

**AGENDA  
HANOVER CITY COUNCIL  
JULY 10, 2017**

**MAYOR**

**CHRIS KAUFFMAN**

**COUNCIL**

**DOUG HAMMERSENG**

**KEN WARPULA**

**JIM ZAJICEK**

**MARYANN HALLSTEIN**

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
  - a. Approve Minutes of June 20, 2017 City Council Meeting (4)
  - b. Approve Minutes of June 26, 2017 Special City Council Meeting (7)
  - c. Approve Minutes of June 26, 2017 Joint City Council/Planning Commission Meeting (8)
  - d. Approve Claims as Presented: (10)

➤ Claims	\$ 244,988.94
➤ Payroll	\$ 6,707.80
➤ P/R taxes & Exp	\$ 2,795.27
➤ Other Claims	<u>\$ 2,162.20</u>
➤ Total Claims	<u>\$ 256,654.21</u>
  - e. Res No 07-10-17-65 – Approving Donation from Hanover EDA to Hanover Harvest Festival (55)
  - f. Res No 07-10-17-66 – Approving Donation from Hanover EDA to Hanover Harvest Festival (56)
  - g. Res No 07-10-17-67 – Approving Fire Department Job Descriptions and Wages (57)
  - h. Res No 07-10-17-68 – Approving 2018-2020 Hennepin County CDBG Program (68)
4. Citizen’s Forum:
5. Public Hearings
6. Unfinished Business
  - a. Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application (80)
  - b. Res No 07-10-17-69 – Approving Wright County Joint Cooperative Agreement for Fire Aid (84)
  - c. Ord. 2017-02 – Amendment to Chapter 2, Fees for Emergency Fire Services Related Costs (91)
  - d. Ord. 2017-03 – Amendment to Chapter 1, Administrative Enforcement of Code Regulations (95)
  - e. Ord. 2017-04 – Amendment to the 2017 City of Hanover Fee Schedule (101)
  - f. Res No 07-10-17-70 – Approving 11234 River Road NE Purchase Agreement (108)
7. New Business
  - a. Res No 07-10-17-71 – Approving Lot Split for Elayne Hengler (118)
  - b. Res No 07-10-17-72 – Approving Variance for 11045 10<sup>th</sup> St. NE (121)
  - c. Res No 07-10-17-73 – Approving an Amendment to the Comprehensive Plan (136)
  - d. Res No 07-10-17-74 – Approving Rezoning a Property for a Planned Unit Development (136)
  - e. Res No 07-10-17-75 – Approving Prelim. & Final Plat for Crow River Heights West Third Add. (136)
  - f. Ord. 2017-05 – Amendment to Chapter 10, Modifications to Site Plans (242)
  - g. Ord. 2017-06 – Amendment to Subd. Regulations Sec. 30-04-01, Administrative Subdivisions (247)
  - h. Ord. 2017-07 – Amendment to Chapter 10, Design Review Guidelines (248)
  - i. Res No 07-10-17-76 – Approving Purchase of Office Printer/Copier/Scanner (252)
  - j. Res No 07-10-17-77 – Approving Matching Grant Business Incentive (256)
  - k. Res No 07-10-17-78 – Approving Release of Crow River Heights Master Subd. Agreement (257)
8. Reports
9. Adjournment

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** July 7, 2017  
**Re:** Review of July 10, 2017 City Council Agenda

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**1. Call to Order/Pledge of Allegiance: 7:00 p.m.**

**2. Approval of Agenda**

**3. Consent Agenda Items:** *See enclosed consent packet.*

- a. **Approve Minutes of June 20, 2017 City Council Meeting (4)**
- b. **Approve Minutes of June 26, 2017 Special City Council Meeting (7)**
- c. **Approve Minutes of June 26, 2017 Joint City Council/Planning Commission Meeting (8)**
- d. **Approve Claims as Presented: (10)**
  - **Claims** \$ 244,988.94
  - **Payroll** \$ 6,707.80
  - **P/R taxes & Exp** \$ 2,795.27
  - **Other Claims** \$ 2,162.20
  - **Total Claims** \$ 256,654.21
- e. **Res No 07-10-17-65 – Approving Donation from Hanover EDA to Hanover Harvest Festival (55)**
- f. **Res No 07-10-17-66 – Approving Donation from Hanover EDA to Hanover Harvest Festival (56)**
- g. **Res No 07-10-17-67 – Approving Fire Department Job Descriptions and Wages (57)**
- h. **Res No 07-10-17-68 – Approving 2018-2020 Hennepin County CDBG Program (68)**

**4. Citizen's Forum:**

*To address the Council in the Citizen's Forum, please complete the Citizen's Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.*

**5. Public Hearings**

**6. Unfinished Business**

- a. **Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application (80)**  
*WSB will be in attendance to provide a demonstration of the application for Council's benefit.*
- b. **Res No 07-10-17-69 – Approving Wright County Joint Cooperative Agreement for Fire Aid (84)**  
*This agreement was presented by Chief Malewicki at the June 20<sup>th</sup> meeting.*
- c. **Ord. 2017-02 – Amendment to Chapter 2, Fees for Emergency Fire Services Related Costs (91)**  
*This ordinance amendment was drafted based on discussion with Chief Malewicki at the June 20<sup>th</sup> meeting. The amendment adds authorization for the City to bill responsible parties for emergency services related to utility line breaks, hazardous materials, illegal activities, and arson related calls.*
- d. **Ord. 2017-03 – Amendment to Chapter 1, Administrative Enforcement of Code Regulations (95)**  
*This is the final draft based on previous discussions. This outlines an administrative process to fine property owners versus going through the nuisance abatement process. This code enforcement alternative should expedite the enforcement process.*

- e. **Ord. 2017-04 – Amendment to the 2017 City of Hanover Fee Schedule (101)**  
*This amendment to the Fee Schedule recognizes the emergency services charges, the administrative fine process, as well as adjusts for an increase in costs for water meters.*
- f. **Res No 07-10-17-70 – Approving 11234 River Road NE Purchase Agreement (108)**  
*This purchase agreement is related to the EDA purchasing property located at 11234 River Rd NE. An inspection of the property was completed with no major issues to cause concern.*

## 7. New Business

- a. **Res No 07-10-17-71 – Approving Lot Split for Elayne Hengler (118)**  
*Enclosed is a memo from City Planner Nash and a resolution approving a lot split. The applicant has shown all necessary information for staff to recommend approval.*
- b. **Res No 07-10-17-72 – Approving Variance for 11045 10<sup>th</sup> St. NE (121)**  
*Enclosed is a memo from City Planner Nash and a resolution approving a variance for a second driveway. The Planning Commission has discussed, and they recommend approval.*
- c. **Res No 07-10-17-73 – Approving an Amendment to the Comprehensive Plan (136)**  
*See enclosed memo from City Planner Nash. Nash will be present for any questions.*
- d. **Res No 07-10-17-74 – Approving Rezoning a Property for a Planned Unit Development (136)**  
*See enclosed memo from City Planner Nash. Nash will be present for any questions.*
- e. **Res No 07-10-17-75 – Approving Prelim. & Final Plat Crow River Heights West Third Add. (136)**  
*See enclosed memo from City Planner Nash. Nash will be present for any questions.*
- f. **Ord. 2017-05 – Amendment to Chapter 10, Modifications to Site Plans (242)**  
*The enclosed ordinance amendment allows for an administrative approval of minor site plan modifications. This amendment will streamline a process that otherwise may take up to two months. Additionally, it will reduce costs to applicants by reducing the need to be visited by both Planning Commission and City Council.*
- g. **Ord. 2017-06 – Amendment to Subd. Regulations Sec. 30-04-01, Administrative Subdivisions (247)**  
*The enclosed ordinance amendment allows for an administrative approval of lot splits/combinations. This amendment will streamline a process, additionally; it will reduce costs to applicants by reducing the need to be visited by City Council.*
- h. **Ord. 2017-07 – Amendment to Chapter 10, Design Review Guidelines (248)**  
*The enclosed ordinance amendment recognizes Hanover’s design guidelines for the B-2 Highway Commercial District. This amendment creates uniformity across the zoning districts in design requirements of commercial properties.*
- i. **Res No 07-10-17-76 – Approving Purchase of Office Printer/Copier/Scanner (252)**  
*The enclosed resolution authorizes the purchase of a new printer/copier/scanner for the administrative office. The existing machine is 9 years old and beginning to show its age. The original intent was to replace the machine next year in an attempt to reduce the impact to the 2017 budget given we already completed a network upgrade. Unfortunately, the machine needs added maintenance, particularly after newsletter printings. Additionally, the machine develops a pink hue to pages printed after large jobs. This hue does not go away; you may have even noticed it on the last few newsletters.*
- j. **Res No 07-10-17-77 – Approving Matching Grant Business Incentive (256)**  
*The enclosed resolution approves an EDA Incentive to provide grants dollars to businesses looking to add/upgrade their signage. The building is the business mall located on 4<sup>th</sup> St. NE.*
- k. **Res No 07-10-17-78 – Approving Release of Crow River Heights Master Subd. Agreement (257)**  
*The enclosed resolution releases the previous developers of Crow River Heights from the Master Subdivision Agreement. The request comes from the land being sold the new developer. City Attorney Squires has reviewed the request, and he will be present for any questions.*

## 8. Reports

## 9. Adjournment

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
JUNE 20, 2017 – DRAFT MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, May 16, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Councilor Jim Zajicek arrived at 6:25 p.m. Also present were City Administrator Brian Hagen and Fire Chief Dave Malewicki. Other guests included John Studer of Kinghorn Construction, Carol Dixon of Zion Methodist Church, and other residents.

**Approval of Agenda**

Kauffman added Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application.  
**MOTION** by Hammerseng to approve the agenda as amended, seconded by Warpula.

**Motion carried unanimously.**

**Consent Agenda**

Kauffman corrected the voting results of Resolution 06-06-17-64 as he abstained from the vote. Kauffman further thanked Darcy Wandersee for his service to the Fire Department, as well as thanked the two organizations for the donations.

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

**Motion carried unanimously.**

**a. Approve Minutes of June 6, 2017 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 141,782.40
➤ Payroll	\$ 6,772.20
➤ P/R taxes & Exp	\$ 2,831.78
➤ Other Claims	\$ <u>1,476.17</u>
➤ Total Claims	\$ <u>152,862.55</u>

**c. Res No 06-20-17-59 – Accepting Donation from Hanover Athletic Association**

**d. Res No 06-20-17-60 – Approving 2017 Hennepin County Liquor License**

**e. Res No 06-20-17-61 – Accepting Donation from Hanover Fire Relief Association**

**f. Res No 06-20-17-62 – Recognizing Fire Department Resignation of Darcy Wandersee**

**Motion carried unanimously.**

**Hanover Zion United Methodist Church Cemetery**

Hagen reported that he spoke with Wright County regarding other options for the long term responsibility of the land. If no one maintains the property, the City would be able to deem the property abandoned. Once abandoned, the land would go to Wright County, where the County would then find a responsible party for long term responsibility.

Carol Dixon stated the desire from the church would be for the City to take ownership. This would allow for long term maintenance and management, as well as provide future cemetery needs for the City. Dixon also stated there would be approximately \$35,000 in a cemetery fund transferred to the new responsible party.

Joe Kaul, on behalf of the Hanover Historical Society, stated they are interested in the church and hall portion of the property. He encouraged the Council to consider for the city to take ownership of the entire parcel and allow the Historical Society to occupy a portion of the facility. He further stated that the Historical Society estimates approximately \$10,000 a year in operating and maintenance costs.

Councilor Zajicek arrived at this time.

Council consensus was to move forward with the acquisition of the cemetery land. The property lines would require adjustment prior to conveyance to the City.

### **Res No 06-20-17-63 – Awarding Bids for the Public Works Facility**

John Studer of Kinghorn Construction outlined bids received. He further outlined overall anticipated costs of the project. He noted that the added costs associated with the soils correction was the large factor in exceeding the \$2 million project cost goal. The other adjustment from the original estimate was the change to the building footprint and finalizing details of the plans. Studer further suggested awarding contracts for all low bids except the HVAC portion. Studer feels this amount is high, and rebidding the contract would provide a lower bid. Studer did note a rebid of the HVAC contract would not delay the project.

**MOTION** by Hammerseng to approve Res No 06-20-17-63, with the amendment to rebid contract #19 – HVAC portion, seconded by Kauffman. **Motion carried unanimously.**

### **Joint Cooperative Agreement – Wright County Fire Departments**

Chief Malewicki presented a Joint Cooperative Agreement for use of Fire Personnel and Equipment prepared by the Wright County Fire Chiefs. This agreement would allow for reimbursement from entities when called to a mutual aid call. The agreement formalizes an agreement already in place, as well as adds the reimbursement aspect to mutual aid calls. This would not replace any city to city mutual aid agreements.

Malewicki further suggested the City adopt an ordinance to allow for the ability to charge property owners for emergency calls associated with underground utility breaks, hazardous materials, fire from illegal activities, and arson. This ordinance would allow for a recuperation of costs associated to emergency response efforts to situations which otherwise should have been avoided.

Council was supportive of Chief Malewicki's suggestions.

### **Fire Department Job Descriptions**

Hagen outlined Fire Department Job Descriptions he drafted. They were based off existing position description recognized by the department. The new descriptions would be formally recognized by Council with an approved wage.

Malewicki stated the following wages are currently being paid to the various descriptions:

- Fire Chief \$800/year in addition to regular Firefighter wages
- Assistant Chief \$600/year in addition to regular Firefighter wages
- Captains 1, 2, 3, & 4 \$200/year in addition to regular Firefighter wages
- Lieutenants 3 & 4 \$100/year in addition to regular Firefighter wages
- Firefighters \$10/hour for emergency calls (one hour minimum pay and \$17/meeting)

### **Eagle Scout Project – John Miller**

Hagen stated that the Hanover signs would require permanent sign easements at some of the locations. This will require acquisition of land. Hagen asked if Council had any support to pay for the easement costs. Council consensus was to pay for the engineering related costs, but Mr. Miller should solicit donations to pay for any land purchase costs.

### **Ordinance Amendment – Implementation of Administrative Fine System**

After review, Council suggested changing the late charge for failure to pay a fine to 15% for each fourteen days instead of seven days. Hagen stated the final ordinance would be presented at the July 10<sup>th</sup> meeting.

### **Ordinance Amendment – 2017 Fee Schedule**

Hagen stated the fee schedule amendment is associated with the Administrative fine system. He asked about an amount to be charged for the administrative hearing. Council stated \$50 to be paid if final decision determines fault of the property owner.

### **Public Works Third Full Time Position**

Hagen requested guidance on how Council wishes to see the work load organized for Public Works when discussing justification to hire the budgeted third position. Council stated to list regular and planned projects for the next several years.

**City of Hanover Building Permits**

Hallstein inquired as to whether Hanover is charging too much for building permits. Her and Zajicek were concerned about recent permits they pulled for their property. They felt like the city is charging too much in relationship to the time required to issue the permit.

Hagen stated the fees charged can be adjusted to what Council feels is a fair price. However, Hagen cautioned that because Metro West receives 35% of collected fees, they would likely request a new contract if Hanover reduces the fees charged.

There was feel that reducing fees would encourage property owners to pull permits vs completing work illegally. There was also feeling that fees would not impact whether property owners pull permits or not. Council consensus was further discussion could happen at a later date if desired.

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

Hagen requested permission to close City Hall on July 3<sup>rd</sup>. Staff have expressed interest in taking a long holiday vacation. Council agreed to the request stating vacation time should be used or take the day unpaid.

**Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application**

This item was not discussed.

**Reports**

Hagen

- Requested Council support to join a West Metro Leadership group. Currently administrators and managers from both cities and counties attend the group. The group is organized by Don Salverda, the same gentlemen who organized the Hanover Goal Setting in March of this year. Council stated to attend one meeting to see test out the group first, but did support the request.
- Asked about changing the August 1, 2017 Council meeting date due to National Night Out. Council agreed to move it to July 31<sup>st</sup> at 7 p.m.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:25 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

**CITY OF HANOVER  
SPECIAL CITY COUNCIL MEETING  
JUNE 26, 2017 – DRAFT MINUTES**

**Call to Order:**

Vice Mayor Doug Hammerseng called the special meeting of Monday, June 26, 2017 to order at 6:28 p.m. Present were Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen. Mayor Chris Kauffman and Councilor Jim Zajicek arrived at 6:38 p.m.

**Approval of Agenda:**

Agenda proceeded as presented.

**Res No 06-20-17-64 – Approving Purchase of SWAMP Web Application**

Hagen stated this is a web based application to assist with MS4 requirements. The program is similar to the City’s existing GIS system. The SWAMP application would inventory our storm water infrastructure. Staff would then utilize the tool as a reporting aid and maintenance predictor application. The application would take historical data and then project when maintenance would be required.

There was concern about whether the costs associated with the application would be worthwhile, and whether staff should complete a year of MS4 requirements to grasp what paper records would entail. Hagen stated that this program was explained by WSB earlier this year.

Council requested another overview of the application and demonstration at a later meeting.

**MOTION** by Warpula to table resolution until July 10, 2017, seconded by Hammerseng. **Motion carried unanimously.**

Mayor Kauffman and Councilor Zajicek arrived at this time.

**Adjournment**

**MOTION** by Warpula to adjourn at 6:40 p.m., seconded by Kauffman. **Motion carried unanimously.**

APPROVED BY:

\_\_\_\_\_  
Doug Hammerseng, Vice Mayor

ATTEST:

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

**CITY OF HANOVER  
JOINT MEETING OF THE  
CITY COUNCIL AND PLANNING COMMISSION  
JUNE 26, 2017 - DRAFT MINUTES**

**Call to Order**

Mayor Chris Kauffman called the June 26, 2017, Joint Meeting of the City Council and Planning Commission to order at 6:40 pm. Council members present were Mayor Chris Kauffman, Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Planning Commission members present were Stan Kolasa, Michelle Armstrong, Dean Kuitunen, and Mike Christenson. Also present were City Administrator Brian Hagen, City Planner Cindy Nash, and Administrative Assistant Amy Biren. Planning Commission member Jim Schendel was absent. Guest present was Clark Lee.

**Approval of Agenda**

Agenda proceeded as presented.

**Comprehensive Plan Amendment: Develop Goals of Amendment**

Two small groups were formed with a mix of City Councilors and Planning Commission members in each group. Discussion on what Hanover should be in 20140 was held. The groups identified goals to work towards in various categories. There were as follows:

Development:

- Additional two plus acre lot plats
- Duininck Pit development
- Additional annexation
- Develop the river front areas of Hanover

Housing:

- One level/independent senior living
- Large lot development

Economic Development:

- Additional Retail/Light Industrial

Commercial/Industrial:

- Larger commercial tax base
- Limited outdoor storage

Transportation:

- Efficient County Road 19 traffic flow
- 8<sup>th</sup> St. NE extension from Industrial Park to County Road 19

Community:

- Well-kept properties
- Defined Downtown Business District
- Lower taxes than neighboring cities
- Vibrant Community
- Additional restaurants
- River Business District
- Lie within a single county
- Friendly place to live
- Explore partnering opportunities

Public Facilities:

- Well maintained city
- Planned mix of private/public septic

Utilities:

- Pheasant Run Sewer Extension

Natural Resources:

- Leverage the Crow River
- Walking paths
- Increased participation with Three Rivers Park District
- Boulevard trees/urban forests

Nash concluded the session by stating that staff will draft a set of goals and strategic items based on the discussion held. These items would then be reviewed at a future meeting.

**Adjournment**

**MOTION** by Warpula to adjourn at 7:25 p.m., seconded by Hammerseng. **Motion carried unanimously.**

**MOTION** by Kuitunen to adjourn at 7:25 p.m., seconded by Armstrong. **Motion carried unanimously.**

APPROVED:

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

ATTEST:

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

CITY OF HANOVER

07/06/17 3:52 PM

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Payments

Current Period: July 2017

Batch Name	07/10/17 PAY	Payment	Computer Dollar Amt	\$244,988.94	Posted
Refer	<u>2077 AEM FINANCIAL SOLUTIONS, LLC</u>		<u>Ck# 002060E 7/10/2017</u>		
Cash Payment	E 100-41530-310 Other Professional Servi	Training for Jackie - 11.5 Hours			\$1,725.00
Invoice	386426	6/30/2017			
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b> \$1,725.00
Refer	<u>2056 AFLAC</u>		<u>Ck# 002043E 7/10/2017</u>		
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - June 2017 Account #G1V17			\$80.21
Invoice	873905	6/12/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$80.21
Refer	<u>2047 ANDERSON, SANDRA</u>		<u>Ck# 032696 7/10/2017</u>		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 6/18/17 Event			\$200.00
Invoice		6/19/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	<u>2071 AT&amp;T MOBILITY</u>		<u>Ck# 032697 7/10/2017</u>		
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 5/18/17 - 6/17/17			\$138.02
Invoice	X06252017	6/26/2017			
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$138.02
Refer	<u>2067 BERGANKDV</u>		<u>Ck# 032698 7/10/2017</u>		
Cash Payment	E 100-42290-301 Auditing and Acctg Servi	FRA Audit - Year Ended 12/31/16			\$6,200.00
Invoice	964786	6/30/2017			
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$6,200.00
Refer	<u>2074 BIFFS INC.</u>		<u>Ck# 002049E 7/10/2017</u>		
Cash Payment	E 100-45200-580 Other Equipment	Phesant Run Park Mini Biff Svc - 5/24/- 6/20/17			\$95.00
Invoice	W639691	6/21/2017			
Cash Payment	E 100-45200-580 Other Equipment	Eagleview Park Mini Biff Svc - 5/24 - 6/20/17			\$95.00
Invoice	W639692	6/21/2017			
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park Mini Biff Svc - 5/24 - 6/20/17			\$95.00
Invoice	W639693	6/21/2017			
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park Mini Biff Svc - 5/24 - 6/20/17			\$95.00
Invoice	W639694	6/21/2017			
Cash Payment	E 100-45200-580 Other Equipment	Hanover Elementary School Mini Biff Svc - 5/24 - 6/20/17			\$170.00
Invoice	W639695	6/21/2017			
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$550.00
Refer	<u>2073 CARSON, CLELLAND &amp; SCHREDE</u>		<u>Ck# 032699 7/10/2017</u>		
Cash Payment	E 100-41610-304 Legal Fees	Legal Support/Work - June 2017			\$281.36
Invoice		6/29/2017			
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b> \$281.36
Refer	<u>2072 CENTERPOINT ENERGY</u>		<u>Ck# 032700 7/10/2017</u>		
Cash Payment	E 100-42280-383 Gas Utilities	Fire Department Gas Utilities - 5/25 to 6/28/17			\$26.33
Invoice		6/29/2017			
Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utilities - 5/25 to 6/28/17			\$46.99
Invoice		6/29/2017			

CITY OF HANOVER

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Payments

Current Period: July 2017

Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$73.32</b>
Refer	2063 CITY OF ST. MICHAEL					<u>Ck# 002046E 7/10/2017</u>
Cash Payment	E 602-43252-310 Other Professional Servi		Lift Station Flows - 1st Quarter 2017			\$28,734.27
Invoice	05232017-1	6/23/2017				
Cash Payment	E 100-45500-437 Other Miscellaneous		Library Bond Payment 2017			\$3,500.00
Invoice	06232017-3	6/23/2017				
Cash Payment	E 602-43252-310 Other Professional Servi		Lift Station Flows - 2nd Quarter			\$28,734.27
Invoice	06232017-2	6/23/2017				
Cash Payment	E 100-43000-310 Other Professional Servi		Compost & Brush Facility Partnership - 2nd Quarter 2017			\$1,250.00
Invoice	06232017-2	6/23/2017				
Cash Payment	E 100-45500-437 Other Miscellaneous		Library Operation - 2nd Quarter 2017			\$980.15
Invoice	06232017-2	6/23/2017				
Cash Payment	E 100-45186-437 Other Miscellaneous		Senior Center Operations - 2nd Quarter 2017			\$2,030.09
Invoice	06232017-2	6/23/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$65,228.78</b>
Refer	2069 CITY OF ST. MICHAEL					<u>Ck# 002057E 7/10/2017</u>
Cash Payment	E 602-49455-310 Other Professional Servi		SAC Fees - 11265 Lambert Court			\$4,712.00
Invoice						
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$4,712.00</b>
Refer	2057 CIVIL ENGINEERING SITE DESIGN					<u>Ck# 032701 7/10/2017</u>
Cash Payment	E 411-41950-303 Engineering Fees		Public Works Building 11/3/16 to 11/14/16 Services			\$952.50
Invoice	3439	1/29/2017		Project 208218		
Cash Payment	E 411-41950-303 Engineering Fees		Public Works Building 2/9/17 to 3/17/17 Services			\$2,199.10
Invoice	3454	3/10/2017		Project 208218		
Cash Payment	E 411-41950-303 Engineering Fees		Public Works Building 4/21/17 to 5/10/17 Services			\$2,340.00
Invoice	3478	6/28/2017		Project 208218		
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$5,491.60</b>
Refer	2066 CLEAR CHOICE HOME INSPECTIO					<u>Ck# 032702 7/10/2017</u>
Cash Payment	E 201-41330-310 Other Professional Servi		Home Inspection @ 11234 River Road NE			\$300.00
Invoice	1518	6/28/2017				
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$300.00</b>
Refer	2074 COLLABORATIVE PLANNING LLC					<u>Ck# 002058E 7/10/2017</u>
Cash Payment	G 818-20200 Accounts Payable		311 Jansen - Shed Variance			\$227.25
Invoice	2017-068	7/5/2017		Project 208230		
Cash Payment	G 818-20200 Accounts Payable		Bechtold Pit Split			\$227.25
Invoice	2017-067	7/5/2017		Project 208234		
Cash Payment	G 823-20200 Accounts Payable		Crow River Heights West 3rd Addition			\$75.75
Invoice	2017-069	7/5/2017				
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning			\$2,045.24
Invoice	2017-066	7/5/2017				
Cash Payment	G 818-20200 Accounts Payable		Hengler Lot Split			\$429.25
Invoice	2017-070	7/5/2017		Project 208232		
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$3,004.74</b>
Refer	2059 COLONIAL LIFE					<u>Ck# 032703 7/10/2017</u>

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Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - July 2017			\$30.26
Invoice	4475836-070176	6/22/2017			
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$30.26
Refer	2058 COMCAST		Ck# 032704	7/10/2017	
Cash Payment	E 100-41940-321 Telephone	Digital Voice & Internet - July 2017			\$353.00
Invoice					
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$353.00
Refer	2075 COTTENS, INC.		Ck# 032705	7/10/2017	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE Grease				\$36.90
Invoice	233-79093	6/8/2017			
Cash Payment	E 100-43000-240 Small Tools and Minor E SIP Pump				\$4.29
Invoice	233-79093	6/8/2017			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE Air Filter, Oil Filter, Antifreeze				\$71.45
Invoice	233-82160	6/28/2017			
Cash Payment	E 100-42260-212 Motor Fuels	Oil			\$10.99
Invoice	233-81056	6/21/2017			
Cash Payment	E 100-43000-240 Small Tools and Minor E Hose Clamp				\$1.98
Invoice	233-81616	6/24/2017			
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b> \$125.61
Refer	2046 CUMMINGS, MARIA		Ck# 032706	7/10/2017	
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Refund - 6/17/17 Event			\$100.00
Invoice		6/19/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$100.00
Refer	2048 DAHLGREN, SHELLY		Ck# 032707	7/10/2017	
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 6/17/17 Event			\$200.00
Invoice		6/19/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	2058 DELTA DENTAL		Ck# 032708	7/10/2017	
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premiums - July 2017			\$83.40
Invoice	6942640	6/15/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$83.40
Refer	2067 DJ MEDIN ARCHITECTS		Ck# 032709	7/10/2017	
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Building			\$8,220.00
Invoice	16-005-4	5/17/2017			
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$8,220.00
Refer	2064 DMJ ASPHALT INC		Ck# 032710	7/10/2017	
Cash Payment	E 100-43121-224 Street Maint Materials	Asphalt Patching - Oakwood Ln & Irvine Dr, 10th St NE & Ladyslipper Ln			\$1,970.00
Invoice	13781	6/19/2017			
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$1,970.00
Refer	2052 DOBOSZENSKI, JASON		Ck# 032711	7/10/2017	
Cash Payment	E 100-43000-208 Training and Instruction	Parking at Science Museum for Computer Class			\$12.00
Invoice		6/19/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$12.00
Refer	2062 FAMILY HERITAGE LIFE INSURAN		Ck# 002045E	7/10/2017	

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<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins	Supplemental Insurance - June 2017				<b>\$33.20</b>
Invoice 638346	6/15/2017					
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$33.20</b>
<b>Refer</b>	<u>2057 FEHN COMPANIES</u>	<u>Ck# 032712 7/10/2017</u>				
<b>Cash Payment</b>	E 100-43122-224 Street Maint Materials	Class 5 Gravel - 163.700 Ton				<b>\$1,145.90</b>
Invoice 1523	6/12/2017					
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,145.90</b>
<b>Refer</b>	<u>2060 FEHN COMPANIES</u>	<u>Ck# 032712 7/10/2017</u>				
<b>Cash Payment</b>	E 100-43122-224 Street Maint Materials	Class 5 Gravel				<b>\$1,857.80</b>
Invoice 1580	6/26/2017					
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,857.80</b>
<b>Refer</b>	<u>2060 FLAIG, BAILIE OR BEN</u>	<u>Ck# 032713 7/10/2017</u>				
<b>Cash Payment</b>	G 100-22000 Deposits	Hall Damage Deposit Release - 6/24/17 Event				<b>\$200.00</b>
Invoice	6/26/2017					
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
<b>Refer</b>	<u>2056 GIRL SCOUTS CRSU DAY CAMP</u>	<u>Ck# 032714 7/10/2017</u>				
<b>Cash Payment</b>	G 100-22000 Deposits	Shelter Damage Deposit Release - Week of 6/19/17 Event				<b>\$200.00</b>
Invoice						
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
<b>Refer</b>	<u>2065 GUIDANCE POINT TECHNOLOGIE</u>	<u>Ck# 032715 7/10/2017</u>				
<b>Cash Payment</b>	E 100-41600-310 Other Professional Servi	Dymo Printer on Brian's Comp, BDS Payroll for Brian, Fax Issues, Set Up JR				<b>\$270.00</b>
Invoice 10945	7/4/2017					
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$270.00</b>
<b>Refer</b>	<u>2068 HALLSTEIN, MARY ANN</u>	<u>Ck# 032716 7/10/2017</u>				
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous	iPad Pro				<b>\$500.00</b>
Invoice	6/21/2017					
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$500.00</b>
<b>Refer</b>	<u>2055 HANOVER HARVEST FESTIVAL</u>	<u>Ck# 032717 7/10/2017</u>				
<b>Cash Payment</b>	E 201-41330-437 Other Miscellaneous	Hanover Harvest Festival Corporate Sponsorship				<b>\$1,500.00</b>
Invoice	6/19/2017					
<b>Cash Payment</b>	E 201-41330-437 Other Miscellaneous	Hanover Royalty Float Sponsor				<b>\$1,100.00</b>
Invoice	6/19/2017					
Transaction Date	6/28/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$2,600.00</b>
<b>Refer</b>	<u>2071 HARDWARE HANK</u>	<u>Ck# 032718 7/10/2017</u>				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Pipe Joint Paste				<b>\$12.59</b>
Invoice 1408442	6/6/2017					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	Plug PVC, Bushing				<b>\$8.61</b>
Invoice 1408442	6/6/2017					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	Connect Male & Female Quick Set Brass				<b>\$13.21</b>
Invoice 1408445	6/6/2017					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	Box Outlet, Outlet Cover, Nipple PVC, Duplex TR				<b>\$33.23</b>
Invoice 1410678	6/15/2017					

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Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Poison Peanuts, Door Pulls				\$19.76
Invoice	1414147	6/28/2017				
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$87.40</b>
Refer	2059 HEINS, DENICE		Ck# 002044E	7/10/2017		
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - August 2017				\$120.00
Invoice						
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$120.00</b>
Refer	2068 JOINT POWERS WATER BOARD		Ck# 032719	7/10/2017		
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 11265 Lambert Court				\$2,001.00
Invoice						
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$2,001.00</b>
Refer	2075 LEAGUE OF MN CITIES INS. TRUS		Ck# 032720	7/10/2017		
Cash Payment	E 100-42210-150 Worker s Comp (GENER	Work Comp Firefighters - 5/31/17 - 12/31/17				\$5,061.08
Invoice		6/19/2017				
Cash Payment	G 100-15500 Prepaid Items	Work Comp Firefighters - 1/1/18 - 5/31/18				\$3,374.05
Invoice		6/19/2017				
Cash Payment	E 100-41960-150 Worker s Comp (GENER	Work Comp Clerical / Office - 5/31/17 - 12/31/17				\$547.21
Invoice		6/19/2017				
Cash Payment	G 100-15500 Prepaid Items	Work Comp Clerical / Office - 1/1/18 - 5/31/18				\$364.80
Invoice		6/19/2017				
Cash Payment	E 100-41960-150 Worker s Comp (GENER	Work Comp Public Works - 5/31/17 - 12/31/17				\$4,206.69
Invoice		6/19/2017				
Cash Payment	G 100-15500 Prepaid Items	Work Comp Public Works - 1/1/18 - 5/31/18				\$2,804.46
Invoice		6/19/2017				
Cash Payment	E 100-41960-150 Worker s Comp (GENER	Work Comp Boards / Elected Officials - 5/31/17 - 12/31/17				\$35.23
Invoice		6/19/2017				
Cash Payment	G 100-15500 Prepaid Items	Work Comp Boards / Elected Officials - 1/1/18 - 5/31/18				\$23.48
Invoice		6/19/2017				
Transaction Date	6/27/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$16,417.00</b>
Refer	2061 MAEYAERT, JON & JOLENE		Ck# 032721	7/10/2017		
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Release - 6/24/17 Event				\$100.00
Invoice		6/26/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$100.00</b>
Refer	2070 MASUDA, DELORES		Ck# 032722	7/10/2017		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 6/25/17 Event				\$200.00
Invoice		6/26/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2064 METRO WEST INSPECTION SERVI		Ck# 032723	7/10/2017		
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 24-17 - 11413 Crow River Drive				\$88.50
Invoice	1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 41-17 - 11471 12th Street NE				\$120.84
Invoice	1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 44-17 - 1055 Lady Slipper				\$80.42
Invoice	1100	6/19/2017				

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Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 49-17 - 11416 Riverview Lane			\$17.50
Invoice 1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 50-17 - 10268 Kalen Lane			\$35.00
Invoice 1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 65-17 - 10071 Beebe Lake Road			\$33.25
Invoice 1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 69-17 - 339 Jandel Avenue NE			\$153.18
Invoice 1100	6/19/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 73-17 - 680 Kadler Circle			\$35.00
Invoice 1100	6/19/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$563.69
Refer	2076 MN DEPT OF LABOR AND INDUST		Ck# 002059E 7/10/2017		
Cash Payment	E 100-42401-310 Other Professional Servi	Surcharge Fees - 2nd Qtr. 2017 - Confirmation			\$402.64
Invoice		#JUNE0530852017			
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b> \$402.64
Refer	2054 MN PUBLIC FACILITIES AUTHORIT		Ck# 002054E 7/10/2017		
Cash Payment	E 602-47000-611 Bond Interest	MN PFA Bond Interest			\$4,522.75
Invoice	6/27/2017				
Cash Payment	E 602-47000-601 Debt Srv Bond Principal	MN PFA Bond Principal			\$98,000.00
Invoice	6/27/2017				
Transaction Date	6/28/2017	Due 0	Cash	10100	<b>Total</b> \$102,522.75
Refer	2050 MTI DISTRIBUTING		Ck# 002042E 7/10/2017		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Wheel Assembly and Blades			\$308.37
Invoice 1121614-00	6/7/2017				
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$308.37
Refer	2063 NORTHERN SALT INCORPORATE		Ck# 002056E 7/10/2017		
Cash Payment	E 100-43122-224 Street Maint Materials	Calcium Chloride 6/27/17 Application			\$2,723.10
Invoice 9428	6/27/2017				
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$2,723.10
Refer	2055 PETTY CASH		Ck# 032724 7/10/2017		
Cash Payment	G 100-22000 Deposits	Ice Machine Fee for Hagen Event at Hall on			\$20.00
Invoice	6/19/2017	7/9/17			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$20.00
Refer	2065 RANDYS ENVIRONMENTAL SERVI		Ck# 002047E 7/10/2017		
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	Standard Trash - City Hall - July 2017			\$208.50
Invoice	6/19/2017				
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - June 2017			\$3,187.99
Invoice	6/19/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$3,396.49
Refer	2061 RUPP ANDERSON SQUIRES & WA		Ck# 032725 7/10/2017		
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous			\$736.93
Invoice 5892	6/28/2017				
Cash Payment	E 100-41610-304 Legal Fees	City Council & Board / Commission Meetings			\$300.00
Invoice 5892	6/28/2017				

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Cash Payment	E 201-41330-310 Other Professional Servi	EDA Acquisition of Property				\$395.50
Invoice	5892	6/28/2017				
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,432.43</b>
Refer	2072 SUN LIFE FINANCIAL		Ck# 032726	7/10/2017		
Cash Payment	G 100-21707 Life Ins	Life Insurance - July 2017				\$256.93
Invoice		6/20/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$256.93</b>
Refer	2049 TINOCO, ALEJANDRA		Ck# 032727	7/10/2017		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Refund - 6/16/17 Event				\$200.00
Invoice		6/19/2017				
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2076 VISA - BANKWEST		Ck# 032728	7/10/2017		
Cash Payment	E 100-41570-200 Office Supplies (GENER	Envelopes, Batteries, Post It Notes				\$174.02
Invoice	929285327-001	5/18/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	File Folders				\$33.72
Invoice	929285424-001	5/18/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Wall Calender				\$14.99
Invoice	931014829-001	5/24/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Pens, Binders, Pencils, Binder Clips				\$53.13
Invoice	931014927-001	5/24/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Mini Erasers				\$2.89
Invoice	931014928-001	5/24/2017				
Cash Payment	E 402-45200-310 Other Professional Servi	LF 2 BRZ IPS RPZ BFP for New Ballfield				\$577.75
Invoice	CX680568	6/6/2017				
Cash Payment	E 402-45200-310 Other Professional Servi	Visulink, LF 2XCLOSE, 2 T 10 MTR Pro, LF 2 MTR FLG KIT for New Ballfield				\$1,104.12
Invoice	B085061	6/1/2017				
Cash Payment	E 100-41570-200 Office Supplies (GENER	Hanging Folders, Pens				\$30.28
Invoice	934610854-001	6/8/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	T-Zone Herbicide				\$430.62
Invoice	81029891	6/13/2017				
Cash Payment	E 100-45200-225 Landscaping Materials	Plastic Pitcher, PGP Ultra 4 Pop Up Sprinkler Nozzles				\$325.00
Invoice	81029891	6/13/2017				
Cash Payment	E 100-41600-310 Other Professional Servi	Office 365 E-Mail Subscriptions				\$93.26
Invoice		6/18/2017				
Cash Payment	E 100-41570-205 Bank Fees	Late Fee & Finance Charges				\$37.25
Invoice		6/18/2017				
Transaction Date	6/27/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$2,877.03</b>
Refer	2054 WEX BANK - FD		Ck# 032729	7/10/2017		
Cash Payment	E 100-42260-212 Motor Fuels	Fire Dept. - Fuel				\$129.32
Invoice	50228275	6/15/2017				
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$129.32</b>
Refer	2053 WEX BANK-PW		Ck# 032730	7/10/2017		
Cash Payment	E 100-43000-212 Motor Fuels	Public Works - Fuel				\$581.75
Invoice	50212994	6/15/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Public Works - Shop				\$21.35
Invoice	50212994	6/15/2017				

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Cash Payment	E 100-45200-212 Motor Fuels	Parks - Fuel			\$113.41
Invoice	50212994	6/15/2017			
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b> \$716.51
Refer	2070 WRIGHT COUNTY JOURNAL PRES		Ck# 032731 7/10/2017		
Cash Payment	E 411-41970-351 Legal Notices Publishing	Public Works Building - Advertisement for Bids			\$268.50
Invoice	6/30/2017			Project 208218	
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - Amendments to Sub Division Reg.			\$25.46
Invoice	6/30/2017	Related to Admin. Subdivision			
Cash Payment	G 823-20200 Accounts Payable	Backes Companies - Comp. Plan Amendment			\$35.94
Invoice	6/30/2017	PUD			
Cash Payment	G 818-20200 Accounts Payable	Donald Legatt - Public Hearing Variance for			\$35.94
Invoice	6/30/2017	Accessory Building		Project 208233	
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - Amendments to Zoning Ordinance			\$22.46
Invoice	6/30/2017	Related to Site Plan Amendments			
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - Amendments to Zoning Ordinance for			\$23.96
Invoice	6/30/2017	Design Review Guidelines			
Transaction Date	7/6/2017	Due 0	Cash	10100	<b>Total</b> \$412.26
Refer	2073 WRIGHT-HENNEPIN COOPERATIV		Ck# 002048E 7/10/2017		
Cash Payment	E 100-45200-381 Electric Utilities	Eagle View Park			\$57.99
Invoice	35025667572	6/19/2017			
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b> \$57.99
Refer	2062 WSB & ASSOCIATES, INC.		Ck# 002055E 7/10/2017		
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services - May 2017			\$1,289.50
Invoice	6/26/2017				
Cash Payment	E 100-43121-224 Street Maint Materials	Chip Seal Project - May 2017			\$175.50
Invoice	6/26/2017				
Cash Payment	G 823-20200 Accounts Payable	Crow River Hts West 3rd Addition - May 2017			\$941.50
Invoice	6/26/2017				
Transaction Date	7/5/2017	Due 0	Cash	10100	<b>Total</b> \$2,406.50
Refer	2066 XCEL ENERGY		Ck# 032732 7/10/2017		
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station - 5/6/17 - 6/6/17			\$273.68
Invoice	6/16/2017				
Cash Payment	E 100-41940-381 Electric Utilities	City Hall - 5/6/17 - 6/6/17			\$623.00
Invoice	6/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting - 5/7/17 - 6/6/17			\$69.33
Invoice	6/16/2017				
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Ave NE - 5/7/17 - 6/6/17			\$38.72
Invoice	6/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park - 5/8/17 - 6/7/17			\$16.11
Invoice	6/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE - 5/8/17 - 6/7/17			\$12.16
Invoice	6/16/2017				
Cash Payment	E 100-45200-381 Electric Utilities	751 LaBeaux Avenue NE - 5/8/17 - 6/7/17			\$70.40
Invoice	6/16/2017				

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Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,103.40</b>
Refer	2069 ZEE MEDICAL SERVICE		Ck# 032733 7/10/2017			
Cash Payment	E 100-41940-310 Other Professional Servi					\$137.40
Invoice	54034090	6/20/2017				
Transaction Date	6/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$137.40</b>
Refer	2051 ZEP SALES & SERVICE		Ck# 032734 7/10/2017			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE 43x60 Black Bags, WAU 713 ECSFT GRNSL RL TWL 800 1PLY, Foam, VDC1125 EMB 2PLY					\$510.53
Invoice	9002862142	6/7/2017				
Transaction Date	6/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$510.53</b>

Fund Summary

	10100 Cash
823 CROW RVR HTS WEST 3RD / BACKES	\$1,053.19
818 MISC ESCROWS FUND	\$919.69
602 SEWER ENTERPRISE FUND	\$164,703.29
601 WATER ENTERPRISE FUND	\$2,001.00
411 FACILITIES CAPITAL PROJ FUND	\$13,980.10
402 PARKS CAPITAL PROJECTS	\$1,681.87
201 EDA SPECIAL REVENUE FUND	\$3,295.50
100 GENERAL FUND	\$57,354.30
	<hr/>
	\$244,988.94

Pre-Written Check	\$244,988.94
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$244,988.94

CITY OF HANOVER

07/06/17 3:50 PM

Page 1

\*Check Summary Register©

Cks 7/10/2017 - 7/10/2017

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002042E MTI DISTRIBUTING	7/10/2017	\$308.37	Wheel Assembly and Blades
Paid Chk# 002043E AFLAC	7/10/2017	\$80.21	Supplemental Insurance - June
Paid Chk# 002044E Heins, Denice	7/10/2017	\$120.00	Storage - August 2017
Paid Chk# 002045E FAMILY HERITAGE LIFE INSURA	7/10/2017	\$33.20	Supplemental Insurance - June
Paid Chk# 002046E CITY OF ST. MICHAEL	7/10/2017	\$65,228.78	Lift Station Flows - 1st Quart
Paid Chk# 002047E Randy's Environmental Services	7/10/2017	\$3,396.49	Standard Trash - City Hall - J
Paid Chk# 002048E Wright-Hennepin Coop Electric	7/10/2017	\$57.99	Eagle View Park
Paid Chk# 002049E BIFFS INC.	7/10/2017	\$550.00	Pheasant Run Park Mini Biff Svc
Paid Chk# 002054E MN PUBLIC FACILITIES AUTHOR	7/10/2017	\$102,522.75	MN PFA Bond Interest
Paid Chk# 002055E WSB & ASSOCIATES, INC.	7/10/2017	\$2,406.50	General Engineering Services -
Paid Chk# 002056E NORTHERN SALT INCORPORAT	7/10/2017	\$2,723.10	Calcium Chloride 6/27/17 Appli
Paid Chk# 002057E CITY OF ST. MICHAEL	7/10/2017	\$4,712.00	SAC Fees - 11265 Lambert Court
Paid Chk# 002058E Collaborative Planning LLC	7/10/2017	\$3,004.74	311 Jansen - Shed Variance
Paid Chk# 002059E MN DEPT OF LABOR AND INDUS	7/10/2017	\$402.64	Surcharge Fees - 2nd Qtr. 2017
Paid Chk# 002060E AEM FINANCIAL SOLUTIONS, LL	7/10/2017	\$1,725.00	Training for Jackie - 11.5 Hou
Paid Chk# 032696 ANDERSON, SANDRA	7/10/2017	\$200.00	Hall Damage Deposit Refund - 6
Paid Chk# 032697 AT&T MOBILITY	7/10/2017	\$138.02	PW Cell Phones - 5/18/17 - 6/1
Paid Chk# 032698 BERGAN KDV	7/10/2017	\$6,200.00	FRA Audit - Year Ended 12/31/1
Paid Chk# 032699 CARSON, CLELLAND & SCHRED	7/10/2017	\$281.36	Legal Support/Work - June 2017
Paid Chk# 032700 CENTERPOINT ENERGY	7/10/2017	\$73.32	Fire Department Gas Utilities
Paid Chk# 032701 CIVIL ENGINEERING SITE DESIG	7/10/2017	\$5,491.60	Public Works Building 4/21/17
Paid Chk# 032702 CLEAR CHOICE HOME INSPECTI	7/10/2017	\$300.00	Home Inspection @ 11234 River
Paid Chk# 032703 COLONIAL LIFE	7/10/2017	\$30.26	Supplemental Insurance - July
Paid Chk# 032704 COMCAST	7/10/2017	\$353.00	Digital Voice & Internet - Jul
Paid Chk# 032705 COTTENS, INC	7/10/2017	\$125.61	Air Filter, Oil Filter, Antifr
Paid Chk# 032706 CUMMINGS, MARIA	7/10/2017	\$100.00	Shelter Damage Deposit Refund
Paid Chk# 032707 DAHLGREN, SHELLY	7/10/2017	\$200.00	Hall Damage Deposit Refund - 6
Paid Chk# 032708 Delta Dental of Minnesota	7/10/2017	\$83.40	Dental Premiums - July 2017
Paid Chk# 032709 DJ MEDIN ARCHITECTS	7/10/2017	\$8,220.00	Public Works Building
Paid Chk# 032710 DMJ ASPHALT INC	7/10/2017	\$1,970.00	Asphalt Patching - Oakwood Ln
Paid Chk# 032711 DOBOSZENSKI, JASON	7/10/2017	\$12.00	Parking at Science Museum for
Paid Chk# 032712 FEHN COMPANIES	7/10/2017	\$3,003.70	Class 5 Gravel
Paid Chk# 032713 FLAIG, BAILIE or BEN	7/10/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 032714 GIRL SCOUTS CRSU DAY CAMP	7/10/2017	\$200.00	Shelter Damage Deposit Release
Paid Chk# 032715 Guidance Point Technologies	7/10/2017	\$270.00	Dymo Printer on Brian's Comp,
Paid Chk# 032716 HALLSTEIN, MARY ANN	7/10/2017	\$500.00	iPad Pro
Paid Chk# 032717 HANOVER HARVEST FESTIVAL	7/10/2017	\$2,600.00	Hanover Royalty Float Sponsor
Paid Chk# 032718 HARDWARE HANK	7/10/2017	\$87.40	Box Outlet, Outlet Cover, Nipp
Paid Chk# 032719 JOINT POWERS WATER BOARD	7/10/2017	\$2,001.00	WAC Fees - 11265 Lambert Court
Paid Chk# 032720 LEAGUE OF MN CITIES INS. TRU	7/10/2017	\$16,417.00	Work Comp Public Works - 1/1/1
Paid Chk# 032721 MAEYAERT, JON & JOLENE	7/10/2017	\$100.00	Shelter Damage Deposit Release
Paid Chk# 032722 MASUDA, DELORES	7/10/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 032723 METRO WEST INSPECTION SER	7/10/2017	\$563.69	Pmt 49-17 - 11416 Riverview La
Paid Chk# 032724 PETTY CASH	7/10/2017	\$20.00	Ice Machine Fee for Hagen Even
Paid Chk# 032725 Rupp Anderson Squires & Waldsp	7/10/2017	\$1,432.43	City Council & Board / Commiss
Paid Chk# 032726 Sun Life Financial	7/10/2017	\$256.93	Life Insurance - July 2017

CITY OF HANOVER

07/06/17 3:50 PM

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\*Check Summary Register©

Cks 7/10/2017 - 7/10/2017

Name	Check Date	Check Amt	
Paid Chk# 032727 TINOCO, ALEJANDRA	7/10/2017	\$200.00	Hall Damage Deposit Refund - 6
Paid Chk# 032728 VISA	7/10/2017	\$2,877.03	LF 2 BRZ IPS RPZ BFP for New B
Paid Chk# 032729 WEX BANK - FD	7/10/2017	\$129.32	Fire Dept. - Fuel
Paid Chk# 032730 WEX BANK	7/10/2017	\$716.51	Parks - Fuel
Paid Chk# 032731 WRIGHT COUNTY JOURNAL PR	7/10/2017	\$412.26	PHN - Amendments to Sub Divisi
Paid Chk# 032732 XCEL ENERGY	7/10/2017	\$1,103.40	Fire Station - 5/6/17 - 6/6/17
Paid Chk# 032733 ZEE MEDICAL SERVICE	7/10/2017	\$137.40	
Paid Chk# 032734 Acuity Specialty Products, Inc	7/10/2017	\$510.53	43x60 Black Bags, WAU 713 ECSF
<b>Total Checks</b>		<b>\$244,988.94</b>	

FILTER: None

CITY OF HANOVER

Cash Balances

July 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$547,243.33	\$203,384.19	\$57,354.30	\$693,273.22
107 FIRE DEPT DONATIONS FUND	\$26,319.81	\$0.00	\$0.00	\$26,319.81
201 EDA SPECIAL REVENUE FUND	\$150,108.17	\$6,735.22	\$3,295.50	\$153,547.89
205 EDA BUSINESS INCENTIVE FUND	\$244,855.30	\$0.00	\$0.00	\$244,855.30
311 2008A GO CIP REFUNDING BOND	\$56,688.39	\$0.00	\$0.00	\$56,688.39
312 2009A GO IMP REFUNDING BOND	\$2,762.81	\$0.00	\$0.00	\$2,762.81
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$502,200.96	\$0.00	\$0.00	\$502,200.96
315 2016A GO CIP BOND	\$30,738.95	\$0.00	\$0.00	\$30,738.95
401 GENERAL CAPITAL PROJECTS	\$1,331,894.02	\$1,289.02	\$0.00	\$1,333,183.04
402 PARKS CAPITAL PROJECTS	\$106,677.52	\$0.00	\$1,681.87	\$104,995.65
403 FIRE DEPT CAPITAL FUND	\$191,022.08	\$0.00	\$0.00	\$191,022.08
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	\$9,652.84	\$0.00	\$0.00	\$9,652.84
411 FACILITIES CAPITAL PROJ FUND	\$1,421,372.50	\$0.00	\$13,980.10	\$1,407,392.40
417 EQUIPMENT CAPITAL FUND	\$132,975.67	\$0.00	\$0.00	\$132,975.67
418 STREET CAPITAL PROJ FUND	\$545,227.98	\$0.00	\$0.00	\$545,227.98
601 WATER ENTERPRISE FUND	\$822,465.13	\$59.12	\$2,001.00	\$820,523.25
602 SEWER ENTERPRISE FUND	\$386,399.26	\$49.58	\$164,703.29	\$221,745.55
603 STORM WATER ENTERPRISE FUND	\$207,193.60	\$1,140.44	\$0.00	\$208,334.04
611 WATER CAPITAL IMP FUND	\$156,016.84	\$0.00	\$0.00	\$156,016.84
612 SEWER CAPITAL IMP FUND	\$1,825,169.03	\$0.00	\$0.00	\$1,825,169.03
613 STORM WATER CAPITAL IMP FUND	\$547,841.25	\$0.00	\$0.00	\$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	\$24,000.00	\$0.00	\$0.00	\$24,000.00
815 LANDSCAPE ESCROW FUND	\$24,000.00	\$0.00	\$0.00	\$24,000.00
817 INFRASTRUCTURE ESCROW FUND	\$12,000.00	\$0.00	\$0.00	\$12,000.00
818 MISC ESCROWS FUND	\$10,908.17	\$0.00	\$919.69	\$9,988.48
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	\$19,500.00	\$0.00	\$1,053.19	\$18,446.81
900 INTEREST	\$25,432.93	\$0.00	\$0.00	\$25,432.93
	\$9,525,609.70	\$212,657.57	\$244,988.94	\$9,493,278.33



**Carson, Clelland  
& Schreder**

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

June 29, 2017

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

Professional Services

Amount

Criminal

5/31/2017	Preparation of one complaint	40.00
6/12/2017	Telephone conference with defense attorney regarding reports and disposition	24.38
6/14/2017	Attend Brookdale court hearings	24.38
6/15/2017	Draft motion; email to public defender	48.75
	Review new DWI statutes	24.38
6/21/2017	Attend arraignments, pretrial and probation violation hearings	24.38
6/22/2017	Revise DWI memo and flow chart regarding changes to statute	24.38
6/27/2017	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	9.38
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	28.13
	SUBTOTAL:	[ 266.91]
	<b>For professional services rendered</b>	<b>\$266.91</b>

JUL 5 2017

Client Expense Charges :

	<u>Amount</u>
<u>Criminal Expenses:</u>	
Monthly support fee	14.45
SUBTOTAL:	[ 14.45]
<b>Total Client Expense Charges</b>	<b>14.45</b>
<b>Total amount of this bill</b>	<b>\$281.36</b>
<b>Previous balance</b>	<b>\$330.19</b>
5/26/2017 Payment - thank you	(\$131.34)
6/12/2017 Payment - thank you	(\$198.85)
<b>Total payments and adjustments</b>	<b>(\$330.19)</b>
<b>Balance due</b>	<b>\$281.36</b>

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

John J. Thames, City Attorney

# 100-41610-304

City Attorney  
↳ Legal Fees

# Civil Engineering Site Design, LLC

118 E. Broadway St.  
 PO Box 566  
 Monticello, MN 55362

# Invoice

TERMS	DATE	INVOICE #
Net 30	1/29/2017	3439

BILL TO
City of Hanover Attn: Brian Hagen, City Admn 11250 5th Street NE PO Box 278 Hanover, MN 55341

*Received  
7-5-17*

PROJECT	CESD # 00588 - Hanover Public Works Project, Hanover, MN		
DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Scott Dahlke; Civil Engineering services for Hanover Public Works site development project; see attached time log 11/03/2016 -11/14/2016	4.25	130.00	552.50
Reimbursement for MPCA NPDES/SDS permit application fee		400.00	400.00
<p><i>Project # 208218</i></p> <p><i># 411 - 41950 - 303</i></p> <p><i>Capital Projects Fund</i></p> <p><i>↳ Engineering ...</i></p> <p><i>↳ Engineering Fees</i></p>			
<b>Total</b>			<b>\$952.50</b>

Past due balances will be charged 1.5% per month.  
 Thank You For Your Business!

Phone #	763-314-0929
---------	--------------

Web Site	www.civilesd.com
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<b>Project :</b>		<b>Hanover Public Works Project, Hanover, MN</b>			
<b>Time Log :</b>		<b>11/03/2016 - 11/14/2016</b>			
<b>CESD Invoice No.:</b>		<b>3439</b>			
<b>Scott Dahlke</b>		<b>Engineer IX</b>			
	Project	Project			
Date	No.	Name	Activity Detail	Hours	Mileage
11/3/2016	588	Hanover Public W	coordinate with City staff Brian H regarding obtaining MPCA NPDES permit; coordinate with contractor Fehn Companies for requested data; generate copy of base dwg and forward to Joel L at Fehn Companies	0.75	
11/4/2016	588	Hanover Public W	prepare information needed for NPDES permit application; complete MPCA NPDES online permit application process and pay permit fee \$400; receive confirmation that permit to be active 7 days from completion of application and payment of fee	3	
11/14/2016	588	Hanover Public W	confirm MPCA NPDES permit validation; obtain coverage card and owner letter from MPCA; forward coverage card and owner letter and application information to Brian H and John S; forward copy of current site design dwg to surveyor as requested by John S	0.5	
Totals =				4.25	0

# Civil Engineering Site Design, LLC

118 E. Broadway St.  
 PO Box 566  
 Monticello, MN 55362

# Invoice

TERMS	DATE	INVOICE #
Net 30	3/10/2017	3454

BILL TO
City of Hanover Attn: Brian Hagen, City Admn 11250 5th Street NE PO Box 278 Hanover, MN 55341

*Received  
7-5-17*

PROJECT	CESD # 00588 - Hanover Public Works Project, Hanover, MN		
DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Scott Dahlke; Civil Engineering services for Hanover Public Works site development project; see attached time log 02/09/2017 -03/17/2017	16.75	130.00	2,177.50
Reimbursement for mileage; meeting at Kinghorn Construction Office	40	0.54	21.60
<p><i>Project # 208218</i></p> <p><i># 411-41950 - 303</i></p> <p><i>Capital Projects Fund</i></p> <p><i>↳ Engineering ;</i></p> <p><i>↳ Engineering Fees</i></p>			
<b>Total</b>			<b>\$2,199.10</b>

Past due balances will be charged 1.5% per month.  
 Thank You For Your Business!

Phone #	763-314-0929
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Web Site	www.civilesd.com
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<b>Project :</b>		<b>Hanover Public Works Project, Hanover, MN</b>			
<b>Time Log :</b>		<b>02/09/2017 - 03/07/2017</b>			
<b>CESD Invoice No.:</b>		<b>3454</b>			
<b>Scott Dahlke</b>		<b>Engineer IX</b>			
	Project	Project			
<b>Date</b>	<b>No.</b>	<b>Name</b>	<b>Activity Detail</b>	<b>Hours</b>	<b>Mileage</b>
2/9/2017	588	Hanover PW	call with John Studer at Kinghorn regarding possible adjustment to site grading elevations; review site design and drainage analysis; determine possible site elevation adjustment; email John S and Brian Hagen of possible adjustment with understanding of multiple items	2.75	
2/16/2017	588	Hanover Public W	meet at Kinghorn and discuss options regarding site grading and lower building and parking elevations 2.0 feet pending approval by Council at 02/21 meeting	2	40
3/6/2017	588	Hanover Public W	work on plan changes to lower building and pavement areas and outdoor storage areas by 2.0 ft elevation, and remove storm sewer from outdoor storage area; work on changes to outdoor storage area grading elevations due to removal of storm sewer; work on changes to access drive due to change of slope necessary to match existing 5th Street	5.5	
3/7/2017	588	Hanover Public W	work on plan changes to lower building and pavement areas and outdoor storage areas by 2.0 ft elevation, and remove storm sewer from outdoor storage area; modify grading contours; generate updated grading plan and utility plan with revision date 03/07/2017; forward revised plans to contractors and owner; generate copy of base dwg and forward to contractor	6.5	
Totals =				16.75	40

# Civil Engineering Site Design, LLC

118 E. Broadway St.  
 PO Box 566  
 Monticello, MN 55362

# Invoice

TERMS	DATE	INVOICE #
Net 30	6/28/2017	3478

BILL TO
City of Hanover Attn: Brian Hagen, City Admn 11250 5th Street NE PO Box 278 Hanover, MN 55341

*Received  
7-5-17*

PROJECT	CESD # 00588 - Hanover Public Works Project, Hanover, MN		
DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Scott Dahlke; Civil Engineering services for Hanover Public Works site development project; see attached time log 4/21/2017 - 05/10/2017  <i>Project # 208218</i>  <i># 411-41950 - 303</i> <i>Capital Projects Fund</i> <i>↳ Engineer</i> <i>↳ Engineering Fees</i>	18	130.00	2,340.00
<b>Total</b>			<b>\$2,340.00</b>

Past due balances will be charged 1.5% per month.  
 Thank You For Your Business!

Phone #	763-314-0929
---------	--------------

Web Site	www.civilesd.com
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<b>Project :</b>		<b>Hanover Public Works Project, Hanover, MN</b>			
<b>Time Log :</b>		<b>04/21/2017 - 05/10/2017</b>			
<b>CESD Invoice No.:</b>		<b>3478</b>			
<b>Scott Dahlke</b>		<b>Engineer IX</b>			
	<b>Project</b>	<b>Project</b>			
<b>Date</b>	<b>No.</b>	<b>Name</b>	<b>Activity Detail</b>	<b>Hours</b>	<b>Mileage</b>
4/21/2017	588	Hanover Public Works	review architectural plans and confirm roof drainage to west, not east as originally discussed; review site design changes; followup with grading contractor regarding composit media to be installed in bottom of stormwater basin	1.25	
4/25/2017	588	Hanover Public Works	determine options and generate markup of site design changes and forward to Brian Hagen requesting confirmation to proceed with changes; work on site design changes	3.5	
4/27/2017	588	Hanover Public Works	review comments by John S at Kinghorn regarding fill on building wall to accommodate swale to south end of building and bituminous pavement pad; determine fill on wall needed and grading modifications necessary to achieve reasonable swale slope to south; generate makrup of grade modifications and email to team	1.5	
5/1/2017	588	Hanover Public Works	followup with John S at Kinghorn regarding fill on building wall; reply from John S indicating ok to fill on building wall; coordinate with Brian H regarding proposed grading changes with fill on buidling wall option	0.75	
5/8/2017	588	Hanover Public Works	work on site design modifications to remove storm sewer in 5th Street r/w, modify pond outlet pipe location; modify water service into building; modify salt shed location; modify grading	3.25	
5/9/2017	588	Hanover Public Works	work on site design modifications to remove storm sewer in 5th Street r/w, modify pond outlet pipe location; modify water service into building; modify salt shed location; modify grading	3.5	
5/10/2017	588	Hanover Public Works	work on site design modifications; generate revised plans 05/10/2017 and forward to Brian H and team	4.25	
<b>Totals =</b>				<b>18.00</b>	<b>0</b>

# Civil Engineering Site Design, LLC

118 E. Broadway St.  
 PO Box 566  
 Monticello, MN 55362

# Statement

DATE 6/28/2017
Phone #
763-314-0929

TO: City of Hanover  
 Attn: Brian Hagen, City Admn  
 11250 5th Street NE  
 PO Box 278  
 Hanover, MN 55341

PROJECT:	CESD # 00588 - Hanover Public Works Project, Hanover, MN				
DATE	TRANSACTION			AMOUNT	BALANCE
01/01/2017	Balance forward				0.00
01/29/2017	INV #3439. Due 01/29/2017.			952.50	952.50
03/10/2017	INV #3454. Due 03/10/2017.			2,199.10	3,151.60
06/28/2017	INV #3478. Due 06/28/2017.			2,340.00	5,491.60
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
2,340.00	0.00	0.00	0.00	3,151.60	\$5,491.60

Interest will be assessed at the rate of 1.5% per month on all past due date balances.

