

**AGENDA
HANOVER CITY COUNCIL
JULY 21, 2020**

**MAYOR
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of July 7, 2020 City Council Meeting (3)**
 - b. Approve Claims as Presented: (7)**

➤ Claims	\$ 144,674.40
➤ Payroll	\$ 34,539.91
➤ P/R taxes & Exp.	\$ 8,260.28
➤ Other Claims	\$ 2,878.04
➤ Total Claims	<u>\$ 190,352.63</u>
 - c. Res No 07-21-20-70 – Approving Financial Planning Services Agreement (49)**
 - d. Res No 07-21-20-71 – Approving Temporary Intoxicating Liquor License (50)**
 - e. Res No 07-21-20-72 – Approving Memorandum for Cares Act Election Funding (51)**
 - f. Res No 07-21-20-73 – Accepting Donation from Hanover FRA (54)**
- 4. Coronavirus Relief Fund (CRF) (55)**
- 5. Reports**
- 6. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: July 16, 2020
Re: Review of July 21, 2020 City Council Agenda

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

2. Approval of Agenda

3. Consent Agenda Items: See enclosed consent agenda.

a. Approve Minutes of July 7, 2020 City Council Meeting (3)

b. Approve Claims as Presented: (7)

➤ Claims	\$ 144,674.40
➤ Payroll	\$ 34,539.91
➤ P/R taxes & Exp.	\$ 8,260.28
➤ Other Claims	\$ <u>2,878.04</u>
➤ Total Claims	\$ <u>190,352.63</u>

c. Res No 07-21-20-70 – Approving Financial Planning Services Agreement (49)

d. Res No 07-21-20-71 – Approving Temporary Intoxicating Liquor License (50)

e. Res No 07-21-20-72 – Approving Memorandum for Cares Act Election Funding (51)

f. Res No 07-21-20-73 – Accepting Donation from Hanover FRA (54)

4. Coronavirus Relief Fund (CRF) (55)

Enclosed is the guidance provided to explain eligible uses for the funds. Also enclosed is a short list of items staff has considered worth purchasing or implementing to aid in our operations that would be reimbursable by the funds. Discussion will be held on potential purchases and I ask that we keep them realistic. We can take the list and look further into eligibility by getting input from our auditors and what other cities are considering. For some of the smaller expenses I ask for latitude to make those purchases without prior council approval. I.e. crowd control with hopes to have it delivered in time for the election on August 11th. If it comes soon enough we may also utilize it at the clean up event on August 1st.

5. Reports

6. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
JULY 7, 2020 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, July 7, 2020 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Attorney Jay Squires, City Planner Cindy Nash, City Engineer Nick Preisler, City Administrator Brian Hagen, Public Works Supervisor Jason Doboszinski and Accountant Jackie Heinz. Guests included Mat Meyer, Elissa Phillips & Jason Bodey, Bill Bolte and Brad O’Neil from the Crow River News.

Approval of Agenda:

Hagen added Mercantile Pass Update as item 7e1.

Hagen removed from the Consent Agenda Concert in the Park item 3f to the Agenda as item 7e2.

Hagen moved Unfinished Business 2021 Preliminary Budget item 6a to the Agenda as item 7e3.

Heinz amended claims in the amount of \$270.82, Total Claims is now \$173,688.27.

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

Consent Agenda:

Hagen removed from the Consent Agenda Concert in the Park item 3f to the Agenda as item 7e2.

Hagen added Appointing Probationary Firefighters Resolution 07-07-20-69 as item 3f.

Kauffman inquired about item c – Approving EDA Fund Transfer. Hagen stated the EDA Special Revenue Fund is their operating fund, there is normally a yearly transfer, but this hasn’t been done in the last year.

Hagen updated the cost to purchase the complete concrete and fencing at the new porta potties will be increased to \$4,500.00.

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

a. Approve Minutes of June 16, 2020 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 156,691.25
➤ Payroll	\$ 10,207.54
➤ P/R taxes & Exp	\$ 4,148.54
➤ Other Claims	<u>\$ 2,640.94</u>
➤ Total Claims	<u>\$ 173,688.27</u>

c. Res No 07-07-20-61 – Approving EDA Fund Transfer

d. Res No 07-07-20-62 – Approving Purchase of Porta Potties

e. Res No 07-07-20-63 – Approving Proposal for IT Upgrades

f. Res No 07-07-20-69 – Appointing Probationary Firefighters

Motion carried unanimously.

Citizen’s Forum:

None

Public Hearings:

None

Unfinished Business:

None

New Business:

Res No 07-07-20-64 – Approving CUP for 11000 Crow Hassan Park Road

Nash stated the CUP is to allow construction of an accessory building which is larger than the principal building. Planning Commission held a public hearing where there were no comments. Planning Commission is recommending approval with conditions listed in the resolution.

MOTION by Warpula to approve Res No 07-07-20-64, seconded by Hallstein. **Motion carried unanimously.**

Res No 07-07-20-65 – Approving CUP for 11652 Crow Hassan Park Road

Nash stated the CUP is to allow construction of an accessory building which is larger than the principal building. Planning Commission held a public hearing where there were no comments. Planning Commission is recommending approval with conditions listed in the resolution.

MOTION by Warpula to approve Res No 07-07-20-65, seconded by Zajicek. **Motion carried unanimously.**

Res No 07-07-20-66 – Approving Variance for 10111 Beebe Lake Road

Nash stated the variance is to allow construction of a garden potting shed in front of the home. Planning Commission held a public hearing where there were no comments. Planning Commission is recommending approval with conditions listed in the resolution.

MOTION by Hallstein to approve Res No 07-07-20-66, seconded by Hammerseng. **Motion carried unanimously.**

Res No 07-07-20-67 – Approving Variance for 775 Kadler Avenue NE

Nash stated the variance is to allow the construction of a screened in porch and deck within the rear yard setback. This is consistent with the home to the South and will blend with the neighborhood. Planning Commission held a public hearing where there were no comments. Planning Commission is recommending approval with conditions listed in the resolution.

MOTION by Hammerseng to approve Res No 07-07-20-67, seconded by Hallstein. **Motion carried unanimously.**

Mahler Mine Update

Hagen stated a letter was sent to Fehn Companies reminding them of the use of back-up alarms, there has been a couple comments from residents, and haul hours are 7a-7p Monday through Friday and no Saturdays. Hagen further stated regarding the alignment of 15th street, Fehn proposed to move 15th Street South 20' for a direct shot into the driveway. St. Michael stated they wouldn't approve this due to access to a St. Michael property. Hagen further stated 15th Street will stay on the same line and trucks will have to J drive to enter; some easements will need to be exchanged. Work is scheduled to start the second or third week in August due to Xcel moving a pole. Preisler stated the realignment would be 20' to the South. Hallstein inquired if that was the direction given. Preisler stated yes, it would prevent future costs to realign. Hammerseng inquired why St. Michael is not on board. Hagen stated public right of way would need to be obtained, but no need since there is no development. St. Michael wanted for a development to the North as an access point. Hagen further stated one good thing about not realigning is the main transmission line won't have to be moved. Hammerseng inquired about moving lines underground. Preisler stated the City would pay to have it done and it is very expensive.

Mercantile Pass Update

Hagen stated the EDA discussed Public Funding and Tax Abatement for the Project. Hagen also reached out to Tammy Omdal with Northland Trust and Baker Tilly regarding costs. Baker Tilly stated they would charge for the preliminary and project work; Northland stated the preliminary work would be done for free and cost of \$3,000 to complete. Hagen stated the EDA recommended going with Northland Trust. Kauffman inquired how long. Hagen stated 15-20-year limit depending on the entities involved. Recommend a pay go option so reimbursement happens as taxes come in, this is the safest option for the City. Kauffman inquired if there is a dollar amount, Hagen stated no, the project plans need to be opened and cost justified. Hagen further stated first is the concept plan with a rough value to generate X dollars over X years.

Hagen stated Bill's Superette and G Will Liquors had a purchase agreement on the site and withdrew. They wanted a full signal and Hennepin County said no. Kauffman inquired where Hennepin County wants a light, Hagen stated they don't know. Kauffman stated closer to the Hilltop, Hagen stated that's where Bill's Superette wanted it and Hennepin County said no. Hagen further stated the corridor study should be complete by the end of July and have improvements at the 123 and 19 intersection.

Res No 07-07-20-68 – Approving Contract for Concert in the Park

Hagen stated Council approved an August Concert in the Park back in March. Park Board wanted a second concert for July 16th and has gotten Mitch Gordon. Hagen stated staff is wondering if the concerts should be limited to 250 people, or what level to control the crowd. Hammerseng inquired how many were present for the White Sidewalls Concert in the past, Heinz stated 80-100. Hallstein stated with nothing going on are more people going to show up and is there a liability to the City? Squires stated there is flexibility, would fall under another exception, not exhibition but a gathering then no cap on people, the City can justify. Heinz stated the 10' diameter circles which are used for Reading in the Park could be utilized, there are currently 25 and more could be added.

Hallstein inquired to limit the concert to Hanover residents only. Hammerseng stated when he has attended concerts in the past, the lot is full. If people aren't comfortable then they won't come. Hammerseng inquired about charging for the concert. Squires stated that has no bearing, there is a plan in place and the painted areas will be used. Hammerseng stated in the past, people in attendance haven't jammed in next to each other, they spread out.

MOTION by Hallstein to approve Res No 07-07-20-68, seconded by Warpula. **Motion carried unanimously.**

2021 Preliminary Budget – Draft 1

Hagen stated this is the same draft as the prior. Hammerseng inquired if staff is anticipating anything, Hagen stated no. Kauffman inquired if we've heard from the assessor's office, Hagen stated no, values are set in April at the Local Board of Appeals meeting with impact 1-2 years out. From an operations standpoint some minor adjustments. Hagen further stated only the preliminary needs to be set high as we cannot go higher with the final.

Settlers Park: Park Shelter

7:37 pm – 8:01 pm

Staff and Council walked to the Park Shelter to discuss the deterioration of the building and possible construction of a new facility. Council consensus to approve an RFP for an architect to design a new facility.

Reports

Doboszanski

- Installed 3 Benches at Cardinal Park, one being the Memorial Bench for Missy Wanke
- Hallstein inquired if a plan is in place if all Public Works staff were sick at the same time, Hagen stated we would call other cities for help

Hallstein

- Watched an LMC Webinar regarding CARES Act Funding Requirements

Hammerseng

- Inquired if a letter was sent to Rhino Auto, Hagen stated yes, they have until July 13th to respond and the owner has not reached out
- If there anything being done about the Dentists lawn, Hagen stated the Contractor asked for escrow money to be released but was told no, reached out to the Contractor with no follow up and they mowed it down, council consensus to make the lawn grass.

Warpula

- Someone in interest in donating a bench by the columbarium, Hagen stated to have them contact him

Hagen

- The July Planning Commission meeting will be via ZOOM due to the pit being on the agenda, when it goes to Council that meeting will be via ZOOM as well
- Inquired about using the COVID money to upgrade the audio and visual in the hall so future meetings can be held several ways, Council consensus yes
- Brian will be on vacation the week of July 20th

Kauffman

- Will be gone the first meeting in August

Adjournment

MOTION by Hammerseng to adjourn at 8:19 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

07/16/20 7:44 AM

Page 1

Payments

Current Period: July 2020

Payment Batch 07-21-2020 PA \$144,674.40

Refer	2999	<u>BUFFALO FLORAL & LANDSCAPIN</u>	<u>Ck# 035105 7/21/2020</u>		
Cash Payment	E 100-41110-437	Other Miscellaneous	Funeral Flowers - Gerhardt Kottke (FD Members Brian & Dave Kottke Dad)		\$98.77
Invoice	18758	7/8/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$98.77
Refer	3000	<u>FIELDSTONE FAMILY HOMES</u>	<u>Ck# 035117 7/21/2020</u>		
Cash Payment	E 811-48200-810	Refunds & Reimburseme	Erosion Control Escrow Release - 9907 Jordan Avenue		\$2,000.00
Invoice		7/13/2020			
Cash Payment	E 815-48200-810	Refunds & Reimburseme	Landscaping Escrow Release - 9907 Jordan Avenue		\$2,000.00
Invoice		7/13/2020			
Cash Payment	E 817-48200-810	Refunds & Reimburseme	Infrastructure Escrow Release - 9907 Jordan Avenue		\$1,000.00
Invoice		7/13/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$5,000.00
Refer	3001	<u>DRAKE CONSTRUCTION, INC.</u>	<u>Ck# 035114 7/21/2020</u>		
Cash Payment	E 811-48200-810	Refunds & Reimburseme	Erosion Control Escrow Release - 9847 Jordan Avenue		\$2,000.00
Invoice		7/13/2020			
Cash Payment	E 815-48200-810	Refunds & Reimburseme	Landscaping Escrow Release - 9847 Jordan Avenue		\$2,000.00
Invoice		7/13/2020			
Cash Payment	E 817-48200-810	Refunds & Reimburseme	Infrastructure Escrow Release - 9847 Jordan Avenue		\$1,000.00
Invoice		7/13/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$5,000.00
Refer	3002	<u>SJOLIN, ED</u>	<u>Ck# 035128 7/21/2020</u>		
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Shelter Damage Deposit Release - 7/11/2020 Event		\$100.00
Invoice		7/13/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$100.00
Refer	3003	<u>DIERBERGER, KAREN OR TOM</u>	<u>Ck# 035113 7/21/2020</u>		
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Shelter Damage Deposit Release - 7/12/2020 Event (Rescheduled)		\$100.00
Invoice		7/13/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$100.00
Refer	3004	<u>CROSSTOWN MECHANICAL INC.</u>	<u>Ck# 035110 7/21/2020</u>		
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE	Ice Machine: 7/8/2020 Cleaned & Sanitized Icemaker and Bin, Tested Thermostat, Water Valve & Float, All in Working Order, Checked Electrical for Burnt Wires, Informed Customer to Open Unit When Beeping Occurs to See if the Evaporator Froze Up		\$351.83
Invoice	84300	7/9/2020			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$351.83
Refer	3005	<u>ELITE SANITATION</u>	<u>Ck# 035115 7/21/2020</u>		
Cash Payment	E 100-45200-580	Other Equipment	Hanover Elementary - Handicap Portable Toilet Rental 6/21 - 7/18/2020		\$41.00
Invoice	26790	7/7/2020			

