

**AGENDA
HANOVER CITY COUNCIL
JUNE 6, 2017**

MAYOR

CHRIS KAUFFMAN

COUNCIL

DOUG HAMMERSENG

KEN WARPULA

JIM ZAJICEK

MARYANN HALLSTEIN

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of May 16, 2017 City Council Meeting (4)
 - b. Approve Claims as Presented: (7)

➤ Claims	\$ 71,653.33
➤ Payroll	\$ 6,305.64
➤ P/R taxes & Exp	\$ 2,586.21
➤ Other Claims	<u>\$ 1,381.71</u>
➤ Total Claims	<u>\$ 81,926.89</u>
 - c. Res No 06-06-17-52 – Accepting Donation from Hanover Lions (31)
 - d. Res No 06-06-17-53 – Approving 2017 Wright County Liquor Licenses (32)
4. Citizen’s Forum:
5. Public Hearings
6. Unfinished Business
7. New Business
 - a. Res No 06-06-17-54 – Approving Rent Reimbursement Business Incentive (33)
 - b. Res No 06-06-17-55 – Approving Temporary Intoxicating Liquor License (34)
 - c. Res No 06-06-17-56 – Approving the Hire of Jason Ramthun (35)
 - d. Res No 06-06-17-57 – Approving 11149 5th St. NE Site Plan Amendment (36)
 - e. Res No 06-06-17-58 – Approving the Sale of Old Fencing Material (48)
 - f. Hanover Zion United Methodist Church Cemetery
8. Reports
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: June 1, 2017
Re: Review of June 6, 2017 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent packet.*
 - a. Approve Minutes of May 16, 2017 City Council Meeting (4)
 - b. Approve Claims as Presented: (7)

➤ Claims	\$ 71,653.33
➤ Payroll	\$ 6,305.64
➤ P/R taxes & Exp	\$ 2,586.21
➤ Other Claims	\$ 1,381.71
➤ Total Claims	<u>\$ 81,926.89</u>
 - c. Res No 06-06-17-52 – Accepting Donation from Hanover Lions (31)
 - d. Res No 06-06-17-53 – Approving 2017 Wright County Liquor Licenses (32)
4. Citizen’s Forum:
To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
5. Public Hearings
6. Unfinished Business
7. New Business
 - a. Res No 06-06-17-54 – Approving Rent Reimbursement Business Incentive (33)
The EDA passed a motion at their May meeting recommending approval of the request. Enclosed is a resolution approving the request in the amount of \$2,400. Proof of payment is required in order to receive funds.
 - b. Res No 06-06-17-55 – Approving Temporary Intoxicating Liquor License (34)
The Hanover Lions are seeking approval of a temporary license to sell craft beer at the Hanover Harvest Festival. I have contacted organizers of the event and they support the request.
 - c. Res No 06-06-17-56 – Approving the Hire of Jason Ramthun (35)
Enclosed is a resolution approving the hire of Jason Ramthun. Jason is recommended based on a final interview conducted by Chris, MaryAnn, Brian, and Jason.
 - d. Res No 06-06-17-57 – Approving 11149 5th St. NE Site Plan Amendment (36)
Enclosed is a resolution approving a site plan amendment for the Public Works Facility. Changes include eliminating storm sewer pipe along the road, moving the salt shed to reduce extra soil correction needs, and adjusting the grade to allow proper drainage of storm water away from the west side of the building.

e. Res No 06-06-17-58 – Approving the Sale of Old Fencing Material (48)

The old ballfield fencing from Settlers park is not going to be reused as part of the redesign project. This leaves no use for the fencing. Staff is seeking authorization to sell the old fencing at auction.

f. Hanover Zion United Methodist Church Cemetery

The church is seeking an agreement from the City to take over long term maintenance of the cemetery located on River Road. This could be done one of two ways. One being full ownership of the land. This would require the City to maintain the grounds as well as manage the records. Second would be to budget funds annually to maintain the property. Discussion on Councils interest to take on long term maintenance will be held.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
MAY 16, 2017 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, May 16, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Councilor Jim Zajicek was absent. Also present were City Administrator Brian Hagen, City Attorney Jay Squires, City Planner Cindy Nash, and Public Works Supervisor Jason Doboszanski. Other guests included Andrew Grice of Bergan KDV, Aaron Brom of Crow River News, Dean Kuitunen, and Ben Lange.

Approval of Agenda

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

Motion carried unanimously.

Consent Agenda

Kauffman corrected the income level stated in the minutes for the workforce housing project.

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

Motion carried unanimously.

a. Approve Minutes of May 2, 2017 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 85,560.47
➤ Payroll	\$ 7,448.39
➤ P/R taxes & Exp	\$ 3,152.73
➤ Other Claims	\$ 1,292.64
➤ Total Claims	<u>\$ 97,454.23</u>

Motion carried unanimously.

Bergan KDV – 2016 Audit Review

Andrew Grice provided an overview of the 2016 financial statements. There were few significant changes to the City's financial status. The largest change was a reduction to the general fund reserve. This is due to a larger capital fund transfer. This transfer still allows the City to remain at a 50% plus reserve level. Per the City's policies, this is on the conservative end on what level of reserves to hold. Grice further explained that the City remains to have good practices in place to manage the financials.

Res No 05-16-17-51 – Approving Variance for 311 Jansen Ave. NE

Nash outline the variance request. She further explained that the Planning Commission discussed the request over two separate meetings. Lange was directed to make adjustments to the plans, which are identified in the version provided to Council.

Kauffman felt a shed located in the front yard should match the home both in color and siding materials. Nash noted that the Planning Commission discussed that matter in depth and ultimately held a larger concern for a matching color.

Lange stated he intends to have the shed match the house by having a two toned color scheme as well as a stone front.

MOTION by Warpula to approve Res No 05-16-17-51 with the added conditions of installing a stone front, two tone color on remaining three sides, tin color to coordinate with house, and have color approved by staff, seconded by Hammerseng. **Motion carried unanimously.**

Ordinance Amendment – Site Plan Approval & Administrative Lot Split Process

Nash explained that currently both site plan approvals and administrative lot splits are required to come before the City Council. This process tends to add time and money to these applications. Staff is proposing to amend the ordinances to allow minor site plan amendments to be approved by the Administrator as well as lot splits. This will allow for a more streamlined process. The same conditions

would be required to be met as currently are required. Council supported the change and directed discussion to continue with the Planning Commission.

Sand Companies Workforce Housing Follow Up Discussion

Discussion on the presentation given at the May 2nd meeting was held. Council questioned the desire to provide a local incentive at this time.

Ordinance Amendment – Implementation of Administrative Fine System

Hagen explained that currently staff conducts code enforcement on a complaint basis. The enforcement is limited to following proper steps to allow the city to step in and correct the violation. Staff has not experienced great success with this method, and have experienced a great amount of time spent on code enforcement. It is suggested to implement a fine system in order to allow an additional method to receive results as well as reduce the staff time.

Council suggested better language to identify what a separate offense would be. They further suggested that the administrative hearing process be conducted by one staff person and one councilor.

Goal Setting Retreat – Review of Action Plan, Mission Statement, Vision Statement

Hagen outlined action plans for the top six goals. He stated that several of the goals all identified a plan which included the comprehensive plan amendment. Hagen also noted that several people used the term fiscal responsibility at the goal setting session. Hagen suggested that a consensus be formed come budget session on what is fiscally responsible.

Hagen further provided a suggested mission statement as follows:

“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.”

Hagen further provided a suggested vision statement as follows:

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

Council Meeting Date Changes – July 4th & August 1st

MOTION by Warpula to move the July 4th meeting to July 10th, seconded Hallstein. **Motion carried unanimously.**

The August 1st meeting would be discussed at a later date.

Reports

Hallstein

- Stated the EDA purchase of 11234 River Rd is proceeding forward.
- Stated there is interest in developing a 4 acre parcel at the intersection of Church St. and River Rd into an apartment complex.

Warpula

- Complimented Amy on the City’s Facebook page.

Kauffman

- Asked for a sit in for the Jt. Powers Water Board. Warpula would attend.

Hagen

- Outlined the status of the WCAT intent to withdraw from the service agreement with Trailblazers Transit. WCAT representatives will continue to meet with McLeod and Sibley Counties to come to a resolution. Wright County is still refusing to pay funds from MnDOT onto WCAT.
- Stated the Public Works Facility Bids will be opened June 5th. Council will also see a site plan amendment for the facility on June 6th.

- Stated Hanover Youthball would like to lay sod the weekend of June 2nd. Sod will be installed in the outfield area and seed will be installed beyond the fence lines. Total cost of this will be approximately \$15,000.
MOTION by Kauffman to approve up to \$15,000 towards sod, seed, and erosion blankets in order to establish turf, seconded by Hammerseng. **Motion carried unanimously.**

Doboszenski

- All portable toilets are open
- Approximately 1 day remains for crack filling
- The shed was moved at the Settlers park Ballfield in order to complete the irrigation line wet tap
- All parks have been fertilized

Adjournment

MOTION by Warpula to adjourn at 8:20 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: June 2017

Batch Name	06/06/17 PAY	Payment	Computer Dollar Amt	\$71,653.33	Posted
Refer	2036 A-1 OUTDOOR POWER, INC.	Ck# 002028E 6/6/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE Pully Starter for Engine 12				\$36.99
Invoice	399967 5/19/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total \$36.99
Refer	2012 AFLAC	Ck# 002009E 6/6/2017			
Cash Payment	G 100-21706 Medical/Dental Ins Supplemental Insurance - May 2017 Account# G1V17				\$80.21
Invoice	416680 6/1/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total \$80.21
Refer	2033 ALLINA HEALTH SYSTEM	Ck# 002027E 6/6/2017			
Cash Payment	E 100-42240-310 Other Professional Servi Medical Direction 2nd Quarter 2017				\$729.50
Invoice	1110022046 4/30/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total \$729.50
Refer	2024 AT&T MOBILITY	-			
Cash Payment	E 100-43000-321 Telephone PW Cell Phone - 4/18/17 - 5/17/17				\$138.02
Invoice	287259431404X0 5/30/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total \$138.02
Refer	2026 BANYON DATA SYSTEMS	-			
Cash Payment	E 100-41570-207 Computer Supplies Banyon Support Services 2017				\$1,590.00
Invoice	00155875 5/24/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total \$1,590.00
Refer	2023 BIFFS INC.	Ck# 002023E 6/6/2017			
Cash Payment	E 100-45200-580 Other Equipment Pheasan Run Park Mini Biff Svc 5/8-5/23				\$54.29
Invoice	W636121 5/24/2017				
Cash Payment	E 100-45200-580 Other Equipment Eagleview Park Mini Biff Svc 4/26-5/23				\$95.00
Invoice	W636122 5/24/2017				
Cash Payment	E 100-45200-580 Other Equipment Mallard Park Mini Biff Svc 5/2-5/23				\$54.29
Invoice	W636123 5/24/2017				
Cash Payment	E 100-45200-580 Other Equipment Cardinal Circle Park Mini Biff Svc 5/8-5/23				\$54.29
Invoice	W636124 5/24/2017				
Cash Payment	E 100-45200-580 Other Equipment Hanover Elementary School Mini Biff Svc 4/26-5/23				\$170.00
Invoice	W636125 5/24/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total \$427.87
Refer	2037 BLUE TARP FINANCIAL	Ck# 002018E 6/6/2017			
Cash Payment	E 100-43000-240 Small Tools and Minor E Strongway B/P 4 Gallon Sprayer				\$69.99
Invoice	0191027130 5/16/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total \$69.99
Refer	2021 BROCK WHITE	-			
Cash Payment	E 100-43121-224 Street Maint Materials Roadsaver 535MN Sealant				\$2,067.00
Invoice	12780299-00 5/12/2017				
Transaction Date	5/22/2017	Due 0	Cash	10100	Total \$2,067.00
Refer	2020 BUFF N GLO	-			

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Payments

Current Period: June 2017

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE Ford F-250 Oil Change					\$35.73
Invoice	90043625984	3/14/2017				
Transaction Date	5/22/2017	Due 0	Cash	10100	Total	\$35.73
Refer	2025 CARSON, CLELLAND & SCHREDE					
Cash Payment	E 100-41610-304 Legal Fees					\$198.85
Invoice		5/26/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$198.85
Refer	2029 COLLABORATIVE PLANNING LLC					
					Ck# 002025E 6/6/2017	
Cash Payment	E 100-41910-310 Other Professional Servi				General Planning	\$2,525.00
Invoice	2017-045	5/30/2017				
Cash Payment	G 818-20200 Accounts Payable				311 Jansen - Shed Variance	\$49.00
Invoice	2017-046	5/30/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$2,574.00
Refer	2040 COLONIAL LIFE					
Cash Payment	G 100-21706 Medical/Dental Ins				Supplemental Insurance - June 2017	\$30.26
Invoice	4475836-060100	5/22/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$30.26
Refer	2016 DELTA DENTAL					
Cash Payment	G 100-21706 Medical/Dental Ins				Dental Premiums - June 2017	\$83.40
Invoice	6910924	5/15/2017				
Transaction Date	5/15/2017	Due 0	Cash	10100	Total	\$83.40
Refer	2039 DMJ ASPHALT INC					
Cash Payment	E 100-43121-224 Street Maint Materials				Asphalt Repairs - Riverview Road	\$6,880.00
Invoice	13659	5/22/2017				
Transaction Date	5/26/2017	Due 0	Cash	10100	Total	\$6,880.00
Refer	2023 FAMILY HERITAGE LIFE INSURAN					
					Ck# 002012E 6/6/2017	
Cash Payment	G 100-21706 Medical/Dental Ins				Supplemental Insurance - May 2017	\$33.20
Invoice	633471	5/15/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$33.20
Refer	2022 FINANCE & COMMERCE					
Cash Payment	E 411-41970-351 Legal Notices Publishing				Public Works Bldg Affidavit of Publication	\$160.75
Invoice	743283672	5/19/2017			Project 208218	
Transaction Date	5/22/2017	Due 0	Cash	10100	Total	\$160.75
Refer	2034 FIRE SAFETY USA, INC.					
Cash Payment	E 100-42220-221 Equipment Parts				MSA Altair 4X Gas Detector	\$910.00
Invoice	100710	5/26/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$910.00
Refer	2009 FIRST SOURCE SOLUTIONS					
Cash Payment	E 100-41435-310 Other Professional Servi				Background Check J. Heinz	\$76.25
Invoice	FL00172965	5/5/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total	\$76.25
Refer	2032 GREEN, CAROL					
Cash Payment	G 100-22000 Deposits				Hall Damage Deposit Refund - 5/28/17 Event	\$200.00
Invoice		5/31/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$200.00

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Payments

Current Period: June 2017

Refer	2013 GUIDANCE POINT TECHNOLOGIE	-				
Cash Payment	E 100-41600-310 Other Professional Servi	Resolve Brian's Remote Access				\$67.50
Invoice	10790	5/13/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total	\$67.50
Refer	2026 GWRRA CHAPTER Q	-				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 5/21/17 Event				\$200.00
Invoice		5/23/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$200.00
Refer	2027 HANOVER WINE & SPIRITS LLC	-				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 5/19/17 Event				\$200.00
Invoice		5/23/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$200.00
Refer	2034 HEINS, DENICE	Ck# 002015E 6/6/2017				
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - July 2017				\$120.00
Invoice		5/25/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total	\$120.00
Refer	2037 INITIAL ATTACK FIRE TRAINING	-				
Cash Payment	E 100-42240-208 Training and Instruction	Live Burn / Ventilation Simulator on 5/30/17				\$1,500.00
Invoice		5/29/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$1,500.00
Refer	2031 KENYON, TANEAL	-				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 5/27/17 Event				\$200.00
Invoice		5/31/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$200.00
Refer	2011 LOFFLER COMPANIES, INC.	-				
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Overage 4-17-17 to 5-16-17				\$623.80
Invoice	2519335	5/10/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total	\$623.80
Refer	2017 MCFOA	Ck# 002010E 6/6/2017				
Cash Payment	E 100-41400-306 Dues & Subscriptions	MCFOA Dues for Brian 7-1-17 to 12-31-17				\$20.00
Invoice		5/22/2017				
Cash Payment	G 100-15500 Prepaid Items	MCFOA Dues for Brian 1-1-18 to 6-30-18				\$20.00
Invoice		5/22/2017				
Transaction Date	5/22/2017	Due 0	Cash	10100	Total	\$40.00
Refer	2018 MCFOA	Ck# 002011E 6/6/2017				
Cash Payment	E 100-41430-306 Dues & Subscriptions	MCFOA Dues for Jackie 7-1-17 to 12-31-17				\$20.00
Invoice		5/22/2017				
Cash Payment	G 100-15500 Prepaid Items	MCFOA Dues for Jackie 1-1-18 to 6-30-18				\$20.00
Invoice		5/22/2017				
Transaction Date	5/22/2017	Due 0	Cash	10100	Total	\$40.00
Refer	2015 MENARDS-BUFFALO	-				
Cash Payment	E 100-45200-580 Other Equipment	Lumber to Move Ball Shed				\$109.72
Invoice	41025	5/15/2017				
Transaction Date	5/15/2017	Due 0	Cash	10100	Total	\$109.72
Refer	2033 METRO WEST INSPECTION SERVI	-				

