

**AGENDA
HANOVER CITY COUNCIL
AUGUST 20, 2019**

**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 August 5, 2019 City Council Meeting (3)**
 - b. Approve Claims as Presented: (7)**

➤ Claims	\$ 89,056.06
➤ Payroll	\$ 10,281.64
➤ P/R taxes & Exp.	\$ 3,710.04
➤ Other Claims	\$ <u>2,593.39</u>
➤ Total Claims	\$ <u>105,641.13</u>
- 4. Jon Brand – Summit Project Proposal**
- 5. 2020 Census – Complete Count Committee (59)**
- 6. Work Hours Review**
- 7. Reports**
- 8. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: August 15, 2019
Re: Review of August 20, 2019 City Council Work Session Agenda

1. Call to Order: 7:00 p.m.

2. Approval of Agenda

3. Consent Agenda Items:

a. Approve Minutes of August 5, 2019 City Council Meeting (3)

b. Approve Claims as Presented: (7)

➤ Claims	\$ 89,056.06
➤ Payroll	\$ 10,281.64
➤ P/R taxes & Exp.	\$ 3,710.04
➤ Other Claims	\$ <u>2,593.39</u>
➤ Total Claims	\$ <u>105,641.13</u>

4. Jon Brand – Summit Project Proposal

Mr. Brand will be present to seek support of a Summit Project Proposal. Mr. Brand would like to place a recycled flags bin at City Hall as part of his project.

5. 2020 Census – Complete Count Committee (59)

Enclosed is information of what a Complete Count Committee is. Discussion will be held on whether such a committee is desired for Hanover.

6. Work Hours Review

A review of the adjusted work hours will be held. In June, we adjusted the work hours with a review to happen at the end of summer.

7. Reports

8. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
AUGUST 5, 2019 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, August 5, 2019, to order at 7:03 pm. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Attorney Jay Squires, and City Administrator Brian Hagen. Several guests were present.

Approval of Agenda:

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

Consent Agenda:

Warpula requested removing item 3.g. to 7.b.

Hammerseng inquired on the turnout gear being requested to purchase. Hagen explained that when there is a probationary member that passes their certification and becomes a full firefighter, they are equipped with new turnout gear and no longer needs to wear older gear.

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

- a. **Approve Minutes of July 16, 2019 City Council Work Session Meeting**
- b. **Approve Minutes of July 22, 2019 Special City Council Meeting**
- c. **Approve Minutes of July 22, 2019 Joint Council and Planning Commission Meeting**
- d. **Approve Claims as Presented:**
 - **Claims** \$ 76,038.64
 - **Payroll** \$ 10,288.72
 - **P/R taxes & Exp** \$ 3,713.58
 - **Other Claims** \$ 2,602.31
 - **Total Claims** \$ 92,643.25
- e. **08-05-19-67 – Recognizing the Resignation of Timothy Brown Jr**
- f. **08-05-19-68 – Approving Purchase of Fire Department Turnout Gear**

Motion carried unanimously.

Citizen’s Forum:

None

Public Hearings:

None

Unfinished Business:

Res No 08-05-19-70 – Approving Final Plat for Crow River Heights West 4th Add.

Hagen stated that the final plat was approved earlier in the year. As staff worked with the developer to finalize the plat and developers agreement, an issue arose with how the land is being purchased. This updated final plat provides new outlots that do not impact the number of plated single family home lots, nor does it impact the lot sizes of the single family homes. The new outlots created allows the developer to purchase the smaller outlots outright, and therefore not require previous owners to be subject to the

development terms of the Crow River Heights West 4th Add. The City Attorney has reviewed the proposed changes and the City remains protected to ensure the development is constructed as required.

MOTION by Hallstein to approve Res No 08-05-19-70, seconded by Warpula. **Motion carried unanimously.**

Res No 08-05-19-71 – Approving Developers Agreement for Crow River Heights West 4th Add.

Hagen noted this agreement was previously approved, but with the change in final plat, a revised agreement should be approved. The agreement removes the requirement for current land owners to sign the agreement. The agreement allows the City to remain protected to ensure the development is constructed as required.

MOTION by Hallstein to approve Res No 08-05-19-71, seconded by Warpula. **Motion carried unanimously.**

Res No 08-05-19-72 – Approving Amendment #1 to the Crow River Heights West 3rd Add. Developers Agreement

Hagen noted the amendment was requested by the developer to eliminate the escrow pledge and payment requirement to provide financial security to the City. Instead, the agreement calls for a Letter of Credit be provided to the City for the financial security. A Letter of Credit is more typical for financial security to the City. Squires noted that a clarification of the Letter of Credit amount should be reviewed and inserted in the agreement. The amount should reflect the remaining work to be completed and the amount of security to cover that work.

Motion by Hallstein to approve Res No 08-05-19-72 directing staff to adjust the Letter of Credit amount as needed, seconded by Hammerseng. **Motion carried unanimously.**

New Business:

Res No 08-05-19-73 – Ratifying FRA Pension Increase

Councilor Warpula abstained from discussion due to conflict of interest.

Kauffman requested an explanation of how the FRA Pension Fund receives money. Hagen explained how the fund receives money which is via funds passed down by the State of Minnesota and by a local contribution from the City. The City's contribution is included in the Fire Services contract cost with Corcoran, Greenfield, and Rockford Township. Hagen further explained what it means for the City Council to ratify the pension amount.

Kauffman expressed a desire for the City to ratify a minimum dollar amount recognizing that the FRA Board members may increase the pension amount at their discretion. Kauffman further expressed concern on not wanting the City to be subject to future additional funding due to market tendencies to fluctuate and a potential to lose money in investments. Discussion continued to occur on when a city would be required to pay extra funds into the FRA Pension fund, but a clear understanding was not available. Council directed Squires to review statute and provide a letter of opinion on when the City becomes obligated to provide additional funding.

MOTION by Hallstein to table Res No 08-05-19-73 to a future meeting subject to the City Attorney's opinion letter, seconded by Hammerseng.

Aye: Kauffman, Hammerseng, Zajicek, Hallstein.

Abstained: Warpula

Councilor Warpula excused himself for a fire call at 8:00 pm

Res No 08-05-19-69 – Accepting Legal Services Engagement Letter with McDonald Hopkins

Hagen outlined the data breach that occurred, noting that preliminary review of the breach appears to be an email account and not the City’s computer network. He further noted that the City’s insurance provider, LMCIT, recommends this firm to complete the required review of the breach. The insurance would cover up to \$250,000 of costs incurred due to the breach after a \$1,000 deductible is paid. Council expressed concern about the high hourly rate. Squires noted that because LMCIT identifies this firm as a preferred vendor, the firm likely will not take advantage of the City.

MOTION by Hammerseng to approve Res No 08-05-19-69, seconded by Hallstein. **Motion carried unanimously. Warpula was absent.**

Councilor Warpula returned at 8:10 pm

Reports

Zajicek

- Park Board reviewed future park amenities in preparation for the upcoming joint Council/Park Board meeting.

Hammerseng

- Stated the Harvest Festival was another great event
- Expressed concern about Hanover Dental’s landscaping and how it appears to be overgrown tall grass.
 - Hagen noted the plantings are supposed to be native prairie grasses with wild flowers growing within the grasses. Hagen spoke with the general contractor and was informed that the seeds should be growing, but at times, the flowers do not grow until the following year. Given 2019 is the first growing season, it was recommended to possibly reseed the area this fall and allow for the flowers to grow next spring. Hagen further noted that if the flowers do not grow next spring, the next step may be to require Hanover Dental to establish a more typical turf grass that requires regular mowing.
 - Hallstein noted she inquired on what native plantings require, and a detailed maintenance plan is typically established to ensure proper growth.

Hagen

- Updated Council on the Mahler Mining IUP application, EAW, and the need for an additional short extension of the existing IUP to allow the mine to remain in good standing. Planning Commission will be reviewing the application in their upcoming meetings.
- Inquired if Council supported adding 5th St. NE to the chip seal project. The addition would add \$25,329 to the project cost, which is still below the budgeted project costs. Consensus was to add 5th St. NE to the project.

Adjournment

MOTION by Warpula to adjourn at 8:30 pm, seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: August 2019

Batch Name	08/20/19 PAY	Payment	Computer Dollar Amt	\$89,056.06	Posted
Refer	2763	BEAUDRY OIL & PROPANE	Ck# 034460	8/20/2019	
Cash Payment	E 100-43000-212	Motor Fuels	Diesel: Refill on 410.1 Gallons on 8/05/19		\$946.92
Invoice	1419601	8/5/2019			
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$946.92
Refer	2753	BOUND TREE MEDICAL, LLC	Ck# 034461	8/20/2019	
Cash Payment	E 100-42220-228	Medical Supplies	Glucose Test Strips, Cuff Kit, Stethoscopes		\$430.47
Invoice	83284275	7/22/2019			
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$430.47
Refer	2762	BROCK WHITE	Ck# 034462	8/20/2019	
Cash Payment	E 100-43121-224	Street Maint Materials	Plexi Melt Mastic One Leveling		\$1,260.00
Invoice	13439143-00	8/8/2019			
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$1,260.00
Refer	2761	BURSCHVILLE CONSTRUCTION	Ck# 034463	8/20/2019	
Cash Payment	E 100-43122-224	Street Maint Materials	Grading & Rolling of Gravel Roads on 6/21/19		\$650.00
Invoice	4539	8/4/2019			
Cash Payment	E 100-43122-224	Street Maint Materials	51 CY of Class 5 Picked up on 6/27 & 6/28/19		\$714.00
Invoice	4539	8/4/2019			
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$1,364.00
Refer	2744	CARSON, CLELLAND & SCHREDE	Ck# 034464	8/20/2019	
Cash Payment	E 100-41610-304	Legal Fees	Legal Support / Work - July 2019		\$67.41
Invoice		7/31/2019			
Transaction Date	8/13/2019	Due 0	Cash	10100	Total \$67.41
Refer	2736	CENTERPOINT ENERGY	Ck# 034465	8/20/2019	
Cash Payment	E 100-41940-383	Gas Utilities	City Hall Gas Utilities: 06/27/19 - 07/30/19		\$59.10
Invoice		8/1/2019			
Cash Payment	E 100-42280-383	Gas Utilities	Fire Station Gas Utilities: 06/27/19 - 07/30/19		\$24.06
Invoice		8/1/2019			
Cash Payment	E 100-43000-383	Gas Utilities	PW Building Gas Utilities: 06/27/19 - 07/30/19		\$51.01
Invoice		8/1/2019			
Transaction Date	8/13/2019	Due 0	Cash	10100	Total \$134.17
Refer	2751	CENTURY LINK	Ck# 034466	8/20/2019	
Cash Payment	E 100-42280-321	Telephone	Fire Station Landline - 7/28/19 - 8/27/19		\$28.16
Invoice		7/28/2019			
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$28.16
Refer	2764	CITY OF ST. MICHAEL	Ck# 002731E	8/20/2019	
Cash Payment	E 602-49455-310	Other Professional Servi	SAC Fees - 9920 Jordan Avenue		\$5,045.00
Invoice					
Cash Payment	E 602-49455-310	Other Professional Servi	SAC Fees - 9907 Jordan Avenue		\$5,045.00
Invoice					
Cash Payment	E 602-49455-310	Other Professional Servi	SAC Fees - 9884 Jordan Avenue		\$5,045.00
Invoice					
Transaction Date	8/14/2019	Due 0	Cash	10100	Total \$15,135.00
Refer	2738	COLLABORATIVE PLANNING LLC	Ck# 002728E	8/20/2019	

