

**AGENDA  
HANOVER CITY COUNCIL  
MAY 16, 2017**

**MAYOR  
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of May 2, 2017 City Council Meeting (4)**
  - b. Approve Claims as Presented: (8)**

➤ Claims	\$ 85,560.47
➤ Payroll	\$ 7,448.39
➤ P/R taxes & Exp	\$ 3,152.73
➤ Other Claims	<u>\$ 1,292.64</u>
➤ Total Claims	<u>\$ 97,454.23</u>
- 4. Bergan KDV – 2016 Audit Review (*Separate Document*)**
- 5. Res No 05-16-17-51 – Approving Variance for 311 Jansen Ave. NE (36)**
- 6. Ordinance Amendment – Site Plan Approval & Administrative Lot Split Process (44)**
- 7. Sand Companies Workforce Housing Follow-Up Discussion**
- 8. Ordinance Amendment – Implementation of Administrative Fine System (51)**
- 9. Goal Setting Retreat – Review of Action Plan, Mission Statement, Vision Statement (57)**
- 10. Council Meeting Date Changes – July 4<sup>th</sup> & August 1<sup>st</sup>**
- 11. Reports**
- 12. Adjournment**

**To: Mayor Kauffman & Members of the Hanover City Council**  
**From: Brian Hagen, City Administrator**  
**Date: May 12, 2017**  
**Re: Review of May 16, 2017 City Council Work Session Agenda**

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1. **Call to Order Regular City Council Work Session: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent agenda.***
  - a. **Approve Minutes of May 2, 2017 City Council Meeting (4)**
  - b. **Approve Claims as Presented: (8)**

➤ Claims	\$ 85,560.47
➤ Payroll	\$ 7,448.39
➤ P/R taxes & Exp	\$ 3,152.73
➤ Other Claims	<u>\$ 1,292.64</u>
➤ Total Claims	<u>\$ 97,454.23</u>
4. **Bergan KDV – 2016 Audit Review (Separate Document)**  
*Staff from Bergan KDV will present the 2016 audit findings.*
5. **Res No 05-16-17-51 – Approving Variance for 311 Jansen Ave. NE (36)**  
*Cindy will address the variance request and the Planning Commission findings.*
6. **Ordinance Amendment – Site Plan Approval & Administrative Lot Split Process (44)**  
*Discussion will be held to determine the desire on amending ordinances to allow for a more streamlined process for both site plan approvals and administrative lot split approvals.*
7. **Sand Companies Workforce Housing Follow-Up Discussion**  
*Follow up discussion on the Sand Companies presentation from the last meeting will be held. Staff is seeking direction on how to follow up and whether a facility tour shall be scheduled. Additionally, if this project receives preliminary support, should the EDA work with the developer through the initial planning stages?*
8. **Ordinance Amendment – Implementation of Administrative Fine System (51)**  
*Enclosed is a preliminary ordinance amendment to implement a fine system. This would be in addition to the nuisance abatement process already in place.*

**9. Goal Setting Retreat – Review of Action Plan, Mission Statement, Vision Statement (57)**

*Enclosed is a memo outlining follow up items from the goal setting session. The top six goals set by the City and some action plan items will be discussed. Additionally, a review of the suggested mission and vision statement will be held. Once finalized, these items would be formally adopted and implemented.*

**10. Council Meeting Date Changes – July 4<sup>th</sup> & August 1<sup>st</sup>**

*These two dates will need to be changed due to a holiday and Night to Unite.*

**11. Reports**

**12. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
MAY 2, 2017 – DRAFT MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, May 2, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, City Attorney Jay Squires, City Planner Cindy Nash, Interim Public Works Supervisor Jason Doboszenski. Guests included Joe Kaul from Hanover Historical Society, Fire Chief Dave Malewicki and members of the Hanover Fire Department, Megan Carr of Sand Companies, and a Wright County Sheriff.

**Approval of Agenda:**

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

**Consent Agenda:**

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

**Consent Agenda Items:**

- a. **Approve Minutes of April 18, 2017 City Council Special Meeting**
- b. **Approve Minutes of Reconvened 2017 Local Board of Appeal and Equalization**
- c. **Approve Minutes of April 18, 2017 City Council Work Session Meeting**
- d. **Approve Minutes of April 25, 2017 City Council Special Meeting**
- e. **Approve Claims as Presented:**
  - **Claims**                   **\$ 58,696.08**
  - **Payroll**                   **\$ 10,296.91**
  - **P/R taxes & Exp**       **\$ 4,346.10**
  - **Other Claims**           **\$ 1,769.34**
  - **Total Claims**           **\$ 75,108.43**
- f. **Res No 05-02-17-44 – Accepting Donation from River Inn**
- g. **Res No 05-02-17-45 – Accepting Donation from Hanover Wine and Spirits**
- h. **Res No 05-02-17-46 – Approving Purchase of Computer**

**Motion carried unanimously.**

**Citizen’s Forum:**

**Joe Kaul**

The attached statement was read aloud by Joe Kaul on behalf of the Hanover Historical Society.

**Res No 05-02-17-47**

Joe Kaul presented a check to the Hanover Fire Department for the purpose of assisting with the funding of the Antique Fire Truck repairs.

**MOTION** by Hammerseng to approve Res No 05-02-17-47, seconded by Warpula. **Motion carried unanimously.**

**Sand Companies – Housing Proposal**

Megan Carr from Sand Companies addressed Council with a proposal to bring an apartment complex for workforce housing to Hanover. She stated Sand Companies have multiple complexes in the western suburb area with the closest two in St. Michael. Carr went on to outline tenant requirements. The tenants would be required to prove an income threshold depending on the number of incomes in the family. I.e. approximately \$40,000 per year for a single income tenant. Carr identified a large waiting list on their two St. Michael locations. The company identified Hanover as a potential location due to it’s proximity to the metro area, and due to the waiting list in St. Michael. The structure would be approximately 40 unit two story building

with underground parking amenities. Carr invited Council to tour the facilities if this is something Hanover would be interested in learning more about. Council stated they would discuss at the following meeting and be in touch with Ms. Carr.

**Public Hearings:**

None

**Unfinished Business:**

**Res No 05-02-17-48 – Approving the Promotion of Jason Doboszanski**

**MOTION** by Warpula to approve Res No 05-02-17-48, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 05-02-17-49 – Approving Contract for Settlers Park Ballfield**

Discussion was held regarding the need for a six or eight foot outfield fence. Hagen stated that Hanover Youth Ball would desire an eight foot fence, but they recognize the project has budget constraints. Discussion furthered to the need to hire the fence capping out or complete that in house.

**MOTION** by Hammerseng to approve Res No 05-02-17-49 with the final fence height to be decided by Hanover Youth Ball, seconded by Zajicek. **Motion carried unanimously.**

**Res No 05-02-17-50 – Adopting City Policies**

Hagen inquired as to whether Council would like to change the cell phone policy to where the employee is reimbursed each month versus the City paying and owning the cell phone. Council consensus was to leave it as it currently is. Council further directed the elimination on the requirement to place a head stone at a grave site within six months of purchase, but keep the requirement to have a head stone placed within six months of burial.

**MOTION** by Warpula to approve Res No 05-02-17-150 with the change as stated above, seconded by Hammerseng. **Motion carried unanimously.**

**New Business:**

**Environmental Assessment Worksheet (EAW) – Undeveloped Portion of Crow River Heights**

Nash outlined considerations a city council can make when requiring an EAW. The property in question is the area of Crow River Heights that had the preliminary plat expire. Nash questioned whether changes in wetland regulations, the time period that has passed, and other factors would have the Council require an updated EAW. The engineer for the developer stated he felt that the proposed development would follow largely what was previously approved. He felt if anything, there would be less impact on the environment. The engineer further stated that the initial phase would mirror the expired preliminary plat and account for approximately 30 lots. These lots would follow the same dimensions, etc.

Squires stated that Council could waive the requirement on the initial phase if they felt like the impact was not changing, and require an EAW for the remaining portion of the development.

Council supported the option outlined by Squires.

**Reports**

**Doboszanski**

- The summer seasonal position started today

**Hallstein**

- Felt the EDA Business Social was well attended
- Supported the idea of implementing a project page on the City's Website

**Hammerseng**

- Stated the Planning Commission made a recommendation on a variance application that will be brought to the Council at the May Work Session

**Nash**

- Stated she has had various calls from developers interested in Hanover. The City may see something more in the future.

**Hagen**

- Stated he had to increase the hourly wage of the temporary workers for the crack filling project. We were not having any luck finding laborers due to the hourly pay being lower than other opportunities.

**Kauffman**

- Stated Joint Powers will be getting a new domain name for the website.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:50 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

Greetings!

My name is Joe Kaul. This evening, I have been asked to represent the Hanover Historical Society as its newly elected President, and to read the following statement on behalf of the organization and its membership.

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The Mission of the Hanover Historical Society is "to identify, preserve, and disseminate knowledge about the history of the City of Hanover".

We are all aware of the concerns and statements related to the Settlers Park re-design that were put forth by the previous President of the Hanover Historical Society on behalf of our organization.

Members of our own organization had disagreements on how these messages were being delivered, and our organization has made adjustments to its board as a result.

As an organization, we must also acknowledge that some of these statements escalated emotions and created unsettled reactions from City Council members, leadership and members of the Hanover Athletic Association, and board members the Hanover Youth Ball organization.

For these statements and actions, we would like to offer this public apology and concession.

The Hanover Historical Society plans to show our commitment to re-establish and cultivate these relationships with ALL local organizations and Hanover citizens through our respect, actions, words and initiatives over the months, years, decades and centuries that lie ahead of us.

We are already working toward this goal with monetary donations to the Fire Department for the repair of the Antique Fire Truck, and to the Three Rivers Park District.

Our organization is and will continue to be committed to focusing on our mission and sponsoring the Harvest Festival Car Show, Pumpkin decorating event, & Caroling at the Bridge - along with curating the displays of historic items and information at BankWest and City Hall.

Thank you for your time and consideration.

CITY OF HANOVER

Payments

Current Period: May 2017

Batch Name	05/16/17 PAY					
Payment		Computer Dollar Amt	\$83,560.47	Posted		
Refer	2006 ACTIVE911, INC					
Cash Payment	E 100-42260-323 Radio Units	Radios (30)				\$352.50
Invoice	DSM 05012017	5/1/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$352.50
Refer	2020 AEM FINANCIAL SOLUTIONS, LLC		Ck# 001999E 5/16/2017			
Cash Payment	E 100-41530-310 Other Professional Servi	Financial Management Services - 2017				\$1,838.00
Invoice	384581	4/30/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$1,838.00
Refer	1995 BIFFS INC.		Ck# 001994E 5/16/2017			
Cash Payment	E 100-45200-580 Other Equipment	Eagleview Park				\$95.00
Invoice	W632918	4/26/2017				
Cash Payment	E 100-45200-580 Other Equipment	Hanover Elementary School				\$145.71
Invoice	W632919	4/26/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$240.71
Refer	2023 BLUE TARP FINANCIAL		Ck# 002000E 5/16/2017			
Cash Payment	E 100-43000-240 Small Tools and Minor E	Jhook Ratch (2)				\$19.98
Invoice	0191025393	5/1/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Inflator Gauge				\$17.99
Invoice	0191025393	5/1/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Wrenches (5)				\$74.45
Invoice	0191025393	5/1/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$112.42
Refer	2036 BURSCHVILLE CONSTRUCTION					
Cash Payment	E 100-43122-224 Street Maint Materials	Road Grading - 04/12/17				\$795.00
Invoice	4228	5/3/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$795.00
Refer	2027 CARDMEMBER SRVC (CENTRAL B					
Cash Payment	E 100-42240-208 Training and Instruction	Great Stuff				\$15.71
Invoice		4/25/2017				
Cash Payment	E 100-42210-200 Office Supplies (GENER	HP Home Store Return				-\$28.25
Invoice		4/25/2017				
Cash Payment	E 100-41570-205 Bank Fees	Interest - March				\$9.71
Invoice		4/25/2017				
Cash Payment	E 100-42220-580 Other Equipment	Strobes for Ranger				\$427.80
Invoice		4/25/2017				
Cash Payment	E 100-42260-212 Motor Fuels	Fuel				\$44.39
Invoice		4/25/2017				
Cash Payment	E 100-41570-205 Bank Fees	Interest Incorrectly short paid				\$49.87
Invoice		4/25/2017				
Cash Payment	E 100-41570-205 Bank Fees	Interest - April				\$12.55
Invoice		4/25/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$531.78
Refer	1996 CARSON, CLELLAND & SCHREDE					

