

**AGENDA
HANOVER CITY COUNCIL
MAY 7, 2019**

**MAYOR
CHRIS KAUFFMAN**

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

- 1. Call to Order/Pledge of Allegiance Regular City Council Meeting: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of April 16, 2019 City Council Work Session Meeting (4)**
 - b. Approve Minutes of April 22, 2019 Jt. City Council & Planning Commission Meeting (7)**
 - c. Approve Claims as Presented: (8)**

➤ Claims	\$ 54,397.11
➤ Payroll	\$ 9,088.95
➤ P/R taxes & Exp	\$ 3,329.67
➤ Other Claims	<u>\$ 2,524.66</u>
➤ Total Claims	<u>\$ 69,340.39</u>
 - d. Res No 05-07-19-30 – Accepting Donation for Settlers Park Ballfield Lighting (38)**
 - e. Res No 05-07-19-31 – Approving Purchase of Fire Department Equipment (39)**
 - f. Res No 05-07-19-32 – Approving Hanover Harvest Festival Exempt Gambling Permit (40)**
 - g. Res No 05-07-19-33 – Approving Crow River Senior Center Exempt Gambling Permit (41)**
 - h. Res No 05-07-19-34 – Recognizing Barbara Olson (42)**
 - i. Res No 05-07-19-35 – Approving Purchase of Office Chairs (43)**
 - j. Res No 05-07-19-36 – Approving EDA Business Incentive Program Amendments (44)**
- 4. Citizen’s Forum:**
 - a. Retired Firefighter Recognitions**
 - b. Presentation of Appreciation Plaque – Abby Peterson**
 - c. Vitalization Award – Jon Miller**
- 5. Public Hearings**
- 6. Unfinished Business**
 - a. Res No 08-06-18-78 – Revoking CUP for 11103 River Rd NE (50)**
- 7. New Business**
 - a. Res No 05-07-19-37 – Approving Interim Use Permit for 10467 Beebe Lake Rd (66)**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: April 30, 2019
Re: Review of May 7, 2019 City Council Agenda

1. Call to Order/Pledge of Allegiance Regular City Council Meeting: 7:00 p.m.
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 - g. Res No 05-07-19-33 – Approving Crow River Senior Center Exempt Gambling Permit (41)
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6. Unfinished Business

a. Res No 08-06-18-78 – Revoking CUP for 11103 River Rd NE (50)

This item was directed to be brought back for consideration. Mr. Straub received a hand delivered letter notifying him of the action before the City Council.

7. New Business

a. Res No 05-07-19-37 – Approving Interim Use Permit for 10467 Beebe Lake Rd (66)

Enclosed is a memo from City Planner Nash outlining the request.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
APRIL 16, 2019 – DRAFT MINUTES**

Call to Order:

Mayor Chris Kauffman called the regular meeting of Tuesday, April 16, 2019 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, City Engineer Nick Preisler, and City Planner Cindy Nash. Absent was Councilor MaryAnn Hallstein. Guests Present included Mike Straub, Bob Pink, Josh Jacobs, Paul Kangas, and Tim Bellin.

Approval of Agenda:

Kauffman requested the addition of a Citizen’s Forum after the Consent Agenda.

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

Consent Agenda:

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

- a. **Approve Minutes of April 2, 2019 Local Board of Appeal and Equalization Meeting**
- b. **Approve Minutes of April 2, 2019 City Council Meeting**
- c. **Approve Claims as Presented:**

➤ Claims	\$ 41,657.31
➤ Payroll	\$ 9,446.62
➤ P/R taxes & Exp.	\$ 3,423.36
➤ Other Claims	\$ <u>2,587.17</u>
➤ Total Claims	\$ <u>57,114.46</u>

- d. **Res No 04-16-19-26 – Accepting Donation for Easter Egg Hunt**

Motion carried unanimously.

Citizen’s Forum

Mr. Straub addressed Council as it relates to their discussion on April 2, 2019 regarding the Conditional Use Permit (CUP) he holds for his business in town. Mr. Straub questioned why the Council intends to make a consideration on the revocation of his CUP. Mr. Straub feels he is in full compliance with the conditions listed. Council requested that Hagen provide a summary of his findings. Hagen noted that in 2016 Mr. Straub received an amendment to his CUP which provided a number of conditions to be met on the property. Hagen further noted that Mr. Straub provided extensive input on those conditions approved in order to allow him to operate his business. Hagen outlined that the City sent enforcement letters to Mr. Straub after two years of failure to come into compliance with the amended CUP. In the fall of 2018 the City Council held a hearing for the consideration to revoke Mr. Straub’s CUP due to failed compliance. Shortly before the hearing, Mr. Straub brought the property into compliance, at that time the City Council indicated to Mr. Straub that the City would continue routine inspections of the property for compliance. Hagen stated that he observed throughout most of the winter months noncompliance as it related to the number of vehicles store on the property. Hagen further showed photos to Mr. Straub showing snow covered vehicles. Mr. Straub disagreed with the observations stating that multiple vehicles were his personal vehicles and not vehicles he was working on. He also disagreed that a vehicle stored on the flatbed truck should be counted towards the total number of vehicles.

Council informed Mr. Straub that they would be taking official action on the revocation at their May 7, 2019 meeting.

Res No 04-16-19-27 – Ordering Environmental Assessment Worksheet for a Project Known as Mahler Aggregate Mining

Nash summarized the request by Fehn Companies to expand the mining operations of the Mahler Mine. As part of the application to the City, an Environmental Assessment Worksheet (EAW) would be required due to the proposed size of the operation. Fehn Companies are having detailed plans prepared that would be utilized as part of the EAW preparation.

MOTION by Hammerseng to approve Res No 04-16-19-27, seconded by Kauffman. **Motion carried unanimously.**

Res No 04-16-19-28 – Approving Rezoning of Property for a Planned Unit Development

Nash outlined the request of a planned unit development (PUD) for a development known as River Town Villas. Discussion on the details of the development was held to determine final adjustments for the Final Plat Application. The developer requested feedback on what the Council would support as it relates to units being able to install an exterior patio. The patio location and size would be incorporated into the Final Plat plans. Language would also be added to the resolution approving the PUD.

MOTION by Warpula to approve Res No 04-16-19-28, seconded by Hammerseng. **Motion carried unanimously.**

Res No 04-16-19-29 – Approving Preliminary Plat for River Town Villas of Hanover

MOTION by Warpula to approve Res No 04-16-19-29, seconded by Hammerseng. **Motion carried unanimously.**

Riverside County Park Collaboration

Hagen provided an update to the discussions first held in 2018. Wright County inquired on whether Hanover would support a partnership for improvements to the Riverside County Park. The County suggested an archery range be installed and the boat ramp be improved. At the time, Hanover did not commit to any financial obligations, but indicated that if the County made improvements the City would consider future support of in-kind-match for labor.

Wright County has indicated they will be installing an archery range in the park this year. Hanover Council consensus was to provide labor via public works to assist with the installation and routine refuse pickup of trash cans.

Council further indicated support to work with the County on grant applications for the boat ramp improvements.

Reports

Zajicek

- Reminded everyone of the upcoming Park Board Easter Egg Hunt.

Hagen

- Inquired as to whether any Councilors would like to attend the Crow River Senior Center Volunteer Appreciation Brunch on Monday April 22nd. Kauffman stated he would attend.
- Inquired as to whether Council is available for a joint meeting of the Council and Planning Commission on April 22nd to continue the review of Development Standards. Council said yes.
- Inquired as to whether Hanover would want to annex land from a neighboring entity without support from the other entity. Council consensus was to ensure the relationships are not jeopardized with neighboring entities during annexation discussions.

Adjournment

MOTION by Warpula to adjourn at 8:55 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**CITY OF HANOVER
JOINT CITY COUNCIL & PLANNING COMMISSION MEETING
APRIL 22, 2019 – DRAFT MINUTES**

Call to Order:

Mayor Chris Kauffman called the special joint meeting between the City Council and Planning Commission of Monday, April 22, 2019 to order at 8:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, MaryAnn Hallstein, Planning Commission members Stan Kolasa, Jim Schendel, Mike Christenson, Michelle Armstrong, and Dean Kuitunen. Also present were City Administrator Brian Hagen, Administrative Assistant Amy Biren, and City Planner Cindy Nash. Guest present was Jason Duininck, Duininck Bros.

Approval of Agenda:

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

Review of Development Standards

Hagen opened discussion by showing a video click from TedTalk. The video provided support for cities to look at developments and how are they maximizing land areas. The video provided examples on how properties can compare to each other within the same zoning districts and uses and how well there are maximizing land area as it relates to taxes being paid. Hagen noted this video was shown as a way to provide an outside look on developments and how cities can take into consideration land use and how it will impact the city decades later when the city is responsible for infrastructure replacement needs.

Discussion continued on the Parade of Homes tour that members had an opportunity to go on individually. The group generally discussed their observations and provided guidance to staff on how to coordinate future joint meetings to review Hanover’s development standards.

Councilor Warpula excused himself at 9:34 p.m. for a fire call.

Consensus of the group was for the next meeting to review a table of our local standards and highlight various standards that are not comparable to cities similar to Hanover.

The group also agreed to meeting generally on the third Monday of the month at 6:30 p.m. to continue the special joint meetings. Hagen indicated he anticipates wrapping up the joint meetings in July.

Adjournment

MOTION by Hammerseng to adjourn at 10:02 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: April 2019

Batch Name	04/23/19 PAY				
	Payment	Computer Dollar Amt	\$38.19	Posted	
Refer	2639 MN DEPT OF REVENUE				
		Ck# 002639E 4/23/2019			
Cash Payment	E 100-43000-212 Motor Fuels	Petroleum Tax - March 2019			\$38.19
Invoice	4/23/2019				
Transaction Date	4/23/2019	Due 0 Cash	10100	Total	\$38.19

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$38.19	
	<hr/>	\$38.19

Pre-Written Check	\$38.19
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$38.19

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Payments

Current Period: May 2019

Batch Name	05/07/19 PAY				
Payment	Computer Dollar Amt	\$54,358.92	Posted		
Refer	<u>2676 A-1 OUTDOOR POWER, INC.</u>		<u>Ck# 002648E 5/7/2019</u>		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Pole Saw: Scabbard 12"			\$3.99
Invoice	438855	4/30/2019			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Pole Saw: Remove Control Handle, Correct and Reassemble			\$49.50
Invoice	438856	4/30/2019			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Leaf Blower: Replaced Spark Arrestor, Flushed Fuel Tank, Replaced Fuel Filter, Spark Plug & Air Filter			\$129.16
Invoice	438857	4/30/2019			
Transaction Date	4/30/2019	Due 0	Cash	10100	Total \$182.65
Refer	<u>2650 ADVANCED FIRST AID INC.</u>		<u>Ck# 002641E 5/7/2019</u>		
Cash Payment	E 100-42220-228 Medical Supplies	Edge System Quick Combo Ready Pak Electrodes - Qty 5			\$220.00
Invoice	0319-037	4/18/2019			
Transaction Date	4/25/2019	Due 0	Cash	10100	Total \$220.00
Refer	<u>2671 AT&T MOBILITY</u>		<u>Ck# 002641E 5/7/2019</u>		
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 03-18-19 - 04-17-19			\$216.33
Invoice	X04252019	4/17/2019			
Transaction Date	4/30/2019	Due 0	Cash	10100	Total \$216.33
Refer	<u>2666 BEAUDRY OIL & PROPANE</u>		<u>Ck# 002641E 5/7/2019</u>		
Cash Payment	E 100-43000-212 Motor Fuels	Gasoline: Refill of 307.0 Gallons on 4/11/19			\$821.23
Invoice	1326244	4/11/2019			
Cash Payment	E 100-43000-212 Motor Fuels	Diesel: Refill of 100.0 Gallons on 4/11/19			\$247.90
Invoice	1326363	4/11/2019			
Transaction Date	4/29/2019	Due 0	Cash	10100	Total \$1,069.13
Refer	<u>2672 BIFFS INC.</u>		<u>Ck# 002647E 5/7/2019</u>		
Cash Payment	E 100-45200-580 Other Equipment	Hanover Elementary Mini Biff Service 04/02/19 - 04/23/19			\$133.57
Invoice	W717411	4/24/2019			
Transaction Date	4/30/2019	Due 0	Cash	10100	Total \$133.57
Refer	<u>2669 BOUND TREE MEDICAL, LLC</u>		<u>Ck# 002647E 5/7/2019</u>		
Cash Payment	E 100-42220-228 Medical Supplies	Size Medium, Large and XL Purple Nitrile Latex Free Gloves			\$109.72
Invoice	83176683	4/15/2019			
Transaction Date	4/29/2019	Due 0	Cash	10100	Total \$109.72
Refer	<u>2667 CARDMEMBER SRVC (CENTRAL B</u>		<u>Ck# 002647E 5/7/2019</u>		
Cash Payment	E 100-42220-580 Other Equipment	3 Cases of Water, Laundry Detergent			\$24.79
Invoice		4/25/2019			
Cash Payment	E 100-42210-306 Dues & Subscriptions	Active 911			\$182.00
Invoice		4/25/2019			
Transaction Date	4/29/2019	Due 0	Cash	10100	Total \$206.79
Refer	<u>2677 CENTRAL HYDRAULICS, INC.</u>		<u>Ck# 002649E 5/7/2019</u>		