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Payments

Current Period: June 2017

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 120-16 - 621 Kayla Lane			\$66.50
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 180-16 - 607 Kayla Lane			\$1,299.19
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 8-17 - 11939 9th St. NE			\$33.25
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 14-17 - 10190 Kaitlin Ave.			\$230.81
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 18-17 - 10267 3rd Street NE			\$115.45
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 29-17 - 10235 3rd St. NE			\$33.25
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 33-17 - 1386 Irvine Drive			\$35.00
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 34-17 - 1445 Esterly Oaks Drive			\$35.00
Invoice 1067	5/22/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 36-17 - 562 Kayla Lane			\$33.25
Invoice 1067	5/22/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total \$1,881.70
Refer	<u>2010 MN CITY/COUNTY MANAGAMENT</u>				
Cash Payment	E 100-41400-306 Dues & Subscriptions	MCMA Dues for Brian 5-1-17 to 12-31-17			\$66.72
Invoice	5/18/2017				
Cash Payment	G 100-15500 Prepaid Items	MCMA Dues for Brian 1-1-17 to 4-30-18			\$33.28
Invoice	5/18/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total \$100.00
Refer	<u>2038 NELSON AUTO CENTER</u>				
Cash Payment	E 403-42260-550 Motor Vehicles	2017 Dodge Ram 3500 4WD Crew Cab			\$34,046.98
Invoice F17819	5/18/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total \$34,046.98
Refer	<u>2028 OLSON, DANIELLE</u>				
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Refund - 5/21/17 Event			\$100.00
Invoice	5/23/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total \$100.00
Refer	<u>2019 PLUNKETTS</u>				
Cash Payment	E 100-41940-310 Other Professional Servi	Pest Control			\$144.72
Invoice 5667732	5/3/2017				
Transaction Date	5/22/2017	Due 0	Cash	10100	Total \$144.72
Refer	<u>2035 RANDYS ENVIRONMENTAL SERVI Ck# 002016E 6/6/2017</u>				
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - May 2017			\$3,089.06
Invoice 1-166922-2	5/19/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total \$3,089.06
Refer	<u>2036 RANDYS ENVIRONMENTAL SERVI Ck# 002017E 6/6/2017</u>				
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	Standard Trash - City Hall - June 2017			\$204.29
Invoice 1-274356-2	5/19/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total \$204.29
Refer	<u>2030 S E H Ck# 002026E 6/6/2017</u>				

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Payments

Current Period: June 2017

Cash Payment	E 201-41330-310 Other Professional Servi	EDA Services - April 2017				\$422.50
Invoice	332934	5/15/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$422.50
Refer	2031 <i>SUN LIFE FINANCIAL</i>	-				
Cash Payment	G 100-21707 Life Ins	Life Insurance - June 2017				\$231.55
Invoice	5461158	5/24/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total	\$231.55
Refer	2027 <i>VEOLIA WATER NORTH AMERICA</i>	-				
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - July 2017				\$2,948.02
Invoice	00068653	6/15/2017				
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - July 2017				\$4,071.06
Invoice	00068653	6/15/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$7,019.08
Refer	2035 <i>VERIZON</i>	-				
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 04/03 - 05/02				\$50.84
Invoice	9785001581	5/28/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$50.84
Refer	2041 <i>VISA - BANKWEST</i>	-				
Cash Payment	E 100-43000-208 Training and Instruction	3 Pesticide Applicator Books				\$81.95
Invoice		5/19/2017				
Cash Payment	E 100-41110-437 Other Miscellaneous	Council Dinner				\$37.20
Invoice		5/19/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Envelopes, Writing Pads, Markers, Paper				\$148.51
Invoice		5/19/2017				
Cash Payment	E 100-41570-207 Computer Supplies	4 Year hanovermn.com Renewal				\$73.95
Invoice		5/19/2017				
Cash Payment	E 100-41970-341 Employment	Public Works Position Ad				\$58.00
Invoice		5/19/2017				
Cash Payment	E 100-41970-341 Employment	Public Works Position Ad				\$35.62
Invoice		5/19/2017				
Cash Payment	E 100-41570-207 Computer Supplies	Web Forwarding for hanovermn.com Domain				\$64.95
Invoice		5/19/2017				
Cash Payment	E 100-42280-215 Shop Supplies	Fuel for Pressure Washer				\$32.71
Invoice		5/19/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Kerosene for Pressure Washer				\$43.94
Invoice		5/19/2017				
Cash Payment	E 100-43000-208 Training and Instruction	Computer Class for Jason				\$278.00
Invoice		5/19/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Jason D & Jackie H Magnetic Fasteners				\$23.49
Invoice		5/19/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Shipping for FD Antique Radiator Part to Get Fixed				\$76.39
Invoice		5/19/2017				
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$28.00
Invoice		5/19/2017				
Cash Payment	E 100-41570-205 Bank Fees	Over Limit Fee				\$36.21
Invoice		5/19/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$1,018.92

CITY OF HANOVER

Payments

Current Period: June 2017

Refer	2025 VISION STAFFING SOLUTIONS	Ck# 002013E 6/6/2017				
Cash Payment	E 100-43000-310 Other Professional Servi	Temp Help 5/8/17 - 5/12/17				\$1,284.15
Invoice	59202	5/18/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$1,284.15
Refer	2028 VISION STAFFING SOLUTIONS	Ck# 002024E 6/6/2017				
Cash Payment	E 100-43000-310 Other Professional Servi	Temp Help (19.0 Hrs) - Crack Filling				\$399.00
Invoice	59284	5/25/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$399.00
Refer	2038 W L CONSTRUCTION SUPPLY, INC					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	K-12 Saw Blade				\$419.99
Invoice	13333	4/6/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$419.99
Refer	2032 WESTBRIDGE COMMUNITY CHUR					
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 5/13/17 Event				\$120.00
Invoice		5/25/2017				
Transaction Date	5/25/2017	Due 0	Cash	10100	Total	\$120.00
Refer	2014 WEX BANK - FD					
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel				\$118.29
Invoice	49836715	5/15/2017				
Transaction Date	5/18/2017	Due 0	Cash	10100	Total	\$118.29
Refer	2039 WEX BANK-PW					
Cash Payment	E 100-43000-212 Motor Fuels	Public Works - Fuel				\$189.47
Invoice	49838399	5/15/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Public Works - Shop				\$29.90
Invoice	49838399	5/15/2017				
Cash Payment	E 100-45200-212 Motor Fuels	Parks - Fuel				\$30.19
Invoice	49838399	5/15/2017				
Transaction Date	5/31/2017	Due 0	Cash	10100	Total	\$249.56
Refer	2029 WRIGHT-HENNEPIN COOPERATIV	Ck# 002014E 6/6/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Jansen Ave Siren / Eagle View Park				\$200.78
Invoice	15016809998	5/23/2017				
Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$200.78
Refer	2024 XCEL ENERGY					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station - 4/8/17 - 5/6/17				\$278.93
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-41940-381 Electric Utilities	City Hall - 4/8/17 - 5/6/17				\$635.40
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting - 4/6/17 - 5/7/17				\$76.73
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Ave NE - 4/6/17 - 5/7/17				\$38.83
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park - 4/9/17 - 5/8/17				\$15.55
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE - 4/9/17 - 5/8/17				\$12.10
Invoice	51-8918630-5	5/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	751 LaBeaux Ave NE - 4/9/17 - 5/8/17				\$71.34
Invoice	51-8918630-5	5/16/2017				

CITY OF HANOVER

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Payments

Current Period: June 2017

Transaction Date	5/23/2017	Due 0	Cash	10100	Total	\$1,128.88
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Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$49.00
602 SEWER ENTERPRISE FUND	\$4,071.06
601 WATER ENTERPRISE FUND	\$2,948.02
411 FACILITIES CAPITAL PROJ FUND	\$160.75
403 FIRE DEPT CAPITAL FUND	\$34,046.98
201 EDA SPECIAL REVENUE FUND	\$422.50
100 GENERAL FUND	\$29,955.02
	<hr/>
	\$71,653.33

Pre-Written Check	\$9,751.54
Checks to be Generated by the Computer	\$61,901.79
Total	<hr/>
	\$71,653.33

CITY OF HANOVER

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*Check Summary Register©

Cks 6/6/2017 - 6/6/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002009E AFLAC	6/6/2017	\$80.21	Supplemental Insurance - May 2
Paid Chk# 002010E MCFOA	6/6/2017	\$40.00	MCFOA Dues for Brian 7-1-17 to
Paid Chk# 002011E MCFOA	6/6/2017	\$40.00	MCFOA Dues for Jackie 7-1-17 t
Paid Chk# 002012E FAMILY HERITAGE LIFE INSURA	6/6/2017	\$33.20	Supplemental Insurance - May 2
Paid Chk# 002013E VISION STAFFING SOLUTIONS	6/6/2017	\$1,284.15	Temp Help 5/8/17 - 5/12/17
Paid Chk# 002014E Wright-Hennepin Coop Electric	6/6/2017	\$200.78	Jansen Ave Siren / Eagle View
Paid Chk# 002015E Heins, Denice	6/6/2017	\$120.00	Storage - July 2017
Paid Chk# 002016E Randy's Environmental Services	6/6/2017	\$3,089.06	Recycling - May 2017
Paid Chk# 002017E Randy's Environmental Services	6/6/2017	\$204.29	Standard Trash - City Hall - J
Paid Chk# 002018E BLUE TARP FINANCIAL	6/6/2017	\$69.99	Strongway B/P 4 Gallon Sprayer
Paid Chk# 002023E BIFFS INC.	6/6/2017	\$427.87	Pheasant Run Park Mini Biff Svc
Paid Chk# 002024E VISION STAFFING SOLUTIONS	6/6/2017	\$399.00	Temp Help (19.0 Hrs) - Crack F
Paid Chk# 002025E Collaborative Planning LLC	6/6/2017	\$2,574.00	General Planning
Paid Chk# 002026E Short Elliott Hendrickson, Inc	6/6/2017	\$422.50	EDA Services - April 2017
Paid Chk# 002027E ALLINA HEALTH SYSTEM	6/6/2017	\$729.50	Medical Direction 2nd Quarter
Paid Chk# 002028E A-1 OUTDOOR POWER, INC.	6/6/2017	\$36.99	Pully Starter for Engine 12
Paid Chk# 032623 AT&T MOBILITY	6/6/2017	\$138.02	PW Cell Phone - 4/18/17 - 5/17
Paid Chk# 032624 BANYON DATA SYSTEMS	6/6/2017	\$1,590.00	Banyon Support Services 2017
Paid Chk# 032625 BROCK WHITE	6/6/2017	\$2,067.00	Roadsaver 535MN Sealant
Paid Chk# 032626 BUFF N GLO	6/6/2017	\$35.73	Ford F-250 Oil Change
Paid Chk# 032627 CARSON, CLELLAND & SCHRED	6/6/2017	\$198.85	Legal Support/Work - May 2017
Paid Chk# 032628 COLONIAL LIFE	6/6/2017	\$30.26	Supplemental Insurance - June
Paid Chk# 032629 Delta Dental of Minnesota	6/6/2017	\$83.40	Dental Premiums - June 2017
Paid Chk# 032630 DMJ ASPHALT INC	6/6/2017	\$6,880.00	Asphalt Repairs - Riverview Ro
Paid Chk# 032631 FINANCE & COMMERCE	6/6/2017	\$160.75	Public Works Bldg Affidavit of
Paid Chk# 032632 FIRE SAFETY USA, INC.	6/6/2017	\$910.00	MSA Altair 4X Gas Detector
Paid Chk# 032633 FIRST SOURCE SOLUTIONS	6/6/2017	\$76.25	Background Check J. Heinz
Paid Chk# 032634 GREEN, CAROL	6/6/2017	\$200.00	Hall Damage Deposit Refund - 5
Paid Chk# 032635 Guidance Point Technologies	6/6/2017	\$67.50	Resolve Brian's Remote Access
Paid Chk# 032636 GWRRA CHAPTER Q	6/6/2017	\$200.00	Hall Damage Deposit Refund - 5
Paid Chk# 032637 Hanover Wine & Spirits LLC	6/6/2017	\$200.00	Hall Damage Deposit Refund - 5
Paid Chk# 032638 INITIAL ATTACK FIRE TRAINING	6/6/2017	\$1,500.00	Live Burn / Ventilation Simula
Paid Chk# 032639 KENYON, TANEAL	6/6/2017	\$200.00	Hall Damage Deposit Refund - 5
Paid Chk# 032640 LOFFLER COMPANIES, INC.	6/6/2017	\$623.80	Contract Overage 4-17-17 to 5-
Paid Chk# 032641 MENARDS-BUFFALO	6/6/2017	\$109.72	Lumber to Move Ball Shed
Paid Chk# 032642 METRO WEST INSPECTION SER	6/6/2017	\$1,881.70	Pmt 29-17 - 10235 3rd St. NE
Paid Chk# 032643 MN CITY/COUNTY MANAGAMEN	6/6/2017	\$100.00	MCMA Dues for Brian 1-1-17 to
Paid Chk# 032644 NELSON AUTO CENTER	6/6/2017	\$34,046.98	2017 Dodge Ram 3500 4WD Crew C
Paid Chk# 032645 OLSON, DANIELLE	6/6/2017	\$100.00	Shelter Damage Deposit Refund
Paid Chk# 032646 PLUNKETTS	6/6/2017	\$144.72	Pest Control
Paid Chk# 032647 Sun Life Financial	6/6/2017	\$231.55	Life Insurance - June 2017
Paid Chk# 032648 Veolia Water North America	6/6/2017	\$7,019.08	Water Services - July 2017
Paid Chk# 032649 Verizon Wireless	6/6/2017	\$50.84	iPad Data Plan - 04/03 - 05/02
Paid Chk# 032650 VISA	6/6/2017	\$1,018.92	Public Works Position Ad
Paid Chk# 032651 W L CONSTRUCTION SUPPLY, I	6/6/2017	\$419.99	K-12 Saw Blade
Paid Chk# 032652 WESTBRIDGE COMMUNITY CHU	6/6/2017	\$120.00	Hall Damage Deposit Refund - 5

CITY OF HANOVER

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*Check Summary Register©

Cks 6/6/2017 - 6/6/2017

Name	Check Date	Check Amt	
Paid Chk# 032653 WEX BANK - FD	6/6/2017	\$118.29	FD Fuel
Paid Chk# 032654 WEX BANK	6/6/2017	\$249.56	Public Works - Fuel
Paid Chk# 032655 XCEL ENERGY	6/6/2017	\$1,128.88	1033 Mallard St NE - 4/9/17 -
Total Checks		\$71,653.33	

FILTER: None

CITY OF HANOVER

Cash Balances

June 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$397,386.54	\$0.00	\$40,065.12	\$357,321.42
107 FIRE DEPT DONATIONS FUND	\$23,687.31	\$0.00	\$0.00	\$23,687.31
201 EDA SPECIAL REVENUE FUND	\$131,406.83	\$0.00	\$422.50	\$130,984.33
205 EDA BUSINESS INCENTIVE FUND	\$245,296.77	\$0.00	\$0.00	\$245,296.77
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	\$34,046.98	\$177,041.20
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	\$1,426,488.38	\$0.00	\$160.75	\$1,426,327.63
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	\$821,792.35	\$0.00	\$2,948.02	\$818,844.33
602 SEWER ENTERPRISE FUND	\$386,261.55	\$0.00	\$4,071.06	\$382,190.49
603 STORM WATER ENTERPRISE FUND	\$206,895.44	\$0.00	\$0.00	\$206,895.44
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	\$163.46	\$547,841.25
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	\$28,000.00	\$0.00	\$0.00	\$28,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$0.00	\$0.00	\$28,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$0.00	\$0.00	\$14,000.00
818 MISC ESCROWS FUND	\$10,058.17	\$0.00	\$49.00	\$10,009.17
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
	\$9,010,127.29	\$0.00	\$81,926.89	\$8,928,200.40

CCS Carson, Clelland & Schreder

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

May 26, 2017

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

Professional Services

Amount

Criminal

5/8/2017	Review and prepare files for 5/10 hearings	24.38
5/10/2017	Attend morning and afternoon calendars at Brookdale court	24.38
5/11/2017	Update files from 5/10 hearings	24.38
	Preparation of one complaint	40.00
5/17/2017	Handle afternoon calendar at Brookdale court	24.38
5/24/2017	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	28.13

SUBTOTAL: [184.40]

For professional services rendered \$184.40

Client Expense Charges :

Criminal Expenses:

Monthly support fee	# 100-41610 - 304	14.45
SUBTOTAL:	City Attorney ↳ Legal Fees	[14.45]
Total Client Expense Charges		\$14.45
Total amount of this bill		\$198.85

MAY 30 2017

	<u>Amount</u>
Previous balance	\$131.34
Balance due	\$330.19

pd 5/16/17
ck # 32593

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

2025

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

May 30, 2017

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- General Planning
Invoice # 2017-045

Date	Task	Hours	Amount
3/1/2017	Prepare ordinance and memo for council agenda, email to Brian. Phone conference with Brian, various re: Stewart.	1.25	126.25
3/2/2017	Edit checklist, emails with Amy. Phone conference with Brian. Review packet.	1	101.00
3/3/2017	Meeting with potential property purchaser re: land split. Meeting with Brian/Amy.	3	303.00
3/6/2017	Various re: public works site.	0.25	25.25
3/7/2017	Attend City Council meeting.	4	404.00
3/8/2017	Phone conference with Amy, emails re: 11413 Crow River Dr.	0.5	50.50
3/10/2017	Various emails, phone conference with property owner.	0.5	50.50
3/14/2017	Emails re: PHS West.	0.25	25.25
3/17/2017	Phone conference with assessor re: Sibley lots.	0.25	25.25
3/20/2017	Phone conference with realtor, various emails. Phone conference with Amy.	1	101.00
3/21/2017	Phone conference with Amy.	0.25	25.25
3/23/2017	Phone conference with Lennar re: Crow River Heights, prepare info, various emails. Various re: 11413 Crow River Drive.	1.25	126.25
3/24/2017	Phone conference with Brian re: various projects. Various re: industrial park lot, JS Stewart, Lennar, Anderson property.	2	202.00
3/25/2017	Attend goal setting.	8.5	858.50
3/27/2017	Various emails.	0.25	25.25
3/28/2017	Various emails.	0.25	25.25
3/29/2017	Various re: 11413 Crow River Dr.	0.25	25.25
3/31/2017	Various emails.	0.25	25.25
		<hr/> 25	<hr/> \$2,525.00

100-41910-310 *JP*
Planning & Zoning
↳ Other Prof. Svcs.