CITY OF HANOVER

Payments

Current Period: May 2017

Cash Payment	E 100-41610-304	Legal Fees	Legal Support/Work - April 2017			\$131.34
Invoice		4/28/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$131.34
Refer	2013 CENTERPOINT ENERGY		-			
Cash Payment	E 100-41940-383	Gas Utilities	City Hall - 03/27/17 - 04/27/17			\$255.54
Invoice		4/28/2017				
Cash Payment	E 100-42280-383	Gas Utilities	Fire Hall - 03/27/17 - 04/27/17			\$112.15
Invoice		4/28/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$367.69
Refer	2010 CENTURY LINK		-			
Cash Payment	E 100-42280-321	Telephone	Fire Hall Landline - 04/28/17 - 05/27/17			\$30.90
Invoice		4/28/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$30.90
Refer	2001 CHOPS BAR & GRILL		-			
Cash Payment	E 201-41330-437	Other Miscellaneous	EDA Social			\$534.38
Invoice		4/27/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$534.38
Refer	2004 CITY OF ST. MICHAEL		Ck# 001995E 5/16/2017			
Cash Payment	E 602-49455-310	Other Professional Servi	SAC Fees - 11159 5th St NE			\$7,296.80
Invoice						
Cash Payment	E 602-49455-310	Other Professional Servi	SAC Fees - 631 Kayla			\$4,712.00
Invoice						
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$12,008.80
Refer	2014 CLASSIC CLEANING COMPANY, LL		-			
Cash Payment	E 100-41940-310	Other Professional Servi	Monthly Cleaning City Hall - April 2017			\$325.00
Invoice 24997		4/8/2017				
Cash Payment	E 100-41940-310	Other Professional Servi	Monthly Cleaning Fire Hall - April 2017			\$155.00
Invoice 24998		4/8/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$480.00
Refer	1997 COLONIAL LIFE		-			
Cash Payment	G 100-21706	Medical/Dental Ins	Supplemental Insurance - May 2017			\$30.26
Invoice 0501904		4/22/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$30.26
Refer	2000 COMCAST		-			
Cash Payment	E 100-41940-321	Telephone	Digital Voice & Internet - May 2017			\$346.05
Invoice		4/25/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$346.05
Refer	2030 COTTENS, INC.		-			
Cash Payment	E 100-42260-220	Repair/Maint Supply (GE	Degreaser/Carb medic			\$11.57
Invoice 233-69426		4/8/2017				
Cash Payment	E 100-42260-220	Repair/Maint Supply (GE	Hose Nozzle			\$8.69
Invoice 233-69426		4/8/2017				
Cash Payment	E 100-42260-220	Repair/Maint Supply (GE	Prosoft switch			\$16.58
Invoice 233-70553		4/14/2017				
Cash Payment	E 100-42260-220	Repair/Maint Supply (GE	Primary wire			\$26.76
Invoice 233-70553		4/14/2017				

CITY OF HANOVER

Payments

Current Period: May 2017

Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Fab Loom Split				\$14.00
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Loom				\$3.29
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Cable tie				\$9.99
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Butt Connectors				\$8.78
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	ATC-3 Fuse				\$2.99
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Slide Terminal				\$6.98
Invoice	233-70586	4/15/2017				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Prosoft switch				\$8.29
Invoice	233-70948	4/18/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Prosoft switch				-\$16.58
Invoice	233-72327	4/8/2017				
Cash Payment	E 100-41570-205 Bank Fees	Late fee				\$5.00
Invoice		4/8/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$106.34
Refer	2035 CROW RIVER FARM EQUIPMENT		-			
Cash Payment	E 100-43000-215 Shop Supplies	Spray Bar/Hitch for Bobcat				\$208.21
Invoice	183768	4/21/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Spray Bar/Hitch for Bobcat				\$77.15
Invoice	183799	4/25/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$285.36
Refer	2008 FINKEN WATER SOLUTIONS		-			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Drinking Water 5 Gallons				\$12.40
Invoice	77147TG	5/1/2017				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - May 2017				\$9.50
Invoice	4515312	5/1/2017				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - May 2017				\$9.50
Invoice	4515322	5/1/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$31.40
Refer	2028 GRANDVIEW LODGE		-			
Cash Payment	E 100-41435-331 Travel Expenses	Lodging - City Administrator Conference				\$215.40
Invoice	R70654	5/3/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$215.40
Refer	2038 HARDWARE HANK		-			
Cash Payment	E 100-43000-215 Shop Supplies	Parts for Blower				\$15.72
Invoice	1392259	4/10/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$4.44
Invoice	1394121	4/19/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$27.50
Invoice	1394311	4/20/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$14.29
Invoice	1394350	4/20/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$6.29
Invoice	1394453	4/21/2017				

CITY OF HANOVER

05/11/17 1:52 PM

Page 4

Payments

Current Period: May 2017

Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$9.78
Invoice 1394454	4/21/2017					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$10.62
Invoice 1394464	4/21/2017					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$57.33
Invoice 1395917	4/25/2017					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Parts for Settlers Park Shelter				\$14.11
Invoice 1396114	4/10/2017					
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$160.08
Refer	2033 HEALTH PARTNERS					
Cash Payment	G 100-21706 Medical/Dental Ins	Medical Premiums - June 2017				\$1,539.01
Invoice 72925675	5/8/2017					
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$1,539.01
Refer	2026 HEINS, DENICE					
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - June				\$120.00
Invoice						
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$120.00
Refer	1998 HENNEPIN COUNTY SHERIFF SER					
Cash Payment	E 100-42101-310 Other Professional Servi	HC Sheriff Patrol Services - 1st Quarter 2017				\$19,682.63
Invoice 1000093256	4/26/2017					
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$19,682.63
Refer	2005 HENNEPIN CTY FIRE CHIEFS ASS					
Cash Payment	E 100-42210-306 Dues & Subscriptions	Membership Dues D. Malewicki & B. Kottke - 2017				\$100.00
Invoice 050517	5/5/2017					
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$100.00
Refer	2021 J P BROOKS, INC					
Cash Payment	E 815-48200-810 Refunds & Reimburseme	Pmt 89-16 - 655 Kadler Circle				\$2,000.00
Invoice	5/16/2017					
Cash Payment	E 811-48200-810 Refunds & Reimburseme	Pmt 89-16 - 655 Kadler Circle				\$2,000.00
Invoice	5/16/2017					
Cash Payment	E 817-48200-810 Refunds & Reimburseme	Pmt 89-16 - 655 Kadler Circle				\$1,000.00
Invoice	5/16/2017					
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$5,000.00
Refer	2034 JILL SLETTEN, MAOSC					
Cash Payment	E 100-41110-306 Dues & Subscriptions	MAOSC Dues - City Pop 3011 x .45 per capita				\$1,354.95
Invoice	5/12/2017					
Cash Payment	E 100-41110-306 Dues & Subscriptions	MAOSC Dues - Membership Base				\$200.00
Invoice	5/12/2017					
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	\$1,554.95
Refer	2003 JOINT POWERS WATER BOARD					
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 11159 5th St NE				\$3,137.40
Invoice	5/2/2017					
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 631 Kayla				\$2,001.00
Invoice	5/2/2017					
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	\$5,138.40

CITY OF HANOVER

Payments

Current Period: May 2017

Refer	2007 KOTTKE, BRIAN		-			
Cash Payment	E 100-42240-208 Training and Instruction	Training - Food				\$80.66
Invoice	050917	5/9/2017				
Cash Payment	E 100-42260-212 Motor Fuels	Training - Fuel				\$16.50
Invoice	050917	5/9/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$97.16</b>
Refer	2031 LANO EQUIPMENT - LORETTO		-			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader - Oil FF Female				\$91.88
Invoice	03-439047	5/1/2017				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader - Oil FF Male				\$70.66
Invoice	03-439047	5/1/2017				
Cash Payment	E 100-45200-580 Other Equipment	Duplicate payment Inv 03-423194				-\$150.00
Invoice	03-439047	5/1/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$12.54</b>
Refer	2009 M. MILLER TRUCK & TRAILER		Ck# 001996E 5/16/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Tanker 12 - Oil Change/Maintenance				\$414.84
Invoice	R2928	5/4/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Rescue 11 - Oil Change/Maintenance				\$296.49
Invoice	R2929	5/4/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Engine 11 - Oil Change/Maintenance				\$416.31
Invoice	R2930	5/4/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Tanker 11 - Oil Change/Maintenance				\$296.49
Invoice	R2931	5/4/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,424.13</b>
Refer	2025 MENARDS-BUFFALO		-			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Vinyl White				\$13.99
Invoice	39623	4/24/717				
Cash Payment	E 100-45200-225 Landscaping Materials	MP Lawn Food 15M				\$560.15
Invoice	39623	4/24/717				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	3" Korky Eljer Titan Fla				\$8.99
Invoice	39623	4/24/717				
Cash Payment	E 100-43000-260 Uniforms	Vests (4)				\$44.90
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-260 Uniforms	Gloves (3)				\$14.97
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-260 Uniforms	Eyewear				\$13.99
Invoice	40081	5/3/2017				
Cash Payment	E 100-43121-224 Street Maint Materials	Sealbest Pothole Patch				\$47.70
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-215 Shop Supplies	1/14x100 Dia Brd Polypr				\$9.98
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-215 Shop Supplies	3/5"x50 SB PolyP Blu				\$16.98
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-215 Shop Supplies	5/8x100 BD Polyprpylen				\$24.99
Invoice	40081	5/3/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Marine Breeze Coolent				\$29.98
Invoice	40081	5/3/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$786.62</b>

CITY OF HANOVER

Payments

Current Period: May 2017

Refer	2029 OREILLY AUTO PARTS	-				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE Washers					\$5.32
Invoice	1749135572	4/14/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE Rocker Switches and Covers					\$55.53
Invoice	1749135601	4/15/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$60.85</b>
Refer	2015 PENA, ALEJANDRA	-				
Cash Payment	G 100-22000 Deposits					\$200.00
Invoice		5/8/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2024 POSTMASTER	-				
Cash Payment	E 100-41570-322 Postage					\$215.00
Invoice		5/8/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$215.00</b>
Refer	2032 QUILL.COM					
Cash Payment	E 100-41570-200 Office Supplies (GENER Pens					\$24.79
Invoice	6453332	5/2/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER Clear Acrylic Base and Sign - J. Doboszinski					\$16.99
Invoice	6520916	5/2/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER Clear Acrylic Base and Sign - J. Heinz					\$16.99
Invoice	6520916	5/2/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$58.77</b>
Refer	2022 RAMBOW	-				
Cash Payment	E 201-41330-437 Other Miscellaneous					\$1,500.00
Invoice	582601	4/28/2017				
Cash Payment	E 201-41330-437 Other Miscellaneous					\$48.17
Invoice	582601	4/28/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,548.17</b>
Refer	1999 RUPP ANDERSON SQUIRES & WA	-				
Cash Payment	E 100-41610-304 Legal Fees					\$1,450.85
Invoice	5640	4/26/2017				
Cash Payment	E 100-41610-304 Legal Fees					\$300.00
Invoice	5640	4/26/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,750.85</b>
Refer	2012 S E H					
Cash Payment	E 201-41330-310 Other Professional Servi					\$502.50
Invoice	331489	4/18/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$502.50</b>
Refer	1994 SMART RIDE	-				
Cash Payment	E 100-41110-437 Other Miscellaneous					\$292.50
Invoice	2017-01-616	3/31/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$292.50</b>
Refer	2002 VEOLIA WATER NORTH AMERICA	-				
Cash Payment	E 601-43252-310 Other Professional Servi					\$2,948.02
Invoice	00067759	5/15/2017				

CITY OF HANOVER

Payments

Current Period: May 2017

Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - June 2017				\$4,071.06
Invoice	00067759	5/15/2017				
Transaction Date	5/2/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$7,019.08</b>
Refer	2037 WESTSIDE WHOLESALE TIRE & S	Ck# 002004E 5/16/2017				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Big Tower Mower				\$111.80
Invoice	788201	5/4/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$111.80</b>
Refer	2019 WRIGHT COUNTY AUDITOR-TREA	-				
Cash Payment	E 100-41550-310 Other Professional Servi	Assessment Contract - 2017				\$11,053.00
Invoice	055-17	5/5/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$11,053.00</b>
Refer	2018 WSB & ASSOCIATES, INC.	Ck# 001998E 5/16/2017				
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services - 2017				\$3,191.50
Invoice		5/1/2017				
Cash Payment	E 201-41330-310 Other Professional Servi	EDA - Additional Parking				\$1,012.00
Invoice		5/1/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$4,203.50</b>
Refer	2017 XCEL ENERGY	-				
Cash Payment	E 100-43160-381 Electric Utilities	City Lights - 04/03/17 - 05/02/17				\$2,051.99
Invoice	545000732	5/3/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$2,051.99</b>
Refer	2011 ZEP SALES & SERVICE	-				
Cash Payment	E 100-41940-210 Operating Supplies (GE	GRNSL RL TWL 800 1PLY KRFT				\$144.42
Invoice	9002781225	4/19/2017				
Cash Payment	E 100-41940-210 Operating Supplies (GE	40x60 Black Bag 2.0 ML				\$254.20
Invoice	9002781225	4/19/2017				
Cash Payment	E 100-41940-210 Operating Supplies (GE	Shipping				\$39.99
Invoice	9002781225	4/19/2017				
Transaction Date	5/11/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$438.61</b>

Fund Summary

	10100 Cash	
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00	
815 LANDSCAPE ESCROW FUND	\$2,000.00	
811 EROSION CONTROL ESCROW FUND	\$2,000.00	
602 SEWER ENTERPRISE FUND	\$16,079.86	
601 WATER ENTERPRISE FUND	\$8,086.42	
201 EDA SPECIAL REVENUE FUND	\$3,597.05	
100 GENERAL FUND	\$50,797.14	
	<u>\$83,560.47</u>	

Pre-Written Check	\$22,159.64
Checks to be Generated by the Computer	\$61,400.83
<b>Total</b>	<b>\$83,560.47</b>