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Payments

Current Period: May 2019

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Bobcat: Power Sweeper				\$620.21
Invoice	0058854	4/18/2019				
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$620.21
Refer	2644 CLASSIC CLEANING COMPANY, LL	-				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Monthly Cleaning - April 2019				\$325.00
Invoice	28050	4/18/2019				
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$325.00
Refer	2658 COMCAST	-				
Cash Payment	E 100-43000-321 Telephone	PW: Digital Voice & Internet - May 2019				\$150.77
Invoice		4/18/2019				
Cash Payment	E 100-41940-321 Telephone	CH: Digital Voice & Internet - May 2019				\$221.19
Invoice		4/18/2019				
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$371.96
Refer	2652 DYNA SYSTEMS	Ck# 002643E 5/7/2019				
Cash Payment	E 100-43000-215 Shop Supplies	Cap Screw Six Shooter				\$33.20
Invoice	23389150	2/25/2019				
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$33.20
Refer	2661 GOPHER SIGN COMPANY	-				
Cash Payment	E 100-43000-226 Sign Repair Materials	Rolling Oaks Dr NE Signs - Qty 4				\$273.73
Invoice	105556	4/11/2019				
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$273.73
Refer	2649 GUIDANCE POINT TECHNOLOGIE	-				
Cash Payment	E 100-42210-200 Office Supplies (GENER	4/04/19 Remote Service: Create New User for FRA President				\$75.00
Invoice	13015	4/17/2019				
Cash Payment	E 100-42210-200 Office Supplies (GENER	4/16/19 On-Site Service: Create FRA Network Share (R;), Create Folder in P Drive for HFD Maintenance Logs				\$150.00
Invoice	13016	4/17/2019				
Cash Payment	E 100-41600-310 Other Professional Servi	4/1/19 Remote Service: Server Running Slow, Downloaded & Installed MS Updates				\$150.00
Invoice	13002	4/13/2019				
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$375.00
Refer	2647 HENNEPIN COUNTY SHERIFF SER	-				
Cash Payment	E 100-42101-310 Other Professional Servi	HC Sheriff Patrol Services - 1st Quarter 2019				\$20,679.00
Invoice	1000129471	4/16/2019				
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$20,679.00
Refer	2673 KRAMER, KEVIN	-				
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Hall Damage Deposit Release - 4/28/19 Event				\$200.00
Invoice		4/29/2019				
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$200.00
Refer	2642 LEAGUE OF MINNESOTA CITIES	-				
Cash Payment	E 100-41110-208 Training and Instruction	M. Hallstein: 2019 LMC Annual Conference				\$400.00
Invoice	293229	4/22/2019				
Transaction Date	4/24/2019	Due 0	Cash	10100	Total	\$400.00
Refer	2648 MARCO TECHNOLOGIES, LLC	-				

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Payments

Current Period: May 2019

Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 04/20/19 - 05/19/19				\$176.05
Invoice INV6266746	4/18/2019					
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$176.05
Refer	2675 <i>MENARDS - BUFFALO</i>					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Light Switch by Stairs				\$2.97
Invoice 95498	4/8/2019					
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$2.97
Refer	2656 <i>METRO WEST INSPECTION SERVI</i>					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 16-17 @ 30294 109th Avenue North				\$17.50
Invoice 1970	4/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 25-17 @ 775 Kadler Avenue North				\$193.61
Invoice 1970	4/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 70-17 @ 690 Kadler Avenue				\$595.11
Invoice 1970	4/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 84-17 @ 549 Kayla Lane				\$96.59
Invoice 1970	4/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 6-19 @ 600 Kadler Avenue				\$340.98
Invoice 1970	4/24/2019					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 14-19 @ 9928 Jasmine Avenue				\$17.50
Invoice 1970	4/24/2019					
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$1,261.29
Refer	2653 <i>MILLER TRUCKING & LANDSCAPE</i> Ck# 002644E 5/7/2019					
Cash Payment	E 100-45200-225 Landscaping Materials	Cardinal Park & Settlers Park Ballfields: 34.37 yards of Agg Lime				\$1,086.09
Invoice 133204	3/26/2019					
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$1,086.09
Refer	2654 <i>MONTICELLO ANIMAL CONTROL</i>					
Cash Payment	E 100-42700-310 Other Professional Servi	02/07/19 Pick Up Lab Mix by County Road 19 & Jonquil Lane				\$55.00
Invoice 900	4/11/2019					
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$55.00
Refer	2640 <i>MURPHY, LESLIE</i>					
Cash Payment	E 100-45200-440 Programs	Easter Prizes for 2020				\$49.86
Invoice	4/23/2019					
Cash Payment	E 100-45200-440 Programs	Easter Prizes for 2020				\$42.97
Invoice	4/23/2019					
Transaction Date	4/24/2019	Due 0	Cash	10100	Total	\$92.83
Refer	2655 <i>NORTHLAND TRUST</i>					
Cash Payment	E 314-47000-611 Bond Interest	\$1,225,000 GO Improvement Crossover Refunding Bonds, Series 2011A - Interest Payment				\$6,012.50
Invoice HAN11A - 0419	4/4/2019					
Cash Payment	E 314-47000-620 Fiscal Agents Fees	\$1,225,000 Go Improvement Crossover Refunding Bonds, Series 2011A - Fiscal Agent Fee				\$495.00
Invoice HAN11A - 0419	4/4/2019					
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$6,507.50

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Payments

Current Period: May 2019

Refer	2674	PETTY CASH	-				
Cash Payment	E 100-41570-322	Postage	One Ounce Stamps			\$15.00	
Invoice		4/4/2019					
Cash Payment	E 100-41570-207	Computer Supplies	HDMI Cord			\$15.03	
Invoice		4/23/2019					
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$30.03	
Refer	2670	PRO HYDRO-TESTING, LLC	-				
Cash Payment	E 100-42280-220	Repair/Maint Supply (GE	Hydro-Testing DOT Storage Cylinders			\$300.00	
Invoice	103168	4/17/2019					
Transaction Date	4/29/2019	Due 0	Cash	10100	Total	\$300.00	
Refer	2659	RANDYS ENVIRONMENTAL SERVI	Ck# 002646E 5/7/2019				
Cash Payment	E 100-43245-384	Refuse/Garbage Dispos	Recycling - April 2019			\$3,459.20	
Invoice		4/19/2019					
Cash Payment	E 100-41940-384	Refuse/Garbage Dispos	General Trash - City Hall - May 2019			\$223.46	
Invoice		4/19/2019					
Cash Payment	E 100-41940-384	Refuse/Garbage Dispos	General Trash - Fire Station - May 2019			\$30.29	
Invoice		4/19/2019					
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$3,712.95	
Refer	2664	RUPP ANDERSON SQUIRES & WA	-				
Cash Payment	E 100-41610-304	Legal Fees	Miscellaneous: February 2019			\$74.00	
Invoice	8869	4/22/2019					
Cash Payment	E 100-41610-304	Legal Fees	City Council and Board / Commission Meetings: February 2019			\$300.00	
Invoice	8869	4/22/2019					
Cash Payment	E 100-41610-304	Legal Fees	Photocopies: February 2019			\$93.20	
Invoice	8869	4/22/2019					
Cash Payment	E 827-41610-310	Other Professional Servi	Hanover Cove Preliminary Plat: February 2019			\$407.00	
Invoice	8869	4/22/2019					
Transaction Date	4/29/2019	Due 0	Cash	10100	Total	\$874.20	
Refer	2662	SATELLITE INDUSTRIES	-				
Cash Payment	E 100-45200-580	Other Equipment	Cardinal Circle Park: New Port-A-Pottie			\$1,877.00	
Invoice	SAT-IN183549	4/10/2019					
Transaction Date	4/26/2019	Due 0	Cash	10100	Total	\$1,877.00	
Refer	2645	SCHENDEL, KARLA	-				
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Hall Damage Deposit Release - 4/21/19 Event			\$200.00	
Invoice		4/22/2019					
Transaction Date	4/25/2019	Due 0	Cash	10100	Total	\$200.00	
Refer	2641	SCHENDEL, RUTH	-				
Cash Payment	R 100-34101	City Hall Rent Revenue	Event Cancelled, Returning Payment - 10/26/19 Event			\$300.00	
Invoice		4/24/2019					
Transaction Date	4/24/2019	Due 0	Cash	10100	Total	\$300.00	
Refer	2678	SITE ONE LANDSCAPE SUPPLY	-				
Cash Payment	E 100-43000-240	Small Tools and Minor E	Underhill big Gulp UltraMax Suction Pump 36" x 72" Discharge Tube			\$45.53	
Invoice	90854632-001	4/30/2019					

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Payments

Current Period: May 2019

Cash Payment	E 100-43000-215 Shop Supplies	Rain Bird SPX-FLEX Swing Pipe 0.5" x 100'				\$23.00
Invoice	90854632-001	4/30/2019				
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$68.53
Refer	2663 THE HARTFORD					
Cash Payment	G 100-21707 Life Ins	STD & LTD - May 2019				\$201.27
Invoice	724495112720	4/29/2019				
Cash Payment	G 100-21707 Life Ins	STD & LTD - April 2019 Adjustment				\$2.47
Invoice	724495112720	4/29/2019				
Transaction Date	4/29/2019	Due 0	Cash	10100	Total	\$203.74
Refer	2679 TITAN MACHINERY					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Bobcat: Power Sweeper Parts				\$64.18
Invoice	12304644 GP	4/29/2019				
Transaction Date	4/30/2019	Due 0	Cash	10100	Total	\$64.18
Refer	2668 VERIZON					
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 03/03/19 - 04/02/19				\$50.84
Invoice	9827377184	4/2/2019				
Transaction Date	4/29/2019	Due 0	Cash	10100	Total	\$50.84
Refer	2665 VETRANO, DANIELLE					
Cash Payment	E 100-45200-440 Programs	Easter Egg Hunt Prizes for 2020				\$12.79
Invoice		4/26/2019				
Transaction Date	4/29/2019	Due 0	Cash	10100	Total	\$12.79
Refer	2660 VISA - BANKWEST					
Cash Payment	E 100-41940-321 Telephone	CH: Phone Services - 5 Lines - 3/23/19 - 4/22/19				\$193.23
Invoice	INV00097057	3/25/2019				
Cash Payment	E 100-43000-321 Telephone	PW: Phone Services - 3 Lines - 3/23/19 - 4/22/19				\$115.39
Invoice	INV00097057	3/25/2019				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Envelopes, Paper				\$278.31
Invoice	292095438-001	3/22/2019				
Cash Payment	E 100-42210-200 Office Supplies (GENER	Black Toner - Qty 2				\$253.78
Invoice	292095438-001	3/22/2019				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	City Hall: 16x24x2 Filters - Qty 12				\$83.50
Invoice		3/27/2019				
Cash Payment	E 100-41430-208 Training and Instruction	A. Biren: Basics of Planning & Zoning Workshop on 4-25-19				\$150.00
Invoice		3/28/2019				
Cash Payment	E 100-41430-208 Training and Instruction	A. Biren: Beyond the Basics of Planning & Zoning Workshop on 5-9-19				\$100.00
Invoice		3/28/2019				
Cash Payment	E 100-43000-260 Uniforms	Public Works: 3 Carhartt Sweatshirts & 2 Carhartt Sherpa Lined Coats				\$339.95
Invoice	551639	4/1/2019				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Self Seal Bubble Mailers				\$16.88
Invoice	297565813-001	4/2/2019				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Packaging Tape Dispenser, Packing Tape, Envelopes				\$200.09
Invoice	297564282-001	4/3/2019				
Cash Payment	E 100-43000-321 Telephone	Public Works: 2 Otterbox Cases				\$85.80
Invoice	6337815	4/1/2019				