JUN 30 2017

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

2058

# INVOICE

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

**INVOICE #** 2017-068  
**DATE** 07/05/2017

**PROJECT**  
311 Jansen *Ben Lange*

DATE	ACCOUNT SUMMARY	AMOUNT
06/15/2017	Balance Forward	\$101.00
	Payments and credits between 06/15/2017 and 07/05/2017	-101.00
	New charges (details below)	227.25
	Total Amount Due	\$227.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/05/2017	Review plans, various emails.	0:15	101.00	25.25
05/10/2017	Update staff memo. Prepare resolution. Phone conference with Amy. Various emails.	0:30	101.00	50.50
05/16/2017	Attend City Council meeting. Revise resolution approving.	1:30	101.00	151.50

*Project # 208230*

TOTAL OF NEW CHARGES  
BALANCE DUE

227.25

**\$227.25**

*# 818 - 20200*

*Misc. Escrow Fund*

*↳ A/P*

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2017-067  
**DATE** 07/05/2017

**PROJECT**

Bechtold Split

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/22/2017	Email to Otto re: legal description.	0:15	101.00	25.25
05/24/2017	Various emails.	0:15	101.00	25.25
05/25/2017	Preliminary review of application, distribution to review entities. Emails with Chad Hausman.	0:45	101.00	75.75
05/30/2017	Phone conference with Amy, various emails. Review engineering comments, email to County re: driveway access.	0:45	101.00	75.75
05/31/2017	Various emails with Wright County staff re: driveways.	0:15	101.00	25.25

BALANCE DUE

**\$227.25**

Project # 208234

# 818-20200

Misc. Escrows

↳ A/P

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2017-069  
**DATE** 07/05/2017

**PROJECT**

Crow River Heights *West 3rd Addition*

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/22/2017	Various emails.	0:15	101.00	25.25
05/23/2017	Various emails re: City Specs.	0:15	101.00	25.25
05/30/2017	Various emails re: application.	0:15	101.00	25.25

BALANCE DUE

**\$75.75**

*# 823 - 20200*

*CRH West 3rd Addition*

*↳ A/P*

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

# INVOICE

**BILL TO**

City of Hanover  
 PO Box 278  
 Hanover, MN 55341

**INVOICE #** 2017-066  
**DATE** 07/05/2017

**PROJECT**

Hanover General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
06/15/2017	Balance Forward	\$2,019.99
	Payments and credits between 06/15/2017 and 07/05/2017	-2,020.00
	New charges (details below)	2,045.25
	Total Amount Due	\$2,045.24

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/01/2017	Various re: Crow River Heights and Hengler lot split.	0:30	101.00	50.50
05/02/2017	Prepare for and attend City Council meeting.	3:30	101.00	353.50
05/03/2017	Various re: CRH. Reviewed RJM proposed changes.	0:30	101.00	50.50
05/04/2017	Various re: site plan ordinance amendment.	0:15	101.00	25.25
05/05/2017	Meeting re: CRH. Various re: Site plan amendment.	2:15	101.00	227.25
05/08/2017	Draft ordinance amendment for site plans. Phone conference with Brian re: PHS West building and ordinance amendment. Various re: CRH. Reviewing rules re: firearms use in PHS West building. Various emails.	1:30	101.00	151.50
05/09/2017	Prepare ordinance amendment for Council packets. Email with potential developer re: land available.	0:30	101.00	50.50
05/10/2017	Various re: subdivisions.	0:15	101.00	25.25
05/12/2017	Review packet.	0:15	101.00	25.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/15/2017	Various emails. Various re: public works site plan. Various re: 748 Meander. Phone conference with Amy.	1:15	101.00	126.25
05/16/2017	Attend City Council meeting.	2:15	101.00	227.25
05/17/2017	Meeting with Amy and applicant re: lots in CRH. Various with Amy re: Bechtold lot split.	1:30	101.00	151.50
05/18/2017	Prepare Public Works for PC packet. Email to Amy. Review PC packet. Email to Paul Otto. Various emails.	0:45	101.00	75.75
05/19/2017	Various emails. Phone conference with Brian.	0:30	101.00	50.50
05/22/2017	Email from realtor re: possibility to divide parcel, review parcel, email to realtor. Various emails with Amy re: staff report. Attend Planning Commission meeting.	3:15	101.00	328.25
05/23/2017	Reviewing plat checklist, phone conference with Amy.	0:30	101.00	50.50
05/24/2017	Email from Amy, review staff report.	0:15	101.00	25.25
05/30/2017	Prepare staff report and resolution on public works site plan, email to Brian.	0:30	101.00	50.50

TOTAL OF NEW  
CHARGES  
BALANCE DUE

2,045.25

**\$2,045.24**

# 100 - 41910 - 310

Planning + Zoning

↳ Other Prof. Svcs.

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE # 2017-070**

**DATE 07/05/2017**

**PROJECT**

Hengler Lot Split

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/08/2017	Reviewing lot split. Reviewing against applicable ordinances and DNR requirements. Various emails. Phone conference with Amy.	2:00	101.00	202.00
05/09/2017	Email from Brian, review septic info.	0:15	101.00	25.25
05/23/2017	Phone conference with Brian.	0:15	101.00	25.25
05/24/2017	Various emails.	0:15	101.00	25.25
05/24/2017	Phone conference with Steve. Phone conference with Brian.	0:30	101.00	50.50
05/25/2017	Email re: water service. Phone conference with Steve.	0:15	101.00	25.25
05/26/2017	Reviewing application. Draft 15.99 letter, various emails.	0:45	101.00	75.75
05/30/2017	Email to Steve.	0:15	0.00	0.00

BALANCE DUE

**\$429.25**

Project # 208232

# 818-20200

Misc. Escrows

↳ 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: 5/31/2017  
Statement Date: 6/28/2017  
Statement No. 5892

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

4011(1)-0001: Miscellaneous	736.93
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0093: EDA Acquisition of Property	395.50

Total Fees and Expenses: \$1,432.43

Previous Balance: -

Total Now Due: \$1,432.43

# 100-41610-304

City Attorney  
↳ Legal Fees

\$ 1,036.93

# 201-41330-310

EDA

↳ Boards + Commissions  
↳ Other Prof. Svcs.

\$ 395.50

\$ 1,432.43

JUN 30 2017



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

333 South Seventh Street, Suite 2800  
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City of Hanover  
 Mr. Brian Hagen  
 11250 5th St NE  
 Hanover, MN 55341

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
05/01/2017 JTS	Brian e-mail regarding EDA and offer of purchase; reply.	0.20	175.00	35.00
05/02/2017 JTS	Telephone conference with Brian regarding landowner offer to sell property; Review Cindy e-mail regarding EA W; e-mail Cindy; review reply; review Cindy memorandum to council regarding EA W.	0.30	175.00	52.50
05/02/2017 JTS	Review agenda materials and prepare for meeting.	1.00	175.00	175.00
05/10/2017 JTS	Brian e-mail regarding deed; reply; Brian e-mail regarding cemetery.	0.20	175.00	35.00
05/15/2017 JTS	Telephone conference with Brian regarding EDA process for land purchase.	0.20	175.00	35.00
05/25/2017 JTS	Cindy e-mail regarding Bechtold lot split request; review surveys; e-mail Cindy regarding same.	0.30	175.00	52.50
05/31/2017 JTS	Brian e-mail regarding bond question on construction project; review statute; reply to Brian.	0.30	175.00	52.50
05/31/2017 JTS	Review cemetery statutes; e-mail to Brian regarding possible devise of Methodist Church cemetery to City.	1.10	175.00	192.50
			Sub-total Fees:	\$630.00

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

		Hours	Rate	Amount
05/02/2017 JTS	Council meeting.	4.00	175.00	300.00
			Sub-total Fees:	\$300.00

4011(1)-0093: EDA Acquisition of Property

		Hours	Rate	Amount
05/15/2017 ZJC	Office conference with Jay Squires regarding parcel title work and drafting deed; Research title companies to perform title work; Telephone conference with title company regarding the same.	0.50	165.00	82.50

05/16/2017 ZJC	Read and respond to e-mail from Brian Hanson regarding parcel; Review and analyze the Owners & Encumbrances Report; Read and respond to e-mails from title company requesting copies of documents referenced in the report.	0.40	165.00	66.00
05/22/2017 ZJC	Office conference with Jay Squires regarding mortgage on the parcel.	0.10	165.00	16.50
05/24/2017 ZJC	Draft partial release of mortgage for Outlot A; Office conference with Jay Squires regarding the same; Send e-mail to Brian Hagen attaching the same.	0.60	165.00	99.00
05/26/2017 ZJC	Receive and review e-mail from Brian Hagen regarding purchase of property by EDA.	0.10	165.00	16.50
			Sub-total Fees:	\$280.50

**Rate Summary**

Jay T. Squires	7.60 hours at \$175.00/hr	930.00
Zachary J. Cronen	1.70 hours at \$165.00/hr	280.50
Total hours:	9.30	1,210.50

**Expenses**

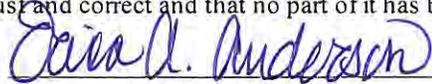
	Units	Price	Amount
05/02/2017 Meal.	1.00	8.00	8.00
05/02/2017 Mileage.	1.00	40.13	40.13
05/16/2017 Owners & Encumbrance Report.	1.00	115.00	115.00
05/31/2017 Photocopies.	294.00	0.20	58.80
		Sub-total Expenses:	\$221.93

Total Fees and Expenses: \$1,432.43

Previous Balance: -

**Total Now Due: \$1,432.43**

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



2055

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

June 27, 2017

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

Re: May 2017 Invoices

Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of May 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 May 31, 2017
2082-014	2017 General Engineering Services	\$1,289.50	\$10,304.25	\$10,304.25
2082-120	2017 Chip Seal Project	\$175.50	\$710.75	\$710.75
R-010287-000	Crow River Heights West 3rd Addition	\$941.50	\$941.50	\$941.50
	<b>Current Invoice Total</b>	<b>\$2,406.50 ✓</b>	<b>\$11,015.00</b>	



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 26, 2017  
 Project No: 0-002082-014  
 Invoice No: 5

**2017 General Engineering Services**

**Professional Services from May 1, 2017 to May 31, 2017**

Phase 000 2017 General Engineering Services  
 Project Mgmt

		Hours	Rate	Amount	
Pederson, Karla	5/16/2017	.50	88.00	44.00	
Open Quest number and modify Ad for Bid					
Pederson, Karla	5/18/2017	1.25	88.00	110.00	
Combine PDFs and submit to Quest and Open Quest listing. Send ad to Finance and Commerce for publishing.					
Totals		1.75		154.00	
<b>Total Labor</b>					<b>154.00</b>
				<b>Total this Task</b>	<b>\$154.00</b>

Meetings

		Hours	Rate	Amount	
Messner, Justin	5/18/2017	3.00	152.00	456.00	
Engineering Meeting					
Totals		3.00		456.00	
<b>Total Labor</b>					<b>456.00</b>
				<b>Total this Task</b>	<b>\$456.00</b>

Permit Application

		Hours	Rate	Amount	
Preisler, Nicholas	5/25/2017	1.50	109.00	163.50	
Bechtold Lot Split					
Totals		1.50		163.50	
<b>Total Labor</b>					<b>163.50</b>
				<b>Total this Task</b>	<b>\$163.50</b>

2-Person Survey Crew  
**Field Services Billing**  
 2-Person Survey Crew

	3.0 Hours @ 172.00	516.00	
<b>Total Field Services</b>		<b>516.00</b>	<b>516.00</b>
		<b>Total this Task</b>	<b>\$516.00</b>

Project 0-002082-014 HANO - 2017 General Engineering Services Invoice 5

Total this Phase \$1,289.50

Total this Invoice \$1,289.50

Billings to Date

	Current	Prior	Total
Labor	773.50	7,989.75	8,763.25
Field Services	516.00	1,025.00	1,541.00
Totals	1,289.50	9,014.75	10,304.25

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

Approved by: *Nate Jantz*

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner

# 100-41950-303  
Engineering Fees



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 26, 2017  
Project No: 0-002082-120  
Invoice No. 2

**2017 Chip Seal Project**

**Professional Services from May 1, 2017 to May 31, 2017**

Phase 1 Feasibility / Prel. Des.  
Specifications

	Hours	Rate	Amount
Keller, Kris 5/5/2017 Project Quantities	.75	117.00	87.75
Keller, Kris 5/11/2017 Update Project Quantities/ Coordinate Project Figure Update	.75	117.00	87.75
Totals	1.50		175.50
<b>Total Labor</b>			<b>175.50</b>
		<b>Total this Task</b>	<b>\$175.50</b>
		<b>Total this Phase</b>	<b>\$175.50</b>
		<b>Total this Invoice</b>	<b>\$175.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	175.50	535.25	710.75
<b>Totals</b>	<b>175.50</b>	<b>535.25</b>	<b>710.75</b>

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

Approved by: *Nabeel Jang*

Reviewed by: Andrew Brotzler  
Project Manager Justin Messner

# 100-43121-224  
Paved Streets  
↳ Street Maint.



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 26, 2017  
Project No: R-010287-000  
Invoice No: 1

**Crow River Heights West 3rd Addition**  
**Professional Services from May 1, 2017 to May 31, 2017**

Phase 001 Plan Review  
Project Management

		Hours	Rate	Amount
Alms, William	5/24/2017	.50	117.00	58.50
Ordinance Review				
Alms, William	5/26/2017	1.00	117.00	117.00
Crow River Heights SW Requirments Summary				
Totals		1.50		175.50
<b>Total Labor</b>				<b>175.50</b>
			<b>Total this Task</b>	<b>\$175.50</b>

Meetings

		Hours	Rate	Amount
Alms, William	5/24/2017	1.00	117.00	117.00
Crow River Heights SW Overview				
Messner, Justin	5/17/2017	2.00	152.00	304.00
Ordinance Review and Response from Loucks/Crow River Heights				
Messner, Justin	5/24/2017	1.50	152.00	228.00
Meeting with Louks Engineering/Crow River Heights				
Totals		4.50		649.00
<b>Total Labor</b>				<b>649.00</b>
			<b>Total this Task</b>	<b>\$649.00</b>

Plan Review

		Hours	Rate	Amount
Alms, William	5/18/2017	1.00	117.00	117.00
Crow River Heights Plan Review				
Totals		1.00		117.00
<b>Total Labor</b>				<b>117.00</b>
			<b>Total this Task</b>	<b>\$117.00</b>

# 823-20200

Crow River Hts. West 3rd

↳ AIP

**Total this Phase \$941.50**

**Total this Invoice \$941.50**



Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$203,384.19	\$458,692.08	\$830,523.52	\$371,831.44	55.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$55,600.00	\$111,200.00	\$55,600.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,792.44	\$12,000.00	\$8,207.56	31.60%
Source Alt Code TAXES		\$203,384.19	\$518,084.52	\$953,723.52	\$435,639.00	54.32%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$6,645.00	\$9,175.00	\$2,530.00	72.43%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$250.00	\$400.00	\$150.00	62.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$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	\$42,019.12	\$114,324.87	\$72,305.75	36.75%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$1,560.90	\$6,000.00	\$4,439.10	26.02%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$1,819.49	\$3,000.00	\$1,180.51	60.65%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$2,000.00	\$2,000.00	\$0.00	100.00%
Source Alt Code SERVICE		\$0.00	\$57,062.51	\$136,449.87	\$79,387.36	41.82%
MISC	R 100-36100 Special Assessments	\$0.00	\$428.08	\$740.00	\$311.92	57.85%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$874.50	\$900.00	\$25.50	97.17%
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	\$1,925.00	\$3,600.00	\$1,675.00	53.47%
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	\$169.39	\$0.00	-\$169.39	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$4,113.78	\$22,240.00	\$18,126.22	18.50%
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	\$1,490.00	\$100.00	-\$1,390.00	1490.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$33,174.32	\$50,000.00	\$16,825.68	66.35%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$50.00	\$100.00	\$50.00	50.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$19.00	\$50.00	\$31.00	38.00%
Source Alt Code LIC PERM		\$0.00	\$46,708.32	\$62,120.00	\$15,411.68	75.19%
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	\$4,790.00	\$36,000.00	\$31,210.00	13.31%
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	\$4,790.00	\$150,008.00	\$145,218.00	3.19%
FINES	R 100-35100 Court Fines	\$0.00	\$1,780.45	\$2,000.00	\$219.55	89.02%
Source Alt Code FINES		\$0.00	\$1,780.45	\$2,000.00	\$219.55	89.02%
Fund 100 GENERAL FUND		\$203,384.19	\$632,539.58	\$1,326,541.39	\$694,001.81	47.68%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$203,384.19	\$632,539.58	\$1,326,541.39	\$694,001.81	47.68%

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

Dept Abbrev	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$5,287.18	\$7,500.00	\$2,212.82	70.50%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$500.00	\$1,127.49	\$3,000.00	\$1,872.51	37.58%
Dept 41110 Council		\$500.00	\$6,739.67	\$23,241.50	\$16,501.83	29.00%
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	\$0.00	\$33,241.64	\$69,629.63	\$36,387.99	47.74%
CITYADM	E 100-41400-121 PERA	\$0.00	\$2,606.79	\$5,222.22	\$2,615.43	49.92%
CITYADM	E 100-41400-122 FICA	\$0.00	\$2,154.97	\$4,317.04	\$2,162.07	49.92%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$504.01	\$1,009.63	\$505.62	49.92%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$192.60	\$384.00	\$191.40	50.16%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$4,352.14	\$8,400.00	\$4,047.86	51.81%
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	\$0.00	\$253.80	\$500.00	\$246.20	50.76%
Dept 41400 City Administrator		\$0.00	\$43,736.95	\$90,962.52	\$47,225.57	48.08%
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	\$0.00	\$20,895.83	\$43,739.90	\$22,844.07	47.77%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$1,638.44	\$3,280.49	\$1,642.05	49.94%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$1,354.45	\$2,711.87	\$1,357.42	49.95%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$316.72	\$634.23	\$317.51	49.94%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$765.00	\$1,440.00	\$675.00	53.13%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$4,352.14	\$8,400.00	\$4,047.86	51.81%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$37.50	\$250.00	\$212.50	15.00%
Dept 41430 Clerical Staff		\$0.00	\$29,360.08	\$60,956.49	\$31,596.41	48.17%
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	\$0.00	\$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		\$0.00	\$441.65	\$2,800.00	\$2,358.35	15.77%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$24,406.01	\$52,954.72	\$28,548.71	46.09%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,564.92	\$3,971.60	\$2,406.68	39.40%

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

Dept Abbrev	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$1,504.26	\$3,283.19	\$1,778.93	45.82%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$351.78	\$767.84	\$416.06	45.81%
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	\$4,300.00	\$10,800.00	\$6,500.00	39.81%
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	\$1,725.00	\$8,416.00	\$0.00	-\$8,416.00	0.00%
Dept 41530 Accounting		\$1,725.00	\$40,929.77	\$74,023.35	\$33,093.58	55.29%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$20,900.00	\$24,300.00	\$3,400.00	86.01%
Dept 41540 Auditing		\$0.00	\$20,900.00	\$24,300.00	\$3,400.00	86.01%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$11,484.85	\$18,000.00	\$6,515.15	63.80%
Dept 41550 Assessing		\$0.00	\$11,484.85	\$18,000.00	\$6,515.15	63.80%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$309.03	\$1,076.51	\$3,500.00	\$2,423.49	30.76%
PURCHASE	E 100-41570-205 Bank Fees	\$37.25	\$170.75	\$100.00	-\$70.75	170.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$11,119.06	\$12,000.00	\$880.94	92.66%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$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		\$346.28	\$14,995.95	\$21,600.00	\$6,604.05	69.43%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$363.26	\$3,258.75	\$4,000.00	\$741.25	81.47%
Dept 41600 Computer		\$363.26	\$3,258.75	\$4,000.00	\$741.25	81.47%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,318.29	\$13,933.37	\$22,440.16	\$8,506.79	62.09%
Dept 41610 City Attorney		\$1,318.29	\$13,933.37	\$22,440.16	\$8,506.79	62.09%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$2,045.24	\$9,948.49	\$29,500.00	\$19,551.51	33.72%
Dept 41910 Planning and Zoning		\$2,045.24	\$9,948.49	\$29,500.00	\$19,551.51	33.72%
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	\$510.53	\$3,139.16	\$7,000.00	\$3,860.84	44.85%
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	\$137.40	\$3,625.11	\$1,000.00	-\$2,625.11	362.51%
GOVTBLDG	E 100-41940-321 Telephone	\$353.00	\$2,297.12	\$3,500.00	\$1,202.88	65.63%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$319.91	\$250.00	-\$69.91	127.96%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$623.00	\$3,565.33	\$11,250.00	\$7,684.67	31.69%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$46.99	\$2,513.50	\$6,250.00	\$3,736.50	40.22%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$208.50	\$1,876.77	\$3,250.00	\$1,373.23	57.75%
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	\$1,131.70	\$4,500.00	\$3,368.30	25.15%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$1,999.42	\$19,915.66	\$42,300.00	\$22,384.34	47.08%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$1,289.50	\$9,292.25	\$32,500.00	\$23,207.75	28.59%
Dept 41950 Engineer		\$1,289.50	\$9,292.25	\$32,500.00	\$23,207.75	28.59%

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

Dept Abbrev	Account Descr	July 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	\$4,789.13	\$7,855.98	\$8,799.31	\$943.33	89.28%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$21,536.22	\$18,860.19	-\$2,676.03	114.19%
Dept 41960 Insurance		\$4,789.13	\$29,392.20	\$27,659.50	-\$1,732.70	106.26%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$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	\$71.88	\$179.72	\$2,000.00	\$1,820.28	8.99%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$71.88	\$645.88	\$2,850.00	\$2,204.12	22.66%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$19,682.63	\$78,730.52	\$59,047.89	25.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$51,975.04	\$101,748.00	\$49,772.96	51.08%
Dept 42102 Wright County Sheriff		\$0.00	\$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	\$5,061.08	\$8,241.03	\$8,344.11	\$103.08	98.76%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$410.98	\$200.00	-\$210.98	205.49%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$1,909.25	\$4,000.00	\$2,090.75	47.73%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$1,714.00	\$950.00	-\$764.00	180.42%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$5,247.97	\$4,553.35	-\$694.62	115.26%
Dept 42210 Fire Dept Administration		\$5,061.08	\$17,578.19	\$77,254.96	\$59,676.77	22.75%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$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	\$0.00	\$605.35	\$5,000.00	\$4,394.65	12.11%
Dept 42220 Fire Dept Equipment		\$0.00	\$5,999.48	\$25,350.00	\$19,350.52	23.67%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$2,391.37	\$12,500.00	\$10,108.63	19.13%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$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		\$0.00	\$4,586.86	\$17,000.00	\$12,413.14	26.98%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$140.31	\$788.14	\$4,500.00	\$3,711.86	17.51%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$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		\$140.31	\$7,823.15	\$22,965.00	\$15,141.85	34.07%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$51.71	\$1,650.00	\$1,598.29	3.13%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$404.45	\$3,500.00	\$3,095.55	11.56%

**CITY OF HANOVER**  
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Dept Abbrev	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$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	\$273.68	\$1,467.33	\$4,500.00	\$3,032.67	32.61%
FIREBLDG	E 100-42280-383 Gas Utilities	\$26.33	\$1,403.08	\$3,000.00	\$1,596.92	46.77%
Dept 42280	Fire Stations and Bldgs	\$300.01	\$4,630.14	\$13,625.00	\$8,994.86	33.98%
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	\$6,200.00	\$6,200.00	\$6,500.00	\$300.00	95.38%
Dept 42290	Fire Relief Association	\$6,200.00	\$6,200.00	\$53,633.58	\$47,433.58	11.56%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$966.33	\$24,309.71	\$17,500.00	-\$6,809.71	138.91%
Dept 42401	Building Inspection Admin	\$966.33	\$24,309.71	\$17,500.00	-\$6,809.71	138.91%
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	\$0.00	\$44,680.77	\$116,803.34	\$72,122.57	38.25%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$5,036.00	\$15,000.00	\$9,964.00	33.57%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$3,327.95	\$10,279.11	\$6,951.16	32.38%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$3,250.88	\$8,250.88	\$5,000.00	39.40%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$760.27	\$2,285.25	\$1,524.98	33.27%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$769.95	\$2,832.00	\$2,062.05	27.19%
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	\$0.00	\$8,206.83	\$27,600.00	\$19,393.17	29.73%
PUBWRKS	E 100-43000-208 Training and Instructio	\$12.00	\$1,321.95	\$2,500.00	\$1,178.05	52.88%
PUBWRKS	E 100-43000-212 Motor Fuels	\$581.75	\$2,335.08	\$7,000.00	\$4,664.92	33.36%
PUBWRKS	E 100-43000-215 Shop Supplies	\$33.94	\$1,531.78	\$2,500.00	\$968.22	61.27%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$416.72	\$5,234.11	\$6,000.00	\$765.89	87.24%
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	\$6.27	\$5,619.73	\$5,000.00	-\$619.73	112.39%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$441.12	\$3,000.00	\$2,558.88	14.70%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$8,052.41	\$19,000.00	\$10,947.59	42.38%
PUBWRKS	E 100-43000-321 Telephone	\$138.02	\$929.82	\$2,800.00	\$1,870.18	33.21%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$2,438.70	\$92,303.17	\$234,100.58	\$141,797.41	39.43%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$2,145.50	\$15,155.45	\$50,000.00	\$34,844.55	30.31%
Dept 43121	Paved Streets	\$2,145.50	\$15,155.45	\$50,000.00	\$34,844.55	30.31%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$5,726.80	\$6,521.80	\$10,000.00	\$3,478.20	65.22%
Dept 43122	Unpaved Streets	\$5,726.80	\$6,521.80	\$10,000.00	\$3,478.20	65.22%
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%

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Dept Abbrev	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160 Street Lighting						
STLGHTG	E 100-43160-381 Electric Utilities	\$38.72	\$10,496.30	\$25,000.00	\$14,503.70	41.99%
Dept 43160 Street Lighting		\$38.72	\$10,496.30	\$25,000.00	\$14,503.70	41.99%
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	\$3,187.99	\$18,940.22	\$36,000.00	\$17,059.78	52.61%
Dept 43245 Recycling: Refuse		\$3,187.99	\$18,940.22	\$36,000.00	\$17,059.78	52.61%
Dept 45186 Senior Center						
SRCENTER	E 100-45186-437 Other Miscellaneous	\$2,030.09	\$3,844.48	\$8,000.00	\$4,155.52	48.06%
Dept 45186 Senior Center		\$2,030.09	\$3,844.48	\$8,000.00	\$4,155.52	48.06%
Dept 45200 Parks (GENERAL)						
PARKS	E 100-45200-212 Motor Fuels	\$113.41	\$208.25	\$2,000.00	\$1,791.75	10.41%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$505.43	\$1,409.56	\$5,000.00	\$3,590.44	28.19%
PARKS	E 100-45200-225 Landscaping Materials	\$325.00	\$885.15	\$10,000.00	\$9,114.85	8.85%
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	\$225.99	\$1,416.71	\$2,000.00	\$583.29	70.84%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$0.00	\$1,925.00	\$2,200.00	\$275.00	87.50%
PARKS	E 100-45200-580 Other Equipment	\$550.00	\$2,187.59	\$7,000.00	\$4,812.41	31.25%
Dept 45200 Parks (GENERAL)		\$1,719.83	\$8,144.06	\$36,500.00	\$28,355.94	22.31%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$4,480.15	\$9,279.51	\$10,500.00	\$1,220.49	88.38%
Dept 45500 Libraries (GENERAL)		\$4,480.15	\$9,279.51	\$10,500.00	\$1,220.49	88.38%
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		\$48,883.51	\$563,647.31	\$1,326,541.16	\$762,893.85	42.49%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$48,883.51	\$563,647.31	\$1,326,541.16	\$762,893.85	42.49%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-65**

**A RESOLUTION APPROVING A DONATION FROM THE  
HANOVER EDA TO THE HANOVER HARVEST FESTIVAL**

**WHEREAS**, the Hanover EDA historically donates funds towards the Hanover Harvest Festival; and

**WHEREAS**, the Hanover EDA wishes to donated \$1,500 to the Hanover Harvest Festival in 2017.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the \$1,500 donation from the Hanover EDA to the Hanover Harvest Festival.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-66**

**A RESOLUTION APPROVING A DONATION FROM THE  
HANOVER EDA TO THE HANOVER HARVEST FESTIVAL**

**WHEREAS**, the Hanover Harvest Festival has requested a one-time donation to be used towards the construction of the Hanover Royalty Float; and

**WHEREAS**, the Hanover EDA wishes to donated \$1,100 to the Hanover Harvest Festival to be used towards the Hanover Royalty Float.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the \$1,100 donation from the Hanover EDA to the Hanover Harvest Festival.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-67**

**A RESOLUTION APPROVING THE  
HANOVER FIRE DEPARTMENT JOB DESCRIPTIONS AND WAGES**

**WHEREAS**, the attached job descriptions have been referenced historically as positions and responsibilities associated with the Hanover Fire Department; and

**WHEREAS**, the City Council wishes to adopt the attached job descriptions as official City of Hanover Job Descriptions; and

**WHEREAS**, the following wages are recognized for the various positions within the Hanover Fire Department:

- Chief 1 (Fire Chief) \$800/yr. in addition to regular Firefighter wages earned
- Chief 2 (Assistant Fire Chief) \$600/yr. in addition to regular Firefighter wages earned
- Captain 1 \$200/yr. in addition to regular Firefighter wages earned
- Captain 2 \$200/yr. in addition to regular Firefighter wages earned
- Captain 3 \$200/yr. in addition to regular Firefighter wages earned
- Captain 4 \$200/yr. in addition to regular Firefighter wages earned
- Lieutenant 3 \$100/yr. in addition to regular Firefighter wages earned
- Lieutenant 4 \$100/yr. in addition to regular Firefighter wages earned
- Firefighter \$10/hr. for calls (one hour minimum pay) and \$17/meeting

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached job descriptions.

**BE IT FURTHER RESOLVED**, that the City Council approves the wages, as identified above, for each position within the Hanover Fire Department.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator

**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  
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**

**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**

**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**

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-68**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A  
JOINT COOPERATION AGREEMENT BETWEEN  
THE CITY OF HANOVER AND HENNEPIN COUNTY FOR PARTICIPATION IN THE  
URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the City of Hanover, Minnesota and the County of Hennepin have in effect a Joint Cooperation Agreement for purposes of qualifying as an Urban County under the United States Department of Housing and Urban Development Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG) Program, and HOME Investment Partnerships (HOME) Programs; and

**WHEREAS**, the City and County wish to execute a new Joint Cooperation Agreement in order to continue to qualify as an Urban County for purposes of the Community Development Block Grant, ESG and HOME Programs.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves a new Joint Cooperation Agreement between the City and County be executed effective October 1, 2017.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator are authorized and directed to sign the Agreement on behalf of the City.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

---

Chris Kauffman, Mayor

ATTEST:

---

Brian Hagen, City Administrator

**JOINT COOPERATION AGREEMENT  
URBAN HENNEPIN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

THIS AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, State of Minnesota, hereinafter referred to as "COUNTY," A-2400 Government Center, Minneapolis, Minnesota, 55487, and the cities executing this Master Agreement, each hereinafter respectively referred to as "COOPERATING UNIT," said parties to this Agreement each being governmental units of the State of Minnesota, and made pursuant to Minnesota Statutes, Section 471.59.

**WITNESSETH:**

COOPERATING UNIT and COUNTY agree that it is desirable and in the interests of their citizens that COOPERATING UNIT shares its authority to carry out essential community development and housing activities with COUNTY in order to permit COUNTY to secure and administer Community Development Block Grant and HOME Investment Partnership funds as an Urban County within the provisions of the Act as herein defined and, therefore, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions.

COOPERATING UNIT acknowledges that by the execution of this Agreement that it understands that it:

1. May not also apply for grants under the State CDBG Program from appropriations for fiscal years during which it is participating in the Urban County Program; and
2. May not participate in a HOME Consortium except through the Urban County.
3. May not receive a formula allocation under the Emergency Solutions Grants (ESG) Program except through the Urban County.

**I. DEFINITIONS**

The definitions contained in 42 U.S.C. 5302 of the Act and 24 CFR §570.3 of the Regulations are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.).
- B. "Activity" means a CDBG-funded activity eligible under Title I of the Housing and Community Development Act of 1974, as amended. Example: single family rehab activity.
- C. "Annual Program" means those combined activities submitted by cooperating units to COUNTY for CDBG funding as part of the Consolidated Plan.
- D. "Analysis of Impediments to Fair Housing Choice" or "AI" means an assessment of how laws, regulations, policies and procedures affect the location, availability, and accessibility of housing,

and how conditions, both private and public, affect fair housing choice. All HUD grantees must certify that they will affirmatively further fair housing, which means conducting an Analysis of Impediments to Fair Housing Choice (AI), taking appropriate actions to overcome the effects of any impediments identified through that analysis, and keeping records of these actions.

- E. "Consolidated Plan" means the document bearing that title or similarly required statements or documents submitted to HUD for authorization to expend the annual grant amount and which is developed by the COUNTY in conjunction with COOPERATING UNITS as part of the Community Development Block Grant Program.
- F. "Cooperating Unit(s)" means any city or town in Hennepin County that has entered into a cooperation agreement that is identical to this Agreement, as well as Hennepin County, which is a party to each Agreement.
- G. "HUD" means the United States Department of Housing and Urban Development.
- H. "Metropolitan City" means any city located in whole or in part in Hennepin County which is certified by HUD to have a population of 50,000 or more people, or which has previously been granted Metropolitan City status by HUD.
- I. "Program" means the HUD Community Development Block Grant Program as defined under Title I of the Housing and Community Development Act of 1974, as amended.
- J. "Program Income" means gross income received by the recipient or a subrecipient directly generated from the use of CDBG.
- K. "Public service activities" means the provision of public services described in 24 CFR 570.201(e).
- L. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- M. "Urban County" means the entitlement jurisdiction within the provisions of the Act and includes the suburban Hennepin County municipalities which are signatories to this Agreement.

## **II. PURPOSE**

The purpose of this Agreement is to authorize COUNTY and COOPERATING UNIT to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities and authorizes COUNTY to carry out these and other eligible activities for the benefit of eligible recipients who reside within the corporate limits of the COOPERATING UNIT which will be funded from annual Community Development Block Grant, Emergency Solutions Grants (ESG) Programs and HOME appropriations for the Federal Fiscal Years 2018, 2019 and 2020 and from any program income generated from the expenditure of such funds.

## **III. AGREEMENT**

The initial term of this Agreement is for a period commencing on October 1, 2017 and terminating no sooner than the end of the program year covered by the Consolidated Plan for the basic grant amount for the Fiscal Year 2020, as authorized by HUD, and for such additional time as may be required for the expenditure of funds granted to the County for such period. Prior to the end of the initial term and the end of each subsequent qualification period, the COUNTY, as the lead agency of the URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, shall provide a written notice to the COOPERATING UNIT

of their right not to participate in a subsequent qualification period. The written notice will provide the COOPERATING UNIT a minimum thirty (30) day period to submit a written withdrawal. If the COOPERATING UNIT does not submit to the COUNTY a written withdrawal during the notice period, this Agreement shall be automatically extended for a subsequent three-year qualifying period.

This Agreement must be amended by written agreement of all parties to incorporate any future changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for the year in which the next qualification of the County is scheduled. Failure by either party to adopt such an amendment to the Agreement shall automatically terminate the Agreement following the expenditure of all CDBG and HOME funds allocated for use in the COOPERATING UNIT's jurisdiction.

This Agreement shall remain in effect until the CDBG, HOME and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed. COUNTY and COOPERATING UNIT cannot terminate or withdraw from this Agreement while it remains in effect.

Notwithstanding any other provision of this Agreement, this Agreement may be terminated at the end of the program period during which HUD withdraws its designation of the COUNTY as an Urban County under the Act.

This Agreement shall be executed by the appropriate officers of COOPERATING UNIT and COUNTY pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolution and executed Agreement shall be filed promptly by the COOPERATING UNIT in the Hennepin County Department of Housing, Community Works and Transit so that the Agreement can be submitted to HUD by July 24, 2017.

COOPERATING UNIT and COUNTY shall take all actions necessary to assure compliance with the urban county's certifications required by Section 104(b) of the Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964; the Fair Housing Act, and affirmatively furthering fair housing. COOPERATING UNIT and COUNTY shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and other applicable laws.

#### **IV. ACTIVITIES**

COOPERATING UNIT agrees that awarded grant funds will be used to undertake and carry out, within the terms of this Agreement, certain activities eligible for funding under the Act. The COUNTY agrees and will assist COOPERATING UNIT in the undertaking of such essential activities by providing the services specified in this Agreement. The parties mutually agree to comply with all applicable requirements of the Act and the Regulations and other relevant Federal and/or Minnesota statutes or regulations in the use of basic grant amounts. Nothing in this Article shall be construed to lessen or abrogate the COUNTY's responsibility to assume all obligations of an applicant under the Act, including the development of the Consolidated Plan, pursuant to 24 CFR Part 91.

COOPERATING UNIT further specifically agrees as follows:

- A. COOPERATING UNIT will, in accord with a COUNTY-established schedule, prepare and provide to the COUNTY, in a prescribed form, requests for the use of Community Development Block Grant Funds consistent with this Agreement, program regulations and the Urban Hennepin County Consolidated Plan.

- B. COOPERATING UNIT acknowledges that, pursuant to 24 CFR §570.501 (b), it is subject to the same requirements applicable to subrecipients, including the requirement for a written Subrecipient Agreement set forth in 24 CFR §570.503. The Subrecipient Agreement will cover the implementation requirements for each activity funded pursuant to this Agreement and shall be duly executed with and in a form prescribed by the COUNTY.
- C. COOPERATING UNIT acknowledges that it is subject to the same subrecipient requirements stated in paragraph B above in instances where an agency other than itself is undertaking an activity pursuant to this Agreement on behalf of COOPERATING UNIT. In such instances, a written Third Party Agreement shall be duly executed between the agency and COOPERATING UNIT in a form prescribed by COUNTY.
- D. COOPERATING UNITS shall expend all funds annually allocated to activities pursuant to the Subrecipient Agreement.
  - 1. All funds not expended pursuant to the terms of the Subrecipient Agreement will be relinquished to the COUNTY and will be transferred to a separate account for reallocation on a competitive request for proposal basis at the discretion of the COUNTY where total of such funds is \$100,000 or greater. Amounts less than \$100,000 shall be allocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- E. COUNTY and COOPERATING UNITS shall expend all program income pursuant to this Agreement as provided below:
  - 1. Program income from housing rehabilitation activities administered by the COUNTY will be incorporated into a pool at the discretion of the COUNTY. The pool will be administered by COUNTY and will be used for housing rehabilitation projects located throughout the entire Urban County. When possible, COUNTY will give priority to funding housing rehabilitation projects within the COOPERATING UNIT where the program income was generated. Funds expended in this manner would be secured by a Repayment Agreement/Mortgage running in favor of the COUNTY. Program income generated by METROPOLITAN CITY COOPERATING UNITS that administer their own housing rehabilitation activities may be retained by the COOPERATING UNIT at its discretion.
  - 2. COUNTY reserves the option to recapture program income generated by non-housing rehabilitation activities if said funds have not been expended within twelve (12) months of being generated. These funds shall be transferred to a separate account for reallocation on a competitive request for proposal basis administered by COUNTY or, where the total of such funds does not exceed \$100,000, shall be reallocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- F. COOPERATING UNITS are encouraged to undertake joint activities involving the sharing of funding when such action furthers the goals of the Consolidated Plan and meets the expenditure goals.
- G. If COUNTY is notified by HUD that it has not met the performance standard for the timely expenditure of funds at 24 CFR 570.902(a) and the COUNTY entitlement grant is reduced by HUD according to its policy on corrective actions, then the basic grant amount to any COOPERATING UNIT that has not met its expenditure goal shall be reduced accordingly.

- H. COOPERATING UNIT will take actions necessary to assist in accomplishing the community development program and housing goals, as contained in the Urban Hennepin County Consolidated Plan, and will comply with COUNTY's direction to redirect the use of funds when necessary to accomplish said goals.
- I. COOPERATING UNIT shall ensure that all activities funded, in part or in full by grant funds received pursuant to this Agreement, shall be undertaken affirmatively with regard to fair housing, employment and business opportunities for minorities and women. It shall, in implementing all programs and/or activities funded by the basic grant amount, comply with all applicable Federal and Minnesota Laws, statutes, rules and regulations with regard to civil rights, affirmative action and equal employment opportunities and Administrative Rule issued by the COUNTY.
- J. COOPERATING UNIT acknowledges the recommendations set forth in the current Analysis of Impediments to Fair Housing Choice. COOPERATING UNIT that does not affirmatively further fair housing within its own jurisdiction or that impedes action by COUNTY to comply with its certifications to HUD may be prohibited from receiving part or all CDBG funding for its activities, and may be required to reimburse COUNTY for part or all of funds it has received.
- K. COOPERATING UNIT shall participate in the citizen participation process, as established by COUNTY, in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.
- L. COOPERATING UNIT shall reimburse COUNTY for any expenditure determined by HUD or COUNTY to be ineligible.
- M. COOPERATING UNIT shall prepare, execute, and cause to be filed all documents protecting the interests of the parties hereto or any other party of interest as may be designated by the COUNTY.
- N. COOPERATING UNIT has adopted and is enforcing:
  - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
  - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- O. COOPERATING UNIT shall not sell, trade, or otherwise transfer all or any portion of grant funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

COUNTY further specifically agrees as follows:

- A. COUNTY shall prepare and submit to HUD and appropriate reviewing agencies, on an annual basis, all plans, statements and program documents necessary for receipt of a basic grant amount under the Act.

- B. COUNTY shall provide, to the maximum extent feasible, technical assistance and coordinating services to COOPERATING UNIT in the preparation and submission of a request for funding.
- C. COUNTY shall provide ongoing technical assistance to COOPERATING UNIT to aid COUNTY in fulfilling its responsibility to HUD for accomplishment of the community development program and housing goals.
- D. COUNTY shall, upon official request by COOPERATING UNIT, agree to administer local housing rehabilitation activities funded pursuant to the Agreement, provided that COUNTY shall receive Twelve percent (12%) of the allocation by COOPERATING UNIT to the activity as reimbursement for costs associated with the administration of COOPERATING UNIT activity.
- E. COUNTY may, at its discretion and upon official request by COOPERATING UNIT, agree to administer, for a possible fee, other activities funded pursuant to this Agreement on behalf of COOPERATING UNIT.
- F. COUNTY may, as necessary for clarification and coordination of program administration, develop and implement Administrative Rules consistent with the Act, Regulations, HUD administrative directives, and administrative requirements of COUNTY; and COOPERATING UNIT shall comply with said Administrative Rules.

#### **V. ALLOCATION OF BASIC GRANT AMOUNTS**

Basic grant amounts received by the COUNTY under Section 106 of the Act shall be allocated as follows:

- A. Planning and administration costs are capped to 20 percent of the sum of the basic grant amount plus program income that is received during the program year. During the term of this Agreement the COUNTY will receive a planning and administrative retainage of up to fifteen percent (15%) of the basic grant amount; included in this administrative amount is funding for county-wide Fair Housing activities.
- B. Funding for public service activities are capped to 15 percent of the sum of the basic grant amount plus program income that is received during the previous program year. During the term of this Agreement the COUNTY will retain up to 15% of the basic grant amount for allocation to public service activities county-wide. Funds retained for public service activities will be awarded in a manner determined by COUNTY on a competitive request for proposal basis.
- C. The balance of the basic grant amount shall be made available by COUNTY to COOPERATING UNITS in accordance with the formula stated in part D and the procedure stated in part E of this section utilizing U.S. Census Bureau data. The allocation is for planning purposes only and is not a guarantee of funding.
- D. Allocation of funding will be based upon a formula using U.S. Census Bureau data that bears the same ratio to the balance of the basic grant amount as the average of the ratios between:
  - 1. The population of COOPERATING UNIT and the population of all COOPERATING UNITS.
  - 2. The extent of poverty in COOPERATING UNIT and the extent of poverty in all COOPERATING UNITS.

3. The extent of overcrowded housing by units in COOPERATING UNIT and the extent of overcrowded housing by units in all COOPERATING UNITS.
  4. In determining the average of the above ratios, the ratio involving the extent of poverty shall be counted twice.
- E. Funds will be made available to communities utilizing the formula specified in C of this Section in the following manner:
1. All COOPERATING UNITS which are also METROPOLITAN CITIES will receive funding allocations in accordance with the COUNTY formula allocations.
  2. All COOPERATING UNITS with aggregate formula percentages of greater than five percent (5%) of the total using the procedure in part D. of this section will receive funding allocations in accordance with the COUNTY formula allocations, unless the resulting allocation would total less than One Hundred Thousand Dollars (\$100,000.00).
  3. COOPERATING UNITS with aggregate formula percentages of five percent (5%) or less of the total using the procedure in part D. of this section or with funding allocations of less than One Hundred Thousand Dollars (\$100,000.00) will have their funds consolidated into a pool for award in a manner determined by COUNTY on a competitive request for proposal basis. Only the COUNTY and COOPERATING UNITS whose funding has been pooled will be eligible to compete for these funds.
  4. COOPERATING UNITS shall have the option to opt-in to the consolidated pool specified in item 3. of this part by providing written notice to COUNTY by November 15<sup>th</sup> annually.
- F. The COUNTY shall develop these ratios based upon data to be furnished by the U.S. Census Bureau. The COUNTY assumes no duty to gather such data independently and assumes no liability for any errors in the data.
- G. In the event COOPERATING UNIT does not request a funding allocation, or a portion thereof, the amount not requested shall be made available to other participating communities, in a manner determined by COUNTY.

## **VI. METROPOLITAN CITIES**

Any metropolitan city executing this Agreement shall defer their entitlement status and become part of Urban Hennepin County.

This agreement can be voided if the COOPERATING UNIT is advised by HUD, prior to the completion of the re-qualification process for fiscal years 2018-2020, that it is newly eligible to become a metropolitan city and the COOPERATING UNIT elects to take its entitlement status. If the agreement is not voided on the basis of the COOPERATING UNIT's eligibility as a metropolitan city prior to July 16, 2017, the COOPERATING UNIT must remain a part of the COUNTY program for the entire three-year period of the COUNTY qualification.

## **VII. OPINION OF COUNSEL**

The undersigned, on behalf of the Hennepin County Attorney, having reviewed this Agreement, hereby opines that the terms and provisions of the Agreement are fully authorized under State and local law and that

the COOPERATING UNIT has full legal authority to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly-assisted housing.

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Assistant County Attorney

**VIII. HENNEPIN COUNTY EXECUTION**

The Hennepin County Board of Commissioners having duly approved this Agreement on \_\_\_\_\_, 2017, and pursuant to such approval and the proper County official having signed this Agreement, the COUNTY agrees to be bound by the provisions herein set forth.

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant County Attorney

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

COUNTY OF HENNEPIN, STATE OF MINNESOTA

By: \_\_\_\_\_  
Chair of its County Board

Attest: \_\_\_\_\_  
Deputy Clerk of the County Board

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

By: \_\_\_\_\_  
County Administrator

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

By: \_\_\_\_\_  
Assistant County Administrator – Public Works

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

Recommended for Approval:

\_\_\_\_\_  
Director, Community Works

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

**IX. COOPERATING UNIT EXECUTION**

COOPERATING UNIT, having signed this Agreement, and the COOPERATING UNIT'S governing body having duly approved this Agreement on \_\_\_\_\_, 2017, and pursuant to such approval and the proper city official having signed this Agreement, COOPERATING UNIT agrees to be bound by the provisions of this Joint Cooperation Agreement.

CITY OF

By: \_\_\_\_\_  
Its Mayor

And: \_\_\_\_\_  
Its City Manager

ATTEST: \_\_\_\_\_

CITY MUST CHECK ONE:

The City is organized pursuant to:

\_\_\_\_ Plan A    \_\_\_\_ Plan B    \_\_\_\_ Charter

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 06-20-17-64**

**A RESOLUTION APPROVING PURCHASE OF  
SWAMP WEB APPLICATION THROUGH WSB & ASSOCIATES**

**WHEREAS**, the City of Hanover is subject to MS4 requirements; and

**WHEREAS**, a proposal, as attached, has been provided by the City Engineer to implement a web based application, Storm Water Asset Management Program (SWAMP), to assist with the management of the City's storm water infrastructure; and

**WHEREAS**, this program will assist with the planning and record keeping of MS4 requirements.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal in the amount of \$10,100.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

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

ATTEST:

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

March 6, 2017

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

Re: Proposal to Provide a Storm Water Asset Management Program (SWAMP) for the City of Hanover

Dear Mr. Hagen:

We are pleased to present this work plan to develop and implement a Storm Water Asset Management Program (SWAMP) for the City of Hanover (the City). SWAMP will be a valuable asset in helping the City manage its storm water infrastructure.

### **BACKGROUND INFORMATION**

Minimum Control Measures 5 and 6 of the MS4 permit require the City to:

- Develop a standard operating procedure for inspections and maintenance of their MS4 owned and operated facilities (BMPs)
- Complete pond assessments to determine the treatment effectiveness of stormwater basins within the City.
- Complete annual inspections of all structural pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices.
- Inspect all MS4 outfalls, sediment basins, and ponds at a minimum once every permit cycle.

WSB has met with the MPCA to review our approach (outlined below) to verify that it will meet the MPCA's requirements outlined in the NPDES permit. MPCA staff has indicated that SWAMP will satisfy the requirements listed above.

The City of Hanover contains approximately 30 storm water basins and numerous other BMPs and storm sewer infrastructure. The task of inspecting and maintaining these items, as well as tracking the treatment efficiency of these BMPs, is a significant commitment of staff time and a financially daunting task. To allow the City to manage its storm water system, annually allocate budget, and meet MS4 requirements, WSB proposes to develop a SWAMP by completing the following scope of services.

### **SCOPE OF SERVICES**

#### **Task 1 –Organize and Format Hanover Input Parameters for SWAMP**

WSB will work with City staff to complete the following steps needed for the SWAMP:

- Identify the various storm water basins and BMPs present within the City for incorporation into the SWAMP
- Develop and define attributes for each basin which include:
  - Facility type (pond, infiltration basin, storm water wetland, etc.)
  - Storage volume of facility
  - Treatment expectations
  - Size of drainage area

- Imperviousness of drainage area
- Receiving water classification/sensitivity
- Impaired Waters and Waste Load Allocation status of approved TMDLs
- Anti-Degradation considerations
- BMP sensitivity analysis
- Field investigation process and results
- BMP age and historic maintenance activities completed
- Ownership (private vs. public)
- Access for maintenance
- Small BMP type (sumps, structural treatment devices, rain gardens, etc.)
  - Maintenance cost
  - Sediment Volume
  - Inspection interval
- Gather any pond or BMP inspection data which has been collected to date. This data will need to be formatted to meet the programming needs of SWAMP.
- Identify the MS4 inlets and outlets (including outfalls) to be included in SWAMP

## **Task 2 – Develop and Launch a Customized Version of SWAMP for Hanover**

WSB will utilize the information collected during **Task 1** to develop an individually tailored SWAMP using ArcGIS Server. This web application will be hosted by WSB. The web-based program will allow City employees to easily access information related to the City's storm water basins, complete and store survey records, and update information as needed.

Using the information stored in the database, SWAMP will allow the user to:

- Create a composite SWAMP score for each storm water basin. Composite scores can be used by City staff to prioritize and budget inspection and maintenance activities.
- Calculate estimated annual treatment efficiencies and annual load reduction provided by each storm water basin for Total Phosphorus and Total Suspended Solids.
- Calculate the life cycle cost-benefit to help the City determine the value of performing maintenance or improvement activities on any given storm water basin.
- Provide calculated responses regarding storm water basin maintenance activities (similar to a pavement management program)
- Meet MS4 requirements for stormwater basin management
- Track, schedule, and budget small BMP inspection and maintenance
- Track, schedule, and record MS4 inlet and outlet inspections and visual pond inspections

The cost to complete **Tasks 1-2** is \$5,900 and will be billed at an hourly not to exceed cost. This cost assumes developing the SWAMP for approximately 30 storm water basins.

### **Software Cost and Annual Subscription Fee**

The software cost of the SWAMP Web Application is \$2,800 with an annual software subscription of \$1,400 beginning in 2017. This subscription includes access to the web application, cloud server storage of City's program, application maintenance, and future software updates.

WSB intends to keep SWAMP current and relevant by providing program updates as necessary. WSB will notify you when updates are available.

### **Future Task – Inspections and Comprehensive Project Review (Future Task)**

Based on tSWAMP prioritization, inspections and a comprehensive project review may need to be completed to determine the extent of maintenance and improvement that is needed. WSB staff will be available to complete inspections and/or help the City prepare a project review memoranda concerning future maintenance or improvement projects that need to be conducted.

WSB has completed many basin inspections, project review memoranda, and design/construction of basin improvement projects. Based on our experience, we are able to complete these tasks efficiently and at a low cost to our client.

**SUMMARY**

We propose that **Tasks 1-2** be billed hourly and at a cost not to exceed **\$5,900**. In addition, the Web Application will be billed at a lump sum cost of **\$2,800** and there will be an annual subscription cost of **\$1,400** that will be billed at a lump sum cost annually starting in 2017.

Thank you for this opportunity to develop a SWAMP Web Application for the City of Hanover. WSB is confident this assessment tool and inspection and maintenance prioritization program will help guide City staff on the best use of funds to achieve the desired storm water benefits. If you agree with the scope of services outlined above, please sign where indicated below and return one copy to our office. If you should have any questions regarding this proposal, please contact me at 763-231-4861.

Sincerely,

**WSB & Associates, Inc.**

Jake Newhall, PE  
Project Manager

Bill Alms, PE  
Project Manager

**ACCEPTED BY:**

**City of Hanover**

**I hereby authorize WSB & Associates, Inc. to complete Tasks 1 – 2 identified above for an hourly not to exceed cost of \$5,900. In addition, I authorize a one-time billing of \$2,800 for the SWAMP Web Application and an annual subscription fee of \$1,400.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-69**

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

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

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

**WHEREAS**, the City of Hanover believes the effectiveness of fire protection within the City is improved by adopting this Agreement.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves a Joint Cooperative Agreement between the City and Wright County Fire Chiefs Association for use of fire personnel and equipment, as attached.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator are authorized and directed to sign the Agreement on behalf of the City.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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

— 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

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

**ORDINANCE NO. 2017-02**

**AN ORDINANCE AMENDING CHAPTER 2 OF THE  
HANOVER CODE OF ORDINANCES PERTAINING TO  
FEES FOR EMERGENCY PROTECTION FIRE SERVICE RELATED COSTS**

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

Section 1. Section 2.21 of the Hanover Code of Ordinances is repealed in its entirety.

Section 2. A new Section 2.21 of the Hanover Code of Ordinances is added as follows:

SEC. 2.21 FEES FOR EMERGENCY PROTECTION FIRE SERVICE RELATED COSTS

A. Purpose and Intent. This Section authorizes the City of Hanover to charge for certain fire service-related costs as authorized by Minn. Stat. §§ 366.011, 366.012, and 415.01.

B. Definitions.

1. “Fire service” 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, and any other services related to fire and rescue as may occasionally occur.
2. “Fire service-related cost” means out-of-pocket costs incurred by the City in providing fire service.
3. “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 semi-trailers. It does not include snowmobiles, manufactured homes, all terrain vehicles, or park trailers.
4. “Fire protection contract” means a contract between the City and a town or other city for the City to provide fire service.
5. “Mutual aid agreement” means an agreement between the City and a town or other city for the City’s fire department to provide assistance to the fire department of a town or other city.
6. “False Alarm” means a fire service call for which fire service was requested from an alarm system, but was not required.

C. Parties Affected.

1. Owners of property within the City who receive fire service.
2. Anyone who receives fire service as a result of a motor vehicle accident or fire within the City.
3. Owners of property in towns or cities to which the City provides fire service pursuant to a fire protection contract.

D. Rates. False Alarm calls will be subject to the amount adopted in the City's fee schedule.

E. Billing and Collection.

1. Parties requesting and receiving fire services may be billed directly by the City for any fire service-related costs incurred by the City. Additionally, if the party receiving fire services did not request services, but a fire or other situation exists which, at the discretion of the fire department personnel in charge requires fire service, the party will be charged and billed for fire service-related costs. All parties will be billed whether or not the fire service-related cost is covered by insurance. Any billable amount of the fire service-related cost not covered by a party's insurance remains a debt of the party receiving the fire service.
2. Parties billed for fire service-related costs will have 30 days to pay. If the fire service-related cost is not paid by that time, it will be considered delinquent and the City will send a notice of delinquency.
3. If the fire service-related cost 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 fire service-related cost including provisions of Minn. Stat. 366.012. The party receiving fire service shall be liable for all collection costs incurred by the City including, but not limited to, reasonable attorney fees and court costs.
4. Fees charged will be in accordance with the City's annual fee schedule.

F. Fire Service Charges

1. False alarms: will be billed as a fire call after the second false alarm within a twelve month period (running January through December). On the third false alarm call within the twelve month period, the property owner will be charged as set forth in the City's fee schedule, with each additional false alarm call increasing in accordance with the City's fee schedule.  
Example: 3<sup>rd</sup> false alarm - \$150, 4<sup>th</sup> false alarm - \$250, 5<sup>th</sup> false alarm - \$350, etc.
2. Underground pipeline utility break: 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

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.

3. Hazardous materials incident: any response to the release of hazardous material from its container, or the threat of a release, 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.

An invoice will be sent to the responsible party for the hazardous material or transportation of the hazardous material for costs incurred by the Fire Department to respond. The invoice shall include any costs associated with the cleanup/replacement of equipment used during the Fire Service.

4. Fire as a result of illegal activity: any incident response to a fire that resulted from illegal activities. Examples would include, but not limited to, an activity in violation of Minnesota statute, rules and regulations of the city or county ordinances, operation of business without proper permits or approvals, or burning of debris without proper burn permit.

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. The invoice shall include any costs associated with the cleanup/replacement of equipment used during the Fire Service. The City 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.

5. Arson: any incident response to a fire where a person is charged under Minnesota Law.

An invoice will be sent to the property owner, owner's insurance company, and/or the person(s) charged with the arson for costs incurred by the Fire Department to respond. The invoice shall include any costs associated with the cleanup/replacement of equipment used during the Fire Service. The City 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.

- G. Mutual Aid Agreement. When the City fire department provides fire service to another fire department pursuant to a Mutual Aid Agreement, the billing will be determined by the Mutual Aid Agreement.
- H. Application of Collections to Budget. All collected fire service-related costs will be City funds and used to offset the expenses of the City fire department in providing fire services.

**Section 3.** This Ordinance shall be effective following its passage and publication. Publication may be made in summary form.

Adopted by the Hanover City Council this 10<sup>th</sup> day of July, 2017.

CITY OF HANOVER:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

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

**ORDINANCE NO 2017-03**

**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.
  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. 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.
- b. Authority: The hearing officer is authorized to conduct an informal hearing to determine if a code offense has occurred.
- c. Decisions: The hearing officer shall have the authority to uphold or dismiss the citation or reduce, stay or waive the civil penalty imposed upon such terms and conditions as the hearing officer shall determine. The hearing officer's decision shall be made in writing on a form provided by the City of Hanover for such purpose. A copy of the hearing officer's decision shall be served by the United States Postal Service First Class Mail upon the person requesting the hearing. The hearing officer's decision is final, except for appeal of the hearing officer's decision in limited cases to the Hanover City Council, as set forth in Subsection E of this chapter.
- d. Compensation: The 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 fourteen (14) 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 10<sup>th</sup> day of July, 2017

CITY OF HANOVER:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

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

**ORDINANCE NO 2017-04**

**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 Amendment #1 of the 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 10<sup>th</sup> day of July, 2017.

CITY OF HANOVER:

\_\_\_\_\_  
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	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow

*(Discretionary - candidate responsible for actual costs)*

### 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>		
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
<b>Fire Alarm System Permit</b>		
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
<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

### Connection Permit Charges:

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	\$	500.00	

### Utility Rates

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

## FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

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.
Engine	Up to 4 Personnel	\$ 275.00 per hour
Ladder/Aerial	Up to 4 Personnel	\$ 275.00 per hour
Water Tender	Up to 2 Personnel	\$ 200.00 per hour
Heavy Rescue/Rescue/Ambulance	Up to 2 Personnel	\$ 185.00 per hour
Command Vehicle/Utility Truck/Grass Truck	Up to 2 Personnel	\$ 85.00 per hour
ATV/UTV with Water Tank	Up to 2 Personnel	\$ 50.00 per hour
Extra Personnel		\$ 15.00 per hour
County Special Response Unit		\$ 500.00 per hour
County Fire Investigation Team		\$ 300.00 per hour

# 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.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-70**

**A RESOLUTION APPROVING THE PURCHASE AGREEMENT FOR  
THE HANOVER EDA PURCHASE OF PROPERTY LOCATED AT 11234 RIVER ROAD NE**

**WHEREAS**, the Economic Development Authority of the City of Hanover (Hanover EDA) has the authority to purchase and sell property; and

**WHEREAS**, the Hanover EDA desires to purchase property located at 11234 River Rd. NE, Hanover, MN; and

**WHEREAS**, the purpose of the purchase is to consider redevelopment of the property for economic development benefit to the Hanover downtown area; and

**WHEREAS**, the City Attorney has drafted the attached Purchase Agreement for the purpose of purchasing the property in the amount of \$100,000 with contingencies of title search and home inspection.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the Purchase Agreement, as attached, for the purpose of the Hanover EDA to purchase property located at 11234 River Rd. NE in the amount of \$100,000.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator are authorized and directed to sign any required documents for purchase of such property on behalf of the Hanover EDA.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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

## PURCHASE AGREEMENT

This Agreement is made and entered into by and between Dorothy M. Walesch, or her successors as trustees of the Dorothy M. Walesch Revocable Trust under agreement dated March 21, 2001 (“Seller”) and the Economic Development Authority of the City of Hanover, a municipal corporation under the laws of Minnesota (“Buyer”).

### **RECITALS:**

A. Seller is the fee owner of real property located at 11234 River Road, Hanover, Minnesota 55341 and legally described as:

That part of Lot Five (5) of Block “A” described as follows: Begin at the Northwest corner of Lot Seven (7) in Block “A”; thence South 66 feet; thence West 40 feet; thence North 66 feet; thence East 40 feet; to the point of beginning; also all of Lot Seven (7) in Block “A” all of said lands being in the Village of Townsite of Hanover, according to the plat on file and of record in the Office of the Register of Deeds in and for Wright County, Minnesota (“Property”).

B. Seller wishes to convey, and Buyer wishes to purchase the Property, together with all rights, privileges, easements, and appurtenances belonging thereto.

### **AGREEMENT:**

In consideration of the mutual covenants and agreements herein contained and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**1. Purchase Price and Manner of Payment.** The total purchase price (“Purchase Price”) to be paid by Buyer for the Property shall be one hundred thousand dollars and no/100 (\$100,000), payable upon closing of the purchase.

**2. Closing.** The closing of the purchase and sale of the Property contemplated by this Agreement shall occur on a “Closing Date” which shall occur on or before August 18, 2017. The closing shall be conducted by Stewart Title. (“Title Company”) at a mutually agreeable time and place. Seller agrees to deliver possession of the Property to Buyer on the Closing Date. At the closing, Buyer shall pay the entire Purchase Price to Seller and the following closing documents shall be executed and delivered.

**a.** A warranty deed conveying to Buyer fee simple title of the Property, free and clear of all encumbrances, except the following “Permitted Encumbrances”:

- (1) Property taxes and special assessments to be allocated between the parties as provided in Section 3 of this Agreement;
  - (2) Building codes and laws and ordinances relating to zoning, land use, and environmental matters; and
  - (3) Easements and Restrictions and Covenants of Record that do not interfere with Buyer's intended use of the Property.
- b. A closing statement detailing the financial terms of the closing.
- c. All other documents necessary to transfer the Property to Buyer free and clear of all encumbrances except the Permitted Encumbrances.
3. **Costs.** Seller and Buyer agree to the following allocations of costs:
  - a. **Closing Costs.** Buyer shall pay all costs of closing associated with this transaction, including but not limited to all costs of issuing the title insurance commitment, title insurance premiums and surcharges required for the issuance of any owner's title insurance policy, the closing fees charged by the Title Insurer, and recording fees.
  - b. **Documentary Taxes.** Buyer shall pay all state deed tax for the warranty deed to be delivered by Seller under this Agreement.
  - c. **Real Estate Taxes and Levied and Pending Assessments.** General real estate taxes due in 2017 shall be prorated by Seller and Buyer as of the Closing Date based upon a calendar fiscal year. Seller shall be responsible for any green acre charges due on the property. Seller shall be responsible for any special assessments levied or pending against the Property as of the date of this Agreement.
  - d. **Attorney's Fees.** Each party will pay its own attorney's fees.
4. **Title.**
  - a. **Quality of Title.** Seller shall convey marketable fee title to the Property to Buyer, subject to no liens, easements, encumbrances, conditions, reservations, or restrictions other than the Permitted Encumbrances.
  - b. **Title Evidence.** As quickly as possible after this Agreement is fully executed by the Parties, the Parties will obtain a commitment ("Title Commitment") for an owner's policy of insurance in the amount of the

Purchase Price insuring title to the Property subject only to the Permitted Encumbrances.