CITY OF HANOVER

05/11/17 1:55 PM

Page 1

\*Check Summary Register©

Cks 5/16/2017 - 5/16/2017

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 001994E BIFFS INC.	5/16/2017	\$240.71	Eagleview Park
Paid Chk# 001995E CITY OF ST. MICHAEL	5/16/2017	\$12,008.80	SAC Fees - 11159 5th St NE
Paid Chk# 001996E M. MILLER TRUCK & TRAILER	5/16/2017	\$1,424.13	Tanker 12 - Oil Change/Mainte
Paid Chk# 001997E Short Elliott Hendrickson, Inc	5/16/2017	\$502.50	EDA Services - March 2017
Paid Chk# 001998E WSB & ASSOCIATES, INC.	5/16/2017	\$4,203.50	General Engineering Services -
Paid Chk# 001999E AEM FINANCIAL SOLUTIONS, LL	5/16/2017	\$1,838.00	Financial Management Services
Paid Chk# 002000E BLUE TARP FINANCIAL	5/16/2017	\$112.42	Jhook Ratch (2)
Paid Chk# 002001E Heins, Denice	5/16/2017	\$120.00	Storage - June
Paid Chk# 002002E QUILL.COM	5/16/2017	\$58.77	Pens
Paid Chk# 002003E HEALTH PARTNERS	5/16/2017	\$1,539.01	Medical Premiums - June 2017
Paid Chk# 002004E WESTSIDE WHOLESALE TIRE &	5/16/2017	\$111.80	Big Tower Mower
Paid Chk# 032590 ACTIVE911, INC	5/16/2017	\$352.50	Radios (30)
Paid Chk# 032591 BURSCHVILLE CONSTRUCTION	5/16/2017	\$795.00	Road Grading - 04/12/17
Paid Chk# 032592 CARDMEMBER SERVICE	5/16/2017	\$531.78	HP Home Store Return
Paid Chk# 032593 CARSON, CLELLAND & SCHRED	5/16/2017	\$131.34	Legal Support/Work - April 201
Paid Chk# 032594 CENTERPOINT ENERGY	5/16/2017	\$367.69	Fire Hall - 03/27/17 - 04/27/1
Paid Chk# 032595 CENTURY LINK	5/16/2017	\$30.90	Fire Hall Landline - 04/28/17
Paid Chk# 032596 CHOPS BAR & GRILL	5/16/2017	\$534.38	EDA Social
Paid Chk# 032597 CLASSIC CLEANING COMPANY	5/16/2017	\$480.00	Monthly Cleaning Fire Hall - A
Paid Chk# 032598 COLONIAL LIFE	5/16/2017	\$30.26	Supplemental Insurance - May 2
Paid Chk# 032599 COMCAST	5/16/2017	\$346.05	Digital Voice & Internet - May
Paid Chk# 032600 COTTENS, INC	5/16/2017	\$106.34	Hose Nozzle
Paid Chk# 032601 CROW RIVER FARM EQUIPMEN	5/16/2017	\$285.36	Spray Bar/Hitch for Bobcat
Paid Chk# 032602 FINKEN WATER SOLUTIONS	5/16/2017	\$31.40	Cook & Cold Rental Cooler - Ma
Paid Chk# 032603 GRANDVIEW LODGE	5/16/2017	\$215.40	Lodging - City Administrator C
Paid Chk# 032604 HARDWARE HANK	5/16/2017	\$160.08	Parts for Settlers Park Shelte
Paid Chk# 032605 HENNEPIN COUNTY SHERIFF S	5/16/2017	\$19,682.63	HC Sheriff Patrol Services - 1
Paid Chk# 032606 HENNEPIN CTY FIRE CHIEFS AS	5/16/2017	\$100.00	Membership Dues D. Malewicki &
Paid Chk# 032607 J P BROOKS, INC	5/16/2017	\$5,000.00	Pmt 89-16 - 655 Kadler Circle
Paid Chk# 032608 JILL SLETTEN, MAOSC	5/16/2017	\$1,554.95	MAOSC Dues - City Pop 3011 x .
Paid Chk# 032609 JOINT POWERS WATER BOARD	5/16/2017	\$5,138.40	WAC Fees - 11159 5th St NE
Paid Chk# 032610 KOTTKE, BRIAN	5/16/2017	\$97.16	Training - Food
Paid Chk# 032611 LANO EQUIPMENT - LORETTO	5/16/2017	\$12.54	Duplicate payment Inv 03-42319
Paid Chk# 032612 MENARDS-BUFFALO	5/16/2017	\$786.62	Eyewear
Paid Chk# 032613 OREILLY AUTO PARTS	5/16/2017	\$60.85	Washers
Paid Chk# 032614 PENA, ALEJANDRA	5/16/2017	\$200.00	Hall Rental - 05/06/17
Paid Chk# 032615 POSTMASTER	5/16/2017	\$215.00	Mailing Permit Fee - 2017
Paid Chk# 032616 RAMBOW	5/16/2017	\$1,548.17	EDA Social - Yeti 20oz Tumber
Paid Chk# 032617 Rupp Anderson Squires & Waldsp	5/16/2017	\$1,750.85	City Council and Board/Commiss
Paid Chk# 032618 SMART RIDE	5/16/2017	\$292.50	125th Celebration - Shuttle
Paid Chk# 032619 Veolia Water North America	5/16/2017	\$7,019.08	Water Services - June 2017
Paid Chk# 032620 WRIGHT COUNTY AUDITOR-TRE	5/16/2017	\$11,053.00	Assessment Contract - 2017
Paid Chk# 032621 XCEL ENERGY	5/16/2017	\$2,051.99	City Lights - 04/03/17 - 05/02
Paid Chk# 032622 Acuity Specialty Products, Inc	5/16/2017	\$438.61	Shipping
<b>Total Checks</b>		<b>\$83,560.47</b>	



Carson, Clelland & Schreder

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

April 28, 2017

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

Professional Services

Handwritten notes: 131.34, 100-411610-304-116.89, and initials.

Criminal

Table with 2 columns: Description and Amount. Rows include dates and descriptions of legal services such as 'Review and prepare files for 4/12 hearings' and 'Preparation of one complaint'.

SUBTOTAL: [ 116.89]

For professional services rendered \$116.89

Client Expense Charges :

Criminal Expenses:

Monthly support fee 14.45

SUBTOTAL: [ 14.45]

Total Client Expense Charges \$14.45

Total amount of this bill \$131.34

Previous balance \$33.20

4/21/2017 Payment - thank you (\$33.20)

Total payments and adjustments (\$33.20)

MAY 1 2017

**Balance due**

Amount  
\$131.34

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



John J. Thames, City Attorney



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

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

Federal Tax ID 46-1641135

Statement as of: 3/31/2017  
Statement Date: 4/26/2017  
Statement No. 5640

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

4011(1)-0001: Miscellaneous	1,450.85
4011(1)-0004: City Council and Board/Commission Meetings	300.00

Total Fees and Expenses:	\$1,750.85
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$1,750.85</b>

100-41610-304-1750.85  
*EB*

MAY 1 2017



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

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

Federal Tax ID 46-1641135

Statement as of: 3/31/2017  
Statement Date: 4/26/2017  
Statement No. 5640

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount	
03/02/2017	CAB	Continue researching Fair Labor Standards Act exemption requirements as they apply to accounting position; Draft response to client.	1.40	165.00	231.00
03/03/2017	CAB	Continue drafting analysis regarding exempt status of accounting position.	0.50	165.00	82.50
03/06/2017	JTS	Telephone conference with Brian regarding council meeting and any potential issues.	0.20	175.00	35.00
03/06/2017	KJR	Review research regarding the exempt employee and comp time issues; Draft correspondence to Mr. Hagen regarding same.	0.60	175.00	105.00
03/07/2017	JTS	Review council packet materials.	0.80	175.00	140.00
03/07/2017	JTS	Brian e-mail regarding rule of procedure issue; review code; research Robert's Rules of Order; review Joe Kaul e-mail and attachments.	2.30	175.00	402.50
03/07/2017	KJR	Correspondence with Mr. Hagen regarding the exempt employee status issue.	0.30	175.00	52.50
03/14/2017	JTS	Brian question regarding disposition of wood from cut trees; reply.	0.10	175.00	17.50
03/16/2017	JTS	Telephone conference with Brian regarding tree disposition; review e-mail and comment.	0.30	175.00	52.50
03/21/2017	JTS	Brian e-mail regarding bidding for professional services; reply.	0.10	175.00	17.50
03/24/2017	JTS	Brian e-mail regarding conveyance of outlot to city; respond.	0.10	175.00	17.50
03/30/2017	JTS	Telephone conference with Brian regarding employee issue.	0.40	175.00	70.00
03/31/2017	MJE	Review materials from Hanover City Administrator for investigation; Open new file for investigation.	0.80	165.00	132.00

Sub-total Fees:

\$1,355.50

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

	Hours	Rate	Amount
03/07/2017 JTS Council meeting.	5.30	175.00	300.00
Sub-total Fees:			\$300.00

**Rate Summary**

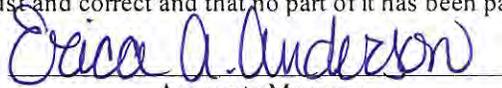
Michael J. Ervin	0.80 hours at \$165.00/hr	132.00
Jay T. Squires	9.60 hours at \$175.00/hr	1,052.50
Kevin J. Rupp	0.90 hours at \$175.00/hr	157.50
Colleen A. Bharadwaj	1.90 hours at \$165.00/hr	313.50
Total hours:	13.20	1,655.50

**Expenses**

	Units	Price	Amount
03/07/2017 Mileage.	1.00	48.15	48.15
03/07/2017 Meal.	1.00	8.00	8.00
03/31/2017 Photocopies.	196.00	0.20	39.20
Sub-total Expenses:			\$95.35

Total Fees and Expenses:	\$1,750.85
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$1,750.85</b>

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

  
 Accounts Manager



# Invoice

Invoice Number: 331489

Short Elliott Hendrickson, Inc. FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

1997



**BILL TO:**

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

**Pay This Amount \$502.50**  
Due Date 18-MAY-17  
Invoice Date 18-APR-17  
Bill Through Date 31-MAR-17  
Terms 30 NET  
SEH Customer Acct # 13874  
Customer Project #  
Agreement / PO # 140239

**REMIT PAYMENT TO:**

Short Elliott Hendrickson, Inc.  
NW6262  
PO Box 1450  
Minneapolis, MN 55485-6262

Project Manager Heidi Peper  
hpeper@sehinc.com  
320.229.4300  
Client Service Manager Heidi Peper  
hpeper@sehinc.com  
320.229.4300  
Accounting Representative Mary Graff  
mgraft@sehinc.com  
720.540.6800

Project #	Project Name	Project Description
140239	HANOV 2017 EDA Services	2017 EDA Services

**Notes:**

201-41330-860

**Direct**

Personnel	Hours	Rate	Amount
Graff, Mary A	0.25	90.00	\$22.50
Peper, Heidi L	3.00	160.00	\$480.00
	<u>3.25</u>		<b>\$502.50</b>

**Invoice total \$502.50**

**Project Billing Summary**

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
<b>Totals</b>	<b>\$502.50</b>	\$1,232.50	\$1,735.00

MAY 3 2017

1998

# WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2017	Billed to Date March 31, 2017
2082-014	2017 General Engineering Services	\$4,203.50	\$6,736.75	\$6,736.75
	<b>Current Invoice Total</b>	<b>\$4,203.50</b>	<b>\$6,736.75</b>	

100-41950-303 - 3,191.50  
201-41330-310 - 1012.00  

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4203.50  
JB



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

May 1, 2017  
 Project No: 02082-014  
 Invoice No: 3

2017 General Engineering Services  
Professional Services from March 1, 2017 to March 31, 2017  
 Professional Personnel

	Hours	Rate	Amount		
<b>Project Management/Coordination</b>					
Ekdorn, Dane	3/8/2017	2.50	88.00	220.00	
Figures for additional parking stalls				} EDA	
Ekdorn, Dane	3/9/2017	4.00	88.00		352.00
Figures for additional parking stalls and beginning cost estimate.					
Ekdorn, Dane	3/13/2017	5.00	88.00	440.00	
Cost estimate for Justin M - River Road additional parking spots.					
Messner, Justin	3/27/2017	.75	152.00	114.00	
Research Crow River Heights Grading from 2006 Developer Inquiry.					
<b>Meetings</b>					
Messner, Justin	3/25/2017	8.00	152.00	1,216.00	
Goal Setting					
Messner, Justin	3/30/2017	3.00	152.00	456.00	
Chip Seal Road Tour					
<b>Base Mapping</b>					
Pittman, Bryan	3/3/2017	1.50	113.00	169.50	
DataLink Parcel Update					
Rantala, Matthew	3/13/2017	1.50	142.00	213.00	
Parcel Cache Update/DataLink					
<b>Permit Applications</b>					
Messner, Justin	3/3/2017	.25	152.00	38.00	
Utility Permit Review					
<b>Totals</b>		26.50		3,218.50	
<b>Total Labor</b>				<b>3,218.50</b>	
<b>Field Services Billing</b>					
3-Person Survey Crew					
		5.0 Hours @ 189.00		945.00	
Council Mtg and/or Planning Commission					
		1.0 Meeting @ 40.00		40.00	
<b>Total Field Services</b>				<b>985.00</b>	
			<b>Total this Invoice</b>	<b>\$4,203.50</b>	

**Billings to Date**

	Current	Prior	Total
Labor	3,218.50	2,493.25	5,711.75
Field Services	985.00	40.00	1,025.00
<b>Totals</b>	<b>4,203.50</b>	<b>2,533.25</b>	<b>6,736.75</b>

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Project	02082-014	HANO - 2017 General Engineering Services	Invoice	3
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Comments: \_\_\_\_\_

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Approved by: 

Reviewed by: Andrew Brotzler

Project Manager: Justin Messner



May 1, 2017

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

Re: March, 2017 Invoice

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.**

A handwritten signature in black ink that reads "Justin Messner".