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Payments

Current Period: August 2019

Cash Payment	E 818-41910-310 Other Professional Servi	John Ganfeild - IUP: July 2019				\$25.75
Invoice 2019-131	8/6/2019			Project 208260		
Cash Payment	E 818-41910-310 Other Professional Servi	TOMAR / Astro Engineering - Site & Building Plan: July 2019				\$25.75
Invoice 2019-131	8/6/2019			Project 208261		
Cash Payment	E 818-41910-310 Other Professional Servi	David & AuriAnna Mooers - Variance: July 2019				\$51.50
Invoice 2019-131	8/6/2019			Project 208259		
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning: July 2019				\$4,017.00
Invoice 2019-131	8/6/2019					
Cash Payment	E 823-41910-310 Other Professional Servi	CRHW 3rd Addition - Developer's Agreement: July 2019				\$128.75
Invoice 2019-132	8/6/2019					
Cash Payment	E 818-41910-310 Other Professional Servi	CRHW 4th Addition - Final Plat: July 2019				\$2,549.25
Invoice 2019-133	8/6/2019			Project 208257		
Cash Payment	E 818-41910-310 Other Professional Servi	David & AuriAnna Mooers - Variance: July 2019				\$231.75
Invoice 2019-134	8/6/2019			Project 208259		
Cash Payment	E 818-41910-310 Other Professional Servi	TOMAR / Astro Engineering - Site & Building Plan: July 2019				\$51.50
Invoice 2019-135	8/6/2019			Project 208261		
Cash Payment	E 818-41910-310 Other Professional Servi	John Ganfeild - IUP: July 2019				\$51.50
Invoice 2019-136	8/6/2019			Project 208260		
Cash Payment	E 818-41910-310 Other Professional Servi	Fehn Companies - EAW: July 2019				\$1,158.75
Invoice 2019-137	8/6/2019			Project 208262		
Cash Payment	E 818-41910-310 Other Professional Servi	Fehn Companies - 2019 IUP Mining Extension: July 2019				\$1,442.00
Invoice 2019-138	8/6/2019			Project 208263		
Cash Payment	E 818-41910-310 Other Professional Servi	JW Family Holdings / River Town Villas - Final Plat: July 2019				\$334.75
Invoice 2019-139	8/6/2019			Project 208258		
Cash Payment	E 818-41910-310 Other Professional Servi	Ben & Kristal Sneen / RiverSide Acres - Annexation: July 2019				\$643.75
Invoice 2019-140	8/6/2019			Project 208252		
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$10,712.00
Refer	2739 COTTENS, INC.			Ck# 034467 8/20/2019		
Cash Payment	E 100-43000-215 Shop Supplies	Sea Foam				\$13.98
Invoice 233-181814	7/23/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$13.98
Refer	2732 DIXON, GARY & CAROL			Ck# 034468 8/20/2019		
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Shelter Damage Deposit Release - 8/10/19 Event				\$100.00
Invoice	8/12/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$100.00
Refer	2752 FINKEN WATER SOLUTIONS			Ck# 034469 8/20/2019		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	10 Gallons of Drinking Water				\$12.40
Invoice 14819TI	7/22/2019					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	40 lbs. of Solar Salt				\$9.25
Invoice 14819TI	7/22/2019					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - August 2019				\$9.50
Invoice 1157231	8/1/2019					
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$31.15

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Current Period: August 2019

Refer	2755 GOETZ, PATRICIA	Ck# 034470 8/20/2019				
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Shelter Damage Deposit Release - 8/11/19				\$100.00
		Event				
Invoice	8/13/2019					
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$100.00
Refer	2735 GUIDANCE POINT TECHNOLOGIE	Ck# 034471 8/20/2019				
Cash Payment	E 100-41600-310 Other Professional Servi	7/30/19 Remote Service: SonicWall Firewall				\$75.00
		Update / Patch				
Invoice	13313 8/6/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$75.00
Refer	2734 HANOVER FLOORING	Ck# 034472 8/20/2019				
Cash Payment	E 205-49300-317 EDA BIF: Rent Reimburs	Payment 1 of 3 - EDA Rent Reimbursement				\$800.00
Invoice						
Cash Payment	E 205-49300-317 EDA BIF: Rent Reimburs	Payment 2 of 3 - EDA Rent Reimbursement				\$800.00
Invoice						
Cash Payment	E 205-49300-317 EDA BIF: Rent Reimburs	Payment 3 of 3 - EDA Rent Reimbursement				\$800.00
Invoice						
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$2,400.00
Refer	2740 HARDWARE HANK	Ck# 034473 8/20/2019				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Sprayer: PVC Nipples				\$11.44
Invoice	1571577 7/1/2019					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Irrigation Lock Box: Single Cut Key, Utility Locks				\$8.97
Invoice	1571710 7/2/2019					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Irrigation Lock Box: Single Cut Key				\$5.37
Invoice	1573118 7/9/2019					
Cash Payment	E 100-43000-215 Shop Supplies	Black Spray Paing				\$11.68
Invoice	1574501 7/15/2019					
Cash Payment	E 100-43000-240 Small Tools and Minor E	Premium Compression Sprayer				\$65.69
Invoice	1574501 7/15/2019					
Cash Payment	E 100-43000-215 Shop Supplies	Adapters, Reducers, Galvanized Nipples, Misc. Plumbing				\$26.27
Invoice	1574785 7/16/2019					
Cash Payment	E 100-43000-215 Shop Supplies	Kaleidoscope Rain Wand, Brass Connector, Misc. Hardware				\$35.03
Invoice	1574818 7/16/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$164.45
Refer	2765 JOINT POWERS WATER BOARD	Ck# 034474 8/20/2019				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 9920 Jordan Avenue				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 9907 Jordan Avenue				\$2,001.00
Invoice						
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fees - 9884 Jordan Avenue				\$2,001.00
Invoice						
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$6,003.00
Refer	2749 KOTTKE, BRIAN	Ck# 034475 8/20/2019				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Mist-N-Shine, Tire & Vinyl Shine, Power Clean, Wash				\$271.36
Invoice	002809 8/2/2019					

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Current Period: August 2019

Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$271.36
Refer	2758 LANO EQUIPMENT - LORETTO		Ck# 034476 8/20/2019			
Cash Payment	E 100-43121-224 Street Maint Materials		Lynwood Road: Stanley Breaker Rental			\$150.00
Invoice	03-694596	8/12/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$150.00
Refer	2733 LENNEMAN, PATRICIA		Ck# 034477 8/20/2019			
Cash Payment	E 100-48205-810 Refunds & Reimburseme		Hall Damage Deposit Release - 8/11/19 Event			\$200.00
Invoice		8/12/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$200.00
Refer	2756 MENARDS - BUFFALO		Ck# 034478 8/20/2019			
Cash Payment	E 100-43000-240 Small Tools and Minor E		12" Measuring Wheel			\$69.97
Invoice	04657	8/7/2019				
Cash Payment	E 100-43000-215 Shop Supplies		Nitrile Gloves, Tool Box White Rags			\$78.96
Invoice	04657	8/7/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$148.93
Refer	2741 METRO WEST INSPECTION SERVI		Ck# 034479 8/20/2019			
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 7-19 @ 339 Jandel Avenue NE			\$33.25
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 9-19 @ 9872 Jordan Avenue			\$1,392.58
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 11-19 @ 9836 Jordan Avenue NE			\$1,550.98
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 31-19 @ 10184 Kaitlin Avenue			\$104.67
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 32-19 @ 260 Jansen Avenue NE			\$33.25
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 41-19 @ 1341 Oakwood Lane			\$185.52
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 48-19 @ 10342 Kalen Lane NE			\$17.50
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 61-19 @ 1043 Emerald Street NE			\$33.25
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 68-19 @ 11285 Lambert Court			\$33.25
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 71-19 @ 11364 12th Street NE			\$35.00
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 79-19 @ 10463 Kalen Drive NE			\$35.00
Invoice	2089	8/1/2019				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 57-18 @ 1032 Emerald Street NE			\$128.93
Invoice	2089	8/1/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$3,583.18
Refer	2728 MIDWEST LANDSCAPES		Ck# 034480 8/20/2019			
Cash Payment	E 601-49410-310 Other Professional Servi		1028 Mallard Street Water Main Break: 2 Spireas			\$44.00
Invoice	I5968	5/9/2018				
Cash Payment	E 402-45200-310 Other Professional Servi		Delivery Charge for 11 White Pines and 15 Black Hills Spruce			\$150.00
Invoice	I6208	6/11/2019		Project 208231		

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Payments

Current Period: August 2019

Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$194.00
Refer	<u>2760 MILBANK WINWATER WORKS</u>		<u>Ck# 034481 8/20/2019</u>			
Cash Payment	E 601-43252-227 Utility Maint Supplies			ERW1300-402 Itron Reader - Qty 24		\$2,409.74
Invoice	160054-00	7/26/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$2,409.74
Refer	<u>2730 MN PEIP</u>		<u>Ck# 034482 8/20/2019</u>			
Cash Payment	G 100-21706 Medical/Dental Ins			Medical & Dental Premiums - September 2019		\$3,737.22
Invoice	870180	8/10/2019				
Cash Payment	G 100-21707 Life Ins			Life Insurance - September 2019		\$55.72
Invoice	870180	8/10/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$3,792.94
Refer	<u>2757 MTI DISTRIBUTING</u>		<u>Ck# 002730E 8/20/2019</u>			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE			Zereturn & Groundsmaster: Cap Screws, Belt, Wheel Assemblys, V-Belts, Blades, Pulley Idlers		\$699.17
Invoice	1228354-00	8/7/2019				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE			Zereturn: Cap Screws		\$15.19
Invoice	1228354-01	8/8/2019				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE			Zereturn: Spindle Assembly		\$486.44
Invoice	1228354-02	8/9/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$1,200.80
Refer	<u>2748 MURPHY GRANITE CARVING</u>		<u>Ck# 034483 8/20/2019</u>			
Cash Payment	E 401-42800-310 Other Professional Servi			48/96 Niche "Nelson" Columbarium: 50% Down		\$7,210.00
Invoice		8/8/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$7,210.00
Refer	<u>2759 OMANN BROTHERS INC</u>		<u>Ck# 034484 8/20/2019</u>			
Cash Payment	E 100-43121-224 Street Maint Materials			Pothole Patch		\$84.15
Invoice	13687	5/31/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$84.15
Refer	<u>2743 OPG-3, INC</u>		<u>Ck# 034485 8/20/2019</u>			
Cash Payment	E 100-41570-207 Computer Supplies			Laserfiche Software Assurance Plan 10-1-19 to 12-31-19		\$333.48
Invoice	3506	7/30/2019				
Cash Payment	G 100-15500 Prepaid Items			Laserfiche Software Assurance Plan 1-1-20 to 10-1-20		\$1,000.52
Invoice	3506	7/30/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$1,334.00
Refer	<u>2731 PARKOS, DEBBIE</u>		<u>Ck# 034486 8/20/2019</u>			
Cash Payment	E 100-48205-810 Refunds & Reimburseme			Hall Damage Deposit Release - 8/9 & 8/10/19 Event		\$200.00
Invoice		8/12/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$200.00
Refer	<u>2750 PINOR, DAVID</u>		<u>Ck# 034487 8/20/2019</u>			
Cash Payment	E 100-42220-580 Other Equipment			Firefighter Wanted Signs - Qty 100		\$522.10
Invoice	77024638	8/8/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$522.10
Refer	<u>2746 RUPP ANDERSON SQUIRES & WA</u>		<u>Ck# 034488 8/20/2019</u>			

CITY OF HANOVER

08/15/19 3:18 PM

Page 6

Payments

Current Period: August 2019

Cash Payment	E 818-41610-310 Other Professional Servi	CRHW 4th Addition - Final Plat: May 2019				\$738.00
Invoice 9318	7/31/2019				Project 208257	
Cash Payment	E 818-41610-310 Other Professional Servi	JW Family Holdings / River Town Villas - Final Plat: May 2019				\$697.00
Invoice 9318	7/31/2019				Project 208258	
Cash Payment	E 818-41610-310 Other Professional Servi	David & AuriAnna Mooers - Variance: May 2019				\$18.50
Invoice 9322	7/31/2019				Project 208259	
Cash Payment	E 818-41610-310 Other Professional Servi	Ben & Kristal Sneen / RiverSide Acres - Annexation: May 2019				\$55.50
Invoice 9322	7/31/2019				Project 208252	
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous: May 2019				\$2,020.50
Invoice 9322	7/31/2019					
Cash Payment	E 100-41610-304 Legal Fees	Mileage, Photocopies & Online Legal Research: May 2019				\$176.43
Invoice 9322	7/31/2019					
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$3,705.93
Refer	2742 VEOLIA WATER NORTH AMERICA	Ck# 034489	8/20/2019			
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - September 2019				\$4,898.25
Invoice 90205823	8/15/2019					
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - September 2019				\$3,585.83
Invoice 90205823	8/15/2019					
Cash Payment	E 602-43252-310 Other Professional Servi	2018 R & M Wastewater Reconciliation				-\$8,171.11
Invoice 90205234	7/25/2019					
Cash Payment	E 602-43252-310 Other Professional Servi	2018 Utilities Wastewater Reconciliation				-\$275.33
Invoice 90205234	7/25/2019					
Cash Payment	E 601-43252-310 Other Professional Servi	2018 R & M Water Reconciliation				\$1,820.24
Invoice 90205234	7/25/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$1,857.88
Refer	2754 VERIZON	Ck# 034490	8/20/2019			
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 07/03/19 - 08/02/19				\$50.84
Invoice 9835290540	8/2/2019					
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$50.84
Refer	2737 WRIGHT COUNTY AUDITOR-TREA	Ck# 034491	8/20/2019			
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - August 2019				\$9,064.17
Invoice August19	7/30/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$9,064.17
Refer	2745 WRIGHT COUNTY JOURNAL PRES	Ck# 034492	8/20/2019			
Cash Payment	E 100-41970-351 Legal Notices Publishing	Annual Disclosure of Tax Increment Districts for YE 12/31/18				\$43.05
Invoice 7073110	7/25/2019					
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$43.05
Refer	2747 WSB & ASSOCIATES, INC.	Ck# 002729E	8/20/2019			
Cash Payment	E 823-41950-310 Other Professional Servi	CRHW 3rd Addition - Phase 2 Construction - Project Management: June 2019				\$495.00
Invoice 010287-26-0719	7/31/2019					
Cash Payment	E 823-41950-310 Other Professional Servi	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: June 2019				\$2,983.00
Invoice 010287-26-0719	7/31/2019					

