
NOT TO SCALE



MAIN LEVEL FRAMING PLAN  
SCALE 1/4" = 1'-0"



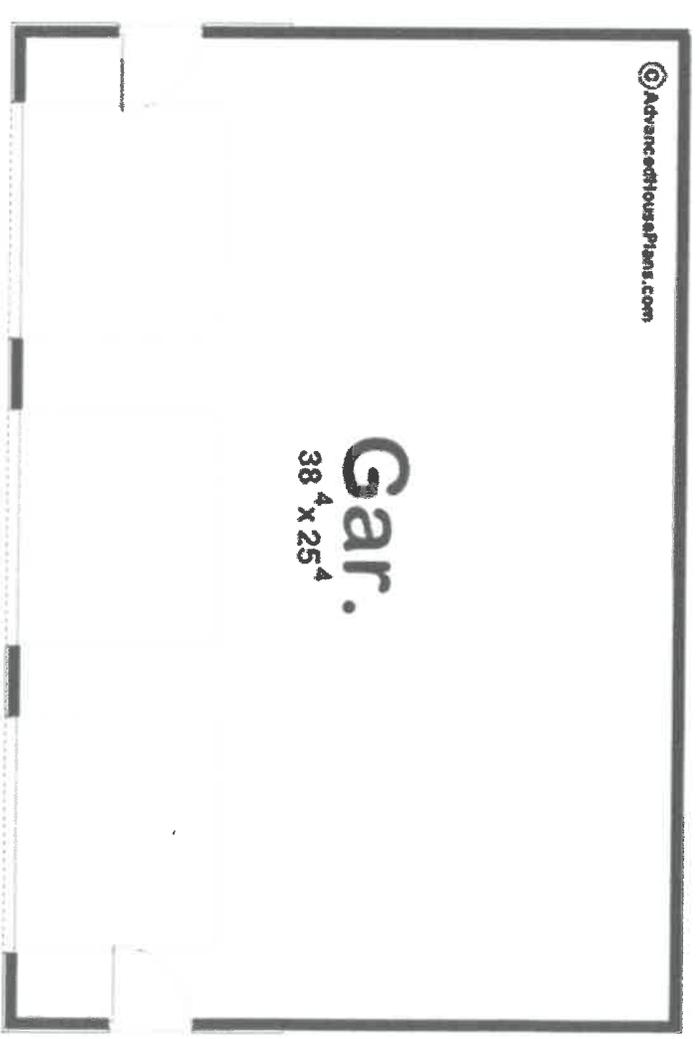
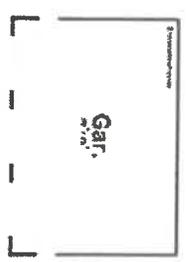
NOTE:  
1. DIMENSIONS TO FRAMING ONLY - DOES NOT INCLUDE 1/2" SHEATHING.  
2. ALL WALLS ARE 2X6 UNLESS NOTED OTHERWISE.