*Jm* Justin Messner  
Associate

Enclosures

kc

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$830,523.52	\$830,523.52	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$111,200.00	\$111,200.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$2,813.95	\$3,792.44	\$12,000.00	\$8,207.56	31.60%
Source Alt Code TAXES		\$2,813.95	\$3,792.44	\$953,723.52	\$949,931.08	0.40%
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	\$675.00	\$4,595.00	\$9,175.00	\$4,580.00	50.08%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$125.00	\$400.00	\$275.00	31.25%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$350.00	\$1,500.00	\$1,150.00	23.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$14.00	\$50.00	\$36.00	28.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$150.00	\$0.00	-\$150.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$13,320.36	\$114,324.87	\$101,004.51	11.65%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	-\$0.10	\$6,000.00	\$6,000.10	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$985.13	\$3,000.00	\$2,014.87	32.84%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
Source Alt Code SERVICE		\$675.00	\$21,539.39	\$136,449.87	\$114,910.48	15.79%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$740.00	\$740.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$796.24	\$900.00	\$103.76	88.47%
MISC	R 100-36210 Interest Earnings	\$0.00	\$1,005.69	\$3,000.00	\$1,994.31	33.52%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$288.88	\$6,000.00	\$6,288.88	-4.81%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$68,925.00	\$3,600.00	-\$65,325.00	1914.58%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$70,438.05	\$22,240.00	-\$48,198.05	316.72%
LIC PERM	R 100-32110 Alcoholic Beverages	\$100.00	\$100.00	\$10,370.00	\$10,270.00	0.96%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$600.00	\$100.00	-\$500.00	600.00%
LIC PERM	R 100-32210 Building Permits	\$7,236.90	\$21,762.93	\$50,000.00	\$28,237.07	43.53%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$10.00	\$100.00	\$90.00	10.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$9.00	\$50.00	\$41.00	18.00%
Source Alt Code LIC PERM		\$7,336.90	\$24,071.93	\$62,120.00	\$38,048.07	38.75%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$108,169.00	\$108,169.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$150,008.00	\$150,008.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$839.30	\$2,000.00	\$1,160.70	41.97%
Source Alt Code FINES		\$0.00	\$839.30	\$2,000.00	\$1,160.70	41.97%
Fund 100 GENERAL FUND		\$10,825.85	\$120,681.11	\$1,326,541.39	\$1,205,860.28	9.10%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$10,825.85	\$120,681.11	\$1,326,541.39	\$1,205,860.28	9.10%

CITY OF HANOVER

Cash Balances

May 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$472,413.57	\$11,220.68	\$112,273.38	\$371,360.87
107 FIRE DEPT DONATIONS FUND	\$23,187.31	\$0.00	\$0.00	\$23,187.31
201 EDA SPECIAL REVENUE FUND	\$135,003.88	\$0.00	\$3,597.05	\$131,406.83
205 EDA BUSINESS INCENTIVE FUND	\$244,353.94	\$184.30	\$0.00	\$244,538.24
311 2008A GO CIP REFUNDING BOND	\$39,221.89	\$0.00	\$0.00	\$39,221.89
312 2009A GO IMP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$413,912.64	\$0.00	\$0.00	\$413,912.64
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,325,959.16	\$0.00	\$0.00	\$1,325,959.16
402 PARKS CAPITAL PROJECTS	\$50,061.32	\$0.00	\$0.00	\$50,061.32
403 FIRE DEPT CAPITAL FUND	\$211,088.18	\$0.00	\$0.00	\$211,088.18
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$6,372.72	\$0.00	\$0.00	\$6,372.72
411 FACILITIES CAPITAL PROJ FUND	\$1,435,491.13	\$0.00	\$9,002.75	\$1,426,488.38
417 EQUIPMENT CAPITAL FUND	\$106,801.67	\$0.00	\$0.00	\$106,801.67
418 STREET CAPITAL PROJ FUND	\$465,227.98	\$0.00	\$0.00	\$465,227.98
601 WATER ENTERPRISE FUND	\$818,611.29	\$6,928.78	\$8,086.42	\$817,453.65
602 SEWER ENTERPRISE FUND	\$345,860.15	\$30,847.98	\$16,079.86	\$360,628.27
603 STORM WATER ENTERPRISE FUND	\$196,585.62	\$6,866.94	\$0.00	\$203,452.56
611 WATER CAPITAL IMP FUND	\$156,016.84	\$0.00	\$0.00	\$156,016.84
612 SEWER CAPITAL IMP FUND	\$1,803,243.68	\$0.00	\$0.00	\$1,803,243.68
613 STORM WATER CAPITAL IMP FUND	\$548,004.71	\$0.00	\$0.00	\$548,004.71
804 SCHENDELS FIELD ESC FUND	\$148,075.09	\$0.00	\$0.00	\$148,075.09
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$26,000.00	\$4,000.00	\$2,000.00	\$28,000.00
815 LANDSCAPE ESCROW FUND	\$26,000.00	\$4,000.00	\$2,000.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$13,000.00	\$2,000.00	\$1,000.00	\$14,000.00
818 MISC ESCROWS FUND	\$9,205.17	\$0.00	\$147.00	\$9,058.17
820 BRIDGES TOWNHOMES ESC FUND	\$3,591.40	\$0.00	\$0.00	\$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,906.67	\$0.00	\$0.00	\$11,906.67
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	\$9,036,566.01	\$66,048.68	\$154,186.46	\$8,948,428.23

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$1,554.95	\$5,287.18	\$7,500.00	\$2,212.82	70.50%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$559.87	\$590.29	\$3,000.00	\$2,409.71	19.68%
Dept 41110 Council		\$2,114.82	\$6,202.47	\$23,241.50	\$17,039.03	26.69%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,677.07	\$22,533.36	\$69,629.63	\$47,096.27	32.36%
CITYADM	E 100-41400-121 PERA	\$200.78	\$1,803.67	\$5,222.22	\$3,418.55	34.54%
CITYADM	E 100-41400-122 FICA	\$165.98	\$1,491.05	\$4,317.04	\$2,825.99	34.54%
CITYADM	E 100-41400-123 Medicare	\$38.82	\$348.73	\$1,009.63	\$660.90	34.54%
CITYADM	E 100-41400-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-134 Employer Paid Life	\$14.67	\$133.92	\$384.00	\$250.08	34.88%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$334.78	\$3,013.02	\$8,400.00	\$5,386.98	35.87%
CITYADM	E 100-41400-208 Training and Instructio	\$395.00	\$431.00	\$1,500.00	\$1,069.00	28.73%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$167.08	\$500.00	\$332.92	33.42%
Dept 41400 City Administrator		\$3,827.10	\$29,921.83	\$90,962.52	\$61,040.69	32.89%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,682.40	\$14,159.23	\$43,739.90	\$29,580.67	32.37%
CLERICAL	E 100-41430-121 PERA	\$126.18	\$1,133.19	\$3,280.49	\$2,147.30	34.54%
CLERICAL	E 100-41430-122 FICA	\$104.31	\$936.78	\$2,711.87	\$1,775.09	34.54%
CLERICAL	E 100-41430-123 Medicare	\$24.39	\$219.05	\$634.23	\$415.18	34.54%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$59.52	\$526.92	\$1,440.00	\$913.08	36.59%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$334.78	\$3,013.02	\$8,400.00	\$5,386.98	35.87%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$2,331.58	\$20,005.69	\$60,956.49	\$40,950.80	32.82%
Dept 41435 Staff Expenses						

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$215.40	\$215.40	\$2,000.00	\$1,784.60	10.77%
Dept 41435 Staff Expenses		\$215.40	\$365.40	\$2,800.00	\$2,434.60	13.05%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$18,981.01	\$52,954.72	\$33,973.71	35.84%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,158.04	\$3,971.60	\$2,813.56	29.16%
ACCTING	E 100-41530-122 FICA	\$0.00	\$1,167.91	\$3,283.19	\$2,115.28	35.57%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$273.12	\$767.84	\$494.72	35.57%
ACCTING	E 100-41530-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$326.80	\$996.00	\$669.20	32.81%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$3,600.00	\$10,800.00	\$7,200.00	33.33%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$60.00	\$250.00	\$190.00	24.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$1,838.00	\$4,853.00	\$0.00	-\$4,853.00	0.00%
Dept 41530 Accounting		\$1,838.00	\$30,419.88	\$74,023.35	\$43,603.47	41.09%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$17,500.00	\$17,500.00	\$24,300.00	\$6,800.00	72.02%
Dept 41540 Auditing		\$17,500.00	\$17,500.00	\$24,300.00	\$6,800.00	72.02%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$11,053.00	\$11,053.00	\$18,000.00	\$6,947.00	61.41%
Dept 41550 Assessing		\$11,053.00	\$11,053.00	\$18,000.00	\$6,947.00	61.41%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$158.75	\$595.48	\$3,500.00	\$2,904.52	17.01%
PURCHASE	E 100-41570-205 Bank Fees	\$105.76	\$91.29	\$100.00	\$8.71	91.29%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$8,061.18	\$12,000.00	\$3,938.82	67.18%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$159.37	\$994.78	\$4,000.00	\$3,005.22	24.87%
PURCHASE	E 100-41570-322 Postage	\$677.00	\$939.57	\$2,000.00	\$1,060.43	46.98%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41570 Purchasing		\$1,100.88	\$10,682.30	\$21,600.00	\$10,917.70	49.46%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMPUTER	E 100-41600-310 Other Professional Serv	\$191.00	\$2,327.49	\$4,000.00	\$1,672.51	58.19%
Dept 41600 Computer		\$191.00	\$2,327.49	\$4,000.00	\$1,672.51	58.19%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,882.19	\$5,454.84	\$22,440.16	\$16,985.32	24.31%
Dept 41610 City Attorney		\$1,882.19	\$5,454.84	\$22,440.16	\$16,985.32	24.31%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$1,919.00	\$3,358.25	\$29,500.00	\$26,141.75	11.38%
Dept 41910 Planning and Zoning		\$1,919.00	\$3,358.25	\$29,500.00	\$26,141.75	11.38%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$438.61	\$1,080.07	\$1,500.00	\$419.93	72.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$298.92	\$2,628.63	\$7,000.00	\$4,371.37	37.55%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$480.00	\$2,317.99	\$1,000.00	-\$1,317.99	231.80%
GOVTBLDG	E 100-41940-321 Telephone	\$346.05	\$1,598.07	\$3,500.00	\$1,901.93	45.66%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$319.91	\$250.00	-\$69.91	127.96%

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-381 Electric Utilities	\$783.95	\$2,306.93	\$11,250.00	\$8,943.07	20.51%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$255.54	\$2,265.93	\$6,250.00	\$3,984.07	36.25%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$216.61	\$1,095.40	\$3,250.00	\$2,154.60	33.70%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$120.00	\$891.70	\$4,500.00	\$3,608.30	19.82%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940	General Govt Buildings/Plant	\$2,939.68	\$14,871.62	\$42,300.00	\$27,428.38	35.16%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$3,191.50	\$6,110.50	\$32,500.00	\$26,389.50	18.80%
Dept 41950	Engineer	\$3,191.50	\$6,110.50	\$32,500.00	\$26,389.50	18.80%
Dept 41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$3,066.85	\$8,799.31	\$5,732.46	34.85%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$10,369.59	\$18,860.19	\$8,490.60	54.98%
Dept 41960	Insurance	\$0.00	\$13,436.44	\$27,659.50	\$14,223.06	48.58%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$268.54	\$300.00	\$31.46	89.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$104.00	\$50.00	-\$54.00	208.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$107.84	\$2,000.00	\$1,892.16	5.39%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970	Legal Publications	\$0.00	\$480.38	\$2,850.00	\$2,369.62	16.86%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$19,682.63	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42101	Hennepin County Sheriff	\$19,682.63	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,905.97	\$42,729.29	\$101,748.00	\$59,018.71	42.00%
Dept 42102	Wright County Sheriff	\$8,905.97	\$42,729.29	\$101,748.00	\$59,018.71	42.00%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$3,410.00	\$3,410.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$797.50	\$797.50	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$54.96	\$54.96	\$0.00	-\$54.96	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$3,179.95	\$8,344.11	\$5,164.16	38.11%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	-\$28.25	\$410.98	\$200.00	-\$210.98	205.49%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$43.25	\$1,909.25	\$4,000.00	\$2,090.75	47.73%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$100.00	\$1,714.00	\$950.00	-\$764.00	180.42%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,491.37	\$4,553.35	\$2,061.98	54.72%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210	Fire Dept Administration	\$169.96	\$9,760.51	\$77,254.96	\$67,494.45	12.63%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$887.52	\$13,500.00	\$12,612.48	6.57%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$2,456.25	\$4,500.00	\$2,043.75	54.58%
FIREEQUIP	E 100-42220-580 Other Equipment	\$427.80	\$552.38	\$5,000.00	\$4,447.62	11.05%
Dept 42220	Fire Dept Equipment	\$427.80	\$3,896.15	\$25,350.00	\$21,453.85	15.37%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$96.37	\$891.37	\$12,500.00	\$11,608.63	7.13%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$761.75	\$3,000.00	\$2,238.25	25.39%