CITY OF HANOVER

08/15/19 3:18 PM

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Payments

Current Period: August 2019

Cash Payment	E 818-41950-310 Other Professional Servi	CRHW 4th Addition - Phase 2 Construction Services - Project Management: June 2019				\$1,500.75
Invoice	012259-5-0719	7/31/2019			Project 208257	
Cash Payment	E 818-41950-310 Other Professional Servi	TOMAR, LLC / Astro Engineering - Site Plan & Building Plan: June 2019				\$363.00
Invoice	013265-6-0719	7/31/2019			Project 208261	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services: June 2019				\$2,663.00
Invoice	013265-6-0719	7/31/2019				
Cash Payment	E 603-41950-310 Other Professional Servi	MS4 Services: June 2019				\$399.00
Invoice	013432-5-0719	7/31/2019				
Cash Payment	E 818-41950-310 Other Professional Servi	JW Family Holdings / River Town Villas - Phase 1 Preliminary Plat - Plan Review: June 2019				\$1,879.00
Invoice	013676-4-0719	7/31/2019			Project 208255	
Cash Payment	E 100-43121-224 Street Maint Materials	2019 Chip Seal Project - Phase 1 Design - Design: June 2019				\$1,287.00
Invoice	013735-2-0719	7/31/2019				
Cash Payment	E 100-43121-224 Street Maint Materials	2019 Chip Seal Project - Phase 1 Design - Drawings & Layouts				\$174.00
Invoice	013735-2-0719	7/31/2019				
Cash Payment	E 100-43121-224 Street Maint Materials	2019 Chip Seal Project - Phase 1 Design - Specifications & Bidding: June 2019				\$322.00
Invoice	013735-2-0719	7/31/2019				
Transaction Date	8/14/2019	Due 0	Cash	10100	Total	\$12,065.75
Refer	2729 XCEL ENERGY		Ck# 034493 8/20/2019			
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 07/03/19 - 08/02/19				\$828.60
Invoice						
Cash Payment	E 100-43160-381 Electric Utilities	City Owned Street Lighting 07/03/19 - 08/04/19				\$1,172.93
Invoice	648471570	8/5/2019				
Transaction Date	8/13/2019	Due 0	Cash	10100	Total	\$2,001.53

Fund Summary

	10100 Cash
823 CROW RVR HTS WEST 3RD / BACKES	\$3,606.75
818 MISC ESCROWS FUND	\$11,818.00
603 STORM WATER ENTERPRISE FUND	\$399.00
602 SEWER ENTERPRISE FUND	\$11,586.81
601 WATER ENTERPRISE FUND	\$13,862.81
402 PARKS CAPITAL PROJECTS	\$150.00
401 GENERAL CAPITAL PROJECTS	\$7,210.00
205 EDA BUSINESS INCENTIVE FUND	\$2,400.00
100 GENERAL FUND	\$38,022.69
	<u>\$89,056.06</u>

Pre-Written Check	\$89,056.06
Checks to be Generated by the Computer	\$0.00
Total	\$89,056.06

CITY OF HANOVER

08/15/19 3:18 PM

Page 1

*Check Summary Register©

Cks 8/20/2019 - 8/20/2019

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002728E Collaborative Planning LLC	8/20/2019	\$10,712.00	John Ganfeild - IUP: July 2019
Paid Chk# 002729E WSB & ASSOCIATES, INC.	8/20/2019	\$12,065.75	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 002730E MTI DISTRIBUTING	8/20/2019	\$1,200.80	Zereturn & Groundskeeper: Cap
Paid Chk# 002731E CITY OF ST. MICHAEL	8/20/2019	\$15,135.00	SAC Fees - 9920 Jordan Avenue
Paid Chk# 034460 BEAUDRY OIL & PROPANE	8/20/2019	\$946.92	Diesel: Refill on 410.1 Gallon
Paid Chk# 034461 BOUND TREE MEDICAL, LLC	8/20/2019	\$430.47	Glucose Test Strips, Cuff Kit,
Paid Chk# 034462 BROCK WHITE COMPANY LLC	8/20/2019	\$1,260.00	Plexi Melt Mastic One Leveling
Paid Chk# 034463 BURSCHVILLE CONSTRUCTION	8/20/2019	\$1,364.00	Grading & Rolling of Gravel Ro
Paid Chk# 034464 CARSON, CLELLAND & SCHRED	8/20/2019	\$67.41	Legal Support / Work - July 20
Paid Chk# 034465 CENTERPOINT ENERGY	8/20/2019	\$134.17	City Hall Gas Utilities: 06/27
Paid Chk# 034466 CENTURY LINK	8/20/2019	\$28.16	Fire Station Landline - 7/28/1
Paid Chk# 034467 COTTENS, INC	8/20/2019	\$13.98	Sea Foam
Paid Chk# 034468 DIXON, GARY & CAROL	8/20/2019	\$100.00	Shelter Damage Deposit Release
Paid Chk# 034469 FINKEN WATER SOLUTIONS	8/20/2019	\$31.15	10 Gallons of Drinking Water
Paid Chk# 034470 GOETZ, PATRICIA	8/20/2019	\$100.00	Shelter Damage Deposit Release
Paid Chk# 034471 Guidance Point Technologies	8/20/2019	\$75.00	7/30/19 Remote Service: SonicW
Paid Chk# 034472 HANOVER FLOORING	8/20/2019	\$2,400.00	Payment 1 of 3 - EDA Rent Reim
Paid Chk# 034473 HARDWARE HANK	8/20/2019	\$164.45	Sprayer: PVC Nipples
Paid Chk# 034474 JOINT POWERS WATER BOARD	8/20/2019	\$6,003.00	WAC Fees - 9907 Jordan Avenue
Paid Chk# 034475 KOTKE, BRIAN	8/20/2019	\$271.36	Mist-N-Shine, Tire & Vinyl Shi
Paid Chk# 034476 LANO EQUIPMENT - LORETTO	8/20/2019	\$150.00	Lynwood Road: Stanley Breaker
Paid Chk# 034477 LENNEMAN, PATRICIA	8/20/2019	\$200.00	Hall Damage Deposit Release -
Paid Chk# 034478 MENARDS - BUFFALO	8/20/2019	\$148.93	12" Measuring Wheel
Paid Chk# 034479 METRO WEST INSPECTION SER	8/20/2019	\$3,583.18	Pmt 48-19 @ 10342 Kalen Lane N
Paid Chk# 034480 MIDWEST LANDSCAPES	8/20/2019	\$194.00	Delivery Charge for 11 White P
Paid Chk# 034481 MILBANK WINWATER WORKS	8/20/2019	\$2,409.74	ERW1300-402 Itron Reader - Qty
Paid Chk# 034482 MN PEIP	8/20/2019	\$3,792.94	Medical & Dental Premiums - Se
Paid Chk# 034483 MURPHY GRANITE CARVING	8/20/2019	\$7,210.00	48/96 Niche "Nelson" Columbari
Paid Chk# 034484 OMANN BROTHERS INC	8/20/2019	\$84.15	Pothole Patch
Paid Chk# 034485 OPG-3, INC	8/20/2019	\$1,334.00	Laserfiche Software Assurance
Paid Chk# 034486 PARKOS, DEBBIE	8/20/2019	\$200.00	Hall Damage Deposit Release -
Paid Chk# 034487 PINOR, DAVID	8/20/2019	\$522.10	Firefighter Wanted Signs - Qty
Paid Chk# 034488 Rupp Anderson Squires & Waldsp	8/20/2019	\$3,705.93	CRHW 4th Addition - Final Plat
Paid Chk# 034489 Veolia Water North America	8/20/2019	\$1,857.88	Water Services - September 201
Paid Chk# 034490 Verizon Wireless	8/20/2019	\$50.84	iPad Data Plan - 07/03/19 - 08
Paid Chk# 034491 WRIGHT COUNTY AUDITOR-TRE	8/20/2019	\$9,064.17	WC Patrol Services - August 20
Paid Chk# 034492 WRIGHT COUNTY JOURNAL PR	8/20/2019	\$43.05	Annual Disclosure of Tax Incre
Paid Chk# 034493 XCEL ENERGY	8/20/2019	\$2,001.53	Xcel Owned Street Lighting 07/
Total Checks		\$89,056.06	

FILTER: None



**Carson, Clelland
& Schreder**

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

July 31, 2019

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

Professional Services

Amount

Criminal

7/25/2019	Review file, prepare plea by mail documents	32.50
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	6.25
	SUBTOTAL:	[57.50]
	For professional services rendered	\$57.50
	Client Expense Charges :	
	<u>Criminal Expenses:</u>	
Monthly support fee for July		9.91
	SUBTOTAL:	[9.91]
	Total Client Expense Charges	\$9.91
	Total amount of this bill	\$67.41
	Previous balance	\$19.82
7/19/2019	Payment - thank you	(\$19.82)

AUG 02 2019

	<u>Amount</u>
Total payments and adjustments	<u>(\$19.82)</u>
Balance due	<u>\$67.41</u>

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



John J. Thames, City Attorney

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

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

2728

Invoice

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

INVOICE # 2019-131
DATE 08/06/2019

PROJECT
 General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$2,755.25
	Payments and credits between 07/07/2019 and 08/06/2019	-2,755.25
	New charges (details below)	4,120.00
	Total Amount Due	\$4,120.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time			
07/01/2019	Phone conference with Brian. Editing zoning ordinance.	CMN	1:30 103.00	154.50
07/02/2019	Review deck permit, email to Amy. Emails re: potential development, email process for changes to zoning and comp plan. Phone conference with Brian re: Schendel farm.	CMN	2:15 103.00	231.75
07/03/2019	Emails re: permit. Editing ordinance.	CMN	1:15 103.00	128.75
07/08/2019	Emails with Amy re: PC meeting. Review ordinances, email to Amy re: Ganfield. Review garage permit, email to Amy. Review fence permit, phone conference with Amy, review historical file info. Emails re: Plantenburg property.	CMN	2:30 103.00	257.50
07/09/2019	Review building permit, email to	CMN	3:30 103.00	360.50

0.25 x 103.00 = 25.75
 E* 818-41910-310
 Misc. Escrow
 ↳ Planning & Zoning → Other Prof. Svcs.
 Project # 208260

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	Amy. Phone conference with Amy, email to Amy re: fence permit. Emails with Justin re: garage in floodplain, markup ordinance. Editing zoning ordinance.				
07/10/2019	Phone conference with Brian. Phone conference with Landform re: concept plan/due diligence. Phone conference with Justin re: garage in floodplain. Review concept plan, email to all re: Schendel Farm with preliminary comments. Phone conference with Brian re: PC/Council meeting.	CMN	3:15	103.00	334.75
07/11/2019	Review as-built plan, emails with Amy.	CMN	0:15	103.00	25.75
07/12/2019	Phone conference with Amy re: shed, various. Review Council packet. Editing zoning ordinance.	CMN	2:30	103.00	257.50
07/13/2019	Review permit, email to Amy. Review proposed shed, email to Amy.	CMN	0:30	103.00	51.50
07/15/2019	Review deck permit, email to Amy. Review fence permit. Emails with Brian re: joint meeting. Emails re: concept plan for Schendel Farm. Phone conference with Brian. Emails re: Plantenburg.	CMN	1:30	103.00	154.50
07/16/2019	Emails re: Plug Tech, fence, as-builts, review plans, Bridges townhomes.	CMN	1:30	103.00	154.50
07/17/2019	Review floodplain info, phone conference with Dave, email to Dave with info needed for revisions. Emails re: Bridges. Various re: building permits.	CMN	1:30	103.00	154.50
07/18/2019	Review streetscapes, phone conference with Brian, various emails.	CMN	1:30	103.00	154.50
07/19/2019	Prep for meeting, conference with builder, conference with Brian. Email to Astro with info needed for building permit. Emails re: Plantenburg.	CMN	3:00	103.00	309.00
					$0.25 \times 103.00 = 25.75$ E# 818-41910-310 Misc. Escrow → Planning & Zoning → Other Prof. Svcs.
07/22/2019	Review building permits with Amy, review potential for garage. Prep for and attend joint meeting.	CMN	5:45	103.00	592.25
07/23/2019	Review park ded requirements,	CMN	0:45	103.00	77.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	email to Brian. Review building permits.				
07/24/2019	Phone conference with Amy re: zoning/building permits. Emails re: sign permit.	CMN	0:45	103.00	77.25
07/25/2019	Phone conference with Brian. Review Big Bore plans, various emails. Phone conference with Amy.	CMN	1:30	103.00	154.50
07/26/2019	Emails with Amy. Reviewing pool info, email to property owner. Reviewing 500 Kadler info. Edited list for Big Bore.	CMN	1:45	103.00	180.25
07/29/2019	Review as-built, emails with Amy. Review Big Bore with Brian.	CMN	0:45	103.00	77.25
07/30/2019	Reviewing Tom Thumb sign, emails with Amy. Phone conference with Brian. Emails with Brian re: various.	CMN	1:30	103.00	154.50
07/31/2019	Review sign, email to Amy. Review pool permit, email to Amy.	CMN	0:45	103.00	77.25
	Subtotal:				4,120.00
	SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning				4,120.00

$0.5 \times 103.00 = 51.50$ Project # 208259
 E# 818-41910-310
 Misc. Escrows → Planning + Zoning → Other Prof. Svcs.