Additional Charges

\$0.00

Total Amount of this Invoice

\$2,525.00

City of Hanover
General Planning

MAY 30 2017

May 30, 2017
Page 1

Previous Balance	\$1,919.00
Payments Received	\$1,919.00
Balance Due	\$2,525.00

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

May 30, 2017

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- 311 Jansen - *Shed Variance*
Invoice # 2017-046

Date	Task	Hours	Amount
3/29/2017	Draft 15.99 letter. Phone conference with Amy. Various emails.	0.5	49.00
		<hr/>	
		0.5	\$49.00

Additional Charges	\$0.00
Total Amount of this Invoice	<u>\$49.00</u>
Previous Balance	\$147.00
Payments Received	\$147.00
Balance Due	\$49.00

818-20200 *GH*
Misc. Escrows Fund
↳ A/P

MAY 30 2017



Invoice

Invoice Number: 332934

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

2026



BILL TO:

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

Pay This Amount **\$422.50**
Due Date 14-JUN-17
Invoice Date 15-MAY-17
Bill Through Date 30-APR-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 - 310
EDA Spc. Revenue Fund
↳ Boards + Commissions → Other Prof. Svcs.

Direct

Personnel	Hours	Rate	Amount
Graff, Mary A	0.25	90.00	\$22.50
Peper, Heidi L	2.50	160.00	\$400.00
	<u>2.75</u>		<u>\$422.50</u>

Invoice total **\$422.50**

Project Billing Summary

	<u>Current Amount Due</u>	Previously Invoiced	Cumulative
Totals	\$422.50	\$1,735.00	\$2,157.50

MAY 25 2017

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	June 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	\$0.00	\$3,792.44	\$12,000.00	\$8,207.56	31.60%
Source Alt Code TAXES		\$0.00	\$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	\$0.00	\$5,120.00	\$9,175.00	\$4,055.00	55.80%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$200.00	\$400.00	\$200.00	50.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$1,000.00	\$1,500.00	\$500.00	66.67%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$18.00	\$50.00	\$32.00	36.00%
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	\$26,640.72	\$114,324.87	\$87,684.15	23.30%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,560.90	\$6,000.00	\$4,439.10	26.02%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$1,252.31	\$3,000.00	\$1,747.69	41.74%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
Source Alt Code SERVICE		\$0.00	\$37,941.93	\$136,449.87	\$98,507.94	27.81%
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	\$0.00	\$10,385.00	\$10,370.00	-\$15.00	100.14%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$950.00	\$100.00	-\$850.00	950.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$25,186.36	\$50,000.00	\$24,813.64	50.37%
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	\$19.00	\$50.00	\$31.00	38.00%
Source Alt Code LIC PERM		\$0.00	\$38,140.36	\$62,120.00	\$23,979.64	61.40%
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	\$3,290.00	\$36,000.00	\$32,710.00	9.14%
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	\$3,290.00	\$150,008.00	\$146,718.00	2.19%
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		\$0.00	\$154,442.08	\$1,326,541.39	\$1,172,099.31	11.64%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$0.00	\$154,442.08	\$1,326,541.39	\$1,172,099.31	11.64%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
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 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$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	\$37.20	\$627.49	\$3,000.00	\$2,372.51	20.92%
Dept 41110 Council		\$37.20	\$6,239.67	\$23,241.50	\$17,001.83	26.85%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$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%
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	\$27,887.50	\$69,629.63	\$41,742.13	40.05%
CITYADM	E 100-41400-121 PERA	\$200.78	\$2,205.23	\$5,222.22	\$3,016.99	42.23%
CITYADM	E 100-41400-122 FICA	\$165.98	\$1,823.01	\$4,317.04	\$2,494.03	42.23%
CITYADM	E 100-41400-123 Medicare	\$38.82	\$426.37	\$1,009.63	\$583.26	42.23%
CITYADM	E 100-41400-134 Employer Paid Life	\$14.67	\$163.26	\$384.00	\$220.74	42.52%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$334.78	\$3,682.58	\$8,400.00	\$4,717.42	43.84%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$431.00	\$1,500.00	\$1,069.00	28.73%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$86.72	\$253.80	\$500.00	\$246.20	50.76%
Dept 41400 City Administrator		\$3,518.82	\$36,872.75	\$90,962.52	\$54,089.77	40.54%
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	\$17,524.03	\$43,739.90	\$26,215.87	40.06%
CLERICAL	E 100-41430-121 PERA	\$126.18	\$1,385.55	\$3,280.49	\$1,894.94	42.24%
CLERICAL	E 100-41430-122 FICA	\$104.31	\$1,145.40	\$2,711.87	\$1,566.47	42.24%
CLERICAL	E 100-41430-123 Medicare	\$24.39	\$267.83	\$634.23	\$366.40	42.23%
CLERICAL	E 100-41430-134 Employer Paid Life	\$59.52	\$645.96	\$1,440.00	\$794.04	44.86%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$334.78	\$3,682.58	\$8,400.00	\$4,717.42	43.84%
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	\$20.00	\$37.50	\$250.00	\$212.50	15.00%
Dept 41430 Clerical Staff		\$2,351.58	\$24,688.85	\$60,956.49	\$36,267.64	40.50%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$76.25	\$226.25	\$500.00	\$273.75	45.25%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$215.40	\$2,000.00	\$1,784.60	10.77%
Dept 41435 Staff Expenses		\$76.25	\$441.65	\$2,800.00	\$2,358.35	15.77%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$1,425.00	\$20,406.01	\$52,954.72	\$32,548.71	38.53%
ACCTING	E 100-41530-121 PERA	\$106.88	\$1,264.92	\$3,971.60	\$2,706.68	31.85%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$88.35	\$1,256.26	\$3,283.19	\$2,026.93	38.26%
ACCTING	E 100-41530-123 Medicare	\$20.66	\$293.78	\$767.84	\$474.06	38.26%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$326.80	\$996.00	\$669.20	32.81%
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	\$0.00	\$4,853.00	\$0.00	-\$4,853.00	0.00%
Dept 41530 Accounting		\$1,640.89	\$32,060.77	\$74,023.35	\$41,962.58	43.31%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$17,500.00	\$24,300.00	\$6,800.00	72.02%
Dept 41540 Auditing		\$0.00	\$17,500.00	\$24,300.00	\$6,800.00	72.02%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$11,053.00	\$18,000.00	\$6,947.00	61.41%
Dept 41550 Assessing		\$0.00	\$11,053.00	\$18,000.00	\$6,947.00	61.41%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$172.00	\$767.48	\$3,500.00	\$2,732.52	21.93%
PURCHASE	E 100-41570-205 Bank Fees	\$36.21	\$127.50	\$100.00	-\$27.50	127.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$1,728.90	\$9,790.08	\$12,000.00	\$2,209.92	81.58%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$623.80	\$1,618.58	\$4,000.00	\$2,381.42	40.46%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$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		\$2,560.91	\$13,243.21	\$21,600.00	\$8,356.79	61.31%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$95.50	\$2,422.99	\$4,000.00	\$1,577.01	60.57%
Dept 41600 Computer		\$95.50	\$2,422.99	\$4,000.00	\$1,577.01	60.57%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$198.85	\$5,653.69	\$22,440.16	\$16,786.47	25.19%
Dept 41610 City Attorney		\$198.85	\$5,653.69	\$22,440.16	\$16,786.47	25.19%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$2,525.00	\$5,883.25	\$29,500.00	\$23,616.75	19.94%
Dept 41910 Planning and Zoning		\$2,525.00	\$5,883.25	\$29,500.00	\$23,616.75	19.94%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,080.07	\$1,500.00	\$419.93	72.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$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	\$144.72	\$2,462.71	\$1,000.00	-\$1,462.71	246.27%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$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%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$635.40	\$2,942.33	\$11,250.00	\$8,307.67	26.15%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,265.93	\$6,250.00	\$3,984.07	36.25%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$204.29	\$1,299.69	\$3,250.00	\$1,950.31	39.99%
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	\$1,011.70	\$4,500.00	\$3,488.30	22.48%
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		\$1,104.41	\$15,976.03	\$42,300.00	\$26,323.97	37.77%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$6,110.50	\$32,500.00	\$26,389.50	18.80%
Dept 41950 Engineer		\$0.00	\$6,110.50	\$32,500.00	\$26,389.50	18.80%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
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	\$93.62	\$362.16	\$300.00	-\$62.16	120.72%
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		\$93.62	\$574.00	\$2,850.00	\$2,276.00	20.14%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$42,729.29	\$101,748.00	\$59,018.71	42.00%
Dept 42102 Wright County Sheriff		\$0.00	\$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	\$0.00	\$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	\$0.00	\$410.98	\$200.00	-\$210.98	205.49%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$1,909.25	\$4,000.00	\$2,090.75	47.73%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$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%
Dept 42210 Fire Dept Administration		\$0.00	\$9,760.51	\$77,254.96	\$67,494.45	12.63%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$910.00	\$1,797.52	\$13,500.00	\$11,702.48	13.31%
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	\$0.00	\$552.38	\$5,000.00	\$4,447.62	11.05%
Dept 42220 Fire Dept Equipment		\$910.00	\$4,806.15	\$25,350.00	\$20,543.85	18.96%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$1,500.00	\$2,391.37	\$12,500.00	\$10,108.63	19.13%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$729.50	\$1,491.25	\$3,000.00	\$1,508.75	49.71%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$656.03	\$1,500.00	\$843.97	43.74%
Dept 42240 Fire Dept Training		\$2,229.50	\$4,538.65	\$17,000.00	\$12,461.35	26.70%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$118.29	\$647.83	\$4,500.00	\$3,852.17	14.40%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$533.37	\$3,596.01	\$9,000.00	\$5,403.99	39.96%
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	\$0.00	\$3,439.00	\$7,465.00	\$4,026.00	46.07%
Dept 42260 Fire Vehicles		\$651.66	\$7,682.84	\$22,965.00	\$15,282.16	33.45%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$32.71	\$51.71	\$1,650.00	\$1,598.29	3.13%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$373.05	\$3,500.00	\$3,126.95	10.67%

CITY OF HANOVER
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Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$50.84	\$1,221.83	\$800.00	-\$421.83	152.73%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$278.93	\$1,193.65	\$4,500.00	\$3,306.35	26.53%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,316.07	\$3,000.00	\$1,683.93	43.87%
Dept 42280	Fire Stations and Bldgs	\$362.48	\$4,156.31	\$13,625.00	\$9,468.69	30.51%
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	\$1,881.70	\$23,343.38	\$17,500.00	-\$5,843.38	133.39%
Dept 42401	Building Inspection Admin	\$1,881.70	\$23,343.38	\$17,500.00	-\$5,843.38	133.39%
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	\$2,000.75	\$40,348.02	\$116,803.34	\$76,455.32	34.54%
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	\$852.50	\$3,276.00	\$15,000.00	\$11,724.00	21.84%
PUBWRKS	E 100-43000-121 PERA	\$150.06	\$3,002.99	\$10,279.11	\$7,276.12	29.21%
PUBWRKS	E 100-43000-122 FICA	\$175.76	\$2,875.57	\$8,250.88	\$5,375.31	34.85%
PUBWRKS	E 100-43000-123 Medicare	\$41.10	\$672.50	\$2,285.25	\$1,612.75	29.43%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$33.86	\$698.19	\$2,832.00	\$2,133.81	24.65%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$11.90	\$500.00	\$488.10	2.38%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$406.21	\$7,345.97	\$27,600.00	\$20,254.03	26.62%
PUBWRKS	E 100-43000-208 Training and Instructio	\$359.95	\$1,309.95	\$2,500.00	\$1,190.05	52.40%
PUBWRKS	E 100-43000-212 Motor Fuels	\$189.47	\$1,753.33	\$7,000.00	\$5,246.67	25.05%
PUBWRKS	E 100-43000-215 Shop Supplies	\$73.84	\$1,471.37	\$2,500.00	\$1,028.63	58.85%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$35.73	\$4,687.26	\$6,000.00	\$1,312.74	78.12%
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	\$69.99	\$4,621.45	\$5,000.00	\$378.55	92.43%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$441.12	\$3,000.00	\$2,558.88	14.70%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,683.15	\$5,289.41	\$19,000.00	\$13,710.59	27.84%
PUBWRKS	E 100-43000-321 Telephone	\$138.02	\$791.80	\$2,800.00	\$2,008.20	28.28%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$6,210.39	\$79,389.45	\$234,100.58	\$154,711.13	33.91%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$8,947.00	\$12,474.70	\$50,000.00	\$37,525.30	24.95%
Dept 43121	Paved Streets	\$8,947.00	\$12,474.70	\$50,000.00	\$37,525.30	24.95%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$795.00	\$10,000.00	\$9,205.00	7.95%
Dept 43122	Unpaved Streets	\$0.00	\$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%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	\$38.83	\$8,408.32	\$25,000.00	\$16,591.68	33.63%
Dept 43160 Street Lighting		\$38.83	\$8,408.32	\$25,000.00	\$16,591.68	33.63%
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	\$3,089.06	\$15,752.23	\$36,000.00	\$20,247.77	43.76%
Dept 43245 Recycling: Refuse		\$3,089.06	\$15,752.23	\$36,000.00	\$20,247.77	43.76%
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	\$30.19	\$94.84	\$2,000.00	\$1,905.16	4.74%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$502.29	\$5,000.00	\$4,497.71	10.05%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$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	\$376.50	\$1,190.72	\$2,000.00	\$809.28	59.54%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$0.00	\$1,600.00	\$2,200.00	\$600.00	72.73%
PARKS	E 100-45200-580 Other Equipment	\$537.59	\$1,637.59	\$7,000.00	\$5,362.41	23.39%
Dept 45200 Parks (GENERAL)		\$944.28	\$5,697.39	\$36,500.00	\$30,802.61	15.61%
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%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205 Damage Deposit Refunds		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360 Transfers Out						
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360 Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800 Transit (GENERAL)						
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 49800 Transit (GENERAL)		\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Fund 100 GENERAL FUND		\$39,467.93	\$439,189.00	\$1,326,541.16	\$887,352.16	33.11%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$39,467.93	\$439,189.00	\$1,326,541.16	\$887,352.16	33.11%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 6th day of June, 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 06-06-17-52

A RESOLUTION ACCEPTING DONATION FROM HANOVER LIONS CLUB

WHEREAS, the Hanover Lions Club has donated \$1,000 to the Hanover Fire Department to be used towards medical equipment for a Fire Department Vehicle.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$1,000 from the Hanover Lions Club.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

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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 06-06-17-53

APPROVING WRIGHT COUNTY LIQUOR LICENSE RENEWALS

WHEREAS, the following establishments have provided all necessary application materials, proof of insurance, and fees prior to forwarding said application to the State of Minnesota for approval:

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

WHEREAS, the Wright County Sheriff has reviewed and supports the renewals.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the liquor licenses described above for a period of one year beginning July 1, 2017.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Brian Hagen, City Administrator

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

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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 06-06-17-54

A RESOLUTION APPROVING EDA RENT REIMBURSEMENT REQUEST

WHEREAS, the Hanover Economic Development Authority approved a business incentive to Patty Yantes, Living Essentially Sp'Oiled, for rent reimbursement; and

WHEREAS, Yantes submitted an application for three months' rent at a rate of \$1,000/month; and

WHEREAS, the Rent Reimbursement Program allows a maximum contribution of \$800/month for three months.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the rent reimbursement through the Hanover Economic Development Authority business incentive fund in the amount of \$2,400.00.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

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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 06-06-17-55

A RESOLUTION APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE

WHEREAS, the Hanover Harvest Festival is an annual event held in Settler’s Park; and

WHEREAS, the Hanover Lions Club has historically sold beer under their annual 3.2% license; and

WHEREAS, the Hanover Lions Club is requesting a one day Temporary On-Sale Liquor License to be valid for the event to sell craft beer options.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the Temporary On-Sale Liquor License to Hanover Lions Club for August 5, 2017 for the purpose of selling craft beer at the annual Hanover Harvest Festival.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 6th day of June, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

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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 06-06-17-56

A RESOLUTION APPROVING THE HIRE OF MAINTENANCE WORKER

WHEREAS, the Maintenance Worker position was advertised and interviews were conducted and staff recommends the hiring of Jason Ramthun as Maintenance Worker in a full time employment capacity.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby approves the hire of Jason Ramthun as Maintenance Worker.

BE IT FURTHER RESOLVED that the City Council hereby authorizes its City Administrator to extend an offer of employment with the following conditions:

- \$22.00 per hour plus benefits as defined in the City’s Personnel Policy
- This is a non-exempt (overtime eligible) position
- Upon completion of a 6 month probationary period (approximately December 2017) a review will be completed subject to the personnel policy
- Upon successful completion of the probationary period, employment shall be subject to the annual review process as defined in the City’s Personnel Policy

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



STAFF REPORT

To: Council Members
Planning Commission Members
Cindy Nash, Planner
Brian Hagen, City Administrator

From: Amy L. Biren, Administrative Assistant
Staff Liaison to Planning Commission

Date: May 23, 2017

Re: Review of Planning Commission Meeting
May 22, 2017

The Planning Commission **recommended approval** for the following **amendment to the Public Works Facility Site Plan:**

- Relocation of the Salt Shed
- Modifying grading on the west side of the building.
- Removing storm sewer from Fifth Street ditch.
- Culvert under access driveway.
- Relocating storm water basin overflow outlet source and pipe.
- Revising water service extension.

Concern was raised over **the sharp angle of the access drive** into the wash bay area.

City Planner Cindy Nash will prepare the necessary memo and documents for the June 6, 2017, Council Meeting.

Collaborative Planning, LLC

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

Memorandum

Date: May 30, 2017
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Public Works Building – Amended Site Plan

The Council previously approved the site plan for the public works building in the Fall of 2016. Minor modifications to the site plan are being proposed. The ordinance requires that revisions to a site plan be reviewed in the same process as the original site plan approval.

Revisions proposed are the following:

1. Salt shed was relocated to the south and shown on proposed heavy duty pavement.
2. Grading on the west side of the building was modified with minimal surface drainage profile slope to direct runoff south across pavement and into open storage are such that it would ultimately route to the storm water basin.
3. Storm sewer has been removed from the 5th Street roadside ditch. Proposed ditch grading is minimal in depth and minimal profile shape.
4. Culvert is indicated under the access driveway to accommodate drainage of 5th Street roadside ditch.
5. Storm water basin overflow outlet structure and pipe have been relocated to the west side of the basin with pipe extending under the access drive.
6. Water service extension into the building was revised to utility room within truck wash space.