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$656.03	\$1,500.00	\$843.97	43.74%
Dept 42240	Fire Dept Training	\$96.37	\$2,309.15	\$17,000.00	\$14,690.85	13.58%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$297.97	\$529.54	\$4,500.00	\$3,970.46	11.77%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$2,583.31	\$3,062.64	\$9,000.00	\$5,937.36	34.03%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$352.50	\$3,439.00	\$7,465.00	\$4,026.00	46.07%
Dept 42260	Fire Vehicles	\$3,233.78	\$7,031.18	\$22,965.00	\$15,933.82	30.62%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$19.00	\$1,650.00	\$1,631.00	1.15%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$31.40	\$373.05	\$3,500.00	\$3,126.95	10.66%
FIREBLDG	E 100-42280-321 Telephone	\$30.90	\$1,170.99	\$800.00	-\$370.99	146.37%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$305.34	\$914.72	\$4,500.00	\$3,585.28	20.33%
FIREBLDG	E 100-42280-383 Gas Utilities	\$112.15	\$1,316.07	\$3,000.00	\$1,683.93	43.87%
Dept 42280	Fire Stations and Bldgs	\$479.79	\$3,793.83	\$13,625.00	\$9,831.17	27.84%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,094.35	\$21,461.68	\$17,500.00	-\$3,961.68	122.64%
Dept 42401	Building Inspection Admin	\$2,094.35	\$21,461.68	\$17,500.00	-\$3,961.68	122.64%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$5,777.07	\$36,227.27	\$116,803.34	\$80,576.07	31.02%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$1,615.00	\$15,000.00	\$13,385.00	10.77%
PUBWRKS	E 100-43000-121 PERA	\$190.34	\$2,693.93	\$10,279.11	\$7,585.18	26.21%
PUBWRKS	E 100-43000-122 FICA	\$356.96	\$2,519.46	\$8,250.88	\$5,731.42	30.54%
PUBWRKS	E 100-43000-123 Medicare	\$83.49	\$589.23	\$2,285.25	\$1,696.02	25.78%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$47.14	\$628.45	\$2,832.00	\$2,203.55	22.19%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$11.90	\$500.00	\$488.10	2.38%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$569.75	\$6,509.33	\$27,600.00	\$21,090.67	23.58%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$950.00	\$2,500.00	\$1,550.00	38.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$353.21	\$1,563.86	\$7,000.00	\$5,436.14	22.34%
PUBWRKS	E 100-43000-215 Shop Supplies	\$765.08	\$1,397.53	\$2,500.00	\$1,102.47	55.90%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$614.31	\$4,651.53	\$6,000.00	\$1,348.47	77.53%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$228.84	\$1,500.00	\$1,271.16	15.26%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$2,720.40	\$4,551.46	\$5,000.00	\$448.54	91.03%
PUBWRKS	E 100-43000-260 Uniforms	\$73.86	\$441.12	\$3,000.00	\$2,558.88	14.70%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$3,606.26	\$19,000.00	\$15,393.74	18.92%

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-321 Telephone	\$179.07	\$653.78	\$2,800.00	\$2,146.22	23.35%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000 Public Works (GENERAL)		\$11,730.68	\$69,402.73	\$234,100.58	\$164,697.85	29.65%
Dept 43100 Hwys, Streets, & Roads						
HWYROAD	E 100-43100-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100 Hwys, Streets, & Roads		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$3,527.70	\$3,527.70	\$50,000.00	\$46,472.30	7.06%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121 Paved Streets		\$3,527.70	\$3,527.70	\$50,000.00	\$46,472.30	7.06%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$795.00	\$795.00	\$10,000.00	\$9,205.00	7.95%
Dept 43122 Unpaved Streets		\$795.00	\$795.00	\$10,000.00	\$9,205.00	7.95%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125 Ice & Snow Removal		\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	\$2,088.92	\$8,369.49	\$25,000.00	\$16,630.51	33.48%
Dept 43160 Street Lighting		\$2,088.92	\$8,369.49	\$25,000.00	\$16,630.51	33.48%
Dept 43240 Waste (refuse) Disposal						
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240 Waste (refuse) Disposal		\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245 Recycling: Refuse						
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,052.38	\$12,663.17	\$36,000.00	\$23,336.83	35.18%
Dept 43245 Recycling: Refuse		\$3,052.38	\$12,663.17	\$36,000.00	\$23,336.83	35.18%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45186 Senior Center		\$0.00	\$1,814.39	\$8,000.00	\$6,185.61	22.68%
Dept 45200 Parks (GENERAL)						
PARKS	E 100-45200-212 Motor Fuels	\$64.65	\$64.65	\$2,000.00	\$1,935.35	3.23%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$455.31	\$502.29	\$5,000.00	\$4,497.71	10.05%
PARKS	E 100-45200-225 Landscaping Materials	\$560.15	\$560.15	\$10,000.00	\$9,439.85	5.60%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$240.18	\$814.22	\$2,000.00	\$1,185.78	40.71%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$111.80	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$800.00	\$1,600.00	\$2,200.00	\$600.00	72.73%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$240.71	\$1,100.00	\$7,000.00	\$5,900.00	15.71%
Dept 45200 Parks (GENERAL)		\$2,472.80	\$4,753.11	\$36,500.00	\$31,746.89	13.02%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%
Dept 45500 Libraries (GENERAL)		\$0.00	\$4,799.36	\$10,500.00	\$5,700.64	45.71%

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

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimbusem	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Fund 100	GENERAL FUND	\$108,862.28	\$390,181.06	\$1,326,541.16	\$936,360.10	29.41%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	May 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$108,862.28	\$390,181.06	\$1,326,541.16	\$936,360.10	29.41%

***Collaborative Planning, LLC***

PO Box 251  
Medina, MN 55340  
763-473-0569

## Memorandum

Meeting Date: May 16, 2017  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: Variance for an Accessory Building within a Front  
Yard – 311 Jansen

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### **Overview of Request**

The subject property is currently zoned R-A (Residential Agriculture District) and an application has been received for a variance to allow an accessory building in the front yard. The property is located at 311 Jansen.

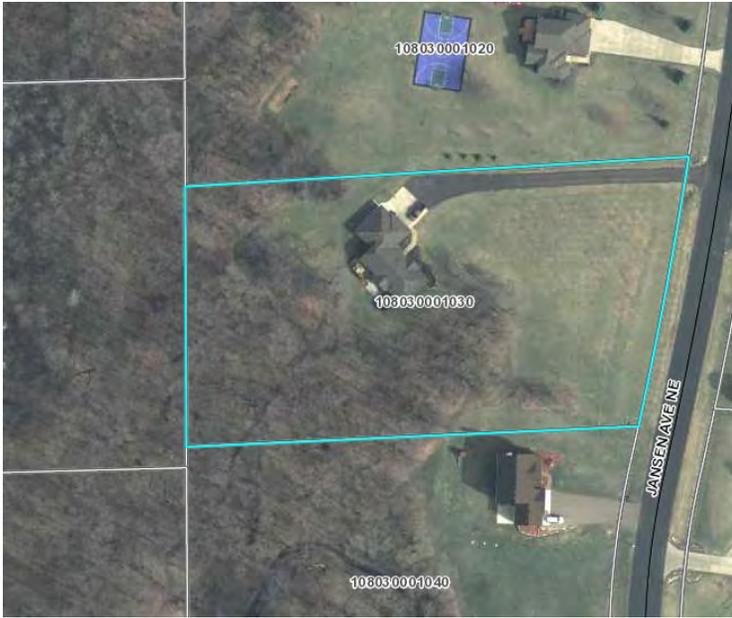
The application is included in your packets and contains their proposed request.

### **Evaluation of Request**

The applicant is seeking permission to construct a shed in their front yard. The placement of an accessory building in the rear yard is permitted, and in the side yard is permitted only with the issuance of a Conditional Use Permit. Accessory buildings in the front yard are not permitted.

The existing home is situated at an angle on the lot and set back significantly from the street as compared to other homes nearby. The rear portion of the lot also contains numerous existing trees and slopes. The proposed shed as shown on the survey is 30 feet by 45 feet and would be setback at least 167 feet from Jansen Avenue and 58 feet from the nearest side lot line.

The applicant has provided architecture for how the shed would appear from various angles.



### **Planning Commission Recommendation**

The Planning Commission recommended approval at their meeting on April 24, 2017.

### **Recommended Motion**

Approval of the variance is recommended, subject to the following conditions:

1. The shed shall not be closer than 58 feet to the side property line, and 168 feet to the front property line. The dimensions of the shed shall not exceed 30 feet wide by 46 feet long.
2. The shed and driveway shall be constructed in substantial conformance with the plans prepared by Otto Associates and dated April 27, 2017.
3. The architecture of the shed shall be constructed in substantial conformance with the plans prepared by Wright Lumber and Millwork dated March 8, 2017. Either the version with or without the porch may be constructed.

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 16<sup>th</sup> day of May, 2017.

The following Council Members were present:

The following Council Members were absent:

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



**RESOLUTION NO 05-16-17-51**

**A RESOLUTION APPROVING VARIANCE FOR 311 JANSEN AVENUE NE.**

**WHEREAS**, Ben Lange (“Owner”) is the applicant for an application related to property located at 311 Jansen; and

**WHEREAS**, the property is zoned R-A, Residential Agricultural District; and

**WHEREAS**, the Owner has applied for a variance to permit the construction of an accessory building in a location to the front and side of the principal building;

**WHEREAS**, the zoning ordinance does not permit accessory buildings to the front of the principal building; and

**WHEREAS**, Minnesota Statute Section 462.357, subd. 6 provides:

- a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
- b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. “Practical difficulties,” as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.

**WHEREAS**, the public hearing was properly noticed and scheduled for February 27, 2017; and

**WHEREAS**, the application was reviewed by the Planning Commission at its meeting on February 27, 2017 and April 24, 2017. The Planning Commission recommended approval of the request subject to conditions; and

**WHEREAS**, the City Council reviewed the request in regards to this property at its meeting on May 16, 2017; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council does hereby make the following conclusions of law:

1. The proposed variance is a reasonable use of the land. The home was situated in a location that has an unusually large setback from the front property line. In order to preserve the trees on the site and to avoid slopes, the request to construct an accessory building in front of the home was requested. The home is still visible from the street. The accessory building is not closer to the street than existing homes in the neighborhood. The proposed request is in harmony with the purpose and intent of the ordinance.
2. The variance will not alter the essential character of the locality.

**BE IT FURTHER RESOLVED** that the City Council hereby approves the application to issue a variance to permit the use of the existing accessory building for a home occupation (specifically a cabinet maker) subject to the following conditions:

1. The shed shall not be closer than 58 feet to the side property line, and 168 feet to the front property line. The dimensions of the shed shall not exceed 30 feet wide by 46 feet long.
2. The shed and driveway shall be constructed in substantial conformance with the plans prepared by Otto Associates and dated April 27, 2017.
3. The architecture of the shed shall be constructed in substantial conformance with the plans prepared by Wright Lumber and Millwork dated March 8, 2017. Either the version with or without the porch may be constructed.

Council members voting in favor:

Opposed or abstained:

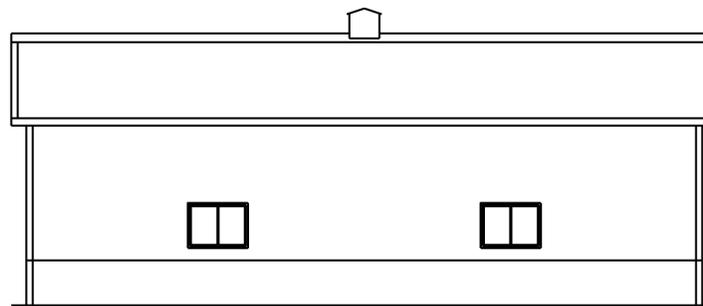
Adopted by the city Council this 16<sup>th</sup> ay of May, 2017.