TOTAL OF NEW CHARGES
 BALANCE DUE

4,120.00
 - 25.75
 - 25.75
 - 51.50

 4,017.00

E# 100-41910-310
 Planning + Zoning
 ↳ Other Prof. Svcs.

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

Invoice

BILL TO

Crow River Heights West 3rd
 City of Hanover
 PO Box 278
 Hanover, MN 55341

INVOICE # 2019-132
DATE 08/06/2019

PROJECT

CRHW 3rd Addition

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$25.75
	Payments and credits between 07/07/2019 and 08/06/2019	-25.75
	New charges (details below)	128.75
	Total Amount Due	\$128.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/03/2019	Emails re: financial security, phone conference with Buck.	CMN	0:15 103.00	25.75
07/10/2019	Email to Jay re: DA.	CMN	0:15 103.00	25.75
07/11/2019	Phone conference with Jay, email to Jay.	CMN	0:15 103.00	25.75
07/19/2019	Emails with Jay re: amendments to agreement.	CMN	0:15 103.00	25.75
07/30/2019	Email from Jay, review agreement, emails to Jay/Brian. Email to Paul.	CMN	0:15 103.00	25.75

TOTAL OF NEW CHARGES 128.75
 BALANCE DUE

\$128.75

E# 823-41910-310
 CRHW 3rd. Addition Developers Agreement
 ↳ Planning & Zoning
 ↳ Other Prof. Svcs.

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

Invoice

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

INVOICE # 2019-133
DATE 08/06/2019

PROJECT

CRHW 4th Addition *Final Plat*

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$901.25
	Payments and credits between 07/07/2019 and 08/06/2019	-901.25
	New charges (details below)	2,549.25
	Total Amount Due	\$2,549.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/01/2019	Emails re: status. Emails re: LOC.	CMN	1:00	103.00
07/02/2019	Emails re: mylars, NPDES permit, LOC. Edit LOC. Emails re: consents and DA.	CMN	2:15	103.00
07/03/2019	Various emails.	CMN	0:15	103.00
07/08/2019	Edit DA, emails with Jay. Email to Paul.	CMN	0:30	103.00
07/10/2019	Phone conference with Jay. Phone conference with Justin.	CMN	0:30	103.00
07/11/2019	Emails with Paul. Phone conference with Brian. Review DA. Phone conference with Jay, email to Paul.	CMN	1:45	103.00
07/12/2019	Various emails, redraft letter of instruction. Phone conference with Brian. Phone conference with Jay.	CMN	2:45	103.00
07/13/2019	Email to Jay.	CMN	0:15	103.00
07/15/2019	Emails re: DA and grading agreement, edit agreement, various emails.	CMN	3:30	103.00
07/16/2019	Emails with Paul re: escrow. Finalize grading agreement and resolution, various emails. Phone conference with Jay. Prepare for	CMN	1:45	103.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	and attend Council meeting. Email to all re: grading agreement and next steps.			
07/17/2019	Various emails re: LOC, grading agreement. Phone conference with Paul.	CMN	1:30 103.00	154.50
07/18/2019	Various emails. Phone conference with Buck, phone conference with Todd. Phone conference with Brian, phone conference with Jay. Phone conference with Buck, various emails. Review LOC.	CMN	3:00 103.00	309.00
07/22/2019	Emails with Paul re: DA, LOC. Email to Amy. Emails re: encroachments, review info. Phone conference with Amy, review files. Conference with Brian/Justin.	CMN	1:15 103.00	128.75
07/23/2019	Review LOC, emails re: proceed with grading. Phone conference with Jay, emails re: encroachments.	CMN	0:45 103.00	77.25
07/24/2019	Email to Todd.	CMN	0:15 103.00	25.75
07/25/2019	Emails re: final plat. Emails re: encroachments, phone conference with Justin, phone conference with Brian.	CMN	1:15 103.00	128.75
07/29/2019	Edit DA, email to Jay/Justin/Brian. Various emails, email to Paul. Phone conference with Justin. Reviewing comments.	CMN	1:30 103.00	154.50
07/30/2019	Emails with Jackie. Emails re: encroachments. Phone conference with Paul.	CMN	0:45 103.00	77.25

TOTAL OF NEW
CHARGES
BALANCE DUE

2,549.25

\$2,549.25

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Srvs.

Project

208257

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

Invoice

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

INVOICE # 2019-134
DATE 08/06/2019

PROJECT
 500 Kadler

David & AuriAnna Mooers

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$51.50
	Payments and credits between 07/07/2019 and 08/06/2019	-51.50
	New charges (details below)	231.75
	Total Amount Due	\$231.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
07/16/2019	Phone conference with Brian. Review email from Amy. Email to Wright County.	CMN	0:30	103.00	51.50
07/19/2019	Review Wright County email, email to applicant with information on combination.	CMN	0:15	103.00	25.75
07/23/2019	Various emails, phone conference with Amy.	CMN	0:15	103.00	25.75
07/24/2019	Various emails, phone conference with Amy.	CMN	0:15	103.00	25.75
07/30/2019	Phone conference with surveyor. Review plans and resolution, draft email re: items still needed. Emails with County.	CMN	0:45	103.00	77.25
07/31/2019	Emails with Wright County.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES 231.75
 BALANCE DUE

\$231.75

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning
 ↳ Other Prof. Svcs.

Project # 208259

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

Invoice

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

INVOICE # 2019-135
DATE 08/06/2019

PROJECT
 Astro Engineering *TOMAR, LLC*

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$618.00
	Payments and credits between 07/07/2019 and 08/06/2019	-618.00
	New charges (details below)	51.50
	Total Amount Due	\$51.50

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/02/2019	Prepare for and attend Council meeting.	CMN	0:30	103.00
07/08/2019	Emails with Brian.	No Charge	0:15	0.00

TOTAL OF NEW CHARGES 51.50

BALANCE DUE

\$51.50

E# 818-41910-310

Misc. Escrows

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

Project # 208261

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

Invoice

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

INVOICE # 2019-136
DATE 08/06/2019

PROJECT
Ganfield IUP

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$283.25
	Payments and credits between 07/07/2019 and 08/06/2019	-283.25
	New charges (details below)	51.50
	Total Amount Due	\$51.50

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/02/2019	Prepare for and attend Council meeting.	CMN	0:30 103.00	51.50

TOTAL OF NEW CHARGES 51.50
BALANCE DUE

\$51.50

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning
↳ Other Prof. Svcs.

Project # 208260

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

Invoice

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

INVOICE # 2019-137
DATE 08/06/2019

PROJECT
 Mahler EAW

Fehn Companies

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$412.00
	Payments and credits between 07/07/2019 and 08/06/2019	-412.00
	New charges (details below)	1,158.75
	Total Amount Due	\$1,158.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
07/01/2019	Phone conference with Star. Email to Marc re: annexation. Editing EAW.	CMN	1:45	103.00	180.25
07/03/2019	Preparing for OAH submittal, email to Nick.	CMN	0:45	103.00	77.25
07/05/2019	Various emails.	CMN	0:15	103.00	25.75
07/07/2019	Email to Justin.	CMN	0:15	103.00	25.75
07/08/2019	Reviewing EAW.	CMN	1:15	103.00	128.75
07/10/2019	Emails with Marc. Phone conference with Brian. Email to Scott re: exhibit. Preparing items for Council packet. Phone conference with Justin.	CMN	1:30	103.00	154.50
07/11/2019	Email from Justin, review maps, email to Justin. Phone conference with Brian. Prepare resolution, draft memo, prepare item for Council packets, email to Brian. Emails with Scott. Email to Marc. Email to Jay. Emails with Kyle, review/edit maps.	CMN	2:45	103.00	283.25
07/12/2019	Review maps, emails with Kyle.	CMN	0:15	103.00	25.75
07/16/2019	Prepare for and attend Council meeting.	CMN	1:00	103.00	103.00
07/17/2019	Emails re: annexation.	CMN	0:15	103.00	25.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/18/2019	Prepare OAH submittal, email to Brian. Emails re: EAW comments.	CMN	1:00	103.00
07/31/2019	Emails re: revised EAW, email to Justin/Nick.	CMN	0:15	25.75

TOTAL OF NEW
CHARGES
BALANCE DUE

1,158.75

\$1,158.75

E# 818-41910-310

Misc. Escrows

Project# 208262

↳ Planning & Zoning

↳ Other Prof. Svcs.

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

Invoice

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

INVOICE # 2019-138
DATE 08/06/2019

PROJECT

Mahler IUP 2019

Fehn Companies

DATE	ACCOUNT SUMMARY	AMOUNT
06/04/2019	Balance Forward	\$566.50
	Payments and credits between 06/04/2019 and 08/06/2019	-566.50
	New charges (details below)	1,442.00
	Total Amount Due	\$1,442.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/22/2019	Conference with Brian/Justin re: Mahler.	CMN	0:15 103.00	25.75
07/23/2019	Emails re: Mahler.	CMN	0:15 103.00	25.75
07/24/2019	Emails re: detach/annex.	CMN	0:15 103.00	25.75
07/25/2019	Email to Star. Phone conference with Brian. Phone conference with Scott, various emails. Phone conference with Justin, phone conference with Brian. Various emails.	CMN	2:00 103.00	206.00
07/26/2019	Edit EAW, email to Scott/Rob. Review annexation order, various emails.	CMN	2:15 103.00	231.75
07/29/2019	Email to Marc. Various emails. Phone conference with Justin. Conference with Brian/Justin. Emails re: annexation. Phone conference with Jay.	CMN	4:45 103.00	489.25
07/30/2019	Meeting with St. Michael staff. Emails with DNR. Emails with Scott. Email to Gary re: IUP extension. Emails re: EAW and timeline.	CMN	4:15 103.00	437.75

TOTAL OF NEW
CHARGES
BALANCE DUE

1,442.00

\$1,442.00

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning

↳ Other Prof. Svcs.

Project # 208263

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

Invoice

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

INVOICE # 2019-139
DATE 08/06/2019

PROJECT

River Town Villas *Final Plat*

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$669.50
	Payments and credits between 07/07/2019 and 08/06/2019	-669.50
	New charges (details below)	334.75
	Total Amount Due	\$334.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
07/01/2019	Email from Josh. Phone conference with Brian. Phone conference with Josh. Email from Josh. Emails with Andy.	CMN	1:15	103.00	128.75
07/02/2019	Emails from Brian. Draft memo and resolution, email to Brian. Prepare for and attend Council meeting.	CMN	1:30	103.00	154.50
07/10/2019	Email from Todd, email to Justin.	CMN	0:15	103.00	25.75
07/19/2019	Phone conference with Josh.	CMN	0:15	103.00	25.75

TOTAL OF NEW CHARGES
 BALANCE DUE

334.75
\$334.75

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning
↳ Other Prof. Svcs.

Project # 208258

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

Invoice

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

INVOICE # 2019-140
DATE 08/06/2019

PROJECT
 Riverside Acres

Annexation Ben & Kristal Sneen

DATE	ACCOUNT SUMMARY	AMOUNT
07/07/2019	Balance Forward	\$180.25
	Payments and credits between 07/07/2019 and 08/06/2019	-180.25
	New charges (details below)	643.75
	Total Amount Due	\$643.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
07/01/2019	Phone conference with Star.	CMN	0:15	103.00	25.75
07/03/2019	Emails re: OA. Preparing for OAH submittal, email to Nick.	CMN	0:45	103.00	77.25
07/07/2019	Email to Justin.	CMN	0:15	103.00	25.75
07/10/2019	Prepare memo and item for Council packet, emails with Brian. Email to Kristal.	CMN	0:30	103.00	51.50
07/11/2019	Email from Justin, review maps, email to Justin. Emails with Kyle, review/edit maps.	CMN	0:30	103.00	51.50
07/12/2019	Review maps, emails with Kyle.	CMN	0:15	103.00	25.75
07/15/2019	Phone conference with Brian.	CMN	0:15	103.00	25.75
07/16/2019	Prepare for and attend Council meeting. Prepare info for OAH submittal, draft transmittal letter, email to Brian/Amy.	CMN	1:30	103.00	154.50
07/17/2019	Emails re: submittal to OAH.	CMN	0:15	103.00	25.75
07/18/2019	Email to Star.	CMN	0:30	103.00	51.50
07/19/2019	Phone conference with Star. Email to Kristal/Paul re: legal description info.	CMN	0:30	103.00	51.50
07/22/2019	Various emails re: legal description.	CMN	0:15	103.00	25.75
07/23/2019	Various emails re: deed for legal	CMN	0:15	103.00	25.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
07/24/2019	description. Emails re: annexation order.	CMN	0:15	103.00	25.75
				TOTAL OF NEW CHARGES	643.75
				BALANCE DUE	\$643.75

E* 818-41910-310

Misc. Escrows

Project # 208252

↳ Planning & Zoning

↳ Other Prof. Svcs.