Staff has reviewed the proposal and find it to be in conformance with the Zoning Ordinance and other City regulations.

Planning Commission Recommendation

Approval of the site plan is recommended subject to the following conditions:

1. Development of the site must be in substantial conformance with the plans prepared by Civil Engineering Site Design and last revised on May 10, 2017. If any additional minor revisions are proposed to the site plans, they may be approved administratively by staff.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 6th day of June, 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 06-06-17-57

**A RESOLUTION APPROVING A SITE PLAN AMENDMENT FOR A PROJECT
BY THE CITY OF HANOVER**

WHEREAS, the City of Hanover (“Developer”) is the applicant for an application related to property shown on the site plan attached hereto as Exhibit A; and

WHEREAS, the property is zoned I-3, Industrial Park; and

WHEREAS, the Developer has applied for a Site Plan to permit construction of a public works building on the Subject Property; and

WHEREAS, the Council previously adopted Resolution No. 11-01-16-121 approving a site plan; and

WHEREAS, changes are proposed to the site plan, and modifications to a site plan are approved via the same process as the original approval; and

WHEREAS, the Planning Commission reviewed the amended plans at its meeting on May 22, 2017 and found them to be in compliance with the Comprehensive Plan and the Zoning Ordinance. The Planning Commission recommended approval of the request; and

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

1. The proposed site plan is generally in conformance with the City Zoning Ordinance and other regulations, subject to conditions that need to be addressed as included herein.

BE IT FURTHER RESOLVED that the City Council hereby approves the application for a Conditional Use Permit and site plan subject to the following conditions:

1. This resolution amends and replaces Resolution No. 11-01-16-121.

2. Development of the site must be in substantial conformance with the plans prepared by Civil Engineering Site Design and last revised on May 10, 2017. If any additional minor revisions are proposed to the site plans, they may be approved administratively by staff.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

HANOVER PUBLIC WORKS FACILITY

SITE IMPROVEMENT PROJECT

HANOVER, MN

CONTRACTOR:



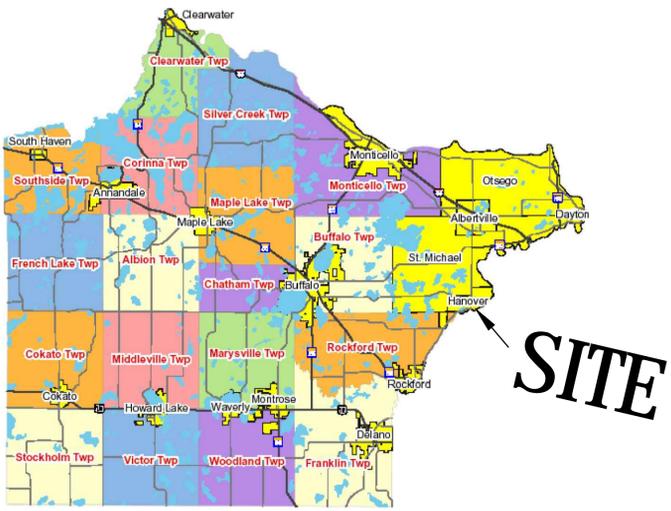
GENERAL CONTRACTORS

14198 Northdale Blvd
Rogers, MN 55374

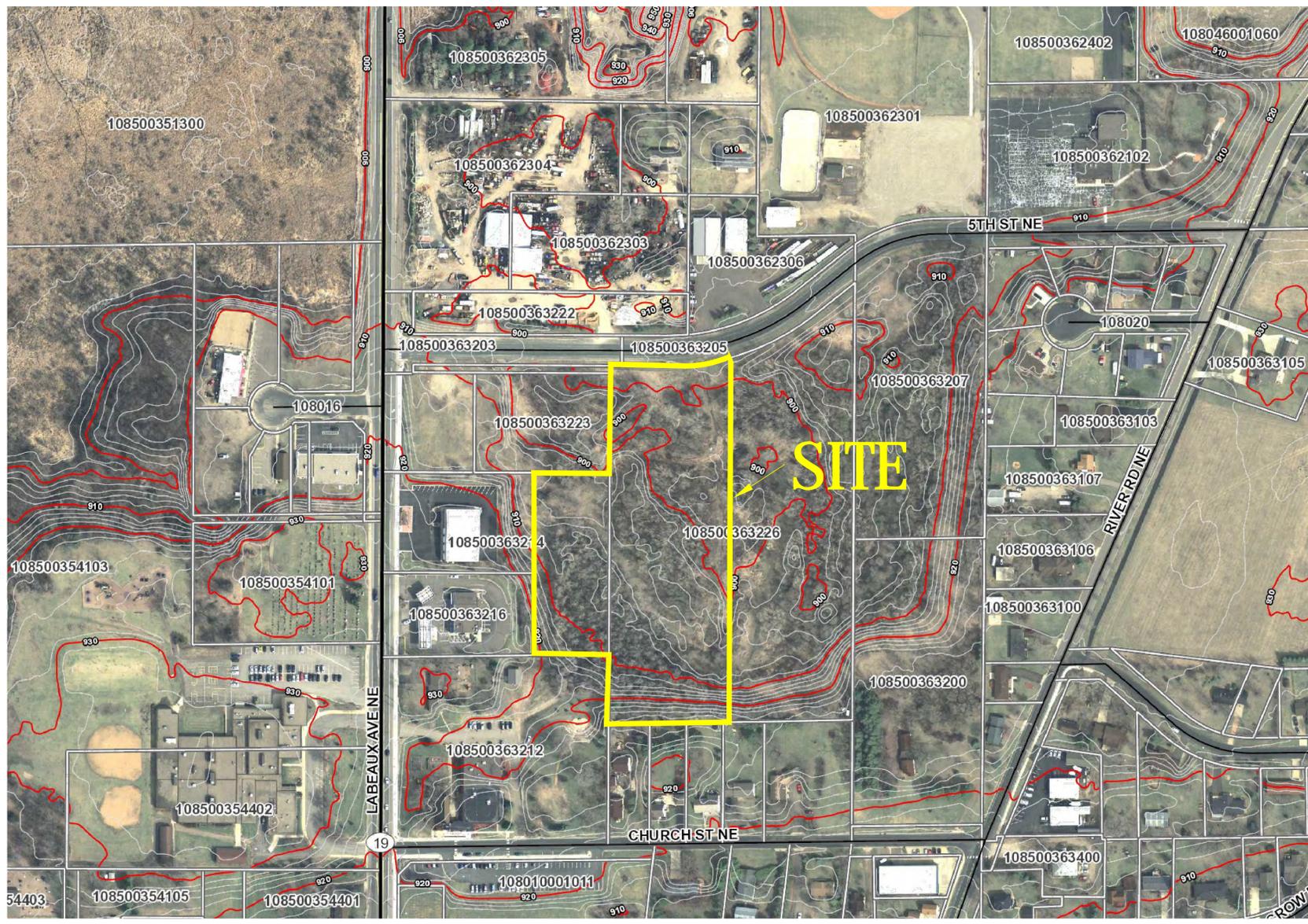
John Studer
(763) 428-8088
johns@kinghornco.com



MINNESOTA



WRIGHT COUNTY



HANOVER, MINNESOTA

CITY OF HANOVER
PUBLIC WORKS FACILITY

xxxx 5th Street
Hanover, MN 55341

LOCATION PLAN

I hereby certify that this plan, specification, or report
was prepared by me or under my direct supervision and
that I am a duly Licensed Professional Engineer under
the laws of the State of Minnesota.
Scott A. Wala

Date: 05/10/17 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN
118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civilrad.com

REVISIONS	DATE	DRAWN BY	DESIGNED BY	CHECKED BY
10/11/16 storm water modifications		SD	SD	SD
05/10/17 modify elevations; modify storm sewer				
HORIZONTAL SCALE 1 inch = 50 feet (FULL SIZE SHEET 24 X 36)				VERTICAL SCALE 1 inch = 10 feet

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 SITE PLAN
- C2 GRADING AND DRAINAGE PLAN
- C3 DIVERSION DITCH PROFILE PLAN
- C4 UTILITY PLAN
- C5 STORM WATER POLLUTION PREVENTION PLAN
- C6 DETAILS
- C7 LANDSCAPE PLAN

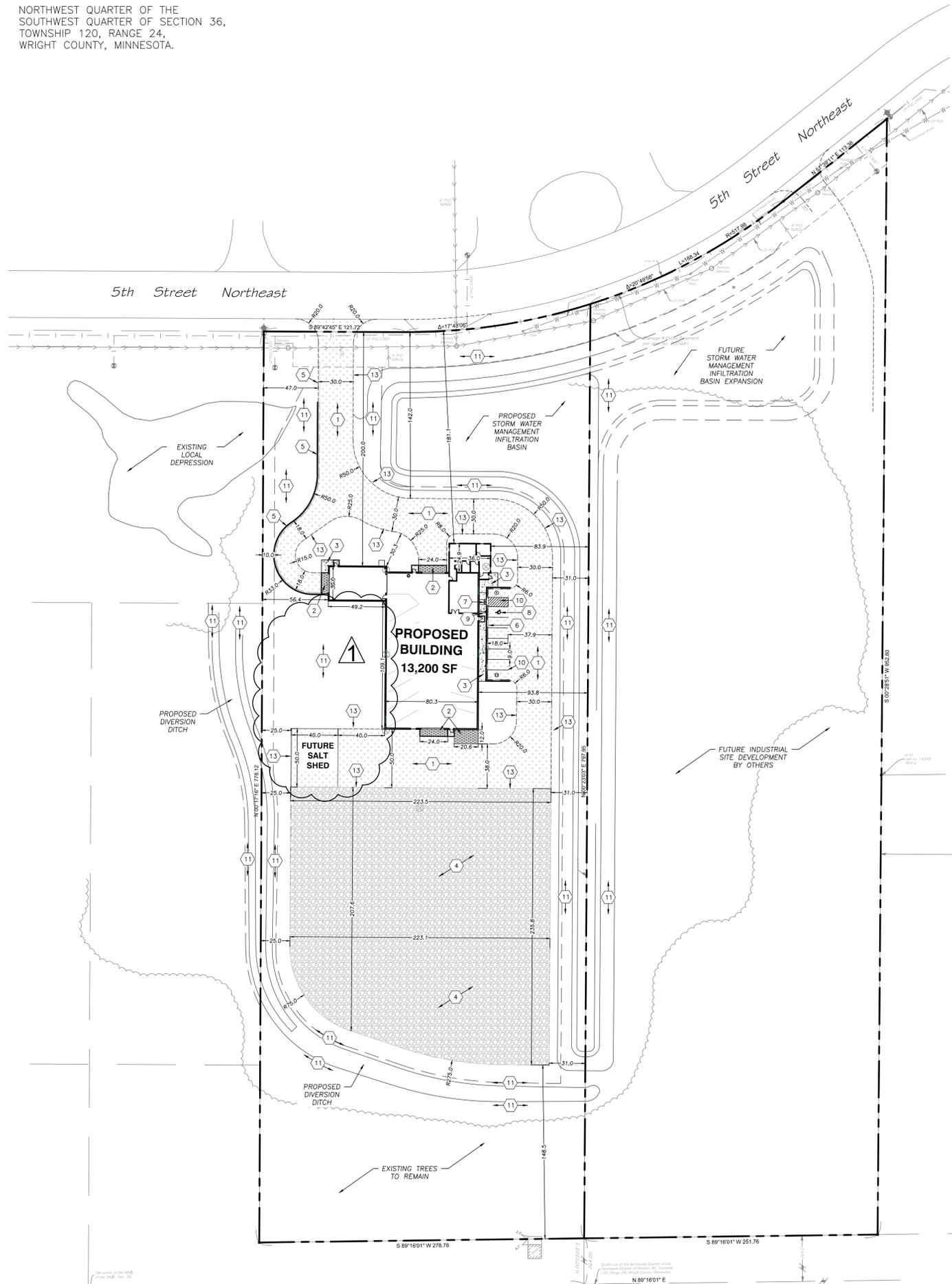
FILE NO. 00562

CO

Location Plan

PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

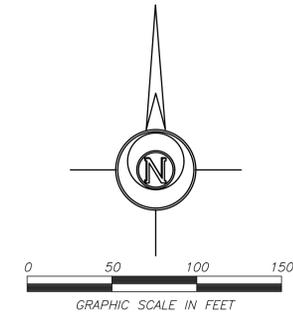


SITE DATA:

EXISTING ZONING: I-3 INDUSTRIAL PARK
 LOT AREA: 5.0 AC
 PROPOSED BUILDING AREA:
 OFFICE 12,190 SF
 WAREHOUSE 1,010 SF
 TOTAL = 13,200 SF
 BUILDING FAR: 0.06
 REQUIRED PARKING STALLS:
 OFFICE 1/200 SF 5 STALLS
 WAREHOUSE 1/2000 SF 6 STALLS
 TOTAL = 11 STALLS
 IMPERVIOUS AREA: 95,417 sf = 2.19 acres
 IMPERVIOUS COVERAGE: 43.8%
 SITE DISTURBANCE AREA: 214,315 sf = 4.92 acres

LEGEND:

- EXISTING BOUNDARY
- - - EXISTING LOT LINE
- - - PROPOSED EASEMENT LINE
- ==== PROPOSED CURB AND GUTTER
- PROPOSED TIP-OUT CURB
- PROPOSED BITUMINOUS EDGE
- Ⓢ PROPOSED PARKING STALLS
- ▨ PROPOSED AGGREGATE SURFACE
- ▩ PROPOSED CONCRETE HEAVY DUTY
- ▧ PROPOSED CONCRETE LIGHT DUTY
- ▦ PROPOSED BITUMINOUS



Topography Survey By: Benchmark:
 Lot Surveys Company Top nut of hydrant at
 7601 73rd Avenue North Northeast corner of 5th
 Minneapolis, MN 55428 Street & Hwy 19.
 763-560-3093 Elevation = 914.31 feet

SETBACK:

LOCATION:	BUILDING	PARKING
FRONT YARD	30'	10'
SIDE YARD	20'	10'
REAR YARD	20'	10'
ADJ TO RESIDENTIAL	50'	10'

KEY NOTES:

- 1 BITUMINOUS PAVEMENT, SEE DETAIL ON PLAN C2
- 2 CONCRETE PAVEMENT HEAVY DUTY, SEE DETAIL ON PLAN C2
- 3 CONCRETE PAVEMENT LIGHT DUTY, SEE DETAIL ON PLAN C2
- 4 AGGREGATE SURFACE 10.0" CLASS 5 OR RECYCLED CONCRETE/BITUMINOUS.
- 5 B612 CONCRETE CURB & GUTTER
MIX 3Y22A FOR MACHINE PLACEMENT (MnDOT 2461)
MIX 3Y32A FOR MANUAL PLACEMENT (MnDOT 2461)
- 6 B612 CONCRETE CURB WITH TIP-OUT GUTTER
MIX 3Y22A FOR MACHINE PLACEMENT (MnDOT 2461)
MIX 3Y32A FOR MANUAL PLACEMENT (MnDOT 2461)
- 7 PED. RAMP - IN ACCORDANCE WITH AMERICANS WITH DISABILITIES ACT & MnDOT STANDARD PLAN 5-297.250 INCLUDING CONTRASTING DETECTABLE WARNING DEVICES. DEPRESS BACK OF CURB AT RAMP.
- 8 PAINT INTERNATIONAL SYMBOL OF ACCESSABILITY WITH WHITE LATEX PAINT.
- 9 ACCESSIBLE PARKING SIGN (MnDOT NOS. R7-8A & R7-8B). CENTER SIGN ON PARKING STALL. LOCATION PER GENERAL CONTRACTOR. MOUNT ON STEEL CHANNEL POST.
- 10 PAINT 4" SOLID STRIPE - WHITE LATEX PAINT.
- 11 PLACE 6.0" TOPSOIL AND ESTABLISH GRASS TURF GROUND COVER ON ALL DISTURBED AREAS THAT ARE NOT COVERED BY IMPERVIOUS SURFACE; CONFIRM SELECTION OF LOW MAINTENANCE GRASS SEED WITH OWNER PRIOR TO INSTALLATION; FERTILIZER AND STRAW MULCH (DISC ANCHORED) AT TIME OF SEED PLACEMENT; INSTALL EROSION BLANKET MnDOT CAT3 ON ALL SLOPES 4:1 OR GREATER
- 12 CONCRETE COLLAR AT CATCH BASIN; 10'x10' CONCRETE PAVEMENT HEAVY DUTY
- 13 BITUMINOUS EDGE, NO CURB.

SITE PLAN NOTES:

1. ALL DIMENSIONS SHOWN ARE TO FACE OF CURB, EDGE OF SIDEWALK OR EXTERIOR OF BUILDING UNLESS OTHERWISE NOTED. REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS AND SPECIFICATIONS FOR LOCATION OF EXITS, RAMPS, CONCRETE APRONS AND STOOPS.
2. TACK SHALL BE USED ON BITUMINOUS EDGE PRIOR TO PATCHING. MATCH EXISTING GRADES.
3. ALL CONCRETE SIDEWALKS ADJACENT TO BUILDING SHALL BE SEPARATED WITH A 1/2" EXPANSION JOINT.
4. CONTRACTOR SHALL VERIFY ALL CONDUIT REQUIREMENTS FOR SITE LIGHTING, COMMUNICATION, SPRINKLER, ETC WITH OWNER PRIOR TO PAVING.
5. ACCESSIBLE ROUTE SHALL BE PROVIDED FROM ACCESSIBLE STALLS TO BUILDING ENTRANCE (SEE ADAAG REQUIREMENTS). POLE MOUNT APPROVED SIGNS CENTERED ON STALLS. PAINT INTERNATIONAL SYMBOL OF ACCESSIBILITY ON STALL.
6. CONSTRUCT ACCESSIBLE PEDESTRIAN RAMP PER ADAAG AND MNDOT STANDARDS INCLUDING CONTRASTING DETECTABLE WARNING METAL TRUNCATED DOME PANELS.
7. CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH FIRE MARSHAL FOR POSTING OF FIRE LANES, CURB MARKING AND SIGNAGE IF NEEDED.
8. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION AND REMOVAL OF ALL EXISTING SITE FEATURES THAT INTERFERE WITH NEW WORK AS SHOWN.
9. ALL NEW UTILITIES MUST BE UNDERGROUND. COORDINATE LOCATIONS WITH LOCAL UTILITY COMPANIES.
10. SIDEWALKS SHALL BE CONSTRUCTED WITH CROSS SLOPE OF 1.5% WITH ADJUSTMENT +/- 0.5%. SIDEWALKS WILL BE INSPECTED AFTER CONSTRUCTION. ANY SIDEWALK EXCEEDING 2.0% CROSS SLOPE WILL NEED TO BE REPLACED AT CONTRACTORS EXPENSE.