Payments

Current Period: July 2020

Cash Payment	E 100-45200-580 Other Equipment	EagleView Park - Portable Toilet Service 6/21 - 7/18/2020			\$28.00
Invoice 26790	7/7/2020				
Cash Payment	E 100-45200-580 Other Equipment	Pheasant Run Park - Portable Toilet Service 6/21 - 7/18/2020			\$28.00
Invoice 26790	7/7/2020				
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park - Portable Toilet Service 6/21 - 7/18/2020			\$28.00
Invoice 26790	7/7/2020				
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park - Portable Toilet Service 6/21 - 7/18/2020			\$28.00
Invoice 26790	7/7/2020				
Cash Payment	E 100-45200-580 Other Equipment	Hanover Elementary - Portable Toilet Service 6/21 - 7/18/2020			\$28.00
Invoice 26790	7/7/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$181.00
Refer	3006	<u>MN PEIP</u>		<u>Ck# 035126 7/21/2020</u>	
Cash Payment	G 100-21706 Medical/Dental Ins	Medical & Dental Premiums - August 2020			\$3,247.00
Invoice 987608	7/10/2020				
Cash Payment	G 100-21707 Life Ins	Life Insurance - August 2020			\$1,230.54
Invoice 987608	7/10/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$4,477.54
Refer	3007	<u>XCEL ENERGY</u>		<u>Ck# 003000E 7/21/2020</u>	
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 06/03/2020 - 07/02/2020			\$810.39
Invoice 691307101	7/6/2020				
Cash Payment	E 100-43160-381 Electric Utilities	City Owned Street Lighting 06/03/2020 - 07/05/2020			\$1,123.34
Invoice 691307101	7/6/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$1,933.73
Refer	3008	<u>FS SOLUTIONS</u>		<u>Ck# 035119 7/21/2020</u>	
Cash Payment	E 100-42240-310 Other Professional Servi	FD Background Check - S. Cook			\$53.00
Invoice FL00382928	7/7/2020				
Cash Payment	E 100-42240-310 Other Professional Servi	FD Background Check - C. Rippel			\$31.00
Invoice FL00382928	7/7/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$84.00
Refer	3009	<u>METRO WEST INSPECTION SERVI</u>		<u>Ck# 035125 7/21/2020</u>	
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 16-20 @ 9824 Jasmine Avenue			\$1,237.27
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 17-20 @ 9847 Jordan Avenue			\$1,386.03
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 43-20 @ 762 Meander Road			\$17.50
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 48-20 @ 670 Kadler Circle			\$120.84
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 49-20 @ 630 Kadler Circle			\$35.00
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 52-20 @ 11586 Erin Street NE			\$120.84
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 62-20 @ 539 Kayla Lane			\$17.50
Invoice 2485	7/6/2020				

CITY OF HANOVER

07/16/20 7:44 AM

Page 3

Payments

Current Period: July 2020

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 65-20 @ 11144 14th Street NE			\$17.50
Invoice 2485	7/6/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 70-20 @ 9829 Jasmine Avenue NE			\$104.67
Invoice 2485	7/6/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$3,057.15
Refer	3010	JOINT POWERS WATER BOARD	Ck# 035123	7/21/2020	
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 9806 Jordan Avenue			\$2,001.00
Invoice					
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 10783 Settlers Lane North			\$2,001.00
Invoice					
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$4,002.00
Refer	3011	CITY OF ST. MICHAEL	Ck# 003001E	7/21/2020	
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 9806 Jordan Avenue			\$5,136.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 10783 Settlers Lane North			\$5,136.00
Invoice					
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$10,272.00
Refer	3012	WRIGHT COUNTY JOURNAL PRES	Ck# 035133	7/21/2020	
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: Joe Slavec Conditional Use Permit			\$40.63
Invoice 7066363	6/11/2020	Project 208276			
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: Brandon & Tierney Berning Conditional Use Permit			\$40.63
Invoice 7066364	6/11/2020	Project 208277			
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: William Bolte Variance			\$39.00
Invoice 7066365	6/11/2020	Project 208279			
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: Jason Bodey & Elissa Phillips Variance			\$42.25
Invoice 7066366	6/11/2020	Project 208280			
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$162.51
Refer	3013	COMCAST	Ck# 035108	7/21/2020	
Cash Payment	E 100-41940-321 Telephone	CH: Digital Voice & Internet - July 2020			\$152.99
Invoice	6/25/2020				
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$152.99
Refer	3014	WRIGHT COUNTY AUDITOR-TREA	Ck# 035131	7/21/2020	
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - July 2020			\$9,546.50
Invoice July 2020	6/29/2020				
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - January 2020			\$36.66
Invoice					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - February 2020			\$546.60
Invoice					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - March 2020			\$363.31
Invoice					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - April 2020			\$223.30
Invoice					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Fines - May 2020			\$66.66
Invoice					
Transaction Date	7/14/2020	Due 0	Cash	10100	Total \$10,783.03
Refer	3015	CARSON, CLELLAND & SCHREDE	Ck# 035106	7/21/2020	
Cash Payment	E 100-41610-304 Legal Fees	Legal Support / Work - June 2020			\$149.82
Invoice	6/30/2020				

CITY OF HANOVER

07/16/20 7:44 AM

Page 4

Payments

Current Period: July 2020

Transaction Date	7/14/2020	Due 0	Cash	10100	Total	\$149.82
Refer	3016	<u>CITY OF ST. MICHAEL</u>		<u>Ck# 003002E 7/21/2020</u>		
Cash Payment	E 602-43252-310	Other Professional Servi	Life Station Flows - 1st Quarter 2020			\$32,236.16
Invoice	07142020-2	7/14/2020				
Cash Payment	E 602-43252-310	Other Professional Servi	Life Station Flows - 2nd Quarter 2020			\$32,236.16
Invoice	07142020-2	7/14/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$64,472.32
Refer	3017	<u>CENTERPOINT ENERGY</u>		<u>Ck# 003003E 7/21/2020</u>		
Cash Payment	E 100-41940-383	Gas Utilities	City Hall Gas Utilities: 5/27/2020 - 6/26/2020			\$32.06
Invoice		6/30/2020				
Cash Payment	E 100-43000-383	Gas Utilities	PW Building Gas Utilities: 5/27/2020 - 6/26/2020			\$58.48
Invoice		6/30/2020				
Cash Payment	E 100-42280-383	Gas Utilities	Fire Station Gas Utilities: 5/27/2020 - 6/26/2020			\$29.02
Invoice		6/30/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$119.56
Refer	3018	<u>RUPP ANDERSON SQUIRES & WA</u>		<u>Ck# 035127 7/21/2020</u>		
Cash Payment	E 100-41610-304	Legal Fees	Miscellaneous: April 2020			\$444.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	Miscellaneous: April 2020			\$37.00
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	Fehn Companies - IUP Mining Expansion: May 2020			\$203.50
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	John Geis / Rolling Crow Estates - Plat Review: May 2020			\$74.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	Miscellaneous: May 2020			\$592.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	Miscellaneous: May 2020			\$666.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	City Council and Board / Commission Meetings: April 2020			\$90.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	City Council and Board / Commission Meetings: May 2020			\$210.00
Invoice	11211	7/1/2020				
Cash Payment	E 100-41610-304	Legal Fees	Employment Investigation: May 2020			\$925.00
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	JBW Holdings / River Town Villas - Final Plat: April 2020			\$840.50
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	JBW Holdings / River Town Villas - Final Plat: May 2020			\$102.50
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	Fehn Companies - IUP Mining Expansion: April 2020			\$102.50
Invoice	11211	7/1/2020				
Cash Payment	E 818-41610-310	Other Professional Servi	Fehn Companies - IUP Mining Expansion: May 2020			\$205.00
Invoice	11211	7/1/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$4,492.00
Refer	3019	<u>AT&T MOBILITY</u>		<u>Ck# 035104 7/21/2020</u>		

Payments

Current Period: July 2020

Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 6/3/2020 - 6/25/2020				\$132.23
Invoice	X07032020	6/25/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$132.23
Refer	3020	<u>Indigo Signworks, Inc.</u>		<u>Ck# 035122 7/21/2020</u>		
Cash Payment	E 100-41410-200 Office Supplies (GENER	Qty 10 Covid Barrier Shields				\$1,170.00
Invoice	82042	6/30/2020			Project COVID	
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$1,170.00
Refer	3021	<u>VEOLIA WATER NORTH AMERICA</u>		<u>Ck# 035129 7/21/2020</u>		
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - August 2020				\$5,262.00
Invoice	90244370	7/15/2020				
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - August 2020				\$3,749.00
Invoice	90244370	7/15/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$9,011.00
Refer	3022	<u>WRIGHT COUNTY IT</u>		<u>Ck# 035132 7/21/2020</u>		
Cash Payment	E 100-42260-323 Radio Units	800 MHz Radio Infrastructure Fee - 2020: 37				\$3,700.00
Invoice	ARM20-012	6/29/2020			Radios at \$100 per	
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$3,700.00
Refer	3023	<u>CENTURY LINK</u>		<u>Ck# 035107 7/21/2020</u>		
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 06/28/2020 - 07/27/2020				\$42.57
Invoice		6/28/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$42.57
Refer	3024	<u>VERIZON</u>		<u>Ck# 035130 7/21/2020</u>		
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 06/03/2020 - 07/02/2020				\$50.84
Invoice	9857885459	7/2/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$50.84
Refer	3025	<u>FINKEN WATER SOLUTIONS</u>		<u>Ck# 035118 7/21/2020</u>		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	20 Gallons of Drinking Water				\$25.80
Invoice	89199TJ	6/12/2020				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & cold Rental Cooler - July 2020				\$9.50
Invoice	1210814	7/1/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$35.30
Refer	3026	<u>Groves, Lindsey</u>		<u>Ck# 035120 7/21/2020</u>		
Cash Payment	E 100-42220-580 Other Equipment	Gatorade, Bottled Water, Freezies				\$67.32
Invoice		6/16/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$67.32
Refer	3027	<u>BLUE TARP FINANCIAL</u>		<u>Ck# 003004E 7/21/2020</u>		
Cash Payment	E 100-43000-240 Small Tools and Minor E	Metal Cutoff Wheels, Welding Coat				\$76.84
Invoice	0191128166	6/26/2020				
Cash Payment	E 100-43000-215 Shop Supplies	Oxygen Gas				\$34.41
Invoice						
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$111.25
Refer	3028	<u>MENARDS - BUFFALO</u>		<u>Ck# 035124 7/21/2020</u>		
Cash Payment	E 100-43000-240 Small Tools and Minor E	Tape Measure				\$14.99
Invoice	24021	6/29/2020				
Cash Payment	E 100-43000-215 Shop Supplies	Chipper Box: 1/2 x 4 x 8 AC2, 3/4 x 4 x 8 AC2				\$151.90
Invoice	24021	6/29/2020				