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: 5/31/2019
Statement Date: 7/31/2019
Statement No. 9318

City of Hanover
11250 5th St NE
Hanover, MN 55341

4011(3)-0019: Crow River Heights 4th Addition Development Agreement	738.00
4011(3)-0020: Rivertown Villas Development Agreement	697.00
Total Fees and Expenses:	\$1,435.00
Previous Balance:	-
Total Now Due:	\$1,435.00

AUG 02 2019



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: 5/31/2019
Statement Date: 7/31/2019
Statement No. 9318

City of Hanover
11250 5th St NE
Hanover, MN 55341

4011(3)-0019: **Crow River Heights 4th Addition** Development Agreement

Final Plat
Project # 208257

E# 818-41610-310

Misc. Escrows

↳ City Attorney → Other Prof. Svcs.

		Hours	Rate	Amount
05/01/2019	JTS Review planning documents; draft development agreement; review title work and comment on same.	2.00	205.00	410.00
05/16/2019	JTS Review plat and revised DA; e-mails with Cindy and Brian regarding conference call; analyze DA regarding inclusion of separate owner.	0.80	205.00	164.00
05/17/2019	JTS Prepare for and participate in call with Cindy and Brian regarding DA terms; review Cindy revisions to DA.	0.80	205.00	164.00

Sub-total Fees:

\$738.00

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

Final Plat

		Hours	Rate	Amount
05/31/2019	JTS Review file and development documents; draft development agreement.	3.40	205.00	697.00

Sub-total Fees:

\$697.00

E# 818-41610-310

Misc. Escrows

↳ City Attorney → Other Prof. Svcs.

Project # 208258

Rate Summary

Jay T. Squires	7.00 hours at \$205.00/hr	1,435.00
Total hours:	7.00	1,435.00

Total Fees and Expenses: \$1,435.00

Previous Balance: -

Total Now Due: \$1,435.00

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

Erica A. Anderson

Accounts Manager



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: 5/31/2019
Statement Date: 7/31/2019
Statement No. 9322

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

4011(1)-0001: Miscellaneous	1,021.07
4011(1)-0098: Straub CUP Revocation	1,249.86
Total Fees and Expenses:	\$2,270.93
Previous Balance:	-
Total Now Due:	\$2,270.93

AUG 02 2019



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: 5/31/2019
Statement Date: 7/31/2019
Statement No. 9322

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
04/29/2019	AEM Review and analyze e-mail from Brian Hagen regarding leave requested by employee.	0.10	185.00	18.50
05/03/2019	JTS Review materials regarding CUP revocation.	0.70	185.00	129.50
05/07/2019	AEM Analyze questions related to unpaid leave issue; Office conference with Steve Gershone to provide him with assignment related to review of issue.	0.20	185.00	37.00
05/07/2019	SRG Review City personnel policy; Continue to analyze unpaid leave question posed by Brian Hagen; draft e-mail to Brian Hagen regarding the same.	1.70	185.00	314.50
05/08/2019	SRG Complete e-mail to Brian Hagen regarding employee's potential unpaid leave for farming.	0.40	185.00	74.00
05/08/2019	JPE Review correspondence and voicemail message from Cindy Nash regarding variance issue.	0.10	185.00	18.50
05/08/2019	AEM Review, analyze, and revise e-mail to Brian Hagen responding to his questions about employee's request for unpaid leave; Review relevant provisions of personnel policy.	0.70	185.00	129.50
05/09/2019	JPE Review and analyze issues related to proposal to require administrative subdivision as variance condition.	0.80	185.00	148.00
05/27/2019	JTS Review materials from Cindy regarding annexation agreement.	0.30	185.00	55.50
05/31/2019	AEM Telephone conference with Brian Hagen regarding employee's use of unpaid leave and City's options.	0.30	185.00	55.50

Sub-total Fees:

906.50 ~~980.50~~

4011(1)-0098: Straub CUP Revocation

		Hours	Rate	Amount
05/01/2019	MJE Research whether Board may revoke CUP based upon past violations.	0.30	185.00	55.50
05/02/2019	MJE Review background information regarding CUP revocation; Research City Ordinance addressing revocation.	3.20	185.00	592.00

05/03/2019 MJE	Analyze issues that may arise at CUP revocation hearing; Review materials regarding Straub CUP in City Council packet; E-mail correspondence with Brian Hagen regarding discussion of council meeting.	0.70	185.00	129.50
05/07/2019 MJE	Prepare for revocation hearing; Telephone conference with Brian Hagen regarding hearing; Review resolution; Travel to and from Hanover to attend City Council meeting.	5.30	185.00	300.00
05/08/2019 MJE	Analyze issues related to options to sanction landowners short of revocation.	0.20	185.00	37.00

Sub-total Fees: \$1,114.00

Rate Summary

Steve R. Gershone	2.10 hours at \$185.00/hr	388.50
Amy E. Mace	1.30 hours at \$185.00/hr	240.50
Jay T. Squires	1.00 hours at \$185.00/hr	185.00
Michael J. Ervin	9.70 hours at \$185.00/hr	1,114.00
John P. Edison	0.90 hours at \$185.00/hr	166.50
Total hours:	15.00	2,094.50

Expenses

	Units	Price	Amount
05/07/2019 Mileage.	62.00	0.58	35.96
05/31/2019 Photocopies.	136.00	0.20	27.20
05/31/2019 Online Legal Research.	1.00	13.37	13.37
05/31/2019 Online Legal Research.	1.00	99.90	99.90

Sub-total Expenses: \$176.43

Total Fees and Expenses: \$2,270.93

Previous Balance: -

Total Now Due: \$2,270.93

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

Erica Anderson
Accounts Manager

\$ 2,196.93

E# 100-41610-304

City Attorney

↳ Legal Fees

David & AuriAnna Mooers

E# 818-41610-310

Misc. Escrows

↳ City Attorney

↳ Other Prof. Svcs.

Project # 208259

55.50 =

Riverside Acres Annexation

E# 818-41610-310

Misc. Escrows

↳ City Attorney

↳ Other Prof. Svcs.

Project # 208252

701 XENIA AVENUE S
SUITE 300
MINNEAPOLIS, MN
55416

2729



July 31, 2019

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

Re: June 2019 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

Justin Messner
Principal

Enclosures

nf



Project Budget Tracking

For the period 6/1/2019 - 6/30/2019

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2019 Chip Seal Project	R-013735-000	Preisler, Nicholas	\$ 1,783.00	Hourly	\$ 2,703.50		Hagen, Brian
HANO - 2019 General Engineering Services	R-013265-000	Preisler, Nicholas	\$ 3,026.00	Hourly	\$ 9,502.50		Hagen, Brian
HANO - 2019 MS4 Services	R-013432-000	Johnson, Paul	\$ 399.00	Hourly	\$ 2,515.50		Hagen, Brian
HANO - Crow River Heights West 4th Addition	R-012259-000	Preisler, Nicholas	\$ 1,500.75	Hourly	\$ 4,559.25		Hagen, Brian
HANO - River Town Villas	R-013676-000	Preisler, Nicholas	\$ 1,879.00	Hourly	\$ 7,179.00		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Preisler, Nicholas	\$ 3,478.00	Hourly	\$ 74,163.25		Hagen, Brian
Final Totals			\$ 12,065.75				

JP

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

July 31, 2019
 Project/Invoice: R-010287-000 - 26 - 0719
 Reviewed by: Justin Messner
 Project Manager: Nicholas Preisler

Crow River Heights West 3rd Addition
Professional Services from June 1, 2019 to June 30, 2019

Phase 002 Construction
 Project Management

		Hours	Rate	Amount	
Preisler, Nicholas	6/5/2019	.75	132.00	99.00	
Curb replacment coordination					
Preisler, Nicholas	6/17/2019	1.75	132.00	231.00	
Curb removal inspector/contractor coordination					
Preisler, Nicholas	6/18/2019	1.25	132.00	165.00	
Curb removal inspector/contractor coordination					
Totals		3.75		495.00	
Total Labor					495.00
				Total this Task	\$495.00

Construction Observation

		Hours	Rate	Amount
Johnson, Paul	6/4/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	6/5/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	6/11/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	6/12/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	6/18/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	6/19/2019	1.00	115.00	115.00
Erosion Control				
Johnson, Paul	6/26/2019	1.50	115.00	172.50
Erosion Control				
Johnson, Paul	6/27/2019	1.00	115.00	115.00
Erosion Control				

Project	R-010287-000	HANO- Crow River Heights West 3rd Additi	Invoice	26
Talberg, Jory	6/5/2019	5.50 94.00	517.00	
Picked up plans from Golden Valley, drove to location, marked curb removals on both Jasmine and Jordan Ave. Total of 624' to be removed and replaced.				
Talberg, Jory	6/12/2019	.50 94.00	47.00	
Uploaded photos to folder.				
Talberg, Jory	6/18/2019	8.00 94.00	752.00	
Met with GMH contractor. Oversaw curb removals, inspected base for curb and reviewed forms set by Schmidt Curbing crew.				
Talberg, Jory	6/19/2019	5.50 94.00	517.00	
Schmidt Curbing completed setting their forms and poured all replaced curbing on Jasmine and Jordan Ave. (41) Yards delivered to site.				
Totals		29.50	2,983.00	
Total Labor				2,983.00
			Total this Task	\$2,983.00
			Total this Phase	\$3,478.00
			Total this Invoice	\$3,478.00

Billings to Date

	Current	Prior	Total
Labor	3,478.00	70,685.25	74,163.25
Totals	3,478.00	70,685.25	74,163.25

E# 823-41950-310
 CRHW 3rd Add. Developers Agreement
 ↳ Engineer
 ↳ Other Prof. Svcs.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

July 31, 2019
 Project/Invoice: R-012259-000 - 5 - 0719
 Reviewed by: Justin Messner
 Project Manager: Nicholas Preisler

Crow River Heights West 4th Addition *Final Plat*
Professional Services from June 1, 2019 to June 30, 2019

Phase	002	Construction Services			
Project Management					
			Hours	Rate	Amount
Fallon, Kendra	6/26/2019		.75	109.00	81.75
Plan Review					
Keller, Kris	6/25/2019		1.50	124.00	186.00
Plan Review					
Keller, Kris	6/26/2019		.50	124.00	62.00
Plan Review					
Keller, Kris	6/27/2019		.50	124.00	62.00
Plan Review					
Messner, Justin	6/3/2019		3.00	166.00	498.00
Preconstruction Meeting					
Messner, Justin	6/7/2019		.50	166.00	83.00
Developers Agreement					
Preisler, Nicholas	6/3/2019		1.75	132.00	231.00
Preconstruction meeting					
Preisler, Nicholas	6/24/2019		.75	132.00	99.00
Revised construction drawings review					
Preisler, Nicholas	6/27/2019		1.50	132.00	198.00
Revised construction drawings review & memo					
Totals			10.75		1,500.75
Total Labor					1,500.75
				Total this Task	\$1,500.75
				Total this Phase	\$1,500.75

Billing Limits	Current	Prior	To-Date
Total Billings	1,500.75	3,058.50	4,559.25
Limit			60,000.00
Remaining			55,440.75

Total this Invoice \$1,500.75

E # 818-41950-310

Misc. Escrows

↳ Engineer

↳ Other Prof. Svcs.