CITY OF HANOVER

Payments

Current Period: May 2019

Cash Payment	E 100-43000-240 Small Tools and Minor E	Tarp for Left Over Salt in Salt Shed			\$128.72
Invoice	6061815	4/1/2019			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Parts for Eye Wash Drain			\$10.38
Invoice		4/9/2019			
Cash Payment	E 100-43000-240 Small Tools and Minor E	20V Cordless Brushless Combo Kit			\$428.13
Invoice		4/9/2019			
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange - 28 E-Mails			\$112.00
Invoice	E060081LQL	4/13/2019			
Cash Payment	E 100-41600-310 Other Professional Servi	Office 365 Business Software			\$8.86
Invoice	E060081FJG	4/13/2019			
Cash Payment	E 100-41435-260 Uniforms	J. Heinz: Carhartt Sweatshirt			\$59.99
Invoice	553357	4/17/2019			
Cash Payment	E 100-41435-260 Uniforms	A. Biren: Carhartt Sweatshirt			\$59.99
Invoice	553357	4/17/2019			
Cash Payment	E 100-41570-200 Office Supplies (GENER	Black Toner - Qty 2			\$85.98
Invoice	10191029	4/16/2019			
Transaction Date	4/26/2019	Due 0	Cash	10100	Total \$2,710.98
Refer	2643 WRIGHT-HENNEPIN COOPERATIV	Ck# 002640E 5/7/2019			
Cash Payment	E 100-45200-381 Electric Utilities	EagleView Park - 3 Light Poles			\$56.61
Invoice	35027140342	4/17/2019			
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Panel Monitoring 06/30/19			\$27.95
Invoice	35027140342	4/17/2019			
Cash Payment	E 100-43000-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection 06/30/19			\$18.95
Invoice	35027140342	4/17/2019			
Transaction Date	4/25/2019	Due 0	Cash	10100	Total \$103.51
Refer	2657 WSB & ASSOCIATES, INC.	Ck# 002645E 5/7/2019			
Cash Payment	E 823-41950-310 Other Professional Servi	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: March 2019			\$1,150.00
Invoice	10287-23-0419	4/16/2019			
Cash Payment	E 818-41950-310 Other Professional Servi	Fehn Mining - IUP: March 2019			\$664.00
Invoice	13265-3-0419	4/16/2019		Project 208249	
Cash Payment	E 818-41950-310 Other Professional Servi	Ben & Kristal Sneen / Riverside Acres - Concept Plan: March 2019			\$217.00
Invoice	13265-3-0419	4/16/2019		Project 208251	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services: March 2019			\$848.00
Invoice	13265-3-0419	4/16/2019			
Cash Payment	E 603-41950-310 Other Professional Servi	MS4 Services: March 2019			\$1,048.50
Invoice	13432-2-0419	4/16/2019			
Cash Payment	E 818-41950-310 Other Professional Servi	JW Family Holdings / River Town Villas - Preliminary Plat: March 2019			\$2,618.00
Invoice	13676-2-0419	4/16/2019		Project 208255	
Transaction Date	4/26/2019	Due 0	Cash	10100	Total \$6,545.50
Refer	2646 XCEL ENERGY				
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 03/09/19 - 04/08/19			\$295.18
Invoice					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 03/10/19 - 04/08/19			\$832.47
Invoice	634365597	4/16/2019			
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 03/10/19 - 04/08/19			\$75.89
Invoice	634365597	4/16/2019			

CITY OF HANOVER

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Payments

Current Period: May 2019

Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 03/10/19 - 04/08/19			\$34.35
Invoice	634365597	4/16/2019			
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 03/11/19 - 04/09/19			\$15.05
Invoice	634365597	4/16/2019			
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 03/11/19 - 04/09/19			\$11.66
Invoice	634365597	4/16/2019			
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 03/11/19 - 04/09/19			\$70.97
Invoice	634365597	4/16/2019			
Cash Payment	E 100-43000-381 Electric Utilities	Public Works Building 03/10/19 - 04/08/19			\$395.61
Invoice	634365597	4/16/2019			
Transaction Date	4/25/2019	Due 0	Cash	10100	Total \$1,731.18
Refer	2651 ZARNOTH BRUSH WORKS, INC.				
Cash Payment	E 603-43000-221 Equipment Parts	Sweeper: Idler Pulley x 2, Weldment for Idler Pulley x 2			\$356.30
Invoice	0174298-IN	3/22/2019			
Transaction Date	4/25/2019	Due 0	Cash	10100	Total \$356.30
Refer	2680 ZEP SALES & SERVICE				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Toilet Paper, 43x60 Black Bag 2.0 ML, Handfoamer, Zep TNT4-1			\$619.17
Invoice	9004200716	4/22/2019			
Transaction Date	4/30/2019	Due 0	Cash	10100	Total \$619.17

Fund Summary

	10100 Cash
827 HANOVER COVE PRELIMINARY PLAT	\$407.00
823 CROW RVR HTS WEST 3RD / BACKES	\$1,150.00
818 MISC ESCROWS FUND	\$3,499.00
603 STORM WATER ENTERPRISE FUND	\$1,404.80
314 2011A GO IMP CROSSOVER REF BD	\$6,507.50
100 GENERAL FUND	\$41,390.62
	<u>\$54,358.92</u>

Pre-Written Check	\$12,993.98
Checks to be Generated by the Computer	\$41,364.94
Total	<u>\$54,358.92</u>

CITY OF HANOVER

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*Check Summary Register©

April 2019

Name	Check Date	Check Amt
10100 Cash		
Paid Chk# 002639E MN DEPT OF REVENUE	4/23/2019	<u>\$38.19</u> Petroleum Tax - March 2019
Total Checks		\$38.19

FILTER: None

CITY OF HANOVER

04/30/19 4:00 PM

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*Check Summary Register©

Cks 5/7/2019 - 5/7/2019

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002640E Wright-Hennepin Coop Electric	5/7/2019	\$103.51	EagleView Park - 3 Light Poles
Paid Chk# 002641E ADVANCED FIRST AID INC.	5/7/2019	\$220.00	Edge System Quick Combo Ready
Paid Chk# 002642E ZARNOTH BRUSH WORKS, INC.	5/7/2019	\$356.30	Sweeper: Idler Pulley x 2, Wel
Paid Chk# 002643E DYNA SYSTEMS	5/7/2019	\$33.20	Cap Screw Six Shooter
Paid Chk# 002644E MILLER TRUCKING & LANDSCAP	5/7/2019	\$1,086.09	Cardinal Park & Settlers Park
Paid Chk# 002645E WSB & ASSOCIATES, INC.	5/7/2019	\$6,545.50	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 002646E Randy's Environmental Services	5/7/2019	\$3,712.95	Recycling - April 2019
Paid Chk# 002647E BIFFS INC.	5/7/2019	\$133.57	Hanover Elementary Mini Biff S
Paid Chk# 002648E A-1 OUTDOOR POWER, INC.	5/7/2019	\$182.65	Pole Saw: Scabbard 12"
Paid Chk# 002649E CENTRAL HYDRAULICS, INC.	5/7/2019	\$620.21	Bobcat: Power Sweeper
Paid Chk# 034223 AT&T MOBILITY	5/7/2019	\$216.33	PW Cell Phones - 03-18-19 - 04
Paid Chk# 034224 BEAUDRY OIL & PROPANE	5/7/2019	\$1,069.13	Diesel: Refill of 100.0 Gallon
Paid Chk# 034225 BOUND TREE MEDICAL, LLC	5/7/2019	\$109.72	Size Medium, Large and XL Purp
Paid Chk# 034226 CARDMEMBER SERVICE	5/7/2019	\$206.79	Active 911
Paid Chk# 034227 CLASSIC CLEANING COMPANY	5/7/2019	\$325.00	City Hall Monthly Cleaning - A
Paid Chk# 034228 COMCAST	5/7/2019	\$371.96	CH: Digital Voice & Internet -
Paid Chk# 034229 GOPHER SIGN COMPANY	5/7/2019	\$273.73	Rolling Oaks Dr NE Signs - Qty
Paid Chk# 034230 Guidance Point Technologies	5/7/2019	\$375.00	4/1/19 Remote Service: Server
Paid Chk# 034231 HENNEPIN COUNTY SHERIFF S	5/7/2019	\$20,679.00	HC Sheriff Patrol Services - 1
Paid Chk# 034232 KRAMER, KEVIN	5/7/2019	\$200.00	Hall Damage Deposit Release -
Paid Chk# 034233 LEAGUE OF MINNESOTA CITIES	5/7/2019	\$400.00	M. Hallstein: 2019 LMC Annual
Paid Chk# 034234 MARCO TECHNOLOGIES, LLC	5/7/2019	\$176.05	Contract Base Rate Charge for
Paid Chk# 034235 MENARDS - BUFFALO	5/7/2019	\$2.97	Light Switch by Stairs
Paid Chk# 034236 METRO WEST INSPECTION SER	5/7/2019	\$1,261.29	Pmt 14-19 @ 9928 Jasmine Avenu
Paid Chk# 034237 MONTICELLO ANIMAL CONTROL	5/7/2019	\$55.00	02/07/19 Pick Up Lab Mix by Co
Paid Chk# 034238 MURPHY, LESLIE	5/7/2019	\$92.83	Easter Prizes for 2020
Paid Chk# 034239 Northland Trust Services	5/7/2019	\$6,507.50	\$1,225,000 GO Improvement Cros
Paid Chk# 034240 PETTY CASH	5/7/2019	\$30.03	HDMI Cord
Paid Chk# 034241 PRO HYDRO-TESTING, LLC	5/7/2019	\$300.00	Hydro-Testing DOT Storage Cyli
Paid Chk# 034242 Rupp Anderson Squires & Waldsp	5/7/2019	\$874.20	Miscellaneous: February 2019
Paid Chk# 034243 SATELLITE INDUSTRIES	5/7/2019	\$1,877.00	Cardinal Circle Park: New Port
Paid Chk# 034244 SCHENDEL, KARLA	5/7/2019	\$200.00	Hall Damage Deposit Release -
Paid Chk# 034245 SCHENDEL, RUTH	5/7/2019	\$300.00	Event Cancelled, Returning Pay
Paid Chk# 034246 SITE ONE LANDSCAPE SUPPLY	5/7/2019	\$68.53	Underhill big Gulp UltraMax Su
Paid Chk# 034247 The Hartford	5/7/2019	\$203.74	STD & LTD - May 2019
Paid Chk# 034248 TITAN MACHINERY	5/7/2019	\$64.18	Bobcat: Power Sweeper Parts
Paid Chk# 034249 Verizon Wireless	5/7/2019	\$50.84	iPad Data Plan - 03/03/19 - 04
Paid Chk# 034250 VETRANO, DANIELLE	5/7/2019	\$12.79	Easter Egg Hunt Prizes for 202
Paid Chk# 034251 VISA	5/7/2019	\$2,710.98	Public Works: 2 Otterbox Cases
Paid Chk# 034252 XCEL ENERGY	5/7/2019	\$1,731.18	Fire Station 03/09/19 - 04/08/
Paid Chk# 034253 Acuity Specialty Products, Inc	5/7/2019	\$619.17	Toilet Paper, 43x60 Black Bag
Total Checks		\$54,358.92	

FILTER: None



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

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

Federal Tax ID 46-1641135

Statement as of: 2/28/2019
Statement Date: 4/22/2019
Statement No. 8869

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

4011(1)-0001: Miscellaneous	574.20
4011(1)-0004: City Council and Board/Commission Meetings	300.00

Total Fees and Expenses: \$874.20

Previous Balance: -

Total Now Due: \$874.20

gH

APR 24 2019



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

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

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Statement as of: 2/28/2019
 Statement Date: 4/22/2019
 Statement No. 8869

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
02/05/2019 JTS	Telephone conference with Brian regarding development proposal.	0.20	185.00	37.00
02/05/2019 JTS	Review and analyze Hanover Cove plans and submittals in preparation for council meeting.	2.20	185.00	407.00
02/21/2019 ZJC	Review and analyze changes proposed by Bridges; Read and respond to e-mail from Brian Hagen regarding the same.	0.20	185.00	37.00
			Sub-total Fees:	\$481.00

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

		Hours	Rate	Amount
02/05/2019 JTS	Council meeting.	8.00	185.00	300.00
			Sub-total Fees:	\$300.00

Rate Summary

Zachary J. Cronen	0.20 hours at \$185.00/hr	37.00
Jay T. Squires	10.40 hours at \$185.00/hr	744.00
Total hours:	10.60	781.00

Expenses

	Units	Price	Amount
02/28/2019 Photocopies.	466.00	0.20	93.20
		Sub-total Expenses:	\$93.20

Total Fees and Expenses:	\$874.20
Previous Balance:	-
Total Now Due:	\$874.20

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

Erica A. Anderson

Accounts Manager

407.00

= E# 827-41610-310

Hanover Cove Prelim. Plat

↳ City Attorney

↳ Other Prof. Svcs.