GENERAL NOTES:

1. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY THE PERMITTING AUTHORITIES.
2. WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY. THE SOILS REPORT AND RECOMMENDATION SET FORTH THEREIN ARE A PART OF THE REQUIRED CONSTRUCTION DOCUMENTS AND IN CASE OF CONFLICT SHALL TAKE PRECEDENCE UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS.
3. SITE GRADING SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE RECOMMENDATIONS SET FORTH IN THE SOILS REPORT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND REPLACING ALL SOFT, YIELDING OR UNSUITABLE MATERIALS AND REPLACING WITH SUITABLE MATERIALS AS SPECIFIED. CONTRACTOR SHALL SUBMIT A COMPACTION REPORT PREPARED BY A QUALIFIED SOILS ENGINEER, LICENSED WITHIN THE STATE WHERE THE WORK IS PERFORMED, VERIFYING THAT ALL FILLED AREAS AND SUBGRADE AREAS WITHIN THE BUILDING PAD AND PAVEMENT AREAS HAVE BEEN COMPACTED IN ACCORDANCE WITH THE SPECIFICATIONS AND RECOMMENDATIONS SET FORTH IN THE SOILS REPORT.
4. THE LOCATIONS OF THE UNDERGROUND FACILITIES SHOWN ON THIS PLAN ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANY RECORDS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES TO LOCATE THEIR FACILITIES PRIOR TO STARTING CONSTRUCTION. NO ADDITIONAL COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR DAMAGE AND REPAIR TO THESE FACILITIES CAUSED BY HIS WORK FORCE.
5. ALL EXISTING DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOTIFY CONSTRUCTION MANAGER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION FOR NECESSARY PLAN OR GRADE CHANGES. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO DIMENSIONS OR GRADES SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN GIVEN.

INDEX OF CIVIL SITE DRAWINGS:

- C0 PROJECT LOCATION PLAN
- C1 SITE PLAN
- C2 GRADING AND DRAINAGE PLAN
- C3 DIVERSION DITCH PROFILE PLAN
- C4 UTILITY PLAN
- C5 STORM WATER POLLUTION PREVENTION PLAN
- C6 DETAILS
- C7 LANDSCAPE PLAN

CONTRACTOR:

Kinghorn
COMPANY
GENERAL CONTRACTORS

14198 Northdale Blvd
Rogers, MN 55374

John Studer
(763) 428-8088
johns@kinghornco.com

**CITY OF HANOVER
PUBLIC WORKS FACILITY**

xxxx 5th Street
Hanover, MN 56941

SITE PLAN

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

Date: 05/10/17 Reg. No. 24348
 PREPARED BY: CIVIL ENGINEERING
 SITE DESIGN
 118 East Broadway St.
 Monticello, Mn 55362
 Phone: 763-314-0929
 www.civiland.com

REVISIONS
 10/11/16 storm water modifications
 1/05/17/17 modify storm sewer

DATE	DRAWN BY	DESIGNED BY	CHECKED BY
09/08/16	SD	SD	SD

FILE NO. 00562

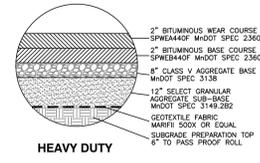
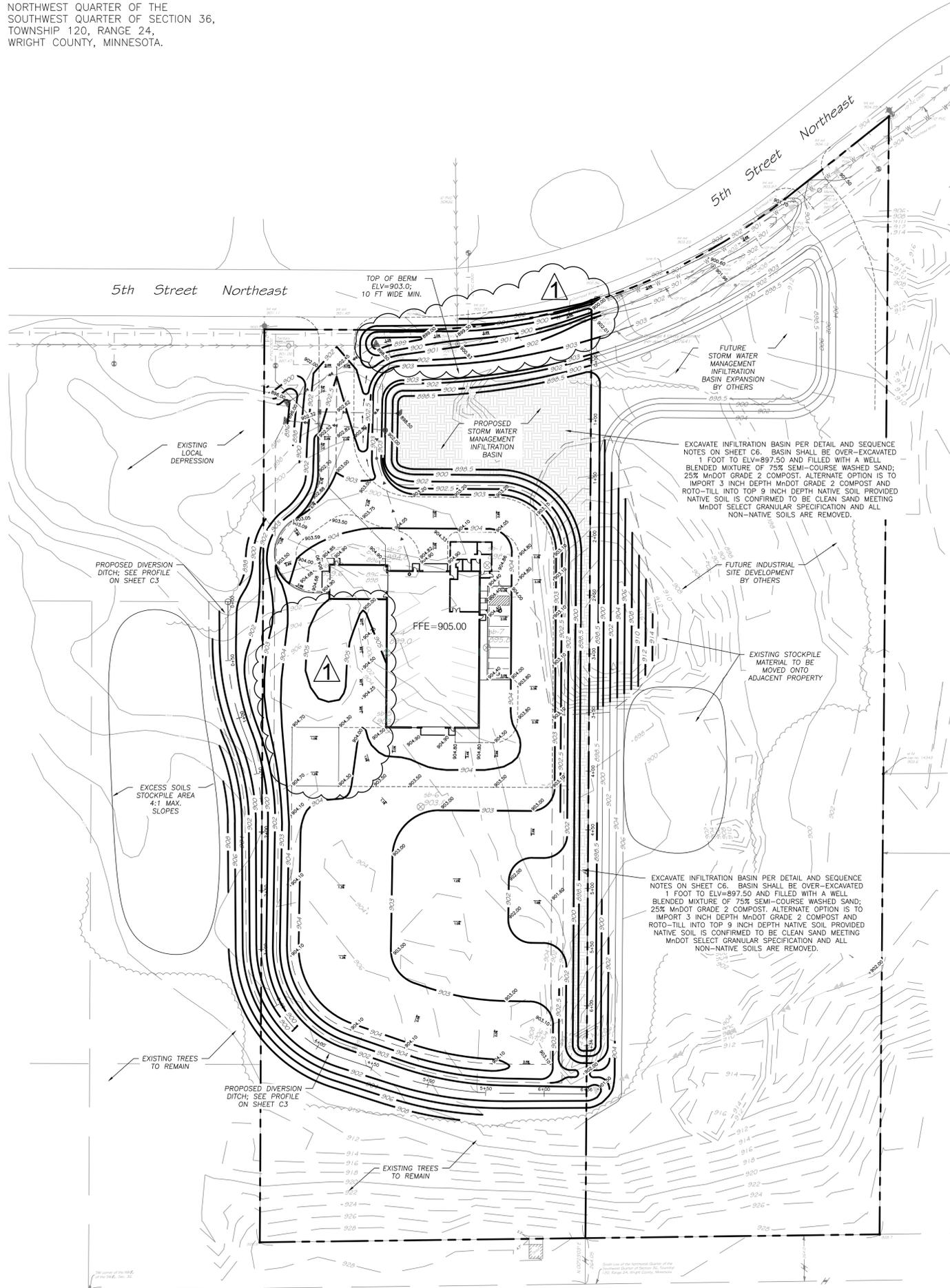
HORIZONTAL SCALE
 1" = 50' (FULL SIZE SHEET 34 x 46)
 VERTICAL SCALE
 1" = 1' (feet)

C1

Site Plan

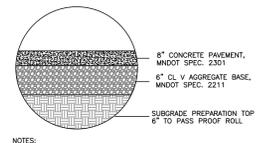
PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.



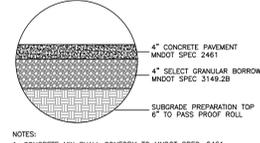
BITUMINOUS PAVEMENT

NOTES:
1. CLASS V AGGREGATE BASE TO EXTEND 1.0 FEET BEHIND BACK OF CURB.
2. SELECT GRANULAR AGGREGATE BASE TO EXTEND 2.0 FEET BEHIND BACK OF CURB.



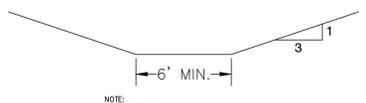
CONCRETE PAVEMENT - HEAVY DUTY

NOTES:
1. CONCRETE MIX SHALL CONFORM TO MNDOT SPEC. 2461
MIX NO. 3122A FOR SURFORM PLACEMENT
MIX NO. 3122B FOR MANUAL PLACEMENT
2. CONCRETE PLACEMENT SHALL CONFORM TO MNDOT SPEC. 2301
3. CONTRACTOR SHALL SPACE THE CONTRACTION JOINTS AT 12'-0" O.C.
4. SOILS SPECIFICATIONS SUPERSEDE ABOVE LISTED SPECIFICATIONS



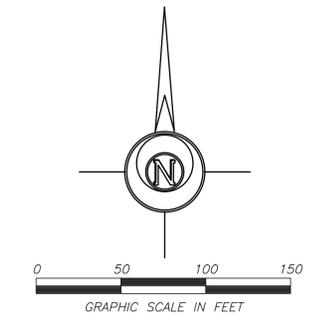
CONCRETE PAVEMENT - LIGHT DUTY

NOTES:
1. CONCRETE MIX SHALL CONFORM TO MNDOT SPEC. 2461
MIX NO. 3122A FOR SURFORM PLACEMENT
MIX NO. 3122B FOR MANUAL PLACEMENT
2. CONCRETE PLACEMENT SHALL CONFORM TO MNDOT SPEC. 2301
3. CONTRACTOR SHALL SPACE THE CONTRACTION JOINTS AT 6'-0" O.C.
4. SOILS SPECIFICATIONS SUPERSEDE ABOVE LISTED SPECIFICATIONS



DITCH DETAIL

NOTE:
1. CONTRACTOR SHALL CLEAN OUT SWALE AS NECESSARY TO KEEP FREE FROM SEDIMENT OR AS DIRECTED BY CITY OR ENGINEER.



Topography Survey By: _____ Benchmark: _____
Lot Surveys Company Top nut of hydrant at
7601 73rd Avenue North Northeast corner of 5th
Minneapolis, MN 55428 Street & Hwy 19.
763-560-3093 Elevation = 914.31 feet

GRADING NOTES

- ALL SITE CONSTRUCTION TO COMPLY WITH THE CITY OF HANOVER STANDARDS AND THE LATEST VERSION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR HIGHWAY CONSTRUCTION EXCEPT WHERE HEREIN MODIFIED BY THESE DOCUMENTS.
- OSHA REQUIREMENTS SHALL BE FOLLOWED FOR ALL WORK ON THIS PROJECT.
- THE CONTRACTOR SHALL NOTIFY GOPHER STATE ONE CALL PRIOR TO ANY EXCAVATION.
- THE CONTRACTOR SHALL VERIFY ALL LOCATIONS AND ELEVATIONS OF UNDERGROUND UTILITIES WITH UTILITY COMPANIES PRIOR TO ANY CONSTRUCTION AND IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONFLICTS.
- ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO BEGINNING GRADING OPERATIONS. ANY EROSION CONTROL ITEMS NECESSARY TO PROTECT ADJACENT PROPERTIES SHALL BE CONSTRUCTED BY THE GRADING CONTRACTOR.
- EROSION CONTROL MAINTENANCE SHALL BE PERFORMED BY THE GRADING CONTRACTOR AND REMOVED AS PER THE CONTRACT DOCUMENTS OR AS DIRECTED BY THE ENGINEER, FOLLOWED BY ALL NECESSARY RESTORATION OF DISTURBED AREAS. THIS WORK SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- THE GRADING CONTRACTOR SHALL SCHEDULE THE SOILS ENGINEER TO FACILITATE CERTIFICATION OF ALL CONTROLLED FILLS IN A TIMELY MANNER. DENSITY TESTS SHALL MEET THE FOLLOWING REQUIREMENTS:
A. WITHIN THE UPPER 3' OF STREETS OR PAVEMENT, THE GRADING CONTRACTOR SHALL UTILIZE APPROVED SOILS THAT ARE WITHIN 1% OF THE OPTIMUM MOISTURE CONTENT AS DEFINED BY ASTM D-698 STANDARD PROCTOR TEST MEETING 100% STANDARD PROCTOR DENSITY AND NOT EXCEEDING THIS COMPACTION BY MORE THAN 1% BELOW THE UPPER 3'. COMPACTION SHALL MEET 95% STANDARD PROCTOR DENSITY AND BE WITHIN 3% OF THE OPTIMUM MOISTURE CONTENT. GRADING TOLERANCES SHALL AVERAGE 0.1', BUT SHALL NOT BE CONSISTENTLY HIGH OR LOW.
B. GRADING TOLERANCES FOR THE REMAINDER OF THE SITE SHALL BE 0.15'.
- THE FINAL PLAT OR CERTIFIED SURVEY SHALL GOVERN FOR EASEMENTS AND LOT DIMENSIONS.
- ALL AREAS OF UNSUITABLE SOILS FOUND IN THE BUILDING PAD OR PAVEMENT AREAS THAT CANNOT BE CORRECTED SHALL BE DISPOSED OF OFF SITE BY THE CONTRACTOR. THE GRADING CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF THESE AREAS AND PROVIDE INFORMATION AS TO THEIR SIZE AND LOCATION.
- THE GRADING CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE TO THE SITE AT ALL TIMES.
- THE GRADING CONTRACTOR SHALL KEEP PUBLIC STREETS AND TRAVEL WAYS CLEAR OF SOIL AND DEBRIS. DAILY CLEANING AT THE CONSTRUCTION ENTRANCE SHALL BE PERFORMED.
- ALL PROPOSED SPOT ELEVATIONS ARE TO FLOW LINE OF CURB OR THE FINISHED BITUMINOUS/CONCRETE SURFACE UNLESS OTHERWISE NOTED.

INDEX OF CIVIL SITE DRAWINGS:

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- C6 DETAILS
- C7 LANDSCAPE PLAN

CONTRACTOR:
Kinghorn
COMPANY
GENERAL CONTRACTORS
14198 Northdale Blvd
Rogers, MN 55374
John Studer
(763) 428-8088
johns@kinghornco.com

CITY OF HANOVER
PUBLIC WORKS FACILITY
xxxx 5th Street
Hanover, MN 55341
GRADING AND DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: 05/10/17 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
118 E. Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civiland.com

REVISIONS	DATE	BY	DESCRIPTION
10/11/16	SD	storm water modifications	
03/02/17	SD	modify elevations: modify storm sewer	
05/10/17	SD	modify elevations: modify storm sewer	

DATE	09/08/16
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00562

C2
Grading and
Drainage Plan

PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

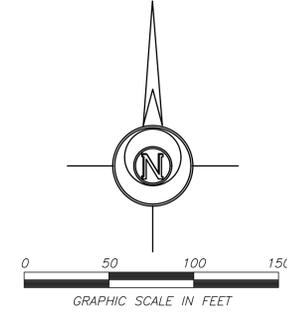
CONTRACTOR:



GENERAL CONTRACTORS

14198 Northdale Blvd
Rogers, MN 55374

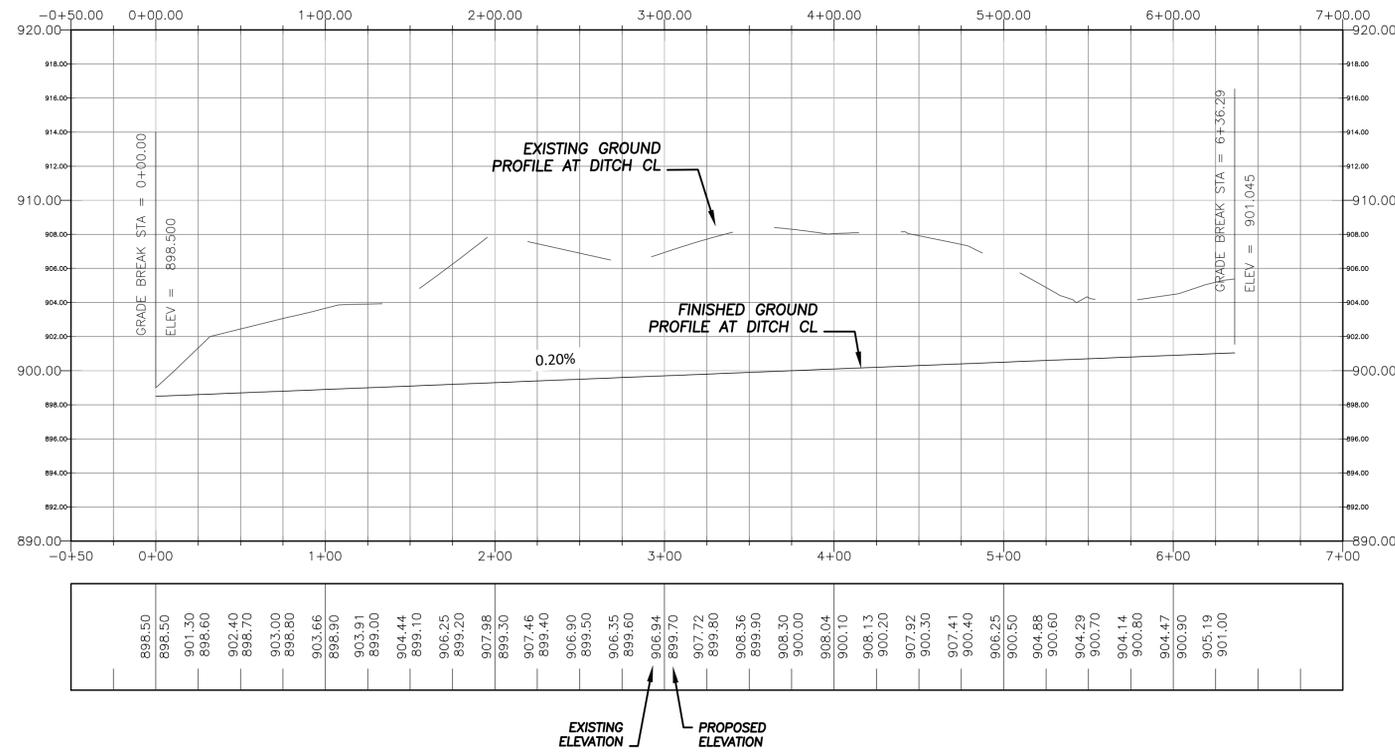
John Studer
(763) 428-8088
johns@kinghornco.com