APPROVED BY:

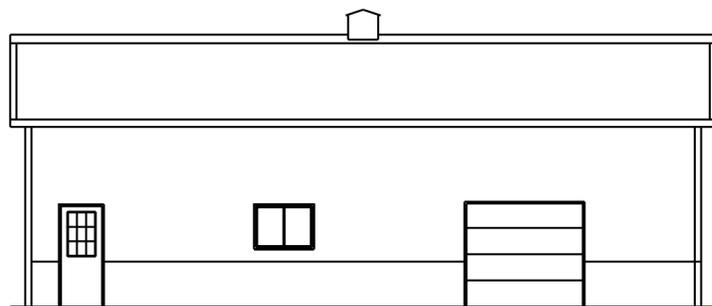
\_\_\_\_\_  
Chris Kauffman, Mayor

ATTEST:

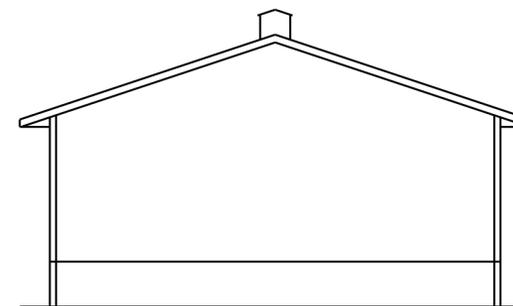
\_\_\_\_\_  
Brian Hagen, City Administrator



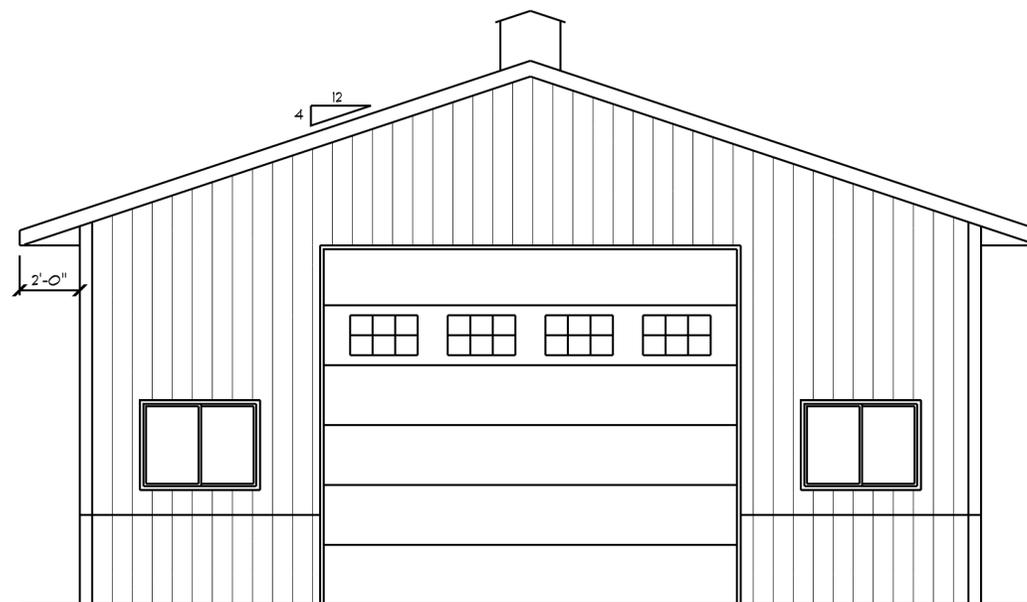
**LEFT ELEVATION**  
SCALE: 1/8"=1'-0"



**RIGHT ELEVATION**  
SCALE: 1/8"=1'-0"

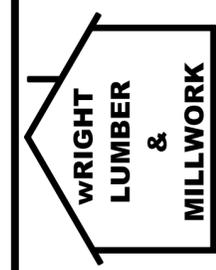


**BACK ELEVATION**  
SCALE: 1/8"=1'-0"



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

REVISED BY	DATE



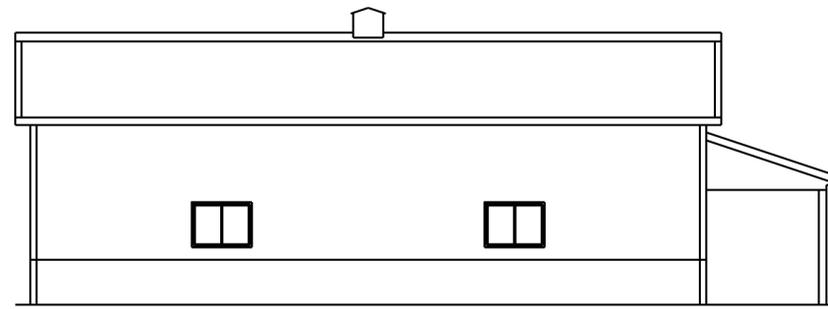
ALTHOUGH THESE PLANS HAVE BEEN PREPARED WITH UTAMOST CONSIDERATION, PREPARER OR WRIGHT LUMBER & MILLWORK, INC. WILL NOT BE RESPONSIBLE FOR ANY ERROR, OMISSION OR DAMAGES RESULTING FROM SAID PLANS. USER TO VERIFY ALL DIMENSIONS AND CONDITIONS AND BE RESPONSIBLE FOR THE SAME.

BEN LANGE  
MODEL: POLE BARN  
BUILDER: BY CONST.

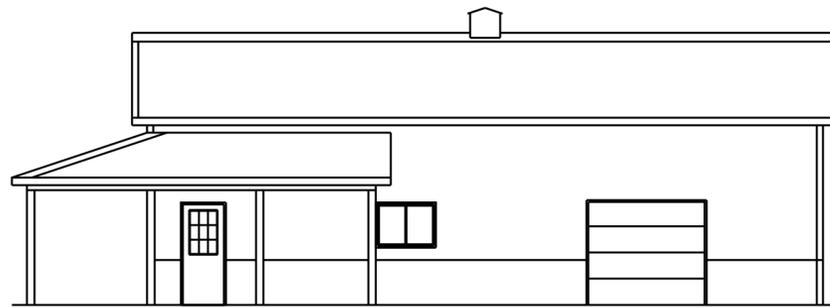
DATE PRINTED:  
3/8/2017  
DRAWN BY:  
DAN

ELEVATIONS

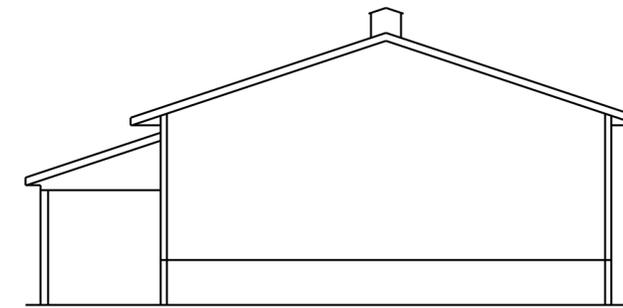
SHEET  
1 OF 2



**LEFT ELEVATION**  
SCALE: 1/8"=1'-0"



**RIGHT ELEVATION**  
SCALE: 1/8"=1'-0"



**BACK ELEVATION**  
SCALE: 1/8"=1'-0"



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

REVISED BY	DATE



ALTHOUGH THESE PLANS HAVE BEEN PREPARED WITH UTMOST CONSIDERATION, PREPARED BY WRIGHT LUMBER & MILLWORK, INC. WILL NOT BE RESPONSIBLE FOR ANY ERROR, OMISSION OR DAMAGES RESULTING FROM SAID PLANS. USER TO VERIFY ALL DIMENSIONS AND CONDITIONS AND BE RESPONSIBLE FOR THE SAME.

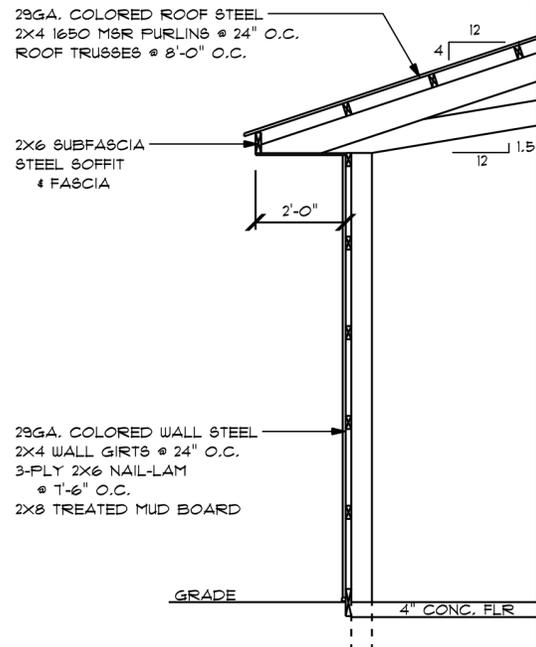
BEN LANGE  
MODEL: POLE BARN  
BUILDER: BY CONST.

DATE PRINTED:  
3/8/2017

DRAWN BY:  
DAN

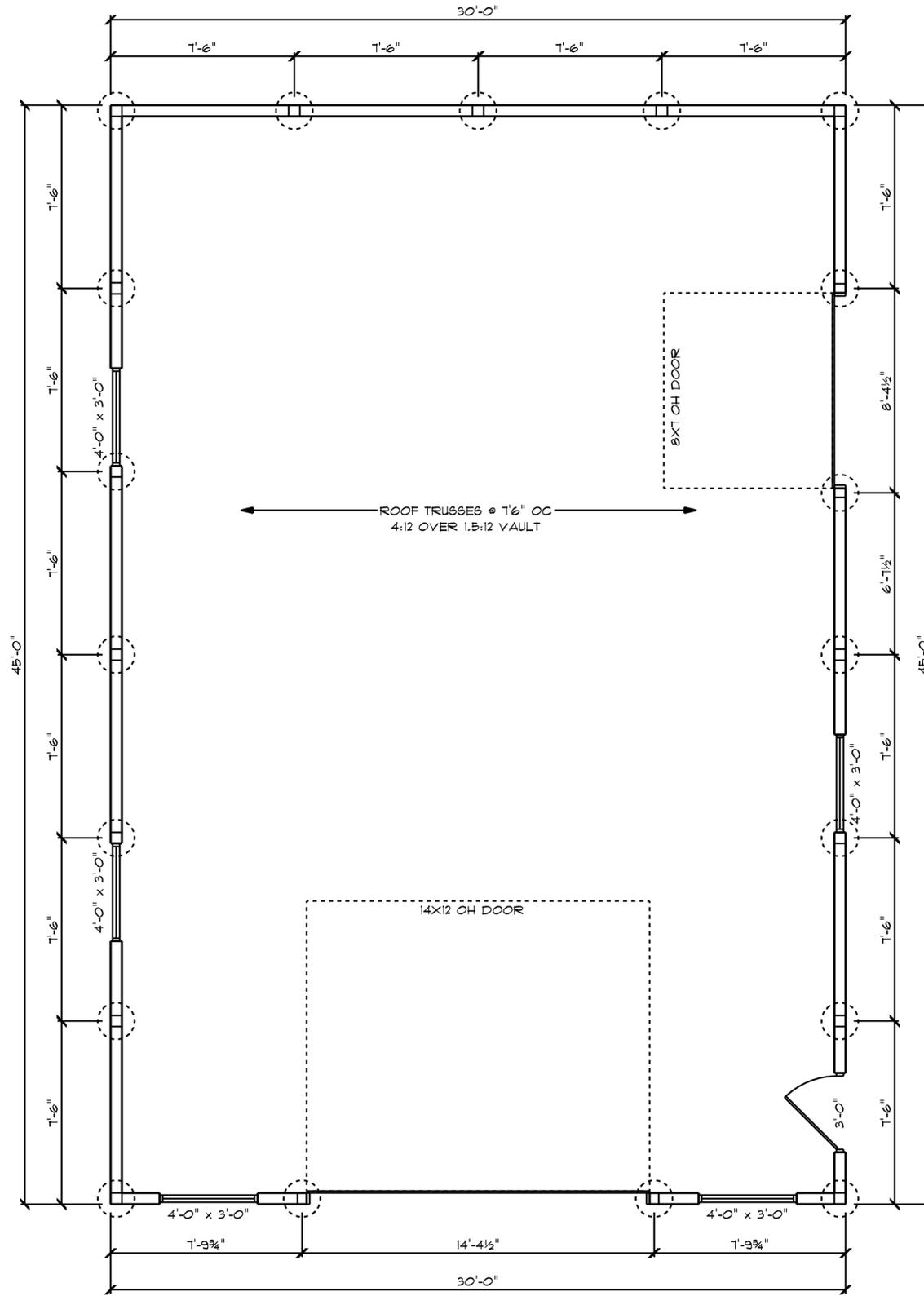
ELEVATIONS

SHEET  
1 OF 2



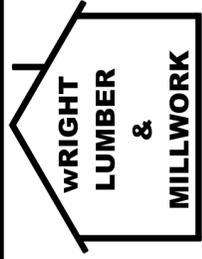
20" CONC. PAD FTG. @  
MIN. 60" DEPTH  
2 - 2X6 UPLIFT BLOCKS

**SECTION**  
SCALE: 3/8"=1'-0"



**FLOOR PLAN**  
SCALE: 1/4"=1'-0"

REVISED BY	DATE



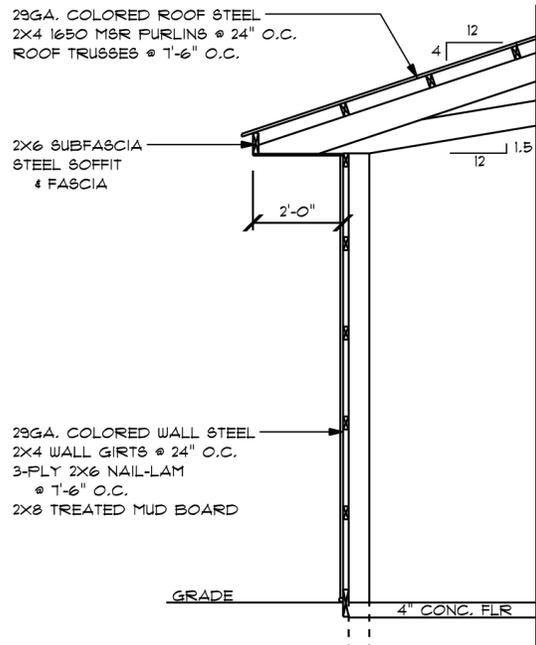
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PLANS

