

**AGENDA  
HANOVER CITY COUNCIL  
JUNE 20, 2017**

**MAYOR  
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of June 6, 2017 City Council Meeting (4)**
  - b. Approve Claims as Presented: (7)**

➤ Claims	<b>\$ 141,782.40</b>
➤ Payroll	<b>\$ 6,772.20</b>
➤ P/R taxes & Exp	<b>\$ 2,831.78</b>
➤ Other Claims	<b>\$ 1,476.17</b>
➤ Total Claims	<b><u>\$ 152,862.55</u></b>
  - c. Res No 06-20-17-59 – Accepting Donation from Hanover Athletic Association (41)**
  - d. Res No 06-20-17-60 – Approving 2017 Hennepin County Liquor License (42)**
  - e. Res No 06-20-17-61 – Accepting Donation from Hanover Fire Relief Association 2132.50 (43)**
  - f. Res No 06-20-17-62 – Recognizing Fire Department Resignation of Darcy Wandersee (44)**
- 4. Hanover Zion United Methodist Church Cemetery**
- 5. Res No 06-20-17-63 – Awarding Bids for the Public Works Facility (45)**
- 6. Joint Cooperative Agreement – Wright County Fire Departments (53)**
- 7. Fire Department Job Descriptions (69)**
- 8. Eagle Scout Project – John Miller**
- 9. Ordinance Amendment – Implementation of Administrative Fine System (78)**
- 10. Ordinance Amendment – 2017 Fee Schedule (84)**
- 11. Public Works Third Full Time Position**
- 12. City of Hanover Building Permits**
- 13. City Hall Hours July 3<sup>rd</sup>**
- 14. Reports**
- 15. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** June 16, 2017  
**Re:** Review of June 20, 2017 City Council Work Session Agenda

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1. Call to Order Regular City Council Work Session: 6:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent agenda.*
  - a. Approve Minutes of June 6, 2017 City Council Meeting (4)
  - b. Approve Claims as Presented: (7)

➤ Claims	\$ 141,782.40
➤ Payroll	\$ 6,772.20
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  - c. Res No 06-20-17-59 – Accepting Donation from Hanover Athletic Association (41)
  - d. Res No 06-20-17-60 – Approving 2017 Hennepin County Liquor License (42)
  - e. Res No 06-20-17-61 – Accepting Donation from Hanover Fire Relief Association 2132.50 (43)
  - f. Res No 06-20-17-62 – Recognizing Fire Department Resignation of Darcy Wandersee (44)
4. Hanover Zion United Methodist Church  
*Carol Dixon will be present to discuss details regarding Council's concerns from the previous meeting. I also reached out to Wright County and will discuss my conversation with them.*
5. Res No 06-20-17-63 – Awarding Bids for the Public Works Facility (45)  
*Enclosed is a resolution awarding a project total and identifying low bids/quotes received. Also enclosed is a funding source worksheet.*
6. Joint Cooperative Agreement – Wright County Fire Departments(53)  
*Chief Malewicki will be present to discuss.*
7. Fire Department Job Descriptions (69)  
*As part of the City Policy cleanup, job descriptions for positions within the Fire Department have been enclosed for Council review. Further discussion on officially recognizing wage totals will be held. I.e. officer pay.*

**8. Eagle Scout Project – John Miller**

*John has identified four locations for Hanover Signs. Three locations will require permanent sign easements. WSB is estimating easement acquisition costs for Council consideration. John has obtained funding for the four signs from the Hanover Lions Club.*

**9. Ordinance Amendment – Implementation of Administrative Fine System (78)**

*Enclosed is the second draft of the ordinance. The “Code Offense” definition was further clarified to better outline separate offenses. Changes from the first draft are in red.*

**10. Ordinance Amendment – 2017 Fee Schedule (84)**

*Enclosed is an amendment to the fee schedule to reflect the Administrative Fines.*

**11. Public Works Third Full Time Position**

*Discussion on this position will be held again. This is due to a change in public works staffing, and the recent applicant results for the Maintenance Worker position.*

**12. City of Hanover Building Permits**

*MaryAnn will lead discussion.*

**13. City Hall Hours July 3<sup>rd</sup>**

*Staff is seeking approval to close City Hall on Monday July 3<sup>rd</sup>, due to the following day being closed for a holiday. This request comes from the likeliness of little visitors due to a long holiday weekend, and the desire by staff for a long holiday weekend.*

**14. Reports**

**15. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
JUNE 6, 2017 – DRAFT MINUTES**

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

Mayor Chris Kauffman called the regular meeting of Tuesday, June 6, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Jackie Heinz, City Attorney John Edison, City Engineer Justin Messner, Public Works Supervisor Jason Doboszanski. Guests included Steve & Lynn Beise, Teri Johnson, Doug Voerding from Wright County Journal Press, and a County Sheriff.

**Approval of Agenda:**

Kauffman requested to add State Representative Eric Lucero to the agenda as item 3e.

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

**Consent Agenda:**

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

**Consent Agenda Items:**

a. **Approve Minutes of May 16, 2017 City Council Work Session Meeting**

b. **Approve Claims as Presented:**

➤ 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**

d. **Res No 06-06-17-53 – Approving 2017 Wright County Liquor Licenses**

**Motion carried unanimously.**

**State Representative Eric Lucero**

Lucero gave a post legislative wrap up. The topics included the Omnibus Bills, funding allocations, public safety, expanding a prekindergarten program, increase for K – 12, college tuition freeze, transportation, tax cuts for social security, and the new professional soccer stadium in St. Paul.

**Citizen's Forum:**

**Steve & Lynn Beise**

A statement was distributed to council and read aloud by Lynn Beise. The statement was drafted by Clark Lee, a Hanover resident. The statement addressed concerns regarding the real estate listing of 500 Kadler Ave and 520 Kadler Ave. Mr. Lee feels the realtor is being unethical in the listing given no approvals have been granted for the home that is advertised on the lot(s). Hagen stated the realtor has not contacted city hall regarding the matter. The attorney stated the city cannot regulate how the property is being marketed. Beise asked if city hall staff would make any new interest in the property aware of the problems with the lot and Kauffman agreed.

**Teri Johnson**

Johnson lives on Prairie Lane and has been maintaining the weeds between the curb and asphalt for 12 years. He is asking that the city take care of the weeds in the future. Warpula thanked Johnson for maintaining the area during the last 12 years. Hagen stated the city would maintain the area.

**Public Hearings:**

None

**Unfinished Business:**

None

**New Business:**

**Res No 06-06-17-54 – Approving Rent Reimbursement Business Incentive**

Hagen explained the EDA has received an application for rent reimbursement from a new business which will be opening in a business setting. In order to be approved for the rent reimbursement, the business must show proof of lease payment, a 1 year lease and stay in business for 1 year. The business would be reimbursed \$800.00 per month up to \$2,400.00 total.

**MOTION** by Warpula to approve Res No 06-06-17-54, seconded by Hallstein. **Motion carried unanimously.**

**Res No 06-06-17-55 – Approving Temporary Intoxicating Liquor License**

Hagen explained the Hanover Lions Club has requested to sell craft beers at the Hanover Harvest Festival. An intoxicating license is required do to the alcohol content.

**MOTION** by Warpula to approve Res No 06-06-17-55, seconded by Hallstein. **Motion carried unanimously.**

**Res No 06-06-17-56 – Approving the Hire of Jason Ramthun**

Hagen stated there were 19 applicants for the maintenance worker position which lead to 7 first round interviews. During the first interview applicants were required to run a mini excavator, drive the plow truck and back up a trailer. The applicants were scored on their ability to operate equipment, seat belt use, signals, etc. There were two stand out candidates. Staff is recommending Jason Ramthun be hired at \$22.00 per hour.

**MOTION** by Zajicek to approve Res No 06-06-17-56, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 06-06-17-57 – Approving 11149 5<sup>th</sup> St. NE Site Plan Amendment**

Hagen explained the Public Works site plan updates. They have been reviewed and approved by WSB. Updates include an adjustment to the salt shed location as well as some storm water drainage changes. The planning commission has reviewed and recommends approval.

**MOTION** by Warpula to approve Res No 06-06-17-57, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 06-06-17-58 – Approving the Sale of Old Fencing Material**

Doboszinski explained they would like to take the old ball field fence to auction and list it for sale, the poles would be taken to Rogers for recycling. Would like to get it cleaned up and moved out.

**MOTION** by Warpula to approve Res No 06-06-17-58, seconded by Hammerseng. **Motion carried unanimously.**

**Hanover Zion United Methodist Church Cemetery**

Hagen explained the Hanover Zion United Methodist Church is considering closing their doors. They have approached the city with a request to turn the cemetery responsibility over to the city. There are two options with the property:

1. The City would obtain ownership of the land from the Church and the City would be responsible for handling everything.
2. Sign a long term maintenance agreement, and budget dollars toward maintenance.

**Reports**

**Doboszanski**

- Changing water meters to 3/4 not 5/8 on new construction. 5/8 doesn't handle enough water
- Fixing Holes on Ladyslipper
- Rip Rap for Wash Outs on Bike Paths

**Messner**

- Working on a Chip Seal Plan

**Hallstein**

- 1<sup>st</sup> and 2<sup>nd</sup> Grade Picnic was in Settler's Park on Monday and they used their own grills due to the condition of the grates in the grills in the Park
- Would like the public to be notified about the development at Circle Park

**Zajicek**

- The White Sidewalls will be performing on June 29 in the park
- Inquired about receiving financial disclosures from the Hanover Athletic Association

**Hagen**

- The Park Board would like to spend \$100.00 for cookies at the Bike Rodeo.
- Bids for the Public Works building were opened on Monday, will have lows at the June 20<sup>th</sup> Council Meeting

**Kauffman**

- General Expenditures are at 33% through May – good job
- Thanked everyone who helped lay sod in the new ballfield
- Thanked everyone who applied for the maintenance worker position
- Inquired about netting on the fence of the new ballfield

**Adjournment**

**MOTION** by Warpula to adjourn at 8:15 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

CITY OF HANOVER

06/15/17 3:45 PM

Page 1

Payments

Current Period: June 2017

Batch Name	06/20/17 Pay Payment	Computer Dollar Amt	\$141,782.40	Posted
Refer	<u>2044 A-1 OUTDOOR POWER, INC.</u>	<u>Ck# 002030E 6/20/2017</u>		
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Anti Roller Scalp for Zero Turn		\$73.96
Invoice	401028	6/1/2017		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Speed Feed Hi Cap Head w/Spacer		\$63.98
Invoice	400798	5/30/2017		
Transaction Date	6/2/2017	Due 0	Cash 10100	<b>Total</b> \$137.94
Refer	<u>2040 ADVANCED DISPOSAL SERVICES</u>	<u>Ck# 032657 6/20/2017</u>		
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	Early Cancellation Charge		\$274.00
Invoice				
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	Standard Trash - April 1-3 2017		\$94.58
Invoice				
Transaction Date	6/14/2017	Due 0	Cash 10100	<b>Total</b> \$368.58
Refer	<u>2043 AEM FINANCIAL SOLUTIONS, LLC</u>	<u>Ck# 002029E 6/20/2017</u>		
Cash Payment	E 100-41530-310 Other Professional Servi	Accounting Services Per Agreement - 2017		\$1,838.00
Invoice	385183	5/31/2017		
Transaction Date	6/2/2017	Due 0	Cash 10100	<b>Total</b> \$1,838.00
Refer	<u>2074 AMERICAN ENGINEERING TESTI</u>	<u>Ck# 002034E 6/20/2017</u>		
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Asbestos Soil Remediation		\$4,955.13
Invoice	96693	5/31/2017		
Transaction Date	6/12/2017	Due 0	Cash 10100	<b>Total</b> \$4,955.13
Refer	<u>2070 BELL, DIANNE</u>	<u>Ck# 032658 6/20/2017</u>		
Cash Payment	G 100-22000 Deposits	Refund Hall Damage Deposit - 6/10/17 Event		\$200.00
Invoice				
Transaction Date	6/12/2017	Due 0	Cash 10100	<b>Total</b> \$200.00
Refer	<u>2051 BERGANKDV</u>	<u>Ck# 032659 6/20/2017</u>		
Cash Payment	E 100-41540-301 Auditing and Acctg Servi	Final Billing for Audit of Financial Statement for		\$3,400.00
Invoice	961635	5/31/2017		
Transaction Date	6/5/2017	Due 0	Cash 10100	<b>Total</b> \$3,400.00
Refer	<u>2048 BRASSWORKS</u>	<u>Ck# 032660 6/20/2017</u>		
Cash Payment	E 107-42210-437 Other Miscellaneous	Antique Firetruck Repairs		\$500.00
Invoice	81516	5/31/2017		
Cash Payment	E 100-42220-221 Equipment Parts	Antique Firetruck Repairs		\$996.18
Invoice	81516	5/31/2017		
Transaction Date	6/5/2017	Due 0	Cash 10100	<b>Total</b> \$1,496.18
Refer	<u>2062 CARDMEMBER SRVC (CENTRAL B</u>	<u>Ck# 032661 6/20/2017</u>		
Cash Payment	E 100-42220-580 Other Equipment	On Scene Decon Wipes		\$52.97
Invoice	3177	5/9/2017		
Transaction Date	6/6/2017	Due 0	Cash 10100	<b>Total</b> \$52.97
Refer	<u>2061 CENTERPOINT ENERGY</u>	<u>Ck# 032662 6/20/2017</u>		
Cash Payment	E 100-42280-383 Gas Utilities	Fire Dept. Gas Utility - 4/27/17 - 5/25/17		\$60.68
Invoice		5/30/2017		

CITY OF HANOVER

Payments

Current Period: June 2017

Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utility - 4/27/17 - 5/25/17			\$200.58
Invoice	5/30/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b> \$261.26
Refer	2085 CENTURY LINK				
					<u>Ck# 032663 6/20/2017</u>
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 5/28/17 - 6/27/17			\$30.90
Invoice	5/28/2017				
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b> \$30.90
Refer	2049 CLASSIC CLEANING COMPANY, LL				
					<u>Ck# 032664 6/20/2017</u>
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Monthly Cleaning - May 2017			\$325.00
Invoice 25126	5/8/2017				
Cash Payment	E 100-41940-310 Other Professional Servi	Fire Dept. Monthly Cleaning - May 2017			\$155.00
Invoice 25127	5/8/2017				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Monthly Cleaning - June 2017			\$325.00
Invoice 25257	6/8/2017				
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Special Cleaning on 5/28/17			\$65.00
Invoice 25257	6/8/2017				
Cash Payment	E 100-41940-310 Other Professional Servi	Fire Dept. Monthly Cleaning - June 2017			\$155.00
Invoice 25258	6/8/2017				
Transaction Date	6/5/2017	Due 0	Cash	10100	<b>Total</b> \$1,025.00
Refer	2043 COLLABORATIVE PLANNING LLC				
					<u>Ck# 002041E 6/20/2017</u>
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning			\$2,020.00
Invoice 2017-054	6/15/2017				
Cash Payment	G 818-20200 Accounts Payable	Ben Lange - Shed Variance			\$101.00
Invoice 2017-055	6/15/2017				
Transaction Date	6/15/2017	Due 0	Cash	10100	<b>Total</b> \$2,121.00
Refer	2050 COMCAST				
					<u>Ck# 032665 6/20/2017</u>
Cash Payment	E 100-41940-321 Telephone	Digital Voice & Internet - June 2017			\$346.05
Invoice 87721056200057	5/25/2017				
Transaction Date	6/5/2017	Due 0	Cash	10100	<b>Total</b> \$346.05
Refer	2059 COTTENS, INC.				
					<u>Ck# 032666 6/20/2017</u>
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Chuck			\$2.99
Invoice 233-75894	5/18/2017				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Oil & Oil Filter for 2012 Ford F250			\$63.16
Invoice 233-77608	5/30/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b> \$66.15
Refer	2080 DRAKE CONSTRUCTION, INC.				
					<u>Ck# 032667 6/20/2017</u>
Cash Payment	G 815-20200 Accounts Payable	Landscaping Escrow Release - 11553 Erin Street			\$2,000.00
Invoice					
Cash Payment	G 811-20200 Accounts Payable	Erosion Control Escrow Release - 11553 Erin Street			\$2,000.00
Invoice					
Cash Payment	G 817-20200 Accounts Payable	Infrastructure Escrow Release - 11553 Erin Street			\$1,000.00
Invoice					
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b> \$5,000.00
Refer	2084 FINKEN WATER SOLUTIONS				
					<u>Ck# 032668 6/20/2017</u>