- c. **Buyer's objections.** At any time prior to the Closing Date, Buyer shall make written objections ("Objections") to the form and/or contents of the Title Commitment. Buyer's failure to make Objections prior to the Closing Date will constitute waiver Objections. Any matter shown on such Title Commitment and not objected to by Buyer shall be deemed an additional "Permitted Encumbrance" hereunder, but in no circumstance will a mortgage referenced in Section 10 below be deemed a Permitted Encumbrance pursuant to this Section. Seller shall use their best efforts to correct any Objections. If the Objections are not cured prior to the Closing Date, Buyer will, in addition to any other remedy available at law or under this Agreement, have the option to do either of the following:
  - (1) Terminate this Agreement; or
  - (2) Waive the Objections and proceed to close.

**5. Representations and Warranties by Seller.** Seller represents and warrants to Buyer as follows:

- a. **Authority.** Seller has the requisite power and authority to enter into and perform this Agreement.
- b. **Title to Property.** Seller owns the Property free and clear of all encumbrances except the Permitted Encumbrances.
- c. **Rights of Others to Purchase Property.** Seller has not entered into any other contracts for the sale of the Property.
- d. **FIRPTA.** Seller is not a "foreign person," "foreign partnership," "foreign trust" or "foreign state" as those terms are defined in § 1445 of the Internal Revenue Code.
- e. **Proceedings.** To the best knowledge of Seller, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against the Property.
- f. **Wells and Septic Systems.** Seller represents that it is not aware of any septic systems or wells located on the Property.

**g. Methamphetamine Production.** Pursuant to Minnesota Statutes section 152.0275, Seller certifies to Buyer that it is not aware of any methamphetamine production that has occurred on the Property.

**h. Hazardous Substance.** To Seller's actual knowledge, no Hazardous Substance is located on the Property. Seller has received no notice from any governmental entity or private party that any Hazardous Substance is currently located on the Property in violation with any environmental law. Seller has no actual knowledge of the use, storage or release of any Hazardous Substance on the Property.

"Hazardous Substance" means any substance or material defined in or governed by any Environmental Regulation as a dangerous, toxic or hazardous pollutant, contaminant, chemical, waste, material or substance, and also expressly includes lead-based paint, urea-formaldehyde, polychlorinated biphenyls, dioxin, radon, asbestos, asbestos containing materials, nuclear fuel or waste, radioactive materials, explosives, carcinogens and petroleum products, including but not limited to crude oil or any fraction thereof, natural gas, natural gas liquids, gasoline and synthetic gas, or any other waste, material, substance, pollutant or contaminant which would subject the owner or operation of the Property to any damages, penalties or liabilities under any applicable Environmental Regulation.

**i. Blocked Persons.** Seller has not received written notice that Seller is:

- (1) listed on the Specifically Designated Nationals and Blocked Persons List maintained by the Office of Foreign Assets Control, Department of the Treasury ("OFAC") pursuant to Executive Order No. 13224, 66 Fed. Reg. 49079 Sept. 25, 2001 ("Order") and/or on any other list of terrorists or terrorist organizations maintained pursuant to any of the rules and regulations of OFAC or pursuant to any other applicable Orders (such lists are collectively referred to as the "Lists");
- (2) a person who has been determined by competent authority to be subject to the prohibitions contained in the Order; or
- (3) owned or controlled by, or acts for or on behalf of, any person or entity who is (x) on the Lists or any other person or entity who has been determined by competent authority to be subject to the prohibitions contained in the Order, (y) a citizen of the United States who is prohibited to engage in transactions by any trade

embargo, economic sanction, or other prohibition of United States law, regulation or Executive Order of the President of the United States, or (z) an “Embargoed Person,” meaning any person, entity or government subject to trade restrictions under U.S. law, including , but not limited to the International Emergency Economic Powers Act, 50 U.S.C. § 1701 et seq., the Trading with the Enemy Act, 50 U.S.C. App. 1 et seq., and any Executive Orders or regulations promulgated under such acts.

**6. Representations and Warranties by Buyer.** Buyer represents and warrants to Seller that Buyer has the requisite power and authority to enter into this Agreement and perform it.

**7. Right to Inspect.** Buyer shall have the right to enter the Property and perform such surveys, tests, inspections, and investigations as Buyer deems advisable, all at Buyer’s sole expense. Buyer shall keep the Property free from mechanics liens arising from such work. Buyer shall be responsible for any property damage or personal injury arising from such work and shall indemnify and hold Seller harmless from all costs, expenses and liabilities relating to such work. If Buyer is dissatisfied with the results of any survey, test, inspection, or investigation, as determined by Buyer in its sole discretion, Buyer may terminate this Agreement.

**8. Control of Property.** Subject to the provisions of this Agreement, until the Closing Date, Seller shall have full responsibility and the entire liability for any and all damages or injuries of any kind whatsoever to the Property, to any and all persons, whether employees or otherwise, and to any other property from and connected to the Property, except liability arising from the negligence of Buyer, its agents, contractors, or employees and except as set forth in Section 7 regarding Buyer’s tests and inspections.

**9. Condemnation.** If, prior to the Closing Date, eminent domain proceedings are commenced against all or any part of the Property, Seller shall immediately give notice to Buyer of such fact and at Buyer’s option (to be exercised within ten (10) days after Seller’s notice), this Agreement shall terminate, in which event neither party will have further obligations under this Agreement. If Buyer fails to exercise its option to terminate the Agreement, then there shall be no reduction in the Purchase Price, and Seller shall assign to Buyer at the Closing Date all of Seller’s right, title and interest in and to any award made or to be made in the condemnation proceedings.

**10. Assignment.** Buyer may not assign its rights under this Agreement without written consent of the Seller.

**11. Survival.** All of the terms of this Agreement will survive and be enforceable after the Closing.

**12. Notices.** Any notices required or permitted to be given by any party to the other shall be given in writing, and shall be (i) hand delivered to any officer of the receiving party, or (ii) mailed in a sealed wrapper by United States registered or certified mail, return receipt requested, postage prepaid, or (iii) properly deposited with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: Steve Walesch  
11320 Crow River Dr NE  
Hanover, MN 55341

If to Buyer: Brian Hagen  
City Administrator  
City of Hanover  
11250 5th St. NE  
Hanover, MN 55341

With copy to: Rupp, Anderson, Squires & Waldspurger, P.A.  
Attn: Jay T. Squires  
333 S. Seventh St., Suite 2800  
Minneapolis, MN 55402

Notices shall be deemed effective on the earlier of the date of receipt or in the case of such deposit in the mail or overnight courier, on the first business day following such deposit. Any party may change its address for the service of notice by giving written notice of such change to the other party.

**13. Captions.** The captions appearing in this Agreement are for convenience only, are not a part of this Agreement and are not to be considered in interpreting this Agreement.

**14. Entire Agreement.** This written Agreement constitutes the complete agreement between the parties and supersedes any and all other oral or written agreements, negotiations, understandings and representations between the parties regarding the Property. There are no verbal or written side agreements that change this Agreement.

**15. Amendment; Waiver.** No amendment of this Agreement, and no waiver of any provision of this Agreement, shall be effective unless set forth in a writing expressing the intent to so amend or waive, and the exact nature of such amendment or waiver, and signed by both parties (in the case of amendment) or the waiving party (in the case of waiver). No waiver of a right in any one instance shall operate as a waiver of any other right, nor as a waiver of such right in a later or separate instance.

**16. Governing Law.** This Agreement is made and executed under and in all respects is to be governed and construed under the laws of the State of Minnesota.

**17. Binding Effect.** This Agreement binds and benefits the parties and their respective successors and assigns.

**18. Remedies.**

**a. Default by Buyer.** If Buyer defaults under this Agreement, Seller shall have the right to terminate this Agreement by giving a 30-day written notice to Buyer pursuant to Minnesota Statutes section 559.21, as it may be amended from time to time. If Buyer fails to cure such default within thirty (30) days of the date of such notice, this Agreement will terminate, and upon such termination Seller may sue for specific performance of this Agreement or actual damages caused by Buyer's default.

**b. Default by Seller.** If Seller defaults under this Agreement, Buyer may sue for specific performance of this Agreement or actual damages caused by Seller's default.

**19. Time.** Time is of the essence with this Agreement.

**20. Counterpart/Electronic Signatures.** This Agreement may be executed in any number of counterparts, and, each shall have the same effect as if each copy were signed by all parties. The parties to this Agreement further agree that electronic and/or facsimile signatures on this Agreement or any agreement related hereto shall be treated with the same force and effect as original signatures.

[SIGNATURE PAGE FOLLOWS]

**SELLER: DORTHY M. WALESCH, OR HER SUCCESSORS AS TRUSTEES  
OF THE DOROTHY M. WALESCH REVOCABLE TRUST UNDER  
AGREEMENT DATED MARCH 27, 2001**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Its: \_\_\_\_\_

**BUYER: CITY OF HANOVER, MINNESOTA**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Its: City Administrator

***Collaborative Planning, LLC***

145 Hamel Road, Suite D  
Medina, MN 55340  
763-473-0569

**Memorandum**

**Date:** July 10, 2017  
**To:** Honorable Mayor and Council  
**From:** Cindy Nash, City Planner  
**RE:** Hengler Minor Subdivision –11791 Riverview Road

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The City has received a request for a minor subdivision for a property located at 11791 Riverview Road. The property originally consisted of two lots, but these lots were combined. The applicant is requesting to split them into the original lots.

Staff reviewed the two proposed lots against ordinance requirements, and confirmed that even after the split both lots can conform to ordinance requirements. Water is available, but sanitary sewer is not. There are adequate septic sites available for both proposed lots. When the original neighborhood was developed, a water service line was not installed to the lot that is "vacant" even though it was originally platted as a separate lot. The water service line will need to be installed.

Staff is recommending approval subject to the following condition:

1. A new water service line with curbstop must be installed to Lot 17 in a location satisfactory to the City Engineer and meeting the City's requirements at the sole expense of the property owner prior to the City certifying the lot split to Wright County.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-71**

**A RESOLUTION APPROVING A LOT SPLIT FOR ELAYNE HENGLER**

**WHEREAS**, Elayne Hengler is the owner of property proposed to be subdivided as shown on Exhibit “A”; and

**WHEREAS**, the City Council reviewed the request in regards to this property at its meeting on July 10, 2017; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves the request for a lot split/lot line adjustment subject to the following conditions:

1. A new water service line with curbstop must be installed to Lot 17 in a location satisfactory to the City Engineer and meeting the City’s requirements at the sole expense of the property owner prior to the City certifying the lot split to Wright County.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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

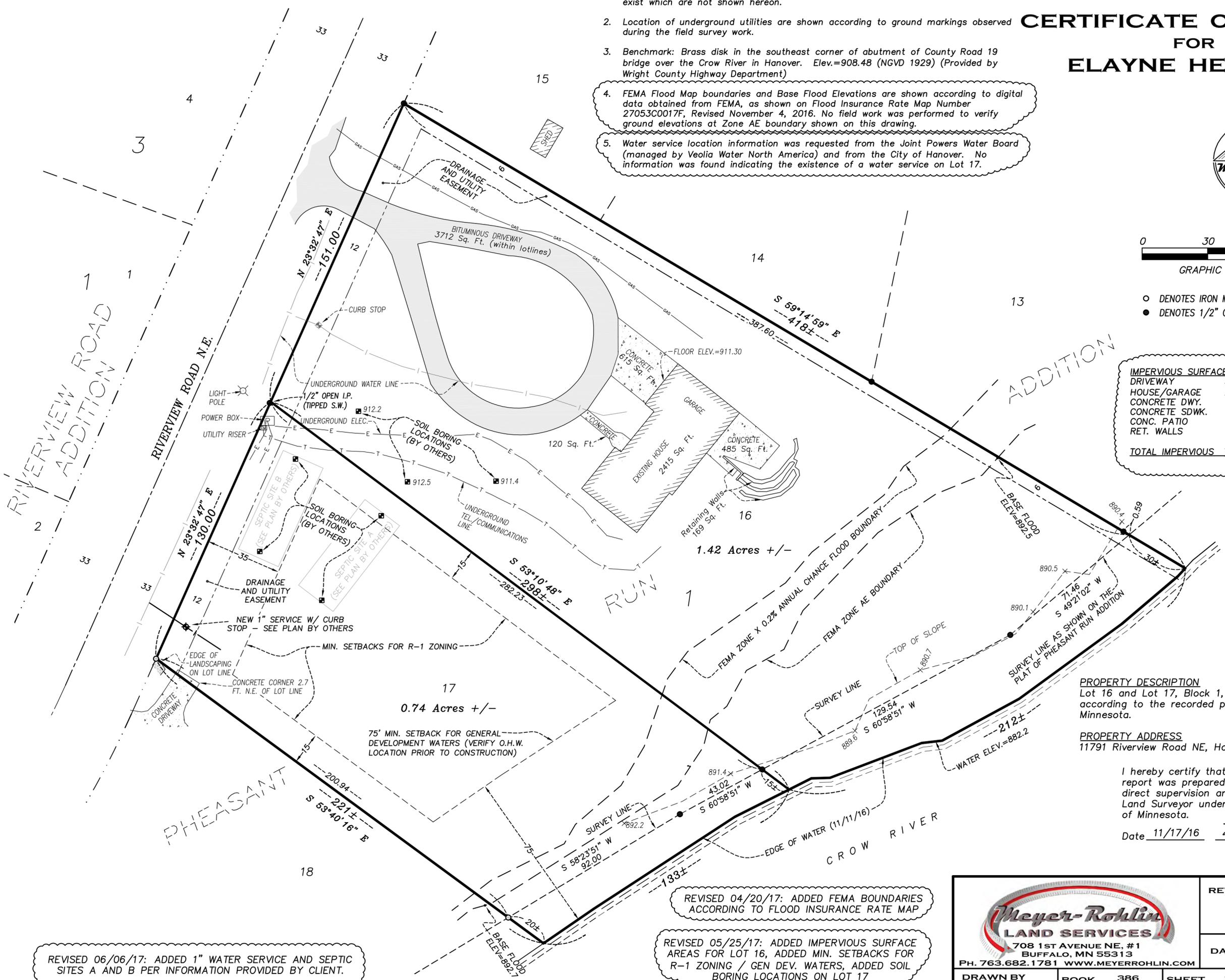
# CERTIFICATE OF SURVEY FOR ELAYNE HENGLER



- DENOTES IRON MONUMENT SET
- DENOTES 1/2" OPEN IRON MONUMENT FOUND

IMPERVIOUS SURFACE CALCULATIONS (LOT 16)	
DRIVEWAY	3,712 Sq. Ft.
HOUSE/GARAGE	2,415 Sq. Ft.
CONCRETE DWY.	615 Sq. Ft.
CONCRETE SDWK.	120 Sq. Ft.
CONC. PATIO	484 Sq. Ft.
RET. WALLS	169 Sq. Ft.
<b>TOTAL IMPERVIOUS</b>	<b>7,515 Sq. Ft. (12%+/-)</b>

- SURVEYOR'S NOTES:**
- Matters of record are shown according to the recorded plat only. Easements may exist which are not shown hereon.
  - Location of underground utilities are shown according to ground markings observed during the field survey work.
  - Benchmark: Brass disk in the southeast corner of abutment of County Road 19 bridge over the Crow River in Hanover. Elev.=908.48 (NGVD 1929) (Provided by Wright County Highway Department)
  - FEMA Flood Map boundaries and Base Flood Elevations are shown according to digital data obtained from FEMA, as shown on Flood Insurance Rate Map Number 27053C0017F, Revised November 4, 2016. No field work was performed to verify ground elevations at Zone AE boundary shown on this drawing.
  - Water service location information was requested from the Joint Powers Water Board (managed by Veolia Water North America) and from the City of Hanover. No information was found indicating the existence of a water service on Lot 17.



**PROPERTY DESCRIPTION**  
Lot 16 and Lot 17, Block 1, PHEASANT RUN ADDITION, according to the recorded plat thereof, Wright County, Minnesota.

**PROPERTY ADDRESS**  
11791 Riverview Road NE, Hanover, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 11/17/16  
  
 Trace C. McCoy  
 License No. 44531

REVISED 06/06/17: ADDED 1" WATER SERVICE AND SEPTIC SITES A AND B PER INFORMATION PROVIDED BY CLIENT.

REVISED 04/20/17: ADDED FEMA BOUNDARIES ACCORDING TO FLOOD INSURANCE RATE MAP

REVISED 05/25/17: ADDED IMPERVIOUS SURFACE AREAS FOR LOT 16, ADDED MIN. SETBACKS FOR R-1 ZONING / GEN DEV. WATERS, ADDED SOIL BORING LOCATIONS ON LOT 17

 708 1ST AVENUE NE, #1 BUFFALO, MN 55313 PH. 763.682.1781 WWW.MEYERROHLIN.COM	REVISIONS	<u>06/06/17</u>
	<u>04/20/17</u>	
	<u>05/25/17</u>	
	DATE	<u>11/17/16</u>
DRAWN BY AAN	BOOK 386	SHEET 1 OF 1 SHEETS
	PAGE 33	FILE NO. 16371

***Collaborative Planning, LLC***

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

## Memorandum

Meeting Date: July 10, 2017  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: Variance for an Accessory Building to the side/rear of existing home with a second driveway on same street frontage – 11045 10th Street NE

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### **Overview of Request**

The subject property is currently zoned R-A (Residential Agriculture District) and an application has been received for a variance to allow an accessory building to the side/rear of the existing home with a second driveway on the same street frontage as the existing driveway. The property is located at 11045 10<sup>th</sup> Street NE.

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

### **Evaluation of Request**

The applicant is seeking permission to construct a second driveway on their property, located on the same street frontage as the existing driveway. The zoning ordinance requires that if a property has two street frontages, then the second driveway must be placed on the second street frontage. The survey included in the packet shows where they are proposing to place the driveway and accessory building.

The existing home faces the street frontage that is wider, rather than the frontage that is narrower. The home is also situated adjacent to the secondary street frontage

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



### **Planning Commission Recommendation**

The Planning Commission recommended approval of the variance, with the following conditions:

1. The accessory building shall be in conformance with all required setbacks and remain to the rear of the structure.
2. The driveway shall be constructed in substantial conformance with the plans prepared by Willis L. Gilliard and dated May 18, 2017.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-72**

**A RESOLUTION APPROVING A VARIANCE FOR  
11045 10<sup>th</sup> ST NE FOR A SECOND DRIVEWAY**

**WHEREAS**, Donald Legatt (“Owner”) is the applicant for an application related to property located at 11045 10<sup>th</sup> Street NE; and

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

**WHEREAS**, the Owner has applied for a variance to permit the construction of second driveway on the same road frontage as the first for an accessory building in a location to the rear and side of the principal building; and

**WHEREAS**, the zoning ordinance requires that if a lot has more than one driveway that the second driveway should be on a different street frontage than the first driveway; and

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

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

**WHEREAS**, the public hearing was properly noticed and scheduled for June 26, 2017; and

**WHEREAS**, the application was reviewed by the Planning Commission at its meeting on June 26, 2017. The Planning Commission recommended approval of the request subject to conditions; and

**WHEREAS**, the City Council reviewed the request in regards to this property at its meeting on July 10, 2017; and

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

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

1. The proposed variance is a reasonable use of the land. The home was situated in a location that fronts 10<sup>th</sup> Street, which is the longest amount of street frontage the parcel has. The parcel also has frontage on CR 19, but direct access to CR 19 is not permitted. The parcel also has frontage on Ladyslipper Lane, but the house was constructed in a location that is already close to Ladyslipper Lane and would be difficult to construct a driveway through any remaining frontage on Ladyslipper Lane. The accessory building would meet all required setback and placement ordinances. The proposed request is in harmony with the purpose and intent of the ordinance.
2. The variance will not alter the essential character of the locality.

**BE IT FURTHER RESOLVED** that the City Council hereby approves the application to issue a variance to permit the second driveway subject to the following conditions:

1. The accessory building shall be in conformance with all required setbacks and remain to the rear of the structure.
2. The driveway shall be constructed in substantial conformance with the plans prepared by Willis L. Gilliard and dated May 18, 2017.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

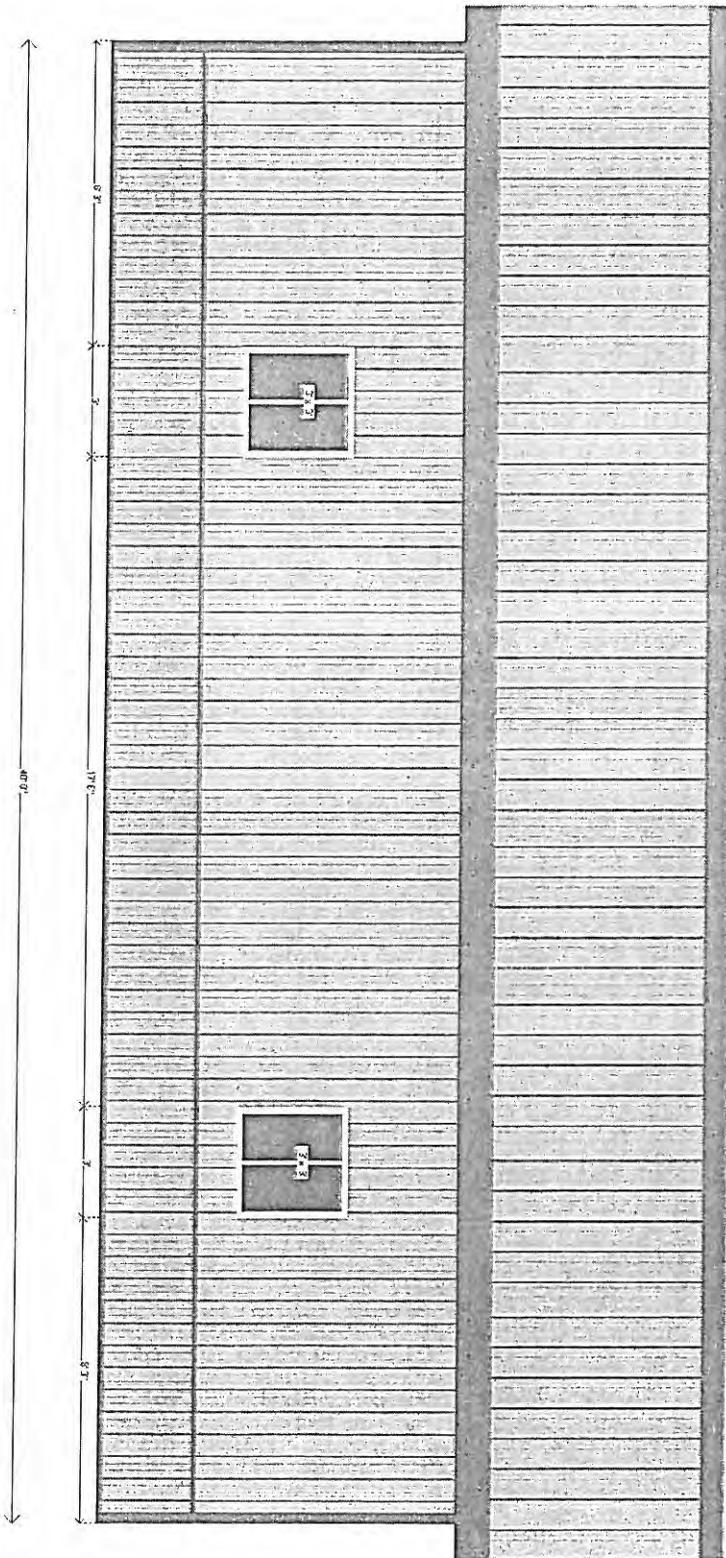
ATTEST:

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

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

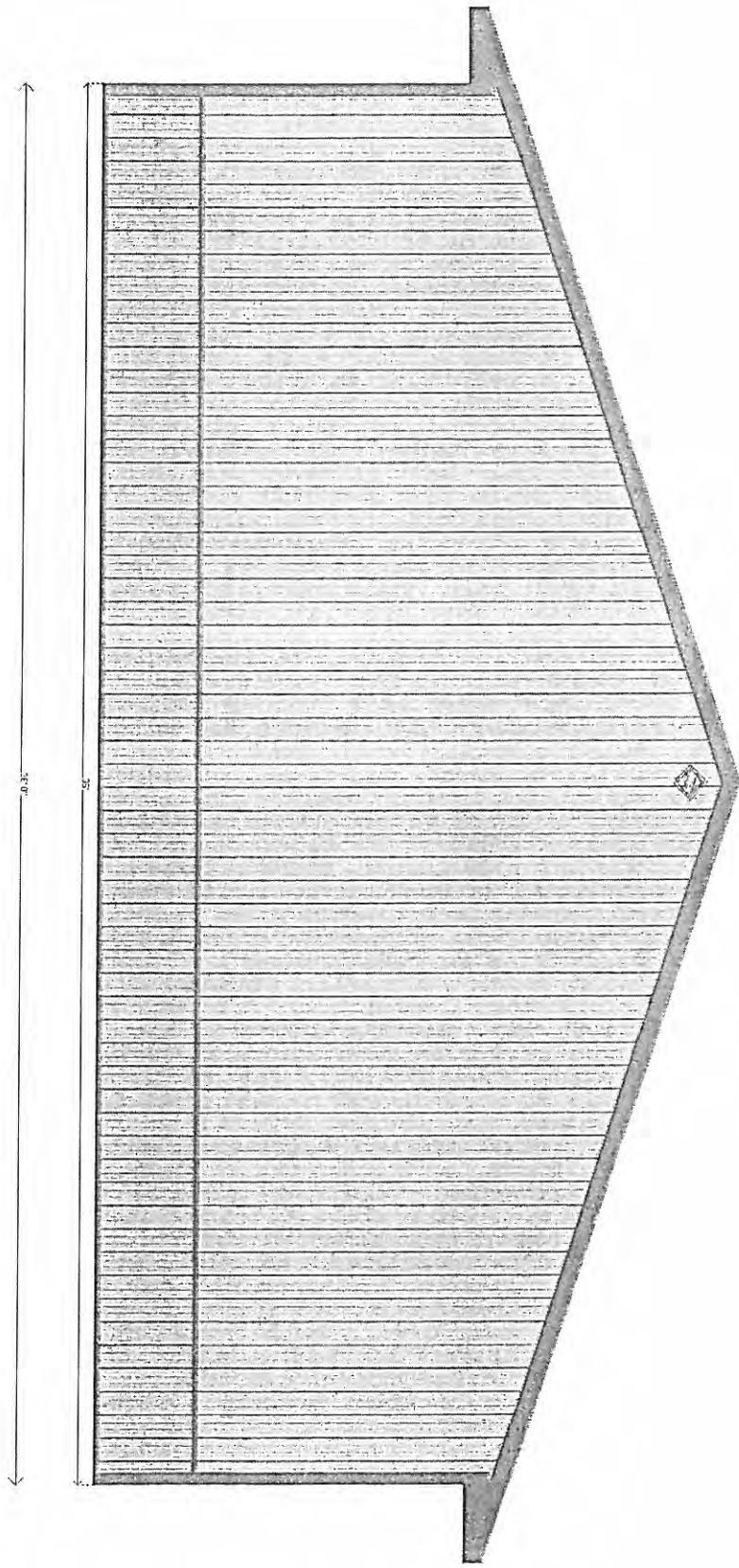


ELEVATION PLAN (BY DIRECTION, ALL WINGS) -- North  
 EAST



STRUCTURAL BUILDINGS  
 5000 S. 10th St.  
 Oklahoma City, OK 73106  
 Phone: (405) 525-9122  
 Fax: (405) 525-9122

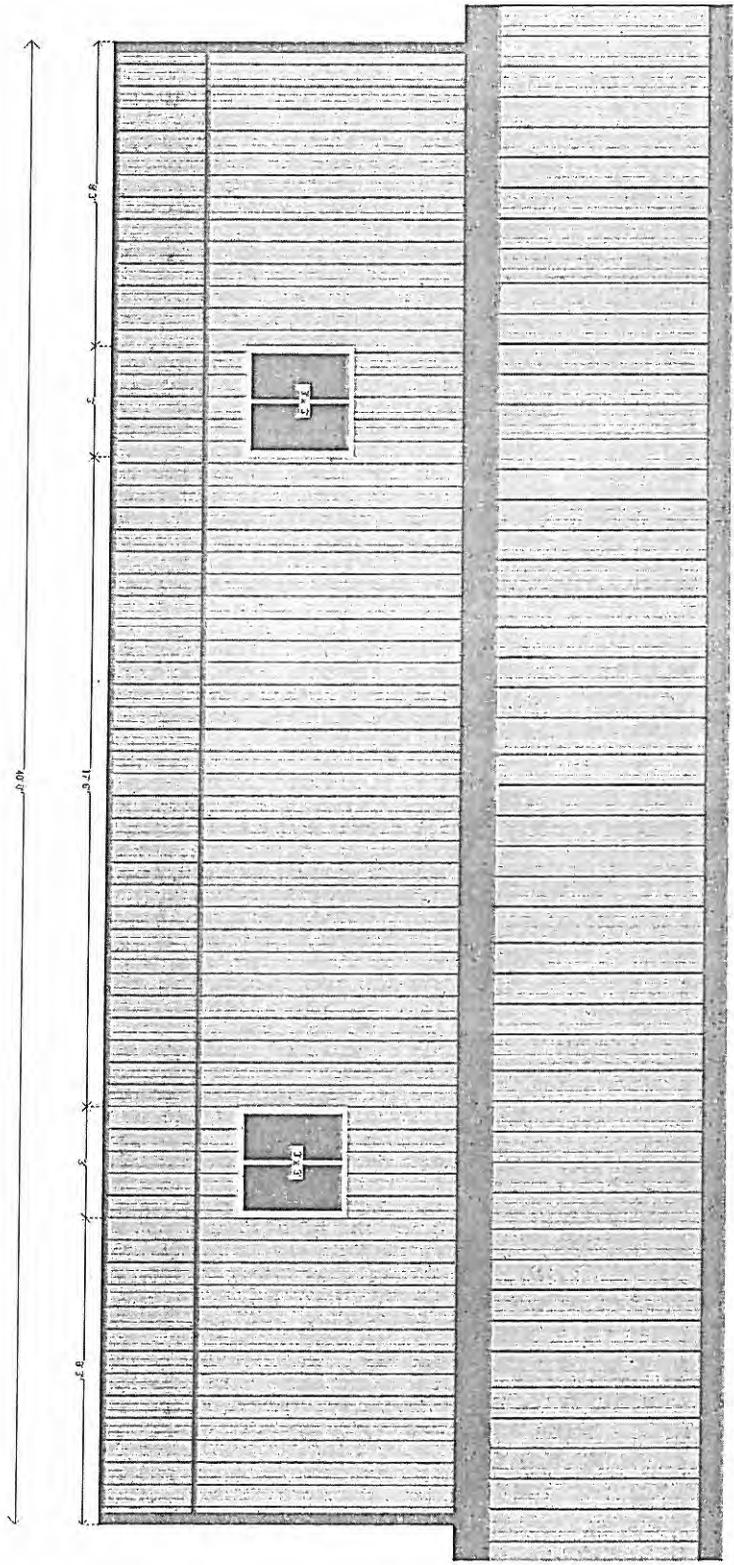
ELEVATION PLAN (BY DIRECTION, ALL WINGS) -- ~~East~~  
SOUTH



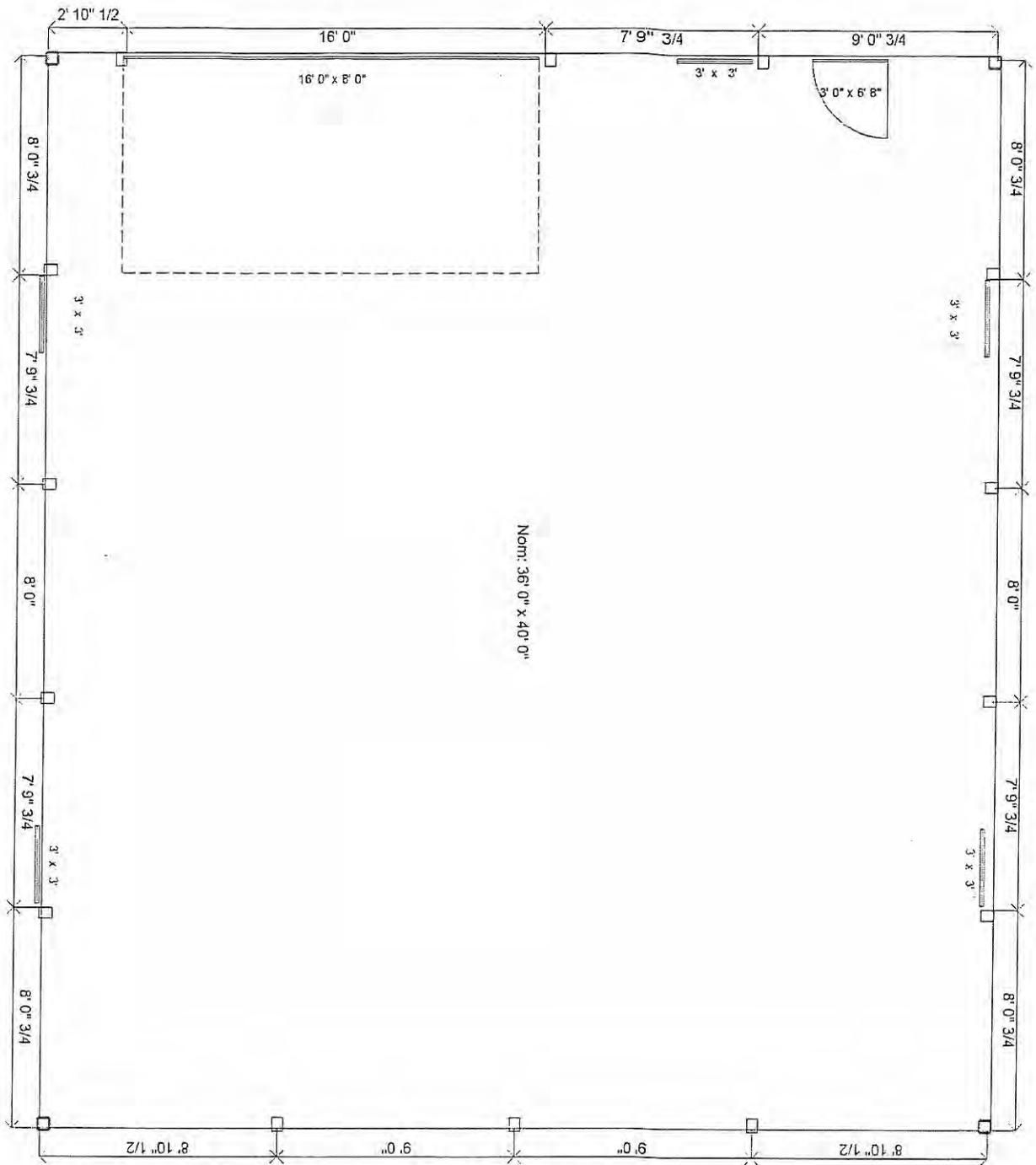
 **STRUCTURAL BUILDINGS**

DOB: 5/19/2017  
Salem, MA 01970  
17524 113 Street, Littleton, CO 80120  
(800) 575-9722  
P.O. Box 1000, Littleton, CO 80120

ELEVATION PLAN (BY DIRECTION, ALL WINGS) --South-  
WEST



**STRUCTURAL BUILDINGS**  
D.S. GAINZ  
Owner/Architect  
12841 1st Street, Denver, CO 80231  
(303) 539-9722  
P.O. Box 114, Arapahoe, CO 80004



STRUCTURAL  
BUILDINGS

East 6916017  
Doni Legutko  
Structural Analyst  
16001 552922  
Evanston, IL 60201

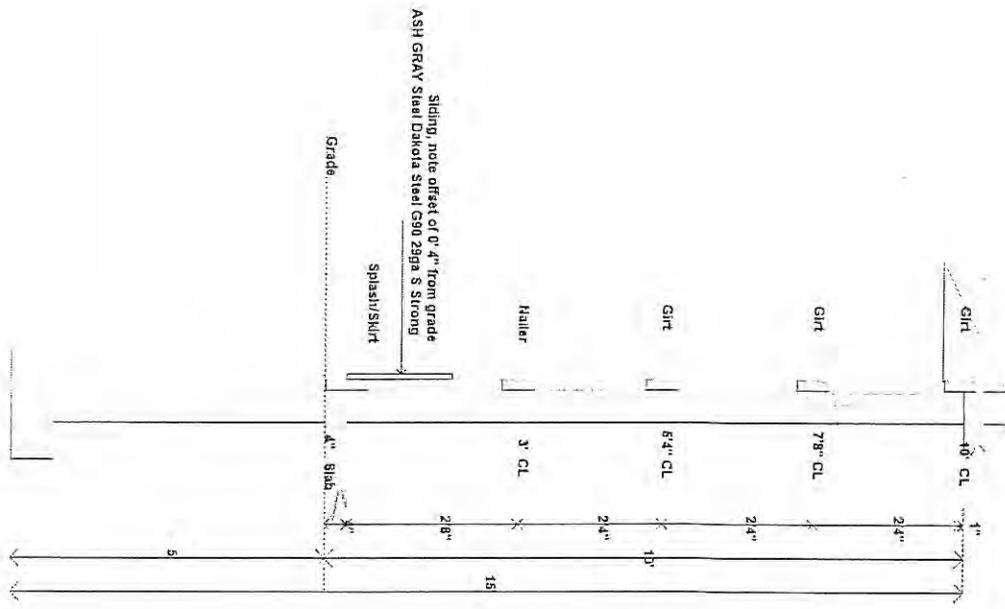




Traze Loading: 35/5/5/5 Pile: 4 Span: 36  
 Wind Load: 90 Exp: C Conn: centered on posts  
 Overhanging Depleted: 24

WALL CROSS SECTION DETAIL -- South

*West*



Post Cross Section -- Wings: 1

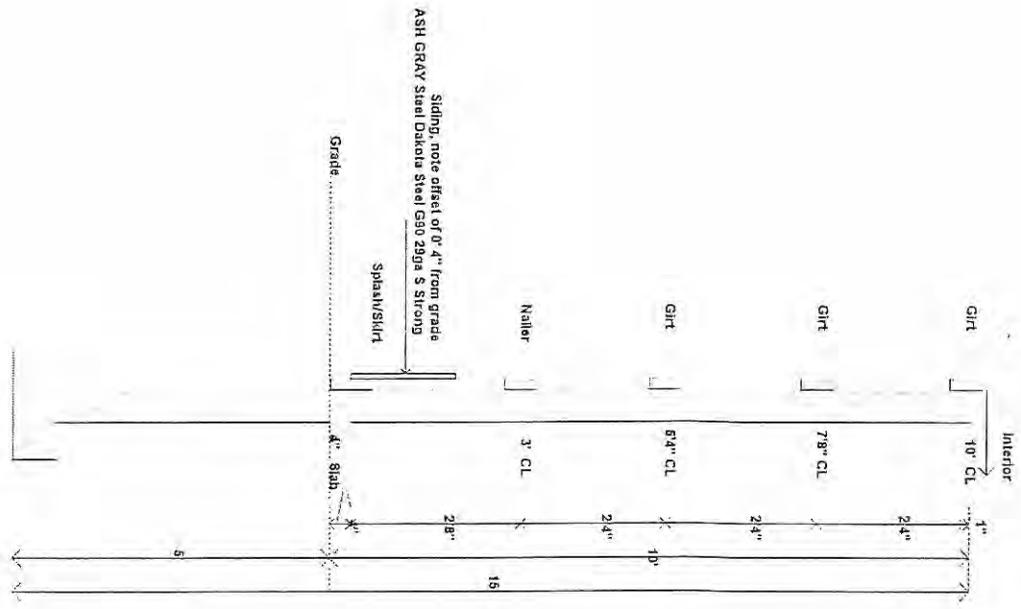
- Girts: Dimensional-Untreated #2 & Better SPF 2x8
- Splash/Sillert: Dimensional-60 CCA Treated #2 Yellow Pine 2x8
- Nailers: Dimensional-Untreated #2 & Better SPF 2x8
- Girt Placement is calculated as CL from top of splash/sillert.

- Hole Diameter: 20" Concrete Depth: 8"
- Post embedment: embed in partial depth (set by french depth) pier
- Line Posts: Treated Post Yellow Pine 4.5x6
- Corner Posts: Treated Post Yellow Pine 4.5x6



STRUCTURAL BUILDINGS  
 12021 J. Street  
 Rockton, IL 60421  
 (815) 935-9722  
 Fax: (815) 935-9722

WALL CROSS SECTION DETAIL -- ~~WEST~~ NORTH



Post Cross Section -- Wing: 1

- Girts: Dimensional-Untreated #2 & Batten SPF 2x8
- Splash/Skirts: Dimensional-60 CGA Treated #2 Yellow Pine 2x8
- Nailers: Dimensional-Untreated #2 & Batten SPF 2x8
- Girt Placement is calculated as CL from top of splash/skirt.

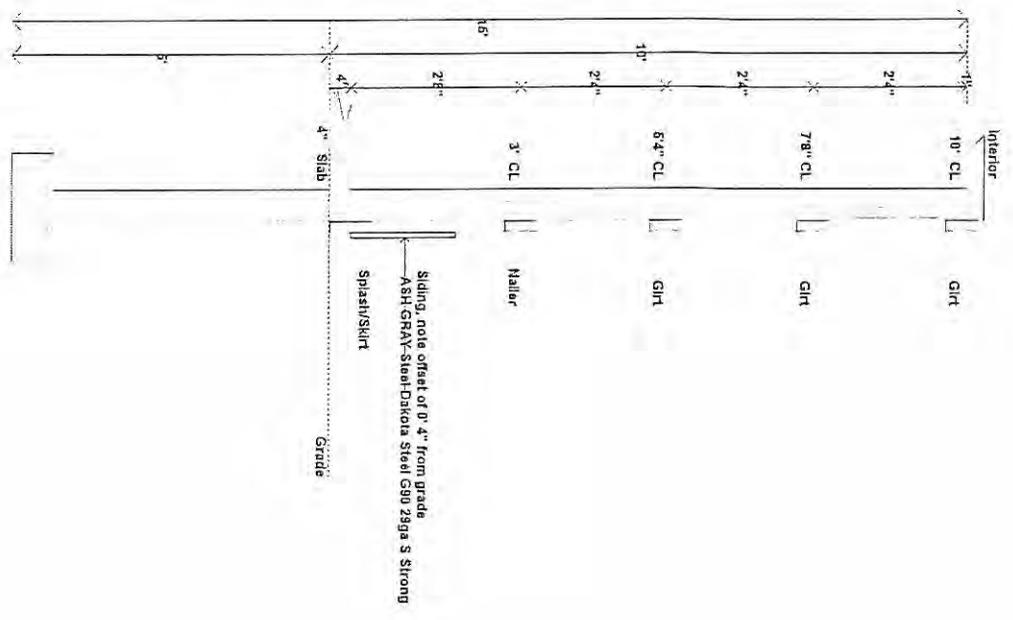
- Hole Diameter: 20" Concrete Depth: 8"
- Post embedment: embed in partial depth (set by trench depth) pier
- Line Posts: Treated Post Yellow Pine 4.5x6
- Corner Posts: Treated Post Yellow Pine 4.5x6



Don Gohr, P.E.  
 Structural Engineering  
 17324 1/2 Street, Redwood, MN 55333  
 (608) 525-9272  
 E-mail: don@don.com

WALL CROSS SECTION DETAIL -- ~~EXP~~ SOUTH

Truss Loading: 265/10/5 Pitch, 4 Span: 36  
Wind Load: 50 Exp. C Conn. centered on posts



Post Cross Section -- Wing: 1

- Girts: Dimensional-Untreated #2 & Better SPF 2x6
- Splash/Skirt: Dimensional-80 CCA Treated #2 Yellow Pine 2x8
- Nailers: Dimensional-Untreated #2 & Better SPF 2x6
- Girt Placement is calculated as CL from top of splash/skirt.

- Hole Diameter: 20" Concrete Depth: 8"
- Post embedment: embed in partial depth (set by trench depth) pier
- Line Posts: Treated Post Yellow Pine 4.5x6
- Corner Posts: Treated Post Yellow Pine 4.5x6

**STRUCTURAL BUILDINGS**

Paul S. Johnson  
 Design/Build  
 Structural Buildings  
 12321 1st Street, Belding, MI 49500  
 (616) 525-9522  
 E.P. DESIGN/CONSTRUCTION

Kestrel White

Bone White

Cobblestone Ivory

Dakota Sand

Light Stone

Rawhide

Clay Mist

Ash Gray

Smoke Gray

Charcoal Gray

Light Brown

Cocoa Brown

Dark Brown

Burnished Slate

Black

Roman Blue

Gallery Blue

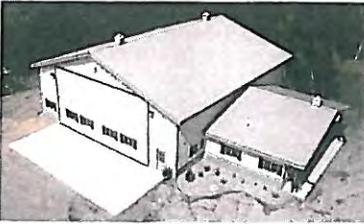


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*More colors listed on reverse!*

These color samples are as close as possible to actual colors offered, within the limits of color chip reproduction.

Fern Green

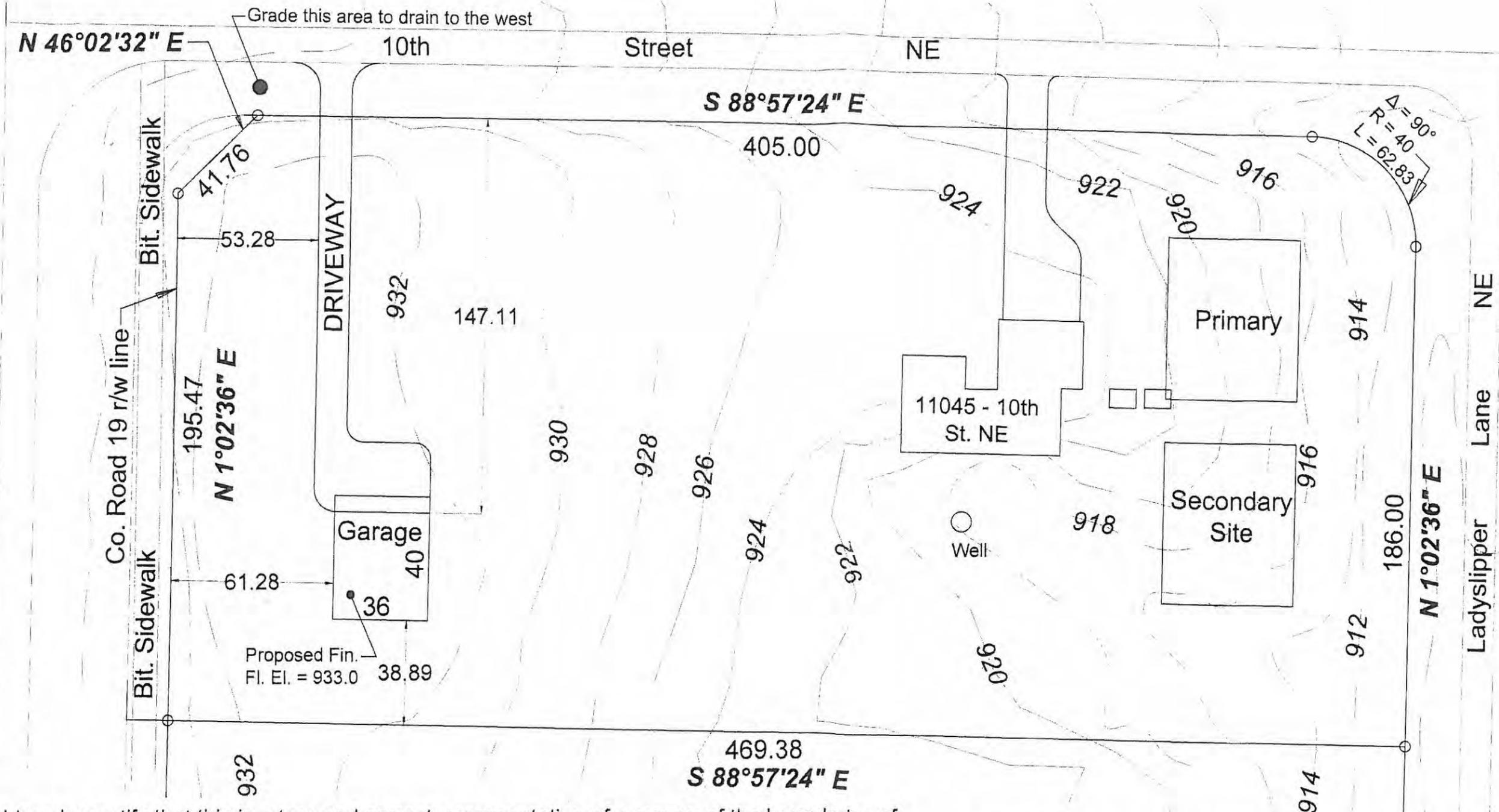
Forest Green

Classic Burgundy

Crimson Red

Barn Red

Dark Blue

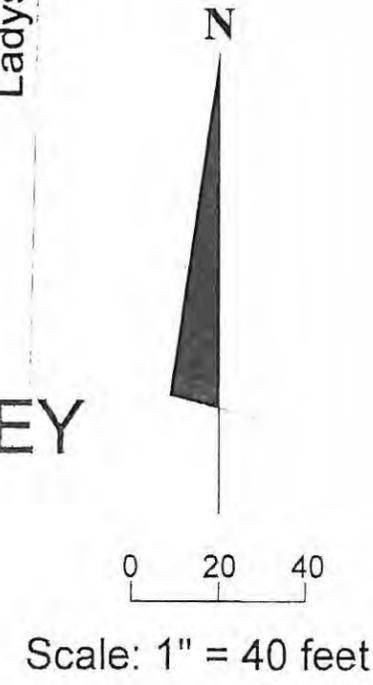


I hereby certify that this is a true and correct representation of a survey of the boundaries of:  
**Lot 3, Block 1, Schendels Woodland Hills, Wright County, Minnesota.**  
 And of the locations of all buildings thereon and all visible encroachments from or on said land.  
 As surveyed by me this 18th day of May, 2017.

*Willis L. Gilliard*  
 Willis L. Gilliard, R.L.S., Minn. Reg. No. 9587

**Willis L. Gilliard**  
 Civil Engineer and Land Surveyor  
 PO Box 17  
 Saint Michael, Minnesota 55376  
 612-382-0795

**CERTIFICATE OF SURVEY  
 FOR Don Legatt**



# Collaborative Planning, LLC

## ***MEMORANDUM***

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**TO:** Honorable Mayor and Council

**FROM:** Cindy Nash, AICP, City Planner

**DATE:** July 10, 2017

**SUBJECT:** **Crow River Heights West 3<sup>rd</sup> Addition** for (1) Comprehensive Plan Amendment; (2) Planned Unit Development; (3) Preliminary Plat; and (4) Final Plat

**APPLICANT:** Backes Companies

**LOCATION:** Generally located south of Beebe Lake Road, and west of Jasmine Ave NE and Jordan Ave NE.

**COMPREHENSIVE PLAN:** Neighborhood Residential

### **Description of Request**

The applicant is proposing to plat 30 single-family lots, outlots, and right of way. Preliminary plat approval previously existed for this property, but that preliminary plat expired in 2010. The previous developer had graded much of the property and established the building pads on the site. Roads were graded, but utilities were not installed. The current developer is proposing a similar preliminary plat to the one previously approved, but modified as necessary to comply with current ordinance requirements.

This development is requesting the following approvals:

1. Comprehensive Plan Amendment
2. Planned Unit Development
3. Preliminary Plat.
4. Final Plat

The following items are included in the packet for review:

1. City Engineer Comment letter
2. City Planner Comment letter
3. Project Narrative

**City of Hanover**  
**Crow River Heights West 3<sup>rd</sup> Addition**  
**Meeting Date of July 10, 2017**  
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4. Certificate of Survey
5. Preliminary Plat (3 sheets)
6. Final Plat (3 sheets)
7. Plan Set (18 sheets)
8. No Wetland Determination

## **Item 1: Comprehensive Plan Amendment**

**Public Hearing: June 26, 2017 Planning Commission**

### **Existing Comprehensive Plan Guidance**

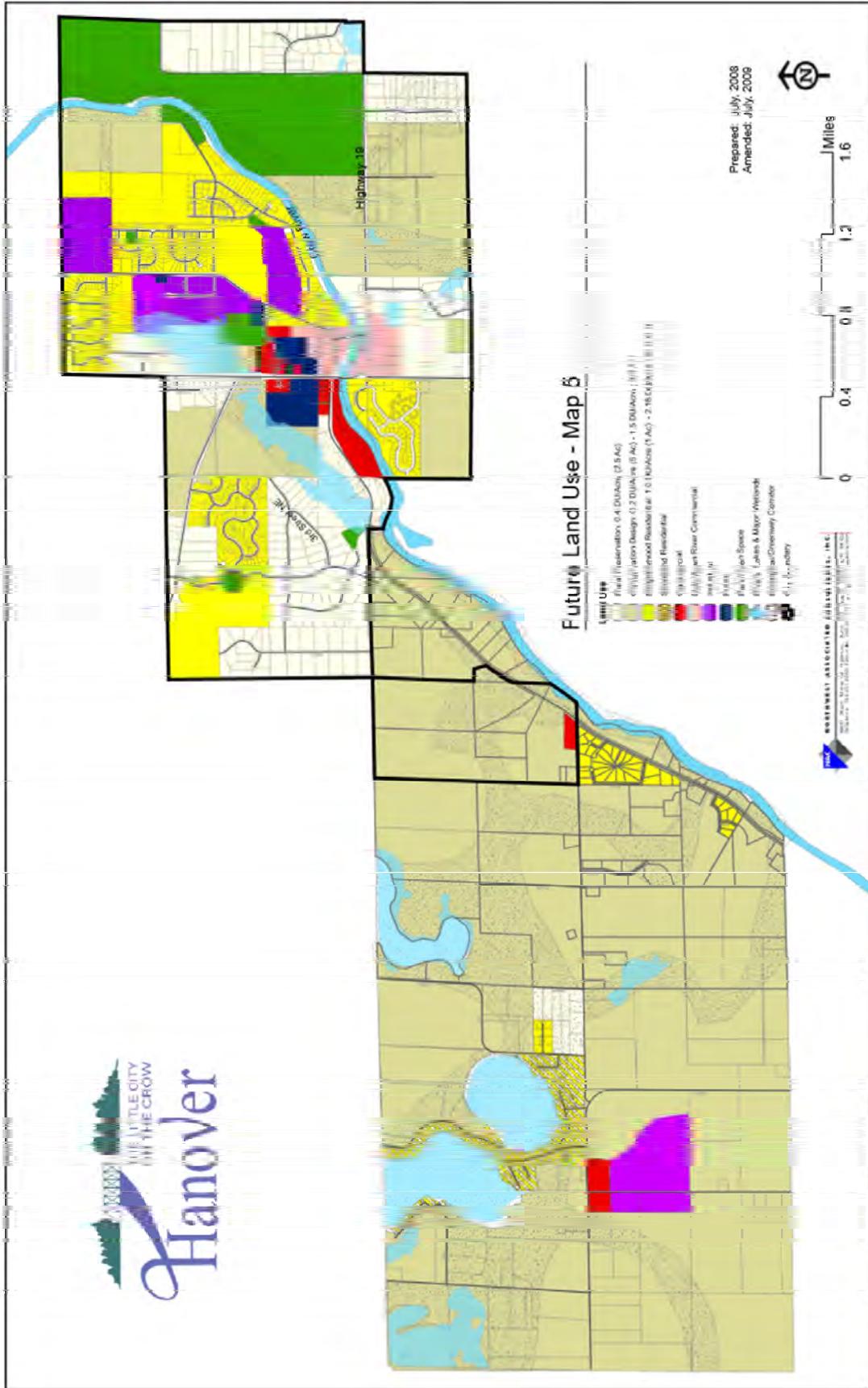
The property is guided Neighborhood Residential in the Comprehensive Plan, which allows for development at densities between 1 dwelling unit per acre to 2.18 dwelling units per acre. The Comprehensive Plan further calls out that this should result in lot sizes ranging from 20,000 square feet to one acre, unless there are provisions for open space preservation in the plat. Neighborhood Residential is the land use category that allows for the smallest size lots in the City of Hanover. The existing Crow River Heights neighborhood, along with other neighborhoods on water and sewer are all in this land use category. All of these neighborhoods have smaller lot sizes (and higher density) than the guidance would permit. A copy of the Future Land Use Map is included on the following page.

The property contains 14.58 total acres and 30 lots. This is a gross density of 2.06 lots/acre, with lot sizes ranging from 7,930 square feet to 13,450 square feet. There is no open space preserved in the development. Ponding is being included in outlots, which is different than how ponding was treated in the original phases of Crow River Heights. The usable area of the yard is similar to those in the previous phases.

In order to more closely align the density and lot size requirements of the Comprehensive Plan with the existing development patterns in the City, the text within the Comprehensive Plan that guides Neighborhood Residential land uses is proposed to be changed to the following (text with strikeouts is proposed to be deleted, while that with underlines is proposed to be added):

- 7) Neighborhood Residential – A designation for properties that ~~are non-shoreline and~~ have developed, or are suitable to be developed, in a moderate-density residential neighborhood with full provision of necessary urban services. ~~Lot sizes are range in size from 20,000 square feet to one acre in size. Lot sizes may be smaller if provisions for open space preservation are included.~~ Net density (land area excluding collector road right of way, ponding, wetlands, bluff, and permanently protected environmental resources) shall be between 2 and 4 units per acre. This area is also intended to prevent the establishment of various commercial, industrial, and higher density residential developments that will conflict with the character of the area.

The legend on the map is proposed to be updated to match the text above.



Utilizing the revised density calculations, this development would have the following density:

Gross Acreage	14.58 acres	
Less Ponding	5.29 acres	
Equals Net Acreage	9.29 acres	Density = 30 units/9.29 acres = 3.23 units/acre

**Recommendation:**

*Staff recommends approving the amendment to the Comprehensive Plan.*

**Planning Commission Recommendation:**

*The Planning Commission recommended approval of the amendment to the Comprehensive Plan at its June 26, 2017 meeting.*

## **Item 2: Planned Unit Development**

**Public Hearing: June 26, 2017 Planning Commission**

### **Planned Unit Development (PUD)**

The Developer is proposing to construct a 30-lot subdivision that is substantially similar to the previously approved plans from 2000 for the site. The neighborhood to the east of the Subject Property has been developed under the previously approved plans, so the current proposal would be similar to the rest of the existing neighborhood. The property is zoned R-1A.

A PUD is intended to allow for the development of residential areas under a flexible regulatory process that allows for a joint planning design effort by the developer and the City. This process should result in benefits that preserve natural resources and amenities, assure a higher quality living environment, and develop a variety of housing types and densities as a single planned entity. The City may authorize departures from the strict requirements of the underlying zoning district after finding that the proposal is consistent with the Comprehensive Plan, the general purposes of the Zoning Ordinance, and if the project complies with the requirements outlined below (staff comments in italics).

1. The consistency of the proposed PUD with the comprehensive plan.  
*Staff Comments: The proposed PUD is consistent with the Comprehensive Plan guidance of Neighborhood Residential (as amended).*
2. The extent to which the proposed PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities.  
*Staff Comments: The proposed PUD consists of two street extensions that are not unified to each other, but rather to the original PUD development that already was constructed. Taken together with the original development, it maintains a unified environment within its own boundaries and with the previous phases.*
3. The extent to which the proposed uses will be compatible with present and planned uses in the surround area.  
*Staff Comments: The proposed PUD maintains a compatible development pattern with the existing portions of Crow River Heights. Adjustments have been made to the plans previously approved to incorporate more recent ordinance requirements. The original design of the neighborhood including the coving of front yard setbacks is being maintained.*

4. That any exceptions to this article are justified by the design or the development.  
*Staff Comments: Exceptions to the standard requirements of the Zoning Ordinance are justified by the design in order to maintain the existing development pattern of the neighborhood. Lot size reductions are appropriate in order to have the non-usable (pond) areas included within outlots rather than lots for better control over what occurs within them.*
  
5. The sufficiency of each planned unit development phase's size, composition, and arrangement in order that its construction, and operation is feasible without dependence upon subsequent phases.  
*Staff Comments: This phase of the development is not depending on other phases being completed.*
  
6. The burden or impact created by the PUD on parks, schools, streets, and other public facilities and utilities.  
*Staff Comments: With 30 lots, this phase will not create more than a nominal burden on existing public infrastructure and services. The developer owns additional land, and impacts will be more fully explored with a future Environmental Assessment Worksheet to be completed prior to platting of additional phases.*
  
7. The impact of the PUD on environmental quality and on the reasonable enjoyment of the surrounding properties.  
*Staff Comments: The PUD was designed to continue the existing development pattern of the neighborhood in the same manner as previously planned. Staff has reviewed the proposed development plans and find that they are generally in compliance with ordinances as modified by conditions in staff memos, which ordinances are sufficient to protect the environmental quality. Residents of the existing Crow River Heights neighborhood were opposed to the development of the property in general, or to specific proposed terms in the PUD and shared those opinions at the Planning Commission meeting on June 26, 2017.*

**Variations from Zoning Requirements in Planned Unit Developments**

The City may vary the regulations of the Zoning Ordinance in PUDs, and the development is requesting the following variations from the standard zoning requirements:

Requirement	Standard Zoning	Variance Requested
Lot Size	12,000 square feet	7,930 square feet

**City of Hanover**  
**Crow River Heights West 3<sup>rd</sup> Addition**  
**Meeting Date of July 10, 2017**  
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Lot Width (at front setback)	80 feet	64 feet
Side Yard Setback	10 feet	7 feet
Front Yard Setback	Minimum 30 feet	“Build to” line as specified by lot in plans to complete coving
Rear Yard Setback	30 feet	20 feet for Lots 9 and 11-15 of Block 3 (as shown on preliminary plat)
Lot Orientation	Parallel to front lot line	Lots 9-11, Block 3 (as shown on preliminary plat)

An analysis of why the applicant feels these changes are necessary is included within the narrative.

**Changes Since Planning Commission Meeting**

The Developer has requested that rather than having 2 trees and 5 shrubs per lot, that they would prefer 3 trees per lot. As the existing neighborhood had a requirement for the planting of shrubs, staff is still recommending that the condition remain as worded by the Planning Commission.

**Staff Recommendation**

*Staff recommends approving the PUD subject to the conditions in the Planning Commission recommendation.*

**Planning Commission Recommendation:**

The Planning Commission recommended approval of the PUD subject to the following conditions:

1. A Developer’s Agreement acceptable to the City is entered into by and between the Developer and the City.
2. Adoption and publication of the ordinance as required by law.
3. All conditions of the City Engineer, City Attorney and City Planner are met.
4. The development must be constructed in substantial conformance with the Site Plans.
5. Single-family homes are the permitted use on the lots on Blocks 1 through 4.

6. Outlots containing stormwater ponding shall be owned and maintained by the City.
7. The developer must submit foundation as-builts for each home constructed for the review of the Building Official.
8. Each lot is required to have a minimum of two (2) trees per lot and five (5) shrubs per lot, all located within the front yard. All portions of a lot that do not have landscape beds shall be sodded.
9. Variations from the City’s Zoning Ordinance requirements are approved as follows:
  - a. The lot size is reduced to 7,930 square feet.
  - b. The side yard setback is reduced to 7 feet.
  - c. The lot width is reduced to 64 feet.
  - d. The rear yard setback is reduced to 20 feet for Lots 9 and 11-15 of Block 3.
  - e. The orientation of Lots 9 – 11 of Block 3 shall be as shown on the grading plan.
  - f. The front yard setbacks shall vary as follows:

<u>Lot</u>	<u>Block</u>	<u>Front Setback</u>
2	1	39
3	1	50
4	1	50
1	2	50
2	2	50
3	2	39
4	2	34
9	3	49
10	3	35
11	3	50
12	3	38
13	3	39
14	3	44
15	3	48
16	3	48
17	3	48
18	3	44
1	4	32
2	4	32
3	4	32

10. All other requirements of the City’s Zoning Ordinance not specifically exempted above must be met.

### **Item 3: Recommendation on Preliminary Plat**

**Public Hearing: June 26, 2017 Planning Commission**

### **Item 4: Recommendation on Final Plat**

Preliminary plats provide the layout for lots and blocks for future sale and ownership of specific parcels. The preliminary plat is “preliminary”, however approval of a preliminary plat gives the property rights by State law.

The Final Plat is the plat that is recorded at the Wright County Records office. Due to the simplicity of the plat and the low amount of public improvements, it is proposed that the Final Plat be considered and reviewed jointly with the Preliminary Plat.

As the Preliminary Plat and Final Plat are inter-related, the elements composing these are reviewed here together.

#### **Land Use**

The proposed land use is 30 single-family lots, and two outlots for stormwater ponding.

#### **Access, Roads, Guest Parking Pedestrian Circulation**

Jasmine Avenue NE and Jordan Ave NE are both proposed to be extended. Temporary cul-de-sacs and easements for those will be required, along with a cash security to ensure removal of those temporary cul-de-sacs in the future.