Payments

Current Period: July 2020

Cash Payment	E 100-43000-215 Shop Supplies	Concrete Mix, Shelf for Water Meters			\$290.15
Invoice	24410	7/6/2020			
Cash Payment	E 100-43000-215 Shop Supplies	Filters, Bottled Water, Gatorade			\$98.00
Invoice	24412	7/6/2020			
Transaction Date	7/15/2020	Due 0	Cash	10100	Total \$555.04
Refer	3029	<u>CUSTOMIZED FIRE RESCUE TRAI</u>		<u>Ck# 035112 7/21/2020</u>	
Cash Payment	E 100-42240-208 Training and Instruction	Class on 1/28/2020: NFPA 1500, OSHA, Case Study Millerville MN Grain Silo Fatality, Employee Right to Know, Lockout / Tagout, Hearing Protection, Confined Space Awareness, Heat / Cold Emergencies, Hazard Materials			\$400.00
Invoice	1700	6/29/2020			
Cash Payment	E 100-42240-208 Training and Instruction	Class on 2/25/2020: MFPA 1407 Firefighter Survivability Prop.			\$750.00
Invoice	1700	6/29/2020			
Cash Payment	E 100-42240-208 Training and Instruction	Class on 3/14/2020: NFPA 1670 Grain Bin Rescue Hands On Class			\$550.00
Invoice	1700	6/29/2020			
Cash Payment	E 100-42240-208 Training and Instruction	Class on 5/26/2020: MFPA 1001 Forcible Entry Prop.			\$600.00
Invoice	1700	6/29/2020			
Transaction Date	7/15/2020	Due 0	Cash	10100	Total \$2,300.00
Refer	3030	<u>HARDWARE HANK</u>		<u>Ck# 035121 7/21/2020</u>	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Irrigation: Coupling, Bushing, PVC Nipple			\$7.69
Invoice	1648267	6/16/2020			
Cash Payment	E 100-43000-215 Shop Supplies	White & Pink Spray Paint for Reading in the Park Project COVID			\$86.26
Invoice	1648267	6/16/2020			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Caulking for Window Reparis			\$18.87
Invoice	1648702	6/17/2020			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big Mower: JB Weld			\$6.65
Invoice	1650798	6/25/2020			
Transaction Date	7/15/2020	Due 0	Cash	10100	Total \$119.47
Refer	3031	<u>COTTENS, INC.</u>		<u>Ck# 035109 7/21/2020</u>	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Tool Cat: 12V ACC Power			\$4.78
Invoice	220673	6/17/2020			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Kubota: Air Filter			\$37.99
Invoice	221670	6/25/2020			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Shrub Trimmer: Fuel Line			\$4.78
Invoice	221670	6/25/2020			
Transaction Date	7/15/2020	Due 0	Cash	10100	Total \$47.55
Refer	3032	<u>COLLABORATIVE PLANNING LLC</u>		<u>Ck# 003005E 7/21/2020</u>	
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning: June 2020			\$3,727.50
Invoice	2020-110	7/5/2020			
Cash Payment	E 818-41910-310 Other Professional Servi	Fehn Companies - IUP Expansion: June 2020 Project 208263			\$866.25
Invoice	2020-111	7/5/2020			
Cash Payment	E 818-41910-310 Other Professional Servi	Bill Bolte - Variance: June 2020 Project 208279			\$236.25
Invoice	2020-112	7/5/2020			
Cash Payment	E 818-41910-310 Other Professional Servi	Joe Slavec - CUP: June 2020 Project 208276			\$288.75
Invoice	2020-113	7/5/2020			
Cash Payment	E 818-41910-310 Other Professional Servi	Brandon & Tierney Berning - CUP: June 2020 Project 208277			\$288.75
Invoice	2020-114	7/5/2020			

CITY OF HANOVER

Payments

Current Period: July 2020

Cash Payment	E 818-41910-310 Other Professional Servi	Jason Bodey & Elissa Phillips - Variance: June 2020				\$367.50
Invoice	2020-115	7/5/2020			Project 208280	
Cash Payment	E 818-41910-310 Other Professional Servi	Bill's Superette: June 2020				\$341.25
Invoice	2020-116	7/5/2020			Project 208278	
Cash Payment	E 818-41910-310 Other Professional Servi	Hilltop Coffee - Site Plan: June 2020				\$367.50
Invoice	2020-117	7/5/2020			Project 208281	
Cash Payment	E 818-41910-310 Other Professional Servi	Fehn Companies - Lot Split: June 2020				\$26.25
Invoice	2020-118	7/5/2020			Project 208272	
Cash Payment	E 818-41910-310 Other Professional Servi	K. Luedemann - CUP: June 2020				\$26.25
Invoice	2020-119	7/5/2020			Project 208273	
Cash Payment	E 818-41910-310 Other Professional Servi	JBW Holdings / River Town Villas - Final Plat: June 2020				\$52.50
Invoice	2020-120	7/5/2020			Project 208258	
Cash Payment	E 818-41910-310 Other Professional Servi	JP Brooks / Rivers Edge - Concept Plan: June 2020				\$157.50
Invoice	2020-121	7/5/2020			Project 208271	
Cash Payment	E 818-41910-310 Other Professional Servi	Ben & Kristal Sneen / Riverside Estates - Multiple Escrows: June 2020				\$78.75
Invoice	2020-122	7/5/2020			Project 208268	
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$6,825.00
Refer	3033	<u>Elsenpeter, Mitchel</u>			<u>Ck# 035116 7/21/2020</u>	
Cash Payment	E 406-45200-440 Programs	Concert in the Park - 7/16/2020				\$1,400.00
Invoice						
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$1,400.00
Refer	3034	<u>ZEP SALES & SERVICE</u>			<u>Ck# 035134 7/21/2020</u>	
Cash Payment	E 100-41940-210 Operating Supplies (GEN	Zep Clean'em's Spirit II Wipes				\$137.49
Invoice	9005336174	7/8/2020			Project COVID	
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$137.49
Refer	3035	<u>A-1 OUTDOOR POWER, INC.</u>			<u>Ck# 003006E 7/21/2020</u>	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Weed Whip Line				\$68.94
Invoice	469053	7/1/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$68.94
Refer	3036	<u>MTI DISTRIBUTING</u>			<u>Ck# 003007E 7/21/2020</u>	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big Mower: Spider				\$144.20
Invoice	1266191-00	7/8/2020				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big Mower: External Retaining Ring				\$3.95
Invoice	1266226-00	7/8/2020				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big & Little Mowers: Mower Deck Latches				\$203.25
Invoice	1266225-00	7/9/2020				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big Mower: Shaft Spindle				\$39.73
Invoice	1267018-00	7/13/2020				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Big Mower: Blades				\$141.05
Invoice	1267020-00	7/13/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$532.18
Refer	3037	<u>MILLER TRUCKING & LANDSCAPE</u>			<u>Ck# 003008E 7/21/2020</u>	
Cash Payment	E 100-45200-225 Landscaping Materials	Cardinal Park: 3 yds Red Dyed Mulch				\$112.50
Invoice	138723	6/22/2020				
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$112.50
Refer	3038	<u>NORTHERN SALT INCORPORATED</u>			<u>Ck# 003009E 7/21/2020</u>	

Payments

Current Period: July 2020

Cash Payment	E 100-43122-224 Street Maint Materials	Calcium Chloride - 2020 Application - 2,743 Gallons @ \$1.119 Per				\$3,069.42
Invoice 19855	6/30/2020					
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$3,069.42
Refer	3039 <i>FASTENAL COMPANY</i>	<u>Ck# 003010E 7/21/2020</u>				
Cash Payment	E 100-43000-215 Shop Supplies	Chipper Box: Hex Washer Head Self Drilling Screws				\$22.96
Invoice MNTC4160099	6/30/2020					
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$22.96
Refer	3040 <i>CROW RIVER FARM EQUIPMENT</i>	<u>Ck# 035111 7/21/2020</u>				
Cash Payment	E 100-43000-215 Shop Supplies	Chipper Box: 1" Bare Pipe, 2 x 1 x 3/16 Tube				\$64.60
Invoice 197651	6/23/2020					
Cash Payment	E 100-43000-215 Shop Supplies	Lighted Sign Trailer: 2.5 x 2.5 x 3/16 Tube				\$108.49
Invoice 197856	7/13/2020					
Transaction Date	7/15/2020	Due 0	Cash	10100	Total	\$173.09

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$4,788.01
817 INFRASTRUCTURE ESCROW FUND	\$2,000.00
815 LANDSCAPE ESCROW FUND	\$4,000.00
811 EROSION CONTROL ESCROW FUND	\$4,000.00
602 SEWER ENTERPRISE FUND	\$80,006.32
601 WATER ENTERPRISE FUND	\$7,751.00
406 GAMBLING PROCEEDS	\$1,400.00
100 GENERAL FUND	\$40,729.07
	\$144,674.40

Pre-Written Checks	\$144,674.40
Checks to be Generated by the Computer	\$0.00
Total	\$144,674.40

CITY OF HANOVER

07/16/20 7:41 AM

Page 1

***Check Summary Register©**

Batch: 07-21-2020 PAY

Name	Check Date	Check Amt	
10100 Cash			
3000e XCEL ENERGY	7/21/2020	\$1,933.73	Xcel Owned Street Lighting 06/03/2020 - 07/02
3001e CITY OF ST. MICHAEL	7/21/2020	\$10,272.00	SAC Fee - 9806 Jordan Avenue
3002e CITY OF ST. MICHAEL	7/21/2020	\$64,472.32	Life Station Flows - 1st Quarter 2020
3003e CENTERPOINT ENERGY	7/21/2020	\$119.56	City Hall Gas Utilities: 5/27/2020 - 6/26/2020
3004e BLUE TARP FINANCIAL	7/21/2020	\$111.25	Metal Cutoff Wheels, Welding Coat
3005e Collaborative Planning LLC	7/21/2020	\$6,825.00	General Planning: June 2020
3006e A-1 OUTDOOR POWER, INC.	7/21/2020	\$68.94	Weed Whip Line
3007e MTI DISTRIBUTING	7/21/2020	\$532.18	Big Mower: Spider
3008e MILLER TRUCKING & LANDSCAP	7/21/2020	\$112.50	Cardinal Park: 3 yds Red Dyed Mulch
3009e NORTHERN SALT INCORPORAT	7/21/2020	\$3,069.42	Calcium Chloride - 2020 Application - 2,743 Ga
3010e FASTENAL COMPANY	7/21/2020	\$22.96	Chipper Box: Hex Washer Head Self Drilling Sc
35104 AT&T MOBILITY	7/21/2020	\$132.23	PW Cell Phones - 6/3/2020 - 6/25/2020
35105 BUFFALO FLORAL & LANDSCAPI	7/21/2020	\$98.77	Funeral Flowers - Gerhardt Kottke (FD Member
35106 CARSON, CLELLAND & SCHRED	7/21/2020	\$149.82	Legal Support / Work - June 2020
35107 CENTURY LINK	7/21/2020	\$42.57	Fire Station Landline - 06/28/2020 - 07/27/2020
35108 COMCAST	7/21/2020	\$152.99	CH: Digital Voice & Internet - July 2020
35109 COTTENS, INC.	7/21/2020	\$47.55	Tool Cat: 12V ACC Power
35110 CROSSTOWN MECHANICAL INC.	7/21/2020	\$351.83	Ice Machine: 7/8/2020 Cleaned & Sanitized Ice
35111 CROW RIVER FARM EQUIPMEN	7/21/2020	\$173.09	Chipper Box: 1" Bare Pipe, 2 x 1 x 3/16 Tube
35112 CUSTOMIZED FIRE RESCUE TR	7/21/2020	\$2,300.00	Class on 1/28/2020: NFPA 1500, OSHA, Case
35113 DIERBERGER, KAREN OR TOM	7/21/2020	\$100.00	Shelter Damage Deposit Release - 7/12/2020
35114 DRAKE CONSTRUCTION, INC.	7/21/2020	\$5,000.00	Erosion Control Escrow Release - 9847 Jordan
35115 ELITE SANITATION	7/21/2020	\$181.00	Hanover Elementary - Handicap Portable Toilet
35116 Elsenpeter, Mitchel	7/21/2020	\$1,400.00	Concert in the Park - 7/16/2020
35117 FIELDSTONE FAMILY HOMES	7/21/2020	\$5,000.00	Erosion Control Escrow Release - 9907 Jordan
35118 FINKEN WATER SOLUTIONS	7/21/2020	\$35.30	20 Gallons of Drinking Water
35119 FS SOLUTIONS	7/21/2020	\$84.00	FD Background Check - S. Cook
35120 Groves, Lindsey	7/21/2020	\$67.32	Gatorade, Bottled Water, Freezies
35121 HARDWARE HANK	7/21/2020	\$119.47	Irrigation: Coupling, Bushing, PVC Nipple
35122 Indigo Signworks, Inc.	7/21/2020	\$1,170.00	Qty 10 Covid Barrier Shields
35123 JOINT POWERS WATER BOARD	7/21/2020	\$4,002.00	WAC Fee - 9806 Jordan Avenue
35124 MENARDS - BUFFALO	7/21/2020	\$555.04	Tape Measure
35125 METRO WEST INSPECTION SER	7/21/2020	\$3,057.15	Pmt 16-20 @ 9824 Jasmine Avenue
35126 MN PEIP	7/21/2020	\$4,477.54	Medical & Dental Premiums - August 2020
35127 RUPP ANDERSON SQUIRES & W	7/21/2020	\$4,492.00	JBW Holsings / River Town Villas - Final Plat:
35128 SJOLIN, ED	7/21/2020	\$100.00	Shelter Damage Deposit Release - 7/11/2020
35129 VEOLIA WATER NORTH AMERIC	7/21/2020	\$9,011.00	Sewer Services - August 2020
35130 VERIZON	7/21/2020	\$50.84	iPad Data Plan - 06/03/2020 - 07/02/2020
35131 WRIGHT COUNTY AUDITOR-TRE	7/21/2020	\$10,783.03	WC Patrol Services - July 2020
35132 WRIGHT COUNTY IT	7/21/2020	\$3,700.00	800 MHz Radio Infrastructure Fee - 2020: 37 R
35133 WRIGHT COUNTY JOURNAL PR	7/21/2020	\$162.51	PHN: Joe Slavec Conditional Use Permit
35134 ZEP SALES & SERVICE	7/21/2020	\$137.49	Zep Clean'ems Spirit II Wipes
Total Checks		\$144,674.40	

FILTER: ((([Act Year]='2020' and [period] in (7)))) and (Source in ('07-21-2020 PAY'))



**Carson, Clelland
& Schreder**

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

June 30, 2020

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

Professional Services

Amount

Criminal

6/1/2020 Review files, criminal histories, victim input and offers in preparation for court hearings	32.50
6/2/2020 Attend arraignments, pretrials, settlement conferences, and sentencings	97.50

SUBTOTAL: [130.00]

For professional services rendered **\$130.00**

Client Expense Charges :

Criminal Expenses:

Monthly support fee for May	9.91
Monthly support fee for June	9.91

SUBTOTAL: [19.82]

Total Client Expense Charges **\$19.82**

Total amount of this bill **\$149.82**

Previous balance **\$68.04**

6/19/2020 Payment - thank you	(\$68.04)
-------------------------------	-----------

Total payments and adjustments **(\$68.04)**

Balance due **\$149.82**

E# 100-41610-304

City Attorney

↳ Legal Fees

JUL 02 2020

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.