Project # 208257

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

July 31, 2019
 Project/Invoice: R-013265-000 - 6 - 0719
 Reviewed by: Justin Messner
 Project Manager: Nicholas Preisler

2019 General Engineering Services
Professional Services from June 1, 2019 to June 30, 2019

Phase 001 General Engineering Services
 Project Management

		Hours	Rate	Amount
Messner, Justin	6/11/2019	3.00	166.00	498.00
Meeting to developer to discuss Schendels Farm				
Messner, Justin	6/14/2019	3.00	166.00	498.00
Utility Assessment Meeting with Veolia				
Messner, Justin	6/17/2019	.50	166.00	83.00
Review proposed development adjacent to Bridges of Hanover				
Preisler, Nicholas	6/3/2019	1.00	132.00	132.00
10550 Prairie shed permit				
Preisler, Nicholas	6/3/2019	1.25	132.00	165.00
9792 Jasmine final grade review				
Preisler, Nicholas	6/4/2019	.75	132.00	99.00
10550 Prairie shed permit - wetland investigation				
Preisler, Nicholas	6/6/2019	.75	132.00	99.00
9848 Jordan Ave engineering review				
Preisler, Nicholas	6/10/2019	.50	132.00	66.00
9776 Jasmine Ave revised survey - engineering review				
Preisler, Nicholas	6/11/2019	.75	132.00	99.00
9835 Jordan Ave engineering review				
Preisler, Nicholas	6/13/2019	.50	132.00	66.00
9835 Jordan Ave revised survey - engineering review				
Preisler, Nicholas	6/14/2019	.25	132.00	33.00
10166 Kaitlin Ave Deck				
Preisler, Nicholas	6/14/2019	1.00	132.00	132.00
9907 Jordan Ave Engineering review				
Preisler, Nicholas	6/14/2019	.75	132.00	99.00
Greenfield lot split review				
Preisler, Nicholas	6/17/2019	.25	132.00	33.00
9813 Jasmine Ave Deck - engineering review (revised survey)				
Preisler, Nicholas	6/19/2019	.50	132.00	66.00
9859 Jordan Ave: Foundation as-built review				
Preisler, Nicholas	6/20/2019	.25	132.00	33.00
10598 108th Ave: Engineering review (deck)				
Preisler, Nicholas	6/24/2019	.75	132.00	99.00
9860 Jordan Ave foundation as-built review				

Project	R-013265-000	HANO - 2019 General Engineering Services	Invoice	6
Preisler, Nicholas	6/24/2019	2.75	132.00	363.00
Astro Engineering review & memo				
Preisler, Nicholas	6/25/2019	.25	132.00	33.00
9920 Jordan Ave review				
Preisler, Nicholas	6/26/2019	.25	132.00	33.00
762 Kayla deck permit				
Totals		19.00		2,729.00
Total Labor				2,729.00
Total this Task				\$2,729.00

Staff Meetings

	Hours	Rate	Amount
Preisler, Nicholas	6/11/2019	2.25	132.00
Schendels Farm			
Totals		2.25	297.00
Total Labor			297.00
Total this Task			\$297.00
Total this Phase			\$3,026.00
Total this Invoice			\$3,026.00

Billings to Date

	Current	Prior	Total
Labor	3,026.00	6,356.50	9,382.50
Units	0.00	120.00	120.00
Totals	3,026.00	6,476.50	9,502.50

2,663.00

363.00 = TOMAR, LLC / Astro Engineering

E# 818-41950-310

Misc. Escrows

↳ Engineer

↳ Other Prof. Svcs.

Project # 208261

E# 100-41950-303

Engineer

↳ Engineering Fees

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

July 31, 2019
 Project/Invoice: R-013432-000 - 5 - 0719
 Reviewed by: Justin Messner
 Project Manager: Paul Johnson

2019 MS4 Services

Professional Services from June 1, 2019 to June 30, 2019

Phase 001 2019 MS4 Services
 SWPPP

		Hours	Rate	Amount
Pittman, Bryan	6/3/2019	1.00	133.00	133.00
Support call with Jason Doboszanski concerning SWAMP Issues				
Pittman, Bryan	6/4/2019	2.00	133.00	266.00
SWAMP Training				
Totals		3.00		399.00
Total Labor				399.00
Total this Task				\$399.00
Total this Phase				\$399.00
Total this Invoice				\$399.00

Billings to Date

	Current	Prior	Total
Labor	399.00	2,116.50	2,515.50
Totals	399.00	2,116.50	2,515.50

E# 603-41950-310
 Storm Water Enterprise Fund
 ↳ Engineer
 ↳ Other Prof. Srvs.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55418



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

July 31, 2019
 Project/Invoice: R-013676-000 - 4 -0719
 Reviewed by: Justin Messner
 Project Manager: Nicholas Preisler

River Town Villas

Professional Services from June 1, 2019 to June 30, 2019

Phase 001
 Plan Review

Preliminary Plat

		Hours	Rate	Amount
Cummings, Laura	6/17/2019	.50	102.00	51.00
plan review				
Cummings, Laura	6/18/2019	.75	102.00	76.50
plan review				
Fallon, Kendra	6/13/2019	2.25	109.00	245.25
Plan Review				
Fallon, Kendra	6/14/2019	.50	109.00	54.50
Plan Review				
Fallon, Kendra	6/17/2019	.25	109.00	27.25
Answering Laura C's questions				
Fallon, Kendra	6/18/2019	.75	109.00	81.75
Plan Review				
Fallon, Kendra	6/19/2019	.50	109.00	54.50
Plan Review				
Fallon, Kendra	6/20/2019	1.25	109.00	136.25
Plan Review				
Keller, Kris	6/17/2019	.75	124.00	93.00
Plan Review				
Keller, Kris	6/20/2019	1.00	124.00	124.00
Plan Review				
Keller, Kris	6/21/2019	1.00	124.00	124.00
Plan Review				
Messner, Justin	6/6/2019	1.00	166.00	166.00
Developers Agreement				
Messner, Justin	6/20/2019	1.50	166.00	249.00
Final Plan Review				
Preisler, Nicholas	6/19/2019	.50	132.00	66.00
Revised construction plan review				
Preisler, Nicholas	6/21/2019	1.50	132.00	198.00
Review memo				
Preisler, Nicholas	6/21/2019	1.00	132.00	132.00

Project	R-013676-000	HANO - River Town Villas	Invoice	4
Revised construction plan review				
	Totals	15.00	1,879.00	
	Total Labor			1,879.00
			Total this Task	\$1,879.00
			Total this Phase	\$1,879.00
			Total this Invoice	\$1,879.00

Billings to Date

	Current	Prior	Total
Labor	1,879.00	5,300.00	7,179.00
Totals	1,879.00	5,300.00	7,179.00

E# 818-41950-310

Project # 208255

Misc. Escrows

↳ Engineer

↳ Other Prof. Svcs.

701 XENIA AVENUE S
 SUITE 300
 MINNEAPOLIS, MN
 55416



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

July 31, 2019
 Project/Invoice: R-013735-000 - 2 -0719
 Reviewed by: Justin Messner
 Project Manager: Nicholas Preisler

2019 Chip Seal Project

Professional Services from June 1, 2019 to June 30, 2019

Phase	001	Design			
Design					
			Hours	Rate	Amount
Preisler, Nicholas		6/5/2019	.50	132.00	66.00
Quantities & cost estimate					
Preisler, Nicholas		6/10/2019	1.75	132.00	231.00
Project manual					
Preisler, Nicholas		6/12/2019	2.00	132.00	264.00
Project manual					
Preisler, Nicholas		6/20/2019	2.50	132.00	330.00
Project manual					
Preisler, Nicholas		6/21/2019	3.00	132.00	396.00
Project manual					
		Totals	9.75		1,287.00
		Total Labor			1,287.00
				Total this Task	\$1,287.00

Drawings & Layouts

			Hours	Rate	Amount
Phillippi, Michael		6/7/2019	1.50	87.00	130.50
created new 2019 Hanover Chip Seal Map for Nick					
Phillippi, Michael		6/24/2019	.50	87.00	43.50
2019 Chip Seal Project Location Map edits for Nick P					
		Totals	2.00		174.00
		Total Labor			174.00
				Total this Task	\$174.00

Specifications & Bidding

			Hours	Rate	Amount
Pederson, Karla		6/3/2019	1.00	92.00	92.00
Spec					
Pederson, Karla		6/14/2019	1.50	92.00	138.00

Project	R-013735-000	HANO - 2019 Chip Seal Project	Invoice	2
Spec				
Pederson, Karla	6/24/2019	1.00	92.00	92.00
Quote spec work				
Totals		3.50		322.00
Total Labor				322.00
			Total this Task	\$322.00
			Total this Phase	\$1,783.00
Billing Limits		Current	Prior	To-Date
Total Billings		1,783.00	920.50	2,703.50
Limit				4,390.00
Remaining				1,686.50
			Total this Invoice	<u>\$1,783.00</u>

E# 100-43121-224

Paved Streets

↳ Street Maint. Materials

CITY OF HANOVER

Cash Balances

August 2019

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$762,843.05	\$0.00	\$99,055.83	\$663,787.22
107 FIRE DEPT DONATIONS FUND	\$23,431.08	\$0.00	\$1,157.76	\$22,273.32
201 EDA SPECIAL REVENUE FUND	\$122,628.33	\$0.00	\$2,895.00	\$119,733.33
205 EDA BUSINESS INCENTIVE FUND	\$151,902.15	\$0.00	\$2,400.00	\$149,502.15
311 2008A GO CIP REFUNDING BOND	\$63,677.25	\$0.00	\$0.00	\$63,677.25
312 2009A GO IMP REFUNDING BOND	\$13,417.23	\$0.00	\$0.00	\$13,417.23
314 2011A GO IMP CROSSOVER REF BD	\$554,645.99	\$0.00	\$0.00	\$554,645.99
315 2016A GO CIP BOND	\$46,344.56	\$0.00	\$0.00	\$46,344.56
401 GENERAL CAPITAL PROJECTS	\$739,739.11	\$0.00	\$12,989.10	\$726,750.01
402 PARKS CAPITAL PROJECTS	\$79,706.32	\$0.00	\$150.00	\$79,556.32
403 FIRE DEPT CAPITAL FUND	\$249,579.26	\$0.00	\$0.00	\$249,579.26
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$12,693.84	\$0.00	\$0.00	\$12,693.84
407 TIF REDEV DIST #1	\$11,051.24	\$0.00	\$0.00	\$11,051.24
409 MAHLER PIT - 15TH ST IMP FUND	\$94,008.89	\$0.00	\$0.00	\$94,008.89
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$138,408.41	\$0.00	\$0.00	\$138,408.41
418 STREET CAPITAL PROJ FUND	\$189,015.70	\$0.00	\$0.00	\$189,015.70
601 WATER ENTERPRISE FUND	\$945,938.93	\$0.00	\$17,448.64	\$928,490.29
602 SEWER ENTERPRISE FUND	\$320,180.78	\$8,446.44	\$24,931.50	\$303,695.72
603 STORM WATER ENTERPRISE FUND	\$155,902.42	\$0.00	\$1,052.28	\$154,850.14
611 WATER CAPITAL IMP FUND	\$181,329.06	\$0.00	\$0.00	\$181,329.06
612 SEWER CAPITAL IMP FUND	\$2,001,439.02	\$0.00	\$0.00	\$2,001,439.02
613 STORM WATER CAPITAL IMP FUND	\$617,032.38	\$0.00	\$0.00	\$617,032.38
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
811 EROSION CONTROL ESCROW FUND	\$48,123.53	\$0.00	\$4,000.00	\$44,123.53
815 LANDSCAPE ESCROW FUND	\$50,000.00	\$0.00	\$6,000.00	\$44,000.00
817 INFRASTRUCTURE ESCROW FUND	\$21,000.00	\$0.00	\$2,000.00	\$19,000.00
818 MISC ESCROWS FUND	\$27,025.16	\$0.00	\$11,819.15	\$15,206.01
820 BRIDGES TOWNHOMES ESC FUND	\$3,686.68	\$0.00	\$0.00	\$3,686.68
823 CROW RVR HTS WEST 3RD / BACKES	\$11,016.27	\$0.00	\$3,606.75	\$7,409.52
825 CROW RVR HTS FUT WEST PLAT/PUD	\$7,069.56	\$0.00	\$0.00	\$7,069.56
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$30,128.31	\$0.00	\$0.00	\$30,128.31
900 INTEREST	\$64,129.89	\$0.00	\$0.00	\$64,129.89
	\$7,775,816.14	\$8,446.44	\$189,506.01	\$7,594,756.57

Revenue Budget Report - General Fund

Source Alt Code	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$553,428.66	\$1,019,659.00	\$466,230.34	54.28%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$50,789.00	\$101,578.00	\$50,789.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$7,275.51	\$15,000.00	\$7,724.49	48.50%
Source Alt Code TAXES		\$0.00	\$611,493.17	\$1,136,237.00	\$524,743.83	53.82%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$5,335.31	\$0.00	-\$5,335.31	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$8,175.00	\$10,000.00	\$1,825.00	81.75%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$400.00	\$600.00	\$200.00	66.67%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$4,300.00	\$3,000.00	-\$1,300.00	143.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$3.00	\$50.00	\$47.00	6.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$620.00	\$0.00	-\$620.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$55,377.77	\$110,755.00	\$55,377.23	50.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,588.40	\$6,000.00	\$2,411.60	59.81%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$1,529.40	\$2,500.00	\$970.60	61.18%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,550.00	\$2,000.00	-\$1,550.00	177.50%
Source Alt Code SERVICE		\$0.00	\$82,878.88	\$134,905.00	\$52,026.12	61.44%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$402.88	\$100.00	-\$302.88	402.88%
MISC	R 100-36210 Interest Earnings	\$0.00	\$2,063.40	\$0.00	-\$2,063.40	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$3,428.31	\$0.00	-\$3,428.31	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$250.00	\$400.00	\$150.00	62.50%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$7,750.00	\$0.00	-\$7,750.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$19.56	\$0.00	-\$19.56	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$391.85	\$0.00	-\$391.85	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$14,306.00	\$4,500.00	-\$9,806.00	317.91%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$3,620.00	\$10,370.00	\$6,750.00	34.91%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$400.00	\$1,000.00	\$600.00	40.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$68,234.02	\$100,000.00	\$31,765.98	68.23%
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	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$25.00	\$50.00	\$25.00	50.00%
Source Alt Code LIC PERM		\$0.00	\$73,779.02	\$112,920.00	\$39,140.98	65.34%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$1,500.00	\$0.00	-\$1,500.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$17,264.50	\$118,253.00	\$100,988.50	14.60%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$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	\$18,764.50	\$163,092.00	\$144,327.50	11.51%
FINES	R 100-35100 Court Fines	\$0.00	\$1,562.51	\$3,000.00	\$1,437.49	52.08%
Source Alt Code FINES		\$0.00	\$1,562.51	\$3,000.00	\$1,437.49	52.08%
Fund 100 GENERAL FUND		\$0.00	\$802,784.08	\$1,554,654.00	\$751,869.92	51.64%