A traffic impact analysis was not required for a development of this size and location. A traffic study would be required as part of an Environmental Assessment Worksheet (EAW) for the remainder of the property owned by the applicant.

#### **Utilities**

Utilities are proposed to be installed within the rights of way.

Ponding is located in outlots that will be deeded to the City. In the past, much of the ponding has been included within the lots.

#### **Wetlands**

There are no wetlands on the site. The No Wetlands Determination is included in the packet.

**Park Dedication**

Park dedication is required for this plat, and will be calculated at the time of execution of the developers agreement.

**Landscaping**

Sheets L1-1 through L2-1 contains the proposed landscaping plan. The landscaping plans identify 2 trees and 10 shrubs per lot. Per the previous recommendation by the Planning Commission, this would be reduced to 2 trees and 5 shrubs per lot. In addition, the specific plants called for on each lot could be selected by the homeowner.

**Engineering**

The development should comply with the requirements of the City Engineers memo.

**Staff Recommendation on Preliminary and Final Plat**

Staff recommends approving the Preliminary and Final Plat subject to the following conditions to be included in the resolution:

1. All comments contained within the memo from WSB dated June 19, 2017 and the memo from Collaborative Planning dated June 22, 2017 are incorporated herein (collectively referred to as the “Staff Memos”).
2. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
3. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.
4. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.

5. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.
6. The timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Developer's Agreement between the City and the Developer, and City staff is authorized to negotiate such Developers Agreement.
7. The approval of the Final Plat shall terminate if a Developer's Agreement has not been entered into between the City and Developer by October 9, 2017.
8. The approval of the Final Plat shall terminate unless all conditions of this resolution are completed and the Final Plat is recorded no later than October 9, 2017
9. A title commitment shall be provided for the review of the City Attorney before the plat is released for recording.
10. Financial security in a form approved by the City Attorney and in an amount approved by the City Engineer must be provided by the Developer prior to release of the plat for recording. The Developer's Agreement shall specify the amount of the financial security.
11. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans as well as the preparation of the Developer's Agreement.
12. Any new utility lines installed to serve the Subject Property are required to be placed underground.
13. The Developer shall be responsible for securing necessary easements and for constructing all streets, utility, trail, stormwater, and other improvements shown on the Approved Construction Plans at their own expense. However, to the extent that such utilities are oversized at the request of the City, the City shall reimburse the Developer for the cost of the extra diameter of the pipe. All reimbursements by the City under this paragraph are subject to the submittal by the Developer of the engineer's estimate and other supporting information as requested by the City. The engineer's estimate will be reviewed by the City to verify that the costs requested for reimbursement are reasonable at the sole determination of the City, and the amount determined by the City to be eligible for reimbursement shall be included within the Developers Agreement.

14. The Developer shall be responsible for obtaining and complying with all necessary permits from the Minnesota Department of Health, DNR, MPCA, and any other governmental agencies prior to commencement of development activities on the site.
15. The Developer shall incorporate the standards and procedures of the Best Management Practices Handbook for site restoration and erosion control measures during the construction process.
16. The Developer must submit details on corrected building pads including compaction tests, limits of the pads and elevations of the excavations. The general soils report for the development must also be submitted to the City Engineer for review and approval prior to the issuance of building permits.
17. Park dedication, sanitary sewer trunk, water trunk, storm sewer trunk and storm warning siren fees shall be paid prior to release of the final plat for recording as per the City fee schedule in effect at the time of the execution of the Developer's Agreement.
18. The Developer shall survey all storm water holding ponds (if any are constructed) as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
19. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

June 17, 2017

Ms. Cindy Nash, City Planner  
Mr. Brian Hagen, City Administrator  
City of Hanover  
11250 5<sup>th</sup> St. NE  
Hanover, MN 55341-0278

Re: Development to be known as Crow River Heights West Third Addition

Members of the Planning Commission;

We would like to comment for the June 26, 2017 Public Hearing record on the Backes Companies application for a Comprehensive Plan Amendment, Planned Unit Development, Preliminary Plat and Final Plat review. We understand from the Resident Guide #1 that this is the first phase with additional phases to follow.

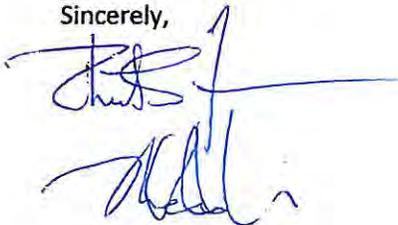
The platted area abuts our property located at 538 Jandel Ave NE, Hanover (Whitetail Preserve). We attach a photo with our lot outlined in blue and the Crow River Heights West area to the east.

In this first phase, our area of interest is Outlot B, Outlot A and the area west and south of these Outlots. There is a wetland area roughly 100 yards to the west of Outlot A. This wetland has seasonal flooding with high water that flows and extends to wetland areas along and in to our east lot line. This extended flow creates seasonal flooding. Our concern is knowing if any alterations are contemplated that affect this wetland and what protections will be in place during this phase and future phases of the Crow River Heights West Third Addition site works, during home construction, and during homeowner lot work regarding landscaping they may do. Our interest is to not create any additional seasonal or non-seasonal high water to our property related to this development. This considers Chapter 20 - Zoning Ordinance and Chapter 30 - Subdivision Ordinance and/or other Chapters that may apply.

With assurances of proper care, we would trust and expect that the same conditions of care be used in future phases extending southward as part of this platted development.

Thank you.

Sincerely,



Robert S. Clyne  
Shannon Chau  
CLYNE-CHAU LIVING TRUST  
538 JANDEL AVE NE  
HANOVER MN 55341-4059



Outlot B  
Outlot A

Wetland



## Memorandum

**To:** *Cindy Nash – Hanover City Planner*

**From:** *Justin Messner, PE – Hanover City Engineer*

**Cc:** *Brian Hagen – Hanover City Administrator*  
*Todd McLouth, PE – Loucks, Inc.*

**Date:** *June 19, 2017*

**Re:** *Crow River Heights West 3<sup>rd</sup> Addition Final Plat Review*  
*WSB Project No. 02082-014*

---

As requested, we have reviewed the Crow River Heights West final plat documents as prepared by Loucks, dated June 5, 2017, and we offer the following comments:

### Stormwater Management

#### *HydroCAD Model Comments*

1. Pond 1: NWL should be 973.6, not 973.0.
2. Pond 3: NWL should be 960.4, not 960.0.
3. Pond 3: The filter bench was not included as an outlet in the model.
4. Pond 4: NWL should be 956.55, not 959.00.
5. Ponds: Include all EOF outlets in the model even if they are not being used.
6. Drainage Areas 3 and 3a: Areas appear wrong when compared to Overall Grading Plan C3-0.

#### *General Comments*

7. Pond 3A: Bottom elevation is 957.00 in plan's text, 958.00 per contours drawn, and 956 in the HydroCAD model. Clarify which elevation is correct and update as needed.
8. Pond 4: Pond is only 2.55' deep. Must be a minimum of 4.0'.
9. FES 300 to FES 301: Lengths on profiles don't match the HydroCAD model.
10. FES 300 to FES 301: Culverts must be extended so the FES is located at the correct contour line.
11. FES 101: Lower FES so it skims. Minimum of 1' should be between the soffit of FES 101 and the pond's NWL.
12. FES 201: Lower FES so it skims. Minimum of 1' should be between the soffit of FES 201 and the pond's NWL.

13. OCS 100: Fill below orifice invert elevation with concrete on the downstream side of the weir so there is not perpetually standing water.
14. OCS 200: Fill below orifice invert elevation with concrete on the downstream side of the weir so there is not perpetually standing water.
15. OCS 200 Downstream pipe: Pipe full flow velocity must be greater than or equal to 3.0 fps to prevent sediment accumulation.
16. Typical Pond Cross Section Detail: 1:10 bench should be below the NWL (for an aquatic bench); update grading contours and the HydroCAD model as necessary.
17. Riprap: The riprap quantities listed in the plans does not match the City's standard plate. Update.
18. Filter Bench Detail: The NWL would be at the inside edge of the filter bench, not on the outside edge because the berm will draw down the water level. The 10:1 bench should start at the inside edge of the filter bench. Update the grading contours and the HydroCAD model as necessary.
19. Filtration Trench: A filtration rate greater than the maximum allowed in the MN Stormwater Manual (1.6 in/hr) is not allowed. The filtration trench should be updated appropriately.

### **SWPPP**

1. Specify temporary and permanent stabilization methods for the project in the SWPPP
2. See additional comments on attached redlined plans

### **Construction Plans**

#### *Watermain Comments*

1. On Jasmine Avenue connect to the existing watermain (~STA 48+50) with the gate valve and then connect the hydrant lead to be able to include the reinstalled hydrant with the testing.
2. On Jordan Avenue why was the gate valve added at ~STA 39+50? A gate valve could be added, following the removal of the hydrant on the end, with the next addition.
3. Curb stops on the water services are shown in the notes and on the plan sheets at 9' inside the property line and on the City standard detail plate they are shown at 7' inside the property line.

#### *Sanitary Sewer Comments*

4. On Jasmine Avenue remove and reinstall the existing sewermain back towards EX MH 6070 as needed to install the service to Lot 5 Block 3.
5. On Jordan Avenue there is a conflict with the storm sewer where it crosses the road at ~STA 42+00 following the sanitary revision.
6. Add a utility note that references the current version of the City of Hanover General Specifications and Detail Plates for Street and Utility Construction for utility construction
7. There is a typo in the utility notes; Sanitary sewer services should be SDR 26.

#### *Grading Plan Comments*

8. Provide proposed elevations at property corners, highpoints between lots, along drainage swales (lots 1-5 block 3), etc.

9. Add proposed contours as necessary to show drainage between lots being maintained within the drainage and utility easements including the filled in ditch.
10. Update lot and block information.

*MiscellaneousComments*

11. Increase the easements for the lots adjacent to the outlots for the storm sewer between OCS 200-CBMH 202 and CBMH 204- FES 205 to 10 feet for a total of 30 feet wide and 40 feet wide respectively easement to easement.
12. Increase the bituminous base course of the proposed street section from 2" to 2½" (4" total bituminous).



**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

06/05/17	CITY SUBMITTAL
06/13/17	GENERAL REVISIONS

**PROFESSIONAL SIGNATURE**

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

*Todd W. McLouth*

License No. 20383  
Date 06/05/17

**QUALITY CONTROL**

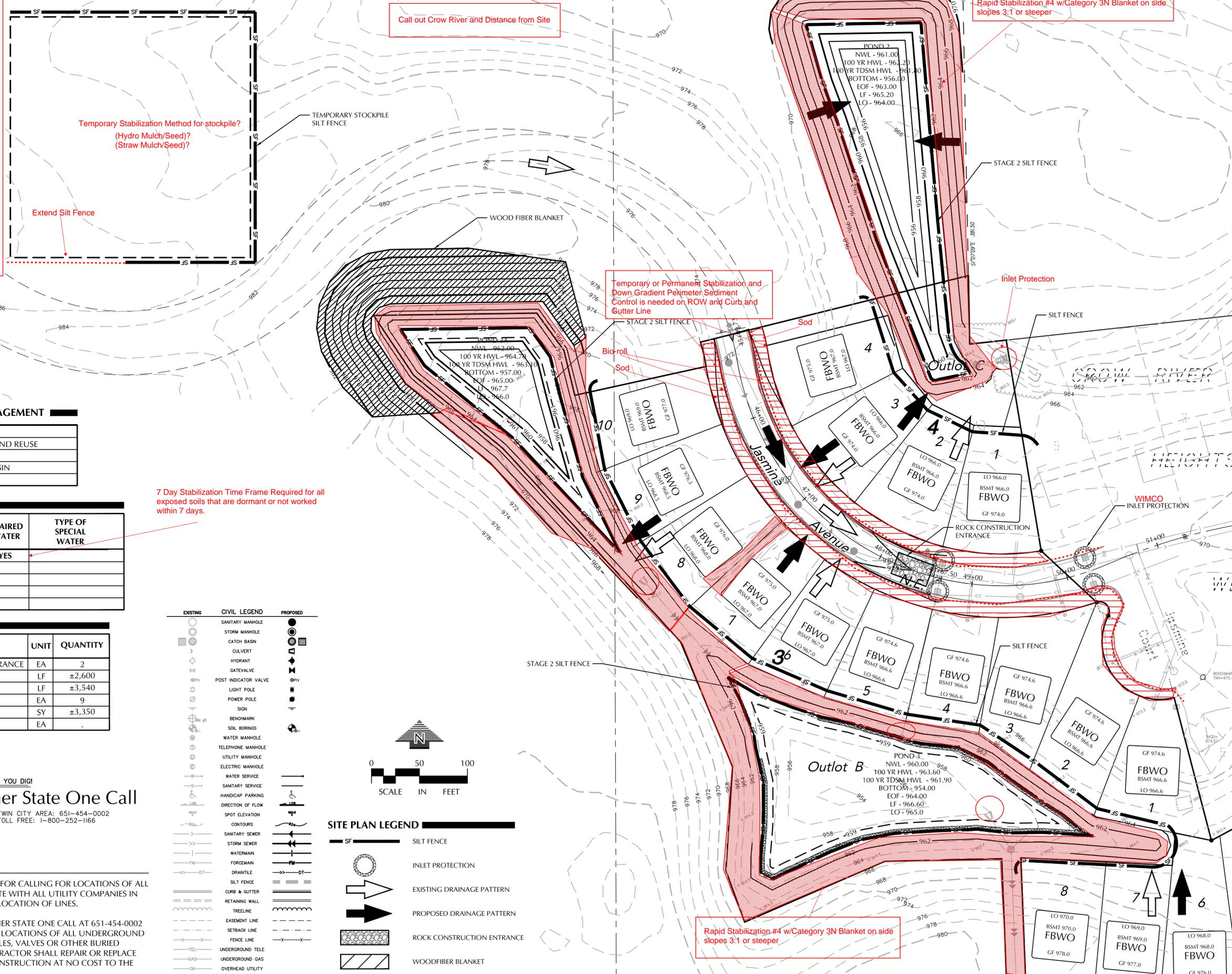
Loecks Project No.	16101
Project Lead	TWM
Drawn By	ZHW
Checked By	TWM
Review Date	06/13/17

**SHEET INDEX**

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C5-1 - C5-3	STREET & STORM SEWER PROFILES
C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**Recommend ESC Notes Be Included:**

- EROSION CONTROL NOTES:**
- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES.
  - A STABILIZED CONSTRUCTION ENTRANCE WILL BE PLACED AT ALL ENTRANCES THAT LEAD TO THE PROJECT SITE IN ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN AND THE APPROVED STANDARD DETAILS.
  - SEDIMENT CONTROLS MUST BE IN PLACE AND APPROVED BY THE ENGINEER BEFORE ANY PHASE OF CONSTRUCTION CAN BEGIN.
  - INLET PROTECTION WILL BE INSTALLED AT ALL CATCH INLETS WITHIN THE PROJECT AREA PER STANDARD DETAILS UNTIL THE SITE IS STABILIZED.
  - PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
  - STABILIZATION OF DISTURBED AREAS SHALL BE DONE BY PERMANENT TURF ESTABLISHMENT WHENEVER POSSIBLE.
  - IN THE EVENT THAT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED, TEMPORARY STABILIZATION BMPs MUST BE SCHEDULED TO OCCUR WITHIN THAT 7 DAY TIME FRAME. RAPID STABILIZATION METHOD #4 SHALL BE EMPLOYED WITHIN 200 FEET OF THE NORMAL WETTED PERIMETER OF ALL DISCHARGE POINTS WITHIN 24 HOURS.
  - ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES SHALL RECEIVE TEMPORARY STABILIZATION IF UNWORKED FOR 7 DAYS.
  - CONCRETE SLURRY FROM REMOVAL OPERATIONS MUST BE VACUUMED UP IMMEDIATELY. NO CONCRETE WASHOUT SHALL COME IN CONTACT WITH THE GROUND AND MUST BE PROPERLY DISPOSED OF.
  - ADDITIONAL EROSION AND SEDIMENT CONTROL MAY BE ADDED DURING ANY PHASE OF CONSTRUCTION AS DIRECTED BY THE ENGINEER.
  - CONTRACTOR MUST SUBMIT A DEWATERING PLAN TO THE ENGINEER FOR APPROVAL 10 DAYS PRIOR TO ANY DEWATERING ON SITE. THE PLAN MUST INCLUDE A DEWATERING SYSTEM PRIOR TO DISCHARGING INTO RECEIVING WATER. THE DEWATERING PLAN MUST ENSURE THAT THE DISCHARGE WATER IS FREE OF SEDIMENT AND TURBID WATER IN ACCORDANCE WITH THE PROJECT SPEC. THE DEWATERING PLAN MUST ALSO INCLUDE A COMPONENT FOR ONSITE TESTING AND MONITORING OF TURBIDITY AND PH.



**PERMANENT STORMWATER MANAGEMENT**

	INFILTRATION
	STORMWATER HARVEST AND REUSE
X	FILTRATION
X	WET SEDIMENTATION BASIN
	REGIONAL PONDING

**RECEIVING WATERS**

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMAIRED WATER	TYPE OF SPECIAL WATER
CROW RIVER	RIVER	NO	YES	

7 Day Stabilization Time Frame Required for all exposed soils that are dormant or not worked within 7 days.

**ESTIMATED QUANTITIES**

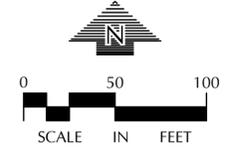
DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2
SILT FENCE (STANDARD)	LF	±2,600
STAGE 2 SILT FENCE (STANDARD)	LF	±3,540
INLET PROTECTION	EA	9
WOODFIBER BLANKET	SY	±3,350
CONCRETE WASHOUT	EA	.

**CIVIL LEGEND**

EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCEMAIN	
	DRAINTILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREELINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

**SITE PLAN LEGEND**

	SILT FENCE
	INLET PROTECTION
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	ROCK CONSTRUCTION ENTRANCE
	WOODFIBER BLANKET

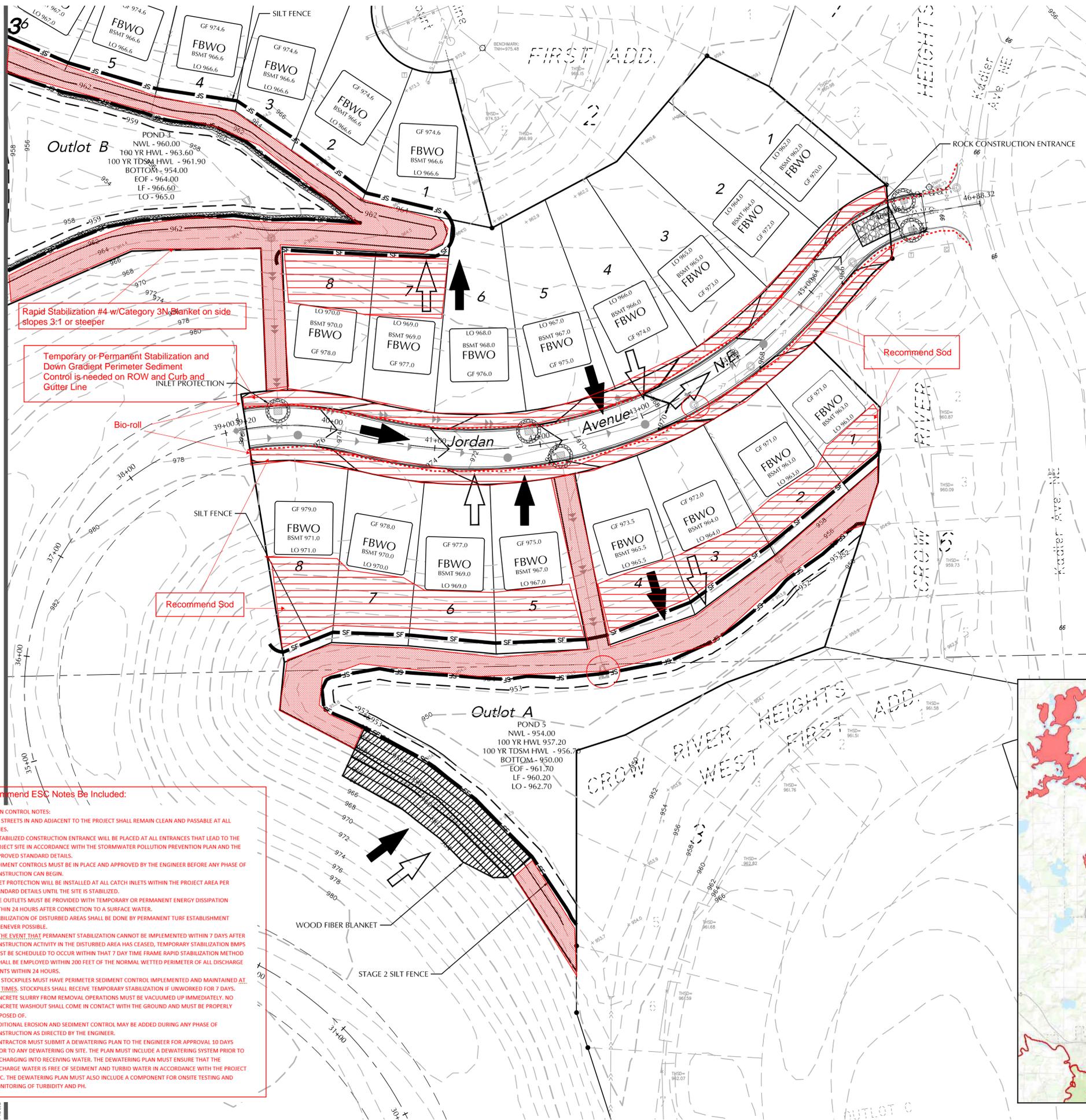


**CALL BEFORE YOU DIG!**  
**Gopher State One Call**  
TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

**WARNING:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.



EXISTING	CIVIL LEGEND	PROPOSED	SITE PLAN LEGEND
	SANITARY MANHOLE		
	STORM MANHOLE		
	CATCH BASIN		
	CULVERT		
	HYDRANT		
	GATE VALVE		
	POST INDICATOR VALVE		
	LIGHT POLE		
	POWER POLE		
	SIGN		
	BENCHMARK		
	SOIL BORINGS		
	WATER MANHOLE		
	TELEPHONE MANHOLE		
	UTILITY MANHOLE		
	ELECTRIC MANHOLE		
	WATER SERVICE		
	SANITARY SERVICE		
	HANDICAP PARKING		
	DIRECTION OF FLOW		
	SPOT ELEVATION		
	CONTOURS		
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	FORCEMAIN		
	DRANTILE		
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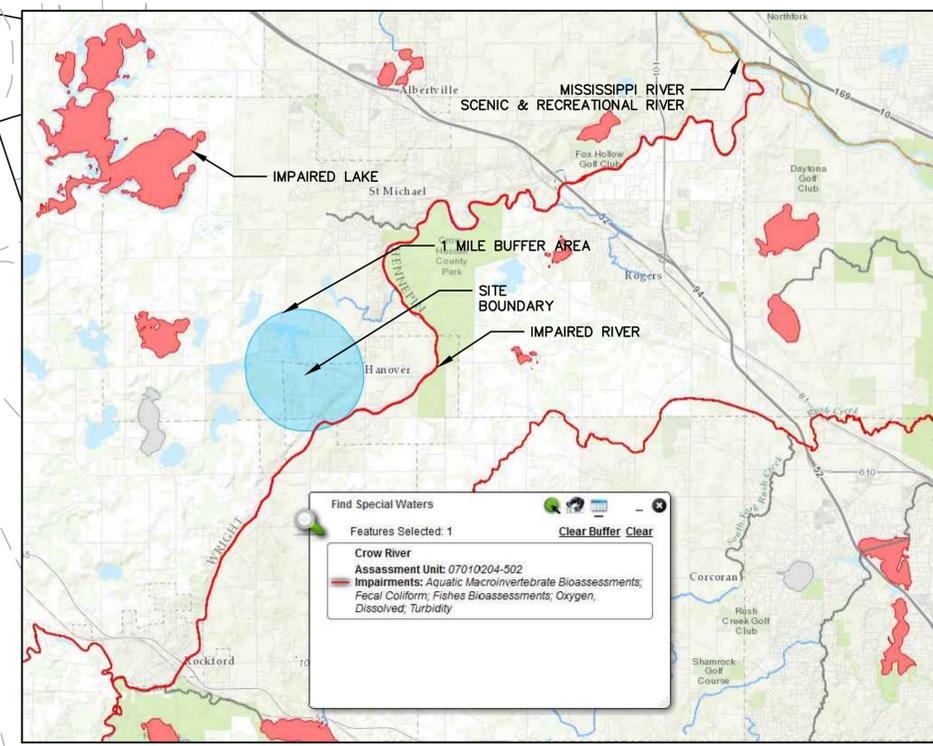


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**CROW RIVER HEIGHTS WEST 3RD ADDITION**  
 HANOVER, MINNESOTA

**BACKES COMPANIES**  
 11413 ASHBURY CIRCLE N.  
 CHAMPLIN, MN 55318  
 PHONE: (612) 369-7750  
 FAX: (612) 566-1525

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 CIVIL ENGINEERING  
 LAND SURVEYING  
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 7200 Hemlock Lane, Suite 300  
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 www.loucksinc.com

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06/05/17	CITY SUBMITTAL
06/13/17	GENERAL REVISIONS

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*Todd W. McLouth - PE*  
 License No. 20383  
 Date 06/05/17

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**SOUTH SWPPP PLAN**  
**C3-4**

**SWPPP NOTES**

- PROJECT DESCRIPTION**  
THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING SINGLE FAMILY RESIDENTIAL LOTS AND HOMES, UTILITIES AND STREETS.
- SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:**
  - INSTALL VEHICLE TRACKING BMP
  - INSTALL SILT FENCE AROUND SITE
  - INSTALL PROTECTIVE FENCE AROUND INFILTRATION AREAS
  - CLEAR AND GRUB SITE
  - STRIP AND STOCKPILE TOPSOIL
  - REMOVE PAVEMENTS AND UTILITIES
  - CONSTRUCT STORMWATER MANAGEMENT BASINS
  - INSTALL SILT FENCE AROUND BASINS
  - ROUGH GRADE SITE
  - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
  - INSTALL UTILITIES
  - INSTALL BUILDING FOUNDATIONS
  - INSTALL CURB AND GUTTER
  - INSTALL PAVEMENTS AND WALKS
  - INSTALL SMALL UTILITIES (GAS, PHONE, ELECTRIC, CABLE, ETC.)
  - FINAL GRADE SITE
  - REMOVE ACCUMULATED SEDIMENT FROM BASINS
  - CONSTRUCT INFILTRATION BASIN
  - SEED AND MULCH
  - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA:**

AREA OF DISTURBANCE: ±13.55 AC  
 PRE-CONSTRUCTION IMPERVIOUS AREA: ±0.0 AC  
 POST-CONSTRUCTION IMPERVIOUS AREA: ±11.5 AC

GENERAL SOIL TYPE: SEE GEOTECHNICAL REPORT IN SPECIFICATIONS
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- ALL DISTURBED GROUND LEFT INACTIVE FOR SEVEN (7) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SODDING (ONLY AVAILABLE PRIOR TO SEPTEMBER 15) OR BY MULCHING OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE. AT A RATE OF 1.5 TIMES STANDARD SEEDING FINAL STABILIZATION TO BE DONE PER LANDSCAPE PLAN, SEE SHEET L1-1.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET.  
ALL 3:1 SLOPES TO BE STABILIZED WITH EROSION CONTROL BLANKET
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCK PILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMP'S.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE FOR PARTS II.B., PART II.C., PART II.B-F, PART V, PART IV AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE, PERMITTEES** WISHING TO TERMINATE COVERAGE MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ONE OR MORE OF THE FOLLOWING CONDITIONS HAVE BEEN MET:
  - FINAL STABILIZATION, PER NPDES PERMIT PART IV.G. HAS BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE.
  - TRANSFER OF OWNERSHIP AS DESCRIBED IN THE PERMIT.
- INSPECTIONS**
  - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
  - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A RAINFALL EVENT GREATER THAN OR EQUAL TO 0.5" IN 24 HOURS.
  - STABILIZED AREAS: ONCE EVERY 30 DAYS
  - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
- INSPECTION AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE NOTICE OF TERMINATION AND MUST INCLUDE: DATE AND TIME OF ACTION, NAME OF PERSON(S) CONDUCTING WORK, FINDING OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.
- MINIMUM MAINTENANCE**
  - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL, OR 1/3 FULL WITHIN 24 HOURS
  - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME. REMOVAL MUST BE COMPLETE WITHIN 72 HOURS OF DISCOVERY.
  - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN 72 SEVEN DAYS
  - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
  - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL RAIN EVENTS GREATER THAN 0.5" OVER 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITTEES WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT, THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:**
  - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
  - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS.
  - THE BMP'S IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT.
  - AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO NON-ATTAINMENT OF ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART III.A.B., (IMPAIRED WATERS AND TMDLS). IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA WILL MAKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATIONS OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.-3., THE MPCA WILL NOTIFY THE PERMITTEES IN WRITING. IN RESPONSE, THE PERMITTEES MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE AN INDIVIDUAL PERMIT APPLICATION. IF THE MPCA'S WRITTEN NOTIFICATION REQUIRES A RESPONSE, FAILURE TO RESPOND WITHIN THE SPECIFIED TIMEFRAME CONSTITUTES A PERMIT VIOLATION.
- CONCRETE WASHOUT AREA**
  - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN.
  - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASH-OUT AREA DO NOT OVERFILL."
  - CONCRETE WASH-OUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OUTLETS MUST BE PROVIDED WITH CONNECTION TO A SURFACE WATER.
- FINAL STABILIZATION**  
FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED AND THAT AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMP'S SHALL BE REMOVED, DITCHES STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM PERMANENT CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- TEMPORARY SEDIMENTATION BASINS**
  - THE TEMPORARY SEDIMENTATION BASINS SHALL BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO DISTURBANCE OF 10 OR MORE ACRES DRAINING TO A COMMON LOCATION.

5 Acres or more drain to common area, temporary sediment basins are needed. Site is within one mile of Impaired Water Body. (Crow River)

Temporary or Permanent Energy Dissipation within 24 hours of exposure is required for all exposed soils that are dormant or not being worked within the 7 day window.

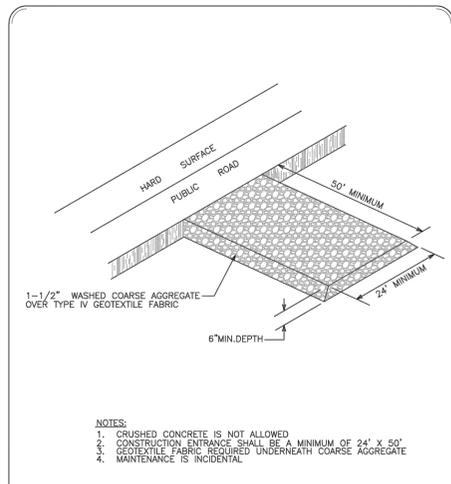
- TEMPORARY SEDIMENTATION BASINS ARE REQUIRED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS WHEN 10 OR MORE ACRES OF DISTURBED SOILS DRAIN TO A COMMON LOCATION. THE BASIN MUST PROVIDE 3,600 CUBIC FEET OF STORAGE BELOW THE OUTLET PER ACRE DRAINED. IF HYDRAULIC CALCULATIONS ARE AVAILABLE, THE TEMPORARY SEDIMENTATION BASIN MUST PROVIDE A STORAGE VOLUME EQUIVALENT TO THE 2-YEAR, 24-HOUR STORM, BUT IN NO CASE LESS THAN 1800 CUBIC FEET PER ACRE DRAINED. THE TEMPORARY SEDIMENTATION BASIN MUST BE CONSTRUCTED AND MADE OPERATIONAL CONCURRENT WITH THE START OF SOIL DISTURBANCE UP GRADIENT OF THE POND. THE TEMPORARY SEDIMENTATION BASIN SHALL BE DESIGNED TO PREVENT SHORT CIRCUITING. THE OUTLET SHALL BE DESIGNED TO REMOVE FLOATABLE DEBRIS, ALLOW FOR COMPLETE DRAWDOWN OF THE POND FOR MAINTENANCE ACTIVITIES, AND HAVE ENERGY DISSIPATION. THE EMERGENCY SPILLWAY SHALL BE STABILIZED.
  - TEMPORARY SEDIMENTATION BASINS SHALL BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY REQUIRED BUFFER ZONE, AND MUST BE DESIGNED TO AVOID DRAINING WETLANDS, UNLESS THE IMPACT IS IN COMPLIANCE WITH THE REQUIREMENTS OF THIS PERMIT.
  - EXCESSIVE SEDIMENT-LADEN WATER THAT IS NOT PROPERLY FILTERED WILL NOT BE PERMITTED TO DISCHARGE FROM SITE.
- DEWATERING AND BASIN DRAINING**
    - TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING SHALL BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE TEMPORARY OR PERMANENT BASIN MAY DISCHARGE TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT THE NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE. DISCHARGE POINTS SHALL BE ADEQUATELY PROTECTED FROM EROSION AND PROPER VELOCITY DISSIPATION PROVIDED.
    - ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN THE RECEIVING CHANNELS OR ON DOWN SLOPE PROPERTIES, OR INFILTRATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACTS TO THE WETLAND.
    - IF TREATED WITH BACKWASH WATERS ARE USED, THE BACKWASH WATER SHALL BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATED INTO SITE IN A MANNER THAT DOES NOT CAUSE EROSION. BACKWASH WATER MAY BE DISCHARGED TO SANITARY SEWER IF PERMISSION IS GRANTED BY THE SANITARY SEWER AUTHORITY.
  - POLLUTION PREVENTION**
    - BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER TO PREVENT DISCHARGE OR PROTECTED BY AN EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
    - PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER.
    - HAZARDOUS MATERIALS AND TOXIC WASTE CONTAINER MUST BE PROVIDED TO PREVENT VANDALISM.
    - SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF IN COMPLIANCE WITH MINN. R. CH 7033.
    - PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OR PROPERLY IN ACCORDANCE WITH MINN. R. CH 7041.
    - DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED SHALL BE PREVENTED USING DRIP PANS OR ABSORBENTS. SUPPLIES SHALL BE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD MUST BE AVAILABLE FOR RECOVERED SPILLED MATERIALS.
  - DESIGN CALCULATIONS**  
TEMPORARY & PERMANENT STORMWATER TREATMENT ARE DESIGNED TO MEET MPCA GENERAL & SPECIAL WATER REQUIREMENTS. CALCULATIONS ARE PART OF THE HYDROLOGY REPORT, WHICH IS TO BE CONSIDERED PART OF THE SWPPP DOCUMENTS. SEE HYDROLOGY REPORT FOR ADDITIONAL INFORMATION.
  - GENERAL STORMWATER DISCHARGE REQUIREMENTS**  
ALL REQUIREMENTS LISTED IN PART III OF THE PERMIT FOR DESIGN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM AND DISCHARGE HAVE BEEN INCLUDED IN THE PREPARATION OF THIS SWPPP. THESE INCLUDE BUT ARE NOT LIMITED TO:
    - THE EXPECTED AMOUNT, FREQUENCY, INTENSITY, AND DURATION PRECIPITATION.
    - THE NATURE OF STORMWATER RUNOFF AND RUN-ON AT THE SITE.
    - PEAK FLOW RATES AND STORMWATER VOLUMES TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNEL AND STREAM BANK EROSION.
    - THE RANGE OF SOIL PARTICLE SIZES EXPECTED TO BE PRESENT ON THE SITE.
  - CONSTRUCTION OF FILTRATION BASINS**
    - NO HEAVY TRAFFIC ON FILTRATION AREAS. CONSTRUCTION TO BE DONE WITH MINIMAL COMPACTION TO FILTRATION AREAS. IF COMPACTION IS ENCOUNTERED, BASIN SOILS MUST BE REMOVED & RELAID.
    - INFILTRATION SYSTEMS MUST NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAD BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS ARE PROVIDED (PART III.D.1.C.).
    - WHEN AN INFILTRATION SYSTEM IS EXCAVATED TO FINAL GRADE (OR WITHIN THREE (3) FEET OF FINAL GRADE), THE PERMITTEES MUST EMPLOY RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS (E.G., DIVERSION BERMS) TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREA. THE AREA MUST BE STAKED OFF AND MARKED SO THAT HEAVY CONSTRUCTION VEHICLES OR EQUIPMENT WILL NOT COMPACT THE SOIL IN THE PROPOSED INFILTRATION AREA.
    - TO PREVENT CLOGGING OF THE INFILTRATION OR FILTRATION SYSTEM, THE PERMITTEES MUST USE A PRETREATMENT DEVICE SUCH AS A VEGETATED FILTER STRIP, SMALL SEDIMENTATION BASIN, OR WATER QUALITY INLET E.G., GRIT CHAMBER) TO SETTLE PARTICULATES BEFORE THE STORMWATER DISCHARGES INTO THE INFILTRATION OF FILTRATION SYSTEM.
  - POST CONSTRUCTION**  
THE WATER QUALITY VOLUME THAT MUST BE RETAINED ON SITE BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT, SEE PART III.D.1. FOR MORE INFORMATION ON INFILTRATION DESIGN, PROHIBITIONS AND APPROPRIATE SITE CONDITIONS.
  - RESPONSIBILITIES**
    - THE OWNER MUST IDENTIFY A CONTRACTOR WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE.
    - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM.
  - TRAINING REQUIREMENTS**  
THE PERMITTEES SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.
    - WHO MUST BE TRAINED:
      - INDIVIDUAL(S) PREPARING THE SWPPP FOR THE PROJECT
      - INDIVIDUAL(S) OVERSEEING IMPLEMENTATION OF, REVISIONS, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART IV.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
      - INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMP'S. AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THE JOB DUTIES.
    - TRAINING CONTENT:
      - THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE (OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS) MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.
      - THE PERMITTEES SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER-TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS PERMIT.

**LIST OF CONTACTS**

TITLE	CONTACT	COMPANY	PHONE NUMBER
OWNER	DENNIS BACKES	BACKES COMPANIES	612-369-7750
PROJECT MANAGER	TODD MCLOUTH	LOUCKS	763-496-6742
SWPPP DESIGNER	ZACH WEBBER	LOUCKS	763-496-6753
CONTRACTOR	TBD		
SITE MANAGER	TBD		

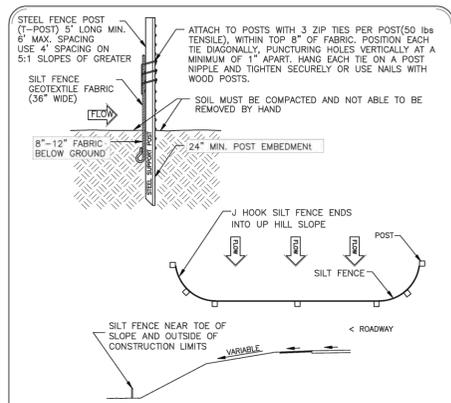
\* MPCA 24HR. HAZARDOUS SPILL HOTLINE: 651-649-5457 OF 80420798

UNIVERSITY OF MINNESOTA  
**Zachary Webber**  
 Design of Construction SWPPP (May 31 2018)



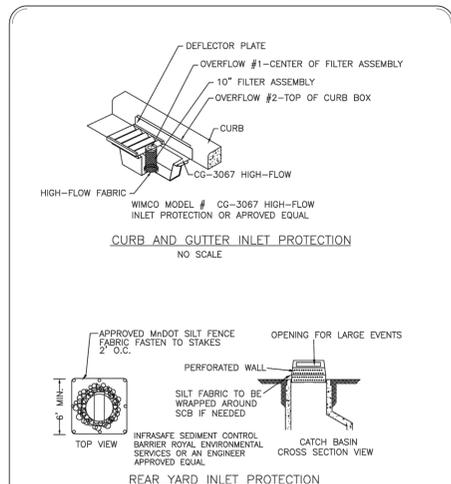
**Standard Plate Library**  
 City of Hanover

Title: **Rock Construction Entrance**  
 Date: 01-16 Plate No. ERO-01  
 Revised:



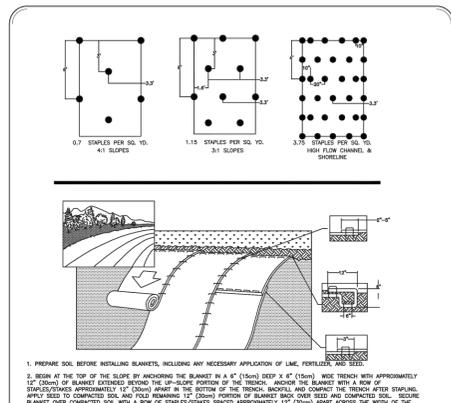
**Standard Plate Library**  
 City of Hanover

Title: **Silt Fence**  
 Date: 01-16 Plate No. ERO-05  
 Revised:



**Standard Plate Library**  
 City of Hanover

Title: **Storm Sewer Inlet Protection**  
 Date: 01-16 Plate No. ERO-03  
 Revised:



**Standard Plate Library**  
 City of Hanover

Title: **Erosion Control Blanket Installation**  
 Date: 01-16 Plate No. ERO-19  
 Revised:

**CROW RIVER HEIGHTS WEST 3RD ADDITION**  
 HANOVER, MINNESOTA

**BACKES COMPANIES**  
 11413 ASHBOURNE CIRCLE N.  
 CHAMPLIN, MN 55318  
 PHONE: (612) 369-7750  
 FAX: (612) 566-1525

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 Maple Grove, MN 55369  
 763.424.5505  
 www.loucksinc.com

**CADD QUALIFICATION**  
 CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**  
 06/05/17 CITY SUBMITTAL  
 06/13/17 GENERAL REVISIONS

**PROFESSIONAL SIGNATURE**  
 I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Todd W. McLouth - PE

License No. 20383  
 Date 06/05/17

**QUALITY CONTROL**  
 Loucks Project No. 16101  
 Project Lead TWM  
 Drawn By ZHW  
 Checked By TWM  
 Review Date 06/13/17

**SHEET INDEX**

C0-1	COVER SHEET
C1-1 - C1-2	EXISTING CONDITIONS
C2-1	SITE PLAN
C3-1 - C3-2	GRADING PLAN
C3-3 - C3-5	SWPPP PLAN & NOTES
C4-1 - C4-2	SRW PROFILES
C5-1 - C5-3	STREET & STORM SEWER PROFILES
C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**SWPPP NOTES**  
**C3-5**

# Collaborative Planning, LLC

## MEMORANDUM

To: Brian Hagen, City Administrator

From: Cindy Nash, City Planner

Date: June 22, 2017

Subj: Planning Review Comments – Crow River Heights West 3<sup>rd</sup> Addition  
Preliminary/Final Plat and Plans dated June 5, 2017

---

I have reviewed the preliminary/final plat and plans dated June 5, 2017 and have the following preliminary comments.

1. Engineering comments will be included within a separate memo.
2. Lot and block numbers are inconsistent between the plans and plat.
3. A temporary cul-de-sac will be required at the end of both Jasmine Avenue NE and Jordan Ave NE. Easements acceptable to the City Attorney should be provided for each cul-de-sac, and a cash escrow in an amount to be determined by the City Engineer should be provided for future removal of the temporary cul-de sacs. Removal of these temporary cul-de sacs will be coordinated with final plat approval of future phases of development and the cash escrow will be released at that time.
4. A foundation as-built for each home will be required as a condition of approval of the Planned Residential Development.
5. Signage approved by the City will need to be placed along lot lines or corners next to storm ponds.
6. Deeds for conveyance of the outlots to the City shall be coordinated with final plat recording.
7. The landscape plans identify that each lot is required to plant a minimum of two trees per lot and a minimum of ten shrubs per lot. Sheet L2-1 identifies specific

types of shrubs and trees that will be planted on the lots. In order to encourage species variety and to permit homeowners to select their own landscaping, the City will not require the homeowners to select plants from that specific plant list. The City will require that each lot have two trees and ten shrubs in the front yard, and that the entire lot be sodded.

8. Sheet L2-1 should be renamed "Landscape Details".
9. Separate drainage and utility easements will be required to be provided at the time of recording of the final plat for ponding and other improvements located outside of the plat.

cc: Justin Messner, WSB

## PROJECT NARRATIVE

June 5, 2017

Ms. Cindy Nash, City Planner  
Hanover Planning Commission  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Re: Application for Preliminary and Final Plat, Residential Planned Unit Development  
CROW RIVER HEIGHTS WEST 3<sup>RD</sup> ADDITION

Dear Ms. Nash and Members of the Planning Commission:

Backes Companies is pleased to submit this application for preliminary and final plat review and approval of CROW RIVER HEIGHTS WEST 3<sup>RD</sup> ADDITION (CRHW3). This narrative is intended to generally describe the project and address specific development topics.

### Development History

The original preliminary plat of Crow River Heights was approved by the City in 2000. It was approved as a PUD with an underlying R1A zoning. The PUD included a varied front setback and lot area. The last phase to be built was 2006. This previous phase included the extension of Jasmine Ave., Jasmine Court and Jordan Ave. Utilities were stubbed for future extension and the site was graded per the preliminary plan for the future streets and lots.

### Location / Current Use

CRHW3 consists of 14 new lots on a westerly extension of Jasmine Ave. and 16 new lots on a westerly extension of Jordan Ave. The site is currently graded with house pads, street subcuts and partial ponding areas. The site is vacant and is not used for any agricultural use.

### Proposed PUD

CRHW3 proposes to use the same current underlying zoning requirements for the R1A zone along with a PUD overlay to continue the original planning concept. However, certain ordinances have changed. The following PUD standards are requested:

#### Lot Area

R1A minimum lot area –	12,000 sf
PUD minimum lot area –	7,930 sf
PUD average lot area -	10,912 sf

Lot 1, block 1 is unique as the smallest lot. It is the resulting area of what is left between the existing plat of CROW RIVER HEIGHTS EAST 3<sup>RD</sup> ADDITION and the existing outlet pipe for the existing pond in Outlot A. The City Engineer has requested an extra wide easement to cover the deep existing outlet pipe. This results in a smaller lot 1.

The other lot area constraint is that Outlots are now required to cover the ponding areas. The preliminary plat and previous adjacent plats did not include outlots with the lot lines extending out into the ponds. This adds quite a bit of lot area, but provides unusable backyard area. The proposed outlots encompass the high water level (HWL) so no flooding occurs in the lots. The outlots also provide the City with unhindered access to the pond area for maintenance.

#### Lot Width

R1A minimum width at the front setback- 80 ft  
 PUD minimum width at the front setback- 69 ft  
 PUD average lot width at the front setback- 75.4 ft  
 PUD side yard setbacks- 7 ft

The minimum width of 69 feet includes a 55 foot wide house pad and 14 feet of side yard setback.

As aforementioned, lot 1, block 1 is a narrower lot at 64 feet wide at the front setback. This lot should be restricted to a 50 foot wide house pad.

Front Setback

R1A minimum front setback- 30 ft  
 PUD minimum front setback- 30-50 ft

The original preliminary plat showed a variable front setback based upon a 'coving' concept. In 2006 +/- a portion of the future site was graded according to the preliminary plan. This included this proposed 3<sup>rd</sup> addition site. Therefore, a portion of the constructed house pads are located with varied front setbacks.

It is the intent of this project to utilize the current house pad locations without re-grading any house pads. Following is a table of the lots which vary from the 30 foot setback:

<u>Lot</u>	<u>Block</u>	<u>Front Setback</u>
2	1	39
3	1	50
4	1	50
1	2	50
2	2	50
3	2	39
4	2	34
9	3	49
10	3	35
11	3	50
12	3	38
13	3	39
14	3	44
15	3	48
16	3	48
17	3	48
18	3	44
1	4	32
2	4	32
3	4	32

Rear Setback

R1A minimum rear setback- 30 ft  
 PUD minimum rear setback- 20/30 ft

The majority of the lots conform to the 30 foot rear setback. There are several that require a 20 foot rear setback. They are as follows:

<u>Lot</u>	<u>Block</u>
9	3
11	3
12	3
13	3
14	3
15	3

The impetus for a reduced rear setback is:

- The outlots created to encompass the ponding area shortened the setback distance that was shown on the original preliminary plat.
- The City does not allow decks to be built within the rear setback.

In order to fit the lots between the existing graded roadways and the new outlot, a reduced setback is necessary. A 20 foot setback will, at the least, give room for a 10 foot deck to be added to the back of the house. Keep in mind that these lots are all full-basement walkouts. A deck will most likely be level with the main floor – above ground - to allow access underneath it to the lowest walk-out entry. Therefore, the deck will not cover any backyard area, nor hinder any usage of the backyard area giving full use of 30 feet of green space.

#### Lot Orientation

All of the lots conform to the City's perpendicular orientation with the exception of two lots. Lots 9 & 10, block 3 front along the intersection of Jasmine Ave. and the Jasmine Court cul-de-sac. This intersection creates an unusual alignment for the front property line which is difficult to apply a perpendicular orientation.

Since the house pads are already graded and that the sewer and water service stubs are already in place for these lots the pads are rotated slightly to orientate them towards the front property line and also so they have a more open view towards the rear yard – not facing the neighboring house.

#### Intended Market

The anticipated sale prices of the homes are \$325,000 – 375,000, which serves a medium family household income market.

#### City Goals

If approved, the proposed project will proceed as a PUD housing development intent on accomplishing the following goals:

- Continue the previously approved plat in conformance with current regulations.
- Utilize existing infrastructure including graded house pads; water and sanitary sewer stubs and street extensions.
- Develop existing residential property to grow tax base.

Thank you for considering this development project. We look forward to your recommendations and approvals.

Dennis "Buck" Backes  
Backes Companies

CROW RIVER HEIGHTS WEST 3RD ADDITION

HANOVER, MINNESOTA



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**SUBMITTAL/REVISIONS**  
 06/05/17 CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**  
 I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Henry D. Nelson*  
 License No. 17255  
 Date 06/05/17

**QUALITY CONTROL**  
 Loucks Project No. 16-101  
 Project Lead HDN  
 Drawn By SFM  
 Checked By HDN  
 Field Crew BS

**VICINITY MAP**

Certificate of Survey  
 1 of 1

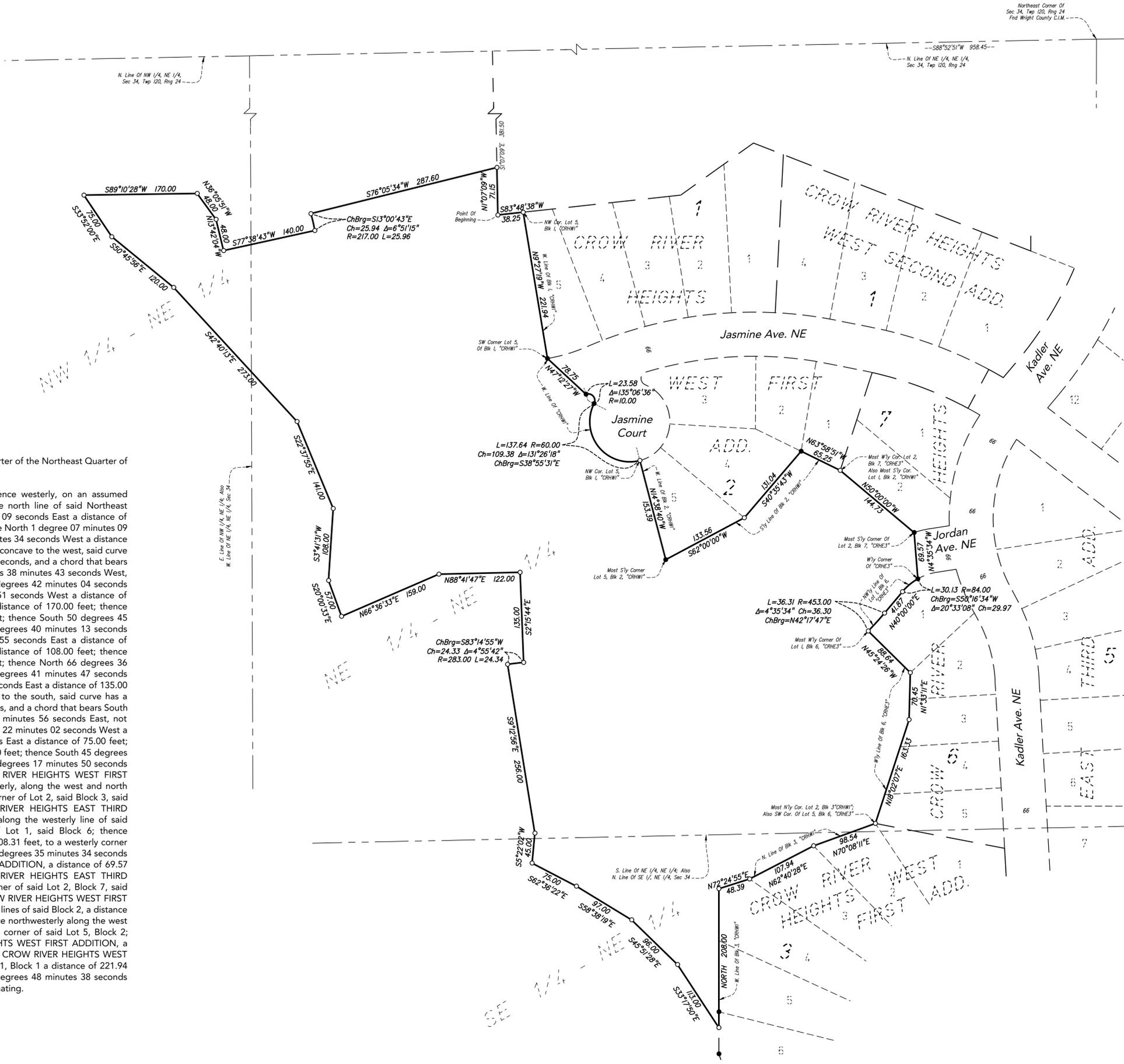


- DENOTES 1/2 INCH X 1/4 INCH IRON MONUMENT, MARKED "RLS 17255" TO BE SET DURING PLATTING
- DENOTES IRON MONUMENT FOUND
- "CRHE3A" DENOTES INFORMATION PER PLAT OF CROW RIVER HEIGHTS EAST THIRD ADD.
- "CRHWIA" DENOTES INFORMATION PER PLAT OF CROW RIVER HEIGHTS WEST FIRST ADD.

**LEGAL DESCRIPTION:**

That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 71.15 feet; thence South 76 degrees 05 minutes 34 seconds West a distance of 287.60 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.



Plotted: 06/05/2017 10:50 AM W:\2016\16101\CADD DATA\SURVEY.dwg Sheet Files\516101-COT

# Preliminary Plat: CROW RIVER HEIGHTS WEST THIRD ADDITION

CROW RIVER  
HEIGHTS WEST  
3RD ADDITION

HANOVER, MINNESOTA



## PRELIMINARY PLAT GENERAL NOTES

**SURVEYOR:**  
Loucks  
7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55330  
763-424-5505

**OWNER/DEVELOPER:**  
Backes Companies  
11413 Ashbury Circle N.  
Champlin, MN 55316  
612-369-7750

**LEGAL DESCRIPTION:**  
That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 381.50 feet; thence South 88 degrees 52 minutes 51 seconds West, along said north line a distance of 193.00 feet; thence South 19 degrees 21 minutes 05 seconds East a distance of 346.94 feet; thence South 76 degree 05 minutes 34 seconds West a distance of 201.00 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.

**DATE OF PREPARATION:**  
June 2017

**BENCHMARK:**  
Top nut of hydrant located in cul-de-sac of Jasmine Court as shown on Sheet 2 of 3.  
Elev. = 975.48 (NAVD 88)

**EXISTING ZONING:**  
Zone: R1A

**PROPOSED ZONING:**  
Zone: R1A with PUD Overlay

**TOTAL AREA:**  
635,166 Square Feet or 14.58 Acres

**PROPOSED BUILDING SETBACKS:**  
Front = 30 Feet Minimum, Varies  
Side (Corner) = 30 Feet  
Side (Interior) = 7 Feet  
Rear = 20/30 Feet

**FLOOD ZONE DESIGNATION:**  
This property is contained in an unprinted Flood Insurance Rate Map (no special flood hazard areas).

LOT AREAS			
Lot #	Block #	Sq. Ft.	Acres
1	1	7,930	0.18
2	1	10,788	0.25
3	1	11,995	0.28
4	1	11,906	0.27
1	2	11,906	0.27
2	2	11,397	0.26
3	2	11,527	0.27
4	2	12,271	0.28
1	3	13,450	0.31
2	3	12,703	0.29
3	3	12,384	0.28
4	3	12,542	0.29
5	3	12,273	0.28
6	3	11,978	0.28
7	3	10,030	0.23
8	3	10,841	0.25
9	3	10,889	0.25
10	3	11,729	0.27
11	3	11,680	0.27
12	3	8,810	0.20
13	3	9,230	0.21
14	3	9,365	0.22
15	3	9,898	0.23
16	3	10,112	0.23
17	3	10,112	0.23
18	3	10,084	0.23
1	4	9,988	0.23
2	4	9,988	0.23
3	4	9,988	0.23
4	4	9,550	0.22
OUTLOT A		71,394	1.64
OUTLOT B		98,196	2.25
OUTLOT C		60,825	1.40
JASMINE		32,485	0.75
JORDAN		44,925	1.03

### CADD QUALIFICATION

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### SUBMITTAL/REVISIONS

06/05/17 ..... CITY SUBMITTAL  
07/06/17 ..... CITY COMMENTS

### PROFESSIONAL SIGNATURE

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

*Henry D. Nelson*  
License No. Henry D. Nelson - 17255  
Date

### QUALITY CONTROL

Loucks Project No. 16-101  
Project Lead HDN  
Drawn By SFM  
Checked By HDN  
Field Crew BS

### VICINITY MAP

Preliminary Plat

1 of 3

# Preliminary Plat: CROW RIVER HEIGHTS WEST THIRD ADDITION

CROW RIVER  
HEIGHTS WEST  
3RD ADDITION

HANOVER, MINNESOTA



11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55316  
PHONE: (612) 369-7750  
FAX: (612) 566-1525



PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55369  
763.424.5505  
www.loucksinc.com

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### SUBMITTAL/REVISIONS

06/05/17 CITY SUBMITTAL  
07/06/17 CITY COMMENTS

### PROFESSIONAL SIGNATURE

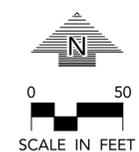
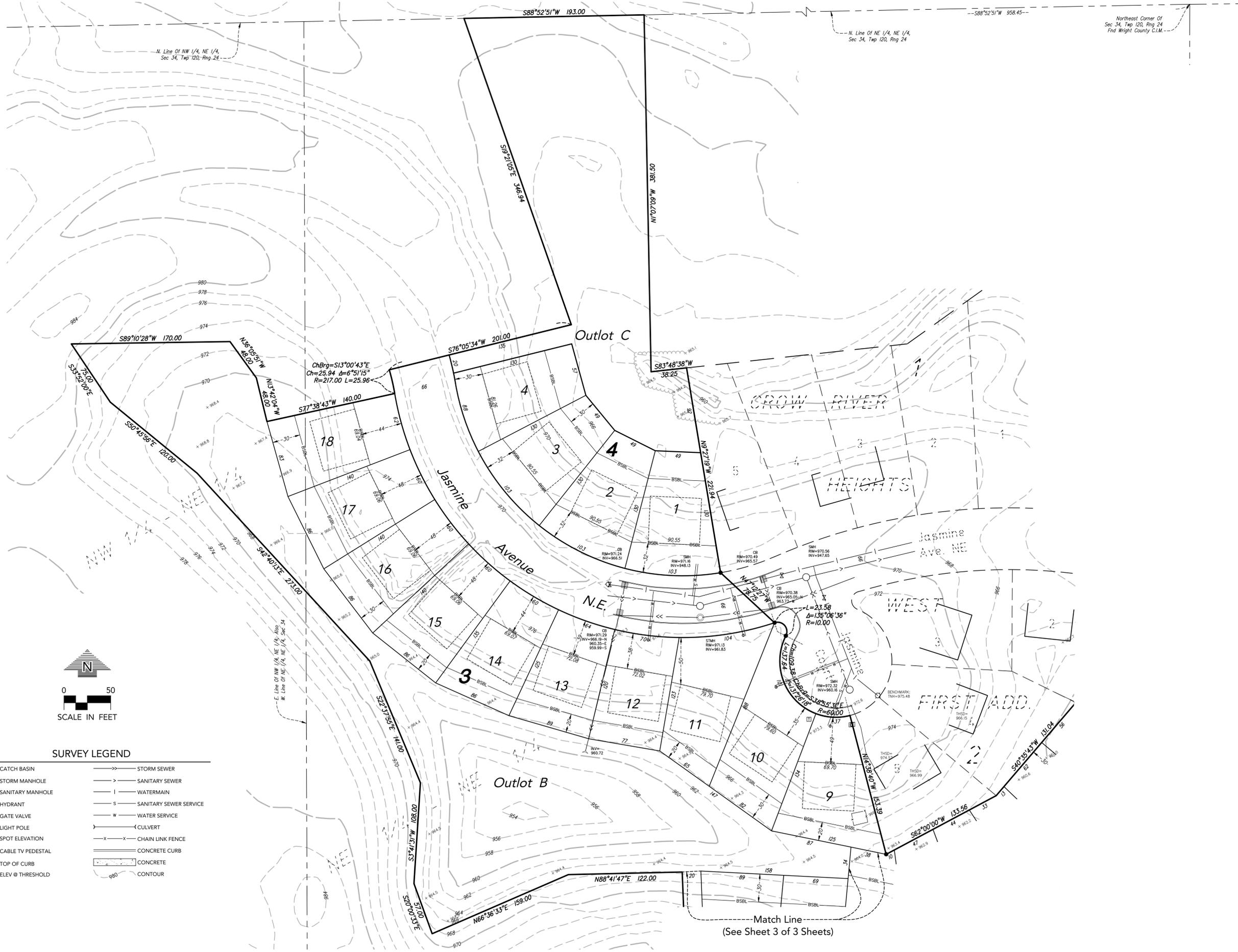
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Henry D. Nelson*  
Henry D. Nelson - 17255  
License No. 17255  
Date

### QUALITY CONTROL

Loucks Project No. 16-101  
Project Lead HDN  
Drawn By SFM  
Checked By HDN  
Field Crew BS

### VICINITY MAP



### SURVEY LEGEND

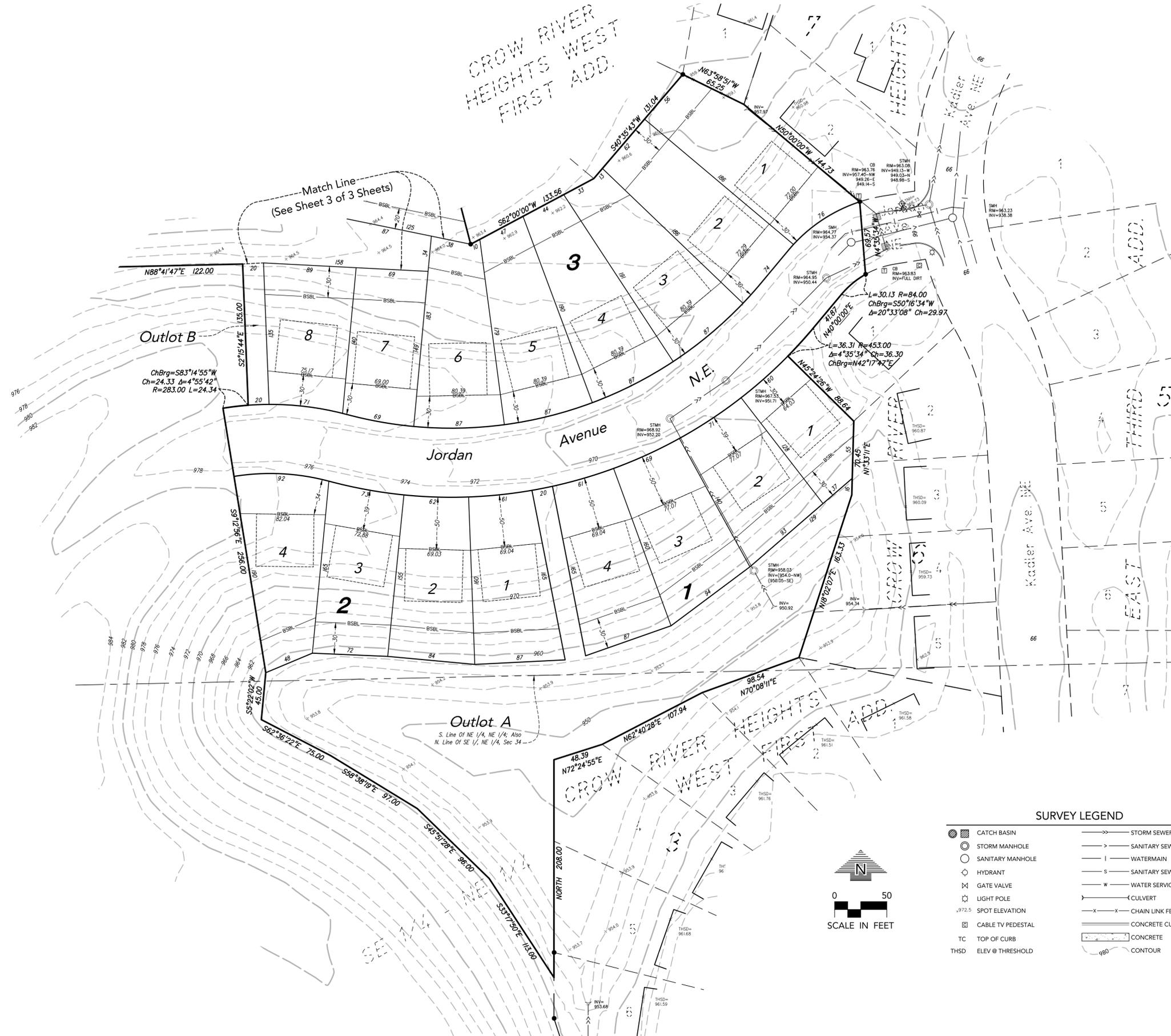
- |  |                   |  |                        |
|--|-------------------|--|------------------------|
|  | CATCH BASIN       |  | STORM SEWER            |
|  | STORM MANHOLE     |  | SANITARY SEWER         |
|  | SANITARY MANHOLE  |  | WATERMAIN              |
|  | HYDRANT           |  | SANITARY SEWER SERVICE |
|  | GATE VALVE        |  | WATER SERVICE          |
|  | LIGHT POLE        |  | CULVERT                |
|  | SPOT ELEVATION    |  | CHAIN LINK FENCE       |
|  | CABLE TV PEDESTAL |  | CONCRETE CURB          |
|  | TOP OF CURB       |  | CONCRETE               |
|  | ELEV @ THRESHOLD  |  | CONTOUR                |

Plotted: 07/06/2017 2:35 PM W:\2016\16101\CADD DATA\SURVEYS\16101-Master

Preliminary Plat

2 of 3

# Preliminary Plat: CROW RIVER HEIGHTS WEST THIRD ADDITION



CROW RIVER HEIGHTS WEST 3RD ADDITION  
HANOVER, MINNESOTA

**BACKES COMPANIES**  
11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55316  
PHONE: (612) 369-7750  
FAX: (612) 566-1525

**LOUCKS**  
PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
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7200 Hemlock Lane, Suite 300  
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**SUBMITTAL/REVISIONS**  
06/05/17 CITY SUBMITTAL  
07/06/17 CITY COMMENTS

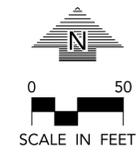
**PROFESSIONAL SIGNATURE**  
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
*Henry D. Nelson*  
License No. 17255  
Date

**QUALITY CONTROL**  
Loucks Project No. 16-101  
Project Lead HDN  
Drawn By SFM  
Checked By HDN  
Field Crew BS

VICINITY MAP

**SURVEY LEGEND**

	CATCH BASIN		STORM SEWER
	STORM MANHOLE		SANITARY SEWER
	SANITARY MANHOLE		WATERMAIN
	HYDRANT		SANITARY SEWER SERVICE
	GATE VALVE		WATER SERVICE
	LIGHT POLE		CULVERT
	SPOT ELEVATION		CHAIN LINK FENCE
	CABLE TV PEDESTAL		CONCRETE CURB
	TOP OF CURB		CONCRETE
	ELEV @ THRESHOLD		CONTOUR



# CROW RIVER HEIGHTS WEST THIRD ADDITION

**KNOW ALL PERSONS BY THESE PRESENTS:** That Backes Companies, Inc., a Minnesota corporation, fee owner, of the following described property situated in the County of Wright, State of Minnesota, to wit:

That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 381.50 feet; thence South 88 degrees 52 minutes 51 seconds West, along said north line a distance of 193.00 feet; thence South 19 degrees 21 minutes 05 seconds East a distance of 346.94 feet; thence South 76 degree 05 minutes 34 seconds West a distance of 201.00 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.