467.20 = E# 100-41610-304

City Attorney

↳ Legal Fees

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

2645



April 16, 2019

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

Re: March 2019 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 3/1/2019 - 3/31/2019

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2019 General Engineering Services	R-013265-000	Messner, Justin	\$ 2,041.00	Hourly	\$ 4,374.00		Hagen, Brian
HANO - 2019 MS4 Services	R-013432-000	Johnson, Paul	\$ 736.50	Hourly	\$ 851.50		Hagen, Brian
HANO - River Town Villas	R-013676-000	Messner, Justin	\$ 2,618.00	Hourly	\$ 3,225.00		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Messner, Justin	\$ 1,150.00	Hourly	\$ 68,097.75		Hagen, Brian
Final Totals			\$ 6,545.50				

JH

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

April 16, 2019
 Project/Invoice: R-010287-000 - 23 - 0419
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Crow River Heights West 3rd Addition
Professional Services from March 1, 2019 to March 31, 2019

Phase 002 Construction
 Construction Observation

		Hours	Rate	Amount
Johnson, Paul	3/5/2019	2.50	115.00	287.50
Erosion Control				
Johnson, Paul	3/13/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	3/14/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	3/19/2019	2.50	115.00	287.50
Erosion Control				
Johnson, Paul	3/27/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	3/28/2019	1.00	115.00	115.00
Erosion Control				
Totals		10.00		1,150.00

Total Labor

1,150.00

Total this Task \$1,150.00

Total this Phase \$1,150.00

Total this Invoice \$1,150.00

E# 823-41950-310

CRHW 3rd Add.

↳ Engineer

↳ Other Prof. Svcs.

Outstanding Invoices

Invoice Number	Date	Balance
22	3/29/2019	1,150.00
Total		1,150.00

Total Now Due \$2,300.00

Billings to Date

	Current	Prior	Total
Labor	1,150.00	66,947.75	68,097.75
Totals	1,150.00	66,947.75	68,097.75

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

April 16, 2019
 Project/Invoice: R-013265-000 - 3 - 0419
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

2019 General Engineering Services
Professional Services from March 1, 2019 to March 31, 2019

Phase 001 General Engineering Services
 Project Management

			Hours	Rate	Amount
Alms, William	3/26/2019		1.00	146.00	146.00
Pond maintenance items					
Messner, Justin	3/25/2019		1.00	166.00	166.00
Sewer/Water Service review to PID 108-500-352104 <i>Plantenberg Property</i>					
Messner, Justin	3/26/2019		1.00	166.00	166.00
Willie Krause Pond Issue					
Messner, Justin	3/27/2019		4.00	166.00	664.00
Fehn Mining Meeting at City Hall					
Preisler, Nicholas	3/7/2019		1.75	124.00	217.00
X 10724 108th Ave pool permit					
Preisler, Nicholas	3/19/2019		2.75	124.00	341.00
11039 Lamont Ave engineering review & SAC determination <i>Northern Lights</i>					
Preisler, Nicholas	3/19/2019		.50	124.00	62.00
X 9836 Jordan Ave foundation as-built					
Preisler, Nicholas	3/25/2019		1.75	124.00	217.00
River Side Acres preliminary review					
Preisler, Nicholas	3/29/2019		.50	124.00	62.00
X 9792 Jasmine Ave foundation as-built					
Totals			14.25		2,041.00
Total Labor					2,041.00
Total this Task					\$2,041.00
Total this Phase					\$2,041.00
Total this Invoice					\$2,041.00

Outstanding Invoices

Invoice Number	Date	Balance	
2	3/29/2019	1,402.50	
Total		1,402.50	
Total Now Due			\$3,443.50

Billings to Date

	Current	Prior	Total
Labor	2,041.00	2,293.00	4,334.00
Field Services	0.00	40.00	40.00
Totals	2,041.00	2,333.00	4,374.00

664.00 = E# 818-41950-310
 Misc. Escrow
 ↳ Engineer
 ↳ Other Prof. Svcs.

Fehn Mining
 Project # 208249

217.00 = E# 818-41950-310
 Misc. Escrow
 ↳ Engineer
 ↳ Other Prof. Svcs.

Riverside Acres -
 Concept Plan
 Project # 208251

312.00 to 2019 MS4 Services

848.00 = E# 100-41950-303
 Engineer
 ↳ Engineering Fees

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

April 16, 2019
 Project/Invoice: ~~R-013432-000~~ - 2 - 0419
 Reviewed by: Justin Messner
 Project Manager: Paul Johnson

2019 MS4 Services

Professional Services from March 1, 2019 to March 31, 2019

Phase 001 2019 MS4 Services
 SWPPP

			Hours	Rate	Amount	
Alms, William	3/27/2019	Willie Krause Review	1.00	146.00	146.00	
Alms, William	3/28/2019	Pond Maintenance Review	.50	146.00	73.00	
Johnson, Paul	3/25/2019	SWCD Complaint Response on stormpond	1.00	115.00	115.00	
Johnson, Paul	3/27/2019	Basin and Drainage Inspection/Review	2.00	115.00	230.00	
Johnson, Paul	3/28/2019	Inspection reporting and documentation	1.50	115.00	172.50	
		Totals	6.00		736.50	
		Total Labor				736.50
				Total this Task		\$736.50
				Total this Phase		\$736.50
				Total this Invoice		\$736.50

Billings to Date

	Current	Prior	Total	
Labor	736.50	115.00	851.50	+ 312.00
Totals	736.50	115.00	851.50	1,048.50

E # 603-41950-310
 Storm Water Ent. Fund
 ↳ 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 16, 2019
 Project/Invoice: ~~R-013676-000~~ - 2 - 0419
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

River Town Villas

Professional Services from March 1, 2019 to March 31, 2019

Phase 001
 Plan Review

Preliminary Plat

		Hours	Rate	Amount
Alms, William	3/4/2019	1.00	146.00	146.00
Plan review				
Fallon, Kendra	3/3/2019	2.75	102.00	280.50
Plan Review				
Fallon, Kendra	3/4/2019	3.00	102.00	306.00
Plan Review				
Fallon, Kendra	3/6/2019	.50	102.00	51.00
Plan Review				
Fallon, Kendra	3/25/2019	.25	102.00	25.50
Amending Original Memo				
Keller, Kris	3/1/2019	.50	124.00	62.00
Plan Review				
Keller, Kris	3/5/2019	4.25	124.00	527.00
Plan Review				
Keller, Kris	3/6/2019	.50	124.00	62.00
Plan Review				
Messner, Justin	3/6/2019	1.00	166.00	166.00
Plan Review				
Preisler, Nicholas	3/5/2019	1.75	124.00	217.00
Preliminary plans review				
Preisler, Nicholas	3/6/2019	2.75	124.00	341.00
Preliminary plans review, comment memo				
Preisler, Nicholas	3/20/2019	1.50	124.00	186.00
Questions, coordination with planner				
Preisler, Nicholas	3/25/2019	2.00	124.00	248.00
Planning commission meeting attendance				
Totals		21.75		2,618.00
Total Labor				2,618.00

Total this Task \$2,618.00

Total this Phase \$2,618.00

E# 818-41950-310

Misc. Escrow

↳ Engineer

↳ Other Prof. Svcs.

Project # 208255

Project	R-013676-000	HANO - River Town Villas	Invoice	2
			Total this Invoice	<u>\$2,618.00</u>

Outstanding Invoices

Invoice Number	Date	Balance
1	3/29/2019	607.00
Total		607.00

Total Now Due \$3,225.00

Billings to Date

	Current	Prior	Total
Labor	2,618.00	607.00	3,225.00
Totals	2,618.00	607.00	3,225.00

CITY OF HANOVER

Cash Balances

May 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$469,495.21	\$0.00	\$41,390.62	\$428,104.59
107 FIRE DEPT DONATIONS FUND	\$25,857.84	\$0.00	\$0.00	\$25,857.84
201 EDA SPECIAL REVENUE FUND	\$96,822.13	\$0.00	\$0.00	\$96,822.13
205 EDA BUSINESS INCENTIVE FUND	\$144,611.88	\$0.00	\$0.00	\$144,611.88
311 2008A GO CIP REFUNDING BOND	\$45,975.05	\$0.00	\$0.00	\$45,975.05
312 2009A GO IMP REFUNDING BOND	\$10,746.69	\$0.00	\$0.00	\$10,746.69
314 2011A GO IMP CROSSOVER REF BD	\$468,528.86	\$0.00	\$6,507.50	\$462,021.36
315 2016A GO CIP BOND	\$11,129.68	\$0.00	\$0.00	\$11,129.68
401 GENERAL CAPITAL PROJECTS	\$728,243.31	\$0.00	\$0.00	\$728,243.31
402 PARKS CAPITAL PROJECTS	\$75,058.79	\$0.00	\$0.00	\$75,058.79
403 FIRE DEPT CAPITAL FUND	\$342,015.43	\$0.00	\$0.00	\$342,015.43
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$11,009.03	\$0.00	\$0.00	\$11,009.03
407 TIF REDEV DIST #1	\$7,841.13	\$0.00	\$0.00	\$7,841.13
409 MAHLER PIT - 15TH ST IMP FUND	\$91,846.90	\$0.00	\$0.00	\$91,846.90
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$127,215.26	\$0.00	\$0.00	\$127,215.26
418 STREET CAPITAL PROJ FUND	\$103,145.30	\$0.00	\$0.00	\$103,145.30
601 WATER ENTERPRISE FUND	\$927,275.30	\$0.00	\$0.00	\$927,275.30
602 SEWER ENTERPRISE FUND	\$416,889.06	\$0.00	\$0.00	\$416,889.06
603 STORM WATER ENTERPRISE FUND	\$149,679.86	\$0.00	\$1,404.80	\$148,275.06
611 WATER CAPITAL IMP FUND	\$177,982.72	\$0.00	\$0.00	\$177,982.72
612 SEWER CAPITAL IMP FUND	\$1,962,237.28	\$0.00	\$0.00	\$1,962,237.28
613 STORM WATER CAPITAL IMP FUND	\$611,299.02	\$0.00	\$0.00	\$611,299.02
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$40,000.00	\$0.00	\$0.00	\$40,000.00
815 LANDSCAPE ESCROW FUND	\$38,000.00	\$0.00	\$0.00	\$38,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$0.00	\$0.00	\$16,000.00
818 MISC ESCROWS FUND	\$34,001.44	\$0.00	\$3,499.00	\$30,502.44
820 BRIDGES TOWNHOMES ESC FUND	\$3,652.42	\$0.00	\$0.00	\$3,652.42
823 CROW RVR HTS WEST 3RD / BACKES	\$14,750.15	\$0.00	\$1,150.00	\$13,600.15
825 CROW RVR HTS FUT WEST PLAT/PUD	\$7,069.56	\$0.00	\$0.00	\$7,069.56
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$30,535.31	\$0.00	\$407.00	\$30,128.31
900 INTEREST	\$41,889.52	\$0.00	\$0.00	\$41,889.52
	\$7,269,525.87	\$0.00	\$54,358.92	\$7,215,166.95