CITY OF HANOVER
Revenue Budget Report - General Fund

Source Alt Code	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$0.00	\$802,784.08	\$1,554,654.00	\$751,869.92	51.64%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$7,015.00	\$13,000.00	\$5,985.00	53.96%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$434.93	\$806.00	\$371.07	53.96%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$101.72	\$189.00	\$87.28	53.82%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$1,300.00	\$1,000.00	-\$300.00	130.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$5,702.59	\$7,500.00	\$1,797.41	76.03%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$1,488.56	\$1,000.00	-\$488.56	148.86%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$441.02	\$20,000.00	\$19,558.98	2.21%
Dept 41110 Council		\$0.00	\$16,483.82	\$43,495.00	\$27,011.18	37.90%
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	\$150.00	\$0.00	-\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$150.00	\$5,000.00	\$4,850.00	3.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,881.60	\$44,127.36	\$75,642.00	\$31,514.64	58.34%
CITYADM	E 100-41400-121 PERA	\$216.12	\$3,453.13	\$5,673.00	\$2,219.87	60.87%
CITYADM	E 100-41400-122 FICA	\$178.38	\$2,850.40	\$4,690.00	\$1,839.60	60.78%
CITYADM	E 100-41400-123 Medicare	\$41.72	\$666.65	\$1,097.00	\$430.35	60.77%
CITYADM	E 100-41400-134 Employer Paid Life	\$29.62	\$380.76	\$385.00	\$4.24	98.90%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$350.00	\$5,250.00	\$8,400.00	\$3,150.00	62.50%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,195.00	\$1,500.00	\$305.00	79.67%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$135.00	\$250.00	\$115.00	54.00%
Dept 41400 City Administrator		\$3,697.44	\$58,058.30	\$97,637.00	\$39,578.70	59.46%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	-\$1,651.40	\$100.00	\$1,751.40	651.40%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$2,000.00	\$798.40	60.08%
Dept 41410 Elections		\$0.00	-\$449.80	\$2,100.00	\$2,549.80	-21.42%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,828.81	\$28,051.39	\$48,004.00	\$19,952.61	58.44%
CLERICAL	E 100-41430-121 PERA	\$137.16	\$2,194.97	\$3,600.00	\$1,405.03	60.97%
CLERICAL	E 100-41430-122 FICA	\$113.11	\$1,810.36	\$2,976.00	\$1,165.64	60.83%
CLERICAL	E 100-41430-123 Medicare	\$26.45	\$423.35	\$696.00	\$272.65	60.83%
CLERICAL	E 100-41430-134 Employer Paid Life	\$19.98	\$259.36	\$1,540.00	\$1,280.64	16.84%
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	\$350.00	\$5,250.00	\$8,400.00	\$3,150.00	62.50%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$180.00	\$500.00	\$320.00	36.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$45.00	\$100.00	\$55.00	45.00%
Dept 41430 Clerical Staff		\$2,475.51	\$38,214.43	\$65,816.00	\$27,601.57	58.06%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$245.57	\$300.00	\$54.43	81.86%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$150.00	\$500.00	\$350.00	30.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$1,052.83	\$2,000.00	\$947.17	52.64%
Dept 41435 Staff Expenses		\$0.00	\$1,448.40	\$2,800.00	\$1,351.60	51.73%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,121.60	\$32,487.20	\$55,692.00	\$23,204.80	58.33%
ACCTING	E 100-41530-121 PERA	\$159.12	\$2,542.25	\$4,177.00	\$1,634.75	60.86%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$131.54	\$2,101.60	\$3,453.00	\$1,351.40	60.86%
ACCTING	E 100-41530-123 Medicare	\$30.76	\$491.46	\$808.00	\$316.54	60.82%
ACCTING	E 100-41530-134 Employer Paid Life	\$23.09	\$299.53	\$1,060.00	\$760.47	28.26%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$335.16	\$5,027.48	\$8,398.00	\$3,370.52	59.87%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$50.00	\$1,000.00	\$950.00	5.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$50.04	\$250.00	\$199.96	20.02%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$3,137.90	\$2,500.00	-\$637.90	125.52%
Dept 41530 Accounting		\$2,801.27	\$46,187.46	\$77,338.00	\$31,150.54	59.72%
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	\$8.00	\$13,236.60	\$21,000.00	\$7,763.40	63.03%
Dept 41550 Assessing		\$8.00	\$13,236.60	\$21,000.00	\$7,763.40	63.03%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$212.84	\$1,350.71	\$3,500.00	\$2,149.29	38.59%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$68.00	\$200.00	\$132.00	34.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$333.48	\$6,463.41	\$6,000.00	-\$463.41	107.72%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$1,108.23	\$3,741.23	\$4,000.00	\$258.77	93.53%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,399.62	\$2,500.00	\$1,100.38	55.98%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570 Purchasing		\$1,654.55	\$13,022.97	\$19,200.00	\$6,177.03	67.83%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$195.86	\$4,117.54	\$5,000.00	\$882.46	82.35%
Dept 41600 Computer		\$195.86	\$4,117.54	\$5,000.00	\$882.46	82.35%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$2,264.34	\$5,603.51	\$23,500.00	\$17,896.49	23.84%
Dept 41610 City Attorney		\$2,264.34	\$5,603.51	\$23,500.00	\$17,896.49	23.84%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$4,017.00	\$17,407.00	\$25,000.00	\$7,593.00	69.63%
Dept 41910 Planning and Zoning		\$4,017.00	\$17,407.00	\$25,000.00	\$7,593.00	69.63%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$3,920.37	\$7,000.00	\$3,079.63	56.01%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$525.00	\$525.00	\$0.00	100.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$390.00	\$3,396.21	\$7,500.00	\$4,103.79	45.28%
GOVTBLDG	E 100-41940-321 Telephone	\$342.68	\$2,854.15	\$6,400.00	\$3,545.85	44.60%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$25.06	\$500.00	\$474.94	5.01%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,122.22	\$4,762.98	\$9,600.00	\$4,837.02	49.61%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$59.10	\$2,572.71	\$5,000.00	\$2,427.29	51.45%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$311.35	\$2,131.18	\$3,500.00	\$1,368.82	60.89%
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	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$4,742.54	\$2,000.00	-\$2,742.54	237.13%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$2,225.35	\$24,930.20	\$48,025.00	\$23,094.80	51.91%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$2,663.00	\$7,739.00	\$20,000.00	\$12,261.00	38.70%
Dept 41950 Engineer		\$2,663.00	\$7,739.00	\$20,000.00	\$12,261.00	38.70%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$12,875.72	\$18,000.00	\$5,124.28	71.53%
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	\$23,659.82	\$25,000.00	\$1,340.18	94.64%
Dept 41960 Insurance		\$0.00	\$36,535.54	\$43,000.00	\$6,464.46	84.97%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$119.00	\$100.00	-\$19.00	119.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$43.05	\$199.52	\$1,000.00	\$800.48	19.95%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$52.65	\$250.00	\$197.35	21.06%
Dept 41970 Legal Publications		\$43.05	\$371.17	\$1,650.00	\$1,278.83	22.50%
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	\$20,679.00	\$41,358.00	\$82,716.00	\$41,358.00	50.00%
Dept 42101 Hennepin County Sheriff		\$20,679.00	\$41,358.00	\$82,716.00	\$41,358.00	50.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$9,064.17	\$73,073.29	\$108,770.00	\$35,696.71	67.18%
Dept 42102 Wright County Sheriff		\$9,064.17	\$73,073.29	\$108,770.00	\$35,696.71	67.18%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,100.54	\$61,000.00	\$37,899.46	37.87%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,634.73	\$3,782.00	\$147.27	96.11%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$850.10	\$885.00	\$34.90	96.06%
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	\$8,559.48	\$9,000.00	\$440.52	95.11%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$770.59	\$350.00	-\$420.59	220.17%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$792.00	\$1,500.00	\$708.00	52.80%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$3,548.16	\$5,000.00	\$1,451.84	70.96%
Dept 42210 Fire Dept Administration		\$0.00	\$41,255.60	\$85,817.00	\$44,561.40	48.07%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$138.98	\$1,027.28	\$15,500.00	\$14,472.72	6.63%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$430.47	\$1,225.16	\$1,500.00	\$274.84	81.68%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$3,097.51	\$28,500.00	\$25,402.49	10.87%
FIREEQUIP	E 100-42220-580 Other Equipment	\$522.10	\$3,798.89	\$5,000.00	\$1,201.11	75.98%
Dept 42220 Fire Dept Equipment		\$1,091.55	\$9,148.84	\$51,500.00	\$42,351.16	17.76%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$1,574.95	\$5,075.76	\$12,500.00	\$7,424.24	40.61%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$1,608.56	\$3,210.00	\$1,601.44	50.11%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$293.64	\$1,500.00	\$1,206.36	19.58%
Dept 42240 Fire Dept Training		\$1,574.95	\$6,977.96	\$17,210.00	\$10,232.04	40.55%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$1,177.58	\$4,500.00	\$3,322.42	26.17%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$271.36	\$659.84	\$9,000.00	\$8,340.16	7.33%
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	\$0.00	\$5,795.30	\$7,805.00	\$2,009.70	74.25%
Dept 42260 Fire Vehicles		\$271.36	\$7,632.72	\$22,305.00	\$14,672.28	34.38%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$70.64	\$1,650.00	\$1,579.36	4.28%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$31.15	\$1,715.61	\$7,500.00	\$5,784.39	22.87%
FIREBLDG	E 100-42280-321 Telephone	\$129.84	\$660.27	\$1,000.00	\$339.73	66.03%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$327.45	\$1,822.65	\$4,500.00	\$2,677.35	40.50%
FIREBLDG	E 100-42280-383 Gas Utilities	\$24.06	\$2,083.67	\$3,000.00	\$916.33	69.46%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42280 Fire Stations and Bldgs		\$512.50	\$6,352.84	\$17,650.00	\$11,297.16	35.99%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$39,000.00	\$39,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$5,801.00	\$5,801.00	\$11,602.00	\$5,801.00	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,250.00	\$0.00	100.00%
Dept 42290 Fire Relief Association		\$5,801.00	\$12,051.00	\$56,852.00	\$44,801.00	21.20%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$4,807.66	\$22,198.18	\$50,000.00	\$27,801.82	44.40%
Dept 42401 Building Inspection Admin		\$4,807.66	\$22,198.18	\$50,000.00	\$27,801.82	44.40%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$457.00	\$1,000.00	\$543.00	45.70%
Dept 42700 Animal Control		\$0.00	\$457.00	\$1,000.00	\$543.00	45.70%
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	\$6,204.27	\$91,489.75	\$138,997.00	\$47,507.25	65.82%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,063.56	\$2,000.00	\$936.44	53.18%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$1,000.00	\$8,278.58	\$14,580.00	\$6,301.42	56.78%
PUBWRKS	E 100-43000-121 PERA	\$465.32	\$7,287.75	\$12,300.00	\$5,012.25	59.25%
PUBWRKS	E 100-43000-122 FICA	\$431.62	\$6,327.51	\$11,072.00	\$4,744.49	57.15%
PUBWRKS	E 100-43000-123 Medicare	\$100.94	\$1,479.82	\$2,589.00	\$1,109.18	57.16%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$67.87	\$861.99	\$2,535.00	\$1,673.01	34.00%
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	\$1,350.00	\$19,854.64	\$32,400.00	\$12,545.36	61.28%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$2,003.39	\$2,500.00	\$496.61	80.14%
PUBWRKS	E 100-43000-212 Motor Fuels	\$1,688.94	\$8,328.41	\$7,000.00	-\$1,328.41	118.98%
PUBWRKS	E 100-43000-215 Shop Supplies	\$365.81	\$1,652.62	\$7,500.00	\$5,847.38	22.03%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$154.99	\$2,946.62	\$12,000.00	\$9,053.38	24.56%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$273.73	\$1,500.00	\$1,226.27	18.25%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$400.77	\$3,186.06	\$5,000.00	\$1,813.94	63.72%
PUBWRKS	E 100-43000-260 Uniforms	\$479.95	\$955.42	\$3,000.00	\$2,044.58	31.85%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$46.90	\$3,283.30	\$10,000.00	\$6,716.70	32.83%
PUBWRKS	E 100-43000-321 Telephone	\$453.85	\$3,694.61	\$4,200.00	\$505.39	87.97%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$19.50	\$200.00	\$180.50	9.75%
PUBWRKS	E 100-43000-381 Electric Utilities	\$385.37	\$2,296.04	\$6,000.00	\$3,703.96	38.27%
PUBWRKS	E 100-43000-383 Gas Utilities	\$51.01	\$3,679.61	\$5,000.00	\$1,320.39	73.59%
Dept 43000 Public Works (GENERAL)		\$13,647.61	\$168,962.91	\$280,373.00	\$111,410.09	60.26%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$6,009.11	\$26,233.04	\$100,000.00	\$73,766.96	26.23%
Dept 43121 Paved Streets		\$6,009.11	\$26,233.04	\$100,000.00	\$73,766.96	26.23%
Dept 43122 Unpaved Streets						