Topography Survey By: Benchmark:
Lot Surveys Company Top nut of hydrant at
7601 73rd Avenue North Northeast corner of 5th
Minneapolis, MN 55428 Street & Hwy 19.
763-560-3093 Elevation = 914.31 feet

HORIZ: 1"=50'
VERT: 1"=5'

PROFILE DIVERSION DITCH



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**CITY OF HANOVER
PUBLIC WORKS FACILITY**

DIVERSION DITCH PROFILE PLAN

xxxx 5th Street
Hanover, MN 55341

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

Date: 05/10/17 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING
SITE DESIGN
118 East Broadway St.
Monticello, MN 55362
Phone: 763-314-0929
www.civillead.com

REVISIONS
10/11/16 storm water modifications
05/10/17 modify elevations: modify storm sewer

VERTICAL SCALE
1 inch = 5 feet
HORIZONTAL SCALE
1 inch = 50 feet
(FULL SIZE SHEET 34 x 30)

DATE 09/08/16
DRAWN BY SD
DESIGNED BY SD
CHECKED BY SD

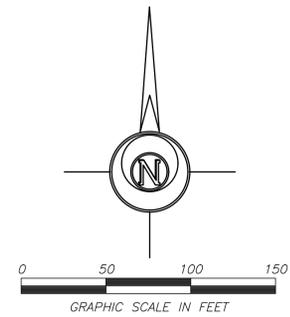
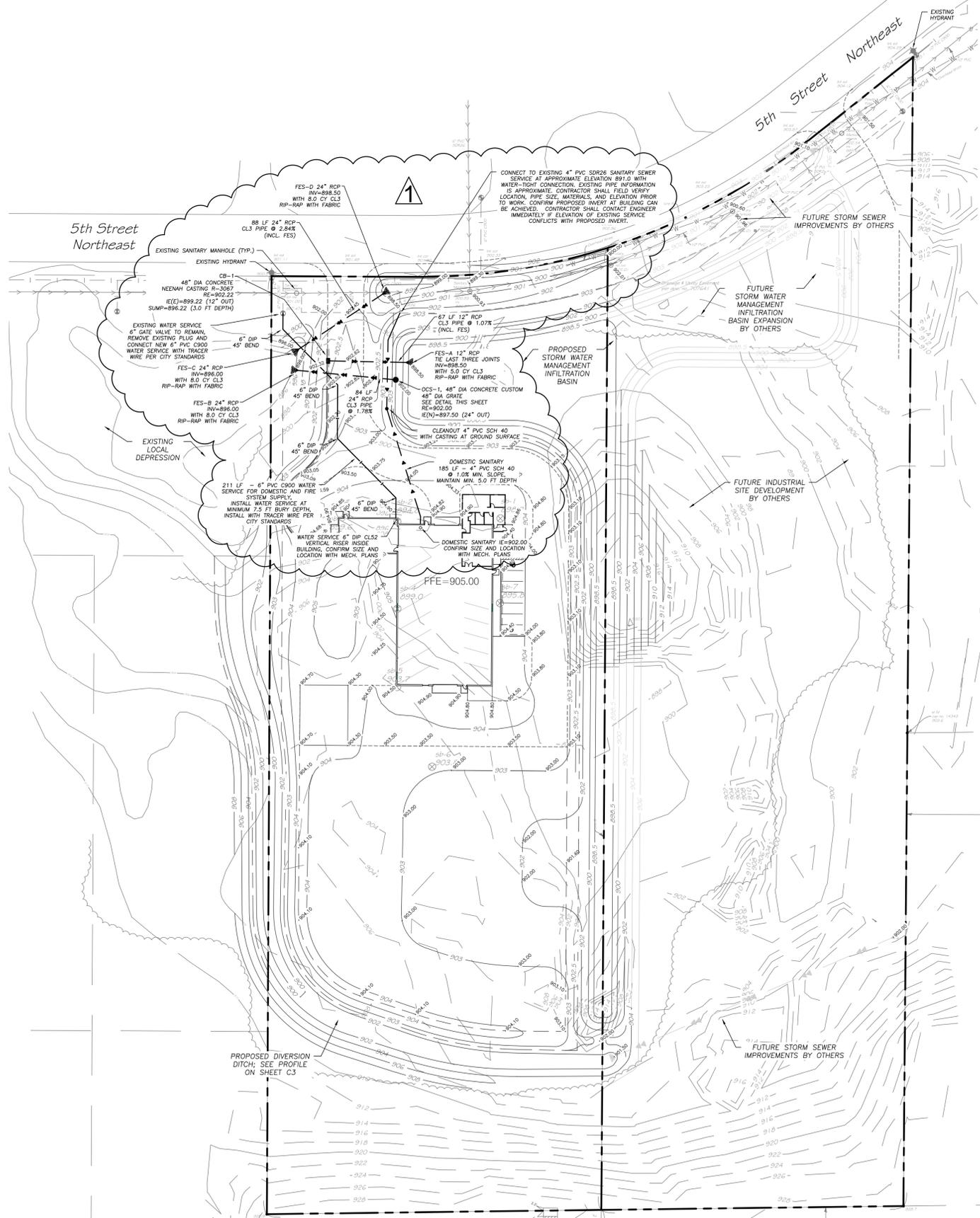
FILE NO. 00562

C3

Diversion Ditch
Profile Plan

PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

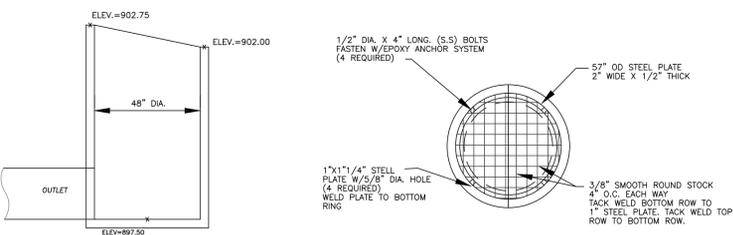


Topography Survey By: Lot Surveys Company
7601 73rd Avenue North
Minneapolis, MN 55428
763-560-3093

Benchmark: Top nut of hydrant at
Northeast corner of 5th
Street & Hwy 19.
Elevation = 914.31 feet

GENERAL UTILITY NOTES:

- Specifications applicable for this project: Current standard specifications for the City of Hanover, MN and all Minnesota Department of Health and MPCA requirements except where modified by these contract documents.
- OSHA requirements shall be followed for all work on this project.
- The Contractor shall notify "Gopher State One Call" 48 hours prior to any excavation (651-454-0002 or 1-800-252-1166 out state.)
- The Contractor shall verify all locations and elevations of underground utilities with utility companies prior to any construction (storm sewer, sanitary sewer, water, natural gas, telephone, electric, etc.), and immediately notify the Engineer of any conflicts.
- The Contractor shall protect all existing utilities and facilities to allow proper functioning during and after construction. Any required supporting structures shall be supplied by the Contractor as work incidental to the contract.
- The contractor shall immediately notify the Engineer of any conflicts between existing utilities, and the proposed construction. The Engineer will coordinate with the Utility Company in question to determine the need for relocation of the existing utility.
- Existing conditions such as sand in manholes or valve boxes shall be identified by the Contractor and these shall be reported to the Engineer prior to excavation by the Contractor. Once construction has begun, all damage to underground utilities will be assumed to have been caused by the Contractor, any repairs necessary shall be performed by the Contractor at the Contractor's expense.
- Final Plat shall govern for easements and lot lines.
- The Contractor shall coordinate with the local jurisdiction to obtain permits and meter for water source. All associated costs shall be incidental to the Contract, including disposal of test water into City's sanitary sewer system. The Contractor shall not operate gate valves or hydrants on the City's water supply system.
- The Contractor shall notify the City Engineer and the Project Engineer 48 hours prior to starting work or as required by the local jurisdiction or be subject to being shut down.
- The Contractor shall keep access roads clear of soil or other debris, and perform daily street cleaning as required by the NPDES permit. Positive drainage, controlled with erosion control and erosion prevention measures as required by the NPDES permit shall be performed. Inlet protection shall be installed within 48 hours after inlet construction. Unless specified on the plans or as a bid item on the Bid Form, any temporary culverts, ditches, filter fabric, etc. necessary to accomplish this shall be performed as incidental to the Contract.
- The Contractor shall preserve and protect the markers and monuments set for the subdivision of the land.
- The Contractor shall schedule the soils engineer to facilitate certification of all controlled fills in a timely fashion. Density tests shall meet the following:
A. Density tests shall be taken on all trenches at locations as determined by the Engineer or his representative.
B. Within the upper 3' of streets, private drives and parking lots, Contractor shall utilize approved soils that are within 1% optimum moisture content as defined by the Standard Proctor Test-ASTM: D-698 with 100% Standard Proctor Density and not exceeding compaction by more than 1%. Below the upper 3', compaction shall meet 95%. Grading tolerances shall be 0.1'.
- The Owner shall pay for all testing of soils compaction. Any areas which fail to meet the above standards shall be corrected and re-tested by the Owner's testing agent at the Contractor's expense.
- Sanitary service and Water service shall be installed at elevations as defined on this plan (approximate 7.0' bury depth).
- Contractor shall provide temporary traffic control in compliance with MN/DOT "Temporary Traffic Control Zone Layouts Field Manual" dated 2015 for construction adjacent to travel ways.
- Contractor shall be responsible for verification of the depth of existing utilities listed on this plan prior to the ordering of any fittings, structures, castings, etc. Engineer and the Owner shall not be responsible for any discrepancies found as depths are estimated.
- City inspection is required for the sanitary sewer and water service connections.
- Contractor to comply with all regulatory agency permit conditions for permits obtained by owner and for permits obtained by general contractor.
- All work performed and materials used for construction of utilities must conform to the City of Hanover Standard Specifications and Details.



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CONTRACTOR:
Kinghorn
COMPANY
GENERAL CONTRACTORS

14198 Northdale Blvd
Rogers, MN 55374

John Studer
(763) 428-8088
johns@kinghornco.com

**CITY OF HANOVER
PUBLIC WORKS FACILITY**

xxxx 5th Street
Hanover, MN 55341

UTILITY PLAN

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

Date: 05/10/17 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civilread.com

REVISIONS	DATE	BY	DESCRIPTION
10/11/16 storm water modifications	10/11/16	SD	storm water modifications
03/02/17 modify elevations: modify storm sewer	03/02/17	SD	modify elevations: modify storm sewer
05/10/17 modify elevations: modify storm sewer	05/10/17	SD	modify elevations: modify storm sewer

DATE	09/08/16
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00562

C4
Utility Plan

PROJECT LOCATION

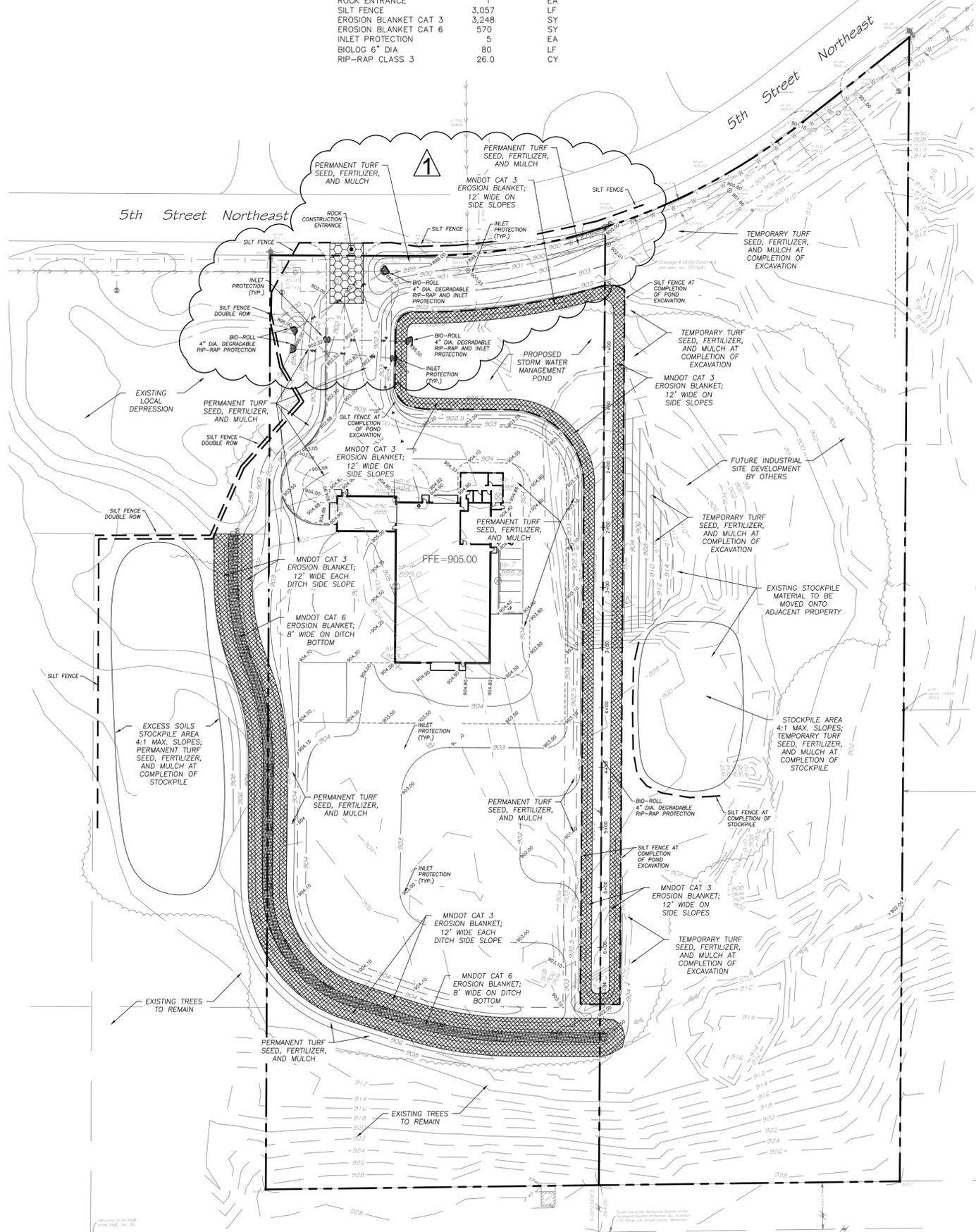
NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.

IMPERVIOUS AND DISTURBANCE AREAS

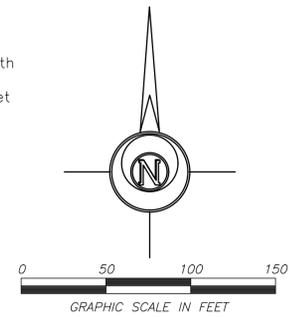
Impervious Area 95,417 sf = 2.19 acres
Disturbance Area 214,315 sf = 4.92 acres

EROSION CONTROL QUANTITIES

ITEM:	QUANTITY	UNIT
ROCK ENTRANCE	1	EA
SILT FENCE	3,057	LF
EROSION BLANKET CAT 3	3,248	SY
EROSION BLANKET CAT 6	570	SY
INLET PROTECTION	5	EA
BIOLOG 6" DIA	80	LF
RIP-RAP CLASS 3	26.0	CY



Topography Survey By: Benchmark:
Lot Surveys Company Top nut of hydrant at
7601 73rd Avenue North Northeast corner of 5th
Minneapolis, MN 55428 Street & Hwy 19.
763-560-3093 Elevation = 914.31 feet



SWPP NARRATIVE
This project construction will consist of site clearing, grading, utilities, building, parking lot, drive aisles, and truck court.
First, perimeter silt fence and rock construction entrance shall be installed. Then site work shall commence. The contractor shall dispose all debris off-site. Then the site can be graded, utilities installed, building constructed, curbing and pavements installed, final grade tolerance, and landscape final stabilization. Once final grade is established and certified, the site shall be stabilized with seed and mulch, erosion blanket, or sod. Once vegetation is established, temporary erosion control measures shall be removed.

POLLUTION PREVENTION NOTES
Solid waste: collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction debris and other wastes must be disposed of properly off-site and must comply with MPCA requirements.
Hazardous materials: oils, gasoline, paint, and any hazardous substance must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal must be in compliance with MPCA regulations.
External washing of trucks or other construction vehicles is not allowed on site. No engine degreasing is allowed on site.
Concrete truck washout is not to be allowed on site unless washout waste is contained with no discharge to ground surface or site drainage facilities. Containment systems are to be located a minimum 50 feet away from drainage facilities and watercourses. Containment systems shall have an impermeable liner. Containment system shall be clearly marked with signage.
All sanitary waste must be collected from portable toilet units on site by a licensed waste management contractor. The units must be secured and shall be maintained on a regular basis as needed to prevent overflowing.