A handwritten signature in black ink, appearing to read 'J. Thames', written in a cursive style.

John J. Thames, City Attorney

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

3005

INVOICE

BILL TO

Hanover General Planning
 City of Hanover
 PO Box 278
 Hanover, MN 55341

INVOICE # 2020-110
DATE 07/05/2020

PROJECT

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$1,627.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-1,627.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	3,727.50
	Total Amount Due	\$3,727.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/01/2020	Review deck building permit. Review fence building permit. Review home addition building permit. Emails with Amy. Phone conference with Amy. Review pool permit. Emails re: solar energy.	CMN	2:00	105.00	210.00
06/02/2020	Emails re: solar energy. Phone conference with Brian.	CMN	0:45	105.00	78.75
06/03/2020	Phone conference with Brian re: solar ordinance. Email to Amy re: PC meeting.	CMN	0:15	105.00	26.25
06/04/2020	Review foundation as-built, email to Amy. Reviewing building and pool permits. Phone conference with Nick. Emails re: garage variance. Emails re: solar ordinance.	CMN	1:45	105.00	183.75
06/05/2020	Review building permit. Review deck permit, email to Amy. Phone conference with Amy. Emails re: new construction permit, review DA, phone conference with Nick,	CMN	2:00	105.00	210.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	email to Nick.			
06/08/2020	Review building permit, email to Amy.	CMN	0:15 105.00	26.25
06/09/2020	Phone conference with Amy re: PC and Council meetings. Review building permit, phone conference with Amy, phone conference with HOA, phone conference with Amy, email to Amy. Email from Otto re: Rockford lots. Email to Brian re: resolution. Review pool permit, email to Amy. Phone conference with Brian.	CMN	3:15 105.00	341.25
06/10/2020	Review shed, emails with Andrew and Amy. Emails re: wetland. Review building permits.	CMN	0:15 105.00	26.25
06/11/2020	Phone conference with Brian. Emails re: plans for Hilltop. Phone conference with Paul re: Hilltop. Emails re: building permits.	CMN	1:15 105.00	131.25
06/12/2020	Various emails re: building permits.	CMN	0:15 105.00	26.25
06/13/2020	Review building permit.	CMN	0:15 105.00	26.25
06/15/2020	Emails with Amy. Phone conference with Amy. Review river lot requirements, email to Amy.	CMN	1:15 105.00	131.25
06/16/2020	Review PC agenda. Phone conference with Brian. Drafting solar info for packet.	CMN	1:00 105.00	105.00
06/17/2020	Prepare ordinance info, draft memo, email to Amy.	CMN	0:30 105.00	52.50
06/18/2020	Email re: deck permit, reviewing building permit. Phone conference with developer of Lamont property, phone conference with Brian, emails with Amy. Email re: pool survey. Email re: Hilltop traffic. Review email from Amy re: PC packet.	CMN	2:30 105.00	262.50
06/19/2020	Emails with solar energy company. Emails re: building permits. Phone conference with Nick. Emails re: Lamont fire reconstruction. Emails re: solar.	CMN	1:30 105.00	157.50
06/21/2020	Review building permit for home, email to Amy with deficiencies. Review home building permit. Review fence building permit. Review building permit in shoreland.	CMN	1:30 105.00	157.50
06/22/2020	Phone conference with solar	CMN	4:15 105.00	446.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	installer. Phone conference with Amy. Review building permit, email to Amy. Review new home permit, email to Amy. Emails re: LOCs. Review solar installer comments. Prepare for and attend Planning Commission meeting.				
06/23/2020	Phone conference with Messenbrink, email to Amy. Phone conference with landscape architect. Email to Henn County. Review building permit, email to Amy. Assemble informatoin , email to Messenbrink. Review porch permit, email to Amy.	CMN	2:45	105.00	288.75
06/24/2020	Phone conference with Nick. Phone conference with Brian. Phone conference with Mesenbrink. Reviewing building permits, emails with Amy. Phone conference with applicant, assemble information and email to her. Email to Nick re: zoning map.	CMN	4:15	105.00	446.25
06/25/2020	Review building permit, email to Amy. Review building permits, emails with Amy.	CMN	0:45	105.00	78.75
06/26/2020	Review building permits, emails with Amy. Phone conference with Amy. Various re: Lions sign. Phone conference with Century Link rep.	CMN	2:00	105.00	210.00
06/30/2020	Review building permit, email to Amy. Review storage tanks, email to Brian. Review Lions sign, various emails.	CMN	1:00	105.00	105.00

TOTAL OF NEW
CHARGES
BALANCE DUE

3,727.50

\$3,727.50

E# 100-41910-310

Planning & Zoning

↳ Other Prof. Svcs.

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-111

DATE 07/05/2020

PROJECT

Mahler IUP

Fehn Companies - IUP Expansion

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$472.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-472.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	866.25
	Total Amount Due	\$866.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/01/2020	Various emails re: plan review.	CMN	0:15	105.00	26.25
06/03/2020	Various emails.	CMN	0:15	105.00	26.25
06/05/2020	Emails re: 15th Street.	CMN	0:15	105.00	26.25
06/08/2020	Various emails.	CMN	0:15	105.00	26.25
06/09/2020	Phone conference with Nick. Phone conference with Brian.	CMN	0:30	105.00	52.50
06/10/2020	Phone conference with Brian.	CMN	0:15	105.00	26.25
06/11/2020	Emails re: 15th Street.	CMN	0:15	105.00	26.25
06/17/2020	Review truck loading, phone conference with Brian.	CMN	0:15	105.00	26.25
06/18/2020	Email from Brian, phone conference with Brian.	CMN	0:15	105.00	26.25
06/24/2020	Phone conference with Nick.	CMN	0:15	105.00	26.25
06/25/2020	Email from Steve, phone conference with Brian. Emails re: St. Michael. Review draft letter, email to Brian. Review IUP letter, email to Brian. Phone conference with Brian. Draft response letter. Phone conference with Brian, Gary and Scott. Editing letter, emails with Nick. Phone conference with Brian. Reviewing plans.	CMN	4:45	105.00	498.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/26/2020	Various emails.	CMN	0:15	105.00	26.25
06/29/2020	Phone conference with Brian. Edit letter, email to Brian.	CMN	0:15	105.00	26.25
06/30/2020	Email from Steve, phone conference with Brian.	CMN	0:15	105.00	26.25

TOTAL OF NEW
CHARGES
BALANCE DUE

866.25

\$866.25

E# 818-41910-310
 Misc. Escrows
 ↳ Planning & Zoning
 ↳ Other Prof. Svcs.

Project # 208263

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

INVOICE

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

INVOICE # 2020-112
DATE 07/05/2020

PROJECT
Beebe Lake Road *Bill Bolte - Variance*

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/03/2020	Email from Amy, review application.	CMN	0:15	105.00	26.25
06/09/2020	Draft public hearing notice. Draft resident mailer and webpage information. Emails with Amy.	CMN	0:45	105.00	78.75
06/18/2020	Review plans, draft staff report, email to Amy.	CMN	0:30	105.00	52.50
06/21/2020	Prepare for PC meeting.	CMN	0:15	105.00	26.25
06/22/2020	Attend Planning Commission meeting.	CMN	0:15	105.00	26.25
06/30/2020	Draft resolution, update memo, prepare Council packet info, email to Brian.	CMN	0:15	105.00	26.25

BALANCE DUE

\$236.25

E# 818-41910-310

Misc. Escrows

Project # 208279

↳ Planning + Zoning

↳ Other Prof. Svcs.

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-113
DATE 07/05/2020

PROJECT

11000 Crow Hassan Park Road

Joe Slavec - CUP

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$52.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-52.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	288.75
	Total Amount Due	\$288.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/04/2020	Various emails. CMN	0:15	105.00	26.25
06/09/2020	Draft public hearing notice. Draft resident mailer and webpage information. Emails with Amy. CMN	0:45	105.00	78.75
06/15/2020	Email to Nick. Reviewing plans. CMN	0:15	105.00	26.25
06/17/2020	Various emails. Review plans, draft staff report, prepare PC packet, email to Amy. CMN	0:45	105.00	78.75
06/21/2020	Prepare for PC meeting. CMN	0:15	105.00	26.25
06/22/2020	Attend Planning Commission meeting. CMN	0:15	105.00	26.25
06/30/2020	Draft resolution, update memo, prepare for Council packets. CMN	0:15	105.00	26.25

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Svcs.

TOTAL OF NEW CHARGES
BALANCE DUE

288.75

\$288.75

Project # 208276

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-114

DATE 07/05/2020

PROJECT

11652 Crow Hassan Park Road

Brandon & Tierney Berning - CUP

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$52.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-52.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	288.75
	Total Amount Due	\$288.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/04/2020	Various emails. CMN	0:15	105.00	26.25
06/05/2020	Various emails. CMN	0:15	105.00	26.25
06/09/2020	Draft public hearing notice. Draft mailer and webpage, email to Amy. CMN	0:45	105.00	78.75
06/17/2020	Review plans, draft staff report, email to Amy. CMN	0:45	105.00	78.75
06/21/2020	Prepare for PC meeting. CMN	0:15	105.00	26.25
06/22/2020	Attend Planning Commission meeting. CMN	0:15	105.00	26.25
06/30/2020	Draft resolution, update memo, prepare for Council packets. CMN	0:15	105.00	26.25

TOTAL OF NEW CHARGES 288.75
BALANCE DUE

\$288.75

E # 818-41910-310

Misc. Escrows

*↳ Planning & Zoning
↳ Other Prof. Svcs.*

Project # 208277

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-115

DATE 07/05/2020

PROJECT

775 Kadler

Jason Bodey + Elissa Phillips - Variance

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/04/2020	Email from Amy, review application.	CMN	0:15	105.00	26.25
06/05/2020	Email to Amy, email to Nick.	CMN	0:15	105.00	26.25
06/09/2020	Draft public hearing notice. Draft resident mailer and webpage information. Emails with Amy.	CMN	0:45	105.00	78.75
06/15/2020	Email to Nick. Reviewing plans.	CMN	0:15	105.00	26.25
06/17/2020	Various emails.	CMN	0:15	105.00	26.25
06/18/2020	Review plans, draft staff report. Phone conference with Brian. Phone conference with Amy. Various emails.	CMN	1:00	105.00	105.00
06/21/2020	Prepare for PC meeting.	CMN	0:15	105.00	26.25
06/22/2020	Attend Planning Commission meeting.	CMN	0:15	105.00	26.25
06/30/2020	Draft resolution, edit memo, prepare for Council packet, email to Brian.	CMN	0:15	105.00	26.25

BALANCE DUE

\$367.50

E # 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

Project # 208280

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-116

DATE 07/05/2020

PROJECT

Bill's Superette

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$52.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-52.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	341.25
	Total Amount Due	\$341.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/13/2020	Reviewing email, phone conference with Brian. Assemble information, various emails. Phone conference with Grant, review concept plan.	CMN	1:45	105.00	183.75
06/16/2020	Phone conference with Brian. Phone conference with Shane.	CMN	0:15	105.00	26.25
06/23/2020	Phone conference with Brian. Email to Jason. Email from Jason. Phone conference with Brian. Email to Grant.	CMN	0:30	105.00	52.50
06/24/2020	Phone conference with Nick.	CMN	0:15	105.00	26.25
06/29/2020	Email from Grant. Phone conference with Jason, phone conference with Brian.	CMN	0:30	105.00	52.50

E* 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

TOTAL OF NEW CHARGES
BALANCE DUE

341.25

\$341.25

Project # 208278

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-117

DATE 07/05/2020

PROJECT

Hilltop

Site Plan

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/22/2020	Various re: Hilltop.	CMN	0:15	105.00	26.25
06/23/2020	Phone conference with Brian. Emails re: plans.	CMN	0:15	105.00	26.25
06/24/2020	Reviewing plan. Phone conference with Ann. Email from Jason. Emails with Paul. Emails with Nick. Phone conference with Brian.	CMN	1:15	105.00	131.25
06/25/2020	Various emails.	CMN	0:15	105.00	26.25
06/26/2020	Phone conference with Ann.	CMN	0:30	105.00	52.50
06/27/2020	Review plan, various emails.	CMN	0:15	105.00	26.25
06/29/2020	Email from Jason. Phone conference with Jason. Phone conference with Brian.	CMN	0:30	105.00	52.50
06/30/2020	Various emails.	CMN	0:15	105.00	26.25

BALANCE DUE

\$367.50

E # 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Srvs.