Has caused the same to be surveyed and platted as CROW RIVER HEIGHTS WEST THIRD ADDITION, and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Backes Companies, Inc., a Minnesota corporation, has caused these presents to be signed by Dennis Backes, its President this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**BACKES COMPANIES, INC.**

\_\_\_\_\_  
Dennis Backes, President

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ by Dennis Backes, President of Backes Companies, Inc., a Minnesota corporation, on behalf of the corporation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)  
Notary Public, Hennepin County, Minnesota  
My Commission Expires January 31, 2020

## SURVEYORS CERTIFICATION

I, Henry D. Nelson, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Henry D. Nelson, Licensed Land Surveyor  
Minnesota License No. 17255

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_ by Henry D. Nelson, Land Surveyor, Minnesota License No. 17255.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)  
Notary Public, Hennepin County, Minnesota  
My Commission Expires January 31, 2020

## CITY COUNCIL, CITY OF HANOVER, MINNESOTA

This plat of CROW RIVER HEIGHTS WEST THIRD ADDITION was approved and accepted by the City Council of the City of Hanover, Minnesota, at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By \_\_\_\_\_, Mayor      By \_\_\_\_\_, City Clerk

## WRIGHT COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Wright County Surveyor

## WRIGHT COUNTY AUDITOR

Pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes on the land hereinbefore described on this plat and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Wright County Auditor      By: \_\_\_\_\_  
Deputy

## WRIGHT COUNTY TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year 201\_\_ on the land hereinbefore described have been paid this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

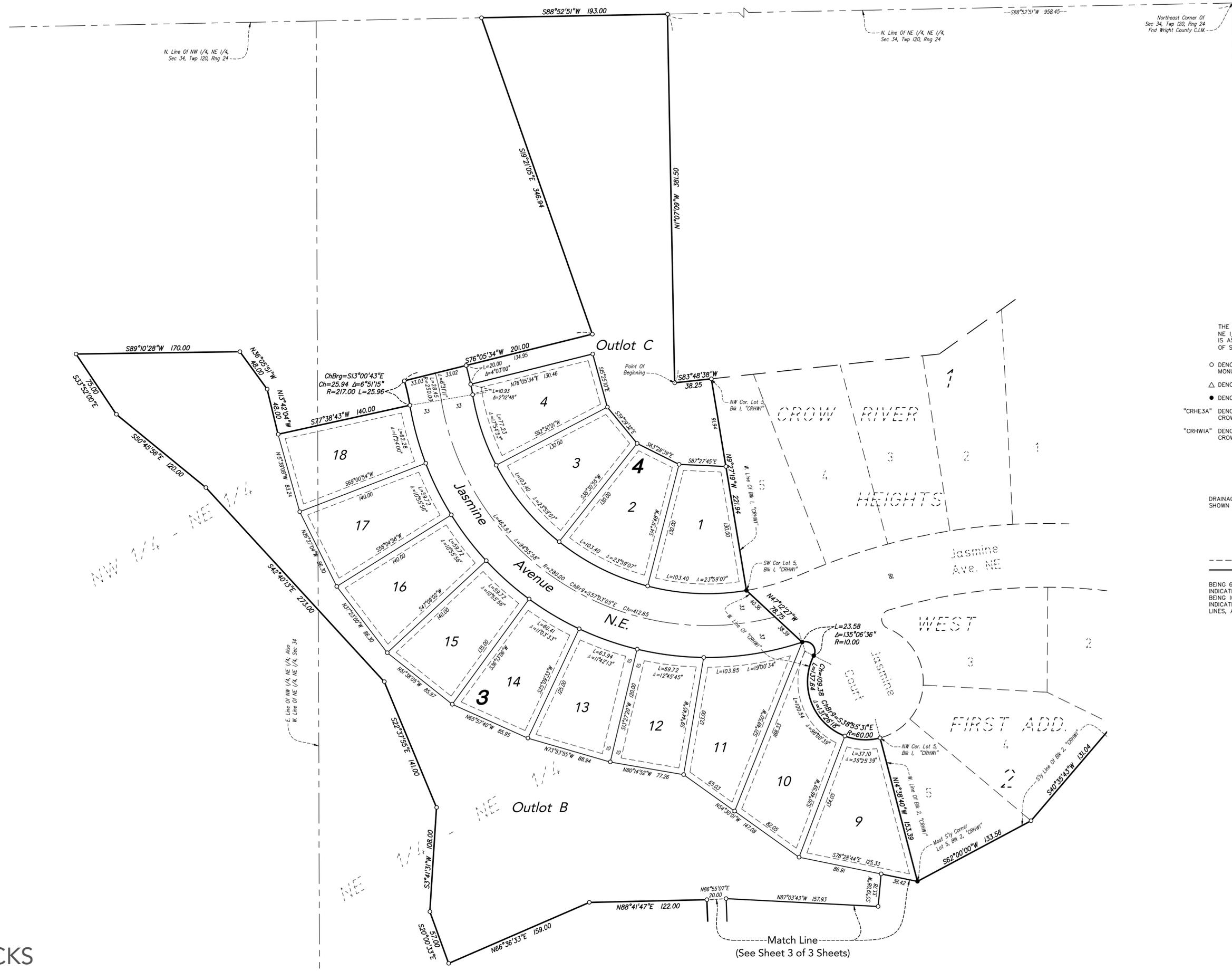
\_\_\_\_\_  
Wright County Treasurer      By: \_\_\_\_\_  
Deputy

## WRIGHT COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for record on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, at \_\_\_\_ o'clock \_\_\_\_M., and was duly recorded in Cabinet No. \_\_\_\_\_, Sleeve \_\_\_\_\_, as Document No. \_\_\_\_\_.

\_\_\_\_\_  
Wright County Recorder

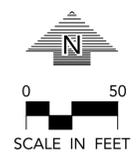
# CROW RIVER HEIGHTS WEST THIRD ADDITION



Northeast Corner Of  
Sec 34, Twp 120, Rng 24  
Find Wright County C.L.M.

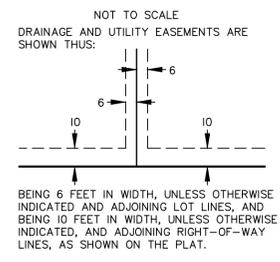
N. Line Of NW 1/4, NE 1/4,  
Sec 34, Twp 120, Rng 24

N. Line Of NE 1/4, NE 1/4,  
Sec 34, Twp 120, Rng 24



THE NORTH LINE OF THE NE 1/4,  
NE 1/4, SEC 34, TWP 120, RNG 24  
IS ASSUMED TO HAVE A BEARING  
OF SOUTH 88°52'51" WEST

- DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET, MARKED "RLS 17255"
- △ DENOTES "PK NAIL" SET
- DENOTES IRON MONUMENT FOUND
- "CRHE3A" DENOTES INFORMATION PER PLAT OF CROW RIVER HEIGHTS EAST THIRD ADD.
- "CRHWIA" DENOTES INFORMATION PER PLAT OF CROW RIVER HEIGHTS WEST FIRST ADD.





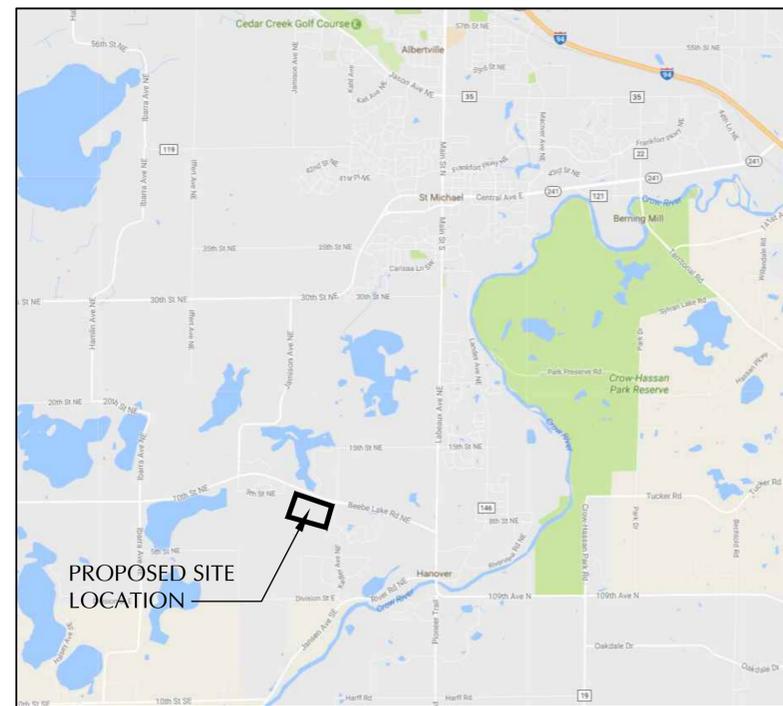
# CROW RIVER HEIGHTS WEST

## 3RD ADDITION

### HANOVER, MINNESOTA

PLANS FOR:  
SITE GRADING, SANITARY SEWER, WATER MAIN,  
STORM SEWER AND STREET CONSTRUCTION

VICINITY MAP



#### WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

#### DEVELOPER

BACKES COMPANIES  
11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55316

DENNIS BACKES  
TEL: 612.369.7750  
FAX: 612.566.1525

#### APPROVED

JUSTIN MESSNER, P.E.  
HANOVER CITY ENGINEER

DATE:

CROW RIVER  
HEIGHTS WEST  
3RD ADDITION

HANOVER, MINNESOTA



11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55316  
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#### SUBMITTAL/REVISIONS

06/05/17 CITY SUBMITTAL

#### PROFESSIONAL SIGNATURE

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

*Justin Messner*  
License No. 20383  
Date 06/05/17

#### QUALITY CONTROL

Loucks Project No. 16101  
Project Lead TWM  
Drawn By ZHW  
Checked By TWM  
Review Date 06/05/17

#### SHEET INDEX

C0-1 COVER SHEET  
C1-1 - C1-2 EXISTING CONDITIONS  
C2-1 - C2-2 SITE PLAN  
C3-1 - C3-2 GRADING PLAN  
C3-3 - C3-5 SWPPP PLAN & NOTES  
C4-1 - C4-2 S&W PROFILES  
C5-1 - C5-3 STREET & STORM SEWER PROFILES  
C8-1 - C8-2 DETAILS  
L1-1 - L1-2 LANDSCAPE PLANS  
L2-1 LANDSCAPE DETAILS



CALL BEFORE YOU DIG!

Gopher State One Call

TWIN CITY AREA: 651-454-0002  
TOLL FREE: 1-800-252-1166

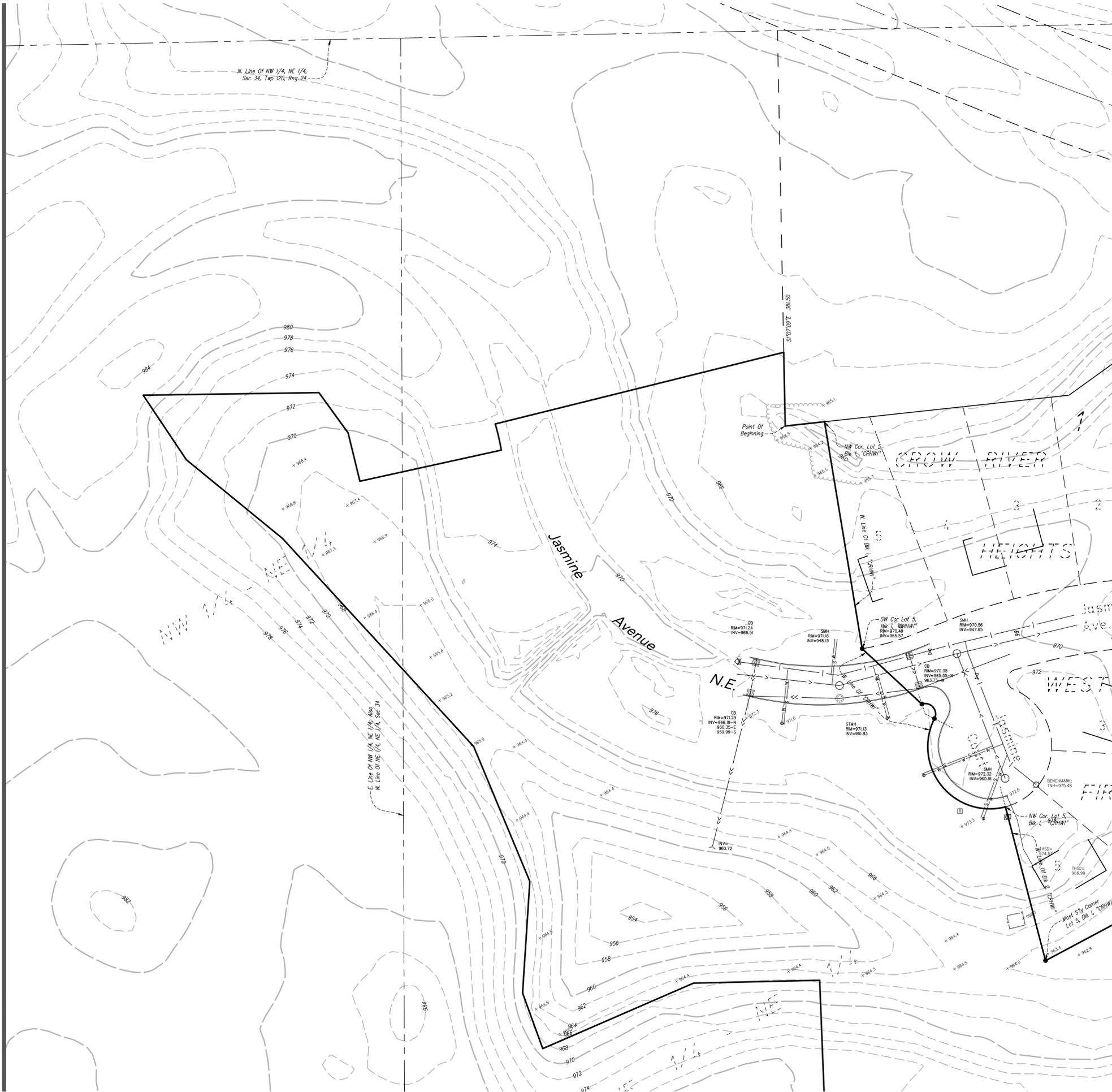
#### BENCHMARKS

TOP NUT HYDRANT AT END OF JASMINE CT  
CUL-DE-SAC, Elevation = 975.48 feet (NGVD1929).

COVER SHEET

C0-1

Plotted: 06/05/2017 10:32 AM W:\2016\16101\CADD DATA\CIVIL.dwg Sheet Files\C1-1 EXISTING CONDITIONS



**SURVEY LEGEND**

AS ASH	● CATCH BASIN	—> STORM SEWER
BA BASSWOOD	○ STORM MANHOLE	—> SANITARY SEWER
LO LOCUST	○ SANITARY MANHOLE	— I — WATERMAIN
MA MAPLE	● SANITARY CLEAN-OUT	— S — SANITARY SEWER SERVICE
OA OAK	◇ HYDRANT	— W — WATER SERVICE
PI PINE	⊗ GATE VALVE	— C — CULVERT
PO POPLAR	⊙ LIGHT POLE	— S — SLOPE EASEMENT
SP SPRUCE	— GUY WIRE	— CTV — UNDERGROUND CABLE TV
TR TREE (GEN)	— SIGN	— ELE — UNDERGROUND ELECTRIC
TC TOP OF CURB	972.5 SPOT ELEVATION	— FO — UNDERGROUND FIBER OPTIC
TW TOP OF WALL	⊠ A/C UNIT	— GAS — UNDERGROUND GAS
THSD ELEV @ THRESHOLD	⊠ ELECTRIC TRANSFORMER	— TEL — UNDERGROUND TELEPHONE
CONIFEROUS TREE	⊙ GAS METER	— X — CHAIN LINK FENCE
DECIDUOUS TREE	⊙ GAS VALVE	— □ — WOOD FENCE
	⊙ TELEPHONE MANHOLE	— — — RETAINING WALL
	⊠ HAND HOLE	— — — CONCRETE CURB
	— FLAG POLE	— — — CONCRETE
	⊙ GUARDPOST	— 672 — CONTOUR
	⊙ POST INDICATOR VALVE	
	⊠ NO. PARKING STALLS	

**CROW RIVER  
HEIGHTS WEST  
3RD ADDITION**

HANOVER, MINNESOTA



**BACKES  
COMPANIES**

11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55318  
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FAX (612) 566-1525

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*Todd W. McLouth*  
Todd W. McLouth - PE

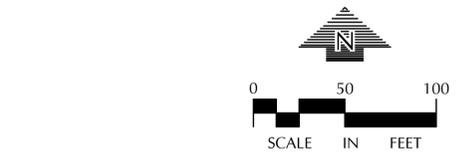
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Date 06/05/17

**QUALITY CONTROL**

Loucks Project No. 16101  
Project Lead TWM  
Drawn By ZHW  
Checked By TWM  
Review Date 06/05/17

**SHEET INDEX**

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C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS



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**NORTH  
EXISTING  
CONDITIONS**

**C1-1**

170



**CROW RIVER  
HEIGHTS WEST  
3RD ADDITION**

HANOVER, MINNESOTA



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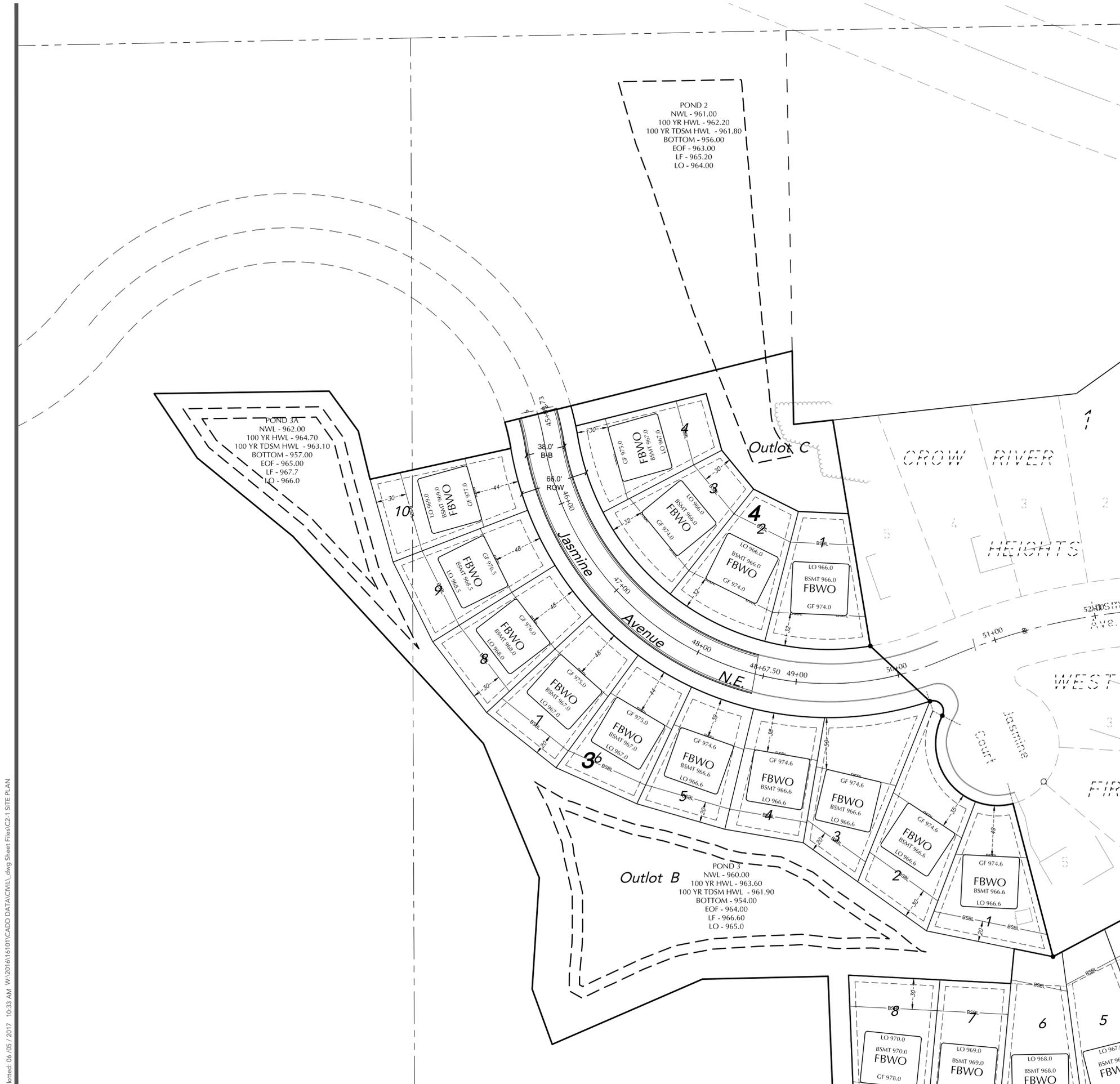
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Drawn By ZHW  
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Review Date 06/05/17

**SHEET INDEX**

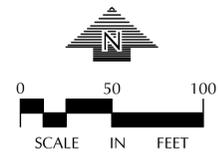
C0-1 COVER SHEET  
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C8-1 - C8-2 DETAILS  
L1-1 - L1-2 LANDSCAPE PLANS  
L2-1 LANDSCAPE DETAILS

**NORTH SITE PLAN**

**C2-1**



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATEVALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCEMAIN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREELINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

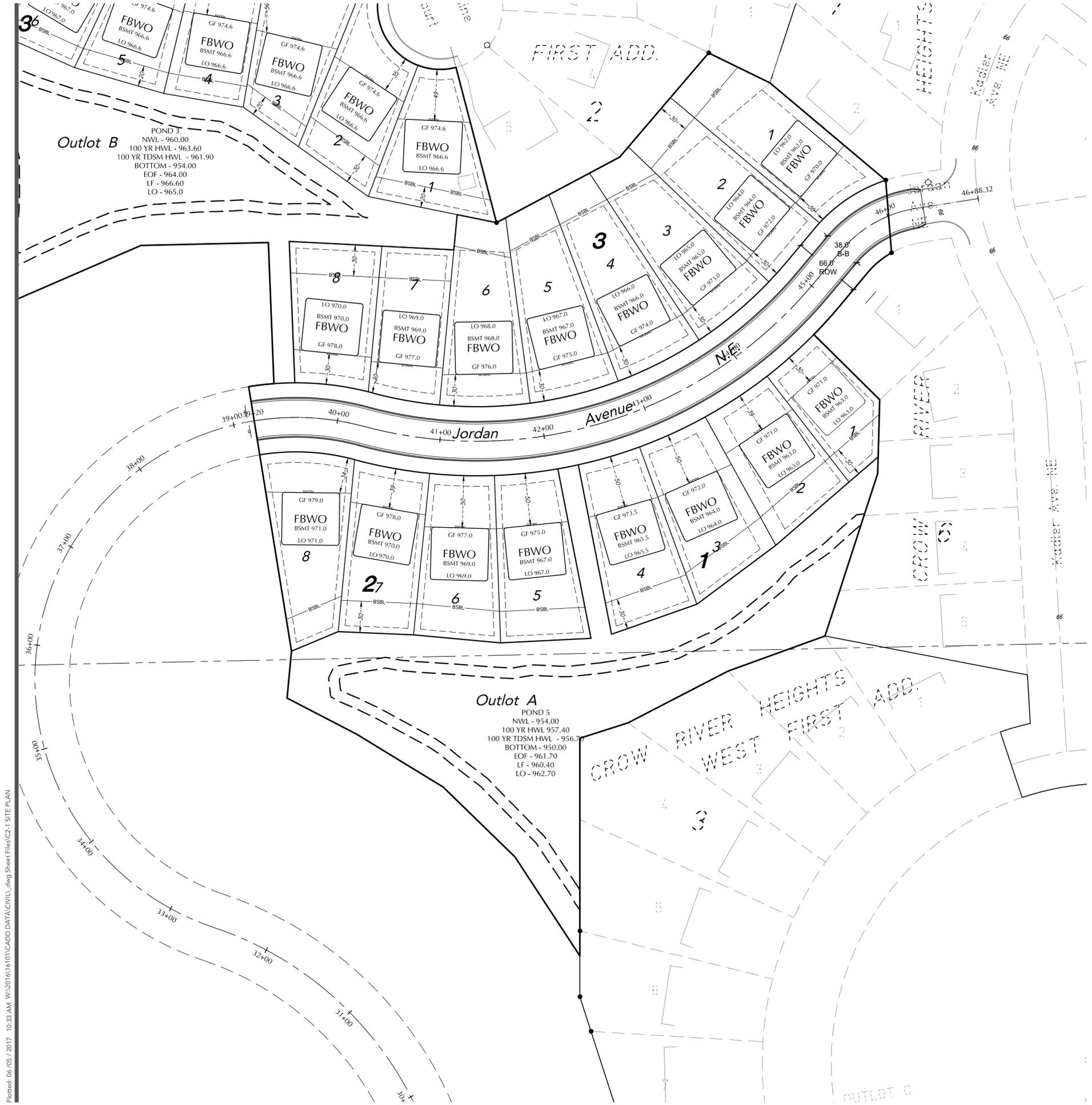


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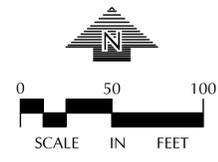
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	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCE MAIN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	



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HANOVER, MINNESOTA

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Loucks Project No.	16101
Project Lead	TWM
Drawn By	ZHW
Checked By	TWM
Review Date	06/05/17

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L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**SOUTH SITE PLAN**

**C2-2**

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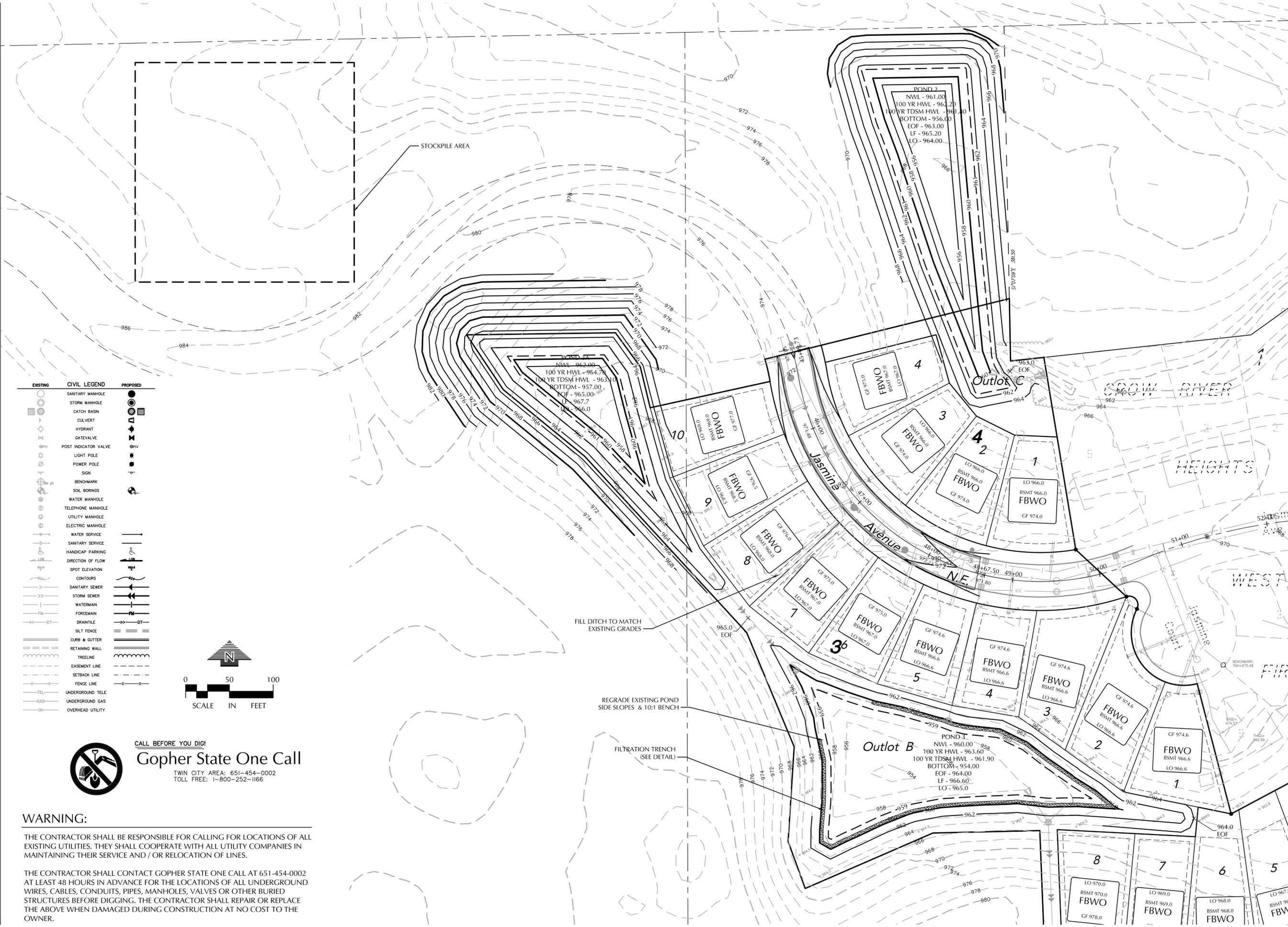
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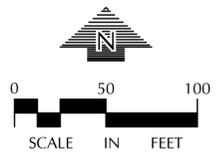
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C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**NORTH  
GRADING  
PLAN**

**C3-1**



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FOREMAN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	



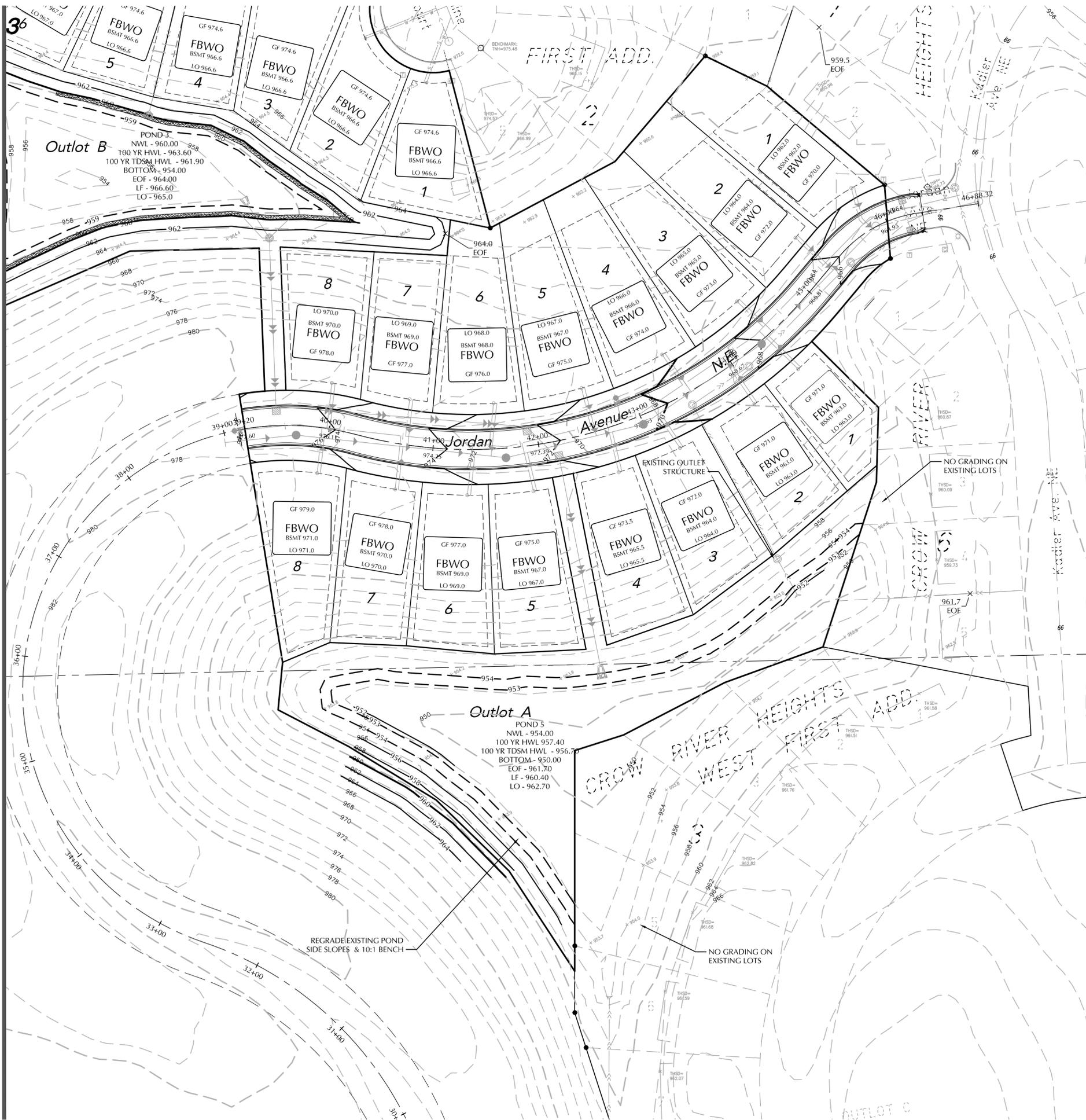
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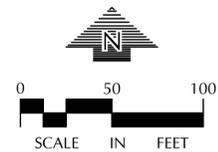
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EXISTING	CIVIL LEGEND	PROPOSED
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	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATEVALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCEMAIN	
	DRANTRILE	
	SILT FENCE	
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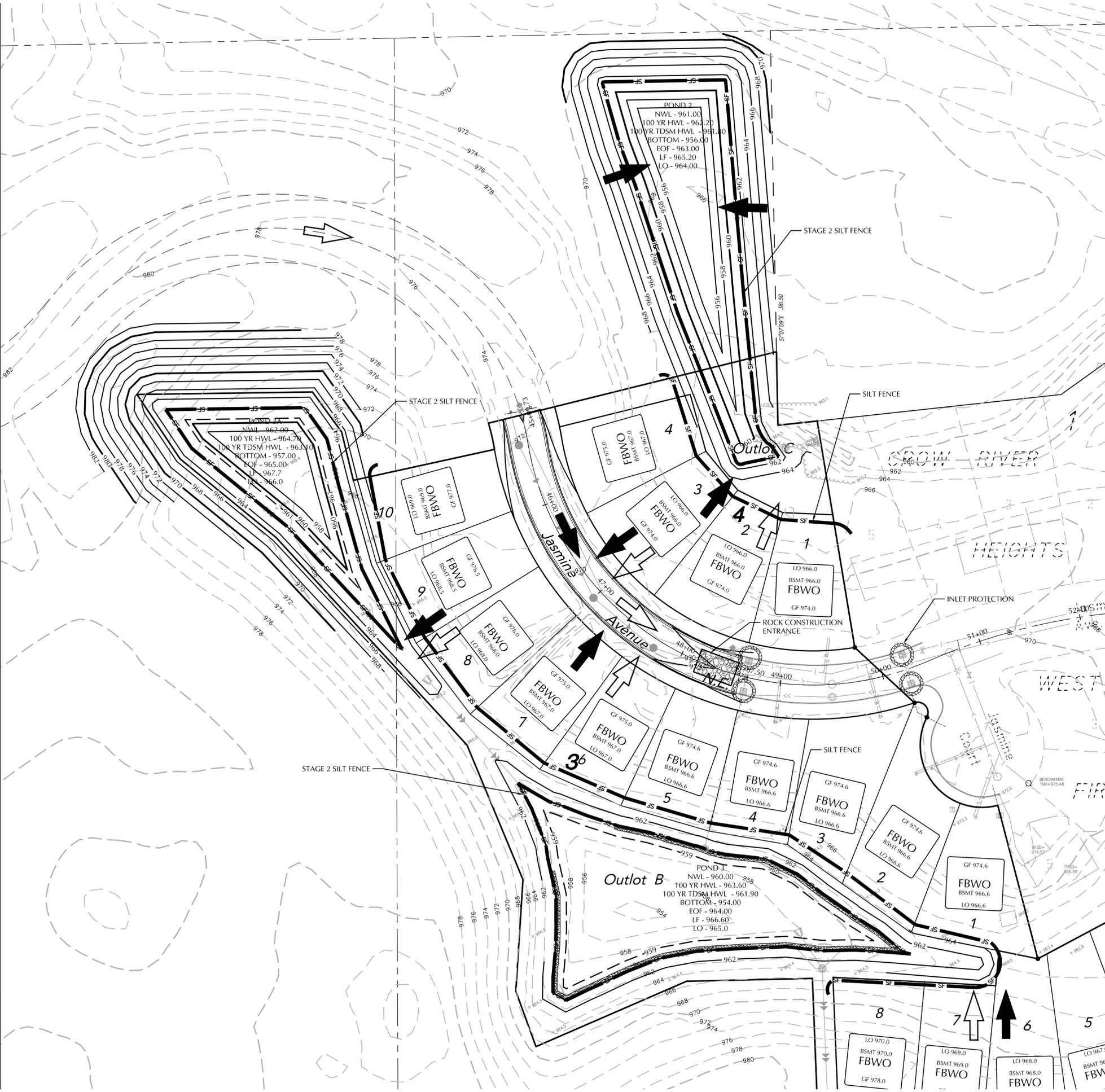
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L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**SOUTH GRADING PLAN**  
**C3-2**

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**PERMANENT STORMWATER MANAGEMENT**

	INFILTRATION
	STORMWATER HARVEST AND REUSE
X	FILTRATION
X	WET SEDIMENTATION BASIN
	REGIONAL PONDING

**RECEIVING WATERS**

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMAIRED WATER	TYPE OF SPECIAL WATER
CROW RIVER	RIVER	NO	YES	

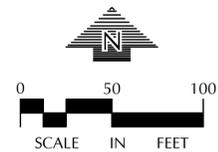
**ESTIMATED QUANTITIES**

DESCRIPTION	UNIT	QUANTITY
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2
SILT FENCE (STANDARD)	LF	±1,950
STAGE 2 SILT FENCE (STANDARD)	LF	±3,540
INLET PROTECTION	EA	9
WOODFIBER BLANKET	SF	.
CONCRETE WASHOUT	EA	.

EXISTING	CIVIL LEGEND	PROPOSED
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	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
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	SOIL BORINGS	
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	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

**SITE PLAN LEGEND**

	SILT FENCE
	INLET PROTECTION
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	ROCK CONSTRUCTION ENTRANCE



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THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**CROW RIVER HEIGHTS WEST 3RD ADDITION**

HANOVER, MINNESOTA



11413 ASHBURY CIRCLE N.  
 CHAMPLIN, MN 55318  
 PHONE: (612) 369-7750  
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7200 Hemlock Lane, Suite 300  
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 763.424.5505  
 www.loucksinc.com

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**SUBMITTAL/REVISIONS**

06/05/17 CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**

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

License No. 20383  
 Date 06/05/17

**QUALITY CONTROL**

Looucks Project No. 16101  
 Project Lead TWM  
 Drawn By ZHW  
 Checked By TWM  
 Review Date 06/05/17

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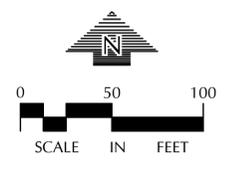
**NORTH SWPPP PLAN**

**C3-3**



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCEMAIN	
	DRANTILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

SITE PLAN LEGEND	
	SILT FENCE
	INLET PROTECTION
	EXISTING DRAINAGE PATTERN
	PROPOSED DRAINAGE PATTERN
	ROCK CONSTRUCTION ENTRANCE

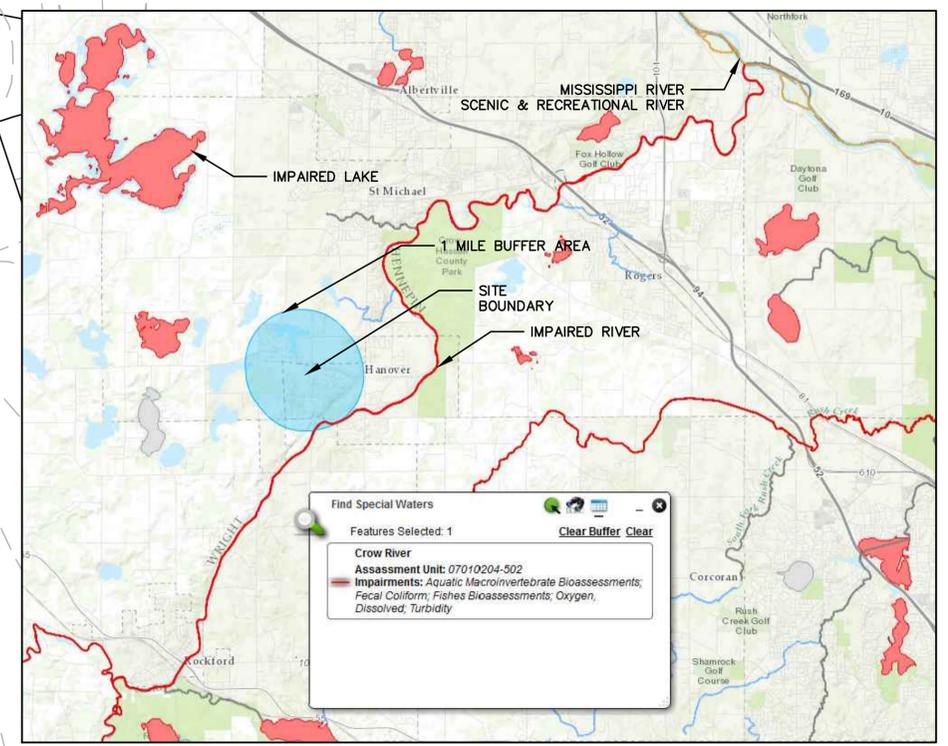


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**SUBMITTAL/REVISIONS**

DATE	CITY SUBMITTAL
06/05/17	

**PROFESSIONAL SIGNATURE**

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

*Todd W. McLouth*  
 License No. 20383  
 Date 06/05/17

**QUALITY CONTROL**

Loecks Project No.	16101
Project Lead	TWM
Drawn By	ZHW
Checked By	TWM
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**SOUTH SWPPP PLAN**  
**C3-4**

Plotted: 06/05/2017 10:34 AM W:\2016\16101\CADD DATA\CIVIL.dwg Sheet Files\C3-3 SWPPP

**SWPPP NOTES**

- PROJECT DESCRIPTION**  
THE NATURE OF THIS PROJECT WILL CONSIST OF CONSTRUCTING SINGLE FAMILY RESIDENTIAL LOTS AND HOMES, UTILITIES AND STREETS.
- SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES ARE AS FOLLOWS:**
  - INSTALL VEHICLE TRACKING BMP
  - INSTALL SILT FENCE AROUND SITE
  - INSTALL PROTECTIVE FENCE AROUND INFILTRATION AREAS
  - CLEAR AND GRUB SITE
  - STRIP AND STOCKPILE TOPSOIL
  - REMOVE PAVEMENTS AND UTILITIES
  - CONSTRUCT STORMWATER MANAGEMENT BASINS
  - INSTALL SILT FENCE AROUND BASINS
  - ROUGH GRADE SITE
  - IMPORT CLEAN FILL FOR REPLACEMENT AND BALANCE
  - INSTALL UTILITIES
  - INSTALL BUILDING FOUNDATIONS
  - INSTALL CURB AND GUTTER
  - INSTALL PAVEMENTS AND WALKS
  - INSTALL SMALL UTILITIES (GAS, PHONE, ELECTRIC, CABLE, ETC.)
  - FINAL GRADE SITE
  - REMOVE ACCUMULATED SEDIMENT FROM BASINS
  - CONSTRUCT INFILTRATION BASIN
  - SEED AND MULCH
  - WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.
- SITE DATA:**

AREA OF DISTURBANCE: ±13.55 AC  
 PRE-CONSTRUCTION IMPERVIOUS AREA: ±0.0 AC  
 POST-CONSTRUCTION IMPERVIOUS AREA: ±11.5 AC

GENERAL SOIL TYPE: SEE GEOTECHNICAL REPORT IN SPECIFICATIONS
- THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE IDENTIFIED WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC. BEFORE CONSTRUCTION BEGINS.
- ALL DISTURBED GROUND LEFT INACTIVE FOR SEVEN (7) OR MORE DAYS SHALL BE STABILIZED BY SEEDING OR SODDING (ONLY AVAILABLE PRIOR TO SEPTEMBER 15) OR BY MULCHING OR COVERING OR OTHER EQUIVALENT CONTROL MEASURE. AT A RATE OF 1.5 TIMES STANDARD SEEDING FINAL STABILIZATION TO BE DONE PER LANDSCAPE PLAN, SEE SHEET L1-1.
- ON SLOPES 3:1 OR GREATER MAINTAIN SHEET FLOW AND MINIMIZE RILLS AND/OR GULLIES. SLOPE LENGTHS CAN NOT BE GREATER THAN 75 FEET.  
ALL 3:1 SLOPES TO BE STABILIZED WITH EROSION CONTROL BLANKET
- ALL STORM DRAINS AND INLETS MUST BE PROTECTED UNTIL ALL SOURCES OF POTENTIAL DISCHARGE ARE STABILIZED.
- TEMPORARY SOIL STOCKPILES MUST HAVE EFFECTIVE SEDIMENT CONTROL AND CAN NOT BE PLACED IN SURFACE WATERS OR STORM WATER CONVEYANCE SYSTEMS. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT AMOUNT OF SILT, CLAY, OR ORGANIC COMPOUNDS ARE EXEMPT EX: CLEAN AGGREGATE STOCK PILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES.
- SEDIMENT LADEN WATER MUST BE DISCHARGED TO A SEDIMENTATION BASIN WHENEVER POSSIBLE. IF NOT POSSIBLE, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S.
- SOLID WASTE MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH MPCA DISPOSAL REQUIREMENTS.
- THE WATERSHED DISTRICT OR THE CITY MAY HAVE REQUIREMENTS FOR INSPECTIONS OR AS-BUILT DRAWINGS VERIFYING PROPER CONSTRUCTION OF THE BMP'S.
- THE OWNER WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE AND IS RESPONSIBLE FOR COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THE PERMIT. THE OPERATOR (CONTRACTOR) WHO SIGNS THE NPDES PERMIT APPLICATION IS A PERMITTEE FOR PARTS II.B., PART II.C., PART II.B.-F., PART V., PART IV. AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C. OF THE NPDES PERMIT AND IS JOINTLY RESPONSIBLE WITH THE OWNER FOR COMPLIANCE WITH THOSE PORTIONS OF THE PERMIT.
- TERMINATION OF COVERAGE** PERMITTEES WISHING TO TERMINATE COVERAGE MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA. ALL PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ONE OR MORE OF THE FOLLOWING CONDITIONS HAVE BEEN MET:
  - FINAL STABILIZATION, PER NPDES PERMIT PART IV.G. HAS BEEN ACHIEVED ON ALL PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE.
  - TRANSFER OF OWNERSHIP AS DESCRIBED IN THE PERMIT.
- INSPECTIONS**
  - INITIAL INSPECTION FOLLOWING SILT FENCE INSTALLATION BY CITY REPRESENTATIVE IS REQUIRED.
  - EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A RAINFALL EVENT GREATER THAN OR EQUAL TO 0.5" IN 24 HOURS.
  - STABILIZED AREAS: ONCE EVERY 30 DAYS
  - FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.
- INSPECTION AND MAINTENANCE RECORDS MUST BE RETAINED FOR 3 YEARS AFTER FILING OF THE NOTICE OF TERMINATION AND MUST INCLUDE: DATE AND TIME OF ACTION, NAME OF PERSON(S) CONDUCTING WORK, FINDING OF INSPECTIONS AND RECOMMENDATIONS FOR CORRECTIVE ACTION, DATE AND AMOUNT OF RAINFALL EVENTS GREATER THAN 0.5 INCHES IN A 24 HOUR PERIOD.
- MINIMUM MAINTENANCE**
  - SILT FENCE TO BE REPAIRED, REPLACED, SUPPLEMENTED WHEN NONFUNCTIONAL, OR 1/3 FULL WITHIN 24 HOURS
  - SEDIMENT BASINS DRAINED AND SEDIMENT REMOVED WHEN REACHES 1/2 STORAGE VOLUME. REMOVAL MUST BE COMPLETE WITHIN 72 HOURS OF DISCOVERY.
  - SEDIMENT REMOVED FROM SURFACE WATERS WITHIN 72 SEVEN DAYS
  - CONSTRUCTION SITE EXITS INSPECTED, TRACKED SEDIMENT REMOVED WITH 24 HOURS.
  - PROVIDE COPIES OF EROSION INSPECTION RESULTS TO CITY ENGINEER FOR ALL RAIN EVENTS GREATER THAN 0.5" OVER 24 HOURS
- THE SWPPP, INCLUDING ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION ACTIVITY BY THE PERMITTEES WHO HAVE OPERATIONAL CONTROL OF THE SITE.
- OWNER MUST KEEP RECORDS OF ALL PERMITS REQUIRED FOR THE PROJECT, THE SWPPP, ALL INSPECTIONS AND MAINTENANCE, PERMANENT OPERATION AND MAINTENANCE AGREEMENTS, AND REQUIRED CALCULATIONS FOR TEMPORARY AND PERMANENT STORM WATER MANAGEMENT SYSTEMS. THESE RECORDS MUST BE RETAINED FOR THREE YEARS AFTER FILING NPDES NOTICE OF TERMINATION.
- SWPPP MUST BE AMENDED WHEN:**
  - THERE IS A CHANGE IN DESIGN, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON DISCHARGE
  - INSPECTIONS INDICATE THAT THE SWPPP IS NOT EFFECTIVE AND DISCHARGE IS EXCEEDING WATER QUALITY STANDARDS.
  - THE BMP'S IN THE SWPPP ARE NOT CONTROLLING POLLUTANTS IN DISCHARGES OR IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THE PERMIT.
  - AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO NON-ATTAINMENT OF ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART III.A.B., (IMPAIRED WATERS AND TMDLS). IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA WILL MAKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATIONS OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.-3., THE MPCA WILL NOTIFY THE PERMITTEES IN WRITING. IN RESPONSE, THE PERMITTEES MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE AN INDIVIDUAL PERMIT APPLICATION. IF THE MPCA'S WRITTEN NOTIFICATION REQUIRES A RESPONSE, FAILURE TO RESPOND WITHIN THE SPECIFIED TIMEFRAME CONSTITUTES A PERMIT VIOLATION.
- CONCRETE WASHOUT AREA**
  - CONTRACTOR TO PROVIDE PREFABRICATED CONCRETE WASH-OUT CONTAINER WITH RAIN PROTECTION PER PLAN.
  - CONCRETE WASH-OUT TO BE IDENTIFIED WITH SIGNAGE STATING "CONCRETE WASH-OUT AREA DO NOT OVERFILL".
  - CONCRETE WASH-OUT WATER NEEDS TO BE PUMPED WITHIN 24 HOURS OF STANDING WATER IN WASHOUT AREA.
- IN THE EVENT OF ENCOUNTERING A WELL OR SPRING DURING CONSTRUCTION CONTRACTOR TO CEASE CONSTRUCTION ACTIVITY AND NOTIFY ENGINEER.
- PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
- FINAL STABILIZATION**  
FINAL STABILIZATION REQUIRES THAT ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED AND THAT DISTURBED AREAS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH 70% OF THE EXPECTED FINAL DENSITY, AND THAT ALL PERMANENT PAVEMENTS HAVE BEEN INSTALLED. ALL TEMPORARY BMP'S SHALL BE REMOVED, DITCHES STABILIZED, AND SEDIMENT SHALL BE REMOVED FROM PERMANENT CONVEYANCES AND SEDIMENTATION BASINS IN ORDER TO RETURN THE POND TO DESIGN CAPACITY.
- TEMPORARY SEDIMENTATION BASINS**
  - THE TEMPORARY SEDIMENTATION BASINS SHALL BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO DISTURBANCE OF 10 OR MORE ACRES DRAINING TO A COMMON LOCATION.

- TEMPORARY SEDIMENTATION BASINS ARE REQUIRED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS WHEN 10 OR MORE ACRES OF DISTURBED SOILS DRAIN TO A COMMON LOCATION. THE BASIN MUST PROVIDE 3,600 CUBIC FEET OF STORAGE BELOW THE OUTLET PER ACRE DRAINED. IF HYDRAULIC CALCULATIONS ARE AVAILABLE, THE TEMPORARY SEDIMENTATION BASIN MUST PROVIDE A STORAGE VOLUME EQUIVALENT TO THE 2-YEAR, 24-HOUR STORM, BUT IN NO CASE LESS THAN 1800 CUBIC FEET PER ACRE DRAINED. THE TEMPORARY SEDIMENTATION BASIN MUST BE CONSTRUCTED AND MADE OPERATIONAL CONCURRENT WITH THE START OF SOIL DISTURBANCE UP GRADIENT OF THE POND. THE TEMPORARY SEDIMENTATION BASIN SHALL BE DESIGNED TO PREVENT SHORT CIRCUITING. THE OUTFALL SHALL BE DESIGNED TO REMOVE FLOATABLE DEBRIS, ALLOW FOR COMPLETE DRAWDOWN OF THE POND FOR MAINTENANCE ACTIVITIES, AND HAVE ENERGY DISSIPATION. THE EMERGENCY SPILLWAY SHALL BE STABILIZED.
  - TEMPORARY SEDIMENTATION BASINS SHALL BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY REQUIRED BUFFER ZONE, AND MUST BE DESIGNED TO AVOID DRAINING WETLANDS, UNLESS THE IMPACT IS IN COMPLIANCE WITH THE REQUIREMENTS OF THIS PERMIT.
  - EXCESSIVE SEDIMENT-LADEN WATER THAT IS NOT PROPERLY FILTERED WILL NOT BE PERMITTED TO DISCHARGE FROM SITE.
- DEWATERING AND BASIN DRAINING**
    - TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING SHALL BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE TEMPORARY OR PERMANENT BASIN MAY DISCHARGE TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT THE NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE. DISCHARGE POINTS SHALL BE ADEQUATELY PROTECTED FROM EROSION AND PROPER VELOCITY DISSIPATION PROVIDED.
    - ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN THE RECEIVING CHANNELS OR ON DOWN SLOPE PROPERTIES, OR INFILTRATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACTS TO THE WETLAND.
    - IF FILTERS WITH BACKWASH WATERS ARE USED, THE BACKWASH WATER SHALL BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATED INTO SITE IN A MANNER THAT DOES NOT CAUSE EROSION. BACKWASH WATER MAY BE DISCHARGED TO SANITARY SEWER IF PERMISSION IS GRANTED BY THE SANITARY SEWER AUTHORITY.
- POLLUTION PREVENTION**
    - BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER TO PREVENT DISCHARGE OR PROTECTED BY AN EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
    - PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER.
    - HAZARDOUS MATERIALS AND TOXIC WASTE CONTAINER MUST BE PROVIDED TO PREVENT VANDALISM.
    - SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF IN COMPLIANCE WITH MINN. R. CH 7033.
    - PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OR PROPERLY IN ACCORDANCE WITH MINN. R. CH 7041.
    - DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED SHALL BE PREVENTED USING DRIP PANS OR ABSORBENTS. SUPPLIES SHALL BE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD MUST BE AVAILABLE FOR RECOVERED SPILLED MATERIALS.

**DESIGN CALCULATIONS**  
 TEMPORARY & PERMANENT STORMWATER TREATMENT ARE DESIGNED TO MEET MPCA GENERAL & SPECIAL WATER REQUIREMENTS. CALCULATIONS ARE PART OF THE HYDROLOGY REPORT, WHICH IS TO BE CONSIDERED PART OF THE SWPPP DOCUMENTS. SEE HYDROLOGY REPORT FOR ADDITIONAL INFORMATION.

- GENERAL STORMWATER DISCHARGE REQUIREMENTS**  
 ALL REQUIREMENTS LISTED IN PART III OF THE PERMIT FOR DESIGN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM AND DISCHARGE HAVE BEEN INCLUDED IN THE PREPARATION OF THIS SWPPP. THESE INCLUDE BUT ARE NOT LIMITED TO:
  - THE EXPECTED AMOUNT, FREQUENCY, INTENSITY, AND DURATION PRECIPITATION.
  - THE NATURE OF STORMWATER RUNOFF AND RUN-ON AT THE SITE.
  - PEAK FLOW RATES AND STORMWATER VOLUMES TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNEL AND STREAM BANK EROSION.
  - THE RANGE OF SOIL PARTICLE SIZES EXPECTED TO BE PRESENT ON THE SITE.
- CONSTRUCTION OF FILTRATION BASINS**
  - NO HEAVY TRAFFIC ON FILTRATION AREAS. CONSTRUCTION TO BE DONE WITH MINIMAL COMPACTION TO FILTRATION AREAS. IF COMPACTION IS ENCOUNTERED, BASIN SOILS MUST BE REMOVED & RELAID.
  - INFILTRATION SYSTEMS MUST NOT BE EXCAVATED TO FINAL GRADE UNTIL THE CONTRIBUTING DRAINAGE AREA HAD BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS ARE PROVIDED (PART III.D.1.C.).
  - WHEN AN INFILTRATION SYSTEM IS EXCAVATED TO FINAL GRADE (OR WITHIN THREE (3) FEET OF FINAL GRADE), THE PERMITTEES MUST EMPLOY RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS (E.G., DIVERSION BERMS) TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREA. THE AREA MUST BE STAKED OFF AND MARKED SO THAT HEAVY CONSTRUCTION VEHICLES OR EQUIPMENT WILL NOT COMPACT THE SOIL IN THE PROPOSED INFILTRATION AREA.
  - TO PREVENT CLOGGING OF THE INFILTRATION OR FILTRATION SYSTEM, THE PERMITTEES MUST USE A PRETREATMENT DEVICE SUCH AS A VEGETATED FILTER STRIP, SMALL SEDIMENTATION BASIN, OR WATER QUALITY INLET (E.G., GRIT CHAMBER) TO SETTLE PARTICULATES BEFORE THE STORMWATER DISCHARGES INTO THE INFILTRATION OF FILTRATION SYSTEM.
- POST CONSTRUCTION**  
 THE WATER QUALITY VOLUME THAT MUST BE RETAINED ON SITE BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. SEE PART III.D.1. FOR MORE INFORMATION ON INFILTRATION DESIGN, PROHIBITIONS AND APPROPRIATE SITE CONDITIONS.

- RESPONSIBILITIES**
  - THE OWNER MUST IDENTIFY A CONTRACTOR WHO WILL OVERSEE THE SWPPP IMPLEMENTATION AND THE PERSON RESPONSIBLE FOR INSPECTION AND MAINTENANCE.
  - THE OWNER MUST IDENTIFY THE A PERSON WHO WILL BE RESPONSIBLE FOR LONG TERM OPERATIONS AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM.
- TRAINING REQUIREMENTS**  
 THE PERMITTEES SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.
  - WHO MUST BE TRAINED:
    - INDIVIDUAL(S) OVERSEEING IMPLEMENTATION OF, REVISION, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART IV.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.
    - INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMP'S. AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THE JOB DUTIES.
  - TRAINING CONTENT:
    - THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE (OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS) MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.
    - THE PERMITTEES SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER-TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS PERMIT.