CITY OF HANOVER

Payments

Current Period: June 2017

Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Drinking Water - 5 Gallons			\$12.40
Invoice R-248479	6/1/2017				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - June 2017			\$9.50
Invoice R-248479	6/1/2017				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - June 2017			\$9.50
Invoice R-248479	6/1/2017				
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b> \$31.40
Refer	2055 <u>FRICKE &amp; SONS SOD, INC.</u>			<u>Ck# 032669 6/20/2017</u>	
Cash Payment	E 402-45200-310 Other Professional Servi	7,500 Yards of Sod for Ball Field			\$12,750.00
Invoice 19735	6/2/2017			Project 208231	
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b> \$12,750.00
Refer	2073 <u>GUIDANCE POINT TECHNOLOGIE</u>			<u>Ck# 032670 6/20/2017</u>	
Cash Payment	E 100-41600-310 Other Professional Servi	Install New Dell Computer for Amy			\$337.50
Invoice 10866	6/8/2017				
Cash Payment	E 100-41600-310 Other Professional Servi	Set Up & Configured 19 E-Mail Accounts			\$135.00
Invoice 10867	6/8/2017				
Cash Payment	E 100-41570-207 Computer Supplies	New Dell Computer for Amy			\$1,328.98
Invoice 10877	6/8/2017				
Transaction Date	6/12/2017	Due 0	Cash	10100	<b>Total</b> \$1,801.48
Refer	2065 <u>HAGEN, BRIAN</u>			<u>Ck# 002033E 6/20/2017</u>	
Cash Payment	E 100-42240-310 Other Professional Servi	FD Membership Picture Printing at FedEx Reimb.			\$48.21
Invoice	6/6/2017				
Transaction Date	6/7/2017	Due 0	Cash	10100	<b>Total</b> \$48.21
Refer	2060 <u>HARDWARE HANK</u>			<u>Ck# 032671 6/20/2017</u>	
Cash Payment	E 100-43000-215 Shop Supplies	Keep Out Private Property Signs			\$6.97
Invoice 1397834	5/3/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Pipe Nippls Galv. 3/4 x Close			\$4.48
Invoice 1398188	5/4/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Insert Fitting, Clamp, Hose Clamp			\$10.83
Invoice 1402752	5/18/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Single Cut Key, Misc. Housewares			\$4.19
Invoice 1406143	5/30/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b> \$26.47
Refer	2041 <u>HEALTH PARTNERS</u>			<u>Ck# 002040E 6/20/2017</u>	
Cash Payment	G 100-21706 Medical/Dental Ins	Medical Premiums - July 2017			\$1,845.87
Invoice 73491573	6/7/2017				
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b> \$1,845.87
Refer	2067 <u>HENNEPIN CTY PROPERTY TAX</u>			<u>Ck# 032672 6/20/2017</u>	
Cash Payment	E 100-41550-310 Other Professional Servi	Special Assessments Annual Service Fee			\$74.50
Invoice 0617-67	6/6/2017				
Transaction Date	6/8/2017	Due 0	Cash	10100	<b>Total</b> \$74.50
Refer	2046 <u>HERBST, CHRIS &amp; JENNIFER</u>			<u>Ck# 032673 6/20/2017</u>	
Cash Payment	G 100-22000 Deposits	Refund Shelter Damage Deposit - 6/4/17 Event			\$100.00
Invoice	6/5/2017				
Transaction Date	6/5/2017	Due 0	Cash	10100	<b>Total</b> \$100.00

CITY OF HANOVER

06/15/17 3:45 PM

Page 4

Payments

Current Period: June 2017

Refer	2058 INTL SECURITY PRODUCTS	Ck# 032674 6/20/2017			
Cash Payment	E 100-43000-310 Other Professional Servi	200 Compost Cards			\$820.00
Invoice	3048911	5/31/2017			
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b> \$820.00
Refer	2081 J P BROOKS, INC	Ck# 032675 6/20/2017			
Cash Payment	G 815-20200 Accounts Payable	Landscaping Escrow Release - 564 Kayla Lane			\$2,000.00
Invoice					
Cash Payment	G 811-20200 Accounts Payable	Erosion Control Escrow Release - 564 Kayla Lane			\$2,000.00
Invoice					
Cash Payment	G 817-20200 Accounts Payable	Infrastructure Escrow Release - 564 Kayla Lane			\$1,000.00
Invoice					
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b> \$5,000.00
Refer	2087 JIM LEUER CONSTRUCTION	Ck# 032676 6/20/2017			
Cash Payment	G 815-20200 Accounts Payable	Landscaping Escrow Release - 607 Kayla Lane			\$2,000.00
Invoice		6/14/2017			
Cash Payment	G 811-20200 Accounts Payable	Erosion Control Escrow Release - 607 Kayla Lane			\$2,000.00
Invoice		6/14/2017			
Cash Payment	G 817-20200 Accounts Payable	Infrastructure Escrow Release - 607 Kayla Lane			\$1,000.00
Invoice		6/14/2017			
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b> \$5,000.00
Refer	2071 JOHNSON, AUTUMN	Ck# 032677 6/20/2017			
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Refund - 6/10/17 Event			\$100.00
Invoice					
Transaction Date	6/12/2017	Due 0	Cash	10100	<b>Total</b> \$100.00
Refer	2086 KOTTKE, BRIAN	Ck# 032678 6/20/2017			
Cash Payment	E 100-42220-221 Equipment Parts	MSA Multi Gas Chargers			\$144.18
Invoice		6/14/2017			
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b> \$144.18
Refer	2082 LEAGUE OF MINNESOTA CITIES	Ck# 032679 6/20/2017			
Cash Payment	E 603-43150-306 Dues & Subscriptions	MN Cities Stormwater Coalition Contributions 2017			\$515.00
Invoice	253540	6/1/2017			
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b> \$515.00
Refer	2063 LEAGUE OF MN CITIES INS. TRUS	Ck# 032680 6/20/2017			
Cash Payment	E 100-41960-361 General Liability Ins	General Liability Ins. General Government - 5/31/17 - 12/31/17			\$4,651.58
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. General Government - 1/1/18 - 5/31/18			\$3,322.55
Invoice	40000073	5/31/2017			
Cash Payment	E 100-42210-361 General Liability Ins	General Liability Ins. Fire Dept. - 5/31/17 - 12/31/17			\$2,629.33
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. Fire Dept. - 1/1/18 - 5/31/18			\$1,878.09
Invoice	40000073	5/31/2017			

CITY OF HANOVER

Payments

Current Period: June 2017

Cash Payment	E 100-41960-361 General Liability Ins	General Liability Ins. Public Works - 5/31/17 - 12/31/17	\$1,396.16		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. Public Works - 1/1/18 - 5/31/18	\$997.25		
Invoice	40000073	5/31/2017			
Cash Payment	E 602-41960-361 General Liability Ins	General Liability Ins. Sewer - 5/31/17 - 12/31/17	\$1,173.67		
Invoice	40000073	5/31/2017			
Cash Payment	G 602-15500 Prepaid Items	General Liability Ins. Sewer - 1/1/18 - 5/31/18	\$838.33		
Invoice	40000073	5/31/2017			
Cash Payment	E 601-41960-361 General Liability Ins	General Liability Ins. Water - 5/31/17 - 12/31/17	\$145.03		
Invoice	40000073	5/31/2017			
Cash Payment	G 601-15500 Prepaid Items	General Liability Ins. Water - 1/1/18 - 5/31/18	\$103.59		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-41960-361 General Liability Ins	General Liability Ins. Parks - 5/31/17 - 12/31/17	\$3,463.97		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. Parks - 1/1/18 - 5/31/18	\$2,474.27		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-41960-361 General Liability Ins	General Liability Ins. City Wide - 5/31/17 - 12/31/17	\$450.79		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. City Wide - 1/1/18 - 5/31/18	\$321.99		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-41960-361 General Liability Ins	General Liability Ins. EDA - 5/31/17 - 12/31/17	\$41.07		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	General Liability Ins. EDA - 1/1/18 - 5/31/18	\$29.33		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-41960-361 General Liability Ins	Excess Liability Ins. General Government - 5/31/17 - 12/31/17	\$1,128.72		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	Excess Liability Ins. General Government - 1/1/18 - 5/31/18	\$806.23		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-42210-361 General Liability Ins	Excess Liability Ins. Fire Dept. - 5/31/17 - 12/31/17	\$127.27		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	Excess Liability Ins. Fire Dept. - 1/1/18 - 5/31/18	\$90.91		
Invoice	40000073	5/31/2017			
Cash Payment	E 100-41960-361 General Liability Ins	Excess Liability Ins. EDA - 5/31/17 - 12/31/17	\$34.34		
Invoice	40000073	5/31/2017			
Cash Payment	G 100-15500 Prepaid Items	Excess Liability Ins. EDA - 1/1/18 - 5/31/18	\$24.53		
Invoice	40000073	5/31/2017			
Transaction Date	6/6/2017	Due 0 Cash	10100	<b>Total</b>	\$26,129.00
Refer	2066 <i>LIVING ESSENTIALLY SPOILED LL</i> Ck# 032681 6/20/2017				
Cash Payment	E 205-49300-317 EDA BIF: Rent Reimburs	Payment 1 of 3 for Rent Reimbursement	\$800.00		
Invoice		6/8/2017			
Cash Payment	E 205-49300-317 EDA BIF: Rent Reimburs	Payment 2 of 3 for Rent Reimbursement	\$800.00		
Invoice		6/8/2017			
Transaction Date	6/8/2017	Due 0 Cash	10100	<b>Total</b>	\$1,600.00
Refer	2044 <i>LOFFLER COMPANIES, INC.</i> Ck# 032682 6/20/2017				

CITY OF HANOVER

Payments

Current Period: June 2017

Cash Payment	E 100-41570-220 Repair/Maint Supply (GE Contract Overage 5/17/17 - 6/16/17					\$71.48
Invoice	2542514	6/9/2017				
Transaction Date	6/15/2017	Due 0	Cash	10100	<b>Total</b>	\$71.48
Refer	2079 MINNESOTA ZOOMOBILE				<u>Ck# 032683 6/20/2017</u>	
Cash Payment	E 100-45200-440 Programs				Zoomobile for Park Board Event on 7/19/17	\$325.00
Invoice	6710	6/12/2017				
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b>	\$325.00
Refer	2072 MUELLER, TERESA				<u>Ck# 032684 6/20/2017</u>	
Cash Payment	G 100-22000 Deposits				Hal Damage Deposit Refund - 6/11/17 Event	\$200.00
Invoice						
Transaction Date	6/12/2017	Due 0	Cash	10100	<b>Total</b>	\$200.00
Refer	2057 NORTHLAND TRUST				<u>Ck# 032685 6/20/2017</u>	
Cash Payment	E 311-47000-611 Bond Interest				\$660,000 Capital Improvement Plan Refunding Bonds, Series 2008A - Interest	\$3,382.50
Invoice		5/25/2017				
Cash Payment	E 311-47000-620 Fiscal Agents Fees				\$660,000 Capital Improvement Plan Refunding Bonds, Series 2008A - Agent Fees	\$495.00
Invoice		5/25/2017				
Cash Payment	E 315-47000-611 Bond Interest				\$1,535,000 GO Capital Improvement Plan Bond, Series 2016A - Interest	\$24,279.05
Invoice		5/25/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b>	\$28,156.55
Refer	2076 NORTHWEST LANDSCAPE				<u>Ck# 032686 6/20/2017</u>	
Cash Payment	E 402-45200-310 Other Professional Servi				Installed Lawn Sprinkler System in New Baseball Field	\$11,220.00
Invoice	520001	6/6/2017				
Transaction Date	6/12/2017	Due 0	Cash	10100	<b>Total</b>	\$11,220.00
Refer	2075 NW HOMESCHOOL ATHLETIC CO				<u>Ck# 032687 6/20/2017</u>	
Cash Payment	G 100-22000 Deposits				Refund Hall Damage Deposit - 6/7/17 Event	\$200.00
Invoice						
Transaction Date	6/12/2017	Due 0	Cash	10100	<b>Total</b>	\$200.00
Refer	2045 ROY C INC				<u>Ck# 032688 6/20/2017</u>	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE				Settlers Park Mens Room Door - New Strike / Faceplate	\$327.88
Invoice	69695	6/12/2017				
Transaction Date	6/15/2017	Due 0	Cash	10100	<b>Total</b>	\$327.88
Refer	2052 RUPP ANDERSON SQUIRES & WA				<u>Ck# 032689 6/20/2017</u>	
Cash Payment	E 100-41610-304 Legal Fees				City Council and Board/Commission Meetings, Employee Investigation, Misc.	\$6,961.39
Invoice	5763	5/30/2017				
Transaction Date	6/5/2017	Due 0	Cash	10100	<b>Total</b>	\$6,961.39
Refer	2047 SAARI, JACOB				<u>Ck# 032690 6/20/2017</u>	
Cash Payment	G 100-22000 Deposits				Refund Hall Damage Deposit - 6/3/17 Event	\$200.00
Invoice		6/5/2017				
Transaction Date	6/5/2017	Due 0	Cash	10100	<b>Total</b>	\$200.00
Refer	2083 VERIZON				<u>Ck# 032691 6/20/2017</u>	

CITY OF HANOVER

06/15/17 3:45 PM

Page 7

Payments

Current Period: June 2017

Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 5/3/17 - 6/2/17				\$50.84
Invoice	9786822075	6/2/2017				
Transaction Date	6/14/2017	Due 0	Cash	10100	<b>Total</b>	\$50.84
Refer	2056 VISION STAFFING SOLUTIONS	Ck# 002032E 6/20/2017				
Cash Payment	E 100-43000-310 Other Professional Servi	Temp Help - 5/22/17 to 5/24/17 - 33 Hrs				\$693.00
Invoice	59368	6/1/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b>	\$693.00
Refer	2064 WORK AREA PROTECTION CORP.	Ck# 032692 6/20/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Safety Cones and Signs				\$992.01
Invoice	43070	5/31/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b>	\$992.01
Refer	2054 WRIGHT COUNTY AUDITOR-TREA	Ck# 032693 6/20/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - June 2017				\$8,455.83
Invoice	June17	5/31/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - January 2017				\$76.66
Invoice		5/31/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - February 2017				\$133.32
Invoice		5/31/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - March 2017				\$113.32
Invoice		5/31/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - April 2017				\$466.62
Invoice		5/31/2017				
Cash Payment	E 100-41550-310 Other Professional Servi	2017 Special Assessment Fee				\$357.35
Invoice	1	5/30/2017				
Transaction Date	6/6/2017	Due 0	Cash	10100	<b>Total</b>	\$9,603.10
Refer	2042 WRIGHT COUNTY AUDITOR-TREA	Ck# 032694 6/20/2017				
Cash Payment	E 403-42260-550 Motor Vehicles	License for Fire Dept. Polaris Ranger				\$1,019.12
Invoice						
Transaction Date	6/15/2017	Due 0	Cash	10100	<b>Total</b>	\$1,019.12
Refer	2077 WSB & ASSOCIATES, INC.	Ck# 002035E 6/20/2017				
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services				\$1,892.25
Invoice		6/5/2017				
Cash Payment	E 100-43121-224 Street Maint Materials	2017 Chip Seal Project				\$535.25
Invoice		6/5/2017				
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b>	\$2,427.50
Refer	2078 XCEL ENERGY	Ck# 032695 6/20/2017				
Cash Payment	E 100-43160-381 Electric Utilities	City Lights 5/3/17 - 6/2/17				\$2,049.26
Invoice						
Transaction Date	6/13/2017	Due 0	Cash	10100	<b>Total</b>	\$2,049.26

Payments

Current Period: June 2017

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$101.00
817 INFRASTRUCTURE ESCROW FUND	\$3,000.00
815 LANDSCAPE ESCROW FUND	\$6,000.00
811 EROSION CONTROL ESCROW FUND	\$6,000.00
603 STORM WATER ENTERPRISE FUND	\$515.00
602 SEWER ENTERPRISE FUND	\$2,012.00
601 WATER ENTERPRISE FUND	\$248.62
411 FACILITIES CAPITAL PROJ FUND	\$4,955.13
403 FIRE DEPT CAPITAL FUND	\$1,019.12
402 PARKS CAPITAL PROJECTS	\$23,970.00
315 2016A GO CIP BOND	\$24,279.05
311 2008A GO CIP REFUNDING BOND	\$3,877.50
205 EDA BUSINESS INCENTIVE FUND	\$1,600.00
107 FIRE DEPT DONATIONS FUND	\$500.00
100 GENERAL FUND	\$63,704.98
	<u>\$141,782.40</u>

Pre-Written Check	\$141,782.40
Checks to be Generated by the Computer	\$0.00
Total	<u>\$141,782.40</u>

CITY OF HANOVER

06/15/17 3:40 PM

Page 1

\*Check Summary Register©

Cks 6/20/2017 - 6/20/2017

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002029E AEM FINANCIAL SOLUTIONS, LL	6/20/2017	\$1,838.00	Accounting Services Per Agreem
Paid Chk# 002030E A-1 OUTDOOR POWER, INC.	6/20/2017	\$137.94	Anti Roller Scalp for Zero Tur
Paid Chk# 002032E VISION STAFFING SOLUTIONS	6/20/2017	\$693.00	Temp Help - 5/22/17 to 5/24/17
Paid Chk# 002033E Hagen, Brian	6/20/2017	\$48.21	FD Membership Picture Printing
Paid Chk# 002034E AMERICAN ENGINEERING TES	6/20/2017	\$4,955.13	Public Works Asbestos Soil Rem
Paid Chk# 002035E WSB & ASSOCIATES, INC.	6/20/2017	\$2,427.50	General Engineering Services
Paid Chk# 002040E HEALTH PARTNERS	6/20/2017	\$1,845.87	Medical Premiums - July 2017
Paid Chk# 002041E Collaborative Planning LLC	6/20/2017	\$2,121.00	General Planning
Paid Chk# 032657 ADVANCED DISPOSAL SERVICE	6/20/2017	\$368.58	Early Cancellation Charge
Paid Chk# 032658 BELL, DIANNE	6/20/2017	\$200.00	Refund Hall Damage Deposit - 6
Paid Chk# 032659 BERGAN KDV	6/20/2017	\$3,400.00	Final Billing for Audit of Fin
Paid Chk# 032660 BRASSWORKS	6/20/2017	\$1,496.18	Antique Firetruck Repairs
Paid Chk# 032661 CARDMEMBER SERVICE	6/20/2017	\$52.97	On Scene Decon Wipes
Paid Chk# 032662 CENTERPOINT ENERGY	6/20/2017	\$261.26	Fire Dept. Gas Utility - 4/27/
Paid Chk# 032663 CENTURY LINK	6/20/2017	\$30.90	Fire Station Landline - 5/28/1
Paid Chk# 032664 CLASSIC CLEANING COMPANY	6/20/2017	\$1,025.00	City Hall Monthly Cleaning - M
Paid Chk# 032665 COMCAST	6/20/2017	\$346.05	Digital Voice & Internet - Jun
Paid Chk# 032666 COTTENS, INC	6/20/2017	\$66.15	Oil & Oil Filter for 2012 Ford
Paid Chk# 032667 DRAKE CONSTRUCTION, INC.	6/20/2017	\$5,000.00	Erosion Control Escrow Release
Paid Chk# 032668 FINKEN WATER SOLUTIONS	6/20/2017	\$31.40	Cook & Cold Rental Cooler - Ju
Paid Chk# 032669 FRICKE & SONS SOD, INC.	6/20/2017	\$12,750.00	7,500 Yards of Sod for Ball Fi
Paid Chk# 032670 Guidance Point Technologies	6/20/2017	\$1,801.48	New Dell Computer for Amy
Paid Chk# 032671 HARDWARE HANK	6/20/2017	\$26.47	Insert Fitting, Clamp, Hose Cl
Paid Chk# 032672 HENNEPIN CTY PROPERTY TAX	6/20/2017	\$74.50	Special Assessments Annual Ser
Paid Chk# 032673 HERBST, CHRIS & JENNIFER	6/20/2017	\$100.00	Refund Shelter Damage Deposit
Paid Chk# 032674 INTL SECURITY PRODUCTS	6/20/2017	\$820.00	200 Compost Cards
Paid Chk# 032675 J P BROOKS, INC	6/20/2017	\$5,000.00	Infrastructure Escrow Release
Paid Chk# 032676 JIM LEUER CONSTRUCTION	6/20/2017	\$5,000.00	Landscaping Escrow Release - 6
Paid Chk# 032677 JOHNSON, AUTUMN	6/20/2017	\$100.00	Shelter Damage Deposit Refund
Paid Chk# 032678 KOTTKE, BRIAN	6/20/2017	\$144.18	MSA Multi Gas Chargers
Paid Chk# 032679 LEAGUE OF MINNESOTA CITIES	6/20/2017	\$515.00	MN Cities Stormwater Coalitiiio
Paid Chk# 032680 LEAGUE OF MN CITIES INS. TRU	6/20/2017	\$26,129.00	Excess Liability Ins. EDA - 5/
Paid Chk# 032681 LIVING ESSENTIALLY SPOILED	6/20/2017	\$1,600.00	Payment 2 of 3 for Rent Reimb
Paid Chk# 032682 LOFFLER COMPANIES, INC.	6/20/2017	\$71.48	Contract Overage 5/17/17 - 6/1
Paid Chk# 032683 MINNESOTA ZOOMOBILE	6/20/2017	\$325.00	Zoomobile for Park Board Event
Paid Chk# 032684 MUELLER, TERESA	6/20/2017	\$200.00	Hal Damage Deposit Refund - 6/
Paid Chk# 032685 Northland Trust Services	6/20/2017	\$28,156.55	\$660,000 Capital Improvement P
Paid Chk# 032686 NORTHWEST LANDSCAPE	6/20/2017	\$11,220.00	Installed Lawn Sprinkler Syste
Paid Chk# 032687 NW HOMESCHOOL ATHLETIC C	6/20/2017	\$200.00	Refund Hall Damage Deposit - 6
Paid Chk# 032688 ROY C INC	6/20/2017	\$327.88	Settlers Park Mens Room Door -
Paid Chk# 032689 Rupp Anderson Squires & Waldsp	6/20/2017	\$6,961.39	City Council and Board/Commiss
Paid Chk# 032690 SAARI, JACOB	6/20/2017	\$200.00	Refund Hall Damage Deposit - 6
Paid Chk# 032691 Verizon Wireless	6/20/2017	\$50.84	iPad Data Plan - 5/3/17 - 6/2/
Paid Chk# 032692 WORK AREA PROTECTION COR	6/20/2017	\$992.01	Safety Cones and Signs
Paid Chk# 032693 WRIGHT COUNTY AUDITOR-TRE	6/20/2017	\$9,603.10	WC Patrol Services - June 2017
Paid Chk# 032694 WRIGHT COUNTY AUDITOR-TRE	6/20/2017	\$1,019.12	License for Fire Dept. Polaris

CITY OF HANOVER

06/15/17 3:40 PM

Page 2

\*Check Summary Register©

Cks 6/20/2017 - 6/20/2017

Name	Check Date	Check Amt	
Paid Chk# 032695 XCEL ENERGY	6/20/2017	\$2,049.26	City Lights 5/3/17 - 6/2/17
	<b>Total Checks</b>	\$141,782.40	

FILTER: None

CITY OF HANOVER

Cash Balances

June 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$397,491.86	\$8,914.79	\$114,850.25	\$291,556.40
107 FIRE DEPT DONATIONS FUND	\$23,687.31	\$1,000.00	\$500.00	\$24,187.31
201 EDA SPECIAL REVENUE FUND	\$131,406.83	\$0.00	\$422.50	\$130,984.33
205 EDA BUSINESS INCENTIVE FUND	\$245,296.77	\$449.23	\$1,600.00	\$244,146.00
311 2008A GO CIP REFUNDING BOND	\$39,221.89	\$0.00	\$3,877.50	\$35,344.39
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	\$24,279.05	-\$24,279.05
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	\$23,970.00	\$26,091.32
403 FIRE DEPT CAPITAL FUND	\$211,088.18	\$2,547.65	\$37,613.75	\$176,022.08
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	\$5,115.88	\$1,421,372.50
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	\$2,766.00	\$3,196.64	\$821,361.71
602 SEWER ENTERPRISE FUND	\$386,261.55	\$5,337.00	\$6,083.06	\$385,515.49
603 STORM WATER ENTERPRISE FUND	\$206,895.44	\$0.00	\$515.00	\$206,380.44
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	\$2,000.00	\$6,000.00	\$24,000.00
815 LANDSCAPE ESCROW FUND	\$28,000.00	\$2,000.00	\$6,000.00	\$24,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$1,000.00	\$3,000.00	\$12,000.00
818 MISC ESCROWS FUND	\$10,058.17	\$1,000.00	\$150.00	\$10,908.17
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
823 CROW RVR HTS WEST 3RD / BACKES	\$0.00	\$19,500.00	\$0.00	\$19,500.00
900 INTEREST	\$5,640.01	\$0.00	\$0.00	\$5,640.01
	\$9,015,872.62	\$46,514.67	\$237,337.09	\$8,825,050.20

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

2041

June 15, 2017

**City of Hanover  
PO Box 278  
Hanover, MN 55341**

**Reference to: City of Hanover -- General Planning  
Invoice # 2017-054**

Date	Task	Hours	Amount
4/4/2017	Review email re: 11045 10th.	0.25	25.25
4/5/2017	Various emails re: Hengler, public works building.	0.25	25.25
4/7/2017	Various emails.	0.25	25.25
4/9/2017	Various re: potential twinhome development. Reviewing various re: Hengler, email to Brian.	0.75	75.75
4/10/2017	Review email re: Bankwest lot from 4/5. Emails re: Hengler. Phone conference with Brian.	1	101.00
4/11/2017	Various emails.	0.25	25.25
4/14/2017	Phone conference with Brian re: Hengler, emails with Wright County re: premature split, phone conference with Brian. Review agenda packet.	1.5	151.50
4/17/2017	Various emails with Wright County re: split. Various emails with staff.	0.5	50.50
4/18/2017	Meeting with industrial park lot development. Meeting with Loucks re: CRH. Meeting with staff re: various. Researching/preparing info.	6.5	656.50
4/19/2017	Emails re: CRH EAW, review background docs, phone conference with Brian, phone conference with Todd. Various re: Ronning, phone conference with Wayne Elam. Various re: Hengler.	2.25	227.25
4/20/2017	Various re: CRH EAW.	0.75	75.75
4/24/2017	Attend Planning Commission meeting.	2.75	277.75
4/25/2017	Reviewing need for EAW for CRH, various emails with developer, Brian and Jay.	1	101.00
4/26/2017	Various emails re: CRH.	0.25	25.25
4/27/2017	Phone conference with Brian.	0.25	25.25
4/28/2017	Phone conference with Jay, draft memo for Council agenda.	1.5	151.50
		<hr/> 20	<u>\$2,020.00</u>

# 100-41910-310

Planning & Zoning

↳ Other Professional Svcs.

City of Hanover  
General Planning

June 15, 2017  
Page 1  
18

Additional Charges	\$0.00
Total Amount of this Invoice	\$2,020.00
Previous Balance	\$2,525.00
Payments Received	\$2,525.00
Balance Due	\$2,020.00

2041

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

June 15, 2017

City of Hanover  
PO Box 278  
Hanover, MN 55341

Ben Lange Project # 208230

Reference to: City of Hanover -- 311 Jansen  
Invoice # 2017-055  
Shed Variance

Date	Task	Hours	Amount
4/20/2017	Phone conference with Amy, prepare report, email to Amy.	1	101.00
		<hr/>	<hr/>
		1	\$101.00

Additional Charges	\$0.00
Total Amount of this Invoice	\$101.00
Previous Balance	\$49.00
Payments Received	\$49.00
Balance Due	\$101.00

# 818-20200  
Misc. Escrows Fund  
↳ A/P



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

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

Federal Tax ID 46-1641135

Statement as of: 4/30/2017  
Statement Date: 5/30/2017  
Statement No. 5763

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

4011(1)-0001: Miscellaneous	1,404.40
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0092: Employee Investigation	5,256.99

Total Fees and Expenses:	<u>\$6,961.39</u>
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$6,961.39</b>

# 100-41610-304

City Attorney *OH*  
↳ Legal Fees

JUN 1 2017



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

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

Federal Tax ID 46-1641135

Statement as of: 4/30/2017  
Statement Date: 5/30/2017  
Statement No. 5763

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

## 4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
04/03/2017	JTS Telephone conference with Brian regarding employee issue.	0.20	175.00	35.00
04/04/2017	JTS Review council agenda packet and prepare for meeting.	0.60	175.00	105.00
04/05/2017	JTS Assemble and transmit tax exempt materials to Brian and John Studer.	0.20	175.00	35.00
04/12/2017	JTS Brian e-mail regarding employee; reply.	0.20	175.00	35.00
04/12/2017	JTS Review e-mails regarding employee status; research obligation to pay vacation; Office conference with associate regarding same; Telephone conference with Brian regarding council meeting; e-mail Brian regarding items for meeting.	1.10	175.00	192.50
04/13/2017	JTS Brian e-mail regarding need for written easement; reply.	0.10	175.00	17.50
04/13/2017	JTS Brian question regarding closure of meeting to discuss accountant applications; reply.	0.10	175.00	17.50
04/14/2017	JTS Telephone conference with Brian regarding employee issue and regarding purchase of property.	0.30	175.00	52.50
04/17/2017	JTS Council meeting.	4.90	175.00	300.00
04/18/2017	JTS Prepare for council meeting.	1.00	175.00	175.00
04/20/2017	JTS Telephone conference with Brian regarding mandatory reporting misuse of funds, employment issues.	0.30	175.00	52.50
04/25/2017	JTS Review Cindy Nash e-mail regarding EAW issue.	0.20	175.00	35.00
04/26/2017	JTS Review and analyze EAW issue.	1.00	175.00	175.00
04/28/2017	JTS Telephone conference with Cindy regarding EAW issue.	0.30	175.00	52.50
			Sub-total Fees:	\$1,280.00

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

		Hours	Rate	Amount
04/04/2017	JTS Council meeting.	4.80	175.00	150.00



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04/18/2017 JTS	Council meeting.	4.80	175.00	150.00
				\$300.00

Sub-total Fees:

## 4011(1)-0092: Employee Investigation

		Hours	Rate	Amount
04/03/2017 MJE	Discuss investigation plan with Brian and coordinate strategy to complete investigation.	0.50	165.00	82.50
04/04/2017 MJE	Call Brian to discuss evidence for S.V. investigation; Begin drafting investigation report.	3.70	165.00	610.50
04/05/2017 MJE	Continue drafting executive summary of investigation into S.V.	3.50	165.00	577.50
04/06/2017 MJE	Finalize draft of employee investigation report; Call with Brian to discuss additional questions regarding investigation report.	4.50	165.00	742.50
04/07/2017 JTS	Review and revise investigative report.	0.80	175.00	140.00
04/10/2017 JTS	Participate in conversation with auditor regarding transactions with Brian and Doug.	0.30	175.00	52.50
04/10/2017 JTS	Further revisions to report; Telephone conference with Brian; Brian e-mail regarding audit; reply.	0.80	175.00	140.00
04/10/2017 MJE	Discuss meeting with employee to address employment concerns and prepare all documents and outline in advance of the meeting.	4.70	165.00	775.50
04/11/2017 MJE	Meet with subject employee to present evidence against him; Review City policies, ask other attorneys, and research caselaw to determine next steps for City Council meeting and recoupment of property/funds.	4.20	165.00	693.00
04/12/2017 MJE	Receive call from Brian regarding employee's questions about process; Research issues regarding payment of sick/comp/vacation time to employee; Send e-mail to Brian with respond.	2.00	165.00	330.00
04/13/2017 MJE	Redact investigation report and send to Brian.	1.20	165.00	198.00
04/18/2017 MJE	Travel to and from Hanover for City Council meeting; Attend and advise City Council on personnel matter during City Council closed session.	2.30	165.00	379.50
04/22/2017 JTS	Research regarding obligation to report theft; analyze statute; draft letter to auditor; research regarding obligation to advertise for opening; e-mail Brian regarding same.	1.40	175.00	245.00
04/25/2017 JTS	Telephone conference with Brian regarding auditor letter and regarding advertising for positions.	0.20	175.00	35.00

04/27/2017 MJE	Review draft minutes from Hanover City Council meeting; Research necessary contents of minutes.	1.00	165.00	165.00
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Sub-total Fees:	\$5,166.50
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**Rate Summary**

Jay T. Squires	23.60 hours at \$175.00/hr	2,192.50
Michael J. Ervin	27.60 hours at \$165.00/hr	4,554.00
	Total hours:	6,746.50

**Expenses**

	Units	Price	Amount
04/04/2017 Meal.	1.00	8.50	8.50
04/04/2017 Mileage.	90.00	0.54	48.15
04/11/2017 Mileage.	58.00	0.54	31.03
04/18/2017 Mileage.	90.00	0.54	48.15
04/30/2017 Photocopies.	98.00	0.20	19.60
04/30/2017 Online Legal Research.	1.00	59.46	59.46

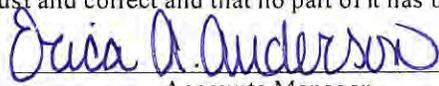
Sub-total Expenses:	\$214.89
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Total Fees and Expenses:	\$6,961.39
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Previous Balance:	-
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<b>Total Now Due:</b>	<b>\$6,961.39</b>
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I declare under the penalties of law that this account is just and correct and that no part of it has been paid.

  
 Accounts Manager



June 5, 2017

2035

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

Re: April, 2017 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

**WSB & Associates, Inc.**

  
for Justin Messner  
Associate

Enclosures

kc

# WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2017	Billed to Date April 30, 2017
2082-014	2017 General Engineering Services	\$2,278.00	\$9,014.75	\$9,014.75
2082-014	Credit on EFT overpayment 04/16/17	-\$385.75		
2082-120	2017 Chip Seal Project	\$535.25	\$535.25	\$535.25
<b>Current Invoice Total</b>		<b>\$2,427.50</b>	<b>\$9,550.00</b>	

*JP*

# 100-41950-303  
Engineer

1,892.25

# 100-43121-224  
Paved Streets

535.25

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2,427.50



701 Xenia Avenue South Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

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

June 5, 2017  
Project No: 0-002082-014  
Invoice No: 4

2017 General Engineering Services  
**Professional Services from April 1, 2017 to April 30, 2017**

Phase 000 2017 General Engineering Services  
Project Mgmt

		Hours	Rate	Amount	
Ekdorn, Dane	4/6/2017	3.00	88.00	264.00	
River Road parking figures and cost estimate.					
Totals		3.00		264.00	
<b>Total Labor</b>					<b>264.00</b>
				<b>Total this Task</b>	<b>\$264.00</b>

Meetings

		Hours	Rate	Amount	
Messner, Justin	4/3/2017	1.00	152.00	152.00	
JS Stewart SAC/WAC determination					
Messner, Justin	4/4/2017	.50	152.00	76.00	
PW/JS Stewart Site Storm Revisions					
Messner, Justin	4/6/2017	2.50	152.00	380.00	
Engineers Meeting and Stewart Site Visit					
Messner, Justin	4/7/2017	1.00	152.00	152.00	
EDA Parking Options					
Messner, Justin	4/18/2017	8.00	152.00	1,216.00	
Industrial Park Crow Rivier Heights - Meetings, Record Drawings, CAD files, etc.					
Messner, Justin	4/20/2017	.25	152.00	38.00	
Engineers Meeting					
Totals		13.25		2,014.00	
<b>Total Labor</b>					<b>2,014.00</b>
				<b>Total this Task</b>	<b>\$2,014.00</b>
				<b>Total this Phase</b>	<b>\$2,278.00</b>
				<b>Total this Invoice</b>	<b><u><u>\$2,278.00</u></u></b>

Outstanding Invoices

Invoice Number	Date	Balance
99	4/19/2017	-385.75
<b>Total</b>		<b>-385.75</b>

Total Now Due

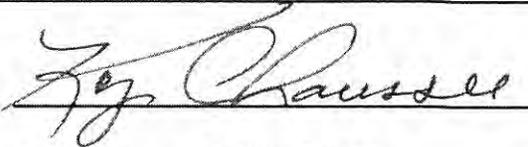
**\$1,892.25**

# 100-41950-303  
Engineering Fees

Billings to Date

	Current	Prior	Total
Labor	2,278.00	5,711.75	7,989.75
Field Services	0.00	1,025.00	1,025.00
<b>Totals</b>	<b>2,278.00</b>	<b>6,736.75</b>	<b>9,014.75</b>

Comments: Please process payment Total Now Due \$1,892.25.  
This includes overpayment on 4/19/17 EFT payment.  
Thank you!

Approved by: 

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner

File: Hanover 041917  
P: 04/19/17  
S: 117

CITY OF HANOVER

04/19/17 1:43 PM

\*Check Stub

WSB & ASSOCIATES, INC.

Check# 1960 EFT  
4/18/2017

701 Xenia Avenue South  
Ste 300  
Minneapolis

MN 55416

Vendor Act

Invoice#	Amount	RC	Comments	Discount	Invoice Total
	\$2,533.25		E 100-41950-303 General Engineering Fees - 2017		\$2,533.25
				Check Total	\$2,533.25

2082-014  
#1 2/25 \$385.75 → pd 3/8, applied to #99  
#2 3/31 \$2,147.50

# AR Ledger

Monday, June 5, 2017

7:31:11 PM

WSB & Associates, Inc.

Job-to-Date through 6/30/2017

Invoice	Mod/Receipt Detail	Date	Total	Fees	Reimb.	Taxes	Interest	Other
Project Number: 0-002082-014 HANO - 2017 General Engineering Services / Principal: Brotzler / Project Manager: Messner								
<b>Invoice: 000000001</b>								
000000001		2/25/2017	385.75	385.75				
000000001	Rcpt 000030817	3/8/2017	-385.75					
<b>Total for 000000001</b>				<b>385.75</b>				
<b>Invoice: 000000002</b>								
000000002		3/31/2017	2,147.50	2,107.50				40.00
000000002	Rcpt 001960EFT	4/19/2017	-2,147.50					
<b>Total for 000000002</b>				<b>2,107.50</b>				<b>40.00</b>
<b>Invoice: 000000003</b>								
000000003		5/1/2017	4,203.50	3,218.50				985.00
000000003	Rcpt 001988EFT	5/16/2017	-4,203.50					
<b>Total for 000000003</b>				<b>3,218.50</b>				<b>985.00</b>
<b>Invoice: 000000099</b>								
000000099	Rcpt 001960EFT	4/19/2017	-385.75					
<b>Total for 000000099</b>			<b>-385.75</b>					
Project Billed			6,736.75					
Project Received			-7,122.50					
Project Retainage								
<b>Total for 0-002082-014</b>			<b>-385.75</b>	<b>5,711.75</b>				<b>1,025.00</b>
<b>Total Billed</b>			<b>6,736.75</b>					
<b>Total Received</b>			<b>-7,122.50</b>					
<b>Total Retainage</b>								
<b>Total</b>			<b>-385.75</b>	<b>5,711.75</b>				<b>1,025.00</b>



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

June 5, 2017  
Project No: 0-002082-120  
Invoice No: 1

2017 Chip Seal Project

**Professional Services from April 1, 2017 to April 30, 2017**

Phase 1 Feasibility / Prel. Des.  
Project Mgmt

		Hours	Rate	Amount	
Keller, Kris	4/20/2017	1.25	117.00	146.25	
Project Research, Scope					
Keller, Kris	4/21/2017	1.50	117.00	175.50	
Project Research, Scope, Coordinate Figures					
Totals		2.75		321.75	
<b>Total Labor</b>					<b>321.75</b>
			<b>Total this Task</b>		<b>\$321.75</b>

Specifications

		Hours	Rate	Amount	
Keller, Kris	4/21/2017	1.50	117.00	175.50	
Specifications					
Totals		1.50		175.50	
<b>Total Labor</b>					<b>175.50</b>
			<b>Total this Task</b>		<b>\$175.50</b>

Drawings/Layouts

		Hours	Rate	Amount	
Phillippi, Michael	4/25/2017	.50	76.00	38.00	
Project Location Map					
Totals		.50		38.00	
<b>Total Labor</b>					<b>38.00</b>
			<b>Total this Task</b>		<b>\$38.00</b>
			<b>Total this Phase</b>		<b>\$535.25</b>

**Total this Invoice** \$535.25 *gm*

Billings to Date

	Current	Prior	Total
Labor	535.25	0.00	535.25
<b>Totals</b>	<b>535.25</b>	<b>0.00</b>	<b>535.25</b>

# 100-43121-224

Paved Streets

↳ Street Maint.

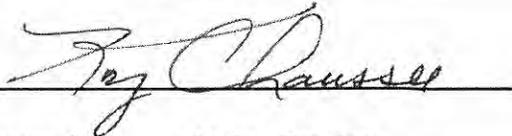
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Project 0-002082-120 HANO - 2017 Chip Seal Project Invoice 1

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Comments: \_\_\_\_\_

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Approved by: 

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner

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	\$400.00	\$5,520.00	\$9,175.00	\$3,655.00	60.16%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$225.00	\$400.00	\$175.00	56.25%
SERVICE	R 100-34108 Administrative Fees	\$1,600.00	\$2,600.00	\$1,500.00	-\$1,100.00	173.33%
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	\$300.00	\$1,552.31	\$3,000.00	\$1,447.69	51.74%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
Source Alt Code SERVICE		\$2,325.00	\$40,266.93	\$136,449.87	\$96,182.94	29.51%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$740.00	\$740.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$10.00	\$806.24	\$900.00	\$93.76	89.58%
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		\$10.00	\$70,448.05	\$22,240.00	-\$48,208.05	316.76%
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	\$6,109.79	\$31,296.15	\$50,000.00	\$18,703.85	62.59%
LIC PERM	R 100-32240 Animal Licenses	\$20.00	\$30.00	\$100.00	\$70.00	30.00%
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		\$6,129.79	\$44,270.15	\$62,120.00	\$17,849.85	71.27%
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	\$952.62	\$2,000.00	\$1,047.38	47.63%
Source Alt Code FINES		\$0.00	\$952.62	\$2,000.00	\$1,047.38	47.63%
Fund 100 GENERAL FUND		\$8,464.79	\$163,020.19	\$1,326,541.39	\$1,163,521.20	12.29%

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
		\$8,464.79	\$163,020.19	\$1,326,541.39	\$1,163,521.20	12.29%

**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
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-208 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	\$5,354.14	\$30,564.57	\$69,629.63	\$39,065.06	43.90%
CITYADM	E 100-41400-121 PERA	\$401.56	\$2,406.01	\$5,222.22	\$2,816.21	46.07%
CITYADM	E 100-41400-122 FICA	\$331.96	\$1,988.99	\$4,317.04	\$2,328.05	46.07%
CITYADM	E 100-41400-123 Medicare	\$77.64	\$465.19	\$1,009.63	\$544.44	46.08%
CITYADM	E 100-41400-134 Employer Paid Life	\$29.34	\$177.93	\$384.00	\$206.07	46.34%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$669.56	\$4,017.36	\$8,400.00	\$4,382.64	47.83%
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		\$6,950.92	\$40,304.85	\$90,962.52	\$50,657.67	44.31%
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	\$3,371.80	\$19,213.43	\$43,739.90	\$24,526.47	43.93%
CLERICAL	E 100-41430-121 PERA	\$252.89	\$1,512.26	\$3,280.49	\$1,768.23	46.10%
CLERICAL	E 100-41430-122 FICA	\$209.05	\$1,250.14	\$2,711.87	\$1,461.73	46.10%
CLERICAL	E 100-41430-123 Medicare	\$48.89	\$292.33	\$634.23	\$341.90	46.09%
CLERICAL	E 100-41430-134 Employer Paid Life	\$119.04	\$705.48	\$1,440.00	\$734.52	48.99%
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	\$669.56	\$4,017.36	\$8,400.00	\$4,382.64	47.83%
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		\$4,691.23	\$27,028.50	\$60,956.49	\$33,927.99	44.34%
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	\$3,425.00	\$22,406.01	\$52,954.72	\$30,548.71	42.31%
ACCTING	E 100-41530-121 PERA	\$256.88	\$1,414.92	\$3,971.60	\$2,556.68	35.63%

**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	\$212.35	\$1,380.26	\$3,283.19	\$1,902.93	42.04%
ACCTING	E 100-41530-123 Medicare	\$49.66	\$322.78	\$767.84	\$445.06	42.04%
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	\$1,838.00	\$6,691.00	\$0.00	-\$6,691.00	0.00%
Dept 41530 Accounting		\$5,781.89	\$36,201.77	\$74,023.35	\$37,821.58	48.91%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$3,400.00	\$20,900.00	\$24,300.00	\$3,400.00	86.01%
Dept 41540 Auditing		\$3,400.00	\$20,900.00	\$24,300.00	\$3,400.00	86.01%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$431.85	\$11,484.85	\$18,000.00	\$6,515.15	63.80%
Dept 41550 Assessing		\$431.85	\$11,484.85	\$18,000.00	\$6,515.15	63.80%
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	\$130.50	\$100.00	-\$30.50	130.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$3,057.88	\$11,119.06	\$12,000.00	\$880.94	92.66%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$695.28	\$1,690.06	\$4,000.00	\$2,309.94	42.25%
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		\$3,961.37	\$14,646.67	\$21,600.00	\$6,953.33	67.81%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$568.00	\$2,895.49	\$4,000.00	\$1,104.51	72.39%
Dept 41600 Computer		\$568.00	\$2,895.49	\$4,000.00	\$1,104.51	72.39%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$7,160.24	\$12,615.08	\$22,440.16	\$9,825.08	56.22%
Dept 41610 City Attorney		\$7,160.24	\$12,615.08	\$22,440.16	\$9,825.08	56.22%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$4,545.00	\$7,903.25	\$29,500.00	\$21,596.75	26.79%
Dept 41910 Planning and Zoning		\$4,545.00	\$7,903.25	\$29,500.00	\$21,596.75	26.79%
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	\$1,169.72	\$3,487.71	\$1,000.00	-\$2,487.71	348.77%
GOVTBLDG	E 100-41940-321 Telephone	\$346.05	\$1,944.12	\$3,500.00	\$1,555.88	55.55%
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	\$200.58	\$2,466.51	\$6,250.00	\$3,783.49	39.46%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$572.87	\$1,668.27	\$3,250.00	\$1,581.73	51.33%
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		\$3,044.62	\$17,916.24	\$42,300.00	\$24,383.76	42.36%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$1,892.25	\$8,002.75	\$32,500.00	\$24,497.25	24.62%
Dept 41950 Engineer		\$1,892.25	\$8,002.75	\$32,500.00	\$24,497.25	24.62%