Project # 208281

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-118

DATE 07/05/2020

PROJECT

Kottke Land Swap

Fehn Companies - Lot Split

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$157.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-157.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	26.25
	Total Amount Due	\$26.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/24/2020	Phone conference with Brian and title company, review deeds.	CMN	0:15	105.00
				26.25

TOTAL OF NEW CHARGES 26.25
BALANCE DUE

\$26.25

E# 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

Project # 208272

Collaborative Planning, LLC

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

INVOICE

BILL TO

Luedeman CUP
PO Box 278
Hanover, MN 55341

INVOICE # 2020-119

DATE 07/05/2020

PROJECT

Luedeman CUP

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$393.75
	Other payments and credits after 06/03/2020 through 07/04/2020	-393.75
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	26.25
	Total Amount Due	\$26.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/10/2020	Emails re: wetland compliance.	CMN	0:15	105.00
				26.25

TOTAL OF NEW CHARGES 26.25
BALANCE DUE

\$26.25

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Srvs.

Project # 208273

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-120

DATE 07/05/2020

PROJECT

Rivertown Villas Final Plat

JBW Holdings

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$236.25
	Other payments and credits after 06/03/2020 through 07/04/2020	-236.25
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	52.50
	Total Amount Due	\$52.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/09/2020	Email from Josh, phone conference with Nick. Phone conference with Brian.	CMN	0:15	105.00	26.25
06/12/2020	Email from Josh. Email to Nick.	CMN	0:15	105.00	26.25

TOTAL OF NEW CHARGES 52.50
BALANCE DUE

\$52.50

E # 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

Project # 208258

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-121

DATE 07/05/2020

PROJECT

Rivers Edge

JP Brooks - Concept Plan

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$52.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-52.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	157.50
	Total Amount Due	\$157.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
06/11/2020	Emails with Josh and Brian. Phone conference with Brian. Update webpage. Email to Jackie. Various emails re: escrow.	CMN	0:30	105.00	52.50
06/22/2020	Phone conference with Jason.	CMN	0:15	105.00	26.25
06/24/2020	Phone conference with Nick.	CMN	0:15	105.00	26.25
06/29/2020	Phone conference with Jason.	CMN	0:15	105.00	26.25
06/30/2020	Reviewing plans.	CMN	0:15	105.00	26.25

TOTAL OF NEW CHARGES 157.50
BALANCE DUE

\$157.50

E# 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

Project # 208271

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2020-122

DATE 07/05/2020

PROJECT

Riverside Acres

Ben + Kristal Sneen

DATE	ACCOUNT SUMMARY	AMOUNT
06/03/2020	Balance Forward	\$52.50
	Other payments and credits after 06/03/2020 through 07/04/2020	-52.50
07/05/2020	Other invoices from this date	0.00
	New charges (details below)	78.75
	Total Amount Due	\$78.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/10/2020	Emails re: fire chief.	No Charge	0:15	0.00
06/11/2020	Phone conference with Brian.	CMN	0:15	105.00
06/18/2020	Email from Brian.	No Charge	0:15	0.00
06/30/2020	Review plans, calculate fees, review comments, resolutions; email to Brian. Emails with Brian and Paul.	CMN	0:30	105.00

TOTAL OF NEW CHARGES 78.75
BALANCE DUE

\$78.75

E# 818-41910-310

Misc. Escrows

↳ Planning + Zoning

↳ Other Prof. Svcs.

Project # 208268

Collaborative Planning

Month: June 2020

Project Name:	Amount:
General Planning	\$ 3,727.50
Fehn Companies - IUP Expansion	\$ 866.25
JBW Holdings / River Town Villas - Final Plat	\$ 52.50
JP Brooks / Rivers Edge - Concept Plan	\$ 157.50
Mavco Inc / Mercantile Pass - Concept Plan	
Ben & Kristal Sneen / Riverside Estates - Variance	
Fehn Companies - Lot Split	\$ 26.25
Kevin Luedemann - CUP	\$ 26.25
Ben & Kristal Sneen / Riverside Estates - Mult. Escrows	\$ 78.75
Joe Slavec - CUP	\$ 288.75
Brandon & Tierney Berning - CUP	\$ 288.75
Bill Bolte - Variance	\$ 236.25
Jason Bodey & Elissa Phillips - Variance	\$ 367.50
Hilltop Coffee - Site Plan	\$ 367.50
Bill's Superette	\$ 341.25
	<hr/>
	\$ 6,825.00



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: 5/31/2020
Statement Date: 7/1/2020
Statement No. 11211

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

4011(1)-0001: Miscellaneous	2,016.50
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0102: Employment Investigation	925.00
4011(3)-0020: Rivertown Villas Development Agreement	943.00
4011(3)-0021: Mahler IUP Application	307.50

	Total Fees and Expenses:	\$4,492.00
<i>Not Our Invoice</i>	Previous Balance:	\$1,073.00
<i>Notified Jay</i>	Total Now Due:	\$5,565.00
<i>2nd Time</i>		

JUL 06 2020



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: 5/31/2020
 Statement Date: 7/1/2020
 Statement No. 11211

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

E # 100-41610-304

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
04/10/2020	JTS Brian question regarding employee and lack of completed background check and how to handle; reply with opinion.	0.20	185.00	37.00
04/10/2020	JTS Brian question regarding liquor license; review statutes regarding same; identify error in code; Telephone conference with Brian regarding same.	0.60	185.00	111.00
04/17/2020	JTS Review to-go beer bill; analyze same; e-mail to Brian regarding need for Council action.	0.20	185.00	37.00
04/22/2020	JTS Brian e-mail regarding employment issue.	0.10	185.00	18.50
04/22/2020	JTS Brian e-mail regarding driveway agreements.	0.10	185.00	18.50
04/28/2020	JTS Review driveway agreements and Brian questions.	0.60	185.00	111.00
04/29/2020	JTS Telephone conference with Brian regarding revisions to driveway agreements; emergency order issues; River Inn issue.	0.80	185.00	148.00
				<i>April 481.00</i>
05/05/2020	JTS Look at issue of rescinding local emergency and implications of same; review emergency statutes; review resolution establishing emergency; Telephone conference with Brian regarding same.	0.90	185.00	166.50
05/05/2020	JTS Review and revise temporary patio agreement; Telephone conference with Brian regarding same.	0.60	185.00	111.00
05/05/2020	JTS Review agenda materials and prepare for meeting.	0.40	185.00	74.00
05/06/2020	JTS Telephone conference with Councilmember regarding call from employee.	0.30	185.00	55.50
05/07/2020	JTS Telephone conference with Fire Chief and Brian regarding employee issue.	0.50	185.00	92.50
05/12/2020	JTS Brian e-mail regarding land issue and Fehn; reply.	0.10	185.00	18.50
				<i>Fehn E# 818-41610-310 Project # 208263 Exp.</i>
05/13/2020	ARK Analyze next steps for investigation; Electronic correspondences with Brian Hagen regarding investigation.	0.20	185.00	37.00



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 Minneapolis, MN 55402
 Office (612) 436-4300 Fax (612) 436-4340
 www.raswlaw.com

Federal Tax ID 46-1641135

Date	Client	Description	Hours	Rate	Amount
05/14/2020	JTS	Telephone conference with Brian regarding resolutions; review materials sent by Brian; legal research regarding withholding of LGA, violation of governor's order; enforcement issues.	1.80	185.00	333.00
05/16/2020	ARK	Draft Tennessen warning for the two complainant interviews; Set up Zoom account for investigation; Schedule Zoom meeting for first complainant interview.	0.60	185.00	111.00
05/19/2020	JTS	Review agenda materials and prepare for meeting.	1.00	185.00	185.00
05/19/2020	JTS	Office conference with associate regarding results of investigation to date.	0.20	185.00	37.00
05/20/2020	JTS	Review and analyze issue concerning change of haul route on Mahler pit; review IUP and code; Telephone conference with Cindy regarding same.	1.00	185.00	185.00
05/26/2020	JTS	E-mail from Brian regarding layout of revised premises for River inn; respond regarding DPS requirements.	0.20	185.00	37.00
05/28/2020	JTS	Brian e-mail regarding changes to Joint Powers Agreement suggested by attorney; review and analyze same; e-mail to Brian.	0.40	185.00	74.00
05/29/2020	JTS	Brian e-mail regarding River Inn agreement; reply.	0.10	185.00	18.50
Sub-total Fees:					\$2,016.50

Fehn Exp. E# 818-41610-310 Project # 208263
John Geis - Rolling Crow Estates E# 818-41610-310 Project # 208267

May 1,258.00

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

Date	Client	Description	Hours	Rate	Amount
04/07/2020	JTS	Council meeting.	1.50	185.00	90.00
05/05/2020	JTS	Council meeting.	1.70	185.00	102.00
05/19/2020	JTS	Council meeting.	1.80	185.00	108.00
Sub-total Fees:					\$300.00

E# 100-41610-304
City Attorney
↳ Legal Fees

April 90.00
90.00
210.00
May

4011(1)-0102: Employment Investigation

Date	Client	Description	Hours	Rate	Amount
05/11/2020	ARK	Receive, review and analyze investigation regarding sexual harassment, retaliation, and data privacy violations involving fire department; Electronic correspondence with Brian Hagen regarding the same; Telephone conference with Mr. Hagen regarding the same; Review and analyze related documentation received from Mr. Hagen.	0.60	185.00	111.00



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 Minneapolis, MN 55402
 Office (612) 436-4300 Fax (612) 436-4340
 www.raswlaw.com

Federal Tax ID 46-1641135

05/14/2020	ARK	E-mail correspondences with Brian Hagen regarding investigation; E-mail correspondence with the complainants regarding investigation interviews.	0.30	185.00	55.50
05/15/2020	ARK	E-mail correspondences with the two complainants regarding their investigation interviews;	0.20	185.00	37.00
05/17/2020	ARK	Electronic correspondence with complainant regarding Zoom meeting and Tennessen warning; Draft outlines for complainant interviews; Interview complainant.	2.10	185.00	388.50
05/18/2020	ARK	E-mail correspondence with second complainant regarding investigation interview; Interview second complainant.	1.00	185.00	185.00
05/19/2020	ARK	Analyze and strategize next steps for the investigation in light of the complainants' interviews.	0.20	185.00	37.00
05/20/2020	ARK	E-mail correspondence with Brian Hagen regarding next steps for investigation.	0.10	185.00	18.50
05/27/2020	ARK	E-mail correspondence with Brian Hagen regarding investigation interviews.	0.10	185.00	18.50
05/29/2020	ARK	Telephone conference with Fire Chief Dave Malewicky regarding investigation; Telephone conference with witness regarding investigation interview; Telephone conference with second witness regarding investigation interview.	0.40	185.00	74.00

Sub-total Fees:

E 100-41610-304
 City Attorney
 ↳ Legal Fees*

\$925.00

4011(3)-0020: Rivertown Villas Development Agreement *Final Plat*

JBW Holdings

			Hours	Rate	Amount
04/01/2020	JTS	Review, analyze, and modify revised DA; e-mail to Cindy.	1.90	205.00	389.50
04/02/2020	JTS	Review developer e-mail regarding changes to DA; Cindy communications.	0.70	205.00	143.50
04/03/2020	JTS	Cindy e-mail regarding developer request to continue.	0.10	205.00	20.50
04/03/2020	JTS	Work on analysis of early grading and DA agreements regarding solutions to developer financing issue.	0.80	205.00	164.00
04/07/2020	JTS	Review agenda packet regarding plat extension and prepare for meeting and any questions; participate in council meeting regarding agenda item.	0.60	205.00	123.00
05/12/2020	JTS	Telephone conference with Cindy regarding development agreement revisions.	0.10	205.00	20.50
05/14/2020	JTS	Final review of execution copy of development agreement; comment on same.	0.40	205.00	82.00

Sub-total Fees:

*April 840.50
 May 102.50*

\$943.00

E 818-41610-310
 Project * 208258*

4011(3)-0021: Mahler IUP Application

E# 818-41610-310

Project # 208263

Fehn Companies - Mining Expansion

		Hours	Rate	Amount
04/07/2020	JTS Cindy e-mail regarding LOC and need for separate reclamation agreement; reply.	0.20	205.00	41.00
04/21/2020	JTS Cindy e-mail regarding LOC; review of same; comment on same.	0.30	205.00	61.50
05/12/2020	JTS Telephone conference with Brian and Cindy regarding lot split request.	0.20	205.00	41.00
05/12/2020	JTS Review Lenhart e-mail; review deeds and other documents forwarded by Lenhart; review certificate of survey and administrative lot application.	0.80	205.00	164.00

April 102.50

May 205.00

Sub-total Fees:

\$307.50

Rate Summary

Jay T. Squires	6.10 hours at \$205.00/hr	1,250.50
Abbi R. Kelzer	5.80 hours at \$185.00/hr	1,073.00
Jay T. Squires	15.10 hours at \$185.00/hr	2,168.50
Total hours:	27.00	4,492.00

Expenses

Units Price Amount

Sub-total Expenses:

Total Fees and Expenses: \$4,492.00

Previous Balance: \$1,073.00

Total Now Due: \$5,565.00

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

Sara A. Anderson
Accounts Manager

CITY OF HANOVER

Cash Balances

July 2020

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$746,724.67	\$44,730.66	\$112,338.58	\$679,116.75
107 FIRE DEPT DONATIONS FUND	\$25,110.25	\$0.00	\$0.00	\$25,110.25
201 EDA SPECIAL REVENUE FUND	\$157,641.45	\$6,717.91	\$0.00	\$164,359.36
205 EDA BUSINESS INCENTIVE FUND	\$83,826.21	\$0.00	\$0.00	\$83,826.21
311 2008A GO CIP REFUNDING BOND	\$69,935.97	\$0.00	\$77,139.38	-\$7,203.41
312 2009A GO IMP REFUNDING BOND	\$18,139.40	\$0.00	\$0.00	\$18,139.40
314 2011A GO IMP CROSSOVER REF BD	\$564,477.47	\$0.00	\$0.00	\$564,477.47
315 2016A GO CIP BOND	\$71,785.09	\$0.00	\$19,171.25	\$52,613.84
401 GENERAL CAPITAL PROJECTS	\$734,330.64	\$747.90	\$0.00	\$735,078.54
402 PARKS CAPITAL PROJECTS	\$106,992.60	\$0.00	\$0.00	\$106,992.60
403 FIRE DEPT CAPITAL FUND	\$376,954.64	\$0.00	\$0.00	\$376,954.64
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$119,397.14	\$0.00	\$0.00	\$119,397.14
406 GAMBLING PROCEEDS	\$13,837.94	\$0.00	\$1,400.00	\$12,437.94
407 TIF REDEV DIST #1	\$11,959.01	\$0.00	\$0.00	\$11,959.01
409 MAHLER PIT - 15TH ST IMP FUND	\$107,159.65	\$0.00	\$0.00	\$107,159.65
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$37,835.51	\$0.00	\$0.00	\$37,835.51
418 STREET CAPITAL PROJ FUND	\$520,318.57	\$0.00	\$8,240.00	\$512,078.57
601 WATER ENTERPRISE FUND	\$992,232.13	\$0.00	\$7,751.00	\$984,481.13
602 SEWER ENTERPRISE FUND	\$412,012.27	\$0.00	\$80,006.32	\$332,005.95
603 STORM WATER ENTERPRISE FUND	\$195,104.54	\$300.33	\$182.58	\$195,222.29
611 WATER CAPITAL IMP FUND	\$221,334.80	\$0.00	\$0.00	\$221,334.80
612 SEWER CAPITAL IMP FUND	\$2,192,071.40	\$0.00	\$0.00	\$2,192,071.40
613 STORM WATER CAPITAL IMP FUND	\$693,651.70	\$0.00	\$330.61	\$693,321.09
701 RIVER ROAD CEMETERY	\$37,081.74	\$0.00	\$0.00	\$37,081.74
702 CSAH 19 CEMETERY	\$4,500.00	\$0.00	\$0.00	\$4,500.00
811 EROSION CONTROL ESCROW FUND	\$50,123.53	\$0.00	\$10,000.00	\$40,123.53
815 LANDSCAPE ESCROW FUND	\$50,000.00	\$0.00	\$10,000.00	\$40,000.00
817 INFRASTRUCTURE ESCROW FUND	\$32,000.00	\$0.00	\$5,000.00	\$27,000.00
818 MISC ESCROWS FUND	\$36,217.02	\$0.00	\$6,325.01	\$29,892.01
820 BRIDGES TOWNHOMES ESC FUND	\$3,794.94	\$0.00	\$0.00	\$3,794.94
823 CROW RVR HTS WEST 3RD / BACKES	\$14,439.63	\$0.00	\$588.00	\$13,851.63
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$0.00	\$0.00	\$0.00	\$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	\$55,277.40	\$0.00	\$8,559.75	\$46,717.65
900 INTEREST	\$90,005.70	\$0.00	\$0.00	\$90,005.70
	\$8,846,273.01	\$52,496.80	\$347,032.48	\$8,551,737.33