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$1,019,659.00	\$1,019,659.00	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$101,578.00	\$101,578.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,637.40	\$15,000.00	\$11,362.60	24.25%
Source Alt Code TAXES		\$0.00	\$3,637.40	\$1,136,237.00	\$1,132,599.60	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	-\$300.00	\$4,575.00	\$10,000.00	\$5,425.00	45.75%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$250.00	\$600.00	\$350.00	41.67%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,900.00	\$3,000.00	\$100.00	96.67%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$20,649.47	\$110,755.00	\$90,105.53	18.64%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,135.00	\$6,000.00	\$4,865.00	18.92%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$904.40	\$2,500.00	\$1,595.60	36.18%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,350.00	\$2,000.00	-\$1,350.00	167.50%
Source Alt Code SERVICE		-\$300.00	\$34,383.87	\$134,905.00	\$100,521.13	25.49%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$315.13	\$100.00	-\$215.13	315.13%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$250.00	\$400.00	\$150.00	62.50%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$4,450.00	\$0.00	-\$4,450.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$19.56	\$0.00	-\$19.56	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$5,034.69	\$4,500.00	-\$534.69	111.88%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$3,435.00	\$10,370.00	\$6,935.00	33.12%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$400.00	\$1,000.00	\$600.00	40.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$27,073.08	\$100,000.00	\$72,926.92	27.07%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$0.00	\$32,408.08	\$112,920.00	\$80,511.92	28.70%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$118,253.00	\$118,253.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$163,092.00	\$163,092.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$606.63	\$3,000.00	\$2,393.37	20.22%
Source Alt Code FINES		\$0.00	\$606.63	\$3,000.00	\$2,393.37	20.22%
Fund 100 GENERAL FUND		-\$300.00	\$76,070.67	\$1,554,654.00	\$1,478,583.33	4.89%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		-\$300.00	\$76,070.67	\$1,554,654.00	\$1,478,583.33	4.89%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$806.00	\$806.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$189.00	\$189.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$400.00	\$850.00	\$1,000.00	\$150.00	85.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,147.64	\$7,500.00	\$3,352.36	55.30%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$382.00	\$1,000.00	\$618.00	38.20%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$63.99	\$20,000.00	\$19,936.01	0.32%
Dept 41110 Council		\$400.00	\$5,443.63	\$43,495.00	\$38,051.37	12.52%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$21,074.56	\$75,642.00	\$54,567.44	27.86%
CITYADM	E 100-41400-121 PERA	\$0.00	\$1,724.17	\$5,673.00	\$3,948.83	30.39%
CITYADM	E 100-41400-122 FICA	\$0.00	\$1,423.08	\$4,690.00	\$3,266.92	30.34%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$332.83	\$1,097.00	\$764.17	30.34%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$173.42	\$385.00	\$211.58	45.04%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$2,800.00	\$8,400.00	\$5,600.00	33.33%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,195.00	\$1,500.00	\$305.00	79.67%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$68.28	\$250.00	\$181.72	27.31%
Dept 41400 City Administrator		\$0.00	\$28,791.34	\$97,637.00	\$68,845.66	29.49%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$2,000.00	\$798.40	60.08%
Dept 41410 Elections		\$0.00	-\$449.80	\$2,100.00	\$2,549.80	-21.42%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$13,403.83	\$48,004.00	\$34,600.17	27.92%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$1,096.40	\$3,600.00	\$2,503.60	30.46%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$904.14	\$2,976.00	\$2,071.86	30.38%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$211.43	\$696.00	\$484.57	30.38%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$119.50	\$1,540.00	\$1,420.50	7.76%
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	\$2,800.00	\$8,400.00	\$5,600.00	33.33%
CLERICAL	E 100-41430-208 Training and Instructio	\$250.00	\$250.00	\$500.00	\$250.00	50.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$100.00	\$77.50	22.50%
Dept 41430 Clerical Staff		\$250.00	\$18,807.80	\$65,816.00	\$47,008.20	28.58%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$119.98	\$119.98	\$300.00	\$180.02	39.99%
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	\$838.81	\$2,000.00	\$1,161.19	41.94%
Dept 41435 Staff Expenses		\$119.98	\$1,108.79	\$2,800.00	\$1,691.21	39.60%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$15,514.40	\$55,692.00	\$40,177.60	27.86%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,269.29	\$4,177.00	\$2,907.71	30.39%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$1,049.28	\$3,453.00	\$2,403.72	30.39%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$245.38	\$808.00	\$562.62	30.37%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$137.90	\$1,060.00	\$922.10	13.01%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,681.36	\$8,398.00	\$5,716.64	31.93%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$1,769.15	\$2,500.00	\$730.85	70.77%
Dept 41530 Accounting		\$0.00	\$22,716.80	\$77,338.00	\$54,621.20	29.37%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41540 Auditing		\$0.00	\$150.00	\$22,000.00	\$21,850.00	0.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$8.60	\$21,000.00	\$20,991.40	0.04%
Dept 41550 Assessing		\$0.00	\$8.60	\$21,000.00	\$20,991.40	0.04%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$581.26	\$964.09	\$3,500.00	\$2,535.91	27.55%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$31.00	\$200.00	\$169.00	15.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$15.03	\$4,344.93	\$6,000.00	\$1,655.07	72.42%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$2,044.78	\$4,000.00	\$1,955.22	51.12%
PURCHASE	E 100-41570-322 Postage	\$15.00	\$1,168.83	\$2,500.00	\$1,331.17	46.75%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		\$787.34	\$8,553.63	\$19,200.00	\$10,646.37	44.55%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$270.86	\$2,779.96	\$5,000.00	\$2,220.04	55.60%
Dept 41600 Computer		\$270.86	\$2,779.96	\$5,000.00	\$2,220.04	55.60%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$467.20	\$1,338.46	\$23,500.00	\$22,161.54	5.70%
Dept 41610 City Attorney		\$467.20	\$1,338.46	\$23,500.00	\$22,161.54	5.70%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$5,948.25	\$25,000.00	\$19,051.75	23.79%
Dept 41910 Planning and Zoning		\$0.00	\$5,948.25	\$25,000.00	\$19,051.75	23.79%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$713.05	\$2,663.66	\$7,000.00	\$4,336.34	38.05%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$325.00	\$2,103.49	\$7,500.00	\$5,396.51	28.05%
GOVTBLDG	E 100-41940-321 Telephone	\$414.42	\$1,892.89	\$6,400.00	\$4,507.11	29.58%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$832.47	\$2,275.46	\$9,600.00	\$7,324.54	23.70%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,066.65	\$5,000.00	\$2,933.35	41.33%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$253.75	\$1,263.86	\$3,500.00	\$2,236.14	36.11%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$776.49	\$2,000.00	\$1,223.51	38.82%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$2,538.69	\$13,592.56	\$48,025.00	\$34,432.44	28.30%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$848.00	\$2,973.50	\$20,000.00	\$17,026.50	14.87%
Dept 41950 Engineer		\$848.00	\$2,973.50	\$20,000.00	\$17,026.50	14.87%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$5,244.68	\$18,000.00	\$12,755.32	29.14%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$9,658.59	\$25,000.00	\$15,341.41	38.63%
Dept 41960 Insurance		\$0.00	\$14,903.27	\$43,000.00	\$28,096.73	34.66%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$119.00	\$100.00	-\$19.00	119.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$85.74	\$1,000.00	\$914.26	8.57%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$52.65	\$250.00	\$197.35	21.06%
Dept 41970 Legal Publications		\$0.00	\$257.39	\$1,650.00	\$1,392.61	15.60%
Dept 42000 Public Safety (GENERAL)						
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000 Public Safety (GENERAL)		\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$20,679.00	\$20,679.00	\$82,716.00	\$62,037.00	25.00%
Dept 42101 Hennepin County Sheriff		\$20,679.00	\$20,679.00	\$82,716.00	\$62,037.00	25.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$36,256.68	\$108,770.00	\$72,513.32	33.33%
Dept 42102 Wright County Sheriff		\$0.00	\$36,256.68	\$108,770.00	\$72,513.32	33.33%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	-\$2,524.46	\$61,000.00	\$63,524.46	-4.14%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$2,045.98	\$3,782.00	\$1,736.02	54.10%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$478.51	\$885.00	\$406.49	54.07%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,360.12	\$9,000.00	\$5,639.88	37.33%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$478.78	\$628.78	\$350.00	-\$278.78	179.65%
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	\$182.00	\$510.00	\$1,500.00	\$990.00	34.00%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$1,431.29	\$5,000.00	\$3,568.71	28.63%
Dept 42210 Fire Dept Administration		\$660.78	\$5,930.22	\$85,817.00	\$79,886.78	6.91%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$624.31	\$15,500.00	\$14,875.69	4.03%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$329.72	\$708.15	\$1,500.00	\$791.85	47.21%
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	\$0.00	\$2,566.85	\$28,500.00	\$25,933.15	9.01%
FIREEQUIP	E 100-42220-580 Other Equipment	\$24.79	\$3,276.79	\$5,000.00	\$1,723.21	65.54%
Dept 42220 Fire Dept Equipment		\$354.51	\$7,176.10	\$51,500.00	\$44,323.90	13.93%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$1,098.00	\$12,500.00	\$11,402.00	8.78%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$804.28	\$3,210.00	\$2,405.72	25.06%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$293.64	\$1,500.00	\$1,206.36	19.58%
Dept 42240 Fire Dept Training		\$0.00	\$2,195.92	\$17,210.00	\$15,014.08	12.76%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$354.77	\$4,500.00	\$4,145.23	7.88%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$243.53	\$9,000.00	\$8,756.47	2.71%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,805.00	\$7,805.00	0.00%
Dept 42260 Fire Vehicles		\$0.00	\$598.30	\$22,305.00	\$21,706.70	2.68%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$70.64	\$1,650.00	\$1,579.36	4.28%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$302.97	\$554.79	\$7,500.00	\$6,945.21	7.40%
FIREBLDG	E 100-42280-321 Telephone	\$50.84	\$309.47	\$1,000.00	\$690.53	30.95%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$295.18	\$1,059.11	\$4,500.00	\$3,440.89	23.54%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,744.48	\$3,000.00	\$1,255.52	58.15%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$648.99	\$3,738.49	\$17,650.00	\$13,911.51	21.18%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,602.00	\$11,602.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$0.00	\$56,852.00	\$56,852.00	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$1,261.29	\$13,254.88	\$50,000.00	\$36,745.12	26.51%
Dept 42401 Building Inspection Admin		\$1,261.29	\$13,254.88	\$50,000.00	\$36,745.12	26.51%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$55.00	\$457.00	\$1,000.00	\$543.00	45.70%
Dept 42700 Animal Control		\$55.00	\$457.00	\$1,000.00	\$543.00	45.70%
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	\$44,844.14	\$138,997.00	\$94,152.86	32.26%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,063.56	\$2,000.00	\$936.44	53.18%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$1,853.58	\$14,580.00	\$12,726.42	12.71%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$3,757.92	\$12,300.00	\$8,542.08	30.55%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$3,122.83	\$11,072.00	\$7,949.17	28.20%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$730.35	\$2,589.00	\$1,858.65	28.21%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$399.85	\$2,535.00	\$2,135.15	15.77%
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	\$0.00	\$10,672.32	\$32,400.00	\$21,727.68	32.94%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,989.00	\$2,500.00	\$511.00	79.56%
PUBWRKS	E 100-43000-212 Motor Fuels	\$1,069.13	\$5,829.71	\$7,000.00	\$1,170.29	83.28%
PUBWRKS	E 100-43000-215 Shop Supplies	\$56.20	\$1,051.55	\$7,500.00	\$6,448.45	14.02%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$867.04	\$2,082.78	\$12,000.00	\$9,917.22	17.36%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$273.73	\$273.73	\$1,500.00	\$1,226.27	18.25%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$602.38	\$1,286.90	\$5,000.00	\$3,713.10	25.74%
PUBWRKS	E 100-43000-260 Uniforms	\$339.95	\$339.95	\$3,000.00	\$2,660.05	11.33%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$1,437.60	\$10,000.00	\$8,562.40	14.38%
PUBWRKS	E 100-43000-321 Telephone	\$568.29	\$2,168.40	\$4,200.00	\$2,031.60	51.63%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$19.50	\$200.00	\$180.50	9.75%
PUBWRKS	E 100-43000-381 Electric Utilities	\$395.61	\$1,257.59	\$6,000.00	\$4,742.41	20.96%
PUBWRKS	E 100-43000-383 Gas Utilities	\$0.00	\$2,995.91	\$5,000.00	\$2,004.09	59.92%
Dept 43000 Public Works (GENERAL)		\$4,219.23	\$87,177.17	\$280,373.00	\$193,195.83	31.09%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43121 Paved Streets		\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%
Dept 43122 Unpaved Streets						

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43125	Ice & Snow Removal	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$105.32	\$6,603.15	\$25,000.00	\$18,396.85	26.41%
Dept 43160	Street Lighting	\$105.32	\$6,603.15	\$25,000.00	\$18,396.85	26.41%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,459.20	\$13,811.20	\$40,000.00	\$26,188.80	34.53%
Dept 43245	Recycling: Refuse	\$3,459.20	\$13,811.20	\$40,000.00	\$26,188.80	34.53%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45186	Senior Center	\$0.00	\$2,174.51	\$8,700.00	\$6,525.49	24.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$33.20	\$2,000.00	\$1,966.80	1.66%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
PARKS	E 100-45200-225 Landscaping Materials	\$1,086.09	\$1,086.09	\$8,000.00	\$6,913.91	13.58%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$159.21	\$570.01	\$2,200.00	\$1,629.99	25.91%
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	\$105.62	\$449.13	\$3,000.00	\$2,550.87	14.97%
PARKS	E 100-45200-580 Other Equipment	\$2,010.57	\$2,446.04	\$8,000.00	\$5,553.96	30.58%
Dept 45200	Parks (GENERAL)	\$3,361.49	\$4,584.47	\$36,700.00	\$32,115.53	12.49%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$4,599.82	\$11,500.00	\$6,900.18	40.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$400.00	\$2,900.00	\$0.00	-\$2,900.00	0.00%
Dept 48205	Damage Deposit Refunds	\$400.00	\$2,900.00	\$0.00	-\$2,900.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$40,886.88	\$343,653.95	\$1,554,654.00	\$1,211,000.05	22.10%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$40,886.88	\$343,653.95	\$1,554,654.00	\$1,211,000.05	22.10%

**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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 05-07-19-30

**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 the remaining \$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 7th day of May, 2019.