EROSION CONTROL NOTES
1. All devices necessary to control erosion and sediment (i.e. perimeter silt fence, rock construction entrances, swales, ponds, berms, ETC.) shall be installed prior to any other construction operations.
2. After completion of final grading, exposed soils must be permanently stabilized within 7 days. Stabilization shall consist of disc-anchored seed & mulch, HEC-2 with fiber reinforced matrix, erosion blanket with seed, or sod.
3. The site must be kept in a well drained condition at all times. The contractor shall be responsible for temporary ditches, or other means necessary to ensure proper drainage. The building pad must be provided with a positive outflow. This work shall be incidental to the grading contract.
4. Entering/exiting the site shall occur only at rock construction entrance to reduce tracking of dirt onto paved streets. Sediment tracked onto streets during working hours must be reclaimed via street scraping and sweeping at the end of each working day.
5. Stormwater discharge pipe outlet energy dissipation shall be provided in accordance with City standards. Rip-rap installation shall be within 24 hours of pipe installation.
6. Install silt fence around all temporary inactive stockpiles which are not place within existing silt fence area or other perimeter erosion controls.
7. Stabilization of temporary or permanent drainage ditches that drain water from the construction site must be initiated within 24 hours of connecting the drainage ditch to any storm water conveyance system and must be completed using erosion blanket.
8. Sufficient personnel, equipment, and materials shall be mobilized within 24 hours of written order (i.e. email) by the owner or owners representative to conduct corrective work and install temporary erosion control work in the case of an emergency.

EROSION CONTROL MAINTENANCE SCHEDULE
1. Erosion control measures shall be inspected by the contractor's representative and maintained by the contractor every Friday and within 24 hours after any rainfall event larger than 1/2" until the project is completed. Maintenance requirements are as follows: silt fence - 1/3 height of fence or damaged, remove sediment and/or repair fence within 24 hours; rock entrance - refresh as necessary to conform to detail; inlet protection inserts - remove sediment after each rain event, clean or replace filter when clogged; surface water - drain and stabilize, within 7 days of discovery; and street sweeping - remove all sediment tracked onto paved surfaces within 24 hours or as directed by City Engineer.
2. Replacement - Fabric shall be replaced promptly when it decomposes or becomes ineffective before the barrier is no longer necessary.
3. Any sediment remaining in place after silt fence is no longer required shall be dressed to conform with the existing grade, prepared, and seeded with appropriate seed mix, as directed by the engineer.
4. Removal of the silt fence - Silt fences shall be removed when they have served their useful purpose, but not before the upward sloping area has been permanently stabilized.

EROSION CONTROL INSTALLATION SCHEDULE
1. Silt fence shall be installed or restored prior to any construction. Silt fence shall be located as shown to intercept runoff. The area located beyond the perimeter silt fence shall not be disturbed during construction.
2. Rock Construction Entrance shall be installed prior to grading operations.
3. All storm sewer inlets shall have inlet protection inserts installed. Inserts shall be "Road rain-Top Slab" or "Road Drain-Curb & Gutter" inlet protection devices as manufactured by WIMCO (or approved equal) and installed per manufacturer's recommendations.
4. All erosion control installations shall remain in place and be maintained in good condition by the contractor until the site has been re-vegetated, at which time it shall be removed by the contractor. For proposed paved surface areas, the contractor may remove necessary silt fencing to construct roadway, while maintaining adequate erosion control in adjacent areas.
5. Sufficient topsoil shall be stockpiled to allow for the replacement of 4" topsoil for disturbed areas to be re-vegetated.
6. The contractor shall schedule site grading, utility installation and roadway construction so that the general site can be mulched and re-seeded soon after disturbance. Areas that will not be subject to construction traffic shall be seed and mulched or sodded within 72 hours of final grading.

VEGETATION GROUND COVER SCHEDULE
1. Stabilization of all exposed soil areas must be initiated immediately but in no case completed later than seven (7) days after the construction activity in that portion of the site has temporarily or permanently ceased. Seeding or mulching shall conform to the latest NPDES requirements for installation schedule with regards to grading.
2. Permanent turf ground cover shall include all disturbed areas be covered with a minimum 6" topsoil and sodded or seeded as allowed by City, or as proposed on City approved landscape plan for the project. If not otherwise specified, seed to be MndOT mix 260 applied at 100 lbs/ac. MndOT Type 3 mulch shall be applied at 2 tons/ac and disc anchored in areas not covered by sod or erosion blanket.
3. Temporary ground cover shall be MndOT seed mix 150 shall be applied at 100 lbs/ac, or equivalent as approved by City. MndOT Type 1 mulch shall be applied at 2 tons/ac and disc anchored in areas not covered by sod or erosion blanket.
4. Fertilizer shall be MndOT Type 1 10-10-20 and applied at 200 lbs/ac. Disc fertilizer into top 3" of soil. Specification reference is MndOT 2575.
5. Dormant seed mix shall be used after November 1 or when temperatures do not exceed 40° F, using same rates specified above. No seed shall be placed on snow or ice greater than 2" in depth.
6. Any seeded areas that do not become established with vegetation shall be reseeded at Contractor's expense.
7. Erosion blanket shall be installed in seed areas with ground surface slopes of 4H:1V or steeper.

RESPONSIBLE PARTY
Contact information for the responsible party for erosion control is:
TO BE DETERMINED

INDEX OF CIVIL SITE DRAWINGS:

C0	PROJECT LOCATION PLAN
C1	SITE PLAN
C2	GRADING AND DRAINAGE PLAN
C3	DIVERSION DITCH PROFILE PLAN
C4	UTILITY PLAN
C5	STORM WATER POLLUTION PREVENTION PLAN
C6	DETAILS
C7	LANDSCAPE PLAN

CONTRACTOR:
Kinghorn COMPANY
GENERAL CONTRACTORS
14198 Northdale Blvd
Rogers, MN 55374
John Studer
(763) 428-8088
johns@kinghornco.com

CITY OF HANOVER
PUBLIC WORKS FACILITY
xxxx 5th Street
Hanover, MN 55341
STORM WATER POLLUTION
PREVENTION PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: 05/10/17 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
118 East Broadway St.
Monticello, MN 55362
Phone: 763-314-0929
www.civiland.com

REVISIONS

DATE	DESCRIPTION	BY	SCALE
10/11/16	storm water modifications	SD	1" = 50'
05/10/17	storm water elevations, modify storm sewer	SD	1" = 50'

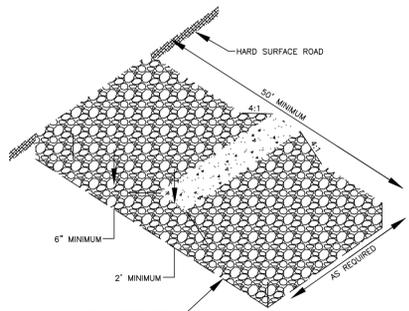
VERTICAL SCALE
1" = 10'

HORIZONTAL SCALE
1" = 50'

(FULL SIZE SHEET 34 x 42)

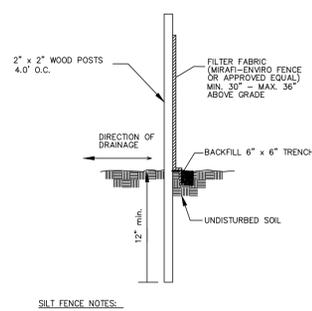
DATE	09/08/16
DRAWN BY	SD
DESIGNED BY	SD
CHECKED BY	SD

FILE NO. 00562
C5
Storm Water Pollution
Prevention Plan



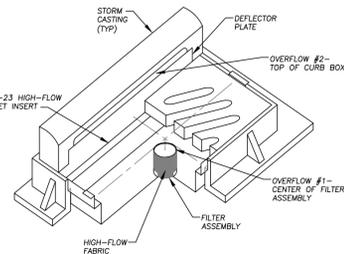
NOTES:
 ROCK SIZE SHOULD BE 1" TO 2" IN SIZE SUCH AS MN/DOT CA-1 OR CA-2 COURSE AGGREGATE. (WASHED)
 A GEOTEXTILE FABRIC MAY BE USED UNDER THE ROCK TO PREVENT MIGRATION OF THE UNDERLYING SOIL INTO THE STONE.

ROCK CONSTRUCTION ENTRANCE DETAIL



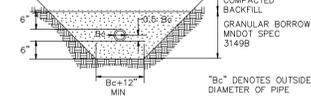
SILT FENCE NOTES:
 1. SILT FENCE SHALL BE BLACK IN COLOR.
 2. DIG A 6"X6" TRENCH ALONG THE INTENDED FENCE LINE, OR MACHINE SLICE TO 6" DEPTH.
 3. DRIVE ALL POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
 4. LAY OUT SILT FENCE ON THE UPHILL SIDE ALONG THE FENCE LINE, AND BACK FILL.
 5. WOOD POSTS MAY BE SPAKED UP TO 4 FEET APART TO SUPPORT THE FABRIC.
 6. REMOVE SILT FENCE AFTER TURF IS ESTABLISHED.
 7. HEAVY DUTY SILT FENCE TO HAVE STEEL T-POSTS AND WIRE MESH BACKING.

SILT FENCE DETAIL

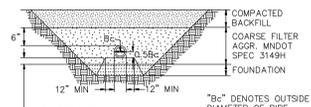


NOTES:
 1) CONTRACTOR OPTION TO USE WMCO INLET PROTECTION INSERT OR EQUAL.

INLET PROTECTION DETAIL

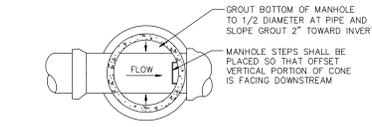


PIPE FOUNDATION & BEDDING IN GOOD SOILS

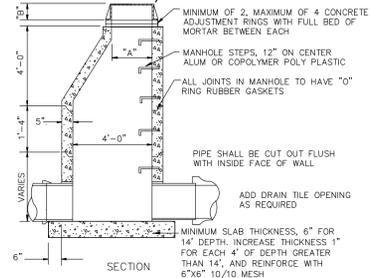


PIPE FOUNDATION & BEDDING IN POOR SOILS

BEDDING METHODS FOR PVC



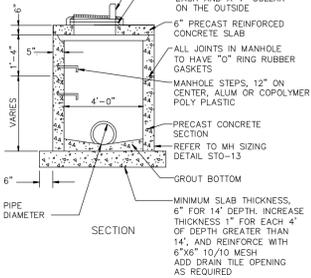
STORM SEWER MANHOLE



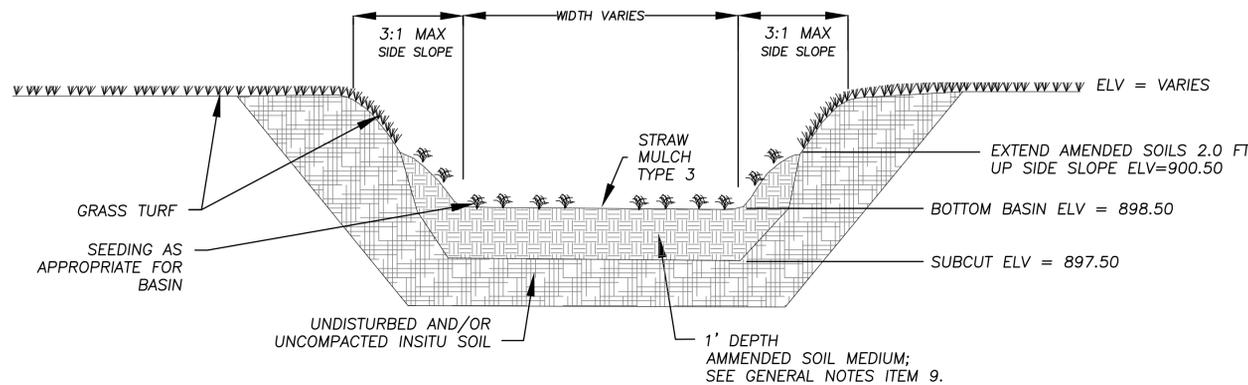
STORM SEWER MANHOLE



CATCH BASIN MANHOLE



CATCH BASIN MANHOLE



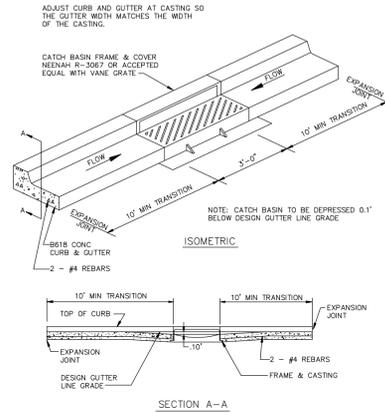
TYPICAL INFILTRATION BASIN CROSS-SECTION

GENERAL NOTES:

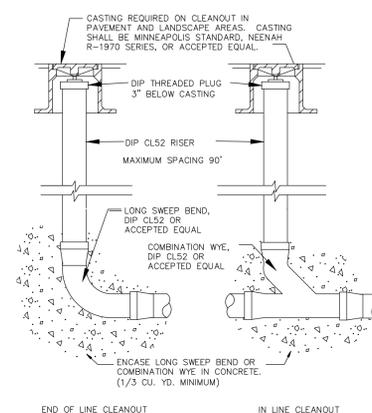
- INSTALL ALL TEMPORARY EROSION CONTROL MEASURES (IN ACCORDANCE WITH MNDOT GENERAL CONDITIONS 2573) PRIOR TO THE START OF ANY CONSTRUCTION OPERATION THAT MAY CAUSE ANY SEDIMENTATION OR SILTATION AT THE SITE.
- INSTALL STORM DRAIN INLET PROTECTION TO PREVENT CLOGGING OF THE STORM SEWER AND SEDIMENT LOADS TO DOWNSTREAM STORM WATER FACILITIES OR WATERBODIES.
- IF THE STORM WATER BMP IS BEING DESIGNED TO SERVE AS A TEMPORARY SEDIMENT BASIN, GRADE THE BMP TO WITHIN 18" ABOVE THE FINAL GRADE TO PROTECT THE UNDERLYING MATERIAL FROM CLOGGING. ONCE CONSTRUCTION IN THE CONTRIBUTING DRAINAGE AREA HAS BEEN COMPLETED AND THE SITE IS STABILIZED, EXCAVATE THE INFILTRATION BASIN TO FINAL GRADE AND COMPLETE CONSTRUCTION OF THE INFILTRATION BASIN.
- GRADING OF THE INFILTRATION BASIN SHALL BE ACCOMPLISHED USING LOW-IMPACT EARTH MOVING EQUIPMENT TO PREVENT COMPACTION OF THE UNDERLYING SOILS. SMALL TRACKED DOZERS AND BOBATS WITH RUNNER TRACKS ARE RECOMMENDED.
- EXCAVATE THE INFILTRATION BASIN TO THE SPECIFIED DEPTH (ELEVATION). ALL SUB MATERIAL BELOW THE SPECIFIED ELEVATION SHALL BE LEFT UNDISTURBED, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
- GRADE TO THE DEPTH (ELEVATION) SPECIFIED IN THE CONSTRUCTION DOCUMENTS UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
- IN THE EVENT THAT SEDIMENT IS INTRODUCED INTO THE BMP DURING OR IMMEDIATELY FOLLOWING EXCAVATION, THIS MATERIAL WILL NEED TO BE REMOVED FROM THE INFILTRATION BASIN PRIOR TO INITIATING THE NEXT STEP IN THE INFILTRATION BASIN CONSTRUCTION PROCESS. THIS IS ESPECIALLY IMPORTANT IF THE INFILTRATION BASIN HAS BEEN DESIGNED TO INFILTRATE STORM WATER. SEDIMENT THAT HAS BEEN WASHED INTO THE INFILTRATION BASIN DURING THE EXCAVATION PROCESS CAN SEAL THE PERMEABLE MATERIAL, SIGNIFICANTLY REDUCING THE INFILTRATION CAPACITY OF THE SOILS.
- MATERIAL EXCAVATED FROM THE INFILTRATION BASINS SHALL BE DISPOSED ON-SITE.
- INFILTRATION BASINS SHALL BE OVER-EXCAVATED 1 FOOT TO ELV = 897.50 AND FILLED WITH A WELL-BLENDED MIXTURE OF 75% SEMI-COURSE WASHED SAND, 25% MNDOT GRADE 2 COMPOST. ALTERNATE OPTION IS TO IMPORT 3 INCH DEPTH MNDOT GRADE 2 COMPOST AND ROTO-TILL INTO TOP 9 INCH DEPTH NATIVE SOIL PROVIDED NATIVE SOIL IS CONFIRMED TO BE CLEAN SAND MEETING MNDOT SELECT GRANULAR SPECIFICATION AND ALL NON-NATIVE SOILS ARE REMOVED.
- INFILTRATION BASIN TO BE SEEDED WITH MNDOT SEED MIX 34-181 OR APPROVED EQUAL SEEDING SHALL CONFORM TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, PLANTING SPECIFICATION 3876, 2005 EDITION.
- PORTIONS OF INFILTRATION BASINS TO BE SEEDED SHALL BE MULCHED WITH CLEAN GRAIN STRAW (MNDOT TYPE 3) AT A RATE OF 2 TONS PER ACRE.
- SEEDING AND INSTALLATION OF ANY EROSION CONTROL BLANKET NECESSARY SHALL BE COMPLETED WITHIN SEVEN DAYS (7) DAYS OF FINAL GRADING.