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$42,762.47	\$550,258.09	\$1,010,873.00	\$460,614.91	54.43%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$52,202.00	\$104,404.00	\$52,202.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$3,598.19	\$15,000.00	\$11,401.81	23.99%
Source Alt Code TAXES		\$42,762.47	\$606,058.28	\$1,130,277.00	\$524,218.72	53.62%
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	-\$50.00	\$940.00	\$11,000.00	\$10,060.00	8.55%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$675.00	\$600.00	-\$75.00	112.50%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$3,400.00	\$3,000.00	-\$400.00	113.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$610.00	\$0.00	-\$610.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$107,573.00	\$107,573.00	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$597.92	\$2,500.00	\$1,902.08	23.92%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code SERVICE		-\$50.00	\$6,222.92	\$130,723.00	\$124,500.08	4.76%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$2,398.55	\$100.00	-\$2,298.55	2398.55%
MISC	R 100-36210 Interest Earnings	\$0.00	\$2,641.55	\$0.00	-\$2,641.55	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$1,757.01	\$0.00	-\$1,757.01	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$1,217.54	\$400.00	-\$817.54	304.39%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$1,000.00	\$9,000.00	\$8,000.00	11.11%
MISC	R 100-36260 Refunds or Reimbursements	\$1,968.19	\$3,610.92	\$0.00	-\$3,610.92	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		\$1,968.19	\$12,625.57	\$9,500.00	-\$3,125.57	132.90%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$6,870.00	\$6,870.00	\$0.00	100.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,200.00	\$1,000.00	-\$200.00	120.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$62,598.32	\$100,000.00	\$37,401.68	62.60%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$0.00	\$72,168.32	\$110,420.00	\$38,251.68	65.36%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$4,000.00	\$0.00	-\$4,000.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$124,773.00	\$124,773.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$4,000.00	\$170,612.00	\$166,612.00	2.34%
FINES	R 100-35100 Court Fines	\$0.00	\$1,721.16	\$3,000.00	\$1,278.84	57.37%
Source Alt Code FINES		\$0.00	\$1,721.16	\$3,000.00	\$1,278.84	57.37%
Fund 100 GENERAL FUND		\$44,680.66	\$702,796.25	\$1,554,532.00	\$851,735.75	45.21%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$44,680.66	\$702,796.25	\$1,554,532.00	\$851,735.75	45.21%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$4,825.00	\$4,945.75	\$13,000.00	\$8,054.25	38.04%
COUNCIL	E 100-41110-122 FICA	\$299.15	\$299.15	\$806.00	\$506.85	37.12%
COUNCIL	E 100-41110-123 Medicare	\$69.96	\$69.96	\$189.00	\$119.04	37.02%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$550.00	\$2,000.00	\$1,450.00	27.50%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$4,237.68	\$7,500.00	\$3,262.32	56.50%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$271.04	\$2,000.00	\$1,728.96	13.55%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$98.77	\$527.49	\$20,000.00	\$19,472.51	2.64%
Dept 41110 Council		\$5,292.88	\$10,901.07	\$45,495.00	\$34,593.93	23.96%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,700.00	\$5,700.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$3,153.85	\$41,642.49	\$78,668.00	\$37,025.51	52.93%
CITYADM	E 100-41400-121 PERA	\$236.54	\$3,297.41	\$5,900.00	\$2,602.59	55.89%
CITYADM	E 100-41400-122 FICA	\$194.44	\$2,710.46	\$4,877.00	\$2,166.54	55.58%
CITYADM	E 100-41400-123 Medicare	\$45.47	\$633.86	\$1,141.00	\$507.14	55.55%
CITYADM	E 100-41400-134 Employer Paid Life	\$26.51	\$371.14	\$674.00	\$302.86	55.07%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$323.07	\$4,522.98	\$8,400.00	\$3,877.02	53.85%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$725.00	\$1,500.00	\$775.00	48.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$165.00	\$200.00	\$35.00	82.50%
Dept 41400 City Administrator		\$3,979.88	\$54,068.34	\$101,360.00	\$47,291.66	53.34%
Dept 41410 Elections						
ELECTION	E 100-41410-101 Full-Time Employees R	\$0.00	\$1,424.50	\$13,500.00	\$12,075.50	10.55%
ELECTION	E 100-41410-122 FICA	\$0.00	\$63.39	\$837.00	\$773.61	7.57%
ELECTION	E 100-41410-123 Medicare	\$0.00	\$14.84	\$196.00	\$181.16	7.57%
ELECTION	E 100-41410-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-200 Office Supplies (GENER	\$1,442.92	\$4,746.27	\$5,000.00	\$253.73	94.93%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$13.80	\$5,000.00	\$4,986.20	0.28%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$1,200.00	-\$1.60	100.13%
ELECTION	E 100-41410-437 Other Miscellaneous	\$0.00	\$2,201.88	\$0.00	-\$2,201.88	0.00%
Dept 41410 Elections		\$1,442.92	\$9,666.28	\$25,933.00	\$16,266.72	37.27%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,911.20	\$25,385.32	\$49,926.00	\$24,540.68	50.85%
CLERICAL	E 100-41430-121 PERA	\$143.34	\$2,014.46	\$3,744.00	\$1,729.54	53.81%
CLERICAL	E 100-41430-122 FICA	\$117.40	\$1,649.96	\$3,095.00	\$1,445.04	53.31%
CLERICAL	E 100-41430-123 Medicare	\$27.46	\$385.91	\$724.00	\$338.09	53.30%
CLERICAL	E 100-41430-134 Employer Paid Life	\$18.51	\$259.14	\$456.00	\$196.86	56.83%
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	\$323.07	\$4,522.98	\$8,400.00	\$3,877.02	53.85%
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	\$45.00	\$100.00	\$55.00	45.00%
Dept 41430 Clerical Staff		\$2,540.98	\$34,262.77	\$66,945.00	\$32,682.23	51.18%
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	\$227.78	\$500.00	\$272.22	45.58%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$86.26	\$2,000.00	\$1,913.74	4.31%
Dept 41435	Staff Expenses	\$0.00	\$314.04	\$2,800.00	\$2,485.96	11.22%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,217.08	\$29,261.12	\$57,920.00	\$28,658.88	50.52%
ACCTING	E 100-41530-121 PERA	\$166.28	\$2,322.83	\$4,344.00	\$2,021.17	53.47%
ACCTING	E 100-41530-122 FICA	\$137.46	\$1,920.23	\$3,591.00	\$1,670.77	53.47%
ACCTING	E 100-41530-123 Medicare	\$32.15	\$449.11	\$840.00	\$390.89	53.47%
ACCTING	E 100-41530-134 Employer Paid Life	\$21.13	\$295.82	\$527.00	\$231.18	56.13%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$322.86	\$4,520.04	\$8,400.00	\$3,879.96	53.81%
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	\$50.00	\$250.00	\$200.00	20.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530	Accounting	\$2,896.96	\$38,819.15	\$76,872.00	\$38,052.85	50.50%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41540	Auditing	\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$25.50	\$15,141.35	\$23,000.00	\$7,858.65	65.83%
Dept 41550	Assessing	\$25.50	\$15,141.35	\$23,000.00	\$7,858.65	65.83%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$1,032.33	\$3,500.00	\$2,467.67	29.50%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$15.00	\$200.00	\$185.00	7.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,305.50	\$8,000.00	\$4,694.50	41.32%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$2,163.84	\$4,500.00	\$2,336.16	48.09%
PURCHASE	E 100-41570-322 Postage	\$270.82	\$212.91	\$2,500.00	\$2,287.09	8.52%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570	Purchasing	\$446.87	\$6,729.58	\$21,700.00	\$14,970.42	31.01%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$128.86	\$3,827.63	\$6,000.00	\$2,172.37	63.79%
Dept 41600	Computer	\$128.86	\$3,827.63	\$6,000.00	\$2,172.37	63.79%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$3,113.82	\$6,577.09	\$20,000.00	\$13,422.91	32.89%
Dept 41610	City Attorney	\$3,113.82	\$6,577.09	\$20,000.00	\$13,422.91	32.89%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,727.50	\$10,579.00	\$20,000.00	\$9,421.00	52.90%
Dept 41910	Planning and Zoning	\$3,727.50	\$10,579.00	\$20,000.00	\$9,421.00	52.90%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$464.74	\$540.68	\$3,000.00	\$2,459.32	18.02%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$2,086.42	\$4,185.82	\$6,000.00	\$1,814.18	69.76%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$775.00	\$550.00	-\$225.00	140.91%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$106.40	\$2,152.16	\$7,500.00	\$5,347.84	28.70%
GOVTBLDG	E 100-41940-321 Telephone	\$383.67	\$2,663.07	\$6,400.00	\$3,736.93	41.61%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$272.25	\$400.00	\$127.75	68.06%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$426.09	\$2,832.60	\$9,000.00	\$6,167.40	31.47%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$32.06	\$1,794.44	\$5,000.00	\$3,205.56	35.89%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$268.49	\$1,908.71	\$3,000.00	\$1,091.29	63.62%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$119.54	\$767.65	\$4,000.00	\$3,232.35	19.19%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41940	General Govt Buildings/Plant	\$3,887.41	\$17,892.38	\$46,850.00	\$28,957.62	38.19%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$1,896.00	\$8,285.00	\$15,000.00	\$6,715.00	55.23%
Dept 41950	Engineer	\$1,896.00	\$8,285.00	\$15,000.00	\$6,715.00	55.23%
Dept 41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$14,776.10	\$13,000.00	-\$1,776.10	113.66%
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	\$24,652.62	\$25,000.00	\$347.38	98.61%
Dept 41960	Insurance	\$0.00	\$39,428.72	\$38,000.00	-\$1,428.72	103.76%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$494.80	\$300.00	-\$194.80	164.93%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$42.50	\$200.00	\$157.50	21.25%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$30.88	\$2,000.00	\$1,969.12	1.54%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970	Legal Publications	\$0.00	\$568.18	\$2,750.00	\$2,181.82	20.66%
Dept 42000	Public Safety (GENERAL)					
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000	Public Safety (GENERAL)	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$21,092.00	\$84,368.00	\$63,276.00	25.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$21,092.00	\$84,368.00	\$63,276.00	25.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$10,783.03	\$68,062.03	\$114,558.00	\$46,495.97	59.41%
Dept 42102	Wright County Sheriff	\$10,783.03	\$68,062.03	\$114,558.00	\$46,495.97	59.41%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$21,845.00	\$20,030.61	\$70,600.00	\$50,569.39	28.37%
FIREADMIN	E 100-42210-122 FICA	\$1,354.40	\$2,824.86	\$4,377.00	\$1,552.14	64.54%
FIREADMIN	E 100-42210-123 Medicare	\$316.77	\$660.69	\$1,024.00	\$363.31	64.52%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$10,219.30	\$9,000.00	-\$1,219.30	113.55%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$78.89	\$350.00	\$271.11	22.54%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$1,206.00	\$1,782.50	\$4,000.00	\$2,217.50	44.56%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$28.00	\$1,655.00	\$1,000.00	-\$655.00	165.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$3,639.87	\$5,000.00	\$1,360.13	72.80%
Dept 42210	Fire Dept Administration	\$24,750.17	\$40,891.72	\$95,651.00	\$54,759.28	42.75%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$15.98	\$2,793.55	\$11,500.00	\$8,706.45	24.29%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$241.44	\$1,500.00	\$1,258.56	16.10%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$28.97	\$1,000.00	\$971.03	2.90%
FIREEQUIP	E 100-42220-260 Uniforms	\$8.26	\$648.63	\$28,500.00	\$27,851.37	2.28%
FIREEQUIP	E 100-42220-580 Other Equipment	\$611.60	\$655.54	\$5,000.00	\$4,344.46	13.11%
Dept 42220	Fire Dept Equipment	\$635.84	\$4,368.13	\$47,500.00	\$43,131.87	9.20%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$2,374.95	\$2,963.01	\$7,500.00	\$4,536.99	39.51%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$84.00	\$1,800.14	\$3,380.00	\$1,579.86	53.26%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240	Fire Dept Training	\$2,458.95	\$4,763.15	\$12,380.00	\$7,616.85	38.47%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$5.19	\$612.67	\$3,000.00	\$2,387.33	45 20.42%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$730.00	\$2,294.54	\$9,000.00	\$6,705.46	25.49%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$3,700.00	\$3,737.00	\$7,800.00	\$4,063.00	47.91%
Dept 42260 Fire Vehicles		\$4,435.19	\$6,644.21	\$20,800.00	\$14,155.79	31.94%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$0.00	\$800.00	\$800.00	0.00%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$307.53	\$1,306.24	\$7,500.00	\$6,193.76	17.42%
FIREBLDG	E 100-42280-321 Telephone	\$144.25	\$599.03	\$1,000.00	\$400.97	59.90%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$316.50	\$1,520.06	\$4,500.00	\$2,979.94	33.78%
FIREBLDG	E 100-42280-383 Gas Utilities	\$29.02	\$1,314.43	\$3,500.00	\$2,185.57	37.56%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$5,269.95	\$0.00	-\$5,269.95	0.00%
Dept 42280 Fire Stations and Bldgs		\$797.30	\$10,009.71	\$17,300.00	\$7,290.29	57.86%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributio	\$0.00	\$4,000.00	\$39,000.00	\$35,000.00	10.26%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$12,096.00	\$12,096.00	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
Dept 42290 Fire Relief Association		\$0.00	\$4,000.00	\$57,346.00	\$53,346.00	6.98%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$3,057.15	\$15,740.20	\$40,000.00	\$24,259.80	39.35%
Dept 42401 Building Inspection Admin		\$3,057.15	\$15,740.20	\$40,000.00	\$24,259.80	39.35%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42700 Animal Control		\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$5,680.54	\$73,488.38	\$146,116.00	\$72,627.62	50.29%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$960.00	\$3,066.22	\$28,360.00	\$25,293.78	10.81%
PUBWRKS	E 100-43000-121 PERA	\$426.04	\$5,842.30	\$12,834.00	\$6,991.70	45.52%
PUBWRKS	E 100-43000-122 FICA	\$403.20	\$4,958.71	\$11,775.00	\$6,816.29	42.11%
PUBWRKS	E 100-43000-123 Medicare	\$94.30	\$1,159.71	\$2,892.00	\$1,732.29	40.10%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$54.71	\$743.18	\$1,548.00	\$804.82	48.01%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,058.45	\$14,498.49	\$32,400.00	\$17,901.51	44.75%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,999.00	\$3,500.00	\$1,501.00	57.11%
PUBWRKS	E 100-43000-212 Motor Fuels	\$495.68	\$2,962.46	\$12,000.00	\$9,037.54	24.69%
PUBWRKS	E 100-43000-215 Shop Supplies	\$1,325.07	\$3,142.85	\$7,500.00	\$4,357.15	41.90%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$183.29	\$2,386.19	\$12,000.00	\$9,613.81	19.88%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$437.78	\$1,500.00	\$1,062.22	29.19%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$1,011.57	\$1,563.38	\$10,000.00	\$8,436.62	15.63%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,296.90	\$5,161.90	\$7,500.00	\$2,338.10	68.83%
PUBWRKS	E 100-43000-321 Telephone	\$555.23	\$3,214.40	\$4,200.00	\$985.60	76.53%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$134.75	\$200.00	\$65.25	67.38%
PUBWRKS	E 100-43000-381 Electric Utilities	\$340.00	\$2,026.29	\$4,000.00	\$1,973.71	50.66%
PUBWRKS	E 100-43000-383 Gas Utilities	\$58.48	\$2,625.11	\$7,000.00	\$4,374.89	37.50%
PUBWRKS	E 100-43000-520 Buildings and Structure	\$230.84	\$785.98	\$0.00	-\$785.98	0.00%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 43000	Public Works (GENERAL)	\$14,174.30	\$130,197.08	\$310,325.00	\$180,127.92	41.96%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$16,045.04	\$50,000.00	\$33,954.96	32.09%
Dept 43121	Paved Streets	\$0.00	\$16,045.04	\$50,000.00	\$33,954.96	32.09%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$3,069.42	\$3,676.92	\$15,000.00	\$11,323.08	24.51%
Dept 43122	Unpaved Streets	\$3,069.42	\$3,676.92	\$15,000.00	\$11,323.08	24.51%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$2,357.70	\$20,000.00	\$17,642.30	11.79%
Dept 43125	Ice & Snow Removal	\$0.00	\$2,357.70	\$20,000.00	\$17,642.30	11.79%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$2,050.51	\$12,794.32	\$25,000.00	\$12,205.68	51.18%
Dept 43160	Street Lighting	\$2,050.51	\$12,794.32	\$25,000.00	\$12,205.68	51.18%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,565.25	\$21,355.75	\$44,000.00	\$22,644.25	48.54%
Dept 43245	Recycling: Refuse	\$3,565.25	\$21,355.75	\$44,000.00	\$22,644.25	48.54%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$2,274.11	\$4,548.22	\$9,100.00	\$4,551.78	49.98%
Dept 45186	Senior Center	\$2,274.11	\$4,548.22	\$9,100.00	\$4,551.78	49.98%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$372.25	\$2,000.00	\$1,627.75	18.61%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$2,075.94	\$6,064.59	\$6,000.00	-\$64.59	101.08%
PARKS	E 100-45200-225 Landscaping Materials	\$145.33	\$803.86	\$8,000.00	\$7,196.14	10.05%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$146.39	\$1,041.66	\$2,200.00	\$1,158.34	47.35%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-580 Other Equipment	\$362.00	\$724.00	\$8,000.00	\$7,276.00	9.05%
Dept 45200	Parks (GENERAL)	\$2,729.66	\$9,006.36	\$26,200.00	\$17,193.64	34.38%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$4,655.41	\$9,310.82	\$11,600.00	\$2,289.18	80.27%
Dept 45500	Libraries (GENERAL)	\$4,655.41	\$9,310.82	\$11,600.00	\$2,289.18	80.27%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$440.95	\$2,600.00	\$9,000.00	\$6,400.00	28.89%
Dept 48205	Damage Deposit Refunds	\$440.95	\$2,600.00	\$9,000.00	\$6,400.00	28.89%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$109,256.82	\$666,943.94	\$1,554,533.00	\$887,589.06	42.90%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	July 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$109,256.82	\$666,943.94	\$1,554,533.00	\$887,589.06	42.90%

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

RESOLUTION NO 07-21-20-70

APPROVING FINANCIAL PLANNING SERVICES AGREEMENT

WHEREAS, the Hanover EDA is reviewing a tax abatement business assistance program for a project known as Mercantile Pass; and

WHEREAS, Northland Securities, Inc. has submitted the attached Financial Planning Services Agreement to provide services related to establishing a tax abatement project.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached Financial Planning Services Agreement.

BE IT FURTHER RESOLVED, that the City Council directs its City Administrator to execute the agreement on behalf of the City Council.

Adopted by the City Council this 21st day of July, 2020.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jackie Heinz, Deputy Clerk

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

RESOLUTION NO 07-21-20-71

APPROVING A TEMPORARY ON-SALE INTOXICATING LIQUOR LICENSE

WHEREAS, the Hanover Athletic Association has submitted an application for a three day Temporary On-Sale Liquor License for an event July 31, 2020 through August 2, 2020 located on their premises at 11230 5th St. NE; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the Temporary On-Sale Liquor License to the Hanover Athletic Association for July 31, 2020 through August 2, 2020 for the purpose of selling intoxicating liquor at a softball tournament.

Adopted by the City Council this 21st day of July, 2020.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jackie Heinz, Deputy Clerk

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

RESOLUTION NO 07-21-20-72

APPROVING A MEMORANDUM FOR CARES ACT ELECTION FUNDING

WHEREAS, the Office of the Secretary of State received funding through the 2020 CARES Act “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.”; and

WHEREAS, the attached Memorandum of Understanding allows for the City of Hanover to received reimbursement for eligible expenses from these funds through Wright County; and

WHEREAS, the City will exceed the amount granted to Hanover with purchases made to be directly utilized for the 2020 Primary and General Elections.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached Memorandum of Understanding for CARES Act Funding.

BE IT FURTHER RESOLVED, that the City Council directs its City Administrator to execute the Memorandum of Understanding on behalf of the City Council.