**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	\$11,166.63	\$21,536.22	\$18,860.19	-\$2,676.03	114.19%
Dept 41960 Insurance		\$11,166.63	\$24,603.07	\$27,659.50	\$3,056.43	88.95%
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	\$9,245.75	\$51,975.04	\$101,748.00	\$49,772.96	51.08%
Dept 42102 Wright County Sheriff		\$9,245.75	\$51,975.04	\$101,748.00	\$49,772.96	51.08%
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	\$2,756.60	\$5,247.97	\$4,553.35	-\$694.62	115.26%
Dept 42210 Fire Dept Administration		\$2,756.60	\$12,517.11	\$77,254.96	\$64,737.85	16.20%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$2,050.36	\$2,937.88	\$13,500.00	\$10,562.12	21.76%
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	\$52.97	\$605.35	\$5,000.00	\$4,394.65	12.11%
Dept 42220 Fire Dept Equipment		\$2,103.33	\$5,999.48	\$25,350.00	\$19,350.52	23.67%
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	\$777.71	\$1,539.46	\$3,000.00	\$1,460.54	51.32%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$656.03	\$1,500.00	\$843.97	43.74%
Dept 42240 Fire Dept Training		\$2,277.71	\$4,586.86	\$17,000.00	\$12,413.14	26.98%
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	\$31.40	\$404.45	\$3,500.00	\$3,095.55	11.56%

**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
FIREBLDG	E 100-42280-321 Telephone	\$132.58	\$1,303.57	\$800.00	-\$503.57	162.95%
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	\$60.68	\$1,376.75	\$3,000.00	\$1,623.25	45.89%
Dept 42280	Fire Stations and Bldgs	\$536.30	\$4,330.13	\$13,625.00	\$9,294.87	31.78%
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	\$4,213.50	\$42,560.77	\$116,803.34	\$74,242.57	36.44%
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	\$1,732.50	\$4,156.00	\$15,000.00	\$10,844.00	27.71%
PUBWRKS	E 100-43000-121 PERA	\$316.02	\$3,168.95	\$10,279.11	\$7,110.16	30.83%
PUBWRKS	E 100-43000-122 FICA	\$366.29	\$3,066.10	\$8,250.88	\$5,184.78	37.16%
PUBWRKS	E 100-43000-123 Medicare	\$85.66	\$717.06	\$2,285.25	\$1,568.19	31.38%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$69.74	\$734.07	\$2,832.00	\$2,097.93	25.92%
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	\$836.64	\$7,776.40	\$27,600.00	\$19,823.60	28.18%
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	\$100.31	\$1,497.84	\$2,500.00	\$1,002.16	59.91%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$165.86	\$4,817.39	\$6,000.00	\$1,182.61	80.29%
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	\$1,062.00	\$5,613.46	\$5,000.00	-\$613.46	112.27%
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	\$3,196.15	\$6,802.41	\$19,000.00	\$12,197.59	35.80%
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)	\$12,832.11	\$86,011.17	\$234,100.58	\$148,089.41	36.74%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$9,482.25	\$13,009.95	\$50,000.00	\$36,990.05	26.02%
Dept 43121	Paved Streets	\$9,482.25	\$13,009.95	\$50,000.00	\$36,990.05	26.02%
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	\$2,088.09	\$10,457.58	\$25,000.00	\$14,542.42	41.83%
Dept 43160 Street Lighting		\$2,088.09	\$10,457.58	\$25,000.00	\$14,542.42	41.83%
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	\$401.84	\$904.13	\$5,000.00	\$4,095.87	18.08%
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	\$325.00	\$1,925.00	\$2,200.00	\$275.00	87.50%
PARKS	E 100-45200-580 Other Equipment	\$537.59	\$1,637.59	\$7,000.00	\$5,362.41	23.39%
Dept 45200 Parks (GENERAL)		\$1,671.12	\$6,424.23	\$36,500.00	\$30,075.77	17.60%
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		\$102,416.75	\$502,140.82	\$1,326,541.16	\$824,400.34	37.85%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	June 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$102,416.75	\$502,140.82	\$1,326,541.16	\$824,400.34	37.85%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> 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 06-20-17-59**

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

**WHEREAS**, the Hanover Athletic Association has donated \$1,086.20 to purchase fence capping for the newly redesigned Settlers Park Ballfield.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$1,086.20 from the Hanover Athletic Association to purchase fence capping.

**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 20<sup>th</sup> 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**

A meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> 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 06-20-17-60**

**APPROVING HENNEPIN COUNTY LIQUOR LICENSE RENEWAL**

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

- 1. Hilltop Bar & Grill                      Off Sale, On Sale, Sunday on Sale

**WHEREAS**, the Hennepin County Sheriff has reviewed and supports the renewal.

**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 20<sup>th</sup> 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 06-20-17-61**

**A RESOLUTION ACCEPTING DONATION FROM  
HANOVER FIRE RELIEF ASSOCIATION**

**WHEREAS**, the Hanover Fire Relief Association has donated \$2,132.50 to the Hanover Fire Department to be used to purchase masks for the members of the fire department.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$2,132.50 from the Hanover Fire Relief Association to purchase masks.

**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 20<sup>th</sup> 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 06-20-17-62**

**A RESOLUTION RECOGNIZING THE RETIREMENT OF DARCY WANDERSEE**

**WHEREAS**, Fire Department member Darcy Wandersee has submitted a letter of resignation to the Hanover Fire Chief.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council, of the City of Hanover, recognizes the resignation of Darcy Wandersee from the Hanover Fire Department effective June 1, 2017.

**BE IT FURTHER RESOLVED**, that the City Council thanks Mr. Wandersee for his fifteen plus years of service.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of June, 2017.

Approved By:

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

Attest:

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



GENERAL CONTRACTORS

Hanover Public Works Facility

6/13/2017

Project Cost

Div. #	Division	Cost	Descriptions
1	General Requirements	\$ 40,000.00	Safety, Cleaning, temp facilities, temp construction
2	Existing Conditions	\$ 13,601.00	Survey, Special Inspections
3	Concrete	\$ 372,719.00	Footings/foundation, slab, precast walls
4	Masonry	\$ 25,985.00	foundation, stoops, CMU, stone
5	Metals	\$ 271,327.00	Structural Steel, Steel Erection, Misc. Metals, MR-24 roof
6	Wood Plastics and Composites	\$ 19,176.00	Carpentry, Construction materials, millwork
7	Thermal & Moisture Protection	\$ 12,226.00	Caulking, Sealing, Insulation
8	Openings	\$ 65,904.00	Frames/Doors, hardware, glazing, OHD's
9	Finishes	\$ 114,969.00	Paint, Interior partitions, flooring, exterior framing
10	Specialties	\$ 1,535.00	Code Signage, Restroom & ADA Accessories
21	Fire Suppression	\$ 24,300.00	Fire Suppression
22	Plumbing	\$ 35,790.00	Floor Drains, Fixtures, Piping
23	Heating, Ventilation, Air Conditioning	\$ 119,936.00	HVAC
26	Electrical	\$ 117,900.00	Electrical
	Architectural & Structural Engineering	\$ 31,000.00	Civil design included
	Building Subtotal	\$ 1,266,368.00	
	13,120	\$ 96.52	Building cost per sqft
31	Earthwork	\$ 562,324.00	Footings, Backfill, Sand Cushion, Class 5, Grading, fabric, No dewatering
32	Exterior Improvements	\$ 159,052.00	Paving, landscaping, salt storage
33	Utilities	\$ 30,795.00	Utility
	Site Subtotal	\$ 752,171.00	
	Project Subtotal	\$ 2,018,539.00	
	Management Fee 7%	\$ 141,297.73	
	Permitting	By Owner	By Owner
	owners contingency	\$ 50,000.00	
	TOTAL	\$ 2,209,836.73	
	13,120	\$ 168.43	Total Cost per sqft

**Hanover Public Works Facility**

<b>Action Item</b>	<b>Contract Cost</b>	
Soils Correction	\$	546,109.81
Facility Construction	\$	1,663,726.92
	<i>total</i> \$	2,209,836.73
2016A G.O. Bond	\$	1,500,000.00
*Facility Capital	\$	55,000.00
**General Capital	\$	654,836.73

*\*Balance prior to start of project - Nov. 2015*

*\*\*General Capital balance 06-16-17 is \$1,325,959.16*

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 20<sup>th</sup> 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 06-20-17-63**

**A RESOLUTION ORDERING IMPROVEMENTS FOR THE  
HANOVER PUBLIC WORKS FACILITY SOILS CORRECTION**

**WHEREAS**, pursuant to an advertisement for bids for the improvement as shown on the plan for the above-referenced project, bids were received, opened and tabulated according to law, and the attached document “Exhibit A” were the bids received complying with the advertisement; and

**WHEREAS**, the attached document “Exhibit B” identifies the low bid which were submitted.

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

1. The approved total project cost for the construction of the Public Works Facility is \$1,663,726.92 plus permitting fees.
2. The City Administrator is hereby authorized and directed to enter into a contract with the companies who submitted the lowest sealed bid or the lowest quote.
3. The City Administrator is authorized to spend contingency dollars of up to \$50,000 on unforeseen costs associated with the construction of the facility and remaining site improvements.
4. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 20<sup>th</sup> day of June, 2017.

APPROVED BY:

ATTEST:

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

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

# Hanover Public Works

Bid Date: 6/6/2017

Bid Division	BID
Company	
2- Existing Conditions	
American Engineering and Testing	\$ 8,351.00
Lot Survey	\$ 5,250.00
3 - Concrete	
Molin Concrete	\$ 187,444.00
Northland Concrete and Masonry	\$ 182,850.00
wells	\$ 272,813.00
Ultra Concrete	\$ 175,719.00
erickson builders	\$ 262,648.00
thompson	\$ 194,832.00
Northland Concrete and Masonry combined	\$ 209,475.00
fabcon	\$ 168,000.00
northcountry exterior	\$ 23,075.00
Ebert	\$ 194,800.00
4- Masonry	
northland	\$ 27,825.00
5- Metals	
Ebert erecting	\$ 142,800.00
P. Skluzacek Builders	\$ 82,327.00
6- Woods, Plastics and Composites	
finish carpenter - erickson builders	\$ 25,992.00
ebert finish carpenter	\$ 11,800.00
8- Openings	
Twin City Garage Door	\$ 27,000.00
9- Finishes	
Steinbrecher Paint	\$ 29,850.00
burg drywall	\$ 93,700.00
RTL construction	\$ 76,969.00
conrad	\$ 53,800.00
henkimire coating	\$ 46,990.00
10- Specialties	
erickson frames and doors	\$ 38,168.00
21- Fire Suppression	
Summit Fire Protection	\$ 35,400.00
breth- zenzen	\$ 30,800.00
Vicking	\$ 24,300.00
General Fire Protection	\$ 31,700.00
22- Plumbing	
B & D plumbing	\$ 91,666.00
voss plumbing	\$ 35,790.00
23- HVAC	
B a nd D	\$ 119,936.00

26- Electrical		
Cityview	\$	140,600.00
Rike-lee	\$	166,000.00
NEO	\$	117,900.00
31- Earthwork		
Fehn	\$	82,941.00
32- Exterior Improvements		
Advanced Irr and Landscape	\$	49,600.00
oman	\$	129,300.00
autum ridge	\$	50,900.00
Landscaping midwest	\$	44,512.00
33-Utilities		
Voss	\$	30,795.00
metro utilites	\$	41,485.00
combined 1 , 7,12 , erickson	\$	328,808.00

City of Hanover Public Works Facility		Date 6/7/17	Lowest Bid
Bid Division	Company		
<b>1-General Requirements</b>			
	General Con. Budget	\$	40,000.00
<b>2- Existing Conditions</b>			
	American Engineering and Testing	\$	8,351.00
	Lot Survey	\$	5,250.00
<b>3 - Concrete</b>			
	Fabcon Precast Concrete	\$	197,000.00
	Ultra Concrete	\$	175,719.00
<b>4- Masonry</b>			
	Ultra Concrete	\$	25,985.00
<b>5- Metals</b>			
	Butler Building Systems	\$	175,000.00
	P. Skluzacek Builders	\$	82,327.00
	MISC Budget	\$	14,000.00
<b>6- Woods, Plastics and Composites</b>			
	Interior Components Group	\$	4,176.00
	Building Materials/Misc Budget	\$	10,000.00
	Carpentry Budget	\$	5,000.00
<b>7- Thermal and Moisture Protection</b>			
	Sillvercote	\$	12,226.00
<b>8- Openings</b>			
	Twin City Hardware	\$	21,322.00
	Classic Glass	\$	17,582.00
	Twin City Garage Door	\$	27,000.00
<b>9- Finishes</b>			
	RTL construction	\$	76,969.00
	Steinbrecher Paint	\$	29,850.00
	TCWF ceramic tile	\$	3,500.00
	TCWF vinyl tile	\$	4,650.00
<b>10- Specialties</b>			
	Twin City Hardware toilet access.	\$	1,535.00
<b>21- Fire Suppression</b>			
	Viking Sprinkler	\$	24,300.00
<b>22- Plumbing</b>			
	Voss	\$	35,790.00
<b>23- HVAC</b>			
	B and D	\$	119,936.00
<b>26- Electrical</b>			
	NEO	\$	117,900.00
<b>31- Earthwork</b>			
	Fehn - Building, fabric, sand and gravel	\$	82,941.00
<b>32- Exterior Improvements</b>			
	Oman Asphalt	\$	58,800.00

Salt Storage-Greystone	\$	55,740.00
Landscaping	\$	44,512.00
<b>33-Utilities</b>		
Voss	\$	30,795.00
<b>40 Process Integration</b>		
Subtotal	\$	1,508,156.00
18 General		
Profit and Overhead 7%	\$	105,570.92
Hanover MUNICIPALE BUILDING	BASE BUILDING	
<b>TOTAL BIDS</b>	\$	<b>1,613,726.92</b>
Owners Contingency	\$	50,000.00
<b>TOTAL BIDS with Contigency</b>	\$	<b>1,663,726.92</b>
Alternates Adds		Totals

— City NEEDS TO SIGN —

**JOINT COOPERATIVE AGREEMENT FOR USE OF  
FIRE PERSONNEL AND EQUIPMENT  
WRIGHT COUNTY FIRE CHIEFS ASSOCIATION  
\_\_\_\_\_, 2017**

**I. Purpose**

This Agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this Agreement is to make equipment, personnel and other resources available to political subdivisions from other subdivisions.

**II. Definitions**

- “Party” means a city in Wright County that has approved and executed this Agreement.
- “Requesting Official” means the person designated by a party who is responsible for requesting assistance from other parties.
- “Requesting Party” means a party that requests assistance from other parties.
- “Responding Official” means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
- “Responding Party” means a party that provides assistance to a Requesting Party.
- “Assistance” means fire and/or emergency medical services personnel and/or equipment.
- “Specialized Activities” means non-emergency assistance to include but not be limited to: fire investigators, fire inspectors, fire educators, fire instructors, training personnel and associated equipment and facilities.