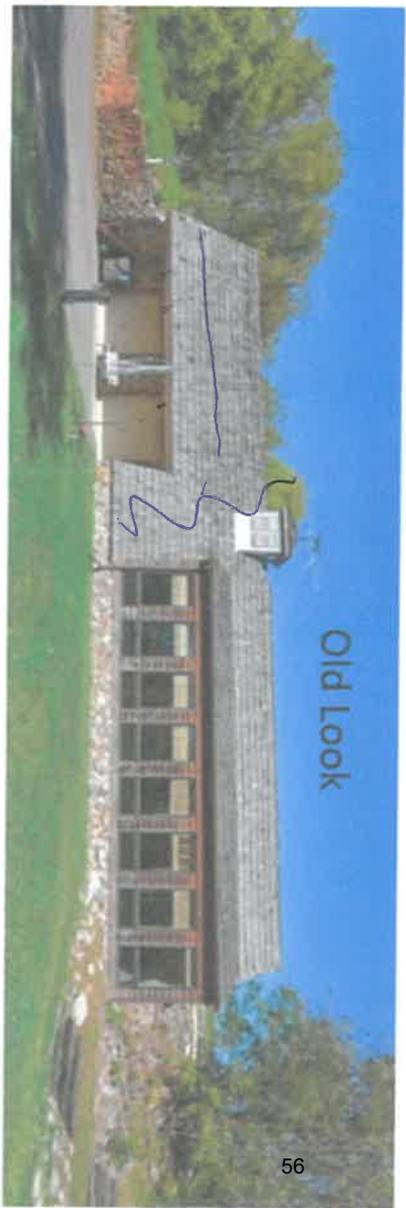


## Hartley 3-Car Garage 26' x 39' x 9' Material List

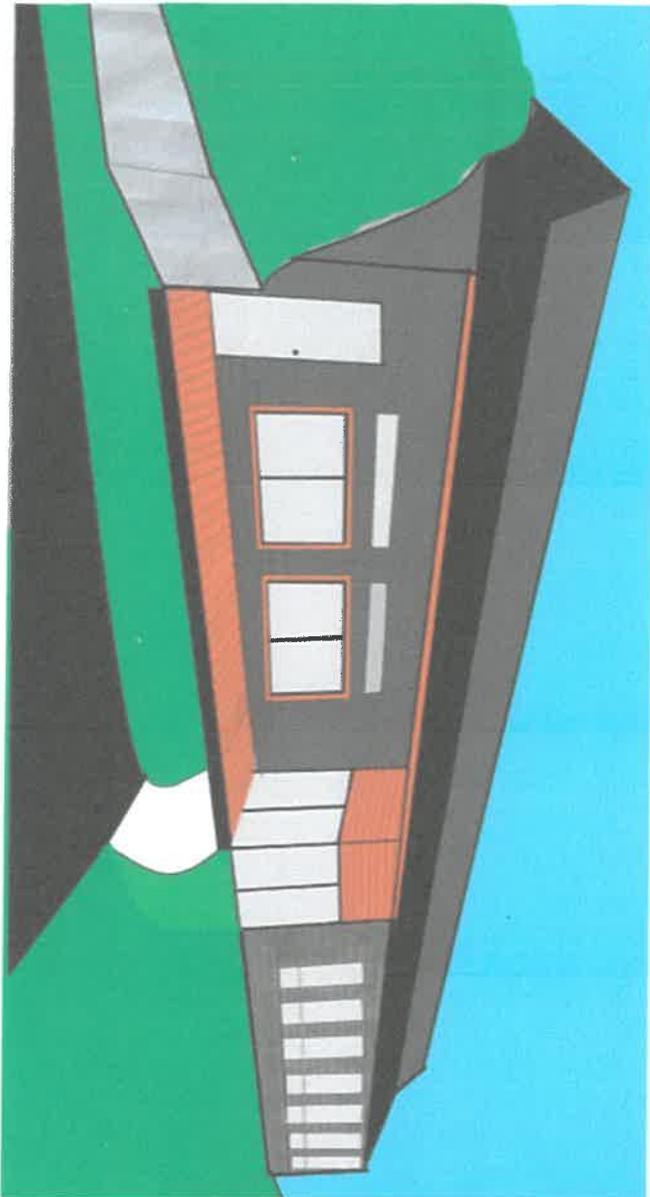
Advanced House Plans Plan # 29243

Model Number: 29243 | Menards® SKU: 1958118





Old Look



Contemporary Modern New Look

Ben & Kristal Sneen 952-261-8829 1332 Jansen Avenue SE \* Hanover \* MN \* 55313

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

**RESOLUTION NO 05-05-20-48**

**APPROVING TEMPORARY PATIO AGREEMENT**

**WHEREAS**, the COVID-19 Pandemic has placed restrictions on food and beverage business operations; and

**WHEREAS**, should food and beverage establishments be allowed to reopen operations to in person patrons, but be required to space tables, the City of Hanover desires to allow for temporary expansions of outdoor seating area in order to reduce any loss in operations pre COVID-19 Pandemic; and

**WHEREAS**, the City recognizes the temporary use and waives formal site plan review and SAC/WAC charges for the larger patio area subject to terms in the attached agreement.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the attached Temporary Patio Agreement.

**BE IT FURTHER RESOLVED**, the City Council authorizes its City Administrator to execute the agreement with Hanover businesses impacted by ongoing restrictions.

Adopted by the City Council this 5<sup>th</sup> day of May, 2020.