**LIST OF CONTACTS**

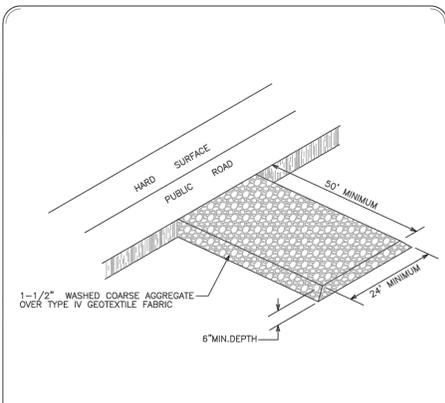
TITLE	CONTACT	COMPANY	PHONE NUMBER
OWNER	DENNIS BACKES	BACKES COMPANIES	612-369-7750
PROJECT MANAGER	TODD MCLOUTH	LOUCKS	763-496-6742
SWPPP DESIGNER	ZACH WEBBER	LOUCKS	763-496-6753
CONTRACTOR	TBD		
SITE MANAGER	TBD		

\* MPCA 24HR. HAZARDOUS SPILL HOTLINE: 651-649-5457 OF 80420798

UNIVERSITY OF MINNESOTA

**Zachary Webber**

Design of Construction SWPPP (May 31 2018)

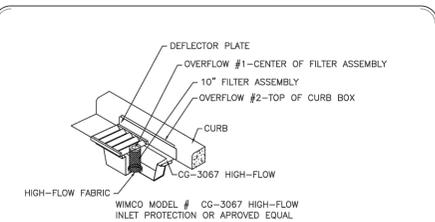


- NOTES:**
- CRUSHED CONCRETE IS NOT ALLOWED
  - CONSTRUCTION ENTRANCE SHALL BE A MINIMUM OF 24' X 50'
  - GEOTEXTILE FABRIC REQUIRED UNDERNEATH COARSE AGGREGATE
  - MAINTENANCE IS INCIDENTAL

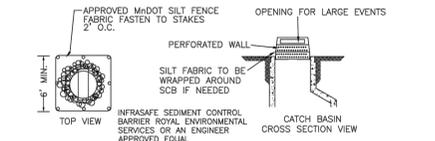
**Standard Plate Library**  
City of Hanover

**Title: Rock Construction Entrance**

**Date: 01-16** **Plate No. ERO - 01**



**CURB AND GUTTER INLET PROTECTION**  
NO SCALE

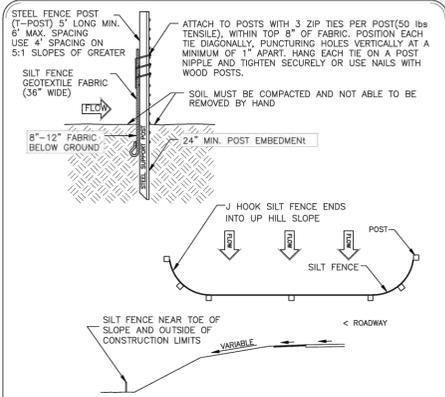


**REAR YARD INLET PROTECTION**  
NO SCALE

**Standard Plate Library**  
City of Hanover

**Title: Storm Sewer Inlet Protection**

**Date: 01-16** **Plate No. ERO - 03**

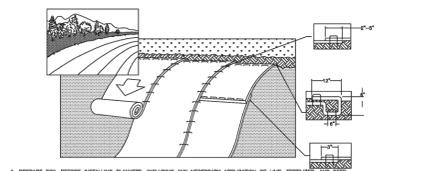
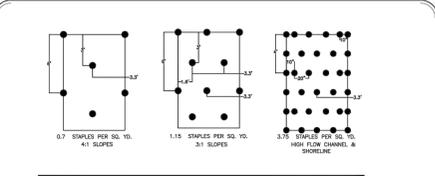


- NOTES:**
- WOOD POST CAN BE USED ON SLOPES 10:1 OR FLATTER, USE A WOOD LATH AND 2 NAILS ON EACH WOOD POST.
  - SEDIMENT SHALL BE REMOVED WHEN IT REACHES 3/4 THE HEIGHT OF THE FENCE OR 9" DEEP MAX.
  - SILT FENCE SHALL BE INSPECTED WEEKLY AND AFTER EACH 0.5" RAIN EVENT IN 24 HOURS. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY.
  - MONOFILAMENT GEOTEXTILE FABRIC PER MANDOT TABLE 308E-1 MACHINE SLICED.
  - SILT FENCE SHALL FOLLOW AS CLOSE AS POSSIBLE TO A SINGLE CONTOUR LINE.

**Standard Plate Library**  
City of Hanover

**Title: Silt Fence**

**Date: 01-16** **Plate No. ERO - 05**



- PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
- ROLL OUT THE END OF THE SLOPE BY ANCHORING THE BLANKET IN A 4" (10cm) DEEP X 4" (10cm) WIDE TRENCH WITH APPROXIMATELY 12" (30cm) OF BANK EXPOSED BEHIND THE END OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES OR ANCHORS TO THE TRENCH. STAPLES OR ANCHORS SHOULD BE PLACED AT THE END OF EACH ROW OF STAPLES OR ANCHORS. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" (30cm) PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/ANCHORS SPACING APPROXIMATELY 12" (30cm) APART ACROSS THE WIDTH OF THE BLANKET.
- ROLL THE BLANKETS (A) DOWN OR (B) HORIZONTAL ACROSS THE SLOPE. BLANKETS WILL UNROLL WITH APPROPRIATE TENSION AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/ANCHORS IN APPROPRIATE LOCATIONS AS SHOWN IN THE BLOWER SPREADER GUIDE. BLOWER SPREADER SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.
- THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2"-4" (5cm-10cm) OVERLAP DEPENDING ON BLANKET TYPE TO ENSURE PROPER SEAM ALIGNMENT. PLACE THE EDGE OF THE OVERLAPPING BLANKET BLANKET BEING INSTALLED ON TOP SEAM WITH THE OVERLAP SEAM STITCHED TO THE PREVIOUSLY INSTALLED BLANKET. 3. OVERLAPPING BLANKETS SPREAD DOWN THE SLOPE MUST BE STAPLED OR ANCHOR STITCHED WITH AN APPROXIMATE 3" (75mm) OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" (30cm) APART, FOCUSING ENTIRE BLANKET WIDTH.

**Standard Plate Library**  
City of Hanover

**Title: Erosion Control Blanket Installation**

**Date: 01-16** **Plate No. ERO - 19**

**CROW RIVER HEIGHTS WEST 3RD ADDITION**

HANOVER, MINNESOTA

**BACKES COMPANIES**

11413 ASHBOURY CIRCLE N.  
CHAMPLIN, MN 55318  
PHONE: (612) 369-7750  
FAX (612) 566-1525

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763.424.5505  
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**SUBMITTAL/REVISIONS**

06/05/17 CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**

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

Todd W. McLouth - PE  
 License No. 20383  
 Date 06/05/17

**QUALITY CONTROL**

Loucks Project No. 16101  
 Project Lead TWM  
 Drawn By ZHW  
 Checked By TWM  
 Review Date 06/05/17

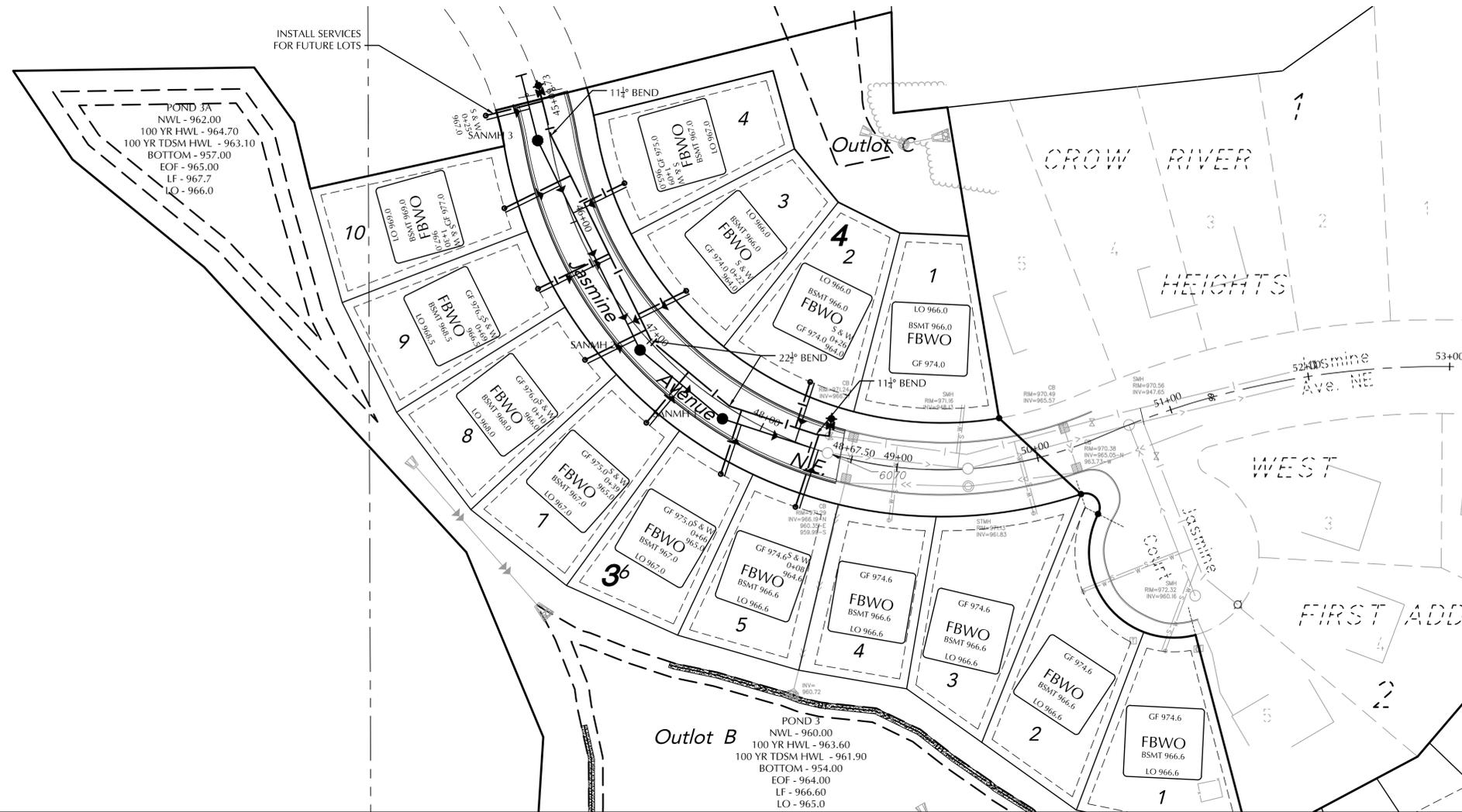
**SHEET INDEX**

C0-1	COVER SHEET
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C3-1 - C3-2	GRADING PLAN
C3-3 - C3-5	SWPPP PLAN & NOTES
C4-1 - C4-2	SRW PROFILES
C5-1 - C5-3	STREET & STORM SEWER PROFILES
C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**SWPPP NOTES**

**C3-5**

INSTALL SERVICES FOR FUTURE LOTS



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCE MAIN	
	DRANTILE	
	SILTY FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREE LINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

**UTILITY NOTES**

1. WATER SERVICES TO BE 1" TYPE "K" COPPER WITH CURB STOP BOX TERMINATING 9' INSIDE THE PROPERTY LINE. SERVICE LOCATIONS SHOWN ARE APPROXIMATE AND MAY BE RELOCATED IN THE FIELD BY ENGINEER.
2. SANITARY SEWER SERVICES TO BE 4" PVC SDR 25. TERMINATING 9' INSIDE THE PROPERTY LINE. VERIFY EXACT LOCATION IN FIELD PRIOR TO CONSTRUCTION.
3. 4" POLYSTYRENE INSULATION SHALL BE PLACED AT STORM SEWER CROSSINGS AS DIRECTED BY THE ENGINEER.
4. UTILITY SERVICE SHALL HAVE A MINIMUM 3' HORIZONTAL SEPARATION AND 1' VERTICAL SEPARATION (TYP.)
5. STATIONING FOR SERVICES REFERS TO DOWNSTREAM SANITARY MANHOLE.

**CROW RIVER HEIGHTS WEST 3RD ADDITION**

HANOVER, MINNESOTA



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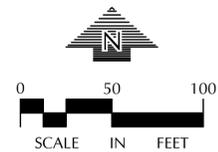
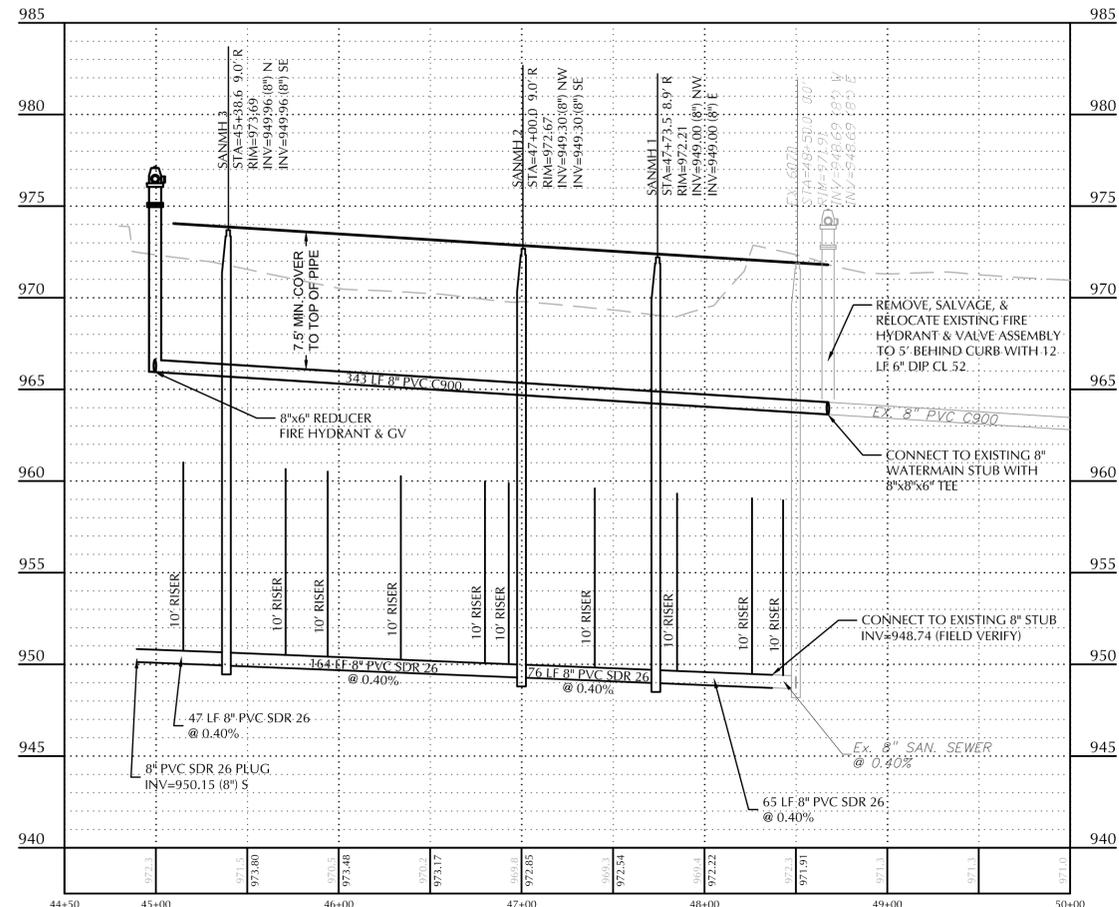
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C8-1 - C8-2	DETAILS
L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**JASMINE AVE**

**SANITARY SEWER & WATERMAIN PLAN**

**C4-1**



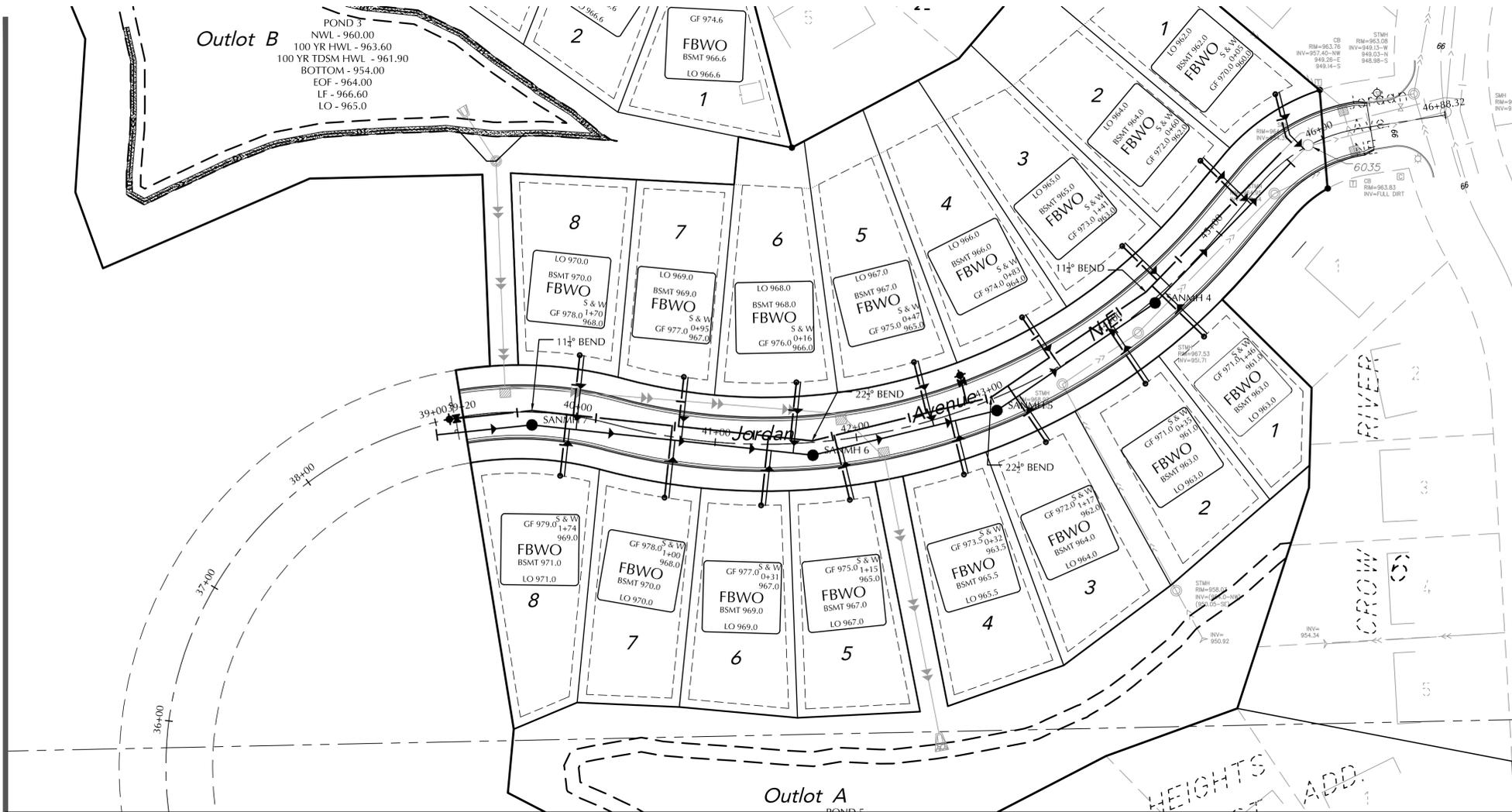
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 TOLL FREE: 1-800-252-1166

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THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

**Outlot B**  
 POND 3  
 NWL - 960.00  
 100 YR HWL - 963.60  
 100 YR TDSM HWL - 961.90  
 BOTTOM - 954.00  
 EOF - 964.00  
 LF - 966.60  
 LO - 965.0



EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
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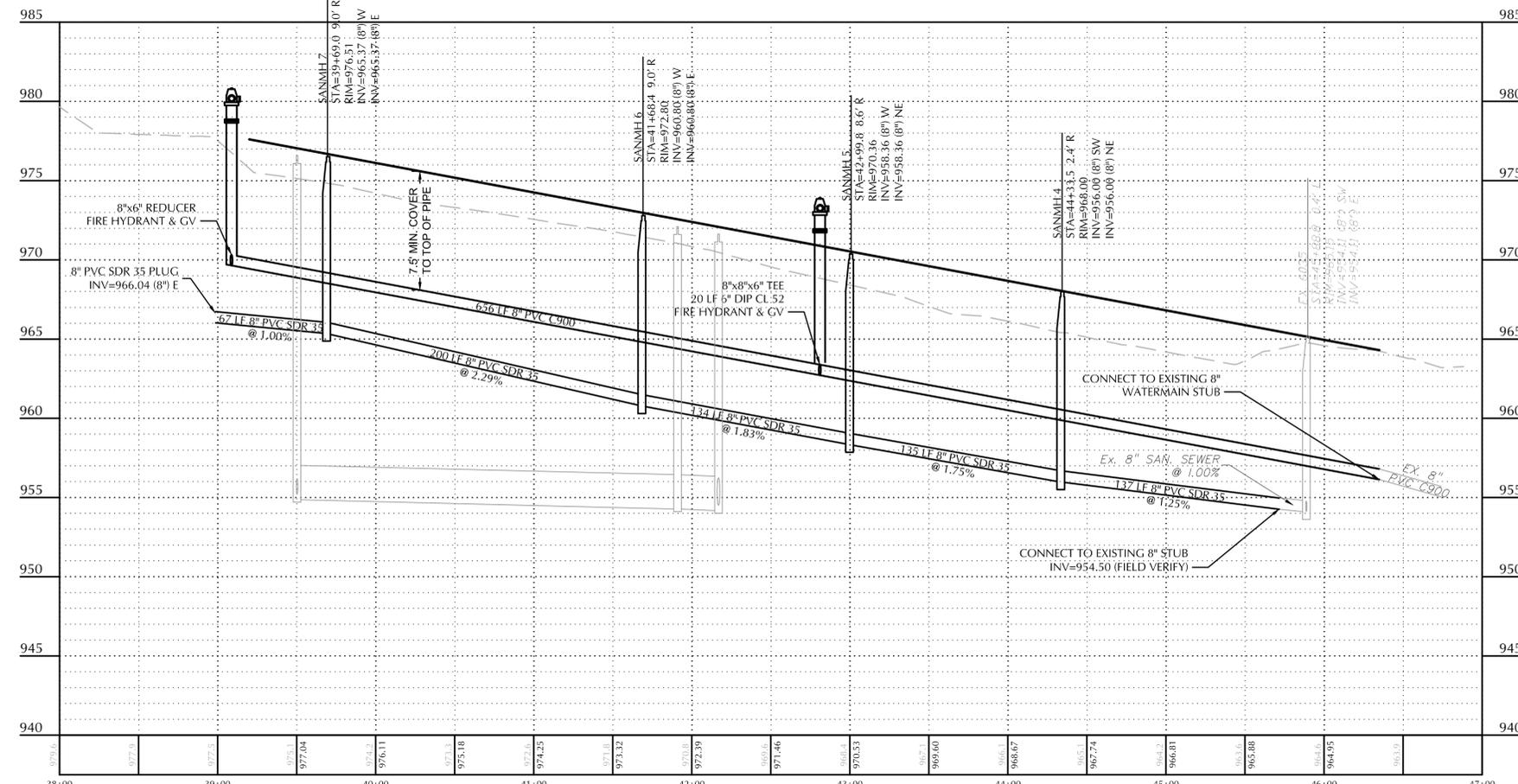
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**JORDAN AVE**

**SANITARY SEWER & WATERMAIN PLAN**

**C4-2**

# FES 101 to FES 102

CROW RIVER  
HEIGHTS WEST  
3RD ADDITION

HANOVER, MINNESOTA

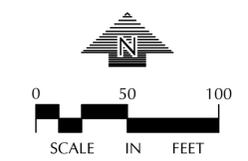
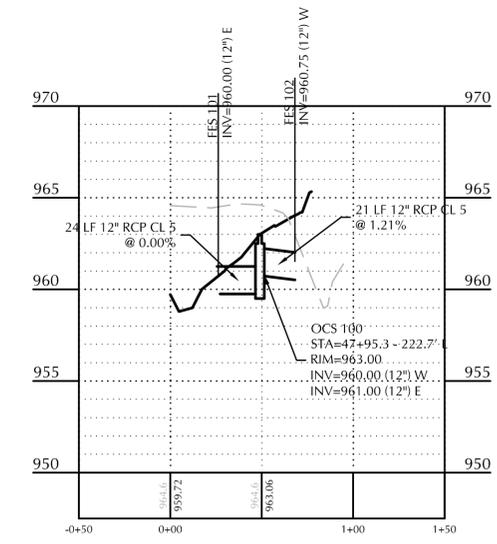


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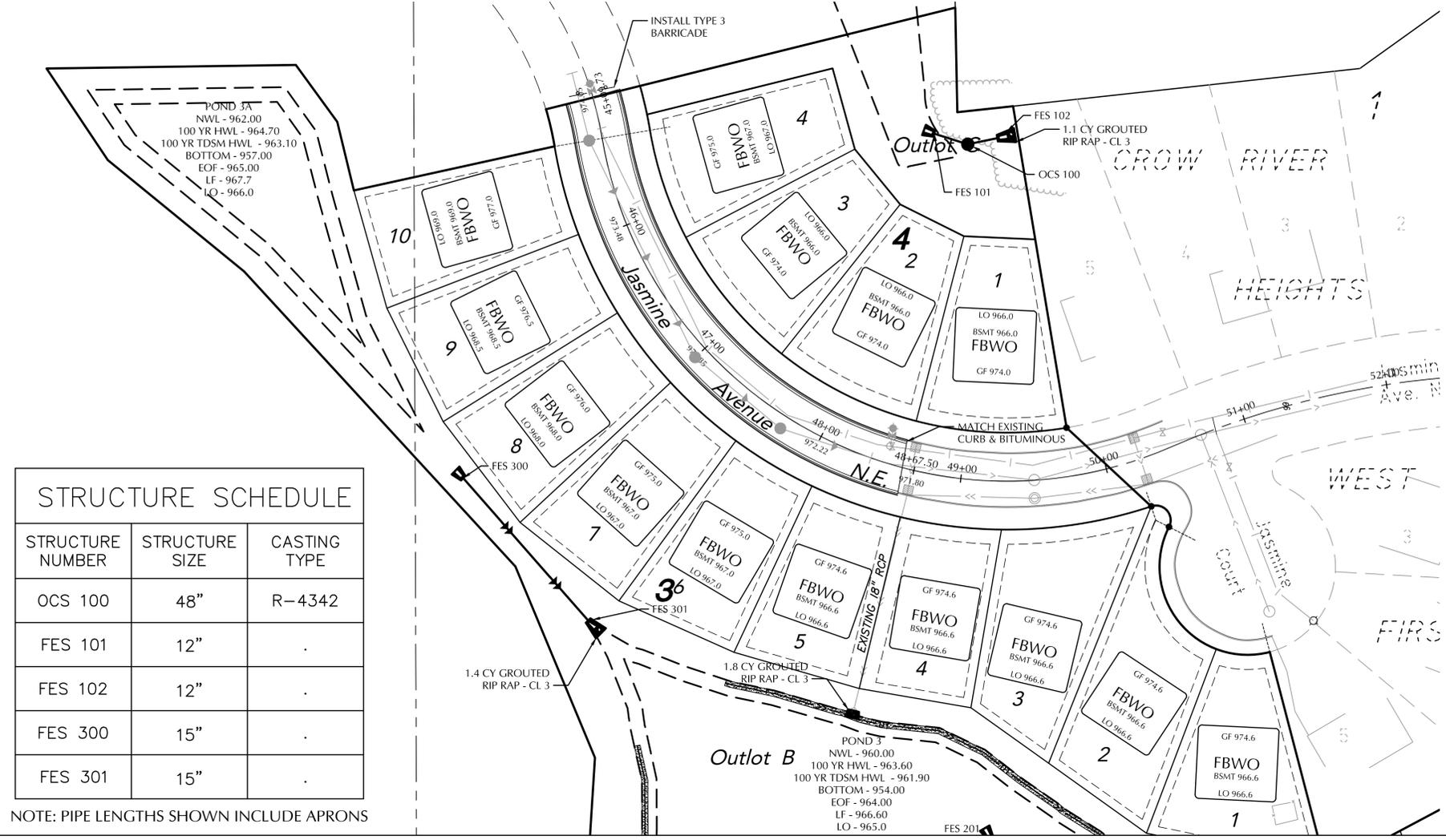
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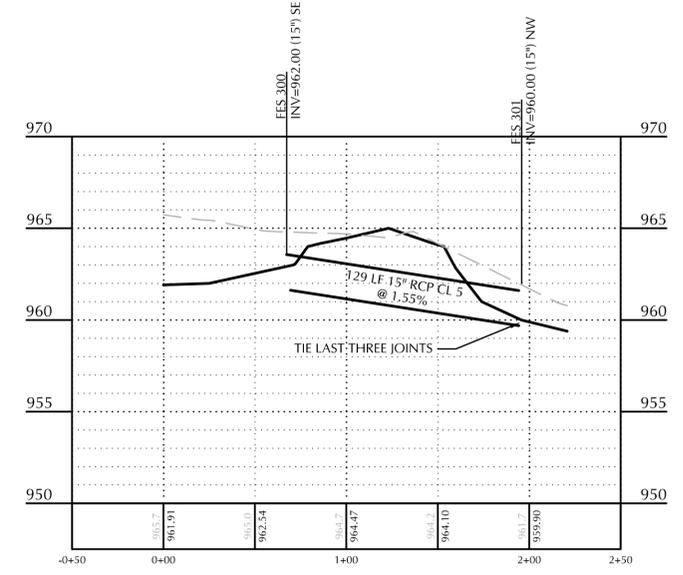
06/05/17 CITY SUBMITTAL



STRUCTURE SCHEDULE		
STRUCTURE NUMBER	STRUCTURE SIZE	CASTING TYPE
OCS 100	48"	R-4342
FES 101	12"	.
FES 102	12"	.
FES 300	15"	.
FES 301	15"	.

NOTE: PIPE LENGTHS SHOWN INCLUDE APRONS

# FES 300 to FES 301



### PROFESSIONAL SIGNATURE

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Tools W. McLouth - PE

License No. 20383

Date 06/05/17

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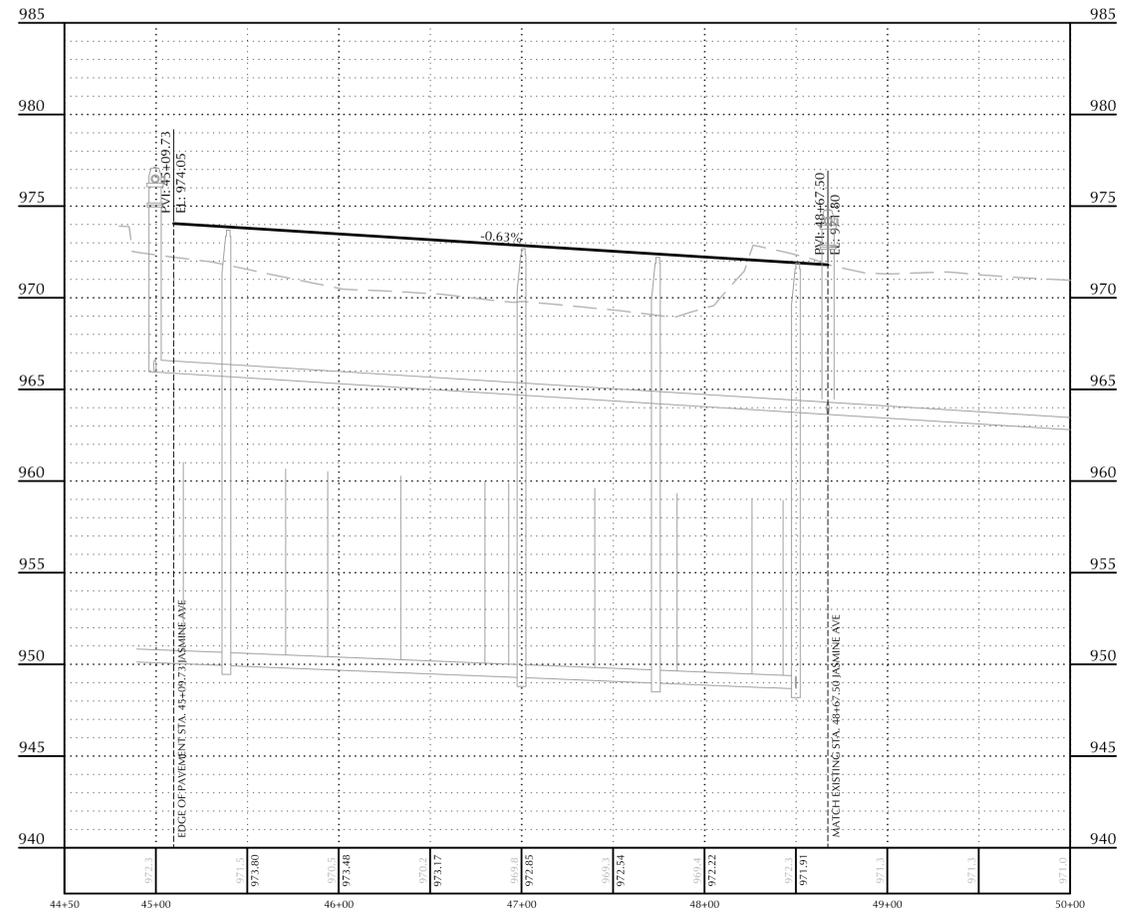
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C8-1 - C8-2 DETAILS  
L1-1 - L1-2 LANDSCAPE PLANS  
L2-1 LANDSCAPE DETAILS

### JASMINE AVE

### STREET & STORM PLAN

# C5-1

EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
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	UNDERGROUND GAS	
	OVERHEAD UTILITY	

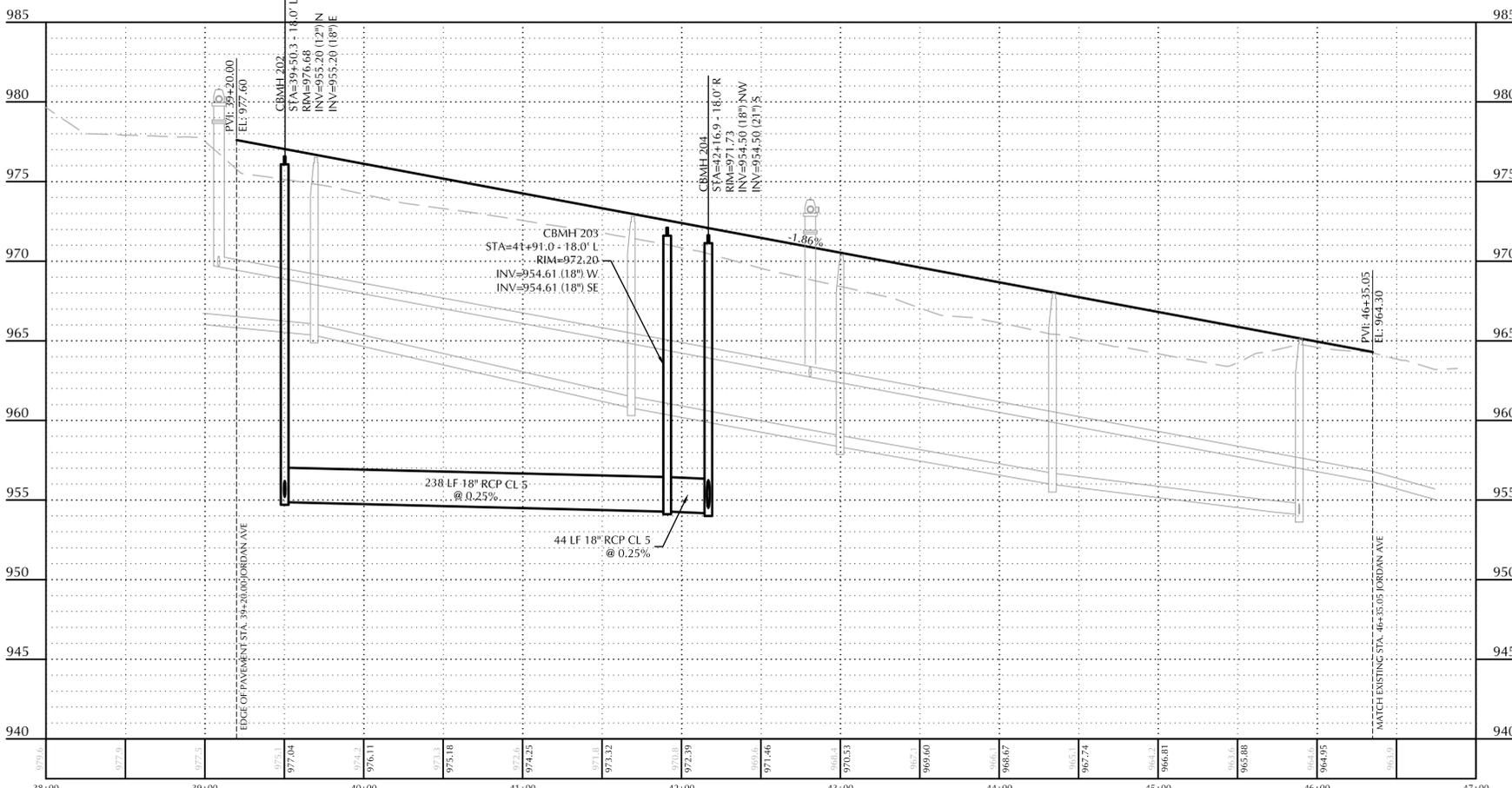
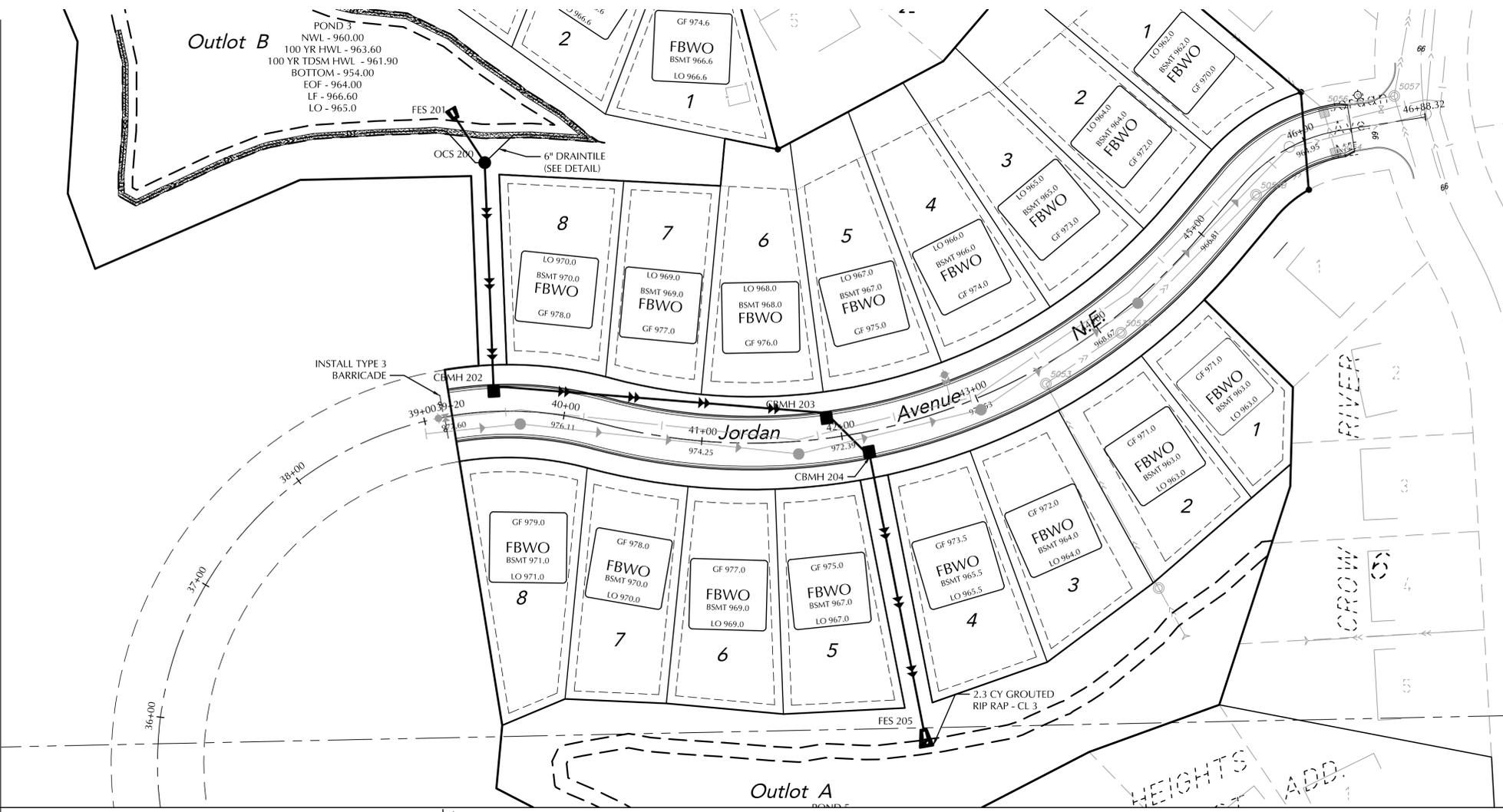


EXISTING	CIVIL LEGEND	PROPOSED
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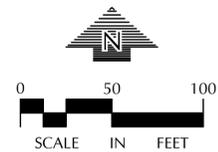
STRUCTURE SCHEDULE		
STRUCTURE NUMBER	STRUCTURE SIZE	CASTING TYPE
CBMH 202	48"	R-3067-V
CBMH 203	48"	R-3067-V
CBMH 204	48"	R-3067-V

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NOTE: PIPE LENGTHS SHOWN INCLUDE APRONS



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**PROFESSIONAL SIGNATURE**

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

*Todd W. McLouth*  
Todd W. McLouth - PE  
License No. 20383  
Date 06/05/17

**QUALITY CONTROL**

Loucks Project No. 16101  
Project Lead TWM  
Drawn By ZHW  
Checked By TWM  
Review Date 06/05/17

**SHEET INDEX**

- C0-1 COVER SHEET
- C1-1 - C1-2 EXISTING CONDITIONS
- C2-1 - C2-2 SITE PLAN
- C3-1 - C3-2 GRADING PLAN
- C3-3 - C3-5 SWPPP PLAN & NOTES
- C4-1 - C4-2 S&W PROFILES
- C5-1 - C5-3 STREET & STORM SEWER PROFILES
- C8-1 - C8-2 DETAILS
- L1-1 - L1-2 LANDSCAPE PLANS
- L2-1 LANDSCAPE DETAILS

**JORDAN AVE**

**STREET & STORM PLAN**

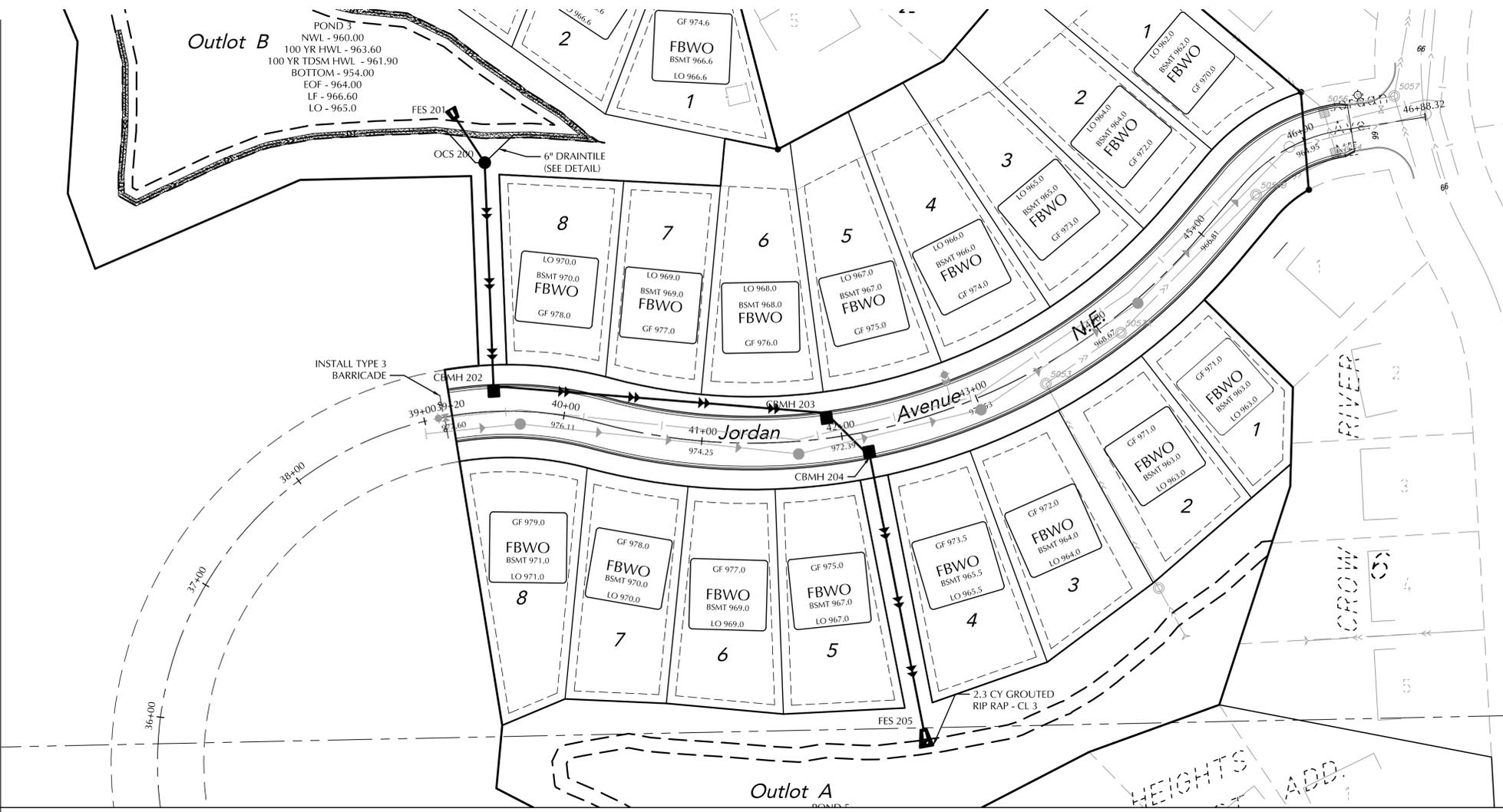
**C5-2**

EXISTING	CIVIL LEGEND	PROPOSED
	SANITARY MANHOLE	
	STORM MANHOLE	
	CATCH BASIN	
	CULVERT	
	HYDRANT	
	GATE VALVE	
	POST INDICATOR VALVE	
	LIGHT POLE	
	POWER POLE	
	SIGN	
	BENCHMARK	
	SOIL BORINGS	
	WATER MANHOLE	
	TELEPHONE MANHOLE	
	UTILITY MANHOLE	
	ELECTRIC MANHOLE	
	WATER SERVICE	
	SANITARY SERVICE	
	HANDICAP PARKING	
	DIRECTION OF FLOW	
	SPOT ELEVATION	
	CONTOURS	
	SANITARY SEWER	
	STORM SEWER	
	WATERMAIN	
	FORCEMAIN	
	DRAIN TILE	
	SILT FENCE	
	CURB & GUTTER	
	RETAINING WALL	
	TREELINE	
	EASEMENT LINE	
	SETBACK LINE	
	FENCE LINE	
	UNDERGROUND TELE	
	UNDERGROUND GAS	
	OVERHEAD UTILITY	

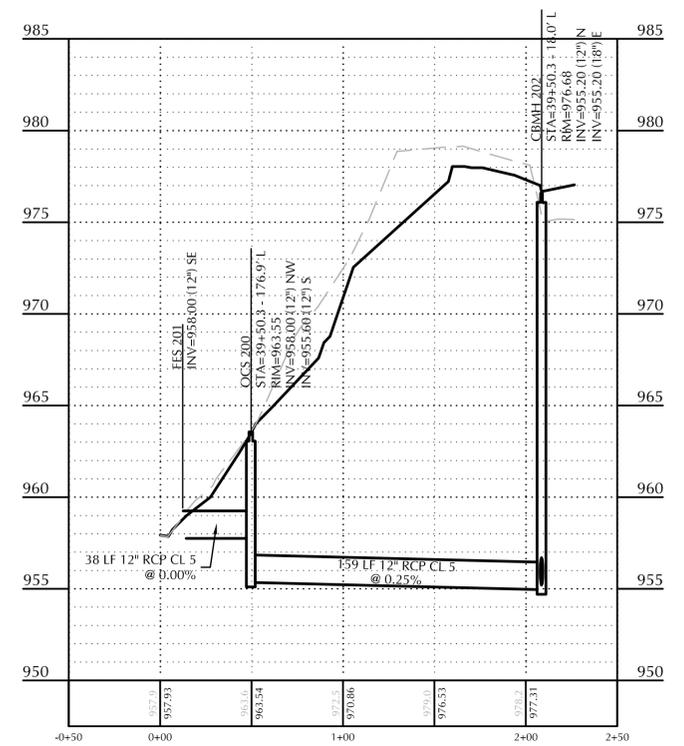
STRUCTURE SCHEDULE		
STRUCTURE NUMBER	STRUCTURE SIZE	CASTING TYPE
OCS 200	48"	.
FES 201	12"	.
FES 205	18"	.

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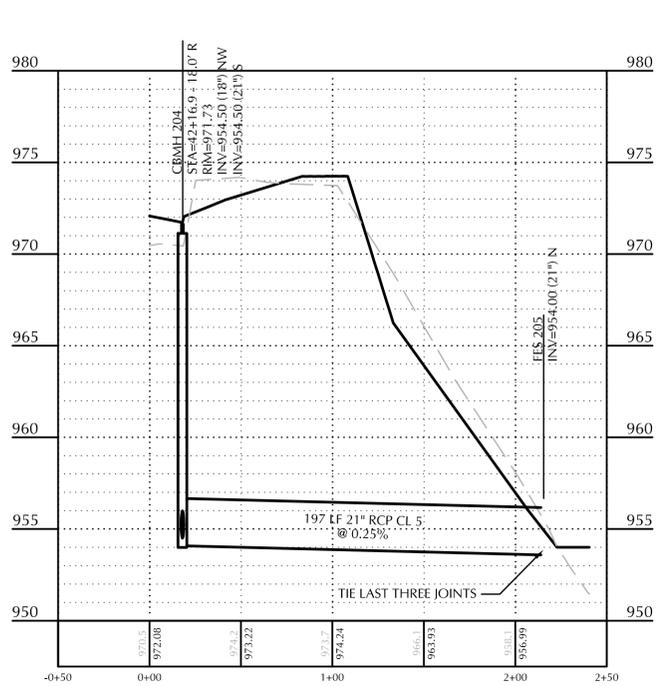
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### FES 201 to CBMH 202



### CBMH 204 to FES 205



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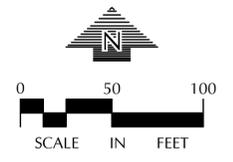
*Todd W. McLouth*  
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Date 06/05/17

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Loucks Project No. 16101  
Project Lead TWM  
Drawn By ZHW  
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**JORDAN AVE**

**STREET & STORM PLAN**

**C5-3**

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HANOVER, MINNESOTA



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CHAMPLIN, MN 55318  
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Todd W. McLouth - PE License No. 20383 Date 06/05/17

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Locucks Project No. 16101  
Project Lead TWMM  
Drawn By ZHW  
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L1-1 - L1-2	LANDSCAPE PLANS
L2-1	LANDSCAPE DETAILS

**DETAILS C8-1**

**Service Riser**  
Title: Service Riser  
Date: 01-16 Plate No. SAN-11  
Revised: SAN-11

Where the sanitary main is deeper than 14.5', service risers shall be required.

**Sewer Service Connections**  
Title: Sewer Service Connections  
Date: 01-16 Plate No. SAN-10  
Revised: SAN-10

Notes:  
1. Whenever service lines are installed in areas of high groundwater the last 5', as a minimum, are to be installed as a 45° riser to extend service line above groundwater level.  
2. Metal fence post at end of water and sanitary service, 4' above grade. Water fence post to be painted blue. Sanitary fence post to be painted green.  
3. Cleanouts are required every 100' on sanitary sewer services.

**PVC Pipe Bedding Detail**  
Title: PVC Pipe Bedding Detail  
Date: 01-16 Plate No. SAN-06  
Revised: SAN-06

Notes:  
1. GRANULAR PIPE BEDDING MATERIAL (MNDOT SPEC 3149.2F) (INCIDENTAL)  
2. 1/2" CLEAR AGGREGATE BEDDING, TO BE USED ONLY IN AREAS AS DIRECTED BY ENGINEER. (NO PAYMENT WILL BE MADE WITHOUT PRIOR APPROVAL FROM THE ENGINEER)

**Sanitary Sewer Main/Service Connection Detail**  
Title: Sanitary Sewer Main/Service Connection Detail  
Date: 01-16 Plate No. SAN-05  
Revised: SAN-05

Notes:  
1. WRAP ADAPTOR WITH POLYETHYLENE PRIOR TO ENCASEMENT WITH CONCRETE

**Standard Manhole for Sanitary Sewer**  
Title: Standard Manhole for Sanitary Sewer  
Date: 01-16 Plate No. SAN-01  
Revised: SAN-01

Notes:  
1. ALL CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE DRILLED  
2. MANHOLE STEPS SHALL BE CAST IN ALUMINUM OR AN INDUSTRY WITH VINYL COATING OR APPROVED EQUIVALENT AND SHALL BE LOCATED ON THE DOWN STREAM SIDE OF MANHOLE  
3. STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF THE CONE IS FACING DOWN STREAM  
4. MANHOLE COVER SHALL BE CAST WITH THE WORDS "STORM SEWER" OR "SEWER" INCIDENTAL TO THE PROJECT  
5. THE INITIAL & FINAL RISING OF CASTINGS SHALL BE CONSIDERED INCLUDED IN THE UNIT PRICE BID FOR CASTING THE ASSEMBLY  
6. MAXIMUM DEPTH FROM TOP OF CASTING TO FIRST STEP SHALL NOT BE MORE THAN 16"  
7. STEPS SHALL ALIGN WITH THE OPENING TO PROVIDE ACCESS TO THE MANHOLE  
8. ALL SANITARY MANHOLES SHALL BE SEALED WITH INTERNAL MOLDED POLYMER SHIELD, SUCH AS "V1 BARRIER" AS MANUFACTURED BY STRIKE PRODUCTS APPROVED EQUIVALENT

**Standard Manhole for Storm Drain**  
Title: Standard Manhole for Storm Drain  
Date: 01-16 Plate No. STO-02  
Revised: STO-02

Notes:  
1. MANHOLE STEPS SHALL BE CAST ALUMINUM OR MA INDUSTRY WITH VINYL COATING OR APPROVED EQUIVALENT AND SHALL BE LOCATED ON THE DOWN STREAM SIDE OF THE MANHOLE  
2. STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF THE CONE IS FACING DOWN STREAM  
3. MANHOLE COVER SHALL BE CAST WITH THE WORDS "STORM SEWER" OR "SEWER" INCIDENTAL TO THE PROJECT  
4. THE INITIAL & FINAL RISING OF CASTINGS SHALL BE CONSIDERED INCLUDED IN THE UNIT PRICE BID FOR CASTING THE ASSEMBLY  
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7. STEPS SHALL ALIGN WITH THE OPENING TO PROVIDE ACCESS TO THE MANHOLE

**Poured Concrete Thrust Blocking for Watermain**  
Title: Poured Concrete Thrust Blocking for Watermain  
Date: 01-16 Plate No. WAT-05  
Revised: WAT-05

Notes:  
1. CONCRETE THRUST BLOCKING TO BE POURED AGAINST UNDISTURBED EARTH.  
2. KEEP CONCRETE CLEAR OF JOINT AND ACCESSORIES.  
3. REQUIRED BEARING AREAS AT FITTING SHALL BE AS NOTED ABOVE, UNLESS INDICATED OTHERWISE.  
4. BEARING AREAS AND SPECIAL BLOCKING DETAILS SHOWN ON THIS STANDARD PLATE TAKE PRECEDENCE OVER BEARING AREAS AND BLOCKING DETAILS SHOWN ON THIS STANDARD PLATE.  
5. ABOVE BEARING AREAS BASED ON TEST PRESSURES OF 150 PSI AND AN ALLOWABLE SOIL BEARING STRESS OF 2000 LBS. PER SQUARE FOOT. TO COMPUTE BEARING AREAS FOR DIFFERENT TEST PRESSURES AND SOIL BEARING STRESSES, USE THE FOLLOWING EQUATION: BEARING AREA = (TEST PRESSURE/150) X (2000/SOIL BEARING STRESS) X (TABLE VALUE).

NOMINAL FITTING SIZE INCHES	TEE, WYE, PLUG OR CAP	90° BEND, PLUGGED CROSS	TEE PLUGGED ON RUN AT A2	45° BEND	22-1/2° BEND	11-1/4° BEND
4	1.0	1.4	1.9	1.4	1.0	—
6	2.1	3.0	4.3	3.0	1.6	1.0
8	3.8	5.3	7.6	5.4	2.9	1.5
10	5.9	8.4	11.8	8.4	4.6	2.6
12	8.5	12.0	17.0	12.0	6.6	3.4
14	11.5	16.3	23.0	16.3	8.9	4.6
16	15.0	21.3	30.0	21.3	11.6	6.0
18	19.0	27.0	38.0	27.0	14.6	7.6
20	23.5	33.3	47.0	33.3	18.1	9.4
24	34.0	48.0	68.0	48.0	26.2	13.6

**Water Service Connections**  
Title: Water Service Connections  
Date: 01-16 Plate No. WAT-04  
Revised: WAT-04

Notes:  
1. All new curb boxes must have riser rods adjustable up and down for 7/8" of cover. When an existing curb box is on a construction or reconstruction project, riser rods shall be installed to all curb boxes on that project.  
2. Placement of curb stop and box on private streets shall be 10' back of curb with no copper stubbed past the curb stop and box.  
3. Copper is to be one piece, no joints, couplings, etc., allowed from main to curb stop.  
4. Water service and sanitary sewer service shall have a 3' horizontal separation.  
5. Curb boxes located in driveways or parking lots shall be covered with a Ford A-1 meter box cover.  
6. Metal fence post at end of water and sanitary service, 4' above grade. Water fence post to be painted blue. Sanitary fence post to be painted green.  
7. Copper size (C.T.S.) polyethylene service tubing sized per plan.  
8. HDPE is to be one piece, no joints, couplings, etc., allowed from main to stop. Backfill material shall be granular bedding material, free of stones.  
9. Tracer wire, #10 AWG solid copper wire with U.S.F. rated insulation.

**Gate Valve and Box Installation**  
Title: Gate Valve and Box Installation  
Date: 01-16 Plate No. WAT-02  
Revised: WAT-02

Notes:  
1. GATE VALVES SHOULD BE USED ON 6" THROUGH 12" WATERMAIN  
2. VALVE BOX INSERTS ARE NOT ALLOWED UNLESS APPROVED BY THE ENGINEER  
3. VALVE BOXES SHALL BE INSTALLED PLUMB AND SHALL ALLOW A 4" P.V.C. PIPE TO PASS ENTIRELY OVER THE GATE VALVE NOT AFTER INSTALLATION IS COMPLETE  
4. ALL VALVES SHALL BE TIED WITH 3/4" THREADED TIE RODS TO THE MAIN, MEGA LUGS MAY BE USED IN LIEU OF TIE RODS  
5. THE HEIGHT OF THE CAST IRON OR DUCTILE IRON ADJUSTMENT RING IS DETERMINED BY THE THICKNESS OF THE WEAR COATING  
6. CAST IRON OR DUCTILE IRON ADJUSTMENT RINGS TO BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATION  
7. THE INITIAL & FINAL RISING OF VALVE BOXES SHALL BE CONSIDERED INCLUDED TO THE PROJECT.

**Hydrant Detail**  
Title: Hydrant Detail  
Date: 01-16 Plate No. WAT-01  
Revised: WAT-01

Notes:  
1. Factory installed plugs required whenever hydrants are installed in areas with high groundwater level, as determined by geotechnical requirements and the City Engineer. The main nozzle shall be painted blue for all hydrants with plugged drain holes.  
2. All ductile iron watermain fittings shall be fusion bonded epoxy coated.  
3. Hydrants shall be marked with stainless steel tag from factory.  
4. Contractor shall supply two hydrant flags, one to be installed on the hydrant and the second delivered to the Hanover Maintenance Facility.  
5. All hydrant leads are to be constructed with Polywrapped DIP, Class 52.  
6. All watermain bolts shall be ASTM F593 Type 316 Stainless Steel or approved equal.

**Flared End Section and Trash Guard**  
Title: Flared End Section and Trash Guard  
Date: 01-16 Plate No. STO-14  
Revised: STO-14

Notes:  
1. MANHOLE STEPS SHALL BE CAST ALUMINUM OR MA INDUSTRY WITH VINYL COATING OR APPROVED EQUIVALENT AND SHALL BE LOCATED ON THE DOWN STREAM SIDE OF THE MANHOLE  
2. STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF THE CONE IS FACING DOWN STREAM  
3. MANHOLE COVER SHALL BE CAST WITH THE WORDS "STORM SEWER" OR "SEWER" INCIDENTAL TO THE PROJECT  
4. THE INITIAL & FINAL RISING OF CASTINGS SHALL BE CONSIDERED INCLUDED IN THE UNIT PRICE BID FOR CASTING THE ASSEMBLY  
5. THE INITIAL & FINAL RISING OF CASTINGS SHALL BE CONSIDERED INCLUDED IN THE UNIT PRICE BID FOR CASTING THE ASSEMBLY  
6. MAXIMUM DEPTH FROM TOP OF CASTING TO FIRST STEP SHALL NOT BE MORE THAN 16"  
7. STEPS SHALL ALIGN WITH THE OPENING TO PROVIDE ACCESS TO THE MANHOLE  
8. TOP BARREL SECTION BELOW TOP SLAB TO HAVE FLAT TOP EDGE SEALED WITH 2 BEADS OF RAMMEX OR EQUAL

**Catch Basin Manhole Type II**  
Title: Catch Basin Manhole Type II  
Date: 01-16 Plate No. STO-10  
Revised: STO-10

Notes:  
1. MANHOLE STEPS SHALL BE CAST ALUMINUM OR MA INDUSTRY WITH VINYL COATING OR APPROVED EQUIVALENT AND SHALL BE LOCATED ON THE DOWN STREAM SIDE OF THE MANHOLE  
2. STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF THE CONE IS FACING DOWN STREAM  
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**RCP Pipe Bedding Detail**  
Title: RCP Pipe Bedding Detail  
Date: 01-16 Plate No. STO-07  
Revised: STO-07

Notes:  
1. SELECTED MATERIAL (MNDOT SPEC 2451.3D) (INCIDENTAL)  
2. GRANULAR PIPE BEDDING MATERIAL (MNDOT SPEC 3149.2F) (INCIDENTAL)  
3. 1/2" CLEAR AGGREGATE BEDDING, TO BE USED ONLY IN AREAS AS DIRECTED BY ENGINEER. (NO PAYMENT WILL BE MADE WITHOUT PRIOR APPROVAL FROM THE ENGINEER)

**Grounted Riprap at Outlets**  
Title: Grounted Riprap at Outlets  
Date: 01-16 Plate No. STO-05  
Revised: STO-05

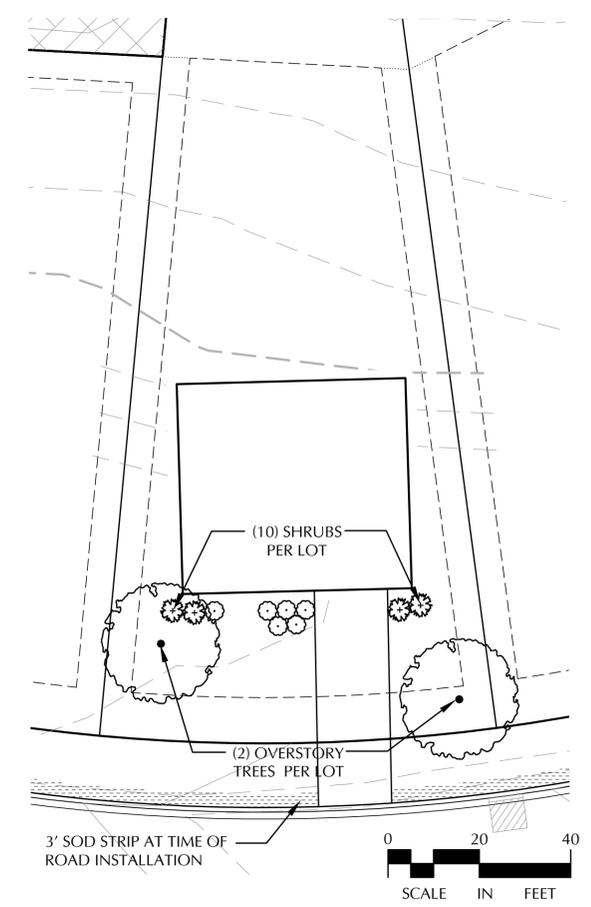
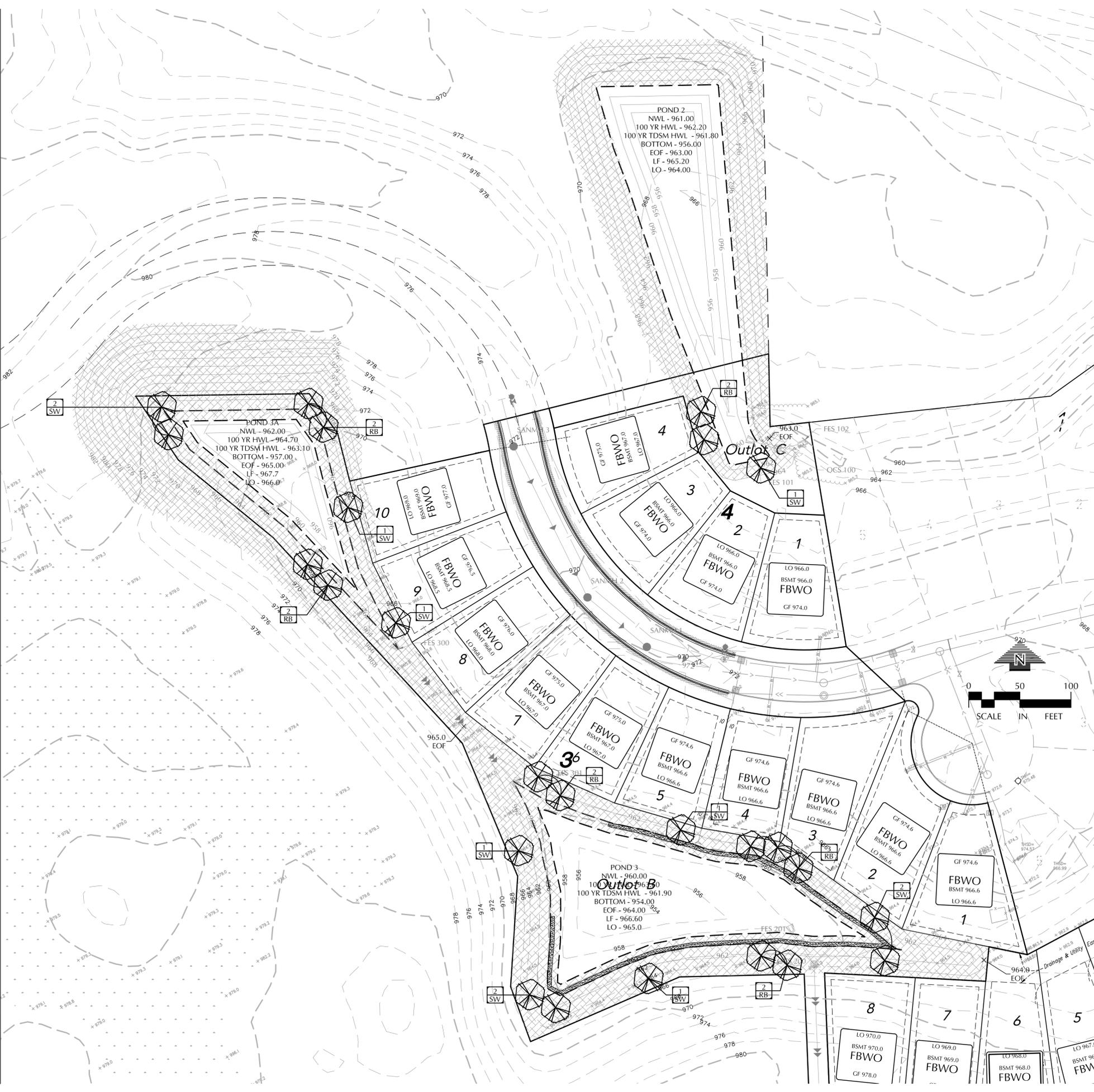
Notes:  
1. CONCRETE GROUT MATERIAL WILL BE USED ON ALL PIPE OUTLETS 24" DIA. OR LARGER.  
2. PLACE RIPRAP INTO THE CONCRETE GROUT AFTER THE GROUT HAS BEEN PLACED AT A 8"-10" UNIFORM DEPTH.  
3. DIMENSIONS AND C.Y. OF CONCRETE WILL BE DETERMINED BY ENGINEER.