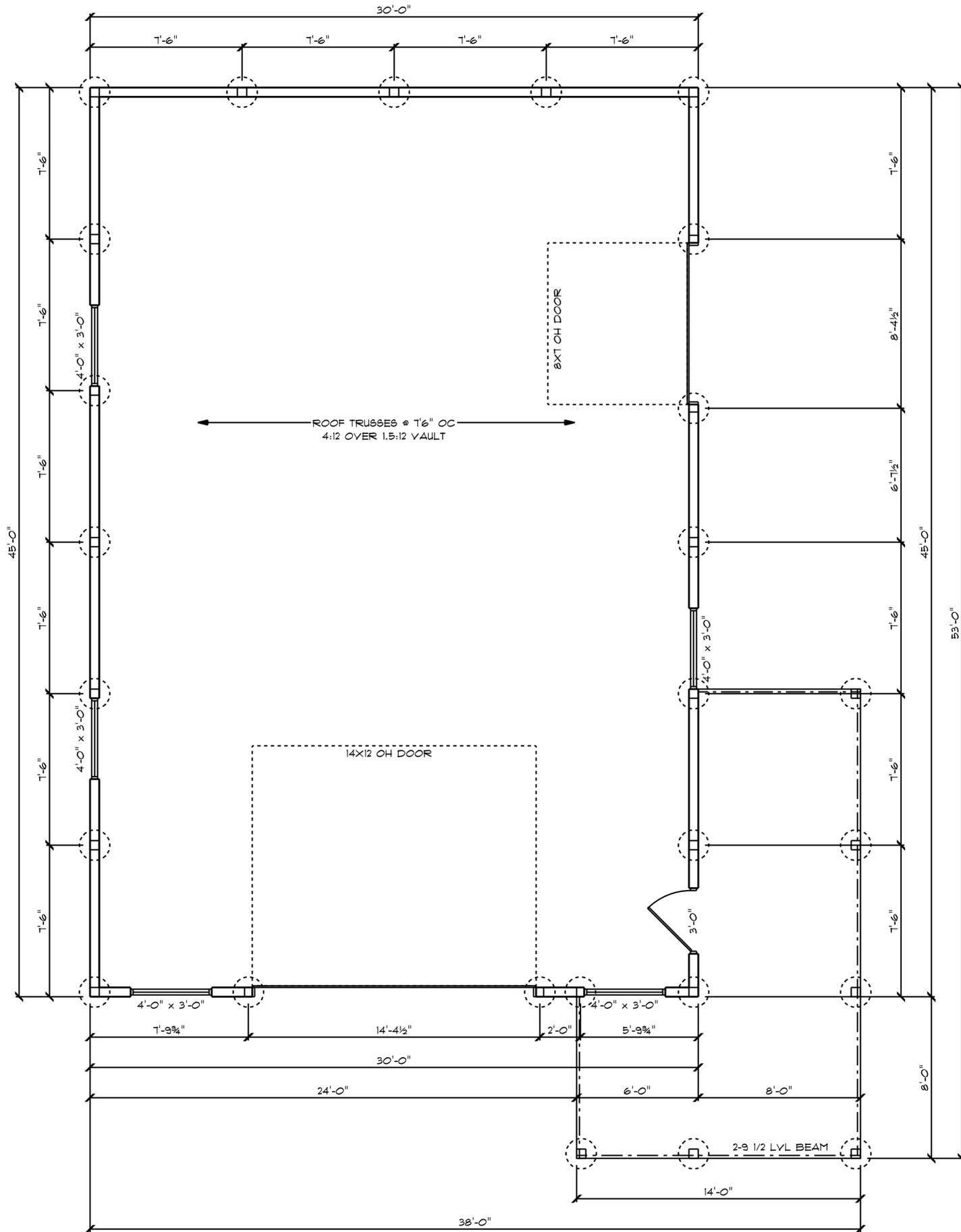
SHEET  
2 OF 2



20" CONC. PAD FTG. @  
MIN. 60" DEPTH  
2 - 2X6 UPLIFT BLOCKS

**SECTION**

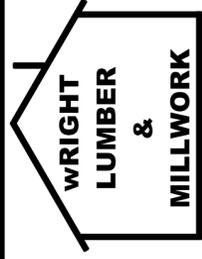
SCALE: 3/8"=1'-0"



**FLOOR PLAN**

SCALE: 1/4"=1'-0"

REVISED BY	DATE



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MODEL: POLE BARN  
BUILDER: BY CONST.

DATE PRINTED:  
3/8/2017  
DRAWN BY:  
DAN

PLANS

SHEET  
2 OF 2

***Collaborative Planning, LLC***

PO Box 251  
Medina, MN 55340  
763-473-0569

Memorandum

Date: May 16, 2017  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: Proposed Ordinance Amendment related to Site Plans

---

The existing ordinance requires any type of site plan change to go back through the site plan review process, which includes Planning Commission and City Council review. Many types of changes are minor in nature, and could potentially be reviewed administratively instead. Such types of changes are the addition of security fencing, changes to landscaping, changes to the exterior of a building, etc.

Permitting some types of modifications administratively will lessen the burden on businesses and permit them to complete their projects more quickly and less expensively.

Attached please find a draft of a proposed ordinance amendment showing redlined changes. If the Council agrees with this idea of allowing minor site plan amendments to be completed administratively, staff will bring this amendment to the Planning Commission for a public hearing at their June meeting.

Attachments:

- 1) Ordinance Amendment

## SEC. 10.21 SITE AND BUILDING PLAN REVIEW

- A. *Purpose:* The purpose of this Section is to establish a collaborative formal site plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Chapter.
- B. *Exceptions to Review:* Except in those cases specifically cited within this Chapter, the following shall be excepted from the foregoing requirements of this Section:
1. Agricultural Uses.
  2. Single-family detached dwellings.
  3. Two-family attached dwellings if in a group of four (4) or less dwelling units.
  4. Residential accessory structures
- C. *Sketch Plan:*
1. Prior to the formulation of a site plan and to filing of a formal application, applicants may present a sketch plan to the Administrator. The sketch plan shall be conceptual but shall be drawn to scale with topography of a contour interval not greater than two (2) feet and may include the following:
    - a. The proposed site with reference to existing development, topography, and drainage conditions on adjacent properties, at least to within two hundred (200) feet.
    - b. Natural features.
    - c. General location of existing and proposed structures including signs.
    - d. Tentative access, circulation and street arrangements.
    - e. Amenities to be provided such as recreational areas, open space, walkways, landscaping, etc.
    - f. General location of parking areas.
    - g. Proposed public sanitary sewer, water and storm drainage.
    - h. A statement showing the proposed density of the project with the method of calculating said density also shown.

- i. Extent of and any proposed modifications to land within the special Environmental Protection Districts as established by the Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
        - j. Other items as may be deemed necessary by City staff.
  2. The Administrator shall have the authority to refer the sketch plan to the Planning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Administrator, Planning Commission, and/or City Council shall be considered advisory only and shall not constitute a binding decision on the request.
- D. *Procedure:* An application for site and building plan review is to be processed in accordance with the provisions of this Chapter.
- E. *Criteria:* The Planning Commission and City Council shall evaluate the proposed site plan based upon compliance with the City Comprehensive Plan, provisions of this Chapter, and other applicable chapters of the City Code.
- F. *Site Plan Information Requirement:* The information required for all site plan applications generally consists of the following items, and shall be submitted unless waived by the Administrator.
  1. Site boundaries, buildings, structures and other improvements shall be identified on-site with a current certificate of survey, prepared and signed by a Minnesota licensed land surveyor, depicting the following:
    - a. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet (1" = 50') or less.
    - b. North point indication.
    - c. Existing boundaries with lot dimension and area.
    - d. Existing site improvements.
    - e. All encroachments.
    - f. Easements of record.
    - g. Legal description of the property.



12. Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
  13. Location, sizing, and type of water and sewer system mains and proposed service connections.
3. Grading, stormwater pollution prevention plan, and drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
  - a. Existing contours at two (2) foot intervals (may be from LIDAR if verified by surveyor).
  - b. Proposed grade elevations at two (2) foot maximum intervals.
  - c. Drainage plan, including the configuration of drainage areas and calculations.
  - d. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - e. Spot elevations (prepared by a Minnesota licensed surveyor).
  - f. Proposed driveway grades.
  - g. Surface water ponding and treatment areas.
  - h. Erosion control measures.
  - i. Requirements in of Storm Water Pollution Control Regulations in City Code.
4. Landscaping plan, utilizing a copy of the site plan as a base for the site in question, depicting the following:
  - a. Planting schedule (table) containing:
    - 1) Symbols.
    - 2) Quantities.
    - 3) Common names.
    - 4) Botanical names.

- 5) Sizes of plant material.
  - 6) Root specification (bare root, balled and burlapped, potted, etc.).
  - 7) Special planting instructions.
- b. Location, type and size of all existing significant trees to be removed or preserved.
  - c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
  - d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
  - e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
  - f. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
  - g. Delineation of both sodded and seeded areas with respective areas in square feet.
  - h. Coverage plan for underground irrigation system, if any.
  - i. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
  - j. Other existing or proposed conditions which could be expected to affect landscaping.
5. Other plans and information as required by the Administrator including, but not limited to:
- a. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
  - b. Floor plan drawn to scale with a summary of square footage for each use or activity.
  - c. Fire protection plan.

- d. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
- e. Type, location and size (area and height) of all signs to be erected upon the property in question.
- f. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
- g. Sound source control plan.
- h. Lighting plan including a photometric plan.

G. *Site Plan Modifications:* An amended site plan shall be applied for and administered in a manner similar to that required for a new site plan, except that modifications determined by the City Administrator to be minor in nature may be approved administratively.

H. *Site Plan Agreements:* All site and construction plans officially submitted to the City shall be treated as a formal agreement between the applicant and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Administrator for review and approval. Within the flood plain, the applicant shall be required to submit certification by a registered professional engineer or land surveyor that the finished fill and finished floor elevations were accomplished in compliance with the provisions of this Chapter.

I. *Building Codes:* The review and approval of site improvements pursuant to the requirements of City adopted building and fire codes shall be in addition to the site plan review process established under this Article. The site plan approval process does not imply compliance with the requirements of building and fire codes.

**SECTION 2.13 ADMINISTRATIVE ENFORCEMENT OF CITY CODE AND ORDINANCES**

**A. Purpose and Intent:** The administrative enforcement procedures established in this section are intended to provide the City of Hanover with an informal, cost-effective and more efficient alternative to criminal prosecution or civil litigation for certain violations of the City Code and Ordinances. The City retains the right, at its sole discretion, to enforce provisions of this Code and City Ordinances by bringing criminal charges or commencing in civil litigation in any case where the City determines it is appropriate or necessary, but finds that an administrative process is beneficial to the residents of the City and further finds that such process is a legitimate and necessary alternative method of enforcing compliance to code or ordinance violations.

**B. Definitions**

- 1. Code Compliance Officer:** Any officer of the Wright or Hennepin County Sheriff's Department, any employee of the City, or any person or company contracted to provide code enforcement services who has received official authority by the Hanover City Council to enforce this City Code and Ordinances. There may be more than one person designated as code compliance officer at any given time.
- 2. Code Offense:** A violation of any section, subdivision, paragraph or provision of the Hanover City Code or any Hanover City Ordinance and is subject to a civil penalty determined according to a schedule adopted by resolution of the Hanover City Council from time to time and payable directly to the City Clerk. Each day the violation exists constitutes a separate code offense.
- 3. Owner:** An individual, association, syndicate, partnership, corporation, limited liability company, trust or any other legal entity holding an equitable or legal ownership interest in land, buildings, structures, dwelling unit(s) or other property.
- 4. Person:** A natural person of either sex, a firm, partnership, corporation, limited liability company, any other association of people, and includes the manager or agent of that person or organization.

**C. Procedure**

**1. Administrative Notice:**

- a. Issuance:** A code compliance officer may issue, either in person or by United States Postal Service First Class Mail, an administrative notice to a person suspected or known to have committed a code offense and/or to the owner of the property upon which a code offense is being committed.

- b. Contents:** The administrative notice shall identify the code offense, the location upon which the code offense occurred or is occurring, and the recommended corrective action for the code offense. The administrative notice may also state the alleged violator has, at the discretion of the code compliance officer, up to fifteen (15) days in which to correct or abate the code offense.
- c. Time Extension:** If the alleged violator and/or owner of the property upon which a code offense is being committed is unable to correct or abate the code offense within the prescribed time, that person may request in writing an extension of no more than thirty (30) additional days from the code compliance officer. Any extension granted by the code compliance officer shall be in writing and shall specifically state the date of expiration.
- d. Failure to Comply:** If the code offense is not corrected or abated, as outlined in the administrative notice, within the prescribed time or any extension thereto, the code compliance officer may issue a citation, as provided in Subsection C (2) of this section.

## **2. Citation:**

- a. Authority:** A code compliance officer is authorized to issue a citation upon the belief that a code offense has occurred, whether or not an administrative notice has been issued in regard to said code offense.
- b. Issuance:** The citation shall be given to the person responsible for the violation and/or to the owner of the property upon which the violation has occurred, either by personal service or by United States Postal Service First Class Mail.
- c. Contents:** The citation shall state the nature of the code offense, the time and date said code offense occurred, the civil penalty applicable to that code offense as set forth in a schedule of civil penalties which shall be adopted by resolution of the Hanover City Council from time to time, and the manner for paying the civil penalty or requesting a hearing before a hearing officer to contest the citation.

- 3. Response to Citation and/or Payment:** Once a citation is issued, the alleged violator and/or the owner of the property upon which the violation has occurred, within fifteen (15) days of the time of the issuance of the citation, either pay the civil penalty set forth in the citation or request in writing a hearing according to the procedure set forth in this Section. The civil penalty may be paid either in person at City Hall or via the United States Postal Service First Class Mail, postage prepaid and postmarked within said prescribed fifteen (15) days.