APPROVED BY:

ATTEST:

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

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

## TEMPORARY PATIO AGREEMENT

This Temporary Patio Agreement (the “Agreement”) is made and executed this \_\_\_\_\_ day of \_\_\_\_\_ 2020 by and between the City of Hanover, a municipal corporation (the “City”); BUSINESS NAME (“Business”). The City and (BUSINESS NAME) are collectively referred to herein as the “Parties.”

**WHEREAS**, the COVID-19 Pandemic has caused for certain restrictions to be placed on business owners and the operations of their business;

**WHEREAS**, the City recognizes the need for businesses to operate under these restrictions in place;

**WHEREAS**, the City waives the requirement for formal site plan approval and SAC/WAC calculations as it relates to temporary patios established by local food establishments;

**WHEREAS**, the Parties desire to enter into this Agreement for the purpose of establishing a temporary outdoor patio area to allow the Business to maintain operations pre-COVID-19 Pandemic.

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual promises and agreements contained herein, the Parties agree as follows:

1. **Temporary Patio.** The Business and their successors, assignees, and transferees, may utilize existing areas of their property for the purpose of establishing a temporary patio.
2. **Site Plan.** The Business shall submit an aerial photo generally identifying the temporary patio area within their property.
3. **SAC/WAC Fees.** The City waives SAC/WAC Fees normally charged for patio expansions during the temporary use of the patio area; subject to the condition that total number of seats do not increase from pre COVID-19 Pandemic status. Upon entering into the Agreement, the Business and City shall establish existing seating count.
4. **Existing Seating.** The Business and City agree that (EXISTING SEAT COUNT) number of seats existed under normal operations pre COVID-19.
3. **Temporary Improvements.** The Business shall submit a narrative of the planned improvements to the area. The business recognizes any improvements made and use of the area does not constitute approval to utilize the space as a permanent patio upon the COVID-19 Pandemic being deemed complete by Federal and/or State Authorities.

4. **Permanent Use.** Should the Business desire to utilize the patio as a permanent improvement to their operations post COVID-19 Pandemic, the Business shall apply for a formal site plan approval in accordance with Hanover City Code. Formal review of the site plan shall cause for all applicable regulations to be considered, including but not limited to, SAC/WAC Fees and building code requirements.
5. **Termination.** The Agreement shall automatically terminate upon the COVID-19 Pandemic being deemed complete. The City shall have the right to terminate this agreement at any time without cause should the City deem necessary. The Business, upon notice of termination, shall cease and desist operations of the temporary patio area. Upon termination of the agreement, the City may order any improvements made for the temporary patio to be removed and the site returned to its previous state.
7. **Indemnification.** The Property Owners shall defend, indemnify, and hold harmless the City and its officers, employees, and agents for any and every loss, damage, or injury arising out of or related to the temporary use of the patio area.
8. **Running Covenant.** The rights, covenants, and obligations stated herein shall not terminate upon the sale or transfer of any of the Properties and shall run with the land.
9. **Notice.** Notifications related to this Agreement may be sent to the Parties at the following addresses:

**The City:**

Brian Hagen  
 City Administrator  
 11250 5th Street NE  
 Hanover, MN 55341

**Business Owner:**

*Business Name*  
 Attn: *Owner Name*  
 XXXX *Address*  
 Hanover, MN 55341

11. **Entire Agreement.** The Parties expressly understand and agree that the terms of this Agreement are contractual and, as set forth herein, constitute the entire agreement of the Parties. Except as stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all other statements and agreements between the Parties relating to the subject matter contained herein.
12. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Wright or Hennepin County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
13. **Severability.** If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

14. **Signatures; Effective Date.** This Agreement may be signed in counterparts, and a copy of this Agreement will have the same legal effect as the original. The Effective Date of this Agreement shall be the date on which it is fully executed by all Parties. The Agreement will not be deemed to have been “fully executed” by the City until it has been signed by its City Administrator.

**IN WITNESS WHEREOF**, the Parties have entered into this Temporary Patio Agreement on the dates shown below.

**CITY OF HANOVER**

Dated: \_\_\_\_\_

By \_\_\_\_\_

Its: City Administrator

***BUSINESS NAME***

Dated: \_\_\_\_\_

By \_\_\_\_\_

Its: Owner