Adopted by the City Council this 21st day of July, 2020.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jackie Heinz, Deputy Clerk

**MEMORANDUM OF UNDERSTANDING FOR CARES ACT FUNDING
FOR THE 2020 MINNESOTA PRIMARY AND GENERAL ELECTIONS**

WHEREAS, the Minnesota Secretary of State requires that the County of Wright and the City of Hanover, hereinafter the “local election jurisdiction” enter into a written agreement concerning the use of funds from the CARES Act;

WHEREAS, the County of Wright and local election jurisdiction agree this Memorandum of Understanding shall serve as the written agreement between the parties;

WHEREAS, the CARES Act provides up to 80% reimbursement, with a 20% local match, for election related expenses incurred because of the COVID-19 pandemic;

WHEREAS, the County of Wright agrees the local election jurisdiction named below is entitled to CARE Act funding up to 80% for all eligible expenses provided the local jurisdiction provides a 20% match;

NOW THEREFORE BE IT RESOLVED, that the parties agree as follows:

1. The County of Wright and the local election jurisdiction named herein agree the local election jurisdiction is entitled to the maximum CARES Act election funding match of up to 80% for all election related expenses due to the COVID-19 pandemic. The local election jurisdiction agrees it will provide a 20% match. The parties agree this agreement is not a guarantee for funding and is dependent upon eligible funds being provided to the County of Wright and the local election jurisdiction by the State of Minnesota and the United States Department of Treasury. The estimated amount of funds eligible for distribution by Wright County is \$98,281.35. It is anticipated the funds for each local election jurisdiction will not exceed the Default Municipal Allocation as determined by the Minnesota Secretary of State. If total claims aggregate claims for Wright County exceed \$98,281.35, the reimbursements may either be reduced at a prorated amount among all of Wright County’s election jurisdictions or it may be denied entirely at the sole discretion of the Wright County Auditor/Treasurer, however, it is anticipated that each jurisdiction will receive at a minimum their default allocation.
2. **Minnesota Data Practice Act.** All data collected, created, received, maintained, or disseminated by the parties because of this Agreement is governed by the Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minn. Stat. § 16C.05, Subd. 5, the parties agree to provide each other, the Minnesota Secretary of State, the Minnesota State Auditor, or any authorized representatives of either, access to and the right to examine, audit, excerpt and transcribe any books, documents or other records pertinent to this agreement. The parties further agree to maintain these records for the full audit period.
- 7 **Indemnification.** The local election jurisdiction agrees to indemnify and hold harmless the County and its officers, officials, agents, volunteers and employees from any liability,

claims, losses, damages, costs, judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission, including without limitation, professional errors or omissions by the local election jurisdiction (including its officers, employees, agents and subcontractors) arising from the performance of its services or acts pursuant to this Agreement, and against all loss by reason of the failure of the local election jurisdiction, its agents, employees or subcontractors fully to perform all obligations under this Agreement. For clarification and not by way of limitation, this obligation to indemnify and hold harmless shall apply to all funds, materials prepared or furnished pursuant to this Agreement, including, without limitation, claims resulting from any alleged infringement of copyright or any property right of another, and the unlawful disclosure or use of protected data or other noncompliance with the Records and Information provisions set forth in this agreement. The terms and provisions of this section shall survive the expiration, suspension or termination of this Agreement.

LOCAL ELECTION JURISDICTION:

The Local Election Jurisdiction certifies that the appropriate person(s) have executed the contract on behalf of Local Election Jurisdiction as required by applicable statutes, resolutions or ordinances.

By (authorized signature and printed name)
Title
Date
Name of Local Election Jurisdiction

COUNTY OF WRIGHT

By: _____

Its: _____

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

RESOLUTION NO 07-21-20-73

ACCEPTING DONATION FROM HANOVER FIRE RELIEF ASSOCIATION

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby accepts a donation from the Hanover Fire Relief Association for exercise equipment in the amount of \$980.92.

BE IT FURTHER RESOLVED, that the City of Hanover expresses its appreciation for the donation.

Adopted by the City Council this 21st day of July, 2020.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Jackie Heinz, Deputy Clerk

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
Updated June 30, 2020¹

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.²

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the

¹ This version updates the guidance provided under “Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020”.

² See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Finally, the CARES Act provides that payments from the Fund may only be used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020 (the “covered period”). Putting this requirement together with the other provisions discussed above, section 601(d) may be summarized as providing that a State, local, or tribal government may use payments from the Fund only to cover previously unbudgeted costs of necessary expenditures incurred due to the COVID-19 public health emergency during the covered period.

Initial guidance released on April 22, 2020, provided that the cost of an expenditure is incurred when the recipient has expended funds to cover the cost. Upon further consideration and informed by an understanding of State, local, and tribal government practices, Treasury is clarifying that for a cost to be considered to have been incurred, performance or delivery must occur during the covered period but payment of funds need not be made during that time (though it is generally expected that this will take place within 90 days of a cost being incurred). For instance, in the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been incurred for the period of the lease that is within the covered period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the covered period. Thus the cost of a good or service received during the covered period will not be considered eligible under section 601(d) if there is no need for receipt until after the covered period has expired.

Goods delivered in the covered period need not be used during the covered period in all cases. For example, the cost of a good that must be delivered in December in order to be available for use in January could be covered using payments from the Fund. Additionally, the cost of goods purchased in bulk and delivered during the covered period may be covered using payments from the Fund if a portion of the goods is ordered for use in the covered period, the bulk purchase is consistent with the recipient’s usual procurement policies and practices, and it is impractical to track and record when the items were used. A recipient may use payments from the Fund to purchase a durable good that is to be used during the current period and in subsequent periods if the acquisition in the covered period was necessary due to the public health emergency.

Given that it is not always possible to estimate with precision when a good or service will be needed, the touchstone in assessing the determination of need for a good or service during the covered period will be reasonableness at the time delivery or performance was sought, *e.g.*, the time of entry into a procurement contract specifying a time for delivery. Similarly, in recognition of the likelihood of supply chain disruptions and increased demand for certain goods and services during the COVID-19 public health emergency, if a recipient enters into a contract requiring the delivery of goods or performance of services by December 30, 2020, the failure of a vendor to complete delivery or services by December 30, 2020, will not affect the ability of the recipient to use payments from the Fund to cover the cost of such goods or services if the delay is due to circumstances beyond the recipient’s control.

This guidance applies in a like manner to costs of subrecipients. Thus, a grant or loan, for example, provided by a recipient using payments from the Fund must be used by the subrecipient only to purchase (or reimburse a purchase of) goods or services for which receipt both is needed within the covered period and occurs within the covered period. The direct recipient of payments from the Fund is ultimately responsible for compliance with this limitation on use of payments from the Fund.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.

- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

Nonexclusive examples of ineligible expenditures³

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.⁴
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

³ In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

⁴ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of July 8, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

May Fund payments be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace?

The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. As stated in the Guidance, a cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are "other financial assistance" under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-

specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.

Authorized Uses of the CARES Act Funding

The use of the CARES Act funds is restricted by both Federal and State law. Federal law requires that the funds be used to *“to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.”* State law further limits the uses of the funds to six broad categories for which the funds can be used, including:

- (1) ensuring the health and safety of election officials and in-person voters, including the purchase of sanitation and disinfectant supplies;
- (2) public outreach and preparations for implementing social distancing guidelines related to voting, including additional signs and staff;
- (3) facilitation, support, and preparation for increased absentee voting, including voter education materials, printing, and postage;
- (4) preparation of training materials and administration of additional training of local election officials;
- (5) preparation of new polling place locations; and
- (6) purchasing an electronic roster system meeting the technology requirements of Minnesota Statutes, section 201.225, subdivision 2, along with equipment necessary to support the system.

Minnesota law also specifies that a political subdivision is eligible to use the funds for no more than 75 percent of the total cost of purchasing an electronic roster system and necessary support equipment, and no more than 80 percent of the total cost of any other authorized activities.

Election Specific CARES Act Funds Q & A

Federal Purpose Requirement:

Q. Can I use these funds on new expenses that are unrelated to the pandemic but would improve the safety of polling places?

A. No, with CARES Act funds you can only cover costs that you are incurring as a result of the pandemic.

Q. Our jurisdiction is facing a budget shortfall, can I use these funds pay the salary of my staff or supplant other costs of my division.

A. No, with CARES Act funds they must be used to pay for costs being incurred because of the pandemic or in response to the pandemic. Examples of allowable costs in this context could include cleaning supplies and protective masks for staff and poll workers, resources to meet an unanticipated increased demand for absentee ballots in response to COVID-19, and temporary staff to process the increased absentee ballot demand. Allowable costs would not include those that are currently paid with state or local election jurisdiction funds, such as the regularly anticipated demand for mail or absentee ballots.

Staffing Costs:

Q. Can I use the CARES Act funds to pay overtime costs for employees or to pay temporary employees if those cost are associated with the increase in absentee balloting due to the pandemic?

A. Yes, the overtime costs and temporary staff costs are allowable as long as the staff are working on activities related to the pandemic. If staff time is going to be paid through CARES Act funds, the jurisdiction should document the time spent on pandemic response.

Q. Can the CARES Act funds be used to bring back furloughed employees from other areas of my jurisdiction if they are brought back to work on increased elections work due to the pandemic?

A. Yes, if the staff are coming back to work on activities related to the 2020 federal elections as a result of the pandemic, the costs would be allowable. For example, if they are needed to manage printing unanticipated large numbers of ballots or processing an increase in absentee materials due to the pandemic.

Q. Can I use CARES Act funds to pay all of my election judge's salary?

A. No, you can only use CARES Act funds to pay costs incurred as a result or in response to the pandemic. So you could not pay your regular election judge salary from the CARES Act funds. However, you could use CARES Act funds to pay any necessary increase in election judge wages in order to attract a sufficient number of election judges. Further, if you have to hire additional election judges or staff to assist with pandemic-related items (cleaning, traffic flow to ensure social distancing, etc.) that individual's salary could be paid from the CARES Act funds.

Election Judge Training:

Q. I am using the on-line election judge training put on by Seachange for the first time this year due to COVID. Will the setup cost and the cost per election judge be an expense I can use towards this grant as I would not have gone this direction and still offered in person training had it not been for COVID?

A. Yes, additional costs states or local governments incur to conduct virtual trainings and other activities vital to improving the administration of federal elections, can be claimed under the grant.

Q. I have also setup all of my clerk and head judge training through my webpage due to COVID. Could I use a portion of my time that it took me to set that up?

A. Yes, because the costs are due to COVID. However, any staff time that is paid as COVID time must be for tasks in direct response to the pandemic and must be documented.

Printing Costs:

Q. My jurisdiction has incurred costs to communicate changes in absentee balloting rules that resulted from the pandemic. Can we use CARES Act funds to cover those costs?

A. Yes, costs to communicate changes in voting processes due to the pandemic are allowable costs.

Q. My jurisdiction is printing and mailing information about how to safely vote from home, is that an allowable cost?

A. Yes, however general “get out the vote” or other materials designed to increase voting that are unrelated to the pandemic eligible for CARES Act funds.

Polling Place Costs:

Q. We need to move polling places from assisted living facilities to other sites associated with senior citizens and may need to lease the new space. Can we use CARES Act funds to cover those costs?

A. Yes, unanticipated costs to lease polling facilities are allowable costs.

Q. I need to install some temporary Plexiglas barriers, are those allowable costs?

A. Yes, additional equipment to improve the health and safety of the polling place in response to the pandemic is eligible for CARES Act funds.

Q. The state is providing a quantity of masks, sanitizer, and disinfectant. I would like to purchase additional protective equipment for election judges and voters. Are those expenses eligible for CARES Act funds?

A. Yes, although the state is providing some safety and protective equipment, the jurisdiction is free to purchase additional equipment (gloves, face shields, etc) using CARES Act funds.

Equipment Costs:

Q. We expect to receive a much higher percentage of absentee ballots and need to purchase more automated letter opening equipment and scanners. Can we use HAVA funds to purchase more equipment? Can we lease the equipment?

A. Yes, those would be allowable costs, with the caveat that you need to ensure the costs are allocated to the grant in appropriate proportions. If you decide to lease the equipment, you must also follow requirements in Section 200.465 of 2 CFR which outline circumstances you should consider in determining whether to lease or buy the equipment.

State Required Match:

Q. Are their stipulations on what funds can be used for the match?

A. No, there are no stipulations on what funds can be used for the match.

Q. Can we use our general local government CARES Act funding for the match?

A. Yes, the general local government CARES Act funding can be used for the match.

Q. Do I need to have my jurisdiction separately allocate funds for the match, or can I use already budgeted funds?

A. You can use already budgeted funds. The only requirement under the state legislation is that only 80% of any cost be paid for by CARES Act funds. So, if you want to hire temporary staff to assist with absentee processing due to the increase in absentees in the pandemic, you could simply pay 80% of their salary out of CARES Act funds and 20% out of your general department funds.

Local Agreements:

Q. What is required to be in the written agreement with the municipalities?

A. The only requirement from the OSS is that there be an agreement and that it be memorialized in writing. The requirement that it be in writing is to ensure that there is evidence of an agreement in case a jurisdiction disputes the allocation. The written agreements do not need to be submitted to the OSS, the county must simply certify that there is an agreement. Agreements themselves should be kept, as well as all other documentation, for the full audit period.

Item	Estimated Cost	Total
Purchases to Date	\$4,500	56900
Audio/Visual Upgrades	\$50,000	
PPE	Ongoing	
Extra Election Judges	\$400	
Crowd Control	\$2,000	
FD Washer	?	
Food Shelf		
B.H.M. Schools		