**Riprap Detail**  
Title: Riprap Detail  
Date: 01-16 Plate No. STO-04  
Revised: STO-04

Notes:  
1. RIPRAP SHALL BE PLACED ON A 4" MINIMUM THICKNESS OF GRANULAR BEDDING MATERIAL (MNDOT SPEC 3149.2F) (INCIDENTAL)  
2. RIPRAP SHALL BE PLACED ON A 4" MINIMUM THICKNESS OF GRANULAR BEDDING MATERIAL (MNDOT SPEC 3149.2F) (INCIDENTAL)  
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10. RIPRAP SHALL BE PLACED ON A 4" MINIMUM THICKNESS OF GRANULAR BEDDING MATERIAL (MNDOT SPEC 3149.2F) (INCIDENTAL)



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TYPICAL LOT LANDSCAPE PLAN

LANDSCAPE LEGEND

- SIDE SLOPE TREES
- NATIVE SEED MIX - MNDOT MIX 33-261
- 36" SOD STRIP ALONG NEW CURBS OVER 4" DEPTH TOPSOIL

LANDSCAPE NOTE:

1. POND SLOPE TREES WILL BE PLANTED AT TIME OF GRADING AND ROAD CONSTRUCTION. LOT TREES AND SHRUBS WILL BE PLANTED AT TIME OF BUILDING CONSTRUCTION

PLANTING REQUIREMENTS	TOTAL REQ'D	TOTAL PROPOSED
POND SLOPE TREES - 12 TREES PER 1 ACRE	2.36 ACRE	29
LOT TREES - 2 PER LOT	30 LOTS	60
LOT SHRUBS - 10 PER LOT	30 LOTS	300



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06/06/17 CITY SUBMITTAL

PROFESSIONAL SIGNATURE

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

*Greg Johnson*  
 License No. 24610  
 Date 06/05/17

QUALITY CONTROL

Loucks Project No. 16101  
 Project Lead TWM  
 Drawn By GAJ  
 Checked By TWM  
 Review Date 06/05/17

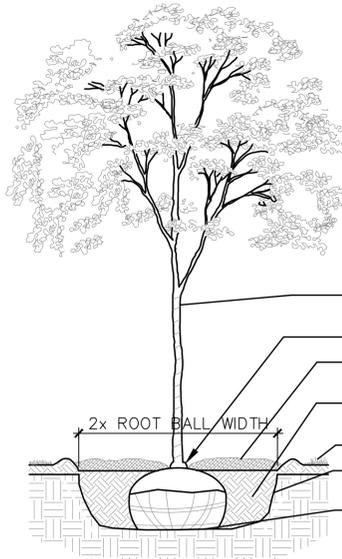
SHEET INDEX

- C0-1 COVER SHEET
- C1-1 EXISTING CONDITIONS
- C2-1 SITE PLAN
- C3-1 GRADING PLAN
- C3-2 - C3-3 SWPPP PLAN & NOTES
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- C5-1 - C5-2 STORM SEWER PROFILES
- C6-1 - C6-5 STREET PROFILES
- C8-1 DETAILS
- C8-2 DETAILS
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- L2-1 LANDSCAPE DETAILS

**NORTH LANDSCAPE PLAN**

**L1-1**





THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL TREES IN A PLUMB POSITION THROUGH THE WARRANTY PERIOD. STAKING IS SUGGESTED, BUT NOT REQUIRED. ANY STAKING MUST CONFORM WITH PRACTICES AS DEFINED IN A.N.A. GUIDELINES FOR STANDARD PRACTICES

PRUNE DAMAGED AND CROSSING BRANCHES AFTER PLANTING IS COMPLETE.

CUT BACK WIRE BASKET

WATER TREE THOROUGHLY DURING PLANTING OPERATIONS. PLACE BACKFILL IN 8-12" LIFTS AND SATURATE SOIL WITH WATER. DO NOT COMPACT MORE THAN NECESSARY TO MAINTAIN PLUMB.

TREE WRAP TO FIRST BRANCH

ROOT FLARE EVEN WITH OR JUST ABOVE GRADE.

MULCH - 4" DEEP. NO MULCH IN CONTACT WITH TRUNK - SEE NOTES OR SPECS.

BACKFILL WITH IN SITU TOPSOIL

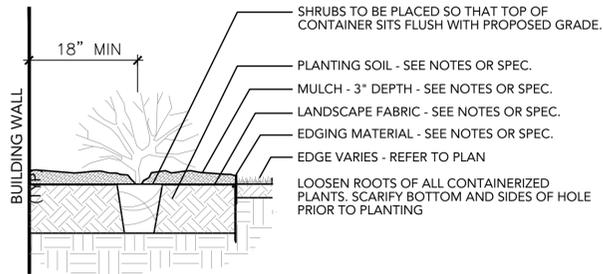
EDGE VARIES - SEE PLAN

SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING

SET PLANT ON UNDISTURBED NATIVE SOIL

CONTRACTOR IS RESPONSIBLE FOR TESTING PERCOLATION RATES PRIOR TO PLANTING. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF POOR DRAINAGE EXISTS.

**1**  
L2-1  
**DECIDUOUS TREE PLANTING DETAIL**  
SCALE: 1/2" = 1'-0"  
Deciduous Tree.DWG



18" MIN

BUILDING WALL

SHRUBS TO BE PLACED SO THAT TOP OF CONTAINER SITS FLUSH WITH PROPOSED GRADE.

PLANTING SOIL - SEE NOTES OR SPEC.

MULCH - 3" DEPTH - SEE NOTES OR SPEC.

LANDSCAPE FABRIC - SEE NOTES OR SPEC.

EDGING MATERIAL - SEE NOTES OR SPEC.

EDGE VARIES - REFER TO PLAN

LOOSEN ROOTS OF ALL CONTAINERIZED PLANTS. SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING

**2**  
L2-1  
**SHRUB PLANTING DETAIL**  
SCALE: 3/4" = 1'-0"

**GENERAL NOTES**

CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID. HE SHALL INSPECT SITE AND BECOME FAMILIAR WITH EXISTING CONDITIONS RELATING TO THE NATURE AND SCOPE OF WORK.

VERIFY LAYOUT AND ANY DIMENSIONS SHOWN AND BRING TO THE ATTENTION OF THE LANDSCAPE ARCHITECT ANY DISCREPANCIES WHICH MAY COMPROMISE THE DESIGN AND/OR INTENT OF THE PROJECT'S LAYOUT.

ASSURE COMPLIANCE WITH ALL APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK OR MATERIALS SUPPLIED.

CONTRACTOR SHALL PROTECT ALL EXISTING ROADS, CURBS/GUTTERS, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING PLANTING OPERATIONS. ANY DAMAGE TO SAME SHALL BE REPAIRED AT NO COST TO THE OWNER.

CONTRACTOR SHALL VERIFY ALIGNMENT AND LOCATION OF ALL UNDERGROUND AND ABOVE GRADE UTILITIES AND PROVIDE THE NECESSARY PROTECTION FOR SAME BEFORE CONSTRUCTION / MATERIAL INSTALLATION BEGINS (MINIMUM 10' - 0" CLEARANCE).

ALL UNDERGROUND UTILITIES SHALL BE LAID SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF ANY EXISTING TREES TO REMAIN.

EXISTING CONTOURS, TRAILS, VEGETATION, CURB/GUTTER AND OTHER EXISTING ELEMENTS BASED UPON INFORMATION SUPPLIED TO LANDSCAPE ARCHITECT BY OTHERS. CONTRACTOR SHALL VERIFY ANY AND ALL DISCREPANCIES PRIOR TO CONSTRUCTION AND NOTIFY LANDSCAPE ARCHITECT OF SAME.

THE ALIGNMENT AND GRADES OF THE PROPOSED WALKS, TRAILS AND/OR ROADWAYS ARE SUBJECT TO FIELD ADJUSTMENT REQUIRED TO CONFORM TO LOCALIZED TOPOGRAPHIC CONDITIONS AND TO MINIMIZE TREE REMOVAL AND GRADING. ANY CHANGE IN ALIGNMENT MUST BE APPROVED BY LANDSCAPE ARCHITECT.

**LANDSCAPE INSTALLATION**

COORDINATE THE PHASES OF CONSTRUCTION AND PLANTING INSTALLATION WITH OTHER CONTRACTORS WORKING ON SITE.

NATIVE SEED MIX SHALL BE INSTALLED PER MNDOT SPECS AT 35 LBS/ACRE. ALL SEEDED AREAS SHALL BE COVERED WITH MNDOT TYPE 1 MULCH IMMEDIATELY AFTER SEEDING.

WHERE SOD ABUTS HARD SURFACES, FINISHED GRADE OF SOD SHALL BE HELD 1" BELOW SURFACE ELEVATION OF HARD SURFACE.

SOD A 3' WIDE STRIP ALONG ALL NEW CURBS. SOD SHALL BE PLACED OVER 4" OF TOPSOIL AND SHALL HAVE STAGGERED JOINTS.

NO PLANTING WILL BE INSTALLED UNTIL COMPLETE GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.

ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN. UNLESS NOTED OTHERWISE, ALL SHRUBS SHALL HAVE AT LEAST 5 CANES AT THE SPECIFIED MINIMUM SHRUB HEIGHT OR WIDTH. BOULEVARD AND OVERSTORY TREES SHALL BEGIN BRANCHING NO LOWER THAN 5' ABOVE FINISHED GRADE.

PLAN TAKES PRECEDENCE OVER PLANT SCHEDULE IF DISCREPANCIES IN QUANTITIES EXIST. SPECIFICATIONS TAKE PRECEDENCE OVER NOTES.

NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF A BID AND/OR QUOTATION.

ALL PROPOSED PLANTS SHALL BE LOCATED AND STAKED AS SHOWN ON PLAN. ADJUSTMENTS IN LOCATION OF PROPOSED PLANT MATERIALS MAY BE NEEDED IN FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED.

ALL PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH A 27-3-3 SLOW RELEASE FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS. PLANTS MAY BE TREATED FOR SUMMER AND FALL. INSTALLATION WITH AN APPLICATION OF GRANULAR 27-3-3 AT 6 OZ PER 2.5" CALIPER PER TREE AND 3 OZ PER SHRUB WITH AN ADDITIONAL APPLICATION OF 27-3-3 THE FOLLOWING SPRING IN THE TREE SAUCER.

ALL PLANTS TO BE INSTALLED AS PER PLANTING DETAILS. REMOVE ALL FLAGGING AND LABELS FROM PLANTS.

WRAPPING MATERIAL SHALL BE CORRUGATED PVC PIPING 1" GREATER IN CALIPER THAN THE TREE BEING PROTECTED OR QUALITY, HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO 12-1 AND REMOVE ALL WRAPPING AFTER 5-1.

ALL SHRUB BED MASSINGS NOT SHOWN TO RECEIVE ROCK MULCH SHALL RECEIVE 3" DEEP SHREDDED HARDWOOD MULCH AND FIBER MAT WEED BARRIER.

ALL TREES TO RECEIVE 4" DEEP SHREDDED HARDWOOD MULCH WITH NO MULCH IN DIRECT CONTACT WITH TREE TRUNK.

SPREAD GRANULAR PRE EMERGENT HERBICIDE (PREEN OR EQUAL) PER MANUFACTURER'S RECOMMENDATIONS UNDER ALL MULCHED AREAS.

IF THE LANDSCAPE CONTRACTOR IS CONCERNED OR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS OR ANY OTHER SITE CONDITION WHICH MIGHT NEGATIVELY AFFECT PLANT ESTABLISHMENT, SURVIVAL OR GUARANTEE, HE MUST BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO PROCUREMENT AND/OR INSTALLATION.

CONTRACTOR SHALL SUBMIT A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION OF ALL LANDSCAPE AND SITE IMPROVEMENTS.

CONTRACTOR IS RESPONSIBLE FOR ON-GOING MAINTENANCE OF ALL NEWLY INSTALLED MATERIALS UNTIL TIME OF OWNER ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO OWNER ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL PROVIDE THE OWNER WITH A MAINTENANCE PROGRAM INCLUDING, BUT NOT NECESSARILY LIMITED TO, PRUNING, FERTILIZATION AND DISEASE/PEST CONTROL.

CONTRACTOR SHALL GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM THE DATE OF OWNER ACCEPTANCE.

WARRANTY (ONE FULL GROWING SEASON) FOR LANDSCAPE MATERIALS SHALL BEGIN ON THE DATE OF ACCEPTANCE BY THE LANDSCAPE ARCHITECT AFTER THE COMPLETION OF PLANTING OF ALL LANDSCAPE MATERIALS. NO PARTIAL ACCEPTANCE WILL BE CONSIDERED.

UNLESS NOTED OTHERWISE THE APPROPRIATE DATES FOR SPRING PLANT MATERIAL INSTALLATION AND SEED/SOD PLACEMENT IS FROM THE TIME GROUND HAS THAWED TO JUNE 15.

FALL SODDING IS GENERALLY ACCEPTABLE FROM AUGUST 15 - NOVEMBER 1. FALL DECIDUOUS PLANTING FROM THE FIRST FROST UNTIL NOVEMBER 15. PLANTING OUTSIDE THESE DATES IS NOT RECOMMENDED. ANY ADJUSTMENT MUST BE APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.

LANDSCAPE CONTRACTOR SHALL ESTABLISH TO HIS SATISFACTION THAT SOIL AND COMPACTION CONDITIONS ARE ADEQUATE TO ALLOW FOR PROPER DRAINAGE AT AND AROUND THE BUILDING SITE.

**PLANT LIST**

KEY	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	COMMENTS
<b>SIDE SLOPE TREES - 29 TOTAL</b>					
RB	15	RIVER BIRCH	Betula nigra	2-1/2" CAL B.B.	H 40-50' W 30-40'
SW	14	SWAMP WHITE OAK	Quercus bicolor	2-1/2" CAL B.B.	H 50-60' W 40-50'
<b>LOT TREES - 60 TOTAL</b>					
IH	15	IMPERIAL HONEYLOCUST	Gleditsia triacanthos inermis 'Impcole'	2-1/2" CAL B.B.	H 30-35' W 30-35'
RS	15	RED SUNSET MAPLE	Malus 'Prairie Rose'	2-1/2" CAL B.B.	H 45' W 35'
PO	15	NORTHERN PIN OAK	Quercus ellipsoidalis	2-1/2" CAL B.B.	H 40-50' W 30-35'
RS	15	GREENSPIRE LINDEN	Tilia cordata 'Greenspire'	2-1/2" CAL B.B.	H 40-50' W 30-35'
<b>CONIFEROUS SHRUBS - 100</b>					
SG	25	SEA GREEN JUNIPER	Juniperus chinensis 'Sea Green'	#5 CONT	H 4-6' W 3-5'
SJ	25	SCANDIA JUNIPER	Juniperus sabinna 'Scandia'	#5 CONT	H 18" W 3-5'
TY	25	TAUNTON YEW	Taunton x media 'Taunton'	#5 CONT	H 3' W 3-4'
PW	25	PRINCE OF WALES JUNIPER	Juniperus horizontalis 'Prince of Wales'	#5 CONT	H 6" W 5-6'
<b>DECIDUOUS SHRUBS - 200</b>					
NF	25	NEON FLASH SPIREA	Spirea japonica 'Neon Flash'	#5 CONT	H 3' W 3-5'
TS	25	TOR SPIREA	Spirea betulifolia 'Tor'	#5 CONT	H 3' W 3'
LP	25	LITTLE PRINCESS SPIREA	Spirea japonica 'Little Princess'	#5 CONT	H 2-3' W 3'
DV	25	DWARF EUROPEAN VIBURNUM	Viburnum opulus 'Nanum'	#5 CONT	H 24" W 2-3'
AM	25	AUTUMN MAGIC CHOKEBERRY	Aronia melanocarpa 'Autumn Magic'	#5 CONT	H 5-7' W 2-4'
RG	25	RED GNOME DOGWOOD	Cornus alba siberica 'Red Gnome'	#5 CONT	H 3-4' W 4-5'
BH	25	DWARF BUSH HONEYSUCKLE	Diervilla lonicera	#5 CONT	H 3-4' W 3'
AC	25	ALPINE CURRANT	Ribes alpinum	#5 CONT	H 3-5' W 5-6'

**CROW RIVER HEIGHTS WEST 3RD ADDITION**  
HANOVER, MINNESOTA

**BACKES COMPANIES**  
11413 ASHBURY CIRCLE N.  
CHAMPLIN, MN 55316  
PHONE: (612) 369-7750  
FAX (612) 566-1525

**LOUCKS**  
PLANNING  
CIVIL ENGINEERING  
LAND SURVEYING  
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL  
7200 Hemlock Lane, Suite 300  
Maple Grove, MN 55369  
763.424.5505  
www.loucksinc.com

**CADD QUALIFICATION**

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

**SUBMITTAL/REVISIONS**

06/06/17 CITY SUBMITTAL

**PROFESSIONAL SIGNATURE**

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

License No. Greg Johnson - LA 24610  
Date 06/05/17

**QUALITY CONTROL**

Loucks Project No. 16101  
Project Lead TWM  
Drawn By GAJ  
Checked By TWM  
Review Date 06/05/17

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**SOUTH LANDSCAPE DETAILS**  
**L2-1**

# Memorandum

**Date:** July 5, 2017

**To:** Andrew Grean, Wright Soil and Water Conservation District (SWCD)  
LeeAnn Glomski, United States Army Corps of Engineers (USACE)

**CC:** Dennis Backes, Backes Companies, Inc  
Todd McLouth, Loucks, Inc.

**From:** Adam Cameron, Kjolhaug Environmental Services Company  
Ben Carlson, Kjolhaug Environmental Services Company

**Re:** No Wetlands Determination – Crow River Heights West Site, Hanover MN  
KES PROJECT #2017-052

---

On May 3, 2017 Kjolhaug Environmental Services (KES) reviewed the Crow River Heights West Site to determine if wetland was present at the project location (and if present), determine the extent. No wetlands were delineated within the project boundary (**Figure 2**). This No Wetlands Determination is requesting a No-loss and corresponding Notice of Decision under the Minnesota Wetland Conservation Act (WCA); as well as an Approved Jurisdictional Determination from US Army Corps of Engineers (USACE). The Joint Application Form has been included as **Appendix A**.

## **Site Description and History**

The 15.78-acre review area was located in Section 34, Township 120N, Range 24W, Hanover, Wright County, Minnesota. The review area was situated west of Labeaux Ave NE and south of Beebe Lake Road NE (**Figure 1**). The site corresponded to Wright County PID# 108500341102. The topography of the site was highest at 980 feet msl in the upland, sloping to 954 along the edges of the storm ponds (**Figure 2**). The site consisted of an area that had been previously graded with the intention to create a housing development. The site currently contains excavated road beds that have not been paved, as well as storm ponds that lack installed outlets. Surrounding land use consisted of residential housing developments, and farm land.

## **Methods**

Potential wetlands were identified using the Routine Determination method described in the Corps of Engineers Wetlands Delineation Manual (Waterways Experiment Station, 1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0) as required under Section 404 of the Clean Water Act and the Minnesota Wetland Conservation Act.

Soils, vegetation, and hydrology were documented onsite to demonstrate the lack of wetland present on the subject property. Plant species dominance was estimated based on the percent aerial or basal coverage visually estimated within a 30-foot radius for trees and vines, a 15-foot radius for the shrub layer, and a 5-foot radius for the herbaceous layer within the community type sampled.

Soils were characterized to a minimum depth of 24 inches (unless otherwise noted) using a Munsell Soil Color Book and standard soil texturing methodology. Hydric soil indicators used are from Field Indicators of Hydric Soils in the United States (USDA Natural Resources Conservation Service (NRCS) in cooperation with the National Technical Committee for Hydric Soils, Version 8.1, 2017).

Plants were identified using standard regional plant keys. Taxonomy and indicator status of plant species was taken from the 2016 National Wetland Plant List (U.S. Army Corps of Engineers 2016. National Wetland Plant List, version 3.3, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH).

## **Review of NWI, Soils, DNR, and NHD Information**

The National Wetlands Inventory (NWI) (Minnesota Geospatial Commons 2009-2014 and U.S. Fish and Wildlife Service) showed two PUBGx wetlands present within the site boundaries at the location of excavated storm ponds (**Figure 3**).

The Soil Survey (USDA NRCS 2015) showed Angus-Cordova (Partially Hydric) as the main hydric soil type within the review area. A soils map indicating the soil types present is included in **Figure 4**. A table of soil series data and hydric ratings is shown below. A detailed list of all hydric soil components has been included as supporting information in **Appendix C**.

<b>Map unit symbol</b>	<b>Map unit name</b>	<b>Hydric Rating</b>	<b>Acres in AOI</b>	<b>Percent of AOI</b>
1094B	Angus-Cordova Complex	Partially Hydric	8.53	54.0%
1901B	Angus-Le Sueur Complex	Predominantly Non-Hydric	6.29	39.8%
740	Hamel-Glencoe Complex	Predominantly Hydric	0.69	4.4%
114	Glencoe Clay Loam	Hydric	0.19	1.2%
106C2	Lester Loam	Predominantly Non-Hydric	0.09	0.6%

The Minnesota DNR Public Waters Inventory (Minnesota Department of Natural Resources 2015) showed DNR Public Water Wilhelm Lake (86-20 P) 430 feet north of the site boundary (**Figure 5**).

The National Hydrography Dataset (U.S. Geological Survey 2015) showed an NHD Lake/Pond water feature at the location of Wilhelm Lake, but showed no features within the site boundaries (**Figure 6**).

### **Site Review**

The Crow River Heights West Site review area was examined on May 3, 2017 for the presence and extent of wetland. The site visit was conducted during the growing season, with herbaceous vegetation onsite actively growing at the time of the field visit. Datasheets describing the sample points were included as **Appendix B**. Precipitation conditions were typical based on the gridded database method, and wetter than the normal range based on available 30-day rolling total precipitation data (**Appendix C**).

### **Other Areas & Historic Aerial Analysis**

- Two storm ponds are located within the project boundaries (Pond 3 & 5), and are shown on the attached Preliminary Grading & Drainage Plan (**Appendix D**).
- The site was graded between 2006-2008, and the most recently available post-grading photo of the site is shown on **Figure 7**.
- Pond 3 has increased in size since the time of its creation, and has spilled over to the Northwest. **Sample Points A & B** were taken in this area to document the soil, hydrology, and vegetation at this location. As shown on the datasheets (**Appendix B**), this area currently meets wetland criteria, however normal circumstances are not present due to the disturbance in hydrology.
- Pond 3 has a Normal Water Level of 960, and a High Water Level of 964.
- The current water level within Pond 3 as of May of 2017 corresponds approximately to the 966 ft msl elevation contour, as shown on **Figure 2**.
- The reason for the excessive amount of impounded water within this constructed basin is that the planned outlet was never installed.
- As shown on the Preliminary Grading & Drainage Plan, the outlet was planned to be installed at 960 ft msl, and was supposed to flow south into Pond 5.

Based on this information we believe that the area labeled “Stormwater Overflow Area” on **Figure 2** has been incidentally created due to the absence of the planned outlet. We are requesting a no-loss for this area under the MN Wetland Conservation Act, and believe that this area is isolated and is therefore not subject to the jurisdiction of the US Army Corps of Engineers.

Portions of the site are mapped with hydric soils on the soil survey including Angus-Cordova (Partially Hydric), Hamel-Glencoe (Predominantly Hydric), and Glencoe (Hydric). However, the site has been previously graded and these areas of hydric soil do not correspond to areas that meet wetland criteria (with the exception of the aforementioned storm ponds).

No other areas exhibiting wetland characteristics were observed within the site boundaries. No other areas were mapped with hydric soils, or were shown as wetlands on the NWI map.

**Conclusion**

The Crow River Heights West Site was reviewed on May 3, 2017 to determine if wetlands were present. *Based on the results of the site review KES determined there were no wetlands located within the review area.*

**Certification of Delineation**

The procedures utilized in the described delineation are based on the COE 1987 Wetland Delineation Manual as required by Section 404 of the Clean Water Act and the Minnesota Wetland Conservation Act. Both the delineation and report were conducted in compliance with regulatory standards in place at the time the work was completed.

All site boundaries indicated on figures within this report are approximate and do not constitute an official survey product.

Delineation Completed by:

Ben Carlson, Wetland Specialist  
Certified Wetland Delineator No. 1125

Adam Cameron, Wetland Ecologist  
Certified Wetland Delineator In-Training No. 5221

Report Prepared by:

Adam Cameron, Wetland Ecologist  
Certified Wetland Delineator In-Training No. 5221



Report reviewed by: \_\_\_\_\_ Date: July 5, 2017

Mark Kjolhaug, Professional Wetland Scientist No. 000845

# **Crow River Heights West Site**

## **No Wetlands Determination**

### **FIGURES**

1. Site Location
2. Existing Conditions
3. National Wetlands Inventory
4. Soil Survey
5. DNR Protected Waters Inventory
6. National Hydrography Dataset
7. Post-Grading Aerial Photograph



**Figure 1 - Site Location**



N



KJOLHAUG

ENVIRONMENTAL SERVICES COMPANY

Source: ESRI Streets Basemap

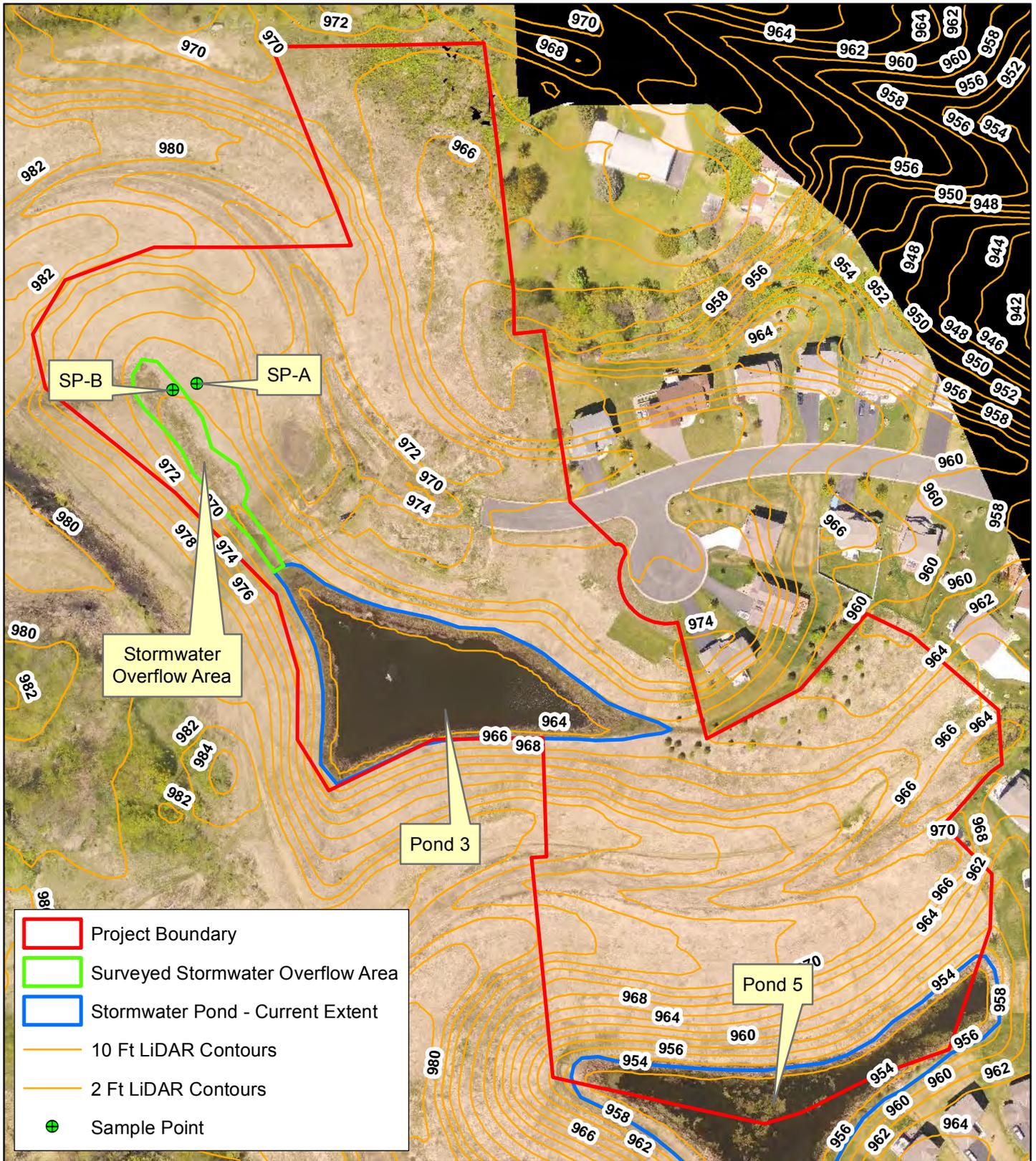
0      1,500



Feet

**Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.



**Figure 2 - Existing Conditions (2017 KES Drone Photo)**



N

0 175



Feet

**Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**



**KJOLHAUG** ENVIRONMENTAL SERVICES COMPANY

Source: MnGeo, ESRI Imagery Basemap

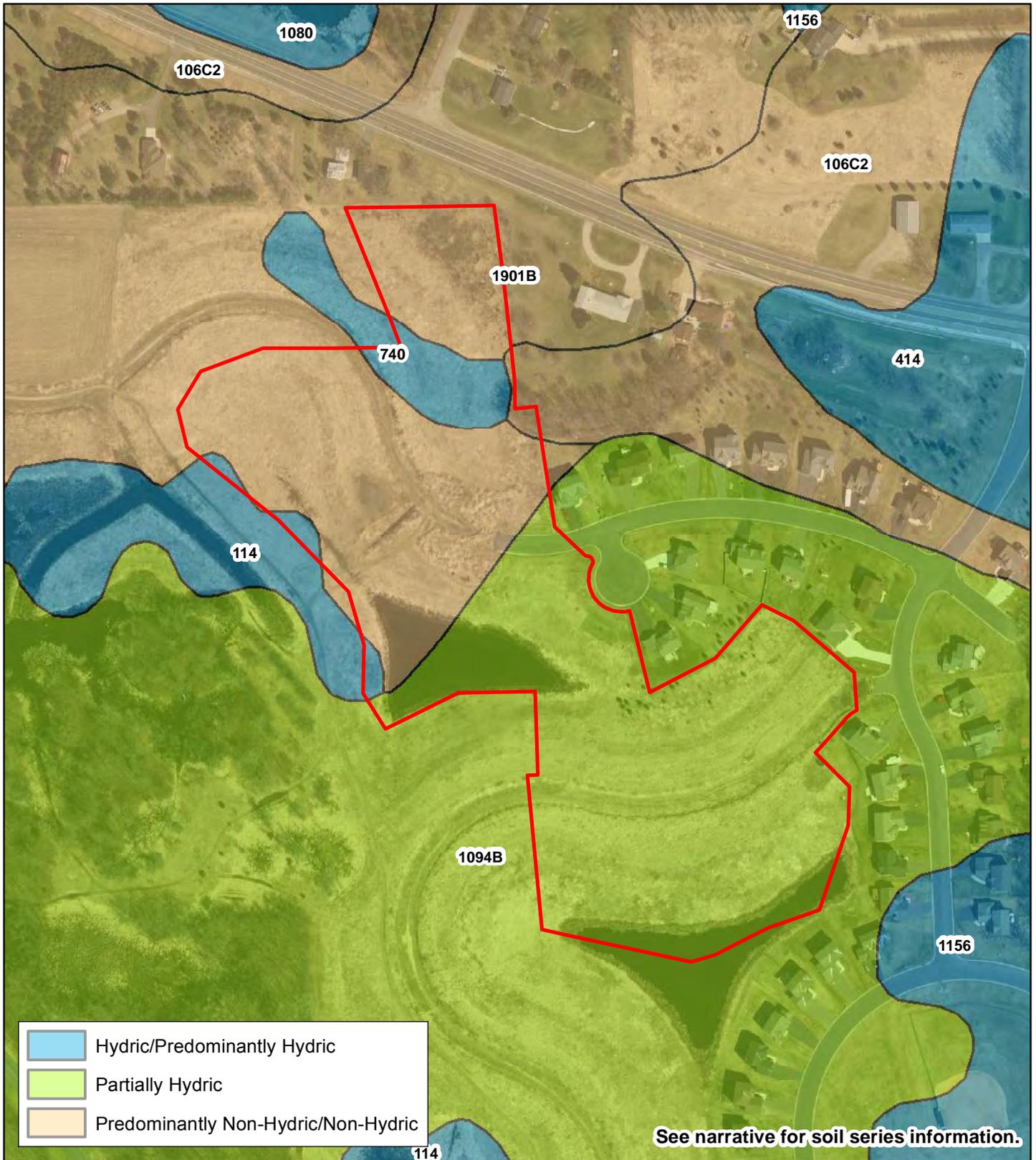
Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

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**Figure 3 - National Wetlands Inventory**

	<p>N</p> 	<p>0                      250</p>  <p>Feet</p>	<p><b>Crow River Heights West (KES 2017-052)</b>  <b>Hanover, Minnesota</b></p> <p>Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.</p>
<p><b>KJOLHAUG</b> ENVIRONMENTAL SERVICES COMPANY</p> <p>Source: Minnesota DNR (2013), USFWS</p>			<p>197</p>



**Figure 4 - Soil Survey**



N



0 250 Feet



**Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Source: USDA, NRCS

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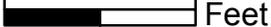
**Figure 5 - DNR Public Waters Inventory**



N



0 1,000  
Feet

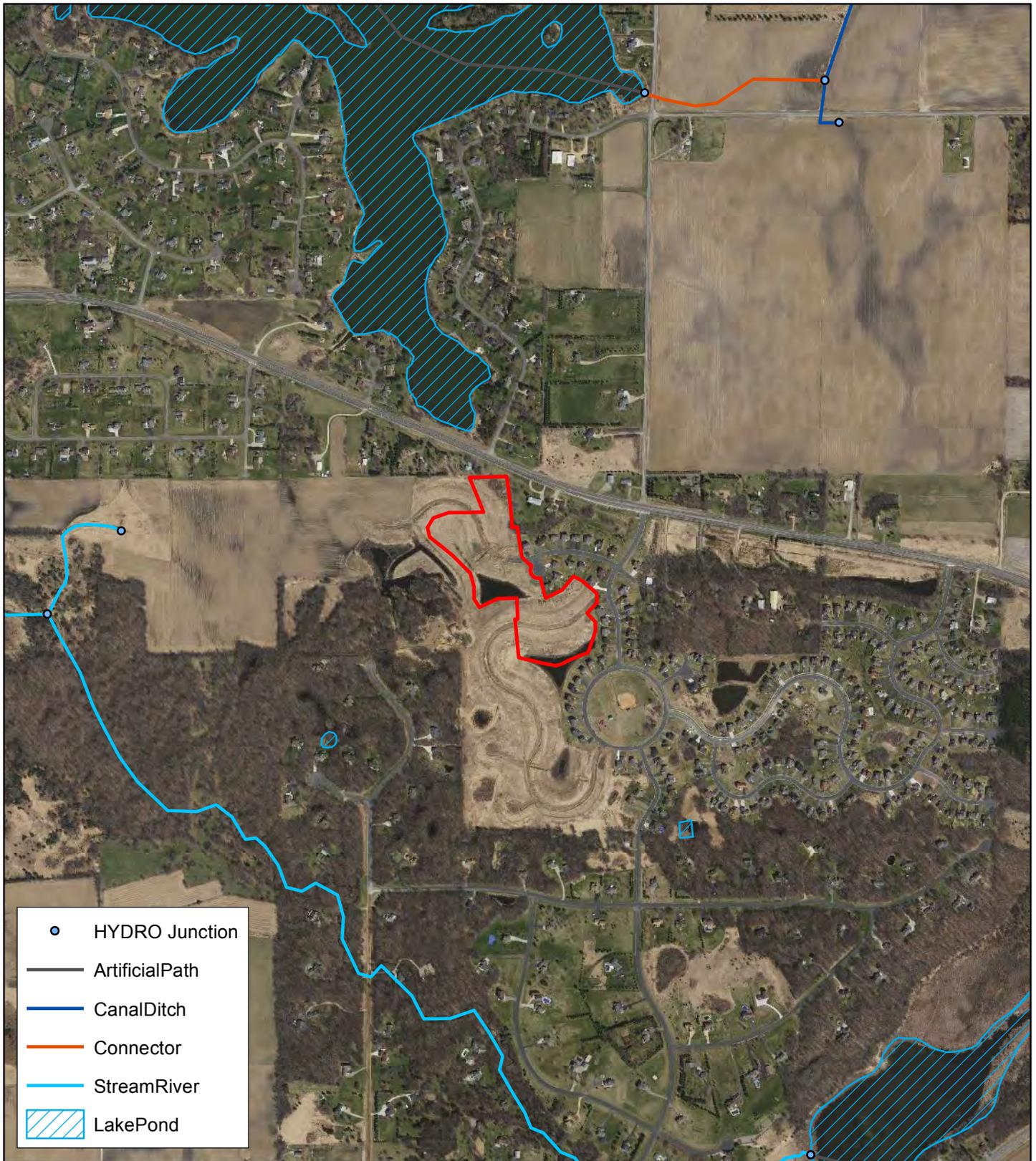


**Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Source: Minnesota DNR

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**Figure 6 - National Hydrography Dataset**



N



**KJOLHAUG** ENVIRONMENTAL SERVICES COMPANY

Source: USGS

0      1,000



Feet

**Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

200



**Figure 7 - Post-Grading Aerial Photograph (2008 FSA Photo)**

   **Crow River Heights West (KES 2017-052)**  
**Hanover, Minnesota**

*KJOLHAUG* ENVIRONMENTAL SERVICES COMPANY  
Source: MnGeo, ESRI Imagery Basemap

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.  
201

# **Crow River Heights West Site**

## **No Wetlands Determination**

### **APPENDIX A**

#### **Joint Application Form for Activities Affecting Water Resources in Minnesota**

# Joint Application Form for Activities Affecting Water Resources in Minnesota

This joint application form is the accepted means for initiating review of proposals that may affect a water resource (wetland, tributary, lake, etc.) in the State of Minnesota under state and federal regulatory programs. Applicants for Minnesota Department of Natural Resources (DNR) Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. Applicants can use the information entered into MPARS to substitute for completing parts of this joint application form (see the paragraph on MPARS at the end of the joint application form instructions for additional information). This form is only applicable to the water resource aspects of proposed projects under state and federal regulatory programs; other local applications and approvals may be required. Depending on the nature of the project and the location and type of water resources impacted, multiple authorizations may be required as different regulatory programs have different types of jurisdiction over different types of resources.

## Regulatory Review Structure

### Federal

The St. Paul District of the U.S. Army Corps of Engineers (Corps) is the federal agency that regulates discharges of dredged or fill material into waters of the United States (wetlands, tributaries, lakes, etc.) under Section 404 of the Clean Water Act (CWA) and regulates work in navigable waters under Section 10 of the Rivers and Harbors Act. Applications are assigned to Corps project managers who are responsible for implementing the Corps regulatory program within a particular geographic area.

### State

There are three state regulatory programs that regulate activities affecting water resources. The Wetland Conservation Act (WCA) regulates most activities affecting wetlands. It is administered by local government units (LGUs) which can be counties, townships, cities, watershed districts, watershed management organizations or state agencies (on state-owned land). The Minnesota DNR Division of Ecological and Water Resources issues permits for work in specially-designated public waters via the Public Waters Work Permit Program (DNR Public Waters Permits). The Minnesota Pollution Control Agency (MPCA) under Section 401 of the Clean Water Act certifies that discharges of dredged or fill material authorized by a federal permit or license comply with state water quality standards. One or more of these regulatory programs may be applicable to any one project.

## Required Information

Prior to submitting an application, applicants are **strongly encouraged** to seek input from the Corps Project Manager and LGU staff to identify regulatory issues and required application materials for their proposed project. Project proponents can request a pre-application consultation with the Corps and LGU to discuss their proposed project by providing the information required in Sections 1 through 5 of this joint application form to facilitate a meaningful discussion about their project. Many LGUs provide a venue (such as regularly scheduled technical evaluation panel meetings) for potential applicants to discuss their projects with multiple agencies prior to submitting an application. Contact information is provided below.

The following bullets outline the information generally required for several common types of determinations/authorizations.

- For delineation approvals and/or jurisdictional determinations, submit Parts 1, 2 and 5, and Attachment A.
- For activities involving CWA/WCA exemptions, WCA no-loss determinations, and activities not requiring mitigation, submit Parts 1 through 5, and Attachment B.
- For activities requiring compensatory mitigation/replacement plan, submit Parts 1 thru 5, and Attachments C and D.
- For local road authority activities that qualify for the state's local road wetland replacement program, submit Parts 1 through 5, and Attachments C, D (if applicable), and E to both the Corps and the LGU.

## Submission Instructions

Send the completed joint application form and all required attachments to:

**U.S Army Corps of Engineers.** Applications may be sent directly to the appropriate Corps Office. For a current listing of areas of responsibilities and contact information, visit the St. Paul District's website at:

<http://www.mvp.usace.army.mil/Missions/Regulatory.aspx> and select "Minnesota" from the contact Information box.

Alternatively, applications may be sent directly to the St. Paul District Headquarters and the Corps will forward them to the appropriate field office.

**Section 401 Water Quality Certification:** Applicants do not need to submit the joint application form to the MPCA unless specifically requested. The MPCA will request a copy of the completed joint application form directly from an applicant when they determine an individual 401 water quality certification is required for a proposed project.

**Wetland Conservation Act Local Government Unit:** Send to the appropriate Local Government Unit. If necessary, contact your county Soil and Water Conservation District (SWCD) office or visit the Board of Water and Soil Resources (BWSR) web site ([www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)) to determine the appropriate LGU.

**DNR Public Waters Permitting:** In 2014 the DNR will begin using the Minnesota DNR Permitting and Reporting System (MPARS) for submission of Public Waters permit applications (<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>).

Applicants for Public Waters permits **MUST** use the MPARS online permitting system for submitting applications to the DNR. To avoid duplication and to streamline the application process among the various resource agencies, applicants can use the information entered into MPARS to substitute for completing parts of this joint application form. The MPARS print/save function will provide the applicant with a copy of the Public Waters permit application which, at a minimum, will satisfy Parts one and two of this joint application. For certain types of activities, the MPARS application may also provide all of the necessary information required under Parts three and four of the joint application. However, it is the responsibility of the Applicant to make sure that the joint application contains all of the required information, including identification of all aquatic resources impacted by the project (see Part four of the joint application). After confirming that the MPARS application contains all of the required information in Parts one and two the Applicant may attach a copy to the joint application and fill in any missing information in the remainder of the joint application.

## PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

**Applicant/Landowner Name:** Dennis Backes  
**Mailing Address:** 7026 Brooklyn Blvd, Brooklyn Center, MN 55429  
**Phone:** 763-566-1524  
**E-mail Address:**

**Authorized Contact (do not complete if same as above):**  
**Mailing Address:**  
**Phone:**  
**E-mail Address:**

**Agent Name:** Adam Cameron  
**Mailing Address:** 26105 Wild Rose Lane, Shorewood MN 55331  
**Phone:** 952-401-8757 Ext. #106  
**E-mail Address:** Adam@kjolhaugenv.com

## PART TWO: Site Location Information

**County:** Wright **City/Township:** Hanover  
**Parcel ID and/or Address:** 108500341102  
**Legal Description (Section, Township, Range):** S:34 T:120N R:24W  
**Lat/Long (decimal degrees):** 45.163671, -93.689999  
**Attach a map showing the location of the site in relation to local streets, roads, highways.**  
**Approximate size of site (acres) or if a linear project, length (feet):** 11.76 Acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

[http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform\\_4345\\_2012oct.pdf](http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf)

## PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted *prior to* this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

Project Name and/or Number: Crow River Heights West

### PART FOUR: Aquatic Resource Impact<sup>1</sup> Summary:

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) <sup>1</sup>	Size of Impact <sup>2</sup>	Overall Size of Aquatic Resource <sup>3</sup>	Existing Plant Community Type(s) in Impact Area <sup>4</sup>	County, Major Watershed #, and Bank Service Area # of Impact Area <sup>5</sup>

<sup>1</sup>If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

<sup>2</sup>Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

<sup>3</sup>This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

<sup>4</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>5</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

### PART FIVE: Applicant Signature

Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature:  5-17-17 Date:

I hereby authorize \_\_\_\_\_ to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

<sup>1</sup> The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

## Attachment A

# Request for Delineation Review, Wetland Type Determination, or Jurisdictional Determination

By submission of the enclosed wetland delineation report, I am requesting that the U.S. Army Corps of Engineers, St. Paul District (Corps) and/or the Wetland Conservation Act Local Government Unit (LGU) provide me with the following (check all that apply):

**Wetland Type Confirmation**

**Delineation Concurrence.** Concurrence with a delineation is a written notification from the Corps and a decision from the LGU concurring, not concurring, or commenting on the boundaries of the aquatic resources delineated on the property. Delineation concurrences are generally valid for five years unless site conditions change. Under this request alone, the Corps will not address the jurisdictional status of the aquatic resources on the property, only the boundaries of the resources within the review area (including wetlands, tributaries, lakes, etc.).

**Preliminary Jurisdictional Determination.** A preliminary jurisdictional determination (PJD) is a non-binding written indication from the Corps that waters, including wetlands, identified on a parcel may be waters of the United States. For purposes of computation of impacts and compensatory mitigation requirements, a permit decision made on the basis of a PJD will treat all waters and wetlands in the review area as if they are jurisdictional waters of the U.S. PJDs are advisory in nature and may not be appealed.

**Approved Jurisdictional Determination.** An approved jurisdictional determination (AJD) is an official Corps determination that jurisdictional waters of the United States are either present or absent on the property. AJDs can generally be relied upon by the affected party for five years. An AJD may be appealed through the Corps administrative appeal process.

In order for the Corps and LGU to process your request, the wetland delineation must be prepared in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, any approved Regional Supplements to the 1987 Manual, and the *Guidelines for Submitting Wetland Delineations in Minnesota* (2013).

<http://www.mvp.usace.army.mil/Missions/Regulatory/DelineationJDGuidance.aspx>

## **Attachment B**

# **Supporting Information for Applications Involving Exemptions, No Loss Determinations, and Activities Not Requiring Mitigation**

Complete this part *if* you maintain that the identified aquatic resource impacts in Part Four do not require wetland replacement/compensatory mitigation OR *if* you are seeking verification that the proposed water resource impacts are either exempt from replacement or are not under CWA/WCA jurisdiction.

Identify the specific exemption or no-loss provision for which you believe your project or site qualifies:

Provide a detailed explanation of how your project or site qualifies for the above. Be specific and provide and refer to attachments and exhibits that support your contention. Applicants should refer to rules (e.g. WCA rules), guidance documents (e.g. BWSR guidance, Corps guidance letters/public notices), and permit conditions (e.g. Corps General Permit conditions) to determine the necessary information to support the application. Applicants are strongly encouraged to contact the WCA LGU and Corps Project Manager prior to submitting an application if they are unsure of what type of information to provide:

## Attachment C

### Avoidance and Minimization

**Project Purpose, Need, and Requirements.** Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

**Avoidance.** Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

**Minimization.** Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

**Off-Site Alternatives.** An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

## Attachment D

### Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

**Replacement/Compensatory Mitigation via Wetland Banking.** Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

**Project-Specific Replacement/Permittee Responsible Mitigation.** Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project.

WCA Action Eligible for Credit <sup>1</sup>	Corps Mitigation Compensation Technique <sup>2</sup>	Acres	Credit % Requested	Credits Anticipated <sup>3</sup>	County	Major Watershed #	Bank Service Area #

<sup>1</sup>Refer to the name and subpart number in MN Rule 8420.0526.

<sup>2</sup>Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

<sup>3</sup>If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc.):

Attach a map of the existing aquatic resources, associated delineation report, and any documentation of regulatory review or approval. Discuss as necessary:

For actions involving construction activities, attach construction plans and specifications with all relevant details. Discuss and provide documentation of a hydrologic and hydraulic analysis of the site to define existing conditions, predict project outcomes, identify specific project performance standards and avoid adverse offsite impacts. Plans and specifications should be prepared by a licensed engineer following standard engineering practices. Discuss anticipated construction sequence and timing:

For projects involving vegetation restoration, provide a vegetation establishment plan that includes information on site preparation, seed mixes and plant materials, seeding/planting plan (attach seeding/planting zone map), planting/seeding methods, vegetation maintenance, and an anticipated schedule of activities:

For projects involving construction or vegetation restoration, identify and discuss goals and specific outcomes that can be determined for credit allocation. Provide a proposed credit allocation table tied to outcomes:

Provide a five-year monitoring plan to address project outcomes and credit allocation:

Discuss and provide evidence of ownership or rights to conduct wetland replacement/mitigation on each site:

Quantify all proposed wetland credits and compare to wetland impacts to identify a proposed wetland replacement ratio. Discuss how this replacement ratio is consistent with Corps and WCA requirements:

By signature below, the applicant attests to the following (only required if application involves project-specific/permittee responsible replacement):

- All proposed replacement wetlands were not:
  - Previously restored or created under a prior approved replacement plan or permit
  - Drained or filled under an exemption during the previous 10 years
  - Restored with financial assistance from public conservation programs
  - Restored using private funds, other than landowner funds, unless the funds are paid back with interest to the individual or organization that funded the restoration and the individual or organization notifies the local government unit in writing that the restored wetland may be considered for replacement.
- The wetland will be replaced before or concurrent with the actual draining or filling of a wetland.
- An irrevocable bank letter of credit, performance bond, or other acceptable security will be provided to guarantee successful completion of the wetland replacement.
- Within 30 days of either receiving approval of this application or beginning work on the project, I will record the Declaration of Restrictions and Covenants on the deed for the property on which the replacement wetland(s) will be located and submit proof of such recording to the LGU and the Corps.

Applicant or Representative:

Title:

Signature: \_\_\_\_\_

Date:

## Attachment E

### Local Road Replacement Program Qualification

Complete this part **if** you are a local road authority (county highway department, city transportation department, etc.) seeking verification that your project (or a portion of your project) qualifies for the MN Local Government Road Wetland Replacement Program (LGRWRP). If portions of your project are not eligible for the LGRWRP, then Attachment D should be completed and attached to your application.

Discuss how your project is a repair, rehabilitation, reconstruction, or replacement of a currently serviceable road to meet state/federal design or safety standards/requirements. Applicants should identify the specific road deficiencies and how the project will rectify them. Attach supporting documents and information as applicable:

Provide a map, plan, and/or aerial photograph accurately depicting wetland boundaries within the project area. Attach associated delineation/determination report or otherwise explain the method(s) used to identify and delineate wetlands. Also attach and discuss any type of review or approval of wetland boundaries or other aspects of the project by a member or members of the local Technical Evaluation Panel (TEP) or Corps of Engineers:

In the table below, identify only the wetland impacts from Part 4 that the road authority has determined should qualify for the LGRWRP.

Wetland Impact ID (as noted on overhead view)	Type of Impact (fill, excavate, drain)	Size of Impact (square feet or acres to 0.01)	Existing Plant Community Type(s) in Impact Area <sup>1</sup>	County, Major Watershed #, and Bank Service Area # of Impact <sup>2</sup>

<sup>1</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>2</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

Discuss the feasibility of providing onsite compensatory mitigation/replacement for important site-specific wetland functions:

Please note that under the MN Wetland Conservation Act, projects with less than 10,000 square feet of wetland impact are allowed to commence prior to submission of this notification so long as the notification is submitted within 30 days of the impact. The Clean Water Act has no such provision and requires that permits be obtained prior to any regulated discharges into water of the United States. To avoid potential unauthorized activities, road authorities must, at a minimum, provide a complete application to the Corps and receive a permit prior to commencing work.

By signature below, the road authority attests that they have followed the process in MN Rules 8420.0544 and have determined that the wetland impacts identified in Part 4 are eligible for the MN Local Government Road Wetland Replacement Program.

Road Authority Representative:

Title:

Signature: \_\_\_\_\_

Date:

**Technical Evaluation Panel Concurrence:**

Project Name and/or Number: Crow River Heights West

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_

Date:

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_

Date:

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_

Date:

TEP member:

Representing:

Concur with road authority's determination of qualification for the local road wetland replacement program?  Yes  No

Signature: \_\_\_\_\_

Date:

Upon approval and signature by the TEP, application must be sent to: **Wetland Bank Administration  
Minnesota Board of Water & Soil Resources  
520 Lafayette Road North  
Saint Paul, MN 55155**

# **Crow River Heights West Site**

## **No Wetlands Determination**

### **APPENDIX B**

#### **Wetland Determination Data Forms**

**WETLAND DETERMINATION DATA FORM - Midwest Region**

Project/Site Crow River Heights West City/County: Hanover/Wright Sampling Date: 5/3/2017  
 Applicant/Owner: Dennis Backes State: MN Sampling Point: SP-A  
 Investigator(s): B. Carlson, A. Krinke, A. Cameron Section, Township, Range: S:34 T:120N R:24W  
 Landform (hillslope, terrace, etc.): Hillslope Local relief (concave, convex, none): Linear  
 Slope (%): 3 - 5 Lat: \_\_\_\_\_ Long: \_\_\_\_\_ Datum: \_\_\_\_\_  
 Soil Map Unit Name Angus-Le Sueur Complex (Predominantly Non-Hydric) NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)  
 Are vegetation \_\_\_\_\_, soil X, or hydrology X significantly disturbed? Are "normal circumstances" present? No  
 Are vegetation \_\_\_\_\_, soil \_\_\_\_\_, or hydrology \_\_\_\_\_ naturally problematic? present? No

**SUMMARY OF FINDINGS** (If needed, explain any answers in remarks.)

Hydrophytic vegetation present? <u>Y</u>	<b>Is the sampled area within a wetland?</b> <u>Y</u> If yes, optional wetland site ID: _____
Hydric soil present? <u>Y</u>	
Indicators of wetland hydrology present? <u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)  
 Precipitation from Gridded Database Method within normal range. 30-day precipitation rolling total wetter than typical. This area was temporarily flooded with an excess of stormwater runoff, therefore normal circumstances were not present.

**VEGETATION -- Use scientific names of plants.**

Tree Stratum	(Plot size: <u>30 ft Radius</u> )	Absolute % Cover	Dominant Species	Indicator Status	<b>Dominance Test Worksheet</b> Number of Dominant Species that are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across all Strata: <u>1</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
		<u>0</u> = Total Cover			<b>Prevalence Index Worksheet</b> Total % Cover of: OBL species <u>0</u> x 1 = <u>0</u> FACW species <u>0</u> x 2 = <u>0</u> FAC species <u>100</u> x 3 = <u>300</u> FACU species <u>0</u> x 4 = <u>0</u> UPL species <u>0</u> x 5 = <u>0</u> Column totals <u>100</u> (A) <u>300</u> (B) Prevalence Index = B/A = <u>3.00</u>
Sapling/Shrub stratum	(Plot size: <u>15 ft Radius</u> )				
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
		<u>0</u> = Total Cover			
Herb stratum	(Plot size: <u>5 ft Radius</u> )				<b>Hydrophytic Vegetation Indicators:</b> _____ Rapid test for hydrophytic vegetation <u>X</u> Dominance test is >50% <u>X</u> Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) _____ Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Poa pratensis</u>	<u>100</u>	<u>Y</u>	<u>FAC</u>	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
6	_____	_____	_____	_____	
7	_____	_____	_____	_____	
8	_____	_____	_____	_____	
9	_____	_____	_____	_____	
10	_____	_____	_____	_____	
		<u>100</u> = Total Cover			
Woody vine stratum	(Plot size: <u>30 ft Radius</u> )				
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
		<u>0</u> = Total Cover			

Remarks: (Include photo numbers here or on a separate sheet)

**SOIL**

Sampling Point: SP-A

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-8	10YR 2/1	100					Clay Loam	
8-24	2.5Y 5/2	90	10YR 4/6	10	C	M	Clay Loam	

\*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. \*\*Location: PL = Pore Lining, M = Matrix

Hydric Soil Indicators:	Indicators for Problematic Hydric Soils:
<input type="checkbox"/> Histisol (A1)	<input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Dark Surface (S7) (LRR K, L)
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Very Shallow Dark Surface (TF12)
<input type="checkbox"/> Stratified Layers (A5)	<input type="checkbox"/> Other (explain in remarks)
<input type="checkbox"/> 2 cm Muck (A10)	
<input checked="" type="checkbox"/> Depleted Below Dark Surface (A11)	
<input type="checkbox"/> Thick Dark Surface (A12)	
<input type="checkbox"/> Sandy Mucky Mineral (S1)	
<input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)	
<input type="checkbox"/> Sandy Gleyed Matrix (S4)	
<input type="checkbox"/> Sandy Redox (S5)	
<input type="checkbox"/> Stripped Matrix (S6)	
<input type="checkbox"/> Loamy Mucky Mineral (F1)	
<input type="checkbox"/> Loamy Gleyed Matrix (F2)	
<input type="checkbox"/> Depleted Matrix (F3)	
<input type="checkbox"/> Redox Dark Surface (F6)	
<input type="checkbox"/> Depleted Dark Surface (F7)	
<input type="checkbox"/> Redox Depressions (F8)	

\*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic

<b>Restrictive Layer (if observed):</b> Type: _____ Depth (inches): _____	<b>Hydric soil present?</b> <u>Y</u>
---	--------------------------------------

Remarks:  
 This area had been previously graded. The sample boring was taken in an area that appeared to have had the top soil removed.

**HYDROLOGY**

Wetland Hydrology Indicators:	
Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Aquatic Fauna (B13)
<input checked="" type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> True Aquatic Plants (B14)
<input checked="" type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Presence of Reduced Iron (C4)
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Thin Muck Surface (C7)
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Gauge or Well Data (D9)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)	<input type="checkbox"/> Other (Explain in Remarks)
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	
<input type="checkbox"/> Water-Stained Leaves (B9)	
	<input type="checkbox"/> Surface Soil Cracks (B6)
	<input type="checkbox"/> Drainage Patterns (B10)
	<input type="checkbox"/> Dry-Season Water Table (C2)
	<input type="checkbox"/> Crayfish Burrows (C8)
	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)
	<input type="checkbox"/> Stunted or Stressed Plants (D1)
	<input checked="" type="checkbox"/> Geomorphic Position (D2)
	<input type="checkbox"/> FAC-Neutral Test (D5)

<b>Field Observations:</b> Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____ Water table present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Depth (inches): <u>9</u> Saturation present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Depth (inches): <u>6</u> (includes capillary fringe)	<b>Indicators of wetland hydrology present?</b> <u>Y</u>
--	--

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:  
 Hydrology was disturbed due to the temporary influx of excess stormwater.

**WETLAND DETERMINATION DATA FORM - Midwest Region**

Project/Site Crow River Heights West City/County: Hanover/Wright Sampling Date: 5/3/2017  
 Applicant/Owner: Dennis Backes State: MN Sampling Point: SP-B  
 Investigator(s): B. Carlson, A. Krinke, A. Cameron Section, Township, Range: S:34 T:120N R:24W  
 Landform (hillslope, terrace, etc.): Depression Local relief (concave, convex, none): Concave  
 Slope (%): 1 - 3 Lat: \_\_\_\_\_ Long: \_\_\_\_\_ Datum: \_\_\_\_\_  
 Soil Map Unit Name Angus-Le Sueur complex (Predominantly Non-Hydric) NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)  
 Are vegetation \_\_\_\_\_, soil X, or hydrology X significantly disturbed? Are "normal circumstances" present? No  
 Are vegetation \_\_\_\_\_, soil \_\_\_\_\_, or hydrology \_\_\_\_\_ naturally problematic? present? No

**SUMMARY OF FINDINGS** (If needed, explain any answers in remarks.)

Hydrophytic vegetation present? <u>Y</u>	<b>Is the sampled area within a wetland?</b> <u>Y</u> If yes, optional wetland site ID: _____
Hydric soil present? <u>Y</u>	
Indicators of wetland hydrology present? <u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)  
 Precipitation from Gridded Database Method within normal range. 30-day precipitation rolling total wetter than typical. This area was temporarily flooded with an excess of stormwater runoff, therefore normal circumstances were not present.