CITY OF HANOVER
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Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$1,364.00	\$1,929.00	\$15,000.00	\$13,071.00	12.86%
Dept 43122	Unpaved Streets	\$1,364.00	\$1,929.00	\$15,000.00	\$13,071.00	12.86%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43125	Ice & Snow Removal	\$0.00	\$4,572.86	\$20,000.00	\$15,427.14	22.86%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$2,108.40	\$14,420.75	\$25,000.00	\$10,579.25	57.68%
Dept 43160	Street Lighting	\$2,108.40	\$14,420.75	\$25,000.00	\$10,579.25	57.68%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,674.82	\$1,000.00	-\$1,674.82	267.48%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,674.82	\$1,000.00	-\$1,674.82	267.48%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,472.00	\$24,211.20	\$40,000.00	\$15,788.80	60.53%
Dept 43245	Recycling: Refuse	\$3,472.00	\$24,211.20	\$40,000.00	\$15,788.80	60.53%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$4,349.02	\$8,700.00	\$4,350.98	49.99%
Dept 45186	Senior Center	\$0.00	\$4,349.02	\$8,700.00	\$4,350.98	49.99%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$693.15	\$2,000.00	\$1,306.85	34.66%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$1,367.23	\$4,917.75	\$5,000.00	\$82.25	98.36%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$3,392.07	\$8,000.00	\$4,607.93	42.40%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$7,000.00	\$7,000.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$97.36	\$1,111.06	\$2,200.00	\$1,088.94	50.50%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$864.52	\$3,000.00	\$2,135.48	28.82%
PARKS	E 100-45200-580 Other Equipment	\$557.00	\$4,183.21	\$8,000.00	\$3,816.79	52.29%
Dept 45200	Parks (GENERAL)	\$2,021.59	\$22,161.76	\$36,700.00	\$14,538.24	60.39%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$9,199.64	\$11,500.00	\$2,300.36	80.00%
Dept 45500	Libraries (GENERAL)	\$0.00	\$9,199.64	\$11,500.00	\$2,300.36	80.00%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$1,600.00	\$7,450.00	\$0.00	-\$7,450.00	0.00%
Dept 48205	Damage Deposit Refunds	\$1,600.00	\$7,450.00	\$0.00	-\$7,450.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100	GENERAL FUND	\$96,070.27	\$811,896.57	\$1,554,654.00	\$742,757.43	52.22%

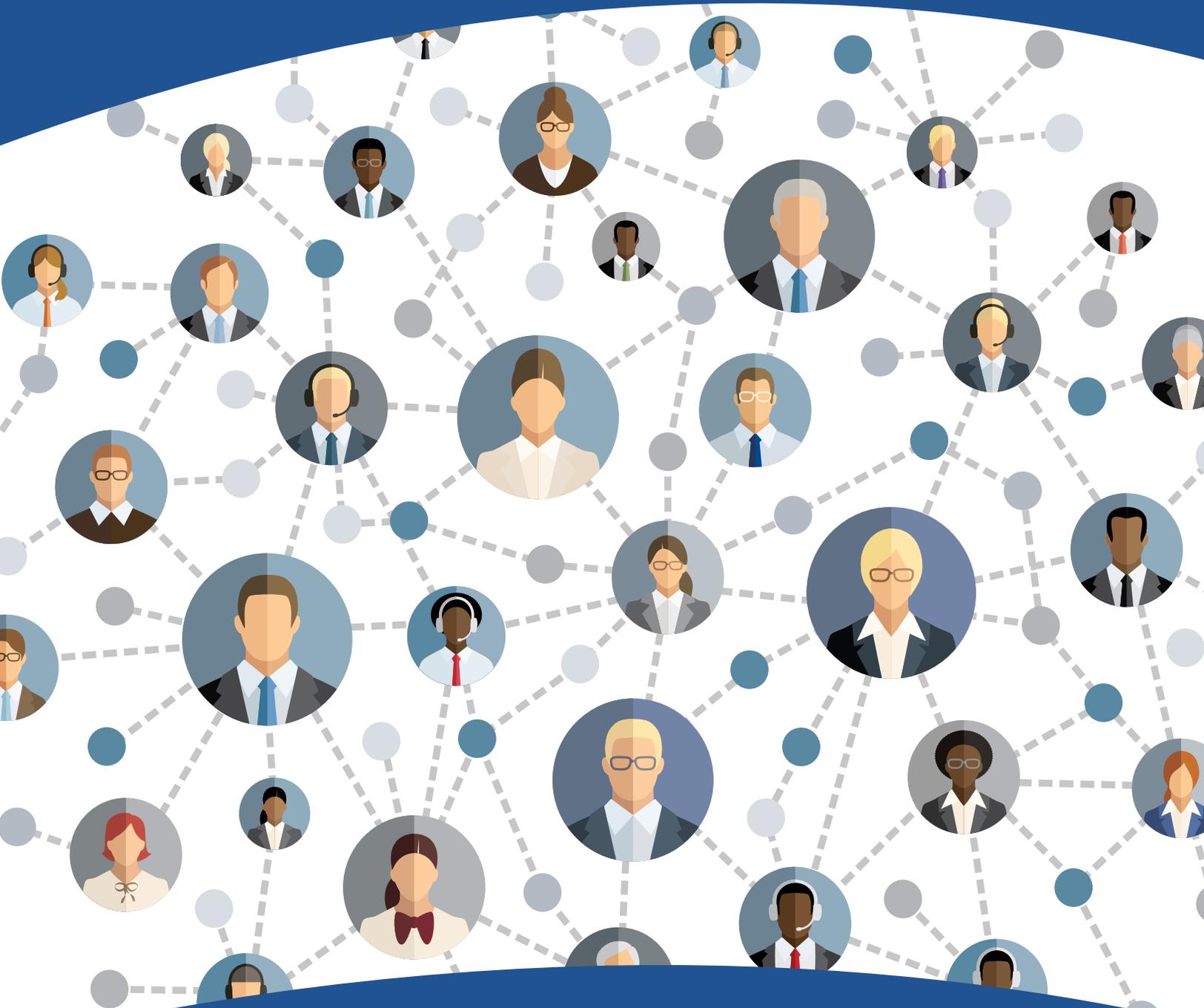
CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	August 2019 Amt	2019 YTD Amt	2019 YTD Budget	2019 YTD Balance	%YTD Budget
		\$96,070.27	\$811,896.57	\$1,554,654.00	\$742,757.43	52.22%

2020 Census Complete Count Committee

Guide

D-1280(RV)



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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018–2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018–2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January–March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

Government subcommittee—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

Faith-based subcommittee—Creates and coordinates activities and materials that can be

used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

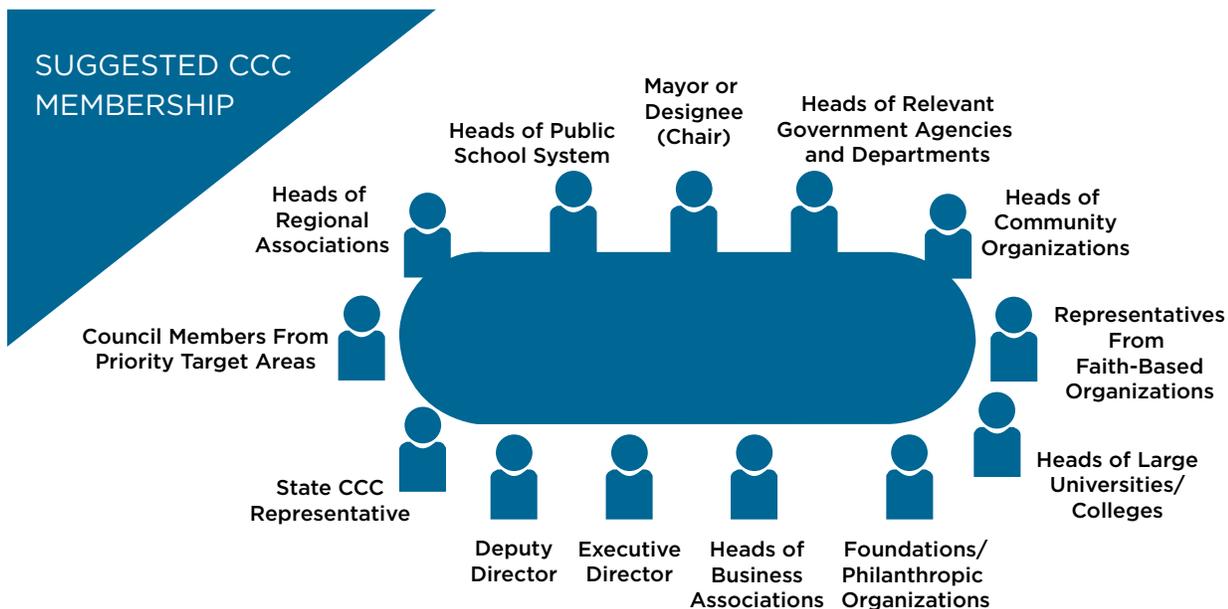
Media subcommittee—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.

Suggested CCC Membership



*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

APPENDIX A: 50 WAYS CENSUS DATA ARE USED

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

APPENDIX B: UNDERSTANDING THE LANGUAGE OF THE 2020 CENSUS

GLOSSARY The 2020 Census From A to Z

A

Address Canvassing

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C

Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

D

Decennial Census

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

E

Enumeration

The process of interviewing people and recording the information on census forms.

Enumerator

A Census Bureau employee who collects census information by visiting households during census field operations.

G

Group Quarters (GQ)

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H

Hard to Count (HTC)

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)

An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

M

Master Address File (MAF)

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

N

Nonresponse (NR)

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

P

Partner

A partner is a group or individual that commits to participate in some way with census activities.

Partnership

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

R

Regional Census Center (RCC)

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

S

Self-Response

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

Statistics in Schools (SIS)

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

T

Title 13 (U.S. Code)

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

Transitory Locations

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

U

Update Enumerate (UE)

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

Update Leave (UL)

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

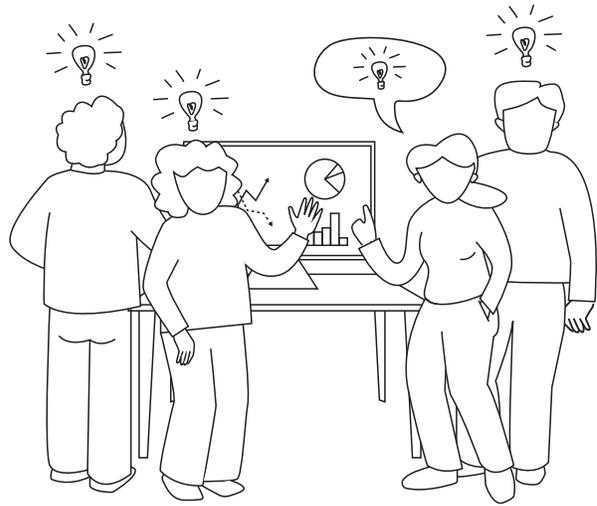
V

Value Added

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

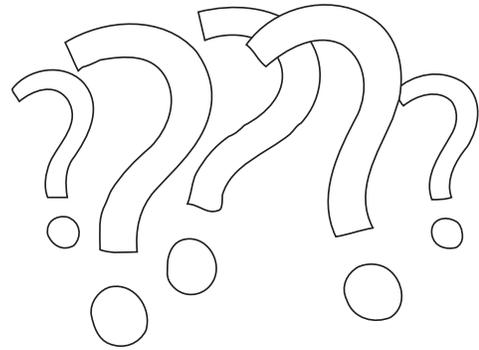
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:
www.census.gov/partners.

For more information, please contact us at:
census.partners@census.gov.





CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	ATLANTA Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	CHICAGO Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	DALLAS Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	LOS ANGELES Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	NEW YORK New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	PHILADELPHIA Philadelphia.rcc.partnership@2020census.gov