### **III. Parties**

The parties eligible to enter into this Agreement shall consist of the Active and Affiliate member Cities of the Wright County Fire Chiefs Association. Upon the adoption of a resolution by its governing body, an executed copy of this Agreement shall be forwarded by the member party to the Secretary of the Wright County Fire Chiefs Association together with a certified copy of the resolution authorizing the Agreement. The Secretary of the Wright County Fire Chiefs Association shall maintain a current list of the parties to this Agreement and, whenever there is a change in the parties of this Agreement, shall notify the designated responding official of each party of such change.

### **IV. Procedure**

#### **Subd. 1. Request for assistance.**

Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance. Specialized activities of a non-emergency nature may be requested and/or provided by the Parties of this Agreement.

#### **Subd. 2. Response to request.**

Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources. No Responding Party shall be required to respond to a request for assistance.

#### **Subd. 3. Recall of Assistance.**

The Responding Party may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

#### **Subd. 4. Command of Scene.**

The Requesting Party shall be in command of the mutual aid scene. All mutual aid operations will be carried out according to the National Incident Management System (NIMS). The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

## **V. Workers' Compensation**

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance, covering its own personnel while they are providing assistance pursuant to this Agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

## **VI. Damage to Equipment**

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Subd. 1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Chapter 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subdivision 6) of the Requesting Party.

Subd. 2. The Requesting Party agrees hold harmless, defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons or of the Requesting Party, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

Subd. 3. No party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this Agreement.

## **VII. Charges to the Requesting Party**

Subd. 1. The Requesting Party shall reimburse the Responding Party for supplies used regardless of whether the Requesting Party recovers the cost of such supplies from the person(s) or entity to whom emergency service was provided.

Subd. 2. In the event the Requesting Party seeks to recover from a third party the cost of providing emergency services to which a Responding Party responded pursuant to this Agreement, all amounts recovered by the Requesting Party for such provision of emergency services (after reimbursement of supplies used as set out in Section VII, Subd. 1 above) shall be divided pro-rata between the Requesting Party and all Responding Parties based on the man hours and equipment provided, calculated at the respective rates set out on the attached Exhibit A. The Requesting Party may deduct any legal or collection costs incurred by the Requesting Party in collecting reimbursement from the person or entity to whom emergency services were provided before calculating each Responding Party's pro-rata share of such reimbursement.

Subd. 3. In the event a Party adopts an ordinance requiring reimbursement from some or all parties receiving emergency services, such ordinance shall adopt, either directly or by reference, the rate schedule attached as Exhibit A to this Agreement.

## **VIII. Duration**

This Agreement will be in force from the date of execution by any two Wright County cities. Any Wright County city may join this joint powers entity at any time via passage of this Agreement and execution of the same. Any party may withdraw from this Agreement upon thirty (30) days written notice to the other party or parties to the Agreement.

## **IX. Dissolution**

Upon dissolution, all property and assets of the joint powers entity (if any) shall be disbursed in equal amounts to the cities that are parties to this Agreement immediately prior to such dissolution.

**X. Execution**

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date: \_\_\_\_\_

Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**

<b><u>Apparatus:</u></b>		<b><u>Rate Per Hour:</u></b>
Engine	(Up to 4 Personnel)	\$275
Ladder / Aerial	(Up to 4 Personnel)	\$275
Water Tender	(Up to 2 Personnel)	\$200
Heavy Rescue / Rescue / Ambulance	(Up to 2 Personnel)	\$185
Command Vehicle / Utility Truck / Grass Truck	(Up to 2 Personnel)	\$85
ATV / UTV with water tank	(Up to 2 Personnel)	\$50
Extra Personnel \$15/hr		
<b><u>County-Wide Response Teams:</u></b>		
Special Response Unit		\$500
Fire Investigation Team		\$300

**WRIGHT COUNTY FIRE CHIEFS ASSOCIATION**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING THE JOINT COOPERATIVE AGREEMENT  
FOR USE OF FIRE PERSONNEL AND EQUIPMENT**

**WHEREAS**, the City of \_\_\_\_\_ is a member of the Wright County Fire Chiefs Association; and

**WHEREAS**, the Association has adopted an Agreement for Joint and Cooperative Use of Fire Personnel and Equipment; and

**WHEREAS**, the City of \_\_\_\_\_ believes the effectiveness of fire protection within the City is improved by adopting this Agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the \_\_\_\_\_ City Council that the Mayor and City Manager are hereby authorized to execute the Wright County Fire Chiefs Association Joint Cooperative Agreement for Use of Fire Personnel and Equipment, attached as Exhibit A, on behalf of the City of \_\_\_\_\_ as a participating member.

Adopted by the \_\_\_\_\_ City Council on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk/Administrator

CITY OF \_\_\_\_\_  
WRIGHT COUNTY  
STATE OF MINNESOTA

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING CHARGES FOR  
EMERGENCY RESPONSE SERVICES

THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA DOES  
HEREBY ORDAIN:

**Section 1. Findings, Purpose, and Intent.** This ordinance is adopted for the purpose of authorizing the City of \_\_\_\_\_ to establish and charge user service charges for Emergency Services as described in this ordinance.

**Section 2. Definitions.** The following terms shall apply in the interpretation and application of this ordinance.

1. "Commercial Building" and "Institutional Building" mean any structures that are used or intended either by the nature of its construction or by any conditional use permits, interim use permits or business licenses issued to be used for commercial, institutional or industrial purposes. Multiple family rental housing of any type is considered to be commercial for the purposes of this ordinance.
2. "Emergency Medical Response (Non Motor Vehicle Incident)" is any medical response not involving a motor vehicle where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of any injured persons.
3. "Excavator" means a person who conducts excavation.
4. "Fire Response" means any deployment of fire fighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area threatened by fire. It also includes the deployment of fire fighting personnel and/or equipment to provide fire suppression, rescue, extrication, or any other services related to fire and rescue as may occasionally occur. Such deployment constitutes fire response regardless of whether these services are actually performed.
5. "Fire Service Charge" means the charge imposed by the City for a Fire Response or Emergency Medical Response.
6. "Hazardous Substance" means any chemical or chemical compound that is listed as a hazardous substance in rules adopted under Minnesota Statutes Chapter 182.

7. "Illegal Activities" means any activity in violation of Minnesota statute, rules and regulations, or city or county ordinances, which may be criminal or merely not in conformity therewith.
8. "Motor Vehicle" means any self-propelled vehicle designed and originally manufactured to operate primarily upon public roads and highways, and not operated exclusively upon railroad tracks. It includes any vehicle propelled or drawn by a self-propelled vehicle. This includes semi trailers, snowmobiles, all terrain vehicles and campers.
9. "Motor Vehicle Owner" means any person, firm, association, or corporation owning or renting a motor vehicle, or having the exclusive use thereof, under a lease or otherwise, for a period of greater than 30 days.
10. "Person" means the state, a public agency, a local governmental unit, an individual, corporation, partnership, association, business, public entity or a trustee, receiver, assignee, or personal representative of any of them.
11. "Residential Building" means any structure which is used or intended by the nature of its construction to be used by persons for living and sleeping quarters, but shall not include multi-family housing, hotels, motels, or other buildings intended primarily for transient lodging. Residential Buildings shall also include outbuilding, barns and other structures which are not defined as Commercial or Institutional buildings as defined herein.
12. "Underground Pipeline Utility" means an underground line, facility, system, and its appurtenances used to produce, store, convey, transmit, or distribute gas, oil, petroleum products, and other similar substances.
13. "Vacant Parcel" means any property parcel that does not include any building improvements.

**Section 3. Conflicts.** In the event of any conflict between the provisions of this ordinance and applicable provisions of State law, rules or regulations, the latter shall prevail.

**Section 4. Fire Service Charges in General.**

1. The collection of fire service charges for the provision of Fire Response and Emergency Medical Response shall be pursuant to Minnesota Statute §§ 366.011 and 415.01 and any other applicable statute. Collection of unpaid service charges shall be as authorized in Minnesota Statute § 366.012.
2. Said fees shall be charged as set forth in Section 5 below.

3. For incidents where a fee is charged, the fee shall be calculated on the basis of the personnel and equipment which respond to the incident as set forth on the schedule attached as Exhibit A. All personnel and equipment provided by other fire departments pursuant to a mutual aid request of the City's Fire Department shall be billed as if such personnel and equipment were provided by the City's Fire Department.
4. When a particular service rendered by the Fire Department directly benefits more than one person or property, the owner of each property so benefited and each person so benefited shall be liable for the payment of the full charge for such service to his or her respective property or person.
5. Parties billed the fire service charge will have 30 days to pay. If the service charge is not paid by that time, it will be considered delinquent and the City will send notice of delinquency.
6. If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the City will use all practical and reasonable legal means to collect the service charge including the provisions of Minn. Stat. § 366.012. The party receiving the service shall be liable for all collection costs incurred by the City including, but not limited to, administrative costs, attorneys fees, recording fees and court costs.
7. Any party aggrieved by a charge authorized in this Ordinance may appeal the charge as follows:
  - a. Within the time period for which a bill is payable, the party shall file a written request with the City Clerk setting forth specific reasons why the charge is improper.
  - b. The City Clerk shall notify the aggrieved party, in writing, of the time, place and date the City Council will hold a hearing on the issue.
  - c. The City Council may grant relief on appeal if it finds good cause and sufficient proof to satisfy the City Council.
  - d. The City Council may extend the time for payment for a reasonable period.

**Section 5. Fire Service Charges.** The service charges for Fire Responses or Emergency Medical Responses shall be as follows:

1. **Emergency Medical Response (Non Motor Vehicle Incident):**
  - a. Emergency Medical Response (Non Motor Vehicle Incident) is any medical response not involving a motor vehicle where the Fire Department is able to

render aid, provide assistance, or otherwise improve the conditions of any injured persons.

- b. With regard to emergency medical response (non motor vehicle incident), there shall be no charge, provided, however, that should it be determined by the City that the medical response falls within Section 5, subparts 2, 8, 9, and 10 of this ordinance as set out below, then an invoice for the cost of the Fire Department response to the medical emergency will be sent to the property owner or owner's insurance company based on the fee schedule set forth on the attached Exhibit A.

## **2. Motor Vehicle Incident:**

- a. A motor vehicle incident is any response involving a motor vehicle where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of any injured persons. This would include but not be limited to: Vehicle Fire, Extrication, Medical Care, Absorbing Liquid Spills, Vehicle System Safety, Vehicle Stabilization, and Traffic Control.
- b. An invoice will be sent to the motor vehicle owner or owner's insurance company for the cost of the Fire Department response to the motor vehicle incident based on the fee schedule set forth on the attached Exhibit A.
- c. If there is more than one motor vehicle involved for which Fire Department service is provided, each motor vehicle owner or insurer will be invoiced an equal share of the service charge.

## **3. Residential Fire:**

- a. A residential fire is any incident response to a fire involving a residential building as defined in this ordinance.
- b. With regard to residential building fires, there shall be no charge, provided, however, that should it be determined by the City that the residential fire response falls within Section 5, subparts 9, 10 or 11 of this ordinance as set out below, then an invoice for the cost of the Fire Department response will be sent to the property owner, hazardous waste generator, person(s) charged with arson who set the fire, and/or the person(s) charged with an illegal crime which contributed to the need for fire response. All such charges shall be based on the fee schedule set forth on the attached Exhibit A.

## **4. Commercial or Institutional Building Fire Response:**

- a. A commercial or institutional building fire is any incident response to a fire involving a commercial or institutional building as defined in this ordinance.

- b. With regard to commercial or institutional building responses by the Fire Department, an invoice will be sent to the property owner or owner's insurance company for the cost of the Fire Department response to the commercial or institutional incident based on the fee schedule set forth on the attached Exhibit A, but only when the response requires the assistance of one or more other fire departments responding pursuant to a call for mutual aid by the incident commander at the scene.

**5. Grass Fires Within a State Trunk Highway or County Right-of-Way:**

- a. A grass fire is any incident response to a grass fire within or outside of the right-of-way of a state trunk highway, county road or city road if the fire originated within the right-of-way of a state trunk highway, county road or city road as defined in Minnesota State Statute §161.465.
- b. An invoice will be sent to the Minnesota Commissioner of Transportation or to the county administrator for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

**6. Technical Rescue:**

- a. A technical rescue is any incident response to a rescue on the water, ice, confined space, trench, high or low level where specialized equipment and training are required and where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of the persons in need of rescue.
- b. An invoice will be sent to the person, entity or business receiving rescue service for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

**7. Search and Rescue:**

- a. A search and rescue is any incident response to a search and/or rescue of a missing person where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of the person in need of rescue.
- b. With regard to search and rescue services, there shall be no charge.

**8. Underground Pipeline Utility Breaks:**

- a. An underground pipeline utility break is any incident response to an underground pipeline utility break if caused by an excavator or person other than a homeowner or resident operating on their own property.

- b. An invoice will be sent to the excavator or person responsible for the pipeline utility break for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall also include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

**9. Hazardous Material:**

- a. A hazardous material incident is any response to the release of hazardous material from its container, or the threat of a release of a hazardous material from its container, chemical reaction, or other potential emergency as the result of a hazardous material where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions or protect the public.
- b. An invoice will be sent to the person responsible for the hazardous material or transportation of the hazardous material for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

**10. Fire as the Result of Illegal Activities:**

- a. A fire as the result of illegal activities is any incident response to a fire that resulted from illegal activities occurring on the property as defined in this ordinance. Examples of this would include, but not be limited to, methamphetamine labs, commercial and industrial operations where a necessary permit or license is required but has not been obtained from the City, or the burning of debris without a properly issued burn permit.
- b. An invoice will be sent to the property owner, owner's insurance company, and/or the person(s) responsible for the illegal activity for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A. The Fire Department reserves the right to seek reimbursement through restitution should the person responsible for the illegal activity be convicted of a crime related to the incident.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the

incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

**11. Arson Fire:**

- a. An arson fire is any incident response to a fire where a person is charged under Minnesota Law.
- b. An invoice will be sent to the property owner, owner's insurance company and/or the person charged with the arson for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.
- d. The Fire Department reserves the right to seek reimbursement through restitution should the person responsible for the fire be convicted of a crime related to the incident. The fire investigator responsible for the incident investigation will forward all costs expended by the Fire Department in association with the incident to the court for reimbursement through restitution.

**12. Fire on Vacant Land:**

- a. A fire on vacant land is any incident response to a fire involving a fire on vacant parcel as defined in this ordinance.
- b. An invoice will be sent to the property owner or owner's insurance company for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

**Section 6. Repealer.** All prior ordinances to the extent that they are inconsistent with the terms and provisions of this Ordinance, shall be deemed repealed after the effective date of this ordinance with regard to those inconsistent terms and provisions.

**Section 7. Effective Date.** This Ordinance shall take effect upon its passage and publication.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
**\_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A**

<b><u>Apparatus:</u></b>		<b><u>Rate Per Hour:</u></b>
Engine	(Up to 4 Personnel)	\$275
Ladder / Aerial	(Up to 4 Personnel)	\$275
Water Tender	(Up to 2 Personnel)	\$200
Heavy Rescue / Rescue / Ambulance	(Up to 2 Personnel)	\$185
Command Vehicle / Utility Truck / Grass Truck	(Up to 2 Personnel)	\$85
ATV / UTV with water tank	(Up to 2 Personnel)	\$50
Extra Personnel \$15/hr		
<b><u>County-Wide Response Teams:</u></b>		
Special Response Unit		\$500
Fire Investigation Team		\$300

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**FIREFIGHTER**

**REPORTS TO:**

Fire Chief and Department Officers

**GENERAL DEFINITION OF WORK:**

Fire protection from bodily injury and property damage, provide public safety education, operate fire department equipment; including but not limited to driving trucks, operating pumps, and using SCBA (self-contained breathing apparatus). May have an opportunity to serve as an officer of the department or be involved in department planning for purchases or department operations.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Respond to fire calls
- Respond to medical calls
- Perform fire suppression and extrication at accident scenes
- Public safety education
- Attend and complete necessary trainings
- Complete routine inspections and maintenance of department equipment

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must attain and maintain Firefighter I and II State Certifications as well as First Responder State Certification. Be up to date on safety standards in order to provide safety education to the community. Be able to work with the public, other firefighters, and city officials.

**MINIMUM QUALIFICATIONS:**

Be at least 18 years of age, with a high school diploma or GED equivalent. Be able to respond to emergency calls within 10 minutes.

**SPECIAL REQUIREMENTS:**

Possess of a valid Minnesota Class D driver's license. Availability to respond to emergency calls all hours of the day. Pass a physical agility test, drug test, and background check.

**PHYSICAL REQUIREMENTS:**

Must be able to work under stressful conditions, in all types of weather conditions, long hours at a time, be prepared to work in storms and accidents of all kinds, work in both natural and man-made disasters.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**LIEUTENANT 3**

**REPORTS TO:**

Captain 3

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Captain 3. A majority of the time is spent working as a member of the Fire Training team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Respond to station/emergency scenes as directed by Chief Officers
- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs maintenance, repair, and cleaning of station, equipment, and apparatus with the Operations and Maintenance department
- Coordinate work details
- Assists Captain 3 with the monthly Fire Trainings
- Attends extra training/meetings as required
- Instructs training sessions as required
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of semi-annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have three years of service; meet all requirements of being a Firefighter with a desired qualification of EMT –Basic 1 year teaching experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**LIEUTENANT 4**

**REPORTS TO:**

Captain 4

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Captain 4. A majority of the time is spent working as a member of the Medical Training team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Respond to station/emergency scenes as directed by Chief Officers
- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs maintenance, repair, and cleaning of station, equipment, and apparatus with the Operations and Maintenance department
- Coordinate work details
- Assists Captain 4 with the monthly Medical Trainings
- Attends extra training/meetings as required
- Instructs training sessions as required
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of semi-annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have three years of service; meet all requirements of being a Firefighter with a desired qualification of EMT –Basic 1 year teaching experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CAPTAIN 1**

**REPORTS TO:**

Chief Officers

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Assists Captain 2 with monthly maintenance, repair, and cleaning of station, equipment, and apparatus
- Coordinate work details
- Assists Chief Officers with recruiting, hiring, and evaluation of department staff
- Attends extra training/meetings as required
- Instructs training sessions as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have five years of service, meet all requirements of being a Lieutenant with desired qualifications of Fire Officer I and two years of supervisory experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CAPTAIN 2**

**REPORTS TO:**

Chief Officers

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Directs monthly maintenance, repair, and cleaning of station, equipment, and apparatus
- Maintain, test, and update records of all SCBA packs
- Coordinate work details
- Assists Chief Officers with recruiting, hiring, and evaluation of department staff
- Attends extra training/meetings as required
- Instructs training sessions as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have five years of service; meet all requirements of being a Lieutenant with desired qualifications of Fire Officer I and two years of supervisory experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CAPTAIN 3**

**REPORTS TO:**

Chief Officers

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Instruct monthly fire trainings on a professional level
- Maintain all fire personnel records of training and assists members in certifications
- Coordinate work details
- Attends extra training/meetings as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have five years of service; meet all requirements of being a Lieutenant with desired qualifications of Fire Instructor I, Fire Officer I, EMT - Basic and two years of teaching experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CAPTAIN 4**

**REPORTS TO:**

Chief Officers

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Chief Officers. A majority of the time is spent working as a member of the station management team. General duties/projects are assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision in suppression of fire, administering first aid, and assisting in other types of emergencies and disasters. Provide supervision to maintain station/department equipment, apparatus, and facilities. Provide supervision, direction, and guidance to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Direct crews in firefighting, first aid, or assists with other types of emergencies or disasters as required, needed, or assigned
- Act as a line officer that makes entry with team, supervises team on assigned task
- Assist in enforcing rules, regulations, and policies of the department
- Assures operations of equipment and apparatus in an effective and safe manner
- Instruct monthly fire trainings on a professional level
- Maintain all fire personnel records of training and assists members in certifications
- Coordinate member physicals on annual basis
- Coordinate work details
- Attends extra training/meetings as required
- Works closely with Chief 1 and Chief 2 as part of Command Staff
- Assures that all incident reports are complete and accurate
- Reports and discusses with the Chief Officers on personnel issues
- Improve morale within the department
- Assists in establishment and execution of annual goals and objectives for the station
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have five years of service; meet all requirements of being a Lieutenant with desired qualifications of Fire Instructor I, Fire Officer I, EMT - Basic and two years of teaching experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CHIEF 2**

**REPORTS TO:**

Chief One

**GENERAL DEFINITION OF WORK:**

Work under general supervision of Chief One. A majority of the time is spent as a leader of the station management team. Provides management, leadership, direction, and guidance to department staff. Perform general management duties/projects as assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Provide general supervision on emergency scenes, administer first aid, and assist in other types of emergencies and disasters. Provide supervision to maintain department equipment, apparatus, and facilities. Provide supervision and direction to personnel. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Act as Fire Chief in the absence of Chief One
- May respond directly to emergency response calls
- Assume command of emergency scenes, command may be reassigned
- Assures that all equipment, apparatus, and staff are directed in a safe and effective manner
- Assure complete maintenance, repair, and cleaning of equipment, apparatus, and facilities
- Work with other Fire Department Officers, assume command of emergency scene when directed, establish Incident Command System
- Enforce rules, regulations, guidelines, and policies of the department
- Assist with recruiting, hiring, and evaluating department staff
- Maintain all station records, reports, and regulatory filings
- Work with Chief 1 to maintain department budget and financials
- Review property damage and personal injury accidents of the department
- Assure incident reports are accurate and complete
- Attend extra meetings and trainings as required, including Wright County Fire Chiefs Association
- Instruct training sessions as required
- Improve morale within the department, monitor activities and progress of department goals
- Other duties as assigned

**SPECIAL REQUIREMENTS:**

Have seven years of service; held an officer role as a Captain with desired qualifications of Fire Officer I & II, EMT - Basic and three years of supervisory experience.

**CITY OF HANOVER  
EMPLOYMENT POSITION DESCRIPTION**

**CHIEF 1**

**REPORTS TO:**

City Administrator

**GENERAL DEFINITION OF WORK:**

Provides management, leadership, direction, and guidance to department staff. Perform general management duties/projects as assigned to be carried out independently using professional judgement while acting within the limits of the policies and procedures.

**ESSENTIAL FUNCTIONAL/TYPICAL TASKS:**

Direct activities of the department within the resources approved by the City Council. Supervise the administrative functions of the department and coordinate the City's Emergency Preparedness Plan. Meet all requirements of Firefighter duties.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- May respond directly to emergency response calls
- Assume command of emergency scenes, establish Incident Command System, command may be reassigned if appropriate
- Evaluate and direct activities/resources at emergency scenes
- Direct operations of the department
- Provide general supervision; assign areas of responsibility
- Assess resources as needed
- Develop department budget and financial activities
- Maintain community relationships with residents, civic groups, schools, boards, and committees
- Attend extra trainings/meetings as required, including the Wright County Chief Association
- Work closely with Chief 2 establishing goals for the department
- Improve morale within the department, monitor activities and progress of department goals
- Serve as Civil Defense Director in the event of a natural disaster

**SPECIAL REQUIREMENTS:**

Have seven years of service; held an officer role of Captain or higher with desired qualifications of Fire Officer I & II, EMT - Basic and five years of supervisory experience.

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

**ORDINANCE NO 2017-XX**

**AN ORDINANCE AMENDING CHAPTER 1 GENERAL PROVISIONS**

**THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:**

**Section 1.** SEC. 1.06 of the Hanover City Code is repealed in its entirety, and a new Sec. 1.06 is added as follows:

SEC. 1.06 ADMINISTRATIVE ENFORCEMENT OF CODE REGULATIONS

- A. Purpose and Intent. The administrative enforcement procedures established in this section are intended to provide the City of Hanover with an informal, cost-effective and more efficient alternative to criminal prosecution or civil litigation for certain violations of the City Code and Ordinances. The City retains the right, at its sole discretion, to enforce provisions of this Code and City Ordinances by bringing criminal charges or commencing in civil litigation in any case where the City determines it is appropriate or necessary, but finds that an administrative process is beneficial to the residents of the City and further finds that such process is a legitimate and necessary alternative method of enforcing compliance to code or ordinance violations.
- B. Definitions.
1. *Code Compliance Officer:* Any officer of the Wright or Hennepin County Sheriff's Department, any employee of the City, or any person or company contracted to provide code enforcement services who has received official authority by the Hanover City Council to enforce this City Code and Ordinances. There may be more than one person designated as code compliance officer at any given time.
  2. *Code Offense:* A violation of any section, subdivision, paragraph or provision of the Hanover City Code or any Hanover City Ordinance and is subject to a civil penalty determined according to a schedule adopted by resolution of the Hanover City Council from time to time and payable directly to the City Clerk. **It shall be determined that a separate Code Offense has occurred if the violation continues or exists upon final determination of the previous Administrative Notice. ~~Each day the violation exists constitutes a separate code offense.~~**
  3. *Owner:* An individual, association, syndicate, partnership, corporation, limited liability company, trust or any other legal entity holding an equitable or legal ownership interest in land, buildings, structures, dwelling unit(s) or other property.

4. *Person:* A natural person of either sex, a firm, partnership, corporation, limited liability company, any other association of people, and includes the manager or agent of that person or organization.

C. Procedure.

1. Administrative Notice:

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

2. Citation:

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

adopted in the **Hanover Fee Schedule** by the Hanover City Council from time to time, and the manner for paying the civil penalty or requesting a hearing before a hearing officer to contest the citation.

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

D. Appeal to Hearing Officer.

1. Hearing Officer:
  - a. ~~**Appointment:** The Hanover City Council shall, by resolution from time to time, appoint a list of persons authorized to act as hearing officer.~~
  - b. **Persons:** The Hanover City Council recognizes that the hearing officers shall be one staff representative who has not been associated with the administrative notice or citation, and one City Council member.
  - c. Authority: The hearing officer is authorized to conduct an informal hearing to determine if a code offense has occurred.
  - d. Decisions: The hearing officer shall have the authority to uphold or dismiss the citation or reduce, stay or waive the civil penalty imposed upon such terms and conditions as the hearing officer shall determine. The hearing officer's decision shall be made in writing on a form provided by the City of Hanover for such purpose. A copy of the hearing officer's decision shall be served by the United States Postal Service First Class Mail upon the person requesting the hearing. The hearing officer's decision is final, except for appeal of the hearing officer's decision in limited cases to the Hanover City Council, as set forth in Subsection E of this chapter.
  - e. Compensation: The **City Council** hearing officer **member** shall be compensated by the City of Hanover for such hearings and related findings **in accordance to SEC. 2.12(C), Special City Council Meeting, of the Hanover City Code.**
2. Request for Hearing: Any person contesting a citation issued pursuant to this Chapter may, within fifteen (15) days of the time of issuance of the citation, request a hearing before a hearing officer. Any request for a hearing before a

hearing officer shall be made in writing on a form provided by the City of Hanover for such a request and either delivered personally to City Hall or mailed via the United States Postal Service First Class Mail, postage prepaid and postmarked within said prescribed fifteen (15) days. **Cost of an appeal to the Hearing Officer is subject to the fee identified on the City's Fee Schedule.**

3. Time for Hearing: The hearing shall be held at City Hall within thirty (30) days of the date the City of Hanover received a timely written notice that a hearing has been requested.
4. Failure to Attend Hearing: Failure to attend the hearing constitutes a waiver of the violator's rights to an administrative hearing and an admission of the violation. A hearing officer may waive this result upon good cause shown. A determination of good cause shall be made by the hearing officer, but does specifically not include forgetfulness or intentional delay.
5. Conduct of Hearing:
  - a. At the hearing, the parties will have the opportunity to present testimony, documents and exhibits and question witnesses.
  - b. The hearing officer shall tape-record the proceedings and receive testimony and exhibits. Strict rules of evidence will not apply.
  - c. The hearing officer must receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs.

E. Appeal of Hearing Officer Decision.

1. Appealable Matters: The hearing officer's decision shall be appealable to the Hanover City Council only for the following matters:
  - a. An alleged failure to obtain a required permit, license, or other approval from the Hanover City Council as required by this code:
  - b. An alleged violation of a permit, license, or other approval, or conditions attached to the permit, license or approval, that was issued by the Hanover City Council; or
  - c. An alleged violation of regulations governing a person or entity who has received a license by the Hanover City Council.
2. Filing an Appeal: An appeal to the Hanover City Council of the hearing officer's decision must be made in writing on a form provided by the City for such an appeal and must be served on the City Clerk by United States Postal Service First

Class Mail, postage prepaid, within ten (10) days after the date of the hearing officer's decision.

3. Hearing: A timely appeal will be heard to the Hanover City Council after a notice of hearing is served by the City upon the appellant in person or by certified mail at least ten (10) days in advance of the date of the hearing. The parties to the hearing will have an opportunity to present oral or written arguments regarding the hearing officer's decision.
4. Council Considerations and Decision: The Hanover City Council shall consider the record, the hearing officer's decision, and any additional arguments before making a determination. The City Council is not bound by the hearing officer's decision, but may adopt all or part of the hearing officer's decision. The City Council's decision may be voted upon and given at the hearing or may be given in writing within fifteen (15) days of the hearing.
5. Failure to Appear: The failure of the appellant to appear in front of the Hanover City Council or participate in the appeal constitutes a waiver of the violator's right of appeal and an admission of the violation. The Council may waive the result upon good cause shown. The determination of a showing of good cause shall be made solely at the discretion of the City Council, but does not include forgetfulness or intentional delay.

F. Failure to Pay.

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

4. Suspension or Revocation of License or Permit: The City of Hanover may suspend or revoke a license or permit or other approval associated with the code offense if the civil penalty and accrued late charges are not timely paid.

G. Subsequent Violations.

1. Second Violation: If a second citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a previous citation for the same code offense, the civil penalty shall increase by twenty five percent (25%) over the scheduled civil penalty amount.
2. Third Violation: If a third citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a previous citation for the same code offense, the civil penalty shall increase by fifty percent (50%) over the scheduled civil penalty amount.
3. Fourth Violation: If a fourth citation for a code offense is issued by the City of Hanover to the alleged violator and/or owner of the property upon which the violation has occurred within twenty four (24) months of the issuance of a previous citation for the same code offense, the civil penalty shall increase by one hundred percent (100%) over the scheduled civil penalty amount.

**Section 2.** This Ordinance shall be effective following its passage and publications. Publication may be made in summary form.

Adopted by the Hanover City Council this \_\_\_\_ day of \_\_\_\_\_, 2017

APPROVED BY:

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

ATTEST:

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

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

**ORDINANCE NO 2017-XX**

**AN ORDINANCE AMENDING THE 2017 CITY OF HANOVER FEE SCHEDULE**

**THE CITY COUNCIL OF THE CITY OF HANOVER ORDAINS AS FOLLOWS:**

Section 1. The City of Hanover Fee Schedule as adopted by Ordinance 2016-10 is repealed in its entirety and an amended 2017 City of Hanover Fee Schedule, as attached, is hereby adopted.

Section 2. This Ordinance shall be effective following its passage and publication. Publication may be made in summary form.