**VEGETATION -- Use scientific names of plants.**

Tree Stratum	(Plot size: <u>30 ft Radius</u> )	Absolute % Cover	Dominant Species	Indicator Status	<b>Dominance Test Worksheet</b> Number of Dominant Species that are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across all Strata: <u>1</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
		<u>0</u> = Total Cover			<b>Prevalence Index Worksheet</b> Total % Cover of: OBL species <u>0</u> x 1 = <u>0</u> FACW species <u>100</u> x 2 = <u>200</u> FAC species <u>0</u> x 3 = <u>0</u> FACU species <u>0</u> x 4 = <u>0</u> UPL species <u>0</u> x 5 = <u>0</u> Column totals <u>100</u> (A) <u>200</u> (B) Prevalence Index = B/A = <u>2.00</u>
Sapling/Shrub stratum	(Plot size: <u>15 ft Radius</u> )				
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
		<u>0</u> = Total Cover			
Herb stratum	(Plot size: <u>5 ft Radius</u> )				<b>Hydrophytic Vegetation Indicators:</b> _____ Rapid test for hydrophytic vegetation <u>X</u> Dominance test is >50% <u>X</u> Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) _____ Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Phalaris arundinacea</u>	<u>100</u>	<u>Y</u>	<u>FACW</u>	
2	_____	_____	_____	_____	
3	_____	_____	_____	_____	
4	_____	_____	_____	_____	
5	_____	_____	_____	_____	
6	_____	_____	_____	_____	
7	_____	_____	_____	_____	
8	_____	_____	_____	_____	
9	_____	_____	_____	_____	
10	_____	_____	_____	_____	
		<u>100</u> = Total Cover			
Woody vine stratum	(Plot size: <u>30 ft Radius</u> )				
1	_____	_____	_____	_____	
2	_____	_____	_____	_____	
		<u>0</u> = Total Cover			

Remarks: (Include photo numbers here or on a separate sheet)

**SOIL**

Sampling Point: SP-B

**Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)**

Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-4	10YR 2/1	100					Clay Loam	
4-12	2.5Y 5/2	88	10YR 4/6	10	C	M	Sandy Clay Loam	
			5G 4/2	2	D	M	Sandy Clay Loam	
12-18	2.5Y 5/2	75	10YR 4/6	20	C	M	Sandy Clay Loam	
			5G 4/2	5	D	M	Sandy Clay Loam	

\*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. \*\*Location: PL = Pore Lining, M = Matrix

Hydric Soil Indicators:		Indicators for Problematic Hydric Soils:	
<input type="checkbox"/> Histisol (A1)	<input type="checkbox"/> Sandy Gleyed Matrix (S4)	<input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)	
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> Dark Surface (S7) (LRR K, L)	
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Stripped Matrix (S6)	<input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)	
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Loamy Mucky Mineral (F1)	<input type="checkbox"/> Very Shallow Dark Surface (TF12)	
<input type="checkbox"/> Stratified Layers (A5)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)	<input type="checkbox"/> Other (explain in remarks)	
<input type="checkbox"/> 2 cm Muck (A10)	<input type="checkbox"/> Depleted Matrix (F3)		
<input checked="" type="checkbox"/> Depleted Below Dark Surface (A11)	<input type="checkbox"/> Redox Dark Surface (F6)		
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Depleted Dark Surface (F7)		
<input type="checkbox"/> Sandy Mucky Mineral (S1)	<input type="checkbox"/> Redox Depressions (F8)		
<input type="checkbox"/> 5 cm Mucky Peat or Peat (S3)			

\*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic

<b>Restrictive Layer (if observed):</b> Type: _____ Depth (inches): _____	<b>Hydric soil present?</b> <u>Y</u>
---	--------------------------------------

Remarks:  
This area had been previously graded. The sample boring was taken in an area that appeared to have had the top soil removed.

**HYDROLOGY**

**Wetland Hydrology Indicators:**

Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)
<input checked="" type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Aquatic Fauna (B13)
<input checked="" type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> True Aquatic Plants (B14)
<input checked="" type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Presence of Reduced Iron (C4)
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Thin Muck Surface (C7)
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Gauge or Well Data (D9)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)	<input type="checkbox"/> Other (Explain in Remarks)
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)	
<input type="checkbox"/> Water-Stained Leaves (B9)	

<b>Field Observations:</b> Surface water present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>2</u>	<b>Indicators of wetland hydrology present?</b> <u>Y</u>
Water table present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>0</u>	
Saturation present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>0</u> (includes capillary fringe)	

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:  
Hydrology was disturbed due to the temporary influx of excess stormwater.

# **Crow River Heights West Site**

## **No Wetlands Determination**

### **APPENDIX C**

#### **Precipitation Data & Supporting Information**

Crow River Heights West, Hanover MN:  
 Precipitation Summary  
 Source: Minnesota Climatology Working Group

Monthly Totals: 2017 (latitude: 45.15929 longitude: 93.69616)

Target: T120 R24 S34

mon year	cc	tttN	rrW	ss	nnnn	oooooooo	pre (inches)
Jan 2017	86	119N	24W	29	NWS	ROCKFORD	.59
Feb 2017	86	119N	24W	29	NWS	ROCKFORD	.73
Mar 2017	86	119N	24W	29	NWS	ROCKFORD	.43
Apr 2017	86	119N	24W	29	NWS	ROCKFORD	3.14

Feb/Mar/Apr/May Daily Records

Feb 1, 2017	0
Feb 2, 2017	0
Feb 3, 2017	0
Feb 4, 2017	0
Feb 5, 2017	0
Feb 6, 2017	0
Feb 7, 2017	0
Feb 8, 2017	.01
Feb 9, 2017	0
Feb 10, 2017	0
Feb 11, 2017	0
Feb 12, 2017	0
Feb 13, 2017	0
Feb 14, 2017	0
Feb 15, 2017	0
Feb 16, 2017	0
Feb 17, 2017	0
Feb 18, 2017	0
Feb 19, 2017	0
Feb 20, 2017	0
Feb 21, 2017	.72
Feb 22, 2017	0
Feb 23, 2017	0
Feb 24, 2017	0
Feb 25, 2017	0
Feb 26, 2017	0
Feb 27, 2017	0
Feb 28, 2017	0

Mar 1, 2017	.03
Mar 2, 2017	0
Mar 3, 2017	0
Mar 4, 2017	0
Mar 5, 2017	0
Mar 6, 2017	0
Mar 7, 2017	0
Mar 8, 2017	0
Mar 9, 2017	0
Mar 10, 2017	0
Mar 11, 2017	0
Mar 12, 2017	0
Mar 13, 2017	.18
Mar 14, 2017	0
Mar 15, 2017	0
Mar 16, 2017	0
Mar 17, 2017	0
Mar 18, 2017	0
Mar 19, 2017	0
Mar 20, 2017	0
Mar 21, 2017	0
Mar 22, 2017	0
Mar 23, 2017	0
Mar 24, 2017	.13
Mar 25, 2017	0
Mar 26, 2017	.07
Mar 27, 2017	.01
Mar 28, 2017	0
Mar 29, 2017	0
Mar 30, 2017	.01
Mar 31, 2017	0

Apr 1, 2017	0
Apr 2, 2017	0
Apr 3, 2017	0
Apr 4, 2017	0
Apr 5, 2017	0
Apr 6, 2017	0
Apr 7, 2017	0
Apr 8, 2017	0
Apr 9, 2017	0
Apr 10, 2017	0
Apr 11, 2017	.43
Apr 12, 2017	0
Apr 13, 2017	.20
Apr 14, 2017	0
Apr 15, 2017	.16
Apr 16, 2017	.38
Apr 17, 2017	0
Apr 18, 2017	.04
Apr 19, 2017	.35
Apr 20, 2017	.54
Apr 21, 2017	0
Apr 22, 2017	0
Apr 23, 2017	0
Apr 24, 2017	0
Apr 25, 2017	0
Apr 26, 2017	.87
Apr 27, 2017	.17
Apr 28, 2017	0
Apr 29, 2017	0
Apr 30, 2017	0

May 1, 2017	0.84
May 2, 2017	0.18
May 3, 2017	0

1981-2010 Summary Statistics															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	WARM	ANN	WAT
30%	0.39	0.40	1.14	1.95	1.89	3.27	2.67	2.98	2.39	1.25	0.87	0.49	15.51	25.61	25.46
70%	0.78	0.88	1.69	3.00	4.04	4.96	4.11	4.34	4.85	3.11	1.98	1.27	20.66	31.34	31.27
mean	0.67	0.63	1.52	2.61	3.16	4.34	3.63	3.93	3.48	2.43	1.56	0.98	18.53	28.94	28.79

# Minnesota Climatology Working Group

State Climatology Office - DNR Division of Ecological and Water Resources University of Minnesota

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## Precipitation Worksheet Using Gridded Database

Precipitation data for target wetland location:

county: **Wright** township number: **120N**  
 township name: **Frankfort** range number: **24W**  
 nearest community: **Hanover** section number: **34**

Aerial photograph or site visit date:

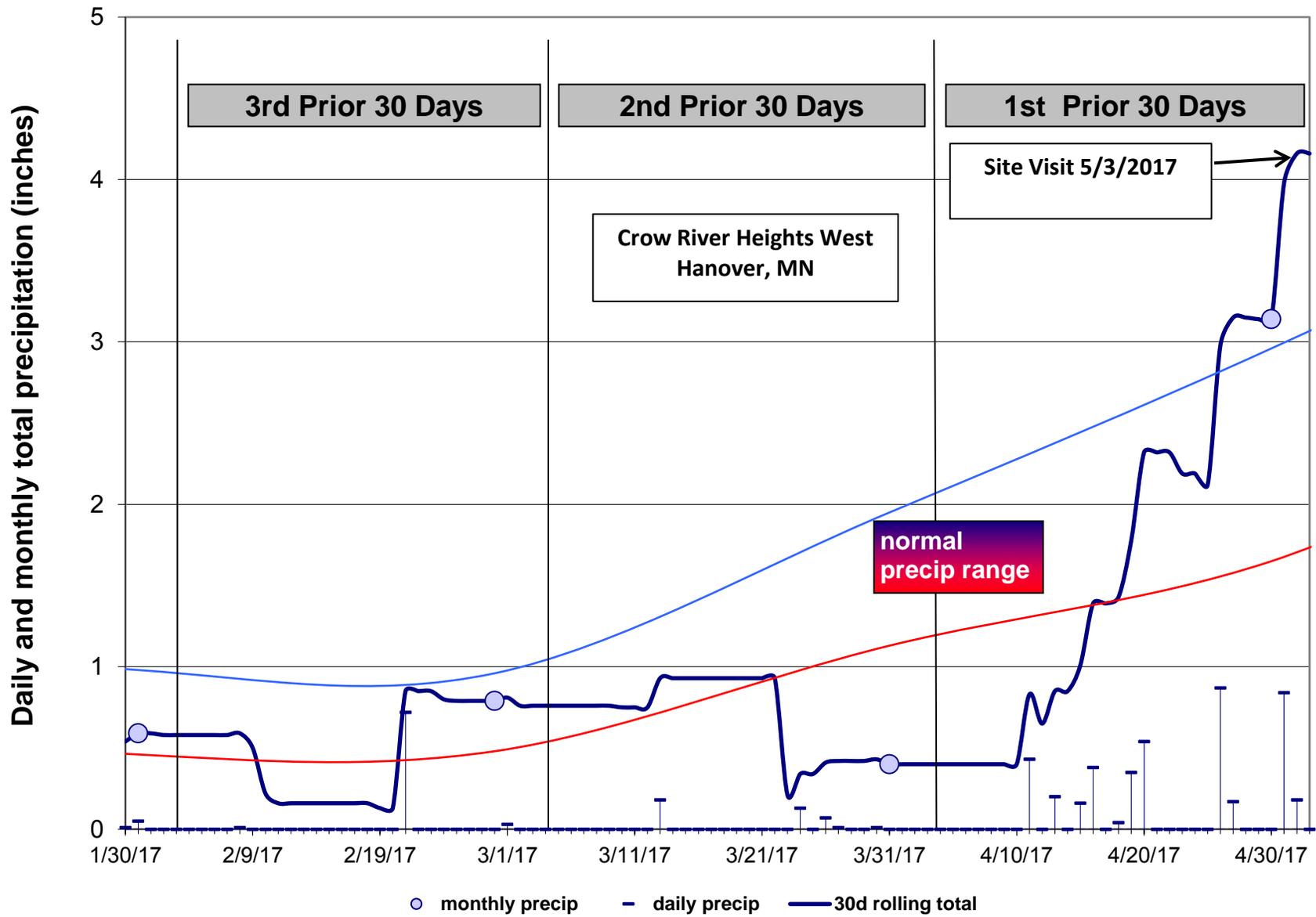
Wednesday, **May 03, 2017**

Score using **1981-2010** normal period

values are in inches A 'R' following a monthly total indicates a provisional value derived from radar-based estimates.	first prior month: <b>April 2017</b>	second prior month: <b>March 2017</b>	third prior month: <b>February 2017</b>
estimated precipitation total for this location:	3.14	0.43	0.73
there is a 30% chance this location will have less than:	1.95	1.14	0.40
there is a 30% chance this location will have more than:	3.00	1.69	0.88
type of month: <b>dry</b> normal <b>wet</b>	<b>Wet</b>	<b>Dry</b>	<b>Normal</b>
monthly score	3*3=9	2*1=2	1*2=2
multi-month score: <b>6 to 9 (dry)</b> <b>10 to 14 (normal)</b> <b>15 to 18 (wet)</b>	9+2+2=13 Normal		

### Other Resources:

- [retrieve daily precipitation data](#)
- [view radar-based precipitation estimates](#)
- [view weekly precipitation maps](#)
- [Evaluating Antecedent Precipitation Conditions \(BWSR\)](#)



## Hydric Soil List - All Components

This table lists the map unit components and their hydric status in the survey area. This list can help in planning land uses; however, onsite investigation is recommended to determine the hydric soils on a specific site (National Research Council, 1995; Hurt and others, 2002).

The three essential characteristics of wetlands are hydrophytic vegetation, hydric soils, and wetland hydrology (Cowardin and others, 1979; U.S. Army Corps of Engineers, 1987; National Research Council, 1995; Tiner, 1985). Criteria for all of the characteristics must be met for areas to be identified as wetlands. Undrained hydric soils that have natural vegetation should support a dominant population of ecological wetland plant species. Hydric soils that have been converted to other uses should be capable of being restored to wetlands.

Hydric soils are defined by the National Technical Committee for Hydric Soils (NTCHS) as soils that formed under conditions of saturation, flooding, or ponding long enough during the growing season to develop anaerobic conditions in the upper part (Federal Register, 1994). These soils, under natural conditions, are either saturated or inundated long enough during the growing season to support the growth and reproduction of hydrophytic vegetation.

The NTCHS definition identifies general soil properties that are associated with wetness. In order to determine whether a specific soil is a hydric soil or nonhydric soil, however, more specific information, such as information about the depth and duration of the water table, is needed. Thus, criteria that identify those estimated soil properties unique to hydric soils have been established (Federal Register, 2002). These criteria are used to identify map unit components that normally are associated with wetlands. The criteria used are selected estimated soil properties that are described in "Soil Taxonomy" (Soil Survey Staff, 1999) and "Keys to Soil Taxonomy" (Soil Survey Staff, 2006) and in the "Soil Survey Manual" (Soil Survey Division Staff, 1993).

If soils are wet enough for a long enough period of time to be considered hydric, they should exhibit certain properties that can be easily observed in the field. These visible properties are indicators of hydric soils. The indicators used to make onsite determinations of hydric soils are specified in "Field Indicators of Hydric Soils in the United States" (Hurt and Vasilas, 2006).

Hydric soils are identified by examining and describing the soil to a depth of about 20 inches. This depth may be greater if determination of an appropriate indicator so requires. It is always recommended that soils be excavated and described to the depth necessary for an understanding of the redoximorphic processes. Then, using the completed soil descriptions, soil scientists can compare the soil features required by each indicator and specify which indicators have been matched with the conditions observed in the soil. The soil can be identified as a hydric soil if at least one of the approved indicators is present.

Map units that are dominantly made up of hydric soils may have small areas, or inclusions, of nonhydric soils in the higher positions on the landform, and map units dominantly made up of nonhydric soils may have inclusions of hydric soils in the lower positions on the landform.

The criteria for hydric soils are represented by codes in the table (for example, 2). Definitions for the codes are as follows:



1. All Histels except for Folistels, and Histosols except for Folists.
2. Soils in Aquic suborders, great groups, or subgroups, Albolls suborder, Historthels great group, Histoturbels great group, Pachic subgroups, or Cumulic subgroups that:
  - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
  - B. Show evidence that the soil meets the definition of a hydric soil;
3. Soils that are frequently ponded for long or very long duration during the growing season.
  - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
  - B. Show evidence that the soil meets the definition of a hydric soil;
4. Map unit components that are frequently flooded for long duration or very long duration during the growing season that:
  - A. Based on the range of characteristics for the soil series, will at least in part meet one or more Field Indicators of Hydric Soils in the United States, or
  - B. Show evidence that the soil meets the definition of a hydric soil;

Hydric Condition: Food Security Act information regarding the ability to grow a commodity crop without removing woody vegetation or manipulating hydrology.

References:

- Federal Register. July 13, 1994. Changes in hydric soils of the United States.  
Federal Register. Doc. 2012-4733 Filed 2-28-12. February, 28, 2012. Hydric soils of the United States.
- Soil Survey Division Staff. 1993. Soil survey manual. Soil Conservation Service. U.S. Department of Agriculture Handbook 18.
- Soil Survey Staff. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. Natural Resources Conservation Service. U.S. Department of Agriculture Handbook 436.
- Soil Survey Staff. 2010. Keys to soil taxonomy. 11th edition. U.S. Department of Agriculture, Natural Resources Conservation Service.
- Vasilas, L.M., G.W. Hurt, and C.V. Noble, editors. Version 7.0, 2010. Field indicators of hydric soils in the United States.



## Report—Hydric Soil List - All Components

Hydric Soil List - All Components--MN171-Wright County, Minnesota					
Map symbol and map unit name	Component/Local Phase	Comp. pct.	Landform	Hydric status	Hydric criteria met (code)
106C2: Lester loam, 6 to 10 percent slopes, moderately eroded	Lester-Moderately eroded	75-90	Ground moraines,hillslopes	No	—
	Storden-Moderately eroded	5-15	Ground moraines	No	—
	Le Sueur	3-5	Ground moraines,hillslopes	No	—
	Hamel	2-5	Ground moraines	Yes	2
114: Glencoe clay loam, 0 to 1 percent slopes	Glencoe	65-95	Depressions	Yes	2
	Okoboji	5-15	Depressions	Yes	2
	Canisteo	0-10	Ground moraines,rims on depressions	Yes	2
	Webster	0-10	Ground moraines	Yes	2
740: Hamel-Glencoe complex, 0 to 2 percent slopes	Hamel	50-60	Ground moraines	Yes	2
	Glencoe	30-40	Depressions	Yes	2
	Terril	0-20	Ground moraines	No	—
1094B: Angus-Cordova complex, 0 to 5 percent slopes	Angus	60	Hills on moraines	No	—
	Cordova	30	Drainageways on moraines	Yes	2
	Le Sueur	5	—	No	—
	Glencoe-Depressional	5	Depressions	Yes	2,3
1901B: Angus-Le Sueur complex, 1 to 5 percent slopes	Angus	60	Hills on moraines	No	—
	Le Sueur	30	Moraines	No	—
	Cordova	10	Swales	Yes	2

### Data Source Information

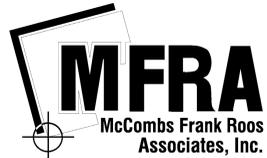
Soil Survey Area: Wright County, Minnesota  
 Survey Area Data: Version 10, Sep 19, 2016

# **Crow River Heights West Site**

## **No Wetlands Determination**

### **APPENDIX D**

## **Preliminary Grading & Drainage Plan**



15050 23rd Avenue North • Plymouth, Minnesota • 55447  
 phone 612/476-6010 • fax 612/476-8532  
 E-Mail: cadd@mfra.com

Client

**Gold Nugget Development, Inc.**

Project

**Crow River Heights West**  
 Hanover, MN.

Sheet Title

**Preliminary Grading & Drainage Plan**

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

Name Daniel M. Parks DANIEL M. PARKS  
 Date 1-21-00  
 Registration Number 18919

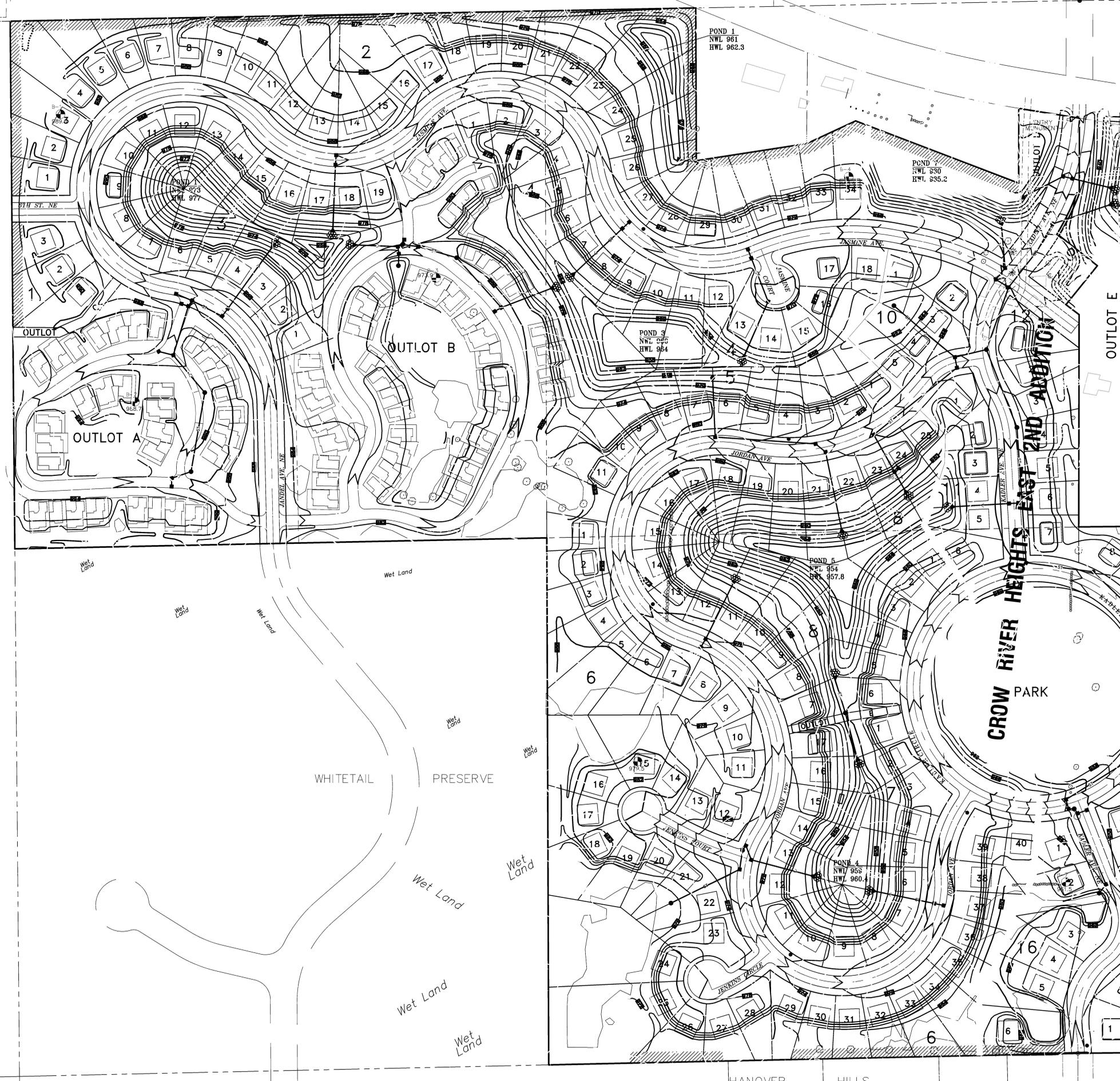
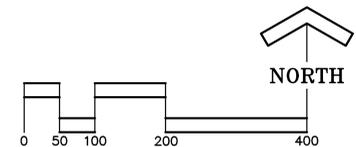
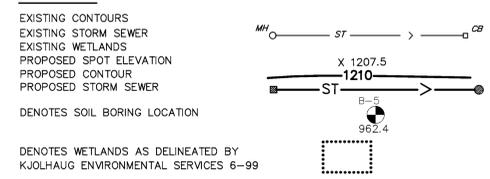
Designed	Checked	DMP
Drawn	DJD/DWS	Approved DMP
Date	1-21-00	

Revisions

No.	Date	By	Remarks
A	5/4/00	AMB	Revised North Entrance

- NOTES:
- EXISTING TOPOGRAPHY FROM WSB ASSOC. INC., MAY 1999
  - STREET WIDTH TO MEET CITY STANDARDS
  - STREET & PAD CORRECTIONS TO MEET REQUIREMENTS OF SOILS ENGINEER
  - EROSION CONTROL MEASURES TO BE UTILIZED WILL INCLUDE SILT FENCE, HAY BALES, TEMPORARY PONDING, STREET SWEEPING, SEEDING & MULCHING, AND OTHER METHODS AS NECESSARY

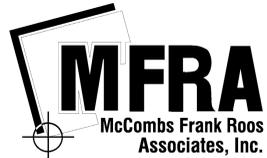
**LEGEND**



Sheet Revision

**5 / 10 A**

MFRA FILE NO.: 12724



15050 23rd Avenue North • Plymouth, Minnesota • 55447  
 phone 612/476-6010 • fax 612/476-8532  
 E-Mail: cadd@mfra.com

Client

**Gold Nugget Development, Inc.**

Project

**Crow River Heights West**  
 Hanover, MN.

Sheet Title

**Preliminary Utility Plan**  
**West End**

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

Name Daniel M. Parks DANIEL M. PARKS  
 Date 1-21-00  
 Registration Number 18919

Designed LSJ/DMP Checked DMP

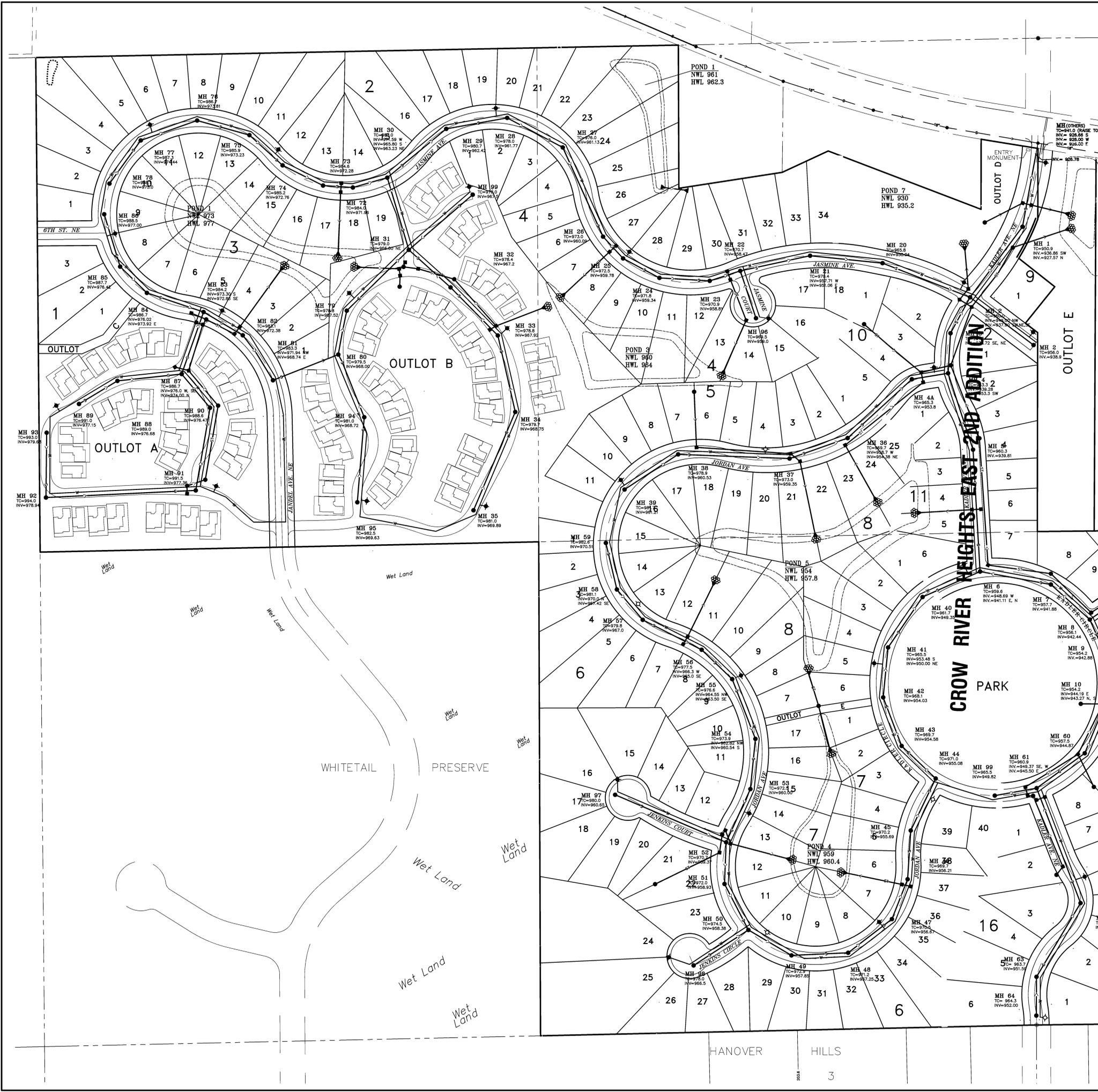
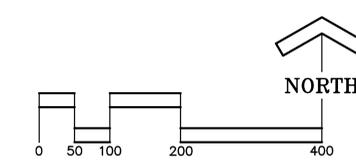
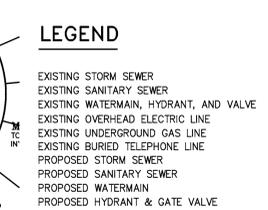
Drawn DJD Approved DMP

Date 1-21-00

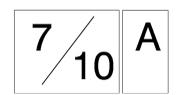
Revisions

No.	Date	By	Remarks
A	5/4/00	AMB	Revised North Entrance

**NOTE:**  
 UTILITIES SHALL BE DESIGNED TO MEET CITY STANDARDS.



Sheet Revision



MFRA FILE NO.: 12724

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-73**

**A RESOLUTION APPROVING AN AMENDMENT TO THE COMPREHENSIVE PLAN**

**WHEREAS**, Backes Companies, Inc. (“Developer”) is the applicant for an application related to property legally described as follows:

That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 381.50 feet; thence South 88 degrees 52 minutes 51 seconds West, along said north line a distance of 193.00 feet; thence South 19 degrees 21 minutes 05 seconds East a distance of 346.94 feet; thence South 76 degree 05 minutes 34 seconds West a distance of 201.00 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that

bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.

(the “Subject Property”), and;

**WHEREAS**, the property is guided Neighborhood Residential in the Comprehensive Plan; and

**WHEREAS**, Neighborhood Residential is the land use category allowing for the most densely developed residential lots, permitting development ranging between 1 dwelling unit per acre to 2.18 dwelling units per acre, on lots ranging in size from 20,000 square feet to one acre; and

**WHEREAS**, there are numerous existing developments in the City of Hanover that are more densely developed than this guidance, which are located within this guidance classification; and

**WHEREAS**, it is proposed to change the density permitted within the Neighborhood Residential guidance to more closely align with existing development patterns; and

**WHEREAS**, a public hearing was properly noticed and scheduled for June 26, 2017; and

**WHEREAS**, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on June 26, 2017. The Planning Commission recommended approval of the Comprehensive Plan Amendment; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves the the changes to the Neighborhood Residential guidance as follows:

1. Neighborhood Residential – A designation for properties that have developed, or are suitable to be developed, in a moderate-density residential neighborhood with full provision of necessary urban services. Net density (land area excluding collector road right of way, ponding, wetlands, bluff, and permanently protected environmental resources) shall be between 2 and 4 units per acre. This area is also intended to prevent the establishment of various commercial, industrial, and higher density residential developments that will conflict with the character of the area.
2. The Future Land Use map guidance for Neighborhood Residential is updated to match the density in the text above.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-74**

**A RESOLUTION APPROVING REZONING A PROPERTY FOR  
A PLANNED UNIT DEVELOPMENT**

**WHEREAS**, Backes Companies, Inc. (“Developer”) is the applicant for an application related to property legally described as follows:

That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 381.50 feet; thence South 88 degrees 52 minutes 51 seconds West, along said north line a distance of 193.00 feet; thence South 19 degrees 21 minutes 05 seconds East a distance of 346.94 feet; thence South 76 degree 05 minutes 34 seconds West a distance of 201.00 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a

radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.

(the "Subject Property"); and

**WHEREAS**, the property is zoned R-1A; and

**WHEREAS**, the Developer has applied for Planned Unit Development to develop the Subject Property in a manner similar to the existing neighborhood to the east; and

**WHEREAS**, the Developer has requested the PUD to allow for the construction of a 30-lot single-family residential neighborhood; and

**WHEREAS**, the Developer has requested a preliminary and final plat so as to allow the Developer to plat the Subject Property into various lots as shown on a preliminary and final plat for a development entitled Crow River Heights West Third Addition, the most recent revision of said preliminary and final plat and plans prepared by Loucks, Inc. and last updated June 5, 2017 (unless noted differently below) and containing the following sheets:

1. Preliminary Plat for Crow River Heights West Third Addition
2. Final Plat for Crow River Heights West Third Addition

3. C0-1 Title Sheet
4. C1-1 – C1-2 Existing Conditions
5. C2-1 – C2-2 Site Plan
6. C3-1 – C3-2 Grading Plan
7. C3-3 – C3-5 SWPP Plan and Notes
8. C4-1 – C4-2 S&W Profiles
9. C5-1 – C5-3 Street and Storm Sewer Profiles
10. C8-1 – C8-1 Details
11. L1-1 – L1-2 Landscape Plans
12. L2-1 Landscape Details

(the “Site Plans”); and

**WHEREAS**, a public hearing was properly noticed and scheduled for June 26, 2017; and

**WHEREAS**, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on June 26, 2017. The Planning Commission recommended approval of the request; and

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

1. The proposed PUD is consistent with the comprehensive plan guidance of Neighborhood Residential.
2. The PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities. The proposed PUD consists of two street extensions that are not unified to each other, but rather to the original PUD development that was already constructed. Taken together with the original development, it maintains a unified environment within its own boundaries and with the previous phases.
3. The proposed PUD is compatible with present and planned uses in the surrounding area. The proposed PUD maintains a compatible development pattern with the existing portions of Crow River Heights. Adjustments have been made to the plans previously approved to incorporate more recent ordinance requirements. The original design of the neighborhood including the coving of front yard setbacks is being maintained.
4. Exceptions to the standard requirements of the Zoning Ordinance are justified by the design in order to maintain the existing development pattern of the neighborhood. Lot size reductions are appropriate in order to have the non-usable (pond) areas included within outlots rather than lots for better control over what occurs within them.
5. This phase of the development is not dependent on other phases being completed.
6. With 30 lots, this phase will not create more than a nominal burden on existing public infrastructure and services. The developer owns additional land, and impacts

will be more fully explored with a future Environmental Assessment Worksheet to be completed prior to platting of additional phases.

7. The PUD was designed to continue the existing development pattern of the neighborhood in the same manner as previously planned. Staff has reviewed the proposed development plans and find that they are generally in compliance with ordinances as modified by conditions in staff memos, which ordinances are sufficient to protect the environmental quality. Residents of the existing Crow River Heights neighborhood were opposed to the development of the property in general, or to specific proposed terms in the PUD and shared those opinions at the Planning Commission meeting on June 26, 2017.

**BE IT FURTHER RESOLVED** that the City Council hereby approves the application to rezone the property to R-1A/PUD subject to the following conditions:

1. A Developer's Agreement acceptable to the City is entered into by and between the Developer and the City.
2. Adoption and publication of the ordinance as required by law.
3. All conditions of the City Engineer, City Attorney and City Planner are met.
4. The development must be constructed in substantial conformance with the Site Plans.
5. Single-family homes are the permitted use on the lots on Blocks 1 through 4.
6. Outlots containing stormwater ponding shall be owned and maintained by the City.
7. The developer must submit foundation as-builts for each home constructed for the review of the Building Official.
8. Each lot is required to have a minimum of two (2) trees per lot and five (5) shrubs per lot, all located within the front yard. All portions of a lot that do not have landscape beds shall be sodded.
9. Variations from the City's Zoning Ordinance requirements are approved as follows:
  - a. The lot size is reduced to 7,930 square feet.
  - b. The side yard setback is reduced to 7 feet.
  - c. The lot width is reduced to 64 feet.
  - d. The rear yard setback is reduced to 20 feet for Lots 9 and 11-15 of Block 3.
  - e. The orientation of Lots 9 – 11 of Block 3 shall be as shown on the grading plan.
  - f. The front yard setbacks shall vary as follows:

<u>Lot</u>	<u>Block</u>	<u>Front Setback</u>
2	1	39
3	1	50
4	1	50
1	2	50
2	2	50
3	2	39
4	2	34
9	3	49
10	3	35
11	3	50
12	3	38
13	3	39
14	3	44
15	3	48
16	3	48
17	3	48
18	3	44
1	4	32
2	4	32
3	4	32

10. All other requirements of the City’s Zoning Ordinance not specifically exempted above must be met.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-75**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR  
A PROJECT KNOWN AS CROW RIVER HEIGHTS WEST THIRD ADDITION**

**WHEREAS**, Backes Companies, Inc. (“Developer”) is the applicant for an application related to property legally described as follows:

That part of the North Half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120 North, Range 24 West described as follows:

Commencing at the Northeast corner of said Northeast Quarter; thence westerly, on an assumed bearing of South 88 degrees 52 minutes 51 seconds West, along the north line of said Northeast Quarter, a distance of 958.45 feet; thence South 1 degree 07 minutes 09 seconds East a distance of 381.50 feet to the point of beginning of the land to be described; thence North 1 degree 07 minutes 09 seconds West a distance of 381.50 feet; thence South 88 degrees 52 minutes 51 seconds West, along said north line a distance of 193.00 feet; thence South 19 degrees 21 minutes 05 seconds East a distance of 346.94 feet; thence South 76 degree 05 minutes 34 seconds West a distance of 201.00 feet; thence southerly 25.96 feet along a non-tangential curve concave to the west, said curve has a radius of 217.00 feet, a central angle of 6 degrees 51 minutes 15 seconds, and a chord that bears South 13 degrees 00 minutes 43 seconds East; thence South 77 degrees 38 minutes 43 seconds West, not tangent to said curve a distance of 140.00 feet; thence North 13 degrees 42 minutes 04 seconds West a distance of 48.00 feet; thence North 36 degrees 05 minutes 51 seconds West a distance of 48.00 feet; thence South 89 degrees 10 minutes 28 seconds West a distance of 170.00 feet; thence South 33 degrees 52 minutes 00 seconds East a distance of 75.00 feet; thence South 50 degrees 45 minutes 56 seconds East a distance of 120.00 feet; thence South 42 degrees 40 minutes 13 seconds East a distance of 273.00 feet; thence South 22 degrees 37 minutes 55 seconds East a distance of 141.00 feet; thence South 3 degrees 41 minutes 31 seconds West a distance of 108.00 feet; thence South 20 degrees 00 minutes 33 seconds East a distance of 57.00 feet; thence North 66 degrees 36 minutes 33 seconds East a distance of 159.00 feet; thence North 88 degrees 41 minutes 47 seconds East a distance of 122.00 feet; thence South 2 degrees 15 minutes 44 seconds East a distance of 135.00 feet; thence westerly 24.34 feet along a non-tangential curve concave to the south, said curve has a

radius of 283.00 feet, a central angle of 4 degrees 55 minutes 42 seconds, and a chord that bears South 83 degrees 14 minutes 55 seconds West; thence South 9 degrees 12 minutes 56 seconds East, not tangent to said curve a distance of 256.00 feet; thence South 5 degrees 22 minutes 02 seconds West a distance of 45.00 feet; thence South 62 degrees 36 minutes 22 seconds East a distance of 75.00 feet; thence South 58 degrees 38 minutes 19 seconds East a distance of 97.00 feet; thence South 45 degrees 51 minutes 28 seconds East a distance of 96.00 feet; thence South 33 degrees 17 minutes 50 seconds East a distance of 113.00 feet to the west line of Block 3, CROW RIVER HEIGHTS WEST FIRST ADDITION, Wright County, Minnesota; thence northerly and northeasterly, along the west and north lines of said Block 3, a distance of 462.87 feet to the most northerly corner of Lot 2, said Block 3, said point also being the southwest corner of Lot 5, Block 6, CROW RIVER HEIGHTS EAST THIRD ADDITION, said Wright County; thence northerly and northwesterly, along the westerly line of said Block 6, a distance of 322.42 feet to the most westerly corner of Lot 1, said Block 6; thence northeasterly, along the northwesterly line of said Lot 1, a distance of 108.31 feet, to a westerly corner of said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence North 4 degrees 35 minutes 34 seconds West, along the west line of said CROW RIVER HEIGHTS EAST THIRD ADDITION, a distance of 69.57 feet to the most southerly corner of Lot 2, Block 7, said CROW RIVER HEIGHTS EAST THIRD ADDITION; thence northwesterly 144.73 feet to the most westerly corner of said Lot 2, Block 7, said point also being the most southerly corner of Lot 1, Block 2, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly and southwesterly, along the southerly lines of said Block 2, a distance of 329.85 feet to the most southerly corner of Lot 5, said Block 2; thence northwesterly along the west line of said Lot 5, Block 2, a distance of 153.39 feet to the northwest corner of said Lot 5, Block 2; thence northwesterly, along the west line of said CROW RIVER HEIGHTS WEST FIRST ADDITION, a distance of 239.97 feet to the southwest corner of Lot 5, Block 1, said CROW RIVER HEIGHTS WEST FIRST ADDITION; thence northwesterly, along the west line of said Lot 1, Block 1 a distance of 221.94 feet to the northwest corner of said Lot 5, Block 1; thence South 83 degrees 48 minutes 38 seconds West, a distance of 38.25 feet to the point of beginning and there terminating.

(the "Subject Property"); and

**WHEREAS**, the property is zoned R-1A, with a Planned Unit Development; and

**WHEREAS**, the Developer has requested a preliminary and final plat so as to allow the Developer to plat the Subject Property into various lots as shown on a preliminary and final plat for a development entitled Crow River Heights West Third Addition, the most recent revision of said preliminary and final plat and plans prepared by Loucks, Inc. and last updated June 5, 2017 (unless noted differently below) and containing the following sheets:

1. Preliminary Plat for Crow River Heights West Third Addition
2. Final Plat for Crow River Heights West Third Addition
3. C0-1 Title Sheet
4. C1-1 – C1-2 Existing Conditions
5. C2-1 – C2-2 Site Plan
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7. C3-3 – C3-5 SWPP Plan and Notes
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9. C5-1 – C5-3 Street and Storm Sewer Profiles
10. C8-1 – C8-1 Details
11. L1-1 – L1-2 Landscape Plans
12. L2-1 Landscape Details

(the “Site Plans”); and

**WHEREAS**, a public hearing was properly noticed and scheduled for June 26, 2017; and

**WHEREAS**, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on June 26, 2017. The Planning Commission recommended approval of the request; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves the application for a Preliminary Plat and Final Plat subject to the following conditions:

1. All comments contained within the memo from WSB dated June 19, 2017 and the memo from Collaborative Planning dated June 22, 2017 are incorporated herein (collectively referred to as the “Staff Memos”).
2. The Subject Property shall be constructed in substantial compliance with the Site Plans as revised to conform to the requirements of the Staff Memos.
3. No construction shall be permitted on the Subject Property until updated Site Plans addressing the comments of the Staff Memos and the conditions of this Resolution are provided for review and approval by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the “Approved Construction Plans”.
4. If the updated Site Plans addressing the comments of the resolutions, Staff Memos, or outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then the Final Plat shall be revised by the Developer and submitted for amended approval by the City Council. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording.
5. To the extent that there are differences or conflicts between the Approved Construction Plans and this resolution, the terms of this resolution shall be controlling.
6. The timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Developer’s Agreement between the City and the Developer, and City staff is authorized to negotiate such Developers Agreement.
7. The approval of the Final Plat shall terminate if a Developer’s Agreement has not been entered into between the City and Developer by October 9, 2017.
8. The approval of the Final Plat shall terminate unless all conditions of this resolution are completed and the Final Plat is recorded no later than October 9, 2017

9. A title commitment shall be provided for the review of the City Attorney before the plat is released for recording.
10. Financial security in a form approved by the City Attorney and in an amount approved by the City Engineer must be provided by the Developer prior to release of the plat for recording. The Developer's Agreement shall specify the amount of the financial security.
11. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed development plans as well as the preparation of the Developer's Agreement.
12. Any new utility lines installed to serve the Subject Property are required to be placed underground.
13. The Developer shall be responsible for securing necessary easements and for constructing all streets, utility, trail, stormwater, and other improvements shown on the Approved Construction Plans at their own expense. However, to the extent that such utilities are oversized at the request of the City, the City shall reimburse the Developer for the cost of the extra diameter of the pipe. All reimbursements by the City under this paragraph are subject to the submittal by the Developer of the engineer's estimate and other supporting information as requested by the City. The engineer's estimate will be reviewed by the City to verify that the costs requested for reimbursement are reasonable at the sole determination of the City, and the amount determined by the City to be eligible for reimbursement shall be included within the Developers Agreement.
14. The Developer shall be responsible for obtaining and complying with all necessary permits from the Minnesota Department of Health, DNR, MPCA, and any other governmental agencies prior to commencement of development activities on the site.
15. The Developer shall incorporate the standards and procedures of the Best Management Practices Handbook for site restoration and erosion control measures during the construction process.
16. The Developer must submit details on corrected building pads including compaction tests, limits of the pads and elevations of the excavations. The general soils report for the development must also be submitted to the City Engineer for review and approval prior to the issuance of building permits.
17. Park dedication, sanitary sewer trunk, water trunk, storm sewer trunk and storm warning siren fees shall be paid prior to release of the final plat for recording as per the City fee schedule in effect at the time of the execution of the Developer's Agreement.
18. The Developer shall survey all storm water holding ponds (if any are constructed) as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
19. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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

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

**ORDINANCE NO 2017-05**

**AN ORDINANCE AMENDING CHAPTER 10 RELATED TO  
THE MODIFICATION OF SITE PLANS**

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

Section 1. Section 10.21 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.21 is added as follows:

**SEC. 10.21 SITE AND BUILDING PLAN REVIEW**

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

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

- 3) Location of all adjacent buildings located within one hundred (100) feet of the exterior boundaries of the property in question.
  - 4) Location, number, dimensions, and setbacks of proposed parking spaces and drive aisles.
  - 5) Location, number, and dimensions of proposed loading spaces.
  - 6) Location, width, and setbacks of all curb cuts and driveways.
  - 7) Vehicular circulation.
  - 8) Sidewalks, walkways, trails.
  - 9) Location and type of all proposed lighting, including details of all proposed fixtures.
  - 10) Location of recreation and service areas.
  - 11) Location of rooftop equipment and proposed screening.
  - 12) Provisions for storage and disposal of waste, garbage, and recyclables, including details for screening exterior trash/recycling enclosures.
  - 13) Location, sizing, and type of water and sewer system mains and proposed service connections.
3. Grading, stormwater pollution prevention plan, and drainage plan, utilizing a copy of the current certificate of survey as a base for the site in question, prepared and signed by a Minnesota licensed engineer, depicting the following:
- a. Existing contours at two (2) foot intervals (may be from LIDAR if verified by surveyor).
  - b. Proposed grade elevations at two (2) foot maximum intervals.
  - c. Drainage plan, including the configuration of drainage areas and calculations.
  - d. Storm sewer, catch basins, invert elevations, type of castings, and type of materials.
  - e. Spot elevations (prepared by a Minnesota licensed surveyor).
  - f. Proposed driveway grades.
  - g. Surface water ponding and treatment areas.
  - h. Erosion control measures.
  - i. Requirements in of Storm Water Pollution Control Regulations in City Code.
4. Landscaping plan, utilizing a copy of the site plan as a base for the site in question, depicting the following:
- a. Planting schedule (table) containing:
    - 1) Symbols.
    - 2) Quantities.
    - 3) Common names.
    - 4) Botanical names.
    - 5) Sizes of plant material.

- 6) Root specification (bare root, balled and burlapped, potted, etc.).
  - 7) Special planting instructions.
  - b. Location, type and size of all existing significant trees to be removed or preserved.
  - c. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
  - d. Typical sections with details of fences, tie walls, planter boxes, tot lots, picnic areas, berms and the like.
  - e. Typical sections with details of landscape islands, planter beds, and foundation plantings with identification of materials used.
  - f. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
  - g. Delineation of both sodded and seeded areas with respective areas in square feet.
  - h. Coverage plan for underground irrigation system, if any.
  - i. Where landscape or manmade materials are used to provide screening from adjacent and neighboring properties, a cross-through section shall be provided showing the perspective of the site from the neighboring property at the property line elevation.
  - j. Other existing or proposed conditions which could be expected to affect landscaping.
5. Other plans and information as required by the Administrator including, but not limited to:
- a. Architectural elevations of all principal and accessory buildings (type, color, and materials used in all external surfaces).
  - b. Floor plan drawn to scale with a summary of square footage for each use or activity.
  - c. Fire protection plan.
  - d. Extent of and any proposed modifications to land within the Environmental Protection Districts, as established by Shoreland Management Overlay District, Floodplain Overlay District, Greenway Corridor Overlay District and/or Wetland Overlay District of this Chapter.
  - e. Type, location and size (area and height) of all signs to be erected upon the property in question.
  - f. Vicinity map showing the subject property in reference to nearby highways or major street intersections.
  - g. Sound source control plan.
  - h. Lighting plan including a photometric plan.
- G. *Site Plan Modifications:* An amended site plan shall be applied for and administered in a manner similar to that required for a new site plan, except that modifications determined by the City Administrator to be minor in nature may be approved administratively.
- H. *Site Plan Agreements:* All site and construction plans officially

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

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

Section 2. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this 10<sup>th</sup> day of July, 2017.

CITY OF HANOVER:

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

ATTEST:

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

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

**ORDINANCE NO 2017-06**

**AN ORDINANCE AMENDING THE SUBDIVISION REGULATIONS PERTAINING TO  
ADMINISTRATIVE SUBDIVISIONS**

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

Section 1. Section 30-04-01 of the City of Hanover Subdivision Regulations is repealed in its entirety and a new Section 30-04-01 is added as follows:

**30-04-01: APPLICATION:** The provisions of this Article shall apply only to those subdivisions classified as Administrative Subdivisions where the intent is to adjust a lot line, divide one (1) existing lot of record (platted or metes and bounds) into two (2) lots, or to combine two lots of record. The Administrative Subdivision is an abbreviated review process however; all standards and requirements of this Chapter shall apply to the proposed subdivision.

Section 2. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this 10<sup>th</sup> day of July, 2017.

CITY OF HANOVER:

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

ATTEST:

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

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

**ORDINANCE NO 2017-07**

**AN ORDINANCE AMENDING CHAPTER 10  
RELATING TO DESIGN GUIDELINES**

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

Section 1. Section 10.20 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.20 is added as follows:

SEC. 10.20 DESIGN REVIEW GUIDELINES

A. *Applicability*

- A. The Design Guidelines apply to the B-1, B-1A, B-2, I-1 and I-2 District, and multiple-family dwellings in any district.
- B. The Design Guidelines shall apply to all new buildings, additions and exterior renovations.
- C. All proposed façade changes including painting shall be subject to approval from the City of Hanover, including all required permitting. Painting or staining the exterior materials of a building in the same color as exists on the building shall be considered maintenance and not subject to approval.
- D. The Design Guidelines for Stormwater Management apply to all Districts.
  - 1. No building permit or permit to allow land disturbing activities shall be issued until approval of the requirements set forth in City Code: Chapter 9 Water, Sanitary Sewer, and Storm Water. The Erosion and Sediment Control (ESC) Plans and Stormwater Management Plans (SWMP) shall be consistent with NPDES permit requirements, and the filing or approval requirements of other regulatory bodies.

B. *Design Guidelines Criteria*

- A. The exterior of non-residential and multiple-family dwellings shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance.

**B. General Requirements.**

- 1. Exterior Materials.
  - a. All structures shall have an exterior finish consisting of the following permitted materials:
    - (1) Brick.
    - (2) Stone (natural or artificial).

- (3) Integral colored spit face (rock face) concrete block.
- (4) Wood, natural or engineered, provided the surfaces are finished for exterior use or wood of proven exterior durability is used, such as cedar, redwood or cypress.
- (5) Stucco (natural or artificial), including exterior insulated finishing systems (EIFS).
- (6) Fiber cement board.
- (7) Precast concrete.
- (8) Metal may be used as an exterior material for architectural trim.
- b. Building foundations not exceeding two (2) feet and other such portions of a building's façade need not comply with the requirements for the primary façade treatment or materials.

**C. Special Design and Performance Standards in B-1 District.** The following special design and performance standards shall be observed in the B-1 District:

- 1. Areas adjacent to the Crow River should be retained as open space with walking trails, and passive recreation amenities including benches, picnic areas, view corridors, and natural open space.
- 2. Where possible, building designs should take advantage of view from public streets as well as from the Crow River and treat both as building frontages for architectural design.
- 3. An awning, canopy, or marquee suspended from a building may extend over the public right-of-way ten (10) feet and not closer than five (5) feet to the curb line extended. The lowest point of such structures shall be not less than eight (8) feet from the sidewalk or ground grade line, and the owner of such structure shall be responsible for its structural safety.
- 4. Flat roof or a false front or parapet (false front) wall covering a sloped roof is desired.
- 5. Building fronts should contain multiple windows, excluding skylights, tinted windows and ribbon windows.
- 6. Divided Windowpanes with mullions are encouraged except for storefront windows.
- 7. Multi-panel exterior doors are encouraged.
- 8. Desirable Design Elements.
  - a. Storefront canopies or window canopies.
  - b. Hanging signs.
  - c. One or more accent colors.
  - d. Planters and landscaped areas.
  - e. Benches.
  - f. Decorative lighting.
- 9. Parking.
  - a. Site parking is to be located to the side or rear of buildings where possible.
  - b. A reduction of up to ten (10) percent in the number of required offstreet parking spaces may be approved by the Zoning Administrator in the case of shared parking areas between abutting uses.
- 10. Loading.

- a. Loading areas and docks shall be located to the rear or side of the principal building where possible.
- b. Special landscape, screening or building design measures shall be required to minimize and limit the visual impact of loading docks and areas from view from adjacent properties, right-of-way and the Crow River.

11. Pedestrian Circulation.

- a. Each property shall be responsible for the installation and maintenance of a sidewalk pursuant to City standards from the front lot line to the main entrance of the principal structure.
- b. Each property shall provide a designated pedestrian circulation system (i.e. sidewalk) through and from off-street parking areas to the main entrance of the principal structure.
- c. Each property shall provide sidewalk access at property edges and to adjacent lots and said access shall be coordinated with existing development to provide circulation patterns between developments. Buildings, landscaping, fences and other improvements shall be located so as not to preclude eventual site-to-site connections.

C. *Design Guidelines for Stormwater Management Criteria*

- A. **Erosion and Sediment Control.** Unless otherwise exempted by other City Codes, Applicants are required to develop an Erosion and Sediment Control (ESC) Plan and follow the Erosion and Sediment Control requirements of Chapter 9 of the City Code and are encouraged to incorporate the Stormwater Management requirements of the same code, for all proposed land disturbing activities within the City that meet any or all of the following:
  - 1. Disturbs a total land surface area of 5,000 square feet or more; or
  - 2. Involves excavation or filling, or a combination of excavation and filling, in excess of 100 cubic yards of materials; or
  - 3. Is a land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.
- B. **Stormwater Management.** Unless otherwise exempted by other City Codes, Applicants are required to develop a Stormwater Management Plan that meets the requirements of Chapter 9 of the City Code, for all proposed land disturbing activities within the City that meet any or all of the following:
  - 1. Any land disturbing activity that may ultimately result in the addition of 1.0 acre or greater of impervious surfaces, including smaller individual sites that are part of a common plan of development that may be constructed at different times; or
  - 2. All new single-family subdivisions greater than 3 lots that rely on common drainage facilities for stormwater management, multiple family residential, commercial, mixed-use and industrial developments; or
  - 3. Any land disturbing activity, regardless of size that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

Section 2. This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this 10<sup>th</sup> day of July, 2017.

CITY OF HANOVER:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-76**

**A RESOLUTION APPROVING THE PURCHASE OF OFFICE PRINTER/COPIER/SCANNER**

**WHEREAS**, the existing printer/copier/scanner is approximately nine years of age and parts are no longer manufactured for the machine; and

**WHEREAS**, when printing large quantities of items like the newsletter or large agenda packets, the pages print with a pink hue to them; and

**WHEREAS**, the attached proposal was provided by Marco, who holds the state cooperative purchasing contract for a new printer/copier/scanner.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal to purchase a new printer/copier/scanner in the amount of \$9,610.80 and the identified price per page printing costs. This price reflects equipment, installation, and training costs.

Council members voting in favor: Kauffman, Hammerseng, Warpula, Zajicek, Hallstein

Opposed or abstained:

Adopted by the city Council this 3<sup>rd</sup> day of January, 2017

APPROVED BY:

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

ATTEST:

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

7/6/2017

A Proposal for  
**City of Hanover**  
**Amy/Brian**

Prepared by:

Tom Best  
320.650.1859 or 800.892.8548  
[tom.best@marconet.com](mailto:tom.best@marconet.com)



**CONFIDENTIAL**

Here are just a few reasons why partnering with Marco for your technology services is the right decision.



*When you work with Marco, you get our very best every day—our best people, our best support services and the best technology in the industry. Because consistently outperforming your expectations is the key to building strong partnerships.*

**Jeff Gau, CEO**

To learn more about Marco's high-performance culture, visit [aleadershipculture.com](http://aleadershipculture.com).

### **Passionate employees**

When you love what you do, it shows. And we have a generous list of awards to prove it. Marco is consistently named a top workplace by highly respected organizations locally and nationally for being a fun and friendly place to work, a good corporate citizen and a caring employer.

### **Committed to our communities**

Marco is committed to giving back to the communities we serve. We contribute financially, sponsor events, participate in fundraisers and encourage employees to volunteer on and off company time.

### **Customer survey process to ensure we're doing things right**

We have consistently been sending out monthly surveys and measuring the results since 1994 to make sure we're doing everything we can to keep our customers happy. We're proud to say that 93% of customers surveyed say they would recommend Marco.

### **Quality assurance program to keep us sharp**

We use Lean continuous improvement principles to keep us focused on working smarter. Because the more efficiently we operate on the inside, the better service we offer on the outside.

### **Over 690 certified systems engineers and technical representatives**

You have access to a depth of technical expertise to help you stay on top of the latest technologies. Our technical staff is certified at the highest levels for their area of expertise because your business deserves nothing less.

### **Real-time service dispatching with GPS software**

We use real-time GPS technology to determine which resource is closest to your location. That means quicker on-site service and more efficient use of everyone's time.

### **Convenient online services**

Marco's online services make it easy to send a service request, order supplies and check your account history in real time.

### **Quick response to your service requests**

Our full-time dispatchers and support desk representatives consistently maintain a 98% live call answer rate and resolve 97% of service issues remotely so you experience less down time. We use real-time GPS technology to determine which resource is closest to your location when on-site service is needed.

### **Industry-leading partnerships**

You benefit from the innovation and resources of our industry-leading partners. Together we are committed to helping you connect the right technology to achieve your business goals.

**Current Situation:** A Konica C451 with a manufacturer date of June 2007. The device is averaging around 2,700 B&W / 3,200 Color per month over the past 3 years. Service rates on the older device have started to escalate.

## **RECOMMENDED PRINT SOLUTION**

### **1-Konica Minolta C558** (NEW)

- 55 Pages Per Minute
- 2-Sided Networked Color Print & Color Scan
- Single Pass Document Feeder (240 Originals/Minute)
- (2) 500 Sheet Paper Trays
- (1) 2,500 Dual Paper Tray (Optional)
- (1) 150 Sheet Bypass Paper Tray
- 100 Sheet Booklet Staple Finisher (Optional)
- 2/3 Holepunch (Optional)
- Scan to Email/Network Folder
- Wireless & Mobile Printing
- Fax (Optional)



- Purchase Price (Including Delivery/Installation/Training) ..... \$7,041.05
  - 2,500 Dual Paper Tray (Optional) ..... An Additional \$428.07
  - 100 Sheet Booklet Staple Finisher (Optional) ..... An Additional \$1,438.54
  - 2/3 Holepunch (Optional) ..... An Additional \$376.43
  - Fax (Optional) ..... An Additional \$326.71
- **Total Price w/ All Options** ..... **\$9,610.80**

### **"All Inclusive" Maintenance Estimate**

- Service "Estimate" (2,700 B&W @ **\$0.0071** / 3,200 Color @ **\$0.0459**) ..... \$166.05/Month

### **BENEFITS:**

- New Updated Konica Technology
- #2 Dealer in the Nation Selling/Supporting Konica Minolta
- NJPA Contract Pricing – City Government References
- Free Staples Included – No Price Escalations (Fixed Service Rates)
- Monthly Cost Savings on Maintenance

*Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this proposal, you are authorizing Marco, Inc. to order, install and invoice the above listed equipment.*

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-77**

**A RESOLUTION APPROVING EDA RENT REIMBURSEMENT REQUEST**

**WHEREAS**, the Hanover Economic Development Authority approved a business incentive to Living Essentially Sp’Oiled, Farmers Insurance, and Hanover Wine & Spirits for a matching grant; and

**WHEREAS**, Patty Yantes, on behalf of the three businesses, submitted an application for \$2,333.32 of grant dollars to be used towards signage; and

**WHEREAS**, the Matching Grant Program supports the request; and

**WHEREAS**, the Hanover Code of Ordinances requires a Master Sign Agreement be approved prior to installing additional signage.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the matching grant through the Hanover Economic Development Authority business incentive fund in the amount of \$2,333.32, subject to the approval a Master Sign Agreement for the property

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 10<sup>th</sup> day of July, 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 07-10-17-78**

**A RESOLUTION APPROVING THE RELEASE OF  
CROW RIVER HEIGHTS MASTER SUBDIVISION AGREEMENT**

**WHEREAS**, the City of Hanover, Minnesota entered into a Master Subdivision Agreement with Semler Construction, Inc. and Gold Nugget Development, Inc. on November 1, 2000; and

**WHEREAS**, the development has been sold, leaving Semler Construction, Inc. and Gold Nugget Development, Inc. requesting the City to release the Master Subdivision Agreement.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the Release of Master Subdivision Agreement, as attached.

**BE IT FURTHER RESOLVED**, that the Mayor and City Administrator are authorized and directed to sign the Agreement on behalf of the City.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 10<sup>th</sup> day of July, 2017.

APPROVED BY:

ATTEST:

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

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



## EXHIBIT A

### LEGAL DESCRIPTION

The North half of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of Section 34, Township 120, Range 24, excepting therefrom a tract described as follows:

Beginning at the Northeast corner of the Northeast Quarter of Section 34, Township 120, Range 24; thence West on the North line of said Section a distance of 879.35 (center of Wright County State Aid Highway Number 34); thence Southeasterly on the centerline of CSAH 34 to a point on East line of Section 34, Township 120, Range 24; thence North on said East line of Section 34, Township 120, Range 24 for a distance of 243.0 feet to the point of beginning.

And also excepting therefrom a tract of land described as follows:

Commencing at the Northeast corner of said Northeast Quarter of the Northeast Quarter; thence on an assumed bearing of South 88 degrees 52 minutes 51 seconds West along the North line of said Northeast Quarter of the Northeast Quarter a distance of 958.45 feet, to the point of beginning of the parcel of land to be described; thence South 01 degrees 07 minutes 09 seconds East a distance of 381.50 feet; thence North 83 degrees 48 minutes 38 seconds East a distance of 276.08 feet, to a point distant 357.10 feet Southerly of the North line of said Northeast Quarter of the Northeast Quarter, as measured at a right angle to said North line; thence North 01 degrees 07 minutes 09 seconds West to the centerline of Wright County State Aid Highway Number 34; thence Northwesterly along the centerline of said County State Aid Highway Number 34, to the North line of said Northeast Quarter of the Northeast Quarter; thence Westerly along the North line of said Northeast Quarter of said Northeast Quarter to the point of beginning.

And also excepting therefrom a tract described as follows:

That part of the Northeast Quarter of the Northeast Quarter of Section 34, Township 120, Range 24, Wright County, Minnesota described as follows: Commencing at the Northeast corner of said Northeast Quarter of the Northeast Quarter; thence on an assumed bearing of North 90 degrees 00 minutes 00 seconds West along the North line of said Northeast Quarter of the Northeast Quarter a distance of 958.45 feet; thence South 0 degrees 00 minutes 00 seconds West a distance of 381.50 feet; thence North 84 degrees 55 minutes 46 seconds East a distance of 276.08 feet to a point distant 357.10 feet Southerly of the North line of said Northeast Quarter of the Northeast Quarter, as measured at a right angle to said North line, said point being the point of beginning; thence North 55 degrees 33 minutes 50 seconds East a distance of 134.04 feet; thence South 67 degrees 38 minutes 35 seconds East a distance of 446.53 feet to a line distant 150.46 feet Westerly of measured at right angles to and parallel with the East line of said Northeast Quarter of the Northeast Quarter; thence North 01 degree 10 minutes 12 seconds East, parallel with said East line, a distance of 237.38 feet, more or less to the centerline of County State Aid Highway Number 34; thence Northwesterly along said centerline a distance of 548 feet, more or less to a line which bears North 0 degrees 00 minutes 00 seconds East from the point of beginning; thence South 0 degrees 00 minutes 00 seconds West a distance of 286.60 feet, more or less to the point of beginning.

And also excepting therefrom those parts platted as Crow River Heights West First Addition and Crow River Heights East Third Addition.

Abstract Property