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 05-07-19-31

A RESOLUTION APPROVING PURCHASE OF FIRE DEPARTMENT EQUIPMENT

WHEREAS, the Hanover Fire Department is requesting approval to purchase four (4) ice rescue suits and a storage rack; and

WHEREAS, the department would purchase the items using the contribution and donation fund; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of four (4) ice rescue suits at an amount of \$460.00 each and a storage rack in the amount of \$1,341.95.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 05-07-19-32

**A RESOLUTION APPROVING EXEMPT GAMBLING PERMIT FOR
HANOVER HARVEST FESTIVAL**

WHEREAS, the Hanover Harvest Festival has submitted an application for an Exempt Gambling Permit for the purpose of conducting a raffle in conjunction with the Hanover Harvest Festival; and

WHEREAS, this is the organization’s first permit application for 2019.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the first of six allowed events for the Hanover Harvest Festival in 2019 to be conducted in conjunction with August 3, 2019 event located at 11250 5th St. NE.

BE IT FURTHER RESOLVED THAT, the City Council waives the \$100 permit fee payable to the City, due to the public nature of the event by celebrating the City.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 05-07-19-33

**A RESOLUTION APPROVING EXEMPT GAMBLING PERMIT FOR
SENIOR COMMUNITY SERVICES**

WHEREAS, Senior Community Services has submitted an application for an Excluded Bingo Permit for the purpose of conducting bingo in conjunction with the Hanover Harvest Festival; and

WHEREAS, this is the organization’s first permit application for 2019.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the first of six allowed events for Senior Community Services in 2019 to be conducted in conjunction with August 3, 2019 event located at 11250 5th St. NE.

BE IT FURTHER RESOLVED THAT, the City Council waives the \$100 permit fee payable to the City, due to the public nature of the event by celebrating the City and the Crow River Senior Center serving the community of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 05-07-19-34

A RESOLUTION BARBARA OLSON

WHEREAS, the City Council, with great pleasure, would like to recognize Barbara Olson as an outstanding citizen who served the City of Hanover in multiple roles throughout her life; and

WHEREAS, the City Council, on behalf of the City of Hanover, extends its condolences to the family of Mrs. Olson.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby expresses its thanks and appreciation for all that Mrs. Olson did for the City of Hanover during her time as a community member.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 05-07-19-35

A RESOLUTION APPROVING PURCHASE OF OFFICE CHAIRS

WHEREAS, Council has expressed support for replacing the aging City Hall office chairs; and

WHEREAS, replacement cost of chairs is approximately \$2,600.00.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of office ten (10) office chairs and four (4) guest chairs for City Hall.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 05-07-19-35

**A RESOLUTION APPROVING HANOVER ECONOMIC DEVELOPMENT
BUSINESS INCENTIVE PROGRAM GUIDELINE AMENDMENTS**

WHEREAS, the Economic Development Authority of Hanover (Hanover EDA) passed a motion recommending approval of their local business incentive program guidelines; and

WHEREAS, the amendments add language to each program guideline stating “Combined contribution of EDA incentive programs shall generally not exceed \$100,000”; and

WHEREAS, the full program guidelines are attached.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the Hanover EDA business incentive program guidelines as attached.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



HANOVER LOW INTEREST LOAN FUND GUIDELINES

I. PURPOSE OF THE LOW INTEREST LOAN FUND

Low interest loan funds are to be used for business start-ups, expansions, and retentions. Through any of those activities, the overarching goals of this program are:

- Creation or retention of permanent private-sector jobs in order to create economic growth;
- Stimulation or leverage of private investment to ensure economic renewal and competitiveness;
- Increase the local tax base;
- Improvement of employment and economic opportunity for citizens in the region to create a reasonable standard of living;
- Stimulation of productivity growth through improved manufacturing or new technologies;
- Fill a gap in a service/product that is not currently available in the city (senior housing, etc.).

II. ELIGIBLE APPLICANTS

Eligible applicants include businesses currently or proposed to be located within the corporate limits of the City of Hanover.

III. GENERAL GUIDELINES

- Loan amount -- Minimum \$5,000; Maximum \$100,000 or 90% of Low interest Loan Fund Balance, whichever is less. In certain instances the EDA may approve exceeding the maximum loan amount.
- Location – The business/property owner must locate, expand or remodel within the corporate limits of the City of Hanover.
- Conventional Lender or Equity – Conventional lending sources and/or owner equity must provide at least 50% of the total project financing.
- Job creation/wages paid – Applicant must identify jobs to be created within two years and wages paid.
- Interest rate – Prime (as published by the Wall Street Journal) minus two, with a minimum interest rate of 2% and a maximum interest rate of 6%.
- Terms – Equipment 7 years; Land/Building 10 years.
- Other:
 - Funds may be used to provide loan guarantees or interest buy-downs.
 - Combined contribution of EDA incentive programs shall generally not exceed \$100,000.

IV. ELIGIBLE ACTIVITIES/EXPENDITURES

Loan dollars may be used for the following activities:

- Acquisition of land;
- Construction, reconstruction and rehabilitation of commercial or industrial buildings
- Site improvements
- Utilities or infrastructure
- Machinery and equipment

Loan dollars may be used to provide assistance with loan guarantees, interest buy-downs, and other forms of participation with private sources of financing. The Low interest loan fund assistance can be for no more than one-half of the cost of the project.

All loans must be secured with appropriate collateral. This determination will be made by the EDA.

V. INELIGIBLE ACTIVITIES

Low interest loan fund assistance may not be used for the following:

- Any business that is not or would not conform with Hanover City Code or Zoning Ordinances.
- Housing Projects
- Operating Expenditures

VI. APPROVAL CRITERIA

The loan must be based on the following criteria:

- Increase in tax base
- The project can demonstrate that the investment of public dollars induces private funds
- The project provides suitable wage levels to the community or will add value to current workforce skills
- Assistance is necessary to retain existing business.

VII. APPROVAL PROCESS

Loan applications shall be on a form provided by the City/EDA. Complete applications received by the last Thursday of the month will generally be considered at the next monthly EDA meeting which occurs on the 3rd Thursday of the month at 8:00am at Hanover City Hall. Upon recommendation from the EDA for approval, the Hanover City Council will review for final approval.

VIII. LOAN APPLICATION/ORIGINATION FEE

A 2% loan application/origination fee is charged at the time of EDA approval of the loan. This is a non-refundable fee.



HANOVER MATCHING GRANT PROGRAM GUIDELINES

I. PURPOSE OF THE MATCHING GRANT PROGRAM

The purpose of the fund is to promote and encourage economic development and retention in compliance with the existing Business and River District performance standards and historical guidelines.

II. ELIGIBLE APPLICANTS

Eligible applicants include businesses located in existing structures within the corporate limits of the City of Hanover. Home based businesses are not eligible.

III. GENERAL GUIDELINES

- 50% of project costs privately funded
- 25% of project costs grant funded through EDA
 - Maximum contribution of \$7,500
- 25% of project costs zero percent interest loan through EDA – max 36 month term
 - Maximum contribution of \$7,500
- Loan balance must be paid in full upon sale of property
- Applicant may request only grant proceeds portion of EDA contribution of project costs
- Other:
 - Combined contribution of EDA incentive programs shall generally not exceed \$100,000.

IV. ELIGIBLE ACTIVITIES/EXPENDITURES

- Landscaping
- Exterior Upgrades
- Ornamental Lighting
- Planters
- Benches
- Signage
- To conform to State building codes
- To conform to City codes and ordinances
- Parking enhancements
- Residential Conversions of 50% or more
- Security Improvements

V. INELIGIBLE ACTIVITIES

- Paint
- Routine Maintenance & Repairs
- Interior Renovations
- In house labor
- Residential Conversions under 50%

VI. APPROVAL PROCESS

- A current financial statement must be submitted with this application. In the event that this is a new start up and no financial statements exist, then a business plan must be submitted with this application.
- The City Administrator shall review the application for compliance and will then present it to the EDA Board for recommendation to the Hanover City Council.
- The Hanover Economic Development Authority will review each application on its own merit. The EDA will then make a recommendation on the application and forward it to the Hanover City Council for final action.
- Upon action by the Hanover City Council, the City Administrator will notify the applicant of the decision.
- The loan portion of the contribution shall be issued to the applicant upon final approval.
- The applicant shall perform the work as described in the application within 180 days. If the 180 day requirement is not met, the applicant will be required to reapply for the funds. Upon completion they shall request a final inspection and provide proof of all expenditures to the City Administrator. Once verified that all work has been done and the expenditures are in compliance with the terms of the Renovation Program, the City Administrator shall release the grant portion of the contribution.
- This program will not retroactively reimburse costs. Application must be received and approved prior to work commencing.

VII. EXAMPLES

- \$20,000 estimated project costs
 - Eligible EDA contribution of \$10,000 total
 - \$5,000 grant proceeds
 - \$5,000 loan proceeds
 - Loan balance provided at beginning of project with grant balance provided following completion of project
 - Loan repaid over max 36 month term
- \$20,000 estimated project costs
 - Eligible EDA contribution of \$10,000 total
 - Applicant desires only grant portion of \$5,000
 - Grant balance provided following completion of project



HANOVER RENT REIMBURSEMENT PROGRAM GUIDELINES

I. PURPOSE OF THE RENT REIMBURSEMENT PROGRAM

The purpose of the fund is to provide assistance to new businesses leasing space in the City of Hanover.

II. ELIGIBLE APPLICANTS

Eligible applicants include new retail, commercial and industrial businesses, committed to operating in the City's business districts.

III. GENERAL GUIDELINES

- 3 months total rent reimbursement
 - \$2,400 max contribution (up to \$800 per month for three months)
 - Must present proof of payment
- Business must present a lease agreement of at least 12 months and must remain open to the public for at least 12 months
- All businesses must be in compliance with all city codes
- Landlord and tenant cannot be related
- Sexually oriented business are not eligible for the program
- Other:
 - Combined contribution of EDA incentive programs shall generally not exceed \$100,000.

IV. APPROVAL PROCESS

- Applicant must submit application and required materials to the Hanover Economic Development Authority
- The Economic Development Authority will review the application for recommending approval to the Hanover City Council.
- The Hanover City Council will review the application for final approval.
- Applicant must show receipt of monthly rent payment prior to reimbursement. This may be monthly or lump sum.

**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 6th day of August, 2018.

The following Council Members were present: Kauffman, Hammerseng, Hallstein

The following Council Members were absent: Warpula, Zajicek

A motion to table the following resolution was made by Hallstein and seconded by Hammerseng.

.....