Adopted by the Hanover City Council this \_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED BY:

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

ATTEST:

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



# City of Hanover 2017 Fee Schedule

## CITY HALL RENTAL FEES:

### Community Room: No Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 125.00	\$ 150.00

### Community Room: With Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 300.00	\$ 350.00
Set Up Fee	\$ 100.00	\$ 100.00
Deputy Fee	Current Rate	Current Rate

*\*required if liquor & dance: Deputy on duty (4 hrs)*

*\*Deputy fee is determined by the Wright County Sheriff's Department and may be subject to change without notice.*

### Civic & Non-Profit Organizations

Meet Occasionally with kitchen \$ 50.00 per meeting

### Other Rental Options

Benefit/Fundraiser: No Liquor	\$ 100.00
Benefit/Fundraiser: Liquor/Dance	\$ 125.00 + deputy fee
Kitchen use only	\$ 50.00
Funeral Receptions: No Alcohol	\$ 75.00
Conference Room Only: No Alcohol	\$ 25.00

### Organizations Exempt from Rental Fees

City of Hanover	Hanover Fire Department	Hanover Historical Society
Crow River Lions	Hanover Golden Age Club	Hanover Lions
Hanover Athletic Association	Hanover Harvest Festival	Hanover Youth Ball

## SETTLERS PARK SHELTER RENTAL FEES:

Damage Deposit	\$ 100.00
Rental Fee	\$ 133.59 Includes MN Sales Tax

*\*If same group is also renting City Hall, damage deposit for shelter is waived.*

# 2017 Fee Schedule

## MISCELLANEOUS FEES:

### Cemetery Lots

Resident	\$ 750.00
Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee	\$ 50.00 per trip

### Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Compost Site Replacement Key Fob	\$ 5.00
Return/NSF Checks	\$ 30.00
Special Assessment Search	\$ 25.00 Per PID#
Administrative Citation of Code Offense	\$ 100.00 First Occurance
Administrative Citation Appeal Hearing to Officer	???
Election Recount	\$ 1,000.00 escrow
<i>(Discretionary - candidate responsible for actual costs)</i>	

### Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
City Administrator	\$ 80.00 per hour
City Planner	current rate schedule
City Engineer	current rate schedule
City Attorney	current rate schedule
Special City Council/Board/Commission meeting	\$ 250.00 plus staff/consultant costs

## OTHER PERMITS/LICENSES:

Cat or Dog License - Lifetime	\$ 20.00
Cat or Dog License - Replacement Tag	\$ 10.00
Cat or Dog Impound Fees	As billed by Animal Shelter
Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)
Utility Permit	\$ 100.00 Fee + \$75 per bore hole
Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Erosion Control Escrow
Grading Permit (no building permit)	Will handle on case by case basis
Erosion Control Plan Security	Will handle on case by case basis
Rental Housing License (2 year)	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00 per year
Peddler, Solicitor, Transient Merchant License	\$ 50.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 5,000.00 per year + Investigation fee
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee

# 2017 Fee Schedule

## BUILDING PERMITS:

<b>Building Permit Fees</b>	<b>1997 UBC Fee Schedule</b>	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee		plus 25% of 1997 UBC Fee Schedule
ISTS Site Review Fee	\$ 100.00	
Septic Permit Fee	\$ 175.00	
Re-inspection Fee (2nd Inspect)	\$ 50.00	
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00	plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00	plus current State surcharge
<b>Residential Fireplace Permits</b>		
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule	
Gas Fired Mechanical	\$ 85.00	plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00	per unit plus current State surcharge
Residential Water Heater	\$ 50.00	plus current State surcharge
Irrigation System Permit	\$ 50.00	plus current State surcharge
<b>Plumbing Permit</b>		
Residential	\$ 50.00	base fee plus \$9.00 per fixture
Commercial	1997 UBC Fee Schedule	
Mechanical Permit (Commercial)	1997 UBC Fee Schedule	
<b>Fire Suppression System Permit</b>	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
<b>Fire Alarm System Permit</b>	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
<b>Sign Permit</b>		
Permanent Signs	1997 UBC Fee Schedule	
Demolition Permit	\$ 100.00	residential
	\$ 200.00	commercial
<b>Fence Permit</b>		
Over 6'	1997 UBC Fee Schedule	
Under 6'	Administrative Permit	
Landscape Escrow	\$ 2,000.00	per unit
Erosion Control Escrow	\$ 2,000.00	per unit
Infrastructure Escrow:	\$ 1,000.00	per unit
Escrow Inspection Fee	\$ 50.00	per re-inspection required after initial request

*\*All full-size plan sheets submitted must be provided both in paper and electronically.*

*Failure to provide an electronic version will result in a \$50 increase to the permit fee for scanning.*

# 2017 Fee Schedule

## DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$	2,270.00	per unit
Water Trunk Fee	\$	903.00	per unit
Storm Sewer Trunk Fee	\$	0.08	per square foot
Park Dedication Fee	\$	2,786.00	per unit
Storm Warning Siren Fee	\$	68.63	per acre
<b>Connection Permit Charges:</b>			
Sewer Permit Fee	\$	125.00	
Sewer Connection Fee (SAC)	\$	5,212.00	per SAC unit
Water Permit Fee	\$	125.00	
Water Connection Fee (WAC)	\$	2,241.00	per WAC unit
Water Meter Fee	\$	400.00	
<b>Utility Rates</b>			
Water Distribution Rates (City Portion)	\$	1.35	base fee per month
	\$	0.97	Per 1,000 gallons
Sewer Rates	\$	29.66	minimum per month (up to 7,000 gallons)
	\$	5.89	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$	102.00	per REF per year, capped at 2 acres

### *Examples of Storm Water Fee on Various Parcels:*

Neighborhood Residential	\$	34.00	Per lot
Rural Residential	\$	34.00	Per lot
Commercial/Downtown commercial	\$	173.40	Per acre
Industrial	\$	193.80	Per acre
Public/Institutional	\$	102.00	Per acre
Parks/Open Space	\$	30.60	Per acre
Agricultural	\$	30.60	Per acre

Late Fee	Per Joint Powers 2016 fee schedule
Water Shut-off/Turn-on Fee	\$35.00

# 2017 Fee Schedule

## ECONOMIC DEVELOPMENT:

### Tax Increment Financing Fee Schedule

Pre-Application	No fee
Final Application	\$12,000 with funds placed in an escrow and any portion remaining following payment for a fiscal advisor, legal and economic development consulting, remainder to be returned to applicant.
Annual Fee	Depending on size of the district, the City will generally retain up to 10% of the annual tax increment for administration of the TIF district. This includes annual reports to the county, school district, official newspaper and State Auditor's Office.

**Note:** TIF application fees generally range from \$5,000 to \$12,000 in cities. Fees cover the fiscal analysis, creation of the district, filing of the TIF plan with the State, and legal fees for preparation of the Development Agreement.

### Tax Abatement Fee Schedule

Pre-Application	No fee
Final Application	\$6,500 with funds placed in an escrow and any portion remaining following payment for fiscal advisor, legal and economic development consulting; remainder to be returned to applicant.

### Liquor Licenses

Intoxicating Liquor Off-Sale License	\$	100.00
Intoxicating Liquor On-Sale License	\$	3,100.00
Intoxicating Liquor Sunday License	\$	200.00
Intoxicating Liquor Temporary License	\$	50.00 plus any state fees
3.2% Malt Liquor Off-Sale License	\$	110.00
3.2% Malt Liquor On-Sale License	\$	35.00
3.2% Malt Liquor Temporary License	\$	25.00
Wine License On-Sale	\$	1,550.00
Investigation Fee	\$	300.00
Surety Bond	\$	3,000.00
Duplicate License	\$	10.00

# 2017 Fee Schedule

## PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 250.00	\$ 500.00
Comprehensive Plan Amendment	\$ 300.00	\$ 500.00
Flood Use Permit	\$ 300.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
PUD Concept Plan	\$ 300.00	\$ 1,000.00
PUD General Plan	\$ 300.00	\$ 2,000.00
PUD Final Plan	\$ 300.00	\$ 1,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee &amp; escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 750.00
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 1,000.00
Interim Use Permit	\$ 300.00	\$ 1,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(up to 50 lots)	\$ 400.00	\$ 15,000.00
(51-100 lots)	\$ 400.00	\$ 15,000.00 plus \$250/lot > 50
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
<b>Preliminary Plat - Commercial/Industrial</b>		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Mitigation	\$ 300.00	\$ 2,000.00

A 10% Administration Fee will be charged at the time of development agreement for subdivisions.

- 1) Posted escrows shall be used to cover City expenses associated with the review of applications, including staff and consulting staff (Attorney, Engineer, Planner, and/or Others).
- 2) Actual costs not fully paid or reimbursed from the base fee shall be paid or reimbursed from the escrow deposit.
- 3) All escrows shown above represent funds sufficient for a typical review of an application. City staff, after reviewing the application, may require a higher escrow based on the complexity of an application. City staff will provide a justification for the higher escrow requirement to the applicant.
- 4) Failure to pay an outstanding escrow may result in the City certifying the outstanding escrow to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property.
- 5) It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.
- 6) Applicants for Special Meetings are responsible for consulting staff fees associated with meeting attendance.
- 7) All full-size sheets submitted must be provided both in paper and electronically. Failure to provide an electronic version will result in a \$50.00 charge to the escrow for scanning.

*file*

METRO WEST INSPECTION SERVICES, INC.  
689 Medina Street  
Box 248  
Loretto, MN 55357  
763-479-1720 FAX 763-479-3090

CONTRACT FOR BUILDING INSPECTION SERVICES

THIS CONTRACT, is made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of Hanover, a Minnesota corporation, hereinafter called City, and METRO WEST INSPECTION SERVICES, INC., hereinafter called the CONTRACTOR.

BUILDING INSPECTOR DESIGNATED. The City hereby appoints the CONTRACTOR as the Building Official for the City. The CONTRACTOR represents that he is certified by the State of Minnesota as a Building Official.

TERM OF CONTRACT. This Contract shall commence on the date upon which it is approved and executed by both parties and shall continue in effect thereafter, provided however, that in the future, a 90 day written notice of termination thereof or changes therein, may be given by either party to the other.

SCOPE OF CONTRACT. The CONTRACTOR agrees to provide building inspection services for the City in accordance with the State Building Code and any applicable City ordinances or Minnesota Statutes. The CONTRACTOR agrees to make all necessary building inspections.

ADDITIONAL WORK UNDER THE CONTRACT. The CONTRACTOR shall, at the request of the City, perform additional work not involving building permits/building inspections, on such matters, i.e. as evaluation of dilapidated buildings, hazardous excavations, etc. and the preparation of reports for enforcement thereof.

ATTENDANCE AT CITY COUNCIL MEETINGS. Within the scope of the Contract, without additional compensation, the CONTRACTOR, shall attend City Council meetings as requested by the City.

KEEPING OF RECORDS. Within the scope of the Contract, the CONTRACTOR shall maintain an adequate set of records and memoranda from which can be determined the date, number and findings of all inspections and building permit applications together with any other information deemed necessary by the parties hereto.

FURNISHING OF EQUIPMENT. All necessary equipment of any nature, whatsoever necessary, to fulfill the terms of this Contract, shall be provided by the CONTRACTOR.

LOCATION OF THE WORK. The CONTRACTOR agrees that the work shall be performed within the City, except that inspections of buildings to be moved into the City, shall be made at the location of such building prior to its removal.

REIMBURSEMENT FOR EXPENSES. The CONTRACTOR agrees that it will seek no reimbursement for out-of-pocket expenses incurred in the performance of the Contract.

CONTRACT PRICE. Contract price shall be 35 % of the fee schedule set forth in the Uniform Building Code (Year: 1997) for the issuance of building permits, plus 35 % of the plan check fees. The respective fees shall be paid by the applicant directly to the City, and the CONTRACTOR'S share thereof pursuant to this Contract, shall be payable to the CONTRACTOR after the projects are 100% completed.

PAYMENT FOR ADDITIONAL WORK. As compensation for additional work as set forth in this Contract, the CONTRACTOR shall be paid an amount as agreed upon by both parties at the time the additional work is to be completed.

LEGAL STATUS. The parties hereto agree that the CONTRACTOR is in full control of the manner in which the work is to be pursued and that the CONTRACTOR shall not receive any retirement benefits, health insurance benefits, PERA benefits, or any other fringe benefit offered to employees of the City, and shall, in all respects, be deemed an independent contractor.

MISCELLANEOUS. The parties agree that no fiduciary bond shall be required and the CONTRACTOR agrees to remain at all times, licensed by the State of Minnesota as a certified Building Official.

IN WITNESS WHEREOF, the CONTRACTOR and City have executed this Contract this 13<sup>th</sup> day of October, 2010.

CITY OF HANOVER METRO WEST INSPECTION SERVICES, INC.  
BY: [Signature] BY: [Signature]  
Its: City Administrator Its: [Signature]

By: \_\_\_\_\_ ATTEST: \_\_\_\_\_  
Its: \_\_\_\_\_ Its: \_\_\_\_\_

METRO WEST INSPECTION SERVICES, INC.  
Building Inspection Proposal

+++++

The CITY OF HANOVER would be provided with building inspection as required by the State Building Code on a personal basis and would include, but not be limited to, the following:

1. Review and approve construction plans/specifications for residential, accessory, commercial and industrial structures; also for remodeling of and additions to structures.
2. Review and approve plans for on-site sewer systems as regulated in the CITY OF HANOVER and for alterntive systems.
3. Consult with architects/engineers/contractors/owners as required to ensure mutual interpretation and understanding of codes and ordinances.
4. Conduct inspections required by the State Building Code for residential, accessory, commercial and industrial structures for compliance with building, plumbing and mechanical codes.
5. Conduct inspections required for on-site sewer systems being constracted and installed according to code.
6. Make all building and septic construction inspections the same working day as requested or at the latest, on the next working day.
7. Issue Certificate of Occupancy for completed projects.
8. Keep records of inspections made and note progress and deficiencies on inspection records.
9. As may be requested by the CITY OF HANOVER, conduct inspections and/or investigations of complaints or suspected violations including, but not limited to, illegal disposal of solid waste, zoning violations and building violations. Written reports, photos, etc. of said complaints shall be provided to the CITY OF HANOVER.
10. The CITY OF HANOVER will be billed when the project is 100% completed. At the same time of billing, all copies of inspections and communications shall be submitted for review and approval to ensure that all inspections have been completed.
11. Turn-around time on the plan review shall be one (1) to three (3) days and would only take a longer time if the circumstances were to warrant extra time due to problems with materials submitted.
12. There is no charge for pre-construction meetings or any re-inspections.
13. Meetings will be attended at no charge when requested to do so by the CITY OF HANOVER.
14. Certified inspectors shall be provided at all times, no interruptions due to illness, vacations or required schooling.
15. Weekend inspections made upon request for residents if it is found to be absolutely necessary.

16. Continuing building inspection education for employees provided by Metro West.
17. Hospitalization and Workers' Compensation for employees provided by Metro West.
18. Mileage and vehicle expense for employees provided by Metro West.
19. All building permit applications, inspection notices, inspection record cards, and any other necessary forms provided by Metro West.

THE MOST IMPORTANT AND SERIOUS RESPONSIBILITY OF A BUILDING INSPECTOR IS TO ASSIST AND ENSURE THE PROPER CONSTRUCTION FOR A SAFE AND LONG LASTING BUILDING. OUR GOAL IS TO HELP A BUILDER/HOMEOWNER ACHIEVE THIS TASK THROUGH THE PROPER EXPLANATION OF SOUND AND SAFE BUILDING PRACTICES. METRO WEST HAS EXCELLENT COMMUNICATION SKILLS, ENJOYS CHALLENGES, IS GOAL ORIENTED, EXTREMELY RELIABLE AND EXCELLENT PROBLEM SOLVERS!!