Payment of the civil penalty shall be deemed to be an admission of the code offense.

#### **D. Appeal to Hearing Officer**

##### **1. Hearing Officer:**

**a. Appointment:** The Hanover City Council shall, by resolution from time to time, appoint a list of persons authorized to act as hearing officer.

**b. Authority:** The hearing officer is authorized to conduct an informal hearing to determine if a code offense has occurred.

**c. Decisions:** The hearing officer shall have the authority to uphold or dismiss the citation or reduce, stay or waive the civil penalty imposed upon such terms and conditions as the hearing officer shall determine. The hearing officer's decision shall be made in writing on a form provided by the City of Hanover for such purpose. A copy of the hearing officer's decision shall be served by the United States Postal Service First Class Mail upon the person requesting the hearing. The hearing officer's decision is final, except for appeal of the hearing officer's decision in limited cases to the Hanover City Council, as set forth in Subsection E of this chapter.

**d. Compensation:** The hearing officer may be compensated by the City of Hanover for such hearings and related findings.

**2. Request for Hearing:** Any person contesting a citation issued pursuant to this Chapter may, within fifteen (15) days of the time of issuance of the citation, request a hearing before a hearing officer. Any request for a hearing before a hearing officer shall be made in writing on a form provided by the City of Hanover for such a request and either delivered personally to City Hall or mailed via the United States Postal Service First Class Mail, postage prepaid and postmarked within said prescribed fifteen (15) days.

**3. Time for Hearing:** The hearing shall be held at City Hall within thirty (30) days of the date the City of Hanover received a timely written notice that a hearing has been requested.

**4. Failure to Attend Hearing:** Failure to attend the hearing constitutes a waiver of the violator's rights to an administrative hearing and an admission of the violation. A hearing officer may waive this result upon good cause shown. A determination of good cause shall be made by the hearing officer, but does specifically not include forgetfulness or intentional delay.

##### **5. Conduct of Hearing:**

- a. At the hearing, the parties will have the opportunity to present testimony, documents and exhibits and question witnesses.
- b. The hearing officer shall tape-record the proceedings and receive testimony and exhibits. Strict rules of evidence will not apply.
- c. The hearing officer must receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs.

#### **E. Appeal of Hearing Officer Decision**

- 1. Appealable Matters:** The hearing officer's decision shall be appealable to the Hanover City Council only for the following matters:
  - a. An alleged failure to obtain a required permit, license, or other approval from the Hanover City Council as required by this code:
  - b. An alleged violation of a permit, license, or other approval, or conditions attached to the permit, license or approval, that was issued by the Hanover City Council; or
  - c. An alleged violation of regulations governing a person or entity who has received a license by the Hanover City Council.
- 2. Filing an Appeal:** An appeal to the Hanover City Council of the hearing officer's decision must be made in writing on a form provided by the City for such an appeal and must be served on the City Clerk by United States Postal Service First Class Mail, postage prepaid, within ten (10) days after the date of the hearing officer's decision.
- 3. Hearing:** A timely appeal will be heard to the Hanover City Council after a notice of hearing is served by the City upon the appellant in person or by certified mail at least ten (10) days in advance of the date of the hearing. The parties to the hearing will have an opportunity to present oral or written arguments regarding the hearing officer's decision.
- 4. Council Considerations and Decision:** The Hanover City Council shall consider the record, the hearing officer's decision, and any additional arguments before making a determination. The City Council is not bound by the hearing officer's decision, but may adopt all or part of the hearing officer's decision. The City Council's decision may be voted upon and given at the hearing or may be given in writing within fifteen (15) days of the hearing.
- 5. Failure to Appear:** The failure of the appellant to appear in front of the Hanover City Council or participate in the appeal constitutes a waiver of the violator's right of appeal and an admission of the violation. The Council may waive the

result upon good cause shown. The determination of a showing of good cause shall be made solely at the discretion of the City Council, but does not include forgetfulness or intentional delay.

#### **F. Failure to Pay**

- 1. Late Charge:** In the event a person charged with a code offense fails to pay the civil penalty and correct or abate the code offense for which a citation was issued within the prescribed time, a late charge of fifteen percent (15%) shall be imposed thereon for each seven (7) days the civil penalty remains unpaid and the code offense remains uncorrected or unabated beyond the due day.
- 2. Responsibility for Charges and Authority of City to Collect:** An unpaid civil penalty and accrued late charges will constitute a personal obligation of the person(s) to whom the citation was issued, and the City of Hanover shall have the right to collect such unpaid civil penalty and accrued late charges, together with the City's costs and reasonable attorney fees, in criminal or civil proceedings.
- 3. Charges A Lien:** Pursuant to Minnesota Statutes §429.101 and §514.67 and other applicable law, a lien in the amount of the civil penalty and any accrued late charges may be assessed against the property where the code offense occurred and collected in the same manner as taxes. Any such assessment shall not preclude the City of Hanover from issuing additional assessments against the same property resulting from a continuing or new code offense.
- 4. Suspension or Revocation of License or Permit:** The City of Hanover may suspend or revoke a license or permit or other approval associated with the code offense if the civil penalty and accrued late charges are not timely paid.

#### **G. Subsequent Violations**

- 1. Second Violation:** If a second citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a previous citation for the same code offense, the civil penalty shall increase by twenty five percent (25%) over the scheduled civil penalty amount.
- 2. Third Violation:** If a third citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a previous citation for the same code offense, the civil penalty shall increase by fifty percent (50%) over the scheduled civil penalty amount.
- 3. Fourth Violation:** If a fourth citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a

previous citation for the same code offense, the civil penalty shall increase by one hundred percent (100%) over the scheduled civil penalty amount.

**To: Mayor Kauffman & Members of the Hanover City Council**

**From: Brian Hagen, City Administrator**

**Date: May 10, 2017**

**Re: Council Retreat – Goal’s Action Plan**

At the March 25, 2017 City of Hanover Council Retreat we met as a collective entity. We had all five members of the City Council attend, as well as representatives from staff, Hanover EDA, Park Board, and Planning Commission. At the retreat, we focused on what has gone well for us in the past and what could be done better. Part the retreat we also set goals for us to work towards accomplishing in the next one to three years. The last part of the retreat was creating a Mission and Vision Statement the City can stand behind.

The following pages will represent the top six ranked goals for the City as well as the preliminary action plans discussed at the retreat. I have added some additional thoughts on how to achieve these goals. The intent of this follow up discussion is to set the plan in place and determine what steps council, staff, and board members shall begin to follow.

I have also provided the initial mission and vision statements suggested by the attendees. I have taken these statements and created a hybrid statement for consideration. Once final statements are chosen, we will begin advertising these statements to the community and work towards a collective buy in.

## **GOAL #1:**

### **To Promote and Expand the City's Quality Growth - Industrial, Commercial, Residential**

#### *ACTION PLAN ITEMS*

1. Update Comprehensive Plan
  - Hold Joint City Council and Planning Commission Meetings
    - Seek input from EDA and Park Board when needed.
  - Hold required Public Hearings
    - Consider additional public inputs options
  - Have "Project Page" on City website
2. Update Ordinances
  - Thoroughly review ordinances against newly adopted comprehensive plan to ensure consistency
  - Adopt ordinance amendment
  - Update website to current version of ordinances
3. Plan Development
  - Review Zoning Map
  - Review Future Land Use Map
  - Review allowed uses for different districts
  - Assess existing and future infrastructure capabilities in order to maximize use
4. Create and Economic Development Strategic Plan
  - Allow EDA to formulate this strategic plan in conjunction with the Comprehensive Plan Amendment

## **GOAL #2:**

### **Promote Longevity of Staff**

#### *ACTION PLAN ITEMS*

1. Create Healthy and Safe Work Environment
  - Celebrate wins
  - Speak without fear of retribution
    - Keep comments positive
  - Transparent and open communication
    - Open Meeting Laws are real
  - Positive reinforcement
    - Minimize “private sector” comments, understanding that aspects of the private sector can be used but the public sector cannot operate in the same functions
2. Provide Ongoing Training
  - Staff be open and share in areas where further knowledge can be obtained
  - Support requests for training opportunities whether it be outside firms or various training conferences for all staff positions
  - Create an internal training program (begins with documenting processes/succession planning)
3. Provide Opportunity for Growth
  - Majority of staff is in the upper half of their salary range
  - Continue recognizing current staff for promotion possibilities
  - Staff conduct tasks across several positions, job descriptions reviewed regularly
  - Support certifications in professional areas
4. Set Clear, Realistic, and Measurable Goals
  - Individual and team goals set at review time
5. Fair and Equitable Compensation
  - Recognize benefits enhance monetary pay
  - Conduct third party compensation study
    - Job descriptions, salary ranges/benefits, wage adjustments

### **GOAL #3:**

#### **Improve City Infrastructure**

##### *ACTION PLAN ITEMS*

1. Comprehensive Plan Review
  - Identify utility extension areas and do not deviate from plan
2. Review Pavement Management Plan
  - Follow plan on annual basis
  - Review/amend as recommended
3. Municipal Separate Storm Sewer System (MS4)
  - Continue advancing the City towards the requirements set forth by the program
  - Improve ability to conform to the requirements in house
  - Review Storm Water Fee Ordinance to ensure the fund is acting in accordance to the purpose
4. Review Parking Plan for Retail Development
  - Hanover EDA review parking amenities for improvements to promote retail development

## GOAL #4

### **Capital Improvement Plan & Funding**

#### *ACTION PLAN ITEMS*

1. Commit to Funding Plan
  - Follow the minimum levy increase dedicated to CIP & Debt Services at all costs
    - We cannot achieve our long term goal of 0% assessments and reduced debt without this plan
    - Use excess budget/liquid cash to purchase immediate need items not identified on the plan
2. Long Term/Big Picture Planning
  - Keep a focus on the CIP and plan for future expenses
  - Be willing to adjust the CIP to add reasonable purchases
3. Annual Review
  - Learn/understand the plan in order to send a consistent message to the public
  - Adjust for immediate needs
4. Keep Separate from Operating Budget
  - Do not adjust levy dollars dedicated to this plan in order to maintain flat tax rate
5. Define what is Fiscally Responsible
  - “*Council consensus on definition.*”
    - Does this mean reducing levy, reducing tax rate, maintaining tax rate, adjusting levy in order to complete more tasks? I.e. road maintenance, park maintenance, equipment purchases

## **GOAL #5**

### **Continued City Financial Stability**

#### *ACTION PLAN ITEMS*

1. Capital Improvement Plan
  - Use the CIP to support decisions
2. Set the Budget
  - This includes project budgets
3. Adhere to Budget
  - Ensure a deviation is reasonable
4. Manage Expenses
  - Require a purchase memo and proper quotes/estimates for non-routine purchases prior to Council approval
  - Be smart when identifying funding source
5. Readjust as Needed
  - Unexpected items happen, adjust budget to reflect these changes

## **GOAL #6**

### **Provide High Levels of Building and Road Maintenance**

#### *ACTION PLAN ITEMS*

1. Differentiate Between CIP & Operating Expense
  - Adjust budget to use correct funding sources
    - I.e. Chip seal project should be paid from operating bund not Street Capital Fund
2. Prioritize/Update Plan
  - Commit to the plan and conduct projects to ensure we do not get behind on required maintenance which promotes the life of our capital assets
  - Include everyone in discussion to keep consistent understanding
3. Coordinate with Aging Infrastructure
  - Enhance amenities when larger projects are planned
    - I.e. sewer extension during full road reconstruction
4. Clearly Defined Department Responsibilities
  - Who directs, schedules, and prioritizes maintenance
  - Who is authorized to hire out the maintenance
5. Update Equipment/Technology
  - Stay current to ensure efficiency

## **MISSION STATEMENT**

### *PRELIMINARY STATEMENTS*

“Our mission is to provide effective and value public services, maintain a sound public infrastructure, guide the development and redevelopment of land, all in a manner that maintains and improves the life enjoyed by our residents.”

“The mission of Hanover is to provide high quality services in a responsible and professional manner while preserving our small town atmosphere.”

“The City of Hanover is committed to establishing a community with high quality services in a fiscally responsible manner that provides a desirable community in which to live, work, and play.”

“Our mission is to provide high quality public services and amenities in a fiscally responsible way while preserving a safe small town atmosphere.”

### *SUGGESTED STATEMENT*

*“The mission of Hanover is to maintain fiscal responsibility while providing high quality amenities and services. This is done to retain the small town atmosphere while offering a desirable community to live, work, and play.”*

## **VISION STATEMENT**

### *PRELIMINARY STATEMENTS*

“Hanover is a historic city where community preservation and a strong work ethic is valued and a shared community involvement fosters pride, neighborhood cohesion, business opportunities, and healthy lifestyle.”

“Hanover is a small town, family friendly community, looking to the future while celebrating the past. This is achieved through economic growth opportunities and promoting healthy lifestyles.”

“Hanover is a historic Crow River community that embraces its unique natural resources and is the destination of choice for residents and businesses.”

“Hanover is a historic city of the Crow River where small town tradition is valued and is responsive to the changing needs and interests of our residents and businesses where everyone prospers and thrives.”

### *SUGGESTED STATEMENT*

*“Hanover is a historic Crow River city valuing small town tradition, while embracing both business and residential growth opportunities.”*