RESOLUTION NO 08-06-18-78

**A RESOLUTION REVOKING A CONDITIONAL USE PERMIT AT 11103 RIVER ROAD NE
FOR THE SALES AND WAREHOUSING OF AUTOMOTIVE PARTS**

WHEREAS, on August 2, 2016 the Hanover City Council approved Resolution 08-02-16-94 granting Michael Straub a Conditional Use Permit for the sales and warehousing of automotive parts at 11103 River Rd NE; and

WHEREAS, the resolution identified conditions to be met in order to stay in conformance; and

WHEREAS, on June 7, 2018 Mr. Straub was sent a letter notifying him of violations of the conditions of his Conditional Use Permit, and providing 30 days to correct the violations of conditions of the Conditional Use Permit; and

WHEREAS, on July 10, 2018 the property remained out of compliance and Mr. Straub spoke with City Administrator Hagen about the violations; and

WHEREAS, Mr. Hagen reiterated the potential consequence of the violations including up to a revocation of the Conditional Use Permit; and

WHEREAS, on July 17, 2018 the property remained out of compliance and the City Council ordered a revocation hearing be scheduled for the August 6, 2018 City Council meeting; and

WHEREAS, on July 19, 2018 Mr. Straub was notified of the revocation hearing scheduled for August 6, 2018 and notified of outstanding violations of the Conditional Use Permit.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, has considered the revocation of the Conditional Use Permit as approved by Resolution 08-02-16-94 and makes the following findings of fact:

1. Mr. Straub was granted approval of a site plan dated May 16, 2016 except that the “proposed fenced storage area” was not permitted. The property was never improved to come into conformance with the site plan.

2. Mr. Straub failed to come into compliance, as directed by a letter dated June 7, 2018 and attached, with the following conditions of Resolution 08-02-16-94; Condition 3, 4, 5, 10
3. Mr. Straub failed to come into compliance with conditions 3, 4, 5, 10 prior to the July 17th direction from Council to schedule a revocation hearing.
4. Mr. Straub remains out of compliance with the above conditions.
5. Based on Mr. Straub's failure to adhere to the conditions of the Conditional Use Permit, as more fully detailed above, the Council hereby revokes the Conditional Use Permit granted by resolution 08-02-16-94 effective _____.

TABLED

Council members voting in favor: Kauffman, Hammerseng, Hallstein

Opposed or abstained:

Adopted by the city Council this 6th day of August, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



June 7, 2018

Michael Straub
2330 Chalet Dr NE
Columbia Heights, MN 55421

Re: Conditional Use Permit Violation

Mr. Straub,

On August 2, 2016, the Hanover City Council approved Resolution 08-02-16-94, a Conditional Use Permit (CUP) for your property located at 11103 River Rd NE. I have enclosed a copy for your convenience. The CUP outlines special conditions in which you may operate your business.

In the months following this approval, you took steps to conform to the CUP by removing the vehicles stored outdoors. However, you have never come into full compliance.

On June 7, 2018, I drove by your property for the purpose of taking the attached photo. This photo was taken from the public right-of-way. In this photo, you will note that you are in violation of conditions identified as numbers 3, 4, 5, 6, and 10 in the approving resolution.

According to Hanover Ordinance Chapter 10, Section 10.11, Subsection D, Number 8, you have 30 days to correct all violations of your conditional use permit. Please correct these violations by July 6, 2018. After such date, I will visit your property to conduct an inspection, according to condition number 14 in the approving resolution, to determine compliance. If these violations are not corrected by such time, the City will have the right to proceed in revoking your conditional use permit.

Should you have any questions, please call me at 763-496-5025.

Respectfully,

Brian Hagen,
City Administrator

Cc: City Council, Planning Commission, City Attorney, City Planner

COPY

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Vice Mayor John Vajda at 5:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 2nd day of August, 2016.

The following Council Members were present: Vajda, Hammerseng, Warpula, Zajicek

The following Council Members were absent: Kauffman

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

.....
RESOLUTION NO 08-02-16-94

**A RESOLUTION APPROVING AN AMENDMENT TO A CONDITIONAL USE PERMIT
FOR THE SALES AND WAREHOUSING OF AUTOMOTIVE PARTS**

WHEREAS Michael Straub (“Applicant”) owns property located at 11103 River Road N.E; and

WHEREAS, the Subject Property is zoned B-1, Downtown River Business District; and

WHEREAS, the applicant submitted an application to amend an existing Special Use Permit to operate a Warehouse/Retail Sales operation which was approved on April 16, 1991 as Resolution No. 07-91-04; and

WHEREAS the public hearing was properly noticed and scheduled for the March 28, 2016 Planning Commission meeting; and

WHEREAS the application was reviewed by the Planning Commission at meetings on March 28, June 27 and July 25, 2016 and recommended approval of the request; and

WHEREAS the City Council reviewed the request in regards to this property at a meeting on August 2, 2016; 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 Conditional Use Permit for this property subject to the following conditions:

1. This Conditional Use Permit repeals and replaces Resolution #07-91-04 and any and all other prior approvals pertaining to the Subject Property.
2. The only use permitted for the Subject Property is the sales and warehousing of new, used and rebuilt automotive parts, and the associated deconstruction of used automobiles for processing into used auto parts. No other use of the property is

permitted except those as permitted in the Hanover Zoning Ordinance as amended from time to time.

3. The property shall operate in conformance with the Site Plan prepared by Otto Associates dated May 16, 2016 attached hereto as Exhibit "A" except that the "Proposed Fenced Storage Area" is not permitted.
4. No outside storage is permitted. The area shown on the Site Plan as "Proposed Fenced Storage Area" is not allowed.
5. Up to six vehicles that are substantially intact (not more than one body component such as a door or hood missing) but awaiting processing may be parked outside the building. All of said vehicles shall be stored in the location shown as "Proposed Gravel" and must be parked in an orderly fashion and not stacked. This area must be a maintained gravel surface. No vehicles that have been partially dismantled or any automotive components may be stored outside the building.
6. A forklift and a flatbed and trailer are the only other items that may be stored outside the building.
7. Operating hours are allowed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, and 7:00 a.m. and 6:00 p.m. Saturday.
8. The use shall maintain compliance with all noise and nuisance related ordinances of the City Code, as may be amended from time to time.
9. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.
10. The site (exterior) must be free of items contributing to blighting conditions including, but not limited to, dilapidated machinery, equipment and tools, used tires, automotive parts, and other similar items.
11. The property shall remain in substantial conformance with all performance standards contained within the City Zoning Ordinance and City Code.
12. The use must be in compliance with all applicable noise regulations.
13. The use must be in compliance with all other federal, state and local regulations, as may be amended from time to time.

14. The owner shall, upon reasonable advance notice, provide City staff and/or its agents with access to the property for inspection for compliance with this Conditional Use Permit and other relevant codes.

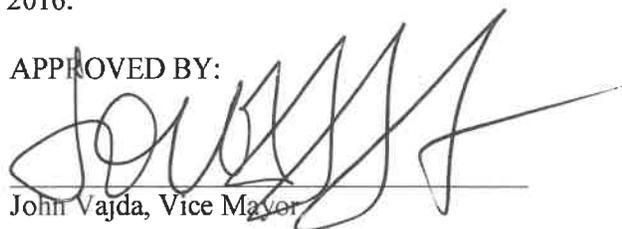
15. A lapse of one year during which the premises are not used for the purposes provided for in this permit shall cause the permit to expire and be of no further consequence.

Council members voting in favor: Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained:

Adopted by the city Council this 2nd day of August, 2016.

APPROVED BY:



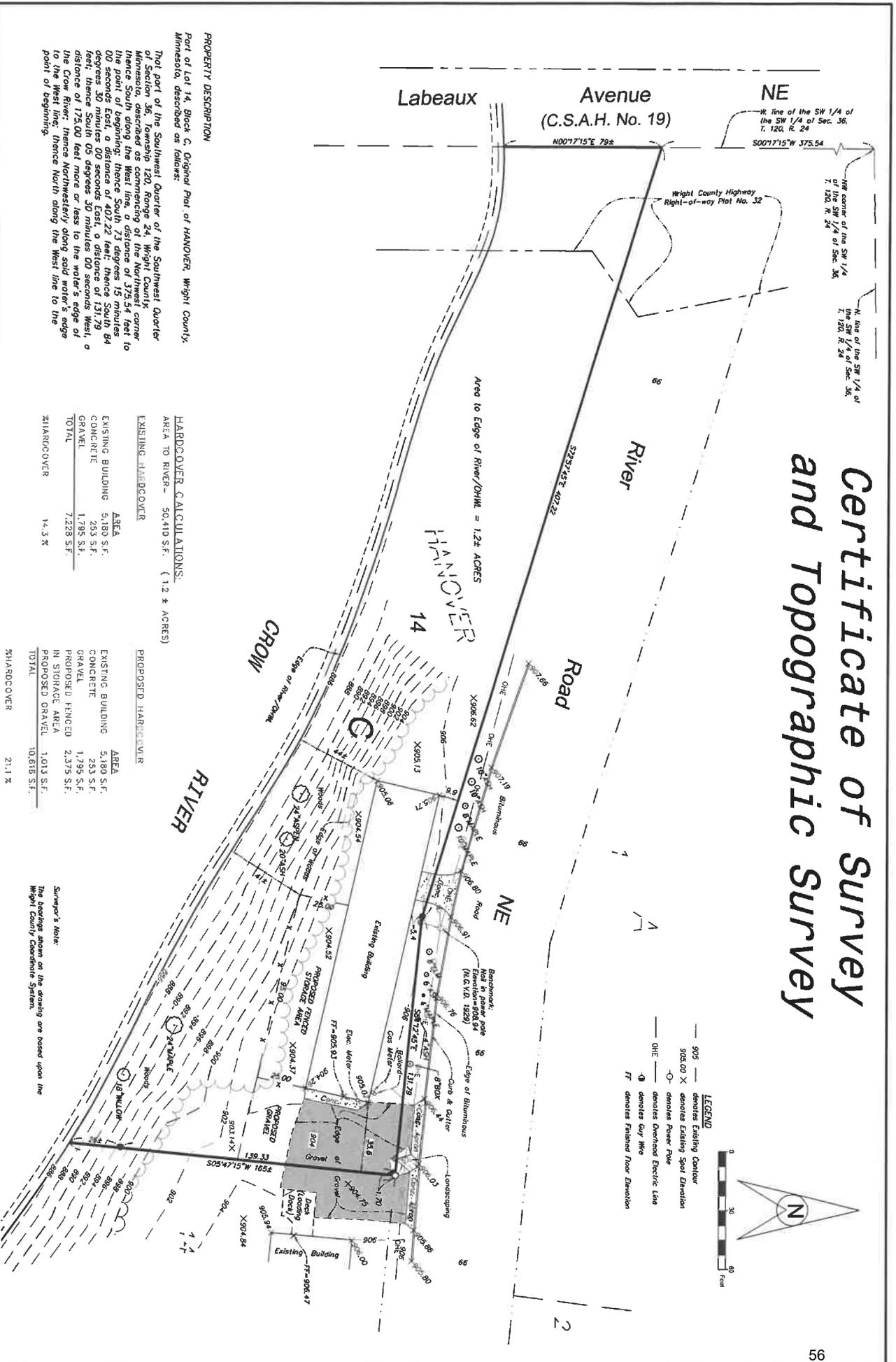
John Vajda, Vice Mayor

ATTEST:



Brian Hagen, City Administrator

Certificate of Survey and Topographic Survey



Certificate of Survey and Topographic Survey on part of the SW 1/4 of the SW 1/4 of Section 36, Township 120, Range 24, 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.

Paul E. Otto
License #40092 Date: 5-23-16

Requested By:
PHILLIPS Architects & Contractors, Ltd.

Date: 5-16-16
Drawn By: T.J.B.
Scale: 1"=30'
Checked By: P.E.O.

TTO SOCIATES
Engineers & Land Surveyors, Inc.

www.ttosociates.com
9 West Division Street
Burnsville, MN 55313
Fax: (763) 962-3522

• denotes iron monument found
○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40092

Project No. 16-0249



JULY 10, 2018 – 11103 RIVER RD NE



JULY 17, 2018 – 11103 RIVER RD NE



JULY 17, 2018 – 11103 RIVER RD NE





July 19, 2018

Michael Straub
2330 Chalet Dr NE
Columbia Heights, MN 55421

Re: Conditional Use Permit Revocation Hearing Notice

Mr. Straub,

On June 7, 2018 I sent a letter to you regarding violations of your conditional use permit. In that you were provided a copy of the approved conditional use permit and were instructed to become in compliance by July 6, 2018. On July 10th, I visited the site and found you had made improvements, but still were not in full compliance.

We spoke on the phone on July 10th and I informed you that I was seeking direction from the City Council at their July 17th meeting on how they would like to proceed with your violations. This included up to holding a revocation hearing of your conditional use permit. The City Council recognized the progress you had made, but still gave direction to hold a revocation hearing on August 6, 2018 at 7:00 pm due you not being in full compliance. You are encouraged to attend this meeting.

The remaining items you must complete in order to be in full compliance is no outdoor storage. This includes any barrels that are empty or full, unused pallets, scrap metals, etc. You also must remove the vehicles from behind the building. Should these vehicles be missing more than one major part, the vehicles are to be stored inside or removed from your property.

I will visit you site on August 6, 2018 prior to the revocation hearing.

Should you have any questions, please call me at 763-496-5025.

Respectfully,

Brian Hagen,
City Administrator

Cc: City Council, Planning Commission, City Attorney, City Planner



COPY

August 10, 2018

Michael Straub
2330 Chalet Dr NE
Columbia Heights, MN 55421

Re: Conditional Use Permit Revocation Hearing City Council Decision

Mr. Straub,

Please let this letter serve as notice that on August 6, 2018 I visited your property located at 11103 River Rd NE. At that time, I found your property in full compliance. Furthermore, on August 6, 2018, the Hanover City Council voted to table, until further notice, the revocation hearing for your conditional use permit. The hearing is tabled until further notice for the purpose of continuing to monitor your property for compliance. Please let this letter serve as proper notice that myself or a designated City representative will visit your site for periodic updates. The City Council will receive periodic updates on your ability to stay in compliance. Should they choose, they will pull the Public Hearing from the table for the purpose of considering a revocation of your conditional use permit.

Should you have any questions, please call me at 763-496-5025.

Respectfully,

Brian Hagen,
City Administrator

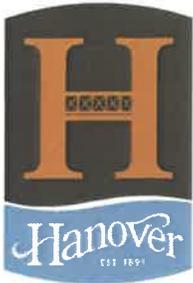
Cc: City Council, Planning Commission, City Attorney, City Planner

JANUARY 24, 2019 – 11103 RIVER RD NE



APRIL 2, 2019 – 11103 RIVER RD NE





April 23, 2019

Michael Straub
11103 River Rd NE
Hanover, MN 55341

Delivery: Hand Delivery to Subject Property

Re: Conditional Use Permit Revocation Hearing Notice

Mr. Straub,

On August 6, 2018 the Hanover City Council tabled a resolution revoking your conditional use permit to allow outdoor storage for your business at the above property. As noted in a letter sent to your home in Columbia Heights, staff continued periodic inspections of the above reference property. Inspections found that at varying times you were not in compliance with the conditions listed in your conditional use permit. More specifically, at times I saw vehicles in excess of six (6) that were stored at the property for lengths of time in which snow accumulated on the vehicles.

Due to the fact you did not remain in compliance, I updated the City Council on the matter and they directed the resolution revoking your conditional use permit be brought back for consideration at their May 7, 2019 regular City Council meeting. You proactively attended the regularly scheduled City Council meeting of April 16, 2019, in which discussion was held between yourself and City Officials. At that time, I showed photos showing your violations. You disagreed with my findings and stated that you felt you were in compliance with the conditions of your conditional use permit. You further requested clarification on what is allowed to be stored outside and in what fashion. Council closed discussion by confirming their intention of officially considering the revocation of your conditional use permit on May 7, 2019.

Please let this letter serve as notice of this consideration. Should you desire to attend the meeting, it will be held at City Hall beginning at 7 p.m.

Should you have any questions, please call me at 763-496-5025.

Respectfully,

Brian Hagen,
City Administrator

Cc: City Council, Planning Commission, City Attorney, City Planner

Collaborative Planning, LLC

Memorandum

Meeting Date: May 7, 2019
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: IUP for a Home Occupation – 10467 Beebe Lake Road

Overview of Request

The subject property is currently zoned R-A (Residential Agriculture District) and an application has been received for an Interim Use Permit for to allow a home occupation within an accessory building. The property is located at 10467 Beebe Lake Road.

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



Evaluation of Request

When a parcel that is zoned RA and contains at least 2 acres with direct access to a county road, a homeowner may request an Interim Use Permit that allows a home occupation in an accessory building under conditions. The property contains an existing accessory building with a repair shop that operates within that building. The proposed building is approximately 65 feet by 40 feet.

The parcel is surrounded by lots in Crow River Heights on the south and west, Beebe Lake Road on the north, and another large RA parcel on the east.

At the public hearing, the owner of the property that is located closest to the shed spoke and voiced her concern regarding the home occupation and the impacts she believes it has on her ability to sell her property (875 Kayla Lane). The deck on her house is close to the rear property line and looks directly at the shed. The business was in operation when she purchased the home. Staff reviewed the effectiveness of the installation of a fence for screening, but with the topography of the site and the height of the deck it is not likely to be an effective screening option.

Recommendation

Staff recommend approval of the IUP subject to the following conditions:

1. Hours of operation shall not be earlier than 8:30 a.m. and later than 6:30 p.m. Monday through Friday. Saturday hours shall not be earlier than 9:00 a.m. nor later than 1:00 p.m. No operating hours on Sundays or legal holidays are permitted.
2. All operations and storage of parts shall be conducted within the accessory building as shown on the site plan, with the exception that not more than two (2) vehicles may be parked outside while awaiting service. Vehicles shall include customer vehicles or vehicles used for the business. Trailers shall be counted as a vehicle.
3. Operations shall be in conformance with all requirements of city ordinances, as amended from time to time, including but not limited to Section 10.68 Paragraph B of the Hanover Zoning Ordinance.
4. Disposal and handling of all waste and hazardous materials shall be done in conformance with law.
5. Not more than one person other than those living in the residence may be employed in the home occupation.
6. This Interim Use Permit shall terminate on May 31, 2024. If this type of home occupation is still eligible to be permitted under city ordinances near the time of expiration of this permit, the applicant may apply for a new interim use permit.

**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 7th day of May, 2019.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 05-07-19-37

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A HOME OCCUPATION

WHEREAS, Joel Grambart (“Applicant”) lives in property located at 10467 Beebe Lake Road; and

WHEREAS, the Subject Property is zoned R-A, Residential Agriculture District; and

WHEREAS, the applicant submitted an application for an Interim Use Permit to allow a home occupation including use of an accessory building; and

WHEREAS the public hearing was properly noticed and scheduled for the April 22, 2019 Planning Commission meeting; and

WHEREAS the application was reviewed by the Planning Commission at its meeting on April 22, 2019 and recommended approval of the request; and

WHEREAS the City Council reviewed the request in regard to this property at a meeting on May 7, 2019; 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 Interim Use Permit for this property subject to the following conditions:

1. Hours of operation shall not be earlier than 8:30 a.m. and later than 6:30 p.m. Monday through Friday. Saturday hours shall not be earlier than 9:00 a.m. nor later than 1:00 p.m. No operating hours on Sundays or legal holidays are permitted.
2. All operations and storage of parts shall be conducted within the accessory building as shown on the site plan, with the exception that not more than two (2) vehicles may be parked outside while awaiting service. Vehicles shall include customer vehicles or vehicles used for the business. Trailers shall be counted as a vehicle.

3. Operations shall be in conformance with all requirements of city ordinances, as amended from time to time, including but not limited to Section 10.68 Paragraph B of the Hanover Zoning Ordinance.
4. Disposal and handling of all waste and hazardous materials shall be done in conformance with law.
5. Not more than one person other than those living in the residence may be employed in the home occupation.
6. This Interim Use Permit shall terminate on May 31, 2024. If this type of home occupation is still eligible to be permitted under city ordinances near the time of expiration of this permit, the applicant may apply for a new interim use permit.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 7th day of May, 2019.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



Hanover, MN 55341-0278
 Phone: 763.497.3777 fax: 763.497.1873
www.hanovermn.org
cityhall@ci.hanover.mn.us

For Office Use Only	
Case Number:	
Fee Paid:	1300
Received by:	afson
Date Filed:	3-21-19
Date Complete:	
Base Fee:	300
Escrow:	1000

DEVELOPMENT APPLICATION

TYPE OF APPLICATION		
<input type="checkbox"/> Annexation <input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text or Map) <input type="checkbox"/> Planned Unit Development (Concept/Gen)	<input type="checkbox"/> Site Plan & Building Plan <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Vacation	<input type="checkbox"/> Simple Land Division <input type="checkbox"/> Subdivision Sketch Plan <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Other IUP
PROPERTY INFORMATION		
Street Address: 10467 Beebe Lake Road NE		
Property Identification Number (PIN#):		
Legal Description (Attach if necessary):		
APPLICANT INFORMATION		
Name: Joel Grambart		Business Name: JAG Repair
Address: 10467 Beebe Lake Road NE		
City: Saint Michael	State: MN	Zip Code: 55376
Telephone: 763 670 2340	Fax:	E-mail: grambart.jp@yahoo.com
Contact: Joel Grambart	Title: Owner	
OWNER INFORMATION (if different from applicant)		
Name: Eloy Grambart		Business Name:
Address: 2301 W Medicine IS Dr		
City: Plymouth	State: MN	Zip Code: 55442
Telephone: 763 559 5872	Fax:	E-mail:
Contact: Eloy Grambart	Title:	
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: Home Occupation		
Nature of Proposed Use: Auto Mechanic		
Reason(s) to Approve Request: Complying with City Ordinance		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name: NA -		Date of Application:
Nature of Request:		
NOTE: Applications only accepted with ALL required support documents. See Application Instructions and City Code		

CITY OF HANOVER
11250 5TH STREET NE
HANOVER, MINNESOTA 55341

10059

DATE 3-21-19

RECEIVED FROM Joel Grambart \$ 1300 —

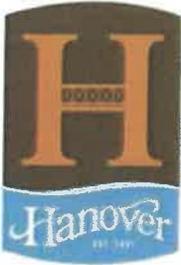
Base fee 300 escrow 1000 DOLLARS

FOR IUP application @ 10467 Beebe Lk Rd

AMOUNT OF ACCOUNT		
THIS PAYMENT		
BALANCE DUE		

CASH
 CHECK
 CREDIT CARD BY ABM
 MONEY ORDER

Thank You!



SUPPLEMENTAL APPLICATION - INTERIM USE PERMIT

Name: Joel Gambart

Phone: 763 670 2340

Address: 10467 Beebe Lake Road NE
Saint Michael MN 55376

PID #: _____

1. Present zoning of above described property: Residential
2. Application made for Interim Use Permit to conduct: Home Occupation in an
Accessory Building
3. Is the proposed use compatible with present and future land use(s) of the area? Please explain.
yes Driveway is already present and the
Accessory Building is already present as well.
Nothing needs to be added.
4. Will the proposed use depreciate the area in which it is proposed? Please explain.
No Neighboring Properties will not be affected by Home
occupation. Surrounding land will not change due to
the Home occupation also.
5. Can the proposed use be accommodated with existing City services without overburdening the system? Please explain. yes The Accessory Building and the
Home Occupation are not connected to City Services
and are not expected to be in future.
6. Are local streets capable of handling traffic which is generated by the proposed use? Please explain. yes - we are on a County Road.
The Home Occupation will not generate any
extra traffic than what is already
producing at present.
7. I propose to have the interim use permit terminate upon the following: approximately
5 years and reevaluate at that time
8. Attach to this application a site plan illustrating curb cut locations, access to a public street, location of buildings and their square footage, location of easements, parking utilities and sidewalks.
9. Attach information specified in the "Required Material Submission Checklist" for IUP applications.

Applicant Signature: Joel Gambart

Date: 3.20.19

Owner Signature: Erroy Gambart

Date: 3.20.19

To: Members of the Hanover City Council and Planning Commission
From: Joel Grambart
Date: March 21, 2019
Re: Home Occupation IUP at 10467 Beebe Lake Rd.

To whom it may concern,

I am requesting approval of an IUP for the purpose of conducting a Home Occupation in an existing accessory structure located at the above property. Enclosed is an aerial photo identifying the property (outlined in orange) and the structure/parking area (outlined in red) to be utilized.

The Home Occupation would be a mechanic shop for the purpose of conducting auto repairs. Hours of operation for the business would generally be Monday-Friday from 9:00 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m. Any materials needed for the purpose of conducting the repairs would be stored within the building. These materials include but are not limited to; oils, fluids, parts, customer vehicles. I understand that not more than 2 vehicles that are either waiting to be repaired or to be picked up may be parked outside at any time. All auto repair will be done inside the building. Furthermore, I intend to remain in compliance with any applicable ordinances and regulations.

Respectfully,



Joel Grambart

10467 Beebe Lake Rd NE - Home Occupation IUP request



1 inch = 94 feet