CONSTRUCTION SEQUENCING

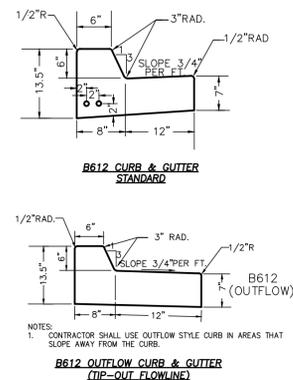
- CONTRACTOR SHALL PERFORM CONTINUOUS INSPECTIONS OF EROSION CONTROL PRACTICES FROM THE TIME SILT FENCE IS INSTALLED UNTIL FINAL APPROVAL OF THE INFILTRATION BASINS.
- INSTALL SILT FENCE ALONG THE PERIMETER OF THE SITE TO PREVENT SEDIMENT FROM LEAVING THE SITE DURING THE CONSTRUCTION PROCESS.
- ALL DOWNGRADIENT PERIMETER SEDIMENT-CONTROL BMPs MUST BE IN PLACE BEFORE ANY UP GRADIENT LAND-DISTURBING ACTIVITY BEGINS.
- REMOVE TOPSOIL FROM THE SITE AND PLACE IN TEMPORARY STOCKPILE LOCATION. TEMPORARY SEED THE STOCKPILE AND SURROUND WITH SILT FENCE.
- ROUGH GRADE THE SITE. IF THE INFILTRATION BASINS ARE GOING TO BE USED FOR TEMPORARY SEDIMENT CONTROL, GRADE THE INFILTRATION BASINS TO WITHIN 18" ABOVE THE FINAL GRADE TO PROTECT THE UNDERLYING SOILS FROM CLOGGING.
- INSTALL SILT FENCE UP-GRADIENT OF INFILTRATION BASIN TO PROTECT INFILTRATION AREA FROM SEDIMENTATION AND SOIL COMPACTION.
- CONSTRUCT SITE IMPROVEMENTS TAKING THE LOCATION AND FUNCTION OF STORM WATER BMPs INTO CONSIDERATION.
- TEMPORARY SEED AND MULCH DISTURBED AREAS ON SITE AS APPROPRIATE.
- INSTALL UNDERGROUND UTILITIES (WATER, SANITARY SEWER, ELECTRIC AND PHONE) TAKING THE LOCATIONS AND FUNCTION OF STORM WATER BMPs INTO CONSIDERATION.
- PERFORM ALL OTHER SITE IMPROVEMENTS TAKING THE LOCATION AND FUNCTION OF THE STORM WATER BMPs INTO CONSIDERATION.
- FINAL GRADE THE SITE AND FINE GRADE INFILTRATION BASIN. AFTER INFILTRATION BASIN FINAL GRADING AND PRIOR TO PLACEMENT OF AMMENDED SOIL MEDIA, THE BASIN FLOOR MUST BE TILLED TO A DEPTH OF AT LEAST TWELVE (12) INCHES TO PROVIDE A WELL-AERATED, POROUS SURFACE TEXTURE.
- INSTALL AMMENDED SOIL MEDIA IN INFILTRATION BASIN AND INSTALL PERMANENT SOIL STABILIZATION.
- STABILIZE THE SITE BY INSTALLATION OF SOD, NATIVE SEEDING, AND PLANTINGS OF THE INFILTRATION BASIN AND LANDSCAPING PLAN AND INSTALL EROSION CONTROL BLANKET.
- REMOVE THE SILT FENCE AFTER THE SITE IS STABILIZED PER PROJECT ENGINEER APPROVAL.



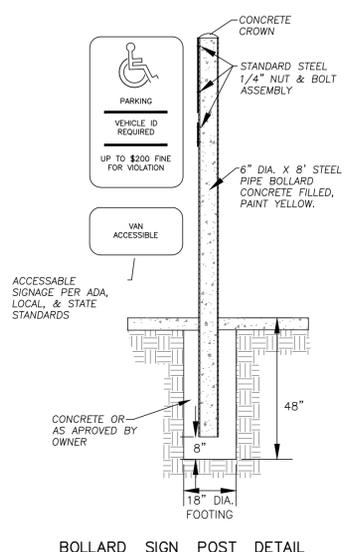
CURB AND GUTTER CONSTRUCTION AT CATCH BASIN



SERVICE LINE CLEANOUTS



CONCRETE CURB AND GUTTER DETAILS



BOLLARD SIGN POST DETAIL

CONTRACTOR:

Kinghorn
 COMPANY
 GENERAL CONTRACTORS

14198 Northdale Blvd
 Rogers, MN 55374

John Studer
 (763) 428-8088
 johns@kinghornco.com

CITY OF HANOVER
 PUBLIC WORKS FACILITY

xxxx 5th Street
 Hanover, MN 55941

DETAILS PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Scott D. W. [Signature]

Date: 05/10/17 Reg. No. 24348

PREPARED BY: CIVIL ENGINEERING SITE DESIGN

118 East Broadway St.
 Monticello, MN 55622
 Phone: 763-314-0929
 www.civilrad.com

REVISIONS	DATE	DRAWN BY	DESIGNED BY	CHECKED BY
10/11/16 storm water modifications	05/10/17 modify elevations: modify storm sewer	SD	SD	SD

DATE	DRAWN BY	DESIGNED BY	CHECKED BY
09/08/16	SD	SD	SD

FILE NO. 00562

INDEX OF CIVIL SITE DRAWINGS:

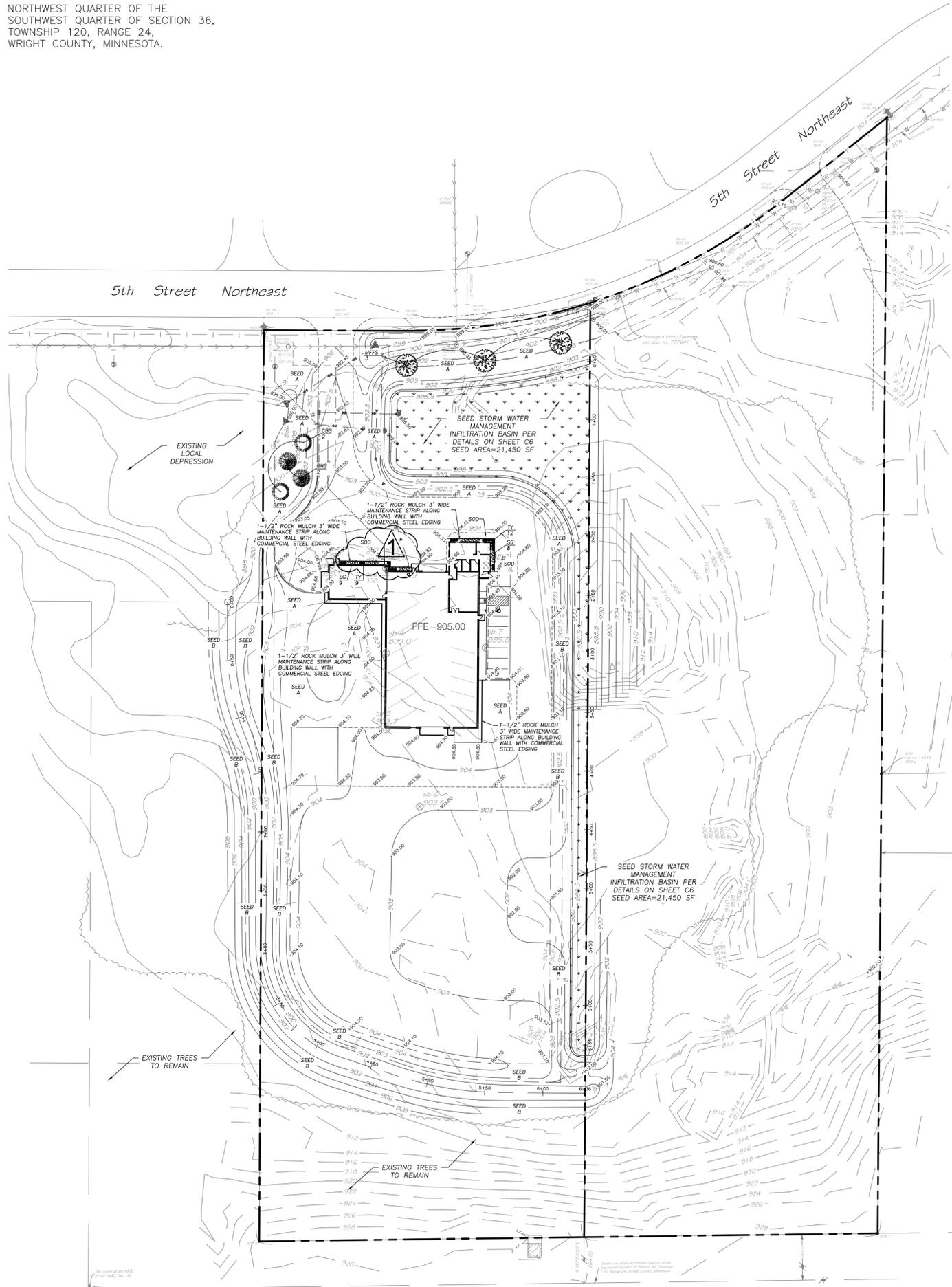
- C0 PROJECT LOCATION PLAN
- C1 SITE PLAN
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- C3 DIVERSION DITCH PROFILE PLAN
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- C5 STORM WATER POLLUTION PREVENTION PLAN
- C6 DETAILS
- C7 LANDSCAPE PLAN

C6

Details Plan

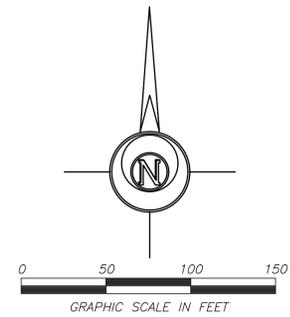
PROJECT LOCATION

NORTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 36,
TOWNSHIP 120, RANGE 24,
WRIGHT COUNTY, MINNESOTA.



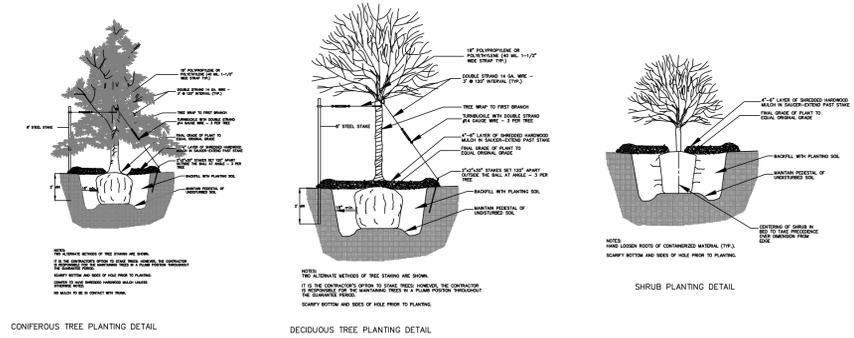
PLANT LIST:

QTY	KEY	COMMON NAME	SIZE/ROOT
TREES OVERSTORY DECIDUOUS			
3	MFFS	Maple, Fall Fiesta Sugar	2 Inch
3	Total		
TREES OVERSTORY CONIFEROUS			
2	CBS	Colorado Blue Spruce	3 Feet
2	BHS	Black Hills Spruce	3 Feet
4	Total		
SHRUBS			
21	TY	Taunton Yew	5 Gallon
17	SG	Spirea, Goldflame	5 Gallon
38	Total		



Topography Survey By: Lot Surveys Company
7601 73rd Avenue North
Minneapolis, MN 55428
763-560-3093

Benchmark: Top nut of hydrant at
Northeast corner of 5th
Street & Hwy 19.
Elevation = 914.31 feet



GENERAL NOTES:

- Contractor shall provide one year guarantee of all plant materials. The guarantee begins on the date of the General Contractor written acceptance of the date determined as substantially complete. Replacement materials shall also have a one year guarantee upon planting.
- Landscape contractor shall inspect the site and become familiar with existing conditions relating to the nature and scope of work. If any discrepancies are found, the General Contractor shall be notified prior to construction. The base information including contours, trails, utilities, curbs, and building locations were provided by others. All discrepancies must be resolved prior to construction.
- Landscape contractor shall verify plant layout and bring to the attention of the General Contractor discrepancies which may compromise the design or intent of the layout.
- Landscape contractor shall assure compliance with codes and regulations governing the work and materials supplied.
- Landscape contractor shall protect all existing roads, curbs/gutters, trails, trees, lawns, and site elements during construction. Damage to the same shall be repaired at no cost to the Owner.
- Landscape contractor shall verify the location of all utilities above and below grade prior to any soil disruption or installation. Provide necessary protection for same before construction begins.
- Landscape contractor shall coordinate each phase of installation with General Contractor.
- Landscape contractor shall be responsible for ongoing maintenance of all installed materials until time of substantial completion. Repair and/or replace all damaged materials due to construction or acts of vandalism at no cost to the Owner.
- Landscape contractor shall verify that all plant placement will not negatively affect the plant's survival or warranty. Undesirable site conditions shall be brought to the attention of the General Contractor prior to construction.
- Landscape irrigation to be provided for all mowed turf areas. Design/build irrigation plan to be approved by owner. Record plan to be provided to owner at completion.
- Landscape contractor shall submit a written request for the substantial completion of all landscape and site improvements prior to submitting for final payment. The submittal shall include an as-built drawing of all landscape and irrigation installations and improvements.

TURF NOTES:

- Sod turf areas unless noted as seed. Landscape contractor to obtain approval of sod type from General Contractor or owner prior to installation.
- Sod shall be TPI certified turf grass sod, highland sod only. Sod shall be free from weeds, stones, and have a strong fibrous root structure and be free from burned or bare spots.
- Sod shall be uniform in depth and cut into even rolls. All sod delivered to the site shall be installed that day. All seams shall be laid tight in staggered rows not less than 18 inches apart. Sod that abuts curbs or concrete areas shall have a finish grade 1 inch below the hard surface elevation. Once sod is installed the elevations shall be level. Sod areas shall be fertilized with a 22-05-10, 80% WLN, 0% CI, at 350 lbs/ac and applied as per distributor's requirements.
- Landscape contractor to confirm approval of seed mix from General Contractor or owner prior to installation.
- Seed shall be installed as per the distributor's requirements for proper coverage and germination.
- Seed A: MndOT seed mix 25-131 shall be applied at 220.0 lbs/ac in moderate maintenance turf areas.
- Seed B: MndOT seed mix 35-221 shall be applied at 36.5 lbs/ac in low maintenance turf areas.
- MndOT Type 1 mulch shall be applied at 2 tons/ac and disc anchored in areas not covered by sod or erosion blanket.
- Fertilizer shall be 22-05-10, 80% WLN, 0% CI, at 350 lbs/ac. Disc fertilizer into top 3" of soil.
- Dormant seed mix shall be used after November 1 or when temperatures do not exceed 40° F, using some rates specified above. No seed shall be placed on snow or ice greater than 2" in depth.
- Any seeded areas that do not become established with vegetation shall be re-seeded at Contractor's expense.

PLANTING NOTES:

- All plants to be Minnesota grown and hardy. Plants to be installed as per standard ANN planting practices. Nursery stock shall comply with the current edition of the American Standard for Nursery Stock, ANSI Z60.1.
- No planting will occur until final grading has been completed.
- All tree and shrub beds shall be staked and approved prior to installation.
- No substitutions will be accepted unless approval is granted by the General Contractor prior to submission of the bid.
- Location adjustments may be needed in the field. Landscape Architect must be notified.
- Plants to be installed as per planting details.
- Plants shall be fertilized upon installation with dried bone meal. Other approved fertilizers mixed in with the planting soil as per the manufacturer's instructions may be applied. Summer and fall installations shall have an application of granular 10-0-5, 12oz. per 2.5' cal. tree and 6oz. per shrub. An additional application of 10-10-10 the following spring in the tree saucer.
- Areas receiving ground covers, perennials, or garden space shall receive a minimum of 18 inches of planting soil consisting of 4 parts topsoil, 4 parts screened compost, and 1 part sand.
- All deciduous trees shall be wrapped in the fall prior to Dec. 1 and removed after April 15. Tree wrap shall be asphalt impregnated crepe, wrapped from base of trunk flare to first branches. An additional application of 10-10-10 the following spring in the tree saucer.
- Edging shall be professional grade poly material. Edging horizontal layout to be uniform with smooth transitions. Edging vertical placement to be below typical mower deck cutting height.
- A 24" wide rock mulch maintenance strip shall be installed along the wall of the building. Maintenance strip shall have weed barrier fabric under rock mulch and edged with poly edging.
- Weed barrier shall be 4oz. woven needle punch, black. Overlapping seams.
- Rock mulch, (River Rock, 1-1/2 inch or 2-1/2 inch) shall be placed a minimum of 4 inches deep. Rock mulch shall have weed barrier fabric or 6 mil poly under rock.
- Mulch tree rings shall be 6 feet in diameter and be a minimum of 4 inch deep double shredded dark brown hardwood. Mulch shall not come in contact with tree trunks.
- All deciduous plantings shall occur between spring thaw and June 15, or between fall's first frost and the first snow or Nov. 15, which ever comes first. Coniferous plantings must be prior to Oct. 1.
- Landscape contractor shall be responsible for determining appropriate planting conditions. Warranties shall be enforced regardless of weather and planting conditions.
- No excess materials or debris will be on site. All hard surfaces will be swept and washed clean.

INDEX OF CIVIL SITE DRAWINGS:

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CONTRACTOR:
Kinghorn
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14198 Northdale Blvd
Rogers, MN 55374

John Studer
(763) 428-8088
johns@kinghornco.com

CITY OF HANOVER
PUBLIC WORKS FACILITY

xxxx 5th Street
Hanover, MN 55341

LANDSCAPE PLAN

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

10/11/16 Reg. No. 24348
PREPARED BY: CIVIL ENGINEERING SITE DESIGN
118 East Broadway St.
Monticello, Mn 55362
Phone: 763-314-0929
www.civillead.com

REVISIONS

DATE	BY	DESCRIPTION
10/11/16	SD	storm water modifications
10/05/17	SD	storm water elevations; modify storm sewer

VERTICAL SCALE
1 inch = 5 feet

HORIZONTAL SCALE
1 inch = 50 feet
(FULL SIZE SHEET 34 X 40)

DATE	DRAWN BY	DESIGNED BY	CHECKED BY
09/08/16	SD	SD	SD

FILE NO. 00562

C7

Landscape Plan

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

The regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 6th day of June 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 06-06-17-58

A RESOLUTION APPROVING THE SALE OF OLD CHAIN LINK FENCING

WHEREAS, the City of Hanover is completing a ballfield redesign; and

WHEREAS, the City has removed old fencing that will not be reused on the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council, of the City of Hanover, approves the sale of the unused fencing on auction at Post-A-Bid in Monticello, MN.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 6th day of June, 2017.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator