

**AGENDA
HANOVER CITY COUNCIL
SEPTEMBER 19, 2017**

**MAYOR
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of September 5, 2017 City Council Meeting (4)**
 - b. Approve Claims as Presented: (8)**

➤ Claims	\$ 133,846.30
➤ Payroll	\$ 9,254.61
➤ P/R taxes & Exp	\$ 3,478.78
➤ Other Claims	\$ <u>2,316.61</u>
➤ Total Claims	\$ <u>148,896.30</u>
- 4. Public Works Facility Ground Breaking Photo – located at 11149 5th St. NE, Hanover, MN**
- 5. Res No 09-05-17-94 – Approving MS4 Program Implementation Proposal (46)**
- 6. Fire Department Policy Amendment – Officer Selection Process (50)**
- 7. Res No 09-19-17-96 – Rent Reimbursement AT3 Tactical (54)**
- 8. Res No 09-19-17-97 – Approving Settlers Park Playground Boarder Replacement (55)**
- 9. Code/Special Permit Enforcement**
- 10. Salary Compensation/Classification Study (56)**
- 11. Reports**
- 12. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: September 14, 2017
Re: Review of September 19, 2017 City Council Work Session Agenda

1. **Call to Order Regular City Council Work Session: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent agenda.*
 - a. **Approve Minutes of September 5, 2017 City Council Meeting (4)**
 - b. **Approve Claims as Presented: (8)**

➤ Claims	\$ 133,846.30
➤ Payroll	\$ 9,254.61
➤ P/R taxes & Exp	\$ 3,478.78
➤ Other Claims	\$ 2,316.61
➤ Total Claims	<u>\$ 148,896.30</u>
4. **Public Works Facility Ground Breaking Photo – located at 11149 5th St. NE, Hanover, MN**
We will proceed to the new public works site for a quick photo.
5. **Res No 09-05-17-94 – Approving MS4 Program Implementation Proposal (46)**
This proposal was removed from the last meeting agenda. Justin will be present for any questions.
6. **Fire Department Policy Amendment – Officer Selection Process (50)**
Enclosed is a policy supported by the Fire Department for a new officer selection process. Currently each member scores nominees for officer positions against four categories which look at experience and leadership traits. The new process would follow the same process for Chief, however, the remaining positions would then be chosen by the new chief and one other senior department member. All finalists would still be appointed by Council. Should the Council support this change, a final version would be submitted to Council for official approval at the October 3rd meeting.

7. Res No 09-19-17-96 – Rent Reimbursement AT3 Tactical (54)

Enclosed is a resolution approving a rent reimbursement application. The applicant has opened his business in town, and has shown proof of the first three months' rent being paid. The EDA has voted to recommend approval by the Council.

8. Res No 09-19-17-97 – Approving Settlers Park Playground Boarder Replacement (55)

Last year it was discussed to pour a concrete border around the parks as the borders are in need of major repair or replacement. Settlers Park is ready for extensive repair. Enclosed is a resolution authorizing staff to spend up to \$4,500 to complete the task in house.

9. Code/Special Permit Enforcement

Discussion will be held regarding enforcement of code and permits against out of compliance properties.

10. Salary Compensation/Classification Study (56)

I am recommending a third party compensation study. The enclosed memo outlines details of the study and what it would accomplish.

11. Reports

12. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
SEPTEMBER 5, 2017 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, September 5th, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant / Deputy Clerk Jackie Heinz, City Attorney Jay Squires, City Planner Cindy Nash, Public Works Supervisor Jason Doboszenski. Guests included Clark Lee, Thomas Jones, Carl Olson, Dennis Backes, Fire Chief Dave Malewicki, Fire Department members George Diaz, Dave Pinor, Ryan Jacobson, Ben Scherer & Bob Waldorf.

Approval of Agenda:

Kauffman requested to add Clark Lee to the agenda as item 7c. Hagen requested to replace item 7a with an approval of Repairs to Fire Department Washing Machine, and strike the approving MS4 Program Implementation Proposal to a later meeting.

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

Consent Agenda:

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

Consent Agenda Items:

- a. **Approve Minutes of August 15, 2017 City Council Meeting**
- b. **Approve Claims as Presented:**
 - **Claims** **\$ 56,593.49**
 - **Payroll** **\$ 8,335.04**
 - **P/R taxes & Exp** **\$ 3,307.38**
 - **Other Claims** **\$ 2,172.15**
 - **Total Claims** **\$ 70,408.06**
- c. **Res No 09-05-17-84 – Approving City of Hanover Mission Statement**
- d. **Res No 09-05-17-85 – Approving City of Hanover Vision Statement**
- e. **Res No 09-05-17-86 – Recognizing Resignation of Lucas Pollock**
- f. **Res No 09-05-17-87 – Approving Hire of Dylan Freund**
- g. **Res No 09-05-17-88 – Approving BankWest ACH Agreement**
- h. **Res No 09-05-17-89 – Approving UBS Certification & Agreement**
- i. **Res No 09-05-17-90 – Approving Release of Quail Pass 2nd Addition Escrow Funds**

Motion carried unanimously.

Citizen’s Forum:

Fire Department Pinning – Ryan Jacobson

Fire Chief Dave Malewicki stated Ryan Jacobson has successfully completed the Firefighter I and Firefighter II courses and will be a great asset to the Hanover Fire Department. He then presented Jacobson with his Fire Department Badge.

Carl Olson

Carl Olson introduced himself as the new third public works employee.

Public Hearings:

None

Unfinished Business:

Res No 09-05-17-91 – Approving Crow River Heights West Third Addition Developer’s Agreement and Escrow Pledge and Payment Agreement

Nash provided a revised and final draft of both the Developers Agreement and the Escrow Pledge and Payment Agreement. The Developers Agreement outlines all expectations of the developer for the project. It further establishes fees owed for the project. Nash further explained the Escrow Pledge and Payment Agreement. This agreement is being utilized instead of a Letter of Credit due to funding for the project coming from private investors. The Escrow Pledge and Payment Agreement still ensures the City there are funds to complete the project. The agreement also allows the City authority to access the funds to complete the improvements should the developer fail to complete the terms of the project. The funds collected would be held by a third party title company.

Warpula asked why the developer wouldn’t escrow with the city, Nash replied it is less administrative work for staff, however, the engineer would review quantities and work completed prior to the title company releasing funds for payment to contractors.

Kauffman asked what the new name of the company is, Backes replied Backes Development LLC.

Hallstein asked what the typical agreement is for cities. Nash stated a letter of credit from an FDIC insured bank. Nash further stated that this type of financial backing is becoming increasingly difficult to get, unless the developer is a larger national developer.

Hammerseng asked to clarify the escrow amount of \$787k +125%, what does the \$157k represent. Nash stated the \$157k is the additional 25% the city requires to ensure enough funds are available should the city incur costs on the development. Squires stated this is standard language and requirements for developments. Nash stated the construction costs are reviewed by the city engineer, but are drawn up by the developers engineer. Justin did review and concur with the estimates.

Hallstein asked about park dedication fees. Nash stated there is currently a credit for 31 units from the previous phase, 30 of the 31 credits will be utilized in this phase, with 1 unit remaining for future phases.

MOTION by Hammerseng to approve Res No 09-05-17-91, seconded by Zajicek. **Motion carried unanimously.**

Res No 09-05-17-92 – Approving 2018 Preliminary Budget & Levy

Hagen explained there will be a reduction to the tax rate of 3.5% bringing the tax rate to just over 46%. We are currently on the 3rd draft of the budget. Hagen further explained the Fire Department revised the capital improvement fund and had some changes to the general operating budget. There was an added amount to council miscellaneous, increased the election equipment upgrades based on a discussion with Wright County and unknown state funding. Kauffman stated the tax rate is great news. Hammerseng asked what is driving the tax rate down. Hagen replied market value has increased \$100k in Hennepin County and \$200k in Wright County. This comes from the construction of the Greenhouse project, new homes coming onto the tax rolls, as well as other building improvements, and in general property value has increased. Hagen further stated the 2017 levy amount was \$1.486 million, in 2018 it will be \$1.5 million.

MOTION by Warpula to approve Res No 09-05-17-92, seconded by Hammerseng. **Motion carried unanimously.**

Res No 09-05-17-93 – Approving Construction of Settlers Park Ballfield Dugouts

Hagen explained the \$5k price includes concrete costs and building materials. Hammerseng inquired if there would be a backside or roof on the dugouts. Doboszanski explained that sides on the dugout would block the view of people sitting or standing behind the dugout, but would provide a roof over the bench. They plan to have the concrete and footings done by fall.

MOTION by Warpula to approve Res No 09-05-17-93 up to \$5,000, seconded by Hammerseng. **Motion carried unanimously.**

New Business:

Fire Department Washing Machine Repair

Doboszinski stated the current washing machine at the Fire Station has been there for 10 years and was purchased used. The bearings are going bad among some other minor repairs. Fire Chief Malewicki thought it would be best to keep the current machine and wait to purchase a new machine when there is grant money available. Hagen stated the estimate to repair the washing machine is \$1,185.00. Doboszinski explained the machine requires a special bearing that is not available in stores. Hagen further explained the majority of the estimate are the labor costs. Warpula stated a new machine costs around \$24k.

MOTION by Warpula to approve Fire Department Washing Machine Repair Estimate, seconded by Zacijek. **Motion carried unanimously.**

Res No 09-05-17-95 – Approving 2018-2019 Law Enforcement Agreement

Hagen the only change to the agreement made was for hourly costs. The agreement states an increase to \$72.00 per hour in 2018 and \$74.50 per hour in 2019. The time of 4 hours per day will remain the same.

MOTION by Warpula to approve Res No 09-05-17-95, seconded by Hallstein. **Motion carried unanimously.**

Clark Lee

Lee stated he received a call back from the Department of Commerce, they had a 45 minute discussion about the city's building standards. Lee stated the city has 4 existing building standards which include 1,000 sq. ft. of habitable living space above grade, minimum garage size, 24' width minimum and perpendicular orientation. He is requesting the planning commission review these standards as well as 2 standards that were eliminated in 2013. Those two standards are brick or stone and garage not occupying over 40% of the front of the house.

Hallstein inquired why brick and stone is important, Lee stated it is part of the aesthetic of the neighborhood. Hallstein inquired if there are homes that have the garage as more than 40%, Hagen stated in 2013, three stall garages were the new standard and that standard wouldn't allow for 90% of today's homes. The brick or better standard was set at 20 – 25%, most plans were coming in at 15% and getting denied. Even though the standard has been removed, homeowners continue to put brick on the house.

Hammerseng asked if the standards are too hard to interpret, are they too gray or vague, is there a loophole. Hagen stated no, our standards are stated clearly. Nash stated 1,000 sq. ft. has been previously discussed. Other city standards were looked at and most don't have regulations as strict as Hanover. There are a lot of different housing types required by consumers.

Hallstein stated not many homeowners use their front door, we are looking at long term for a variety of homes. The lots are problematic but won't cause a home made from shipping containers. The amount of staff time involved in this matter over the previous 15 months well exceeds \$1,000. Lee stated based on those comments the city would grant a variance, look at the plat in the office, there is only 22' and the ordinance requires 24'. Lee further stated Sibleys are asking \$50k for the 2 lots, the Sibleys found out it cost too much to build.

Hagen stated 3 – 4 weeks ago an individual inquired about the lots.

Jones stated we've all spent time on this subject, the 24' minimum width is true and he is concerned when staff is unsure.

Lee stated his brother-in-law is a civil engineer who has looked at the two lots, he feels the lots are non-buildable by present standards. A variance is for a hardship

MOTION by Hammerseng to approve Jay Squires and Cindy Nash review plans submitted for 500 Kadler Ave. NE and 520 Kadler Avenue NE, seconded by Zajicek. **Motion carried unanimously.**

Reports

Doboszanski

- Catch Basin is in, Poured Curb and Gutter last Friday
- Looking at Painting the Crosswalks in town, they've never been done in the 3 years he has been employed.

Hagen

- Exterior shell of Public Works will be constructed by end of September, utilities are being installed this week, driveway will be completed yet this fall
- Getting millings from City of Edina with possible free trucking
- Budget is complete, will be diving into the final soon
- Closed on the EDA purchase, currently working with Jay on a residential agreement

Kauffman

- Plan a ground breaking picture at the public works site at the next workshop on Tuesday, September 19th
- Have an individual throw out the first pitch at the inaugural ball game at the new ball field

Adjournment

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

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

09/14/17 4:08 PM

Page 1

Payments

Current Period: September 2017

Batch Name	09/19/17 PAY		Computer Dollar Amt	\$133,846.30	Posted
Payment					
Refer	<u>2151 AAA STRIPING SERVICE CO.</u>		<u>Ck# 032875 9/19/2017</u>		
Cash Payment	E 100-43121-224 Street Maint Materials	4 - 50# Bags of Beads for Crosswalk Painting			\$160.00
Invoice	104988	9/8/2017			
Transaction Date	9/14/2017	Due 0	Cash	10100	Total \$160.00
Refer	<u>2132 AMERICAN ENGINGEERING TESTI</u>		<u>Ck# 002124E 9/19/2017</u>		
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Building - Special Inspections & Construction Testing			\$1,091.25
Invoice	261646	8/27/2017			Project 208218
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Building - Asbestos Soil Remediation Progress Invoice			\$3,152.65
Invoice	97956	8/31/2017			Project 208218
Transaction Date	9/8/2017	Due 0	Cash	10100	Total \$4,243.90
Refer	<u>2154 AT3 TACTICAL LLC</u>		<u>Ck# 032876 9/19/2017</u>		
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	9/14/2017	Due 0	Cash	10100	Total \$2,400.00
Refer	<u>2133 BROWN, PAMELA</u>		<u>Ck# 032877 9/19/2017</u>		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 9/9/17 Event			\$200.00
Invoice					
Transaction Date	9/11/2017	Due 0	Cash	10100	Total \$200.00
Refer	<u>2131 CANTUA, GABRIEL</u>		<u>Ck# 032878 9/19/2017</u>		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 9/02/17 Event			\$200.00
Invoice					
Transaction Date	9/7/2017	Due 0	Cash	10100	Total \$200.00
Refer	<u>2146 CAPSTONE PUBLIC SECTOR SOL</u>		<u>Ck# 032879 9/19/2017</u>		
Cash Payment	E 100-42240-208 Training and Instruction	8/29/17 Training; Equipment Rodeo, Incident Command and Scene Sizeup			\$800.00
Invoice	1031	9/5/2017			
Transaction Date	9/13/2017	Due 0	Cash	10100	Total \$800.00
Refer	<u>2129 CARSON, CLELLAND & SCHREDE</u>		<u>Ck# 032880 9/19/2017</u>		
Cash Payment	E 100-41610-304 Legal Fees	Legal Support / Work - August 2017			\$173.21
Invoice		9/5/2017			
Transaction Date	9/7/2017	Due 0	Cash	10100	Total \$173.21
Refer	<u>2127 CENTERPOINT ENERGY</u>		<u>Ck# 032881 9/19/2017</u>		
Cash Payment	E 100-42280-383 Gas Utilities	Fire Station Gas Utilities - 7/27/17 to 8/25/17			\$20.08
Invoice		8/30/2017			
Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utilities - 7/27/17 to 8/25/17			\$54.11
Invoice		8/30/2017			
Transaction Date	9/7/2017	Due 0	Cash	10100	Total \$74.19

CITY OF HANOVER

09/14/17 4:08 PM

Page 2

Payments

Current Period: September 2017

Refer	2147 CENTURY LINK	Ck# 032882 9/19/2017			
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline 8/28 - 9/27/17			\$33.82
Invoice					
Transaction Date	9/14/2017	Due 0	Cash	10100	Total \$33.82
Refer	2122 CITY OF ST. MICHAEL	Ck# 002121E 9/19/2017			
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fees - 11149 5th Street NE			\$29,030.84
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fees - 10723 Settlers Lane North			\$4,712.00
Invoice					
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fees - 675 Kadler Circle			\$4,712.00
Invoice					
Transaction Date	9/7/2017	Due 0	Cash	10100	Total \$38,454.84
Refer	2138 CITY OF ST. MICHAEL	Ck# 002126E 9/19/2017			
Cash Payment	E 602-43252-310 Other Professional Servi	Lift Station Flows - 3rd Quarter 2017			\$28,734.27
Invoice	09122017-10 9/12/2017				
Cash Payment	E 100-43000-310 Other Professional Servi	Compost & Brush Facility Partnership - 3rd Quarter 2017			\$1,250.00
Invoice	09122017-10 9/12/2017				
Cash Payment	E 100-45500-437 Other Miscellaneous	2017 Library Operations - 3rd Quarter 2017			\$980.15
Invoice	09122017-10 9/12/2017				
Cash Payment	E 100-45186-437 Other Miscellaneous	2017 Senior Center Operations - 3rd Quarter 2017			\$2,030.09
Invoice	09122017-10 9/12/2017				
Transaction Date	9/12/2017	Due 0	Cash	10100	Total \$32,994.51
Refer	2141 COLLABORATIVE PLANNING LLC	Ck# 002127E 9/19/2017			
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning			\$1,186.75
Invoice	2017-111 9/13/2017				
Cash Payment	G 823-20200 Accounts Payable	CRH West 3rd: Wetlands, Development Agreement, Park Dedication, Pledge, Payment Agreement, Deeds, Escrow			\$3,535.00
Invoice	2017-112 9/13/2017				
Cash Payment	G 818-20200 Accounts Payable	Bechtold Split: Wetlands, Paul Otto, River, Title Commitment			\$808.00
Invoice	2017-113 9/13/2017			Project 208234	
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning			\$378.75
Invoice	2017-114 9/13/2017				
Cash Payment	G 818-20200 Accounts Payable	GP Welding: E-Mails with Realtor on Status			\$25.25
Invoice	2017-115 9/13/2017			Project 208235	
Transaction Date	9/13/2017	Due 0	Cash	10100	Total \$5,933.75
Refer	2128 COMCAST	Ck# 032883 9/19/2017			
Cash Payment	E 100-41940-321 Telephone	Digital Voice and Internet - September 2017			\$346.00
Invoice	9/5/2017				
Transaction Date	9/7/2017	Due 0	Cash	10100	Total \$346.00
Refer	2143 COTTENS, INC.	Ck# 032884 9/19/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Windshield Washer Fluid			\$4.98
Invoice	233-88254 8/8/2017				
Cash Payment	E 100-43000-215 Shop Supplies	2003 Chevy 3500: 10W30 Oil			\$62.97
Invoice	233-89277 8/16/2017				

CITY OF HANOVER

09/14/17 4:08 PM

Page 3

Payments

Current Period: September 2017

Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	2003 Chevy 3500: Oil Filter				\$9.69
Invoice	233-89277	8/16/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Oil Filter Wrenches, Pinch Off Pliers				\$65.65
Invoice	233-89855	8/21/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Rescue 11: Rear GM F, Purchased by Tim Brown				\$4.49
Invoice	233-88711	8/11/2017				
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$147.78
Refer	2148 FINKEN WATER SOLUTIONS	Ck# 032885	9/19/2017			
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 9/01/17 - 9/30/17				\$9.50
Invoice	4692702	9/1/2017				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 9/01/17 - 9/30/17				\$9.50
Invoice	4692712	9/1/2017				
Transaction Date	9/14/2017	Due 0	Cash	10100	Total	\$19.00
Refer	2137 FIRST SOURCE SOLUTIONS	Ck# 032886	9/19/2017			
Cash Payment	E 100-41435-310 Other Professional Servi	Background Check - C. Olson				\$73.50
Invoice	FL00183377	9/8/2017				
Transaction Date	9/12/2017	Due 0	Cash	10100	Total	\$73.50
Refer	2121 FYCC	Ck# 032887	9/19/2017			
Cash Payment	E 100-45200-310 Other Professional Servi	Summer Parks Program June 15th to August 10th 2017				\$6,500.00
Invoice	1360	8/11/2017				
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$6,500.00
Refer	2140 HARDWARE HANK	Ck# 032888	9/19/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Ranger 12: Misc. Builders Hardware Bought by Ken				\$32.52
Invoice	1422642	8/2/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Settlers Park Picnic Table Repair				\$17.82
Invoice	1423003	8/4/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Brush Craft Paint 5 Piece Set				\$5.84
Invoice	1425232	8/14/2017				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Bolts for Sign at Pheasant Run Park				\$24.24
Invoice	1425460	8/15/2017				
Cash Payment	E 402-45200-310 Other Professional Servi	Adapters, Pressure Caps, PVC Cement				\$23.46
Invoice	1427326	8/23/2017			Project 208231	
Cash Payment	E 100-43000-215 Shop Supplies	Sink Nail Vinyl, Carpenter Pencils				\$6.33
Invoice	1428684	8/30/2017				
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$110.21
Refer	2150 HEALTH PARTNERS	Ck# 002128E	9/19/2017			
Cash Payment	G 100-21706 Medical/Dental Ins	Medical Premiums - October 2017				\$4,654.45
Invoice	75351231	9/7/2017				
Transaction Date	9/14/2017	Due 0	Cash	10100	Total	\$4,654.45
Refer	2126 HEINS, DENICE	Ck# 002123E	9/19/2017			
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - October 2017				\$120.00
Invoice						
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$120.00
Refer	2123 JOINT POWERS WATER BOARD	Ck# 032889	9/19/2017			

CITY OF HANOVER

09/14/17 4:08 PM

Page 4

Payments

Current Period: September 2017

Cash Payment Invoice	E 601-49410-310 Other Professional Servi	WAC Fees - 11149 5th Street NE				\$12,482.37
Cash Payment Invoice	E 601-49410-310 Other Professional Servi	WAC Fees - 10723 Settlers Lane North				\$2,001.00
Cash Payment Invoice	E 601-49410-310 Other Professional Servi	WAC Fees - 675 Kadler Circle				\$2,001.00
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$16,484.37
Refer	2153 JOINT POWERS WATER BOARD		Ck# 032890 9/19/2017			
Cash Payment Invoice	E 201-41330-310 Other Professional Servi	11234 River Road NE: 8/18 - 8/31/17 Water and Sewer				\$17.98
Transaction Date	9/14/2017	Due 0	Cash	10100	Total	\$17.98
Refer	2149 KOTTKE, BRIAN		Ck# 032891 9/19/2017			
Cash Payment Invoice	E 100-42260-220 Repair/Maint Supply (GE	Tanker 12: R & R Lift Struts on Compartment Doors				\$99.60
Transaction Date	9/14/2017	Due 0	Cash	10100	Total	\$399.60
Refer	2142 LANO EQUIPMENT - LORETTO		Ck# 032892 9/19/2017			
Cash Payment Invoice	E 100-43122-224 Street Maint Materials	Bobcat Grader Attachment Rental - Cut Shoulder on Jandel				\$760.00
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$760.00
Refer	2132 LEAGUE OF MINNESOTA CITIES		Ck# 032893 9/19/2017			
Cash Payment Invoice	E 100-41110-306 Dues & Subscriptions	LMC Membership Dues 9/01/17 to 12/31/17				\$1,209.64
Cash Payment Invoice	G 100-15500 Prepaid Items	LMC Membership Dues 1/01/18 - 8/31/18				\$2,419.36
Cash Payment Invoice	E 100-41110-306 Dues & Subscriptions	MN Mayors Association Dues 9/01/17 - 12/31/17				\$10.00
Cash Payment Invoice	G 100-15500 Prepaid Items	MN Mayors Association Dues 1/01/18 - 8/31/18				\$20.00
Transaction Date	9/1/2017	Due 0	Cash	10100	Total	\$3,659.00
Refer	2139 MENARDS-BUFFALO		Ck# 032894 9/19/2017			
Cash Payment Invoice	E 100-43121-224 Street Maint Materials	Stencil for Painting Crosswalks				\$14.33
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$14.33
Refer	2125 MILLER TRUCKING & LANDSCAPE		Ck# 002122E 9/19/2017			
Cash Payment Invoice	E 603-43150-220 Repair/Maint Supply (GE	2 Yards of Recycle for Historic Bridge				\$25.90
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$25.90
Refer	2135 MNGFOA		Ck# 032895 9/19/2017			
Cash Payment Invoice	E 100-41530-208 Training and Instruction	Beginning Governmental Accounting Class on 10/03/17				\$30.00
Transaction Date	9/12/2017	Due 0	Cash	10100	Total	\$30.00

CITY OF HANOVER

09/14/17 4:08 PM

Page 5

Payments

Current Period: September 2017

Refer	2144 OREILLY AUTO PARTS	Ck# 032896 9/19/2017				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Circuit Breaker - Purchased by Ken				\$4.58
Invoice	1749-151820	8/26/2017				
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$4.58
Refer	2130 RUPP ANDERSON SQUIRES & WA	Ck# 032897 9/19/2017				
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous				\$717.30
Invoice	6167	8/31/2017				
Cash Payment	E 100-41610-304 Legal Fees	City Council and Board / Commission Meetings				\$600.00
Invoice	6167	8/31/2017				
Cash Payment	E 201-41330-310 Other Professional Servi	EDA Acquisition of Property				\$198.00
Invoice	6167	8/31/2017				
Cash Payment	G 823-20200 Accounts Payable	Crow River Heights 3rd Addition Development Agreement				\$1,291.50
Invoice	6167	8/31/2017				
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$2,806.80
Refer	2145 VERIZON	Ck# 032898 9/19/2017				
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 8/03 - 9/02/17				\$50.84
Invoice	9792048531	9/2/2017				
Transaction Date	9/13/2017	Due 0	Cash	10100	Total	\$50.84
Refer	2124 WRIGHT COUNTY AUDITOR-TREA	Ck# 032899 9/19/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - September 2017				\$8,455.83
Invoice	September17	8/31/2017				
Transaction Date	9/7/2017	Due 0	Cash	10100	Total	\$8,455.83
Refer	2134 WSB & ASSOCIATES, INC.	Ck# 002125E 9/19/2017				
Cash Payment	E 100-41950-303 Engineering Fees	Engineering Fees - July 2017				\$278.50
Invoice	7 - 09/06/17	9/6/2017				
Cash Payment	E 100-43121-224 Street Maint Materials	2017 Chip Seal Project - July 2017				\$608.00
Invoice	4 - 09/06/17	9/6/2017				
Cash Payment	G 823-20200 Accounts Payable	Crow River Heights West 3rd Addition - July 2017				\$842.00
Invoice	3 - 09/06/17	9/6/2017				
Transaction Date	9/11/2017	Due 0	Cash	10100	Total	\$1,728.50
Refer	2136 XCEL ENERGY	Ck# 032900 9/19/2017				
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned City Lights 08/03/17 - 09/02/17				\$812.47
Invoice	560542646	9/5/2017				
Cash Payment	E 100-43160-381 Electric Utilities	City Owned LED City Lights 08/09/17 - 09/04/17				\$939.92
Invoice	560542646	9/5/2017				
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Property - Electric Service 08/18/17 - 09/05/17				\$17.02
Invoice	560806236	9/6/2017				
Transaction Date	9/12/2017	Due 0	Cash	10100	Total	\$1,769.41

Payments

Current Period: September 2017

Fund Summary

	10100 Cash
823 CROW RVR HTS WEST 3RD / BACKES	\$5,668.50
818 MISC ESCROWS FUND	\$833.25
603 STORM WATER ENTERPRISE FUND	\$25.90
602 SEWER ENTERPRISE FUND	\$67,189.11
601 WATER ENTERPRISE FUND	\$16,484.37
411 FACILITIES CAPITAL PROJ FUND	\$4,243.90
402 PARKS CAPITAL PROJECTS	\$23.46
205 EDA BUSINESS INCENTIVE FUND	\$2,400.00
201 EDA SPECIAL REVENUE FUND	\$233.00
100 GENERAL FUND	\$36,744.81
	<hr/>
	\$133,846.30

Pre-Written Check	\$133,846.30
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$133,846.30

CITY OF HANOVER

09/14/17 3:50 PM

Page 1

*Check Summary Register©

Cks 9/19/2017 - 9/19/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002121E CITY OF ST. MICHAEL	9/19/2017	\$38,454.84	SAC Fees - 11149 5th Street NE
Paid Chk# 002122E MILLER TRUCKING & LANDSCAP	9/19/2017	\$25.90	2 Yards of Recycle for Histori
Paid Chk# 002123E Heins, Denice	9/19/2017	\$120.00	Storage - October 2017
Paid Chk# 002124E AMERICAN ENGINEERING TES	9/19/2017	\$4,243.90	Public Works Building - Specia
Paid Chk# 002125E WSB & ASSOCIATES, INC.	9/19/2017	\$1,728.50	Engineering Fees - July 2017
Paid Chk# 002126E CITY OF ST. MICHAEL	9/19/2017	\$32,994.51	Lift Station Flows - 3rd Quart
Paid Chk# 002127E Collaborative Planning LLC	9/19/2017	\$5,933.75	General Planning
Paid Chk# 002128E HEALTH PARTNERS	9/19/2017	\$4,654.45	Medical Premiums - October 201
Paid Chk# 032875 AAA STRIPING SERVICE CO.	9/19/2017	\$160.00	4 - 50# Bags of Beads for Cros
Paid Chk# 032876 AT3 TACTICAL LLC	9/19/2017	\$2,400.00	Payment 3 of 3 - EDA Rent Reim
Paid Chk# 032877 BROWN, PAMELA	9/19/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 032878 CANTUA, GABRIEL	9/19/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 032879 CAPSTONE PUBLIC SECTOR SO	9/19/2017	\$800.00	8/29/17 Training; Equipment Ro
Paid Chk# 032880 CARSON, CLELLAND & SCHRED	9/19/2017	\$173.21	Legal Support / Work - August
Paid Chk# 032881 CENTERPOINT ENERGY	9/19/2017	\$74.19	City Hall Gas Utilities - 7/27
Paid Chk# 032882 CENTURY LINK	9/19/2017	\$33.82	Fire Station Landline 8/28 - 9
Paid Chk# 032883 COMCAST	9/19/2017	\$346.00	Digital Voice and Internet - S
Paid Chk# 032884 COTTENS, INC	9/19/2017	\$147.78	Windshield Washer Fluid
Paid Chk# 032885 FINKEN WATER SOLUTIONS	9/19/2017	\$19.00	Cook & Cold Rental Cooler 9/01
Paid Chk# 032886 FIRST SOURCE SOLUTIONS	9/19/2017	\$73.50	Background Check - C. Olson
Paid Chk# 032887 FYCC	9/19/2017	\$6,500.00	Summer Parks Program June 15th
Paid Chk# 032888 HARDWARE HANK	9/19/2017	\$110.21	Brush Craft Paint 5 Piece Set
Paid Chk# 032889 JOINT POWERS WATER BOARD	9/19/2017	\$16,484.37	WAC Fees - 11149 5th Street NE
Paid Chk# 032890 JOINT POWERS WATER BOARD	9/19/2017	\$17.98	11234 River Road NE: 8/18 - 8/
Paid Chk# 032891 KOTTKE, BRIAN	9/19/2017	\$399.60	B. Kottke - Fire Chiefs Confer
Paid Chk# 032892 LANO EQUIPMENT - LORETTO	9/19/2017	\$760.00	Bobcat Grader Attachment Rent
Paid Chk# 032893 LEAGUE OF MINNESOTA CITIES	9/19/2017	\$3,659.00	LMC Membership Dues 9/01/17 to
Paid Chk# 032894 MENARDS-BUFFALO	9/19/2017	\$14.33	Stencil for Painting Crosswalk
Paid Chk# 032895 MNGFOA	9/19/2017	\$30.00	Beginning Governmental Account
Paid Chk# 032896 OREILLY AUTO PARTS	9/19/2017	\$4.58	Circuit Breaker - Purchased by
Paid Chk# 032897 Rupp Anderson Squires & Waldsp	9/19/2017	\$2,806.80	Crow River Heights 3rd Additio
Paid Chk# 032898 Verizon Wireless	9/19/2017	\$50.84	iPad Data Plan - 8/03 - 9/02/1
Paid Chk# 032899 WRIGHT COUNTY AUDITOR-TRE	9/19/2017	\$8,455.83	WC Patrol Services - September
Paid Chk# 032900 XCEL ENERGY	9/19/2017	\$1,769.41	EDA Property - Electric Servic
	Total Checks	\$133,846.30	

FILTER: None



Carson, Clelland
& Schreder

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

August 31, 2017

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

Professional Services

Amount

Criminal

8/2/2017	Attend arraignments and pretrial hearings at Brookdale	48.75
8/3/2017	Review files, prepare disposition letters	32.50
8/9/2017	Prepare disposition letter, and review cases in MNCIS	24.38
8/28/2017	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
	Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	15.63
	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

SUBTOTAL: [158.76]

For professional services rendered \$158.76

Client Expense Charges :

Criminal Expenses:

Monthly support fee 14.45

SUBTOTAL: [14.45]

Total Client Expense Charges \$14.45

SEP 5 2017

	<u>Amount</u>
Total amount of this bill	\$173.21
Previous balance	\$134.47
8/21/2017 Payment - thank you	(\$134.47)
Total payments and adjustments	(\$134.47)
Balance due	\$173.21

JH

(Circled \$173.21)

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*

2127

Collaborative Planning, LLC

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

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2017-111

DATE 09/13/2017

PROJECT

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
08/15/2017	Balance Forward	\$2,272.50
	Payments and credits between 08/15/2017 and 09/13/2017	-2,272.50
	New charges (details below)	1,186.75
	Total Amount Due	\$1,186.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
	City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan Billable Time			
08/22/2017	Phone conference with Brian re: Comp Plan.	0:15	101.00	25.25
	Subtotal: Billable Time			25.25
	SUBTOTAL - City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan			25.25
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time			
08/08/2017	Phone conference with Brian re: Anderson property, general updates on other items.	0:30	101.00	50.50
08/10/2017	Review agenda packet.	0:15	101.00	25.25
08/11/2017	Emails with Amy re: 500 Kadler. Email from Amy re: driveway.	0:30	101.00	50.50

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/14/2017	Review possibility of lot split for Anderson property, email to Brian. Phone conference with Brian. Various re: sewer hookup for property in St. Michael.	1:30	101.00	151.50
08/15/2017	Phone conference with Brian re: various. Emails re: lot split.	0:30	101.00	50.50
08/17/2017	Review letter re: Anderson property. Phone conference with developer re: Anderson property, phone conference with builder, phone conference with Brian. Phone conference with Brian re: Stewart.	1:45	101.00	176.75
08/21/2017	Phone conference with Brian re: Anderson property, Comp Plan. Phone conference with Trinity.	0:30	101.00	50.50
08/22/2017	Phone conference with Trinity re: Anderson property. Phone conference with Brian re: code enforcement, various.	2:15	101.00	227.25
08/23/2017	Phone conference with Brian re: Stewart, various. Phone conference with Amy re: PC meeting. Various emails.	0:45	101.00	75.75
08/25/2017	Phone conference with Amy, review emails.	0:30	101.00	50.50
08/28/2017	Reviewing city and state shoreland ordinances, phone conference with Brian.	1:45	101.00	176.75
08/29/2017	Phone conference with developer re: Anderson property. Phone conference with developer re: Anderson property.	0:30	101.00	50.50
08/30/2017	Emails re: potential lot purchaser.	0:15	101.00	25.25
	Subtotal:			1,161.50
	SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning			1,161.50

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

TOTAL OF NEW CHARGES 1,186.75
 BALANCE DUE *GH* **\$1,186.75**

2127

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

INVOICE

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

INVOICE # 2017-112
DATE 09/13/2017

PROJECT
Crow River Heights

DATE	ACCOUNT SUMMARY	AMOUNT
08/15/2017	Balance Forward	\$1,616.00
	Payments and credits between 08/15/2017 and 09/13/2017	-1,616.00
	New charges (details below)	3,535.00
	Total Amount Due	\$3,535.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/07/2017	Review wetlands determination. Various emails re: precon, DA.	0:30	101.00	50.50
08/08/2017	Phone conference with Brian. Editing Development Agreement, various emails. Phone conference with Jay/Brian.	2:15	101.00	227.25
08/09/2017	Email from Justin re: DA. Emails with Brian.	0:15	101.00	25.25
08/10/2017	Emails re: development agreement. Reviewing park dedication requirements. Emails re: completion date.	0:45	101.00	75.75
08/11/2017	Emails re: mylars.	0:15	101.00	25.25
08/14/2017	Emails re: mylars, park dedication.	0:15	101.00	25.25
08/15/2017	Various emails re: meeting, mylar.	0:15	101.00	25.25
08/16/2017	Phone conference with Brian, review email, send comments. Phone conference with Brian, phone conference with Dennis Backes. Email to staff.	2:00	101.00	202.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/17/2017	Various emails re: CRH and financial security, closing,moving project forward.	1:45	101.00	176.75
08/21/2017	Phone conference with Paul re: development agreement and closing, phone conference with Brian, phone conference with Paul. Email to Paul re: pledge and payment agreement. Phone conference with Justin.	3:15	101.00	328.25
08/22/2017	Phone conference with Todd, phone conference with Brian. Emails with Roy re: split of land, reviewing title commitment.	1:45	101.00	176.75
08/23/2017	Emails re: escrow agreement. Email to Jay re: escrow agreement. Various with staff re: minor subdivision for first closing. Various re: temp cul de sac easements, releases, development agreement, title commitments. Preparing documents and items for closing. Emails, phone conference with Amy re: grading permit.	5:00	101.00	505.00
08/24/2017	Emails re: mortgages. Edit development agreement, email to staff. Prepare letter of instruction, email to staff. Review draft cul de sac easement. Emails re: letter, approved plans.	4:45	101.00	479.75
08/25/2017	Emails re: signatories, development agreement, letter of instruction. Emails with Jay re: letter of instruction.	1:30	101.00	151.50
08/28/2017	Various re: temp cul de sacs, other docs.	0:45	101.00	75.75
08/29/2017	Emails re: lot split deeds. Review deeds. Various emails re: other docs.	1:00	101.00	101.00
08/30/2017	Review emails re: recording, DA. Editing Escrow Agreement. Phone conference with Brian/Jay, edit Development Agreement. Prepare approved plan list. Various emails. Revise letter of instruction. Email drafts to developer/attorney.	4:15	101.00	429.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/31/2017	Emails re: deeds and partial releases. Review prelim comments on escrow and development agreement. Emails re: mylar. Phone conference with Paul. Prepare memo, development agreement, and escrow agreement for council packet. Various emails re: docs with Paul. Phone conference with Brian.	4:30	101.00	454.50

TOTAL OF NEW
CHARGES
BALANCE DUE

3,535.00

\$3,535.00

GH

G # 823-20200
CRH West 3rd Add.
↳ A/P

2127

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

INVOICE

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

INVOICE # 2017-113
DATE 09/13/2017

PROJECT Kevin Luedemann
Bechtold Split

DATE	ACCOUNT SUMMARY	AMOUNT
08/15/2017	Balance Forward	\$454.50
	Payments and credits between 08/15/2017 and 09/13/2017	-454.50
	New charges (details below)	808.00
	Total Amount Due	\$808.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/07/2017	Review wetlands determination. Emails with Brian re: emails to Mayor. Email to Brian re: update.	0:30	101.00	50.50
08/09/2017	Email with Paul Otto.	0:15	101.00	25.25
08/16/2017	Phone conference with Paul, email to all. Various emails re: items to be submitted, reviewing documents. Phone conference with Amy.	1:30	101.00	151.50
08/17/2017	Reviewing title information, researching info on rivers (who owns the bed), email to realtor. Email to Jay.	1:00	101.00	101.00
08/21/2017	Various emails.	0:15	101.00	25.25
08/22/2017	Email from Jay. Phone conference with Brian. Compare title commitment to survey. Email to all re: title commitment. Email to all re: status of items for city. Various emails from Ben/Tammy.	1:30	101.00	151.50
08/24/2017	Reviewing for evidence of river being included in property boundary.	0:30	101.00	50.50

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/25/2017	Review information from Paul re: river. Review revised subdivision plan, email to Justin.	1:30	101.00	151.50
08/28/2017	Review wetland delineation. Review plans, phone conference with Brian. Email to all re legal description.	0:45	101.00	75.75
08/30/2017	Emails re: title commitment.	0:15	101.00	25.25

TOTAL OF NEW
CHARGES
BALANCE DUE

808.00

\$808.00

JP

Project # 208234

G# 818-20200

Misc. Escrows

↳ A/P

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

2127

INVOICE

BILL TO

City of Hanover
PO Box 278
Hanover, MN 55341

INVOICE # 2017-114
DATE 09/13/2017

PROJECT

8th Street Industrial

General Planning

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/07/2017	Review email from Amy. Phone conference with Jim Schendel. Preliminary review of application.	1:15	101.00	126.25
08/15/2017	Phone conference with Brian.	0:15	101.00	25.25
08/16/2017	Various emails.	0:15	101.00	25.25
08/17/2017	Reviewing plans, phone conference with Justin, draft 15.99 letter, email to all.	1:30	101.00	151.50
08/22/2017	Phone conference with Brian, finalize 1599 letter. Emails with Bob Ronning.	0:30	101.00	50.50

BALANCE DUE

GH

\$378.75

E # 100-41940-310

Planning & Zoning

↳ Other Prof. Svcs.

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

2127

INVOICE

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

INVOICE # 2017-115
DATE 09/13/2017

PROJECT
Welding

GP Welding

DATE	ACCOUNT SUMMARY	AMOUNT
08/15/2017	Balance Forward	\$202.00
	Payments and credits between 08/15/2017 and 09/13/2017	-202.00
	New charges (details below)	25.25
	Total Amount Due	\$25.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/22/2017	Emails with realtor re: status.	0:15	101.00	25.25

TOTAL OF NEW CHARGES 25.25
BALANCE DUE **\$25.25**

Project # 208235

GH

G # 818-20200

Misc. Escrows

↳ A/P



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

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

Federal Tax ID 46-1641135

Statement as of: 7/31/2017
Statement Date: 8/31/2017
Statement No. 6167

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

4011(1)-0001: Miscellaneous	717.30
4011(1)-0004: City Council and Board/Commission Meetings	600.00
4011(1)-0093: EDA Acquisition of Property	198.00
4011(3)-0016: Crow River Heights 3rd Addition Development Agreement	1,291.50

Total Fees and Expenses:	\$2,806.80
Previous Balance:	-
Total Now Due:	\$2,806.80

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

717.30 Miscellaneous

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

600.00 City Council & Board/Comm. Mtgs.

E# 201-41330-310
EDA Spc. Rev. Fund → Bds + Comm.
↳ Other Prof. Svcs.

198.00 EDA Acquisition of Property

G# 823-20200
Crow River Hts West 3rd → A/P

1,291.50 CRH 3rd Add.
SEP 5 2017

2,806.80



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: 7/31/2017
Statement Date: 8/31/2017
Statement No. 6167

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
07/05/2017	JTS Brian e-mail regarding release of Development Agreement; review same; comment.	0.20	175.00	35.00
07/10/2017	JTS Review agenda and prepare for meeting; review and analyze development application materials.	1.80	175.00	315.00
07/12/2017	JTS Telephone conference with Brian regarding fireworks question.	0.30	175.00	52.50
07/19/2017	JTS Telephone conference with Brian regarding sign grant question and regarding development agreement.	0.20	175.00	35.00
07/25/2017	JTS Brian e-mail regarding release of development agreement.	0.10	175.00	17.50
07/27/2017	JTS Brian e-mail regarding use of Cemetery permanent care fund; review statutes; reply to Brian.	0.30	175.00	52.50
07/31/2017	JTS Brian e-mail regarding housing orientation; review MLS listing; review ordinance language; review Cindy email.	0.20	175.00	35.00
07/31/2017	JTS Review packet and prepare for meeting.	0.40	175.00	70.00
			Sub-total Fees:	<u>\$612.50</u>

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

		Hours	Rate	Amount
07/10/2017	JTS Council meeting.	5.40	175.00	314.56
07/31/2017	JTS Council meeting.	4.90	175.00	285.44
			Sub-total Fees:	<u>\$600.00</u>

4011(1)-0093: EDA Acquisition of Property

		Hours	Rate	Amount
07/06/2017	ZJC Read and respond to e-mail from Brian Hagen with updated purchase agreement.	0.10	165.00	16.50



Rupp, Anderson, Squires & Waldspurgen, 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

07/26/2017 ZJC	Read and respond to e-mail from title company regarding name of economic development authority; Review and analyze EDA enabling resolution and bylaws to determine proper legal name.	0.60	165.00	99.00
07/27/2017 ZJC	Review title work and draft quit claim deed to City regarding Outlot A; Read and respond to e-mail from Brian Hagen regarding the same.	0.40	165.00	66.00
07/28/2017 ZJC	Send e-mail to Brian Hagen attaching quit claim deed and responding to question about whether the Council must approve the transaction.	0.10	165.00	16.50
			Sub-total Fees:	\$198.00

4011(3)-0016: Crow River Heights 3rd Addition Development Agreement

		Hours	Rate	Amount
07/21/2017 JTS	Review files, staff reports; development documents; Cindy e-mail; prior Crow River Heights DAs; draft Development Agreement.	4.40	205.00	902.00
07/26/2017 JTS	Review e-mails from Cindy and Justin regarding DA inclusions; revise development agreement.	1.10	205.00	225.50
07/27/2017 JTS	Review Brian comments on DA.	0.20	205.00	41.00
07/27/2017 JTS	Telephone conference with attorney for Backes regarding need for lot split approval to close.	0.20	205.00	41.00
07/28/2017 JTS	Review Cindy comments on DA and regarding subdivision approvals.	0.40	205.00	82.00
			Sub-total Fees:	\$1,291.50

Rate Summary

Jay T. Squires	13.80 hours at \$175.00/hr	1,212.50
Jay T. Squires	6.30 hours at \$205.00/hr	1,291.50
Zachary J. Cronen	1.20 hours at \$165.00/hr	198.00
Total hours:	21.30	2,702.00

Expenses

	Units	Price	Amount
07/10/2017 Mileage.	1.00	48.15	48.15
07/31/2017 Mileage.	1.00	48.15	48.15
07/31/2017 Meal.	1.00	8.50	8.50
		Sub-total Expenses:	\$104.80

Total Fees and Expenses: \$2,806.80

Previous Balance: _____ -

Total Now Due: \$2,806.80

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

Sara A. Anderson
Accounts Manager



2125

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

September 6, 2017

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

Re: July 2017 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

for 
Justin Messner
Associate

Enclosures

nf

WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2017	Billed to Date June 30, 2017
2082-014	2017 General Engineering Services	\$278.50	\$11,473.25	\$11,473.25
2082-120	2017 Chip Seal Project	\$608.00	\$1,348.00	\$1,348.00
R-010287-000	Crow River Heights West 3rd Addition	\$842.00	\$3,617.50	\$2,775.50
	Current Invoice Total	\$1,728.50	\$16,438.75	



2125

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

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

September 6, 2017
Project No: 0-002082-014
Invoice No: 7

2017 General Engineering Services

Invoice # 7-09/06/17

Professional Services from July 1, 2017 to July 31, 2017

Phase 000 2017 General Engineering Services
Meetings

		Hours	Rate	Amount
Messner, Justin	7/20/2017	.25	152.00	38.00
Engineering Meeting				
Totals		.25		38.00
Total Labor				38.00
			Total this Task	\$38.00

Council Meetings
Field Services Billing
Council Mtg and/or Planning Commission

	2.0 Meetings @ 40.00	80.00
Total Field Services		80.00
	Total this Task	\$80.00

Base Mapping

		Hours	Rate	Amount
Reutiman, Anita	7/17/2017	1.50	107.00	160.50
Harvest Festival Map				
Totals		1.50		160.50
Total Labor				160.50
			Total this Task	\$160.50
			Total this Phase	\$278.50
			Total this Invoice	\$278.50

Billings to Date

	Current	Prior	Total
Labor	198.50	9,613.75	9,812.25
Field Services	80.00	1,581.00	1,661.00
Totals	278.50	11,194.75	11,473.25

Comments: E # 100-41950-303
Engineer
↳ Engineering Fees

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



#2125

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

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

September 6, 2017
Project No: 0-002082-120
Invoice No: 4

2017 Chip Seal Project

Invoice # 4-09/06/17

Professional Services from July 1, 2017 to July 31, 2017

Phase 1 Feasibility / Prel. Des.
Specifications

	Hours	Rate	Amount
Messner, Justin 7/21/2017	4.00	152.00	608.00
Project Specifications/Quote Form/Figures			
Totals	4.00		608.00
Total Labor			608.00
		Total this Task	\$608.00
		Total this Phase	\$608.00
		Total this Invoice	\$608.00

Billings to Date

	Current	Prior	Total
Labor	608.00	740.00	1,348.00
Totals	608.00	740.00	1,348.00

Comments:

Approved by:

Nabeel Jany

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

E # 100 - 43121 - 224

Paved Streets

↳ Street Maint. Materials



2125

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

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

September 6, 2017
Project No: R-010287-000
Invoice No: 3

Crow River Heights West 3rd Addition

Invoice # 3- 09/06/17

Professional Services from July 1, 2017 to July 31, 2017

Phase 001 Plan Review
Meetings

		Hours	Rate	Amount	
Alms, William	7/5/2017	1.50	117.00	175.50	
Plan review update					
Alms, William	7/14/2017	.50	117.00	58.50	
OCS 200					
Messner, Justin	7/5/2017	1.00	152.00	152.00	
Meeting with Developer					
Totals		3.00		386.00	
Total Labor					386.00
			Total this Task		\$386.00

Plan Review

		Hours	Rate	Amount	
Messner, Justin	7/11/2017	2.00	152.00	304.00	
Review Revisions					
Messner, Justin	7/12/2017	1.00	152.00	152.00	
MPCA/MDH Permit Coordination					
Totals		3.00		456.00	
Total Labor					456.00
			Total this Task		\$456.00
			Total this Phase		\$842.00
			Total this Invoice		\$842.00

Billings to Date

	Current	Prior	Total
Labor	842.00	2,775.50	3,617.50
Totals	842.00	2,775.50	3,617.50

Comments:

G # 823 - 20200

Crow River Hts. West 3rd - Backes

↳ A/P

Approved by: Walter Jany

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

CITY OF HANOVER

Cash Balances

September 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$608,067.90	\$3,204.59	\$79,443.43	\$531,829.06
107 FIRE DEPT DONATIONS FUND	\$17,021.76	\$0.00	\$0.00	\$17,021.76
201 EDA SPECIAL REVENUE FUND	\$51,579.16	\$0.00	\$233.00	\$51,346.16
205 EDA BUSINESS INCENTIVE FUND	\$245,197.95	\$0.00	\$2,400.00	\$242,797.95
311 2008A GO CIP REFUNDING BOND	\$56,803.50	\$0.00	\$0.00	\$56,803.50
312 2009A GO IMP REFUNDING BOND	\$2,762.81	\$0.00	\$0.00	\$2,762.81
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$503,333.88	\$0.00	\$0.00	\$503,333.88
315 2016A GO CIP BOND	\$30,765.13	\$0.00	\$0.00	\$30,765.13
401 GENERAL CAPITAL PROJECTS	\$1,337,826.05	\$0.00	\$0.00	\$1,337,826.05
402 PARKS CAPITAL PROJECTS	\$59,497.44	\$0.00	\$475.01	\$59,022.43
403 FIRE DEPT CAPITAL FUND	\$191,544.41	\$0.00	\$0.00	\$191,544.41
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,671.92	\$0.00	\$0.00	\$9,671.92
409 MAHLER PIT - 15TH ST IMP FUND	\$657.50	\$0.00	\$0.00	\$657.50
411 FACILITIES CAPITAL PROJ FUND	\$1,256,702.06	\$0.00	\$4,626.30	\$1,252,075.76
417 EQUIPMENT CAPITAL FUND	\$133,270.88	\$0.00	\$0.00	\$133,270.88
418 STREET CAPITAL PROJ FUND	\$546,484.98	\$0.00	\$0.00	\$546,484.98
601 WATER ENTERPRISE FUND	\$835,831.02	\$12,076.74	\$20,986.79	\$826,920.97
602 SEWER ENTERPRISE FUND	\$277,756.33	\$24,765.83	\$71,260.17	\$231,261.99
603 STORM WATER ENTERPRISE FUND	\$211,757.26	\$3,142.41	\$25.90	\$214,873.77
611 WATER CAPITAL IMP FUND	\$156,415.53	\$0.00	\$0.00	\$156,415.53
612 SEWER CAPITAL IMP FUND	\$1,830,647.89	\$0.00	\$0.00	\$1,830,647.89
613 STORM WATER CAPITAL IMP FUND	\$546,716.17	\$0.00	\$242.08	\$546,474.09
804 SCHENDELS FIELD ESC FUND	\$148,453.49	\$0.00	\$0.00	\$148,453.49
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$21,000.00	\$0.00	\$2,000.00	\$19,000.00
815 LANDSCAPE ESCROW FUND	\$20,000.00	\$0.00	\$2,000.00	\$18,000.00
817 INFRASTRUCTURE ESCROW FUND	\$10,000.00	\$0.00	\$1,000.00	\$9,000.00
818 MISC ESCROWS FUND	\$10,458.23	\$883.75	\$1,641.25	\$9,700.73
820 BRIDGES TOWNHOMES ESC FUND	\$3,600.58	\$0.00	\$0.00	\$3,600.58
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,937.09	\$0.00	\$11,937.09	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$14,653.67	\$196,998.63	\$7,284.50	\$204,367.80
900 INTEREST	\$37,651.07	\$0.00	\$0.00	\$37,651.07
	\$9,189,435.66	\$241,071.95	\$205,555.52	\$9,224,952.09

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$458,692.08	\$830,523.52	\$371,831.44	55.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$55,600.00	\$111,200.00	\$55,600.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$7,711.05	\$12,000.00	\$4,288.95	64.26%
Source Alt Code TAXES		\$0.00	\$522,003.13	\$953,723.52	\$431,720.39	54.73%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$125.00	\$7,180.00	\$9,175.00	\$1,995.00	78.26%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$325.00	\$400.00	\$75.00	81.25%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,950.00	\$1,500.00	-\$1,450.00	196.67%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$23.00	\$50.00	\$27.00	46.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$250.00	\$0.00	-\$250.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$42,019.12	\$114,324.87	\$72,305.75	36.75%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$1,713.00	\$4,487.50	\$6,000.00	\$1,512.50	74.79%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,220.26	\$3,000.00	\$779.74	74.01%
SERVICE	R 100-34940 Cemetery Revenues	\$650.00	\$5,300.00	\$2,000.00	-\$3,300.00	265.00%
Source Alt Code SERVICE		\$2,513.00	\$64,754.88	\$136,449.87	\$71,694.99	47.46%
MISC	R 100-36100 Special Assessments	\$0.00	\$428.08	\$740.00	\$311.92	57.85%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$910.47	\$900.00	-\$10.47	101.16%
MISC	R 100-36210 Interest Earnings	\$0.00	\$2,689.30	\$3,000.00	\$310.70	89.64%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$762.10	\$6,000.00	\$6,762.10	-12.70%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$2,425.00	\$3,600.00	\$1,175.00	67.36%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$169.39	\$0.00	-\$169.39	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$173.40	\$0.00	-\$173.40	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	\$6,033.54	\$22,240.00	\$16,206.46	27.13%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,370.00	-\$50.00	100.48%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,740.00	\$100.00	-\$1,640.00	1740.00%
LIC PERM	R 100-32210 Building Permits	\$425.86	\$51,562.95	\$50,000.00	-\$1,562.95	103.13%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$80.00	\$100.00	\$20.00	80.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$41.00	\$50.00	\$9.00	82.00%
Source Alt Code LIC PERM		\$425.86	\$65,433.95	\$62,120.00	-\$3,313.95	105.33%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,591.00	\$0.00	-\$12,591.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$54,084.50	\$108,169.00	\$54,084.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$4,790.00	\$36,000.00	\$31,210.00	13.31%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$71,635.00	\$150,008.00	\$78,373.00	47.75%
FINES	R 100-35100 Court Fines	\$0.00	\$2,932.48	\$2,000.00	-\$932.48	146.62%
Source Alt Code FINES		\$0.00	\$2,932.48	\$2,000.00	-\$932.48	146.62%
Fund 100 GENERAL FUND		\$2,938.86	\$732,792.98	\$1,326,541.39	\$593,748.41	55.24%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$2,938.86	\$732,792.98	\$1,326,541.39	\$593,748.41	55.24%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$5.24	\$6,420.24	\$11,000.00	\$4,579.76	58.37%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$397.73	\$682.00	\$284.27	58.32%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$93.02	\$159.50	\$66.48	58.32%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$1,219.64	\$6,506.82	\$7,500.00	\$993.18	86.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$92.02	\$500.00	\$407.98	18.40%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$1,249.19	\$3,000.00	\$1,750.81	41.64%
Dept 41110 Council		\$1,224.88	\$15,084.02	\$23,241.50	\$8,157.48	64.90%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,677.07	\$46,626.99	\$69,629.63	\$23,002.64	66.96%
CITYADM	E 100-41400-121 PERA	\$200.78	\$3,610.69	\$5,222.22	\$1,611.53	69.14%
CITYADM	E 100-41400-122 FICA	\$165.98	\$2,984.87	\$4,317.04	\$1,332.17	69.14%
CITYADM	E 100-41400-123 Medicare	\$38.82	\$698.11	\$1,009.63	\$311.52	69.15%
CITYADM	E 100-41400-134 Employer Paid Life	\$14.70	\$265.98	\$384.00	\$118.02	69.27%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$334.78	\$6,026.04	\$8,400.00	\$2,373.96	71.74%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$431.00	\$1,500.00	\$1,069.00	28.73%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$253.80	\$500.00	\$246.20	50.76%
Dept 41400 City Administrator		\$3,432.13	\$60,897.48	\$90,962.52	\$30,065.04	66.95%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,682.40	\$29,323.61	\$43,739.90	\$14,416.29	67.04%
CLERICAL	E 100-41430-121 PERA	\$126.18	\$2,270.52	\$3,280.49	\$1,009.97	69.21%
CLERICAL	E 100-41430-122 FICA	\$104.31	\$1,876.98	\$2,711.87	\$834.89	69.21%
CLERICAL	E 100-41430-123 Medicare	\$24.39	\$438.90	\$634.23	\$195.33	69.20%
CLERICAL	E 100-41430-134 Employer Paid Life	\$57.02	\$1,060.10	\$1,440.00	\$379.90	73.62%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$334.78	\$6,026.04	\$8,400.00	\$2,373.96	71.74%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$2,329.08	\$41,013.65	\$60,956.49	\$19,942.84	67.28%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$73.50	\$373.25	\$500.00	\$126.75	74.65%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$215.40	\$2,000.00	\$1,784.60	10.77%
Dept 41435 Staff Expenses		\$73.50	\$588.65	\$2,800.00	\$2,211.35	21.02%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,000.00	\$34,156.01	\$52,954.72	\$18,798.71	64.50%
ACCTING	E 100-41530-121 PERA	\$150.00	\$2,296.17	\$3,971.60	\$1,675.43	57.81%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$124.00	\$2,108.76	\$3,283.19	\$1,174.43	64.23%
ACCTING	E 100-41530-123 Medicare	\$29.00	\$493.15	\$767.84	\$274.69	64.23%
ACCTING	E 100-41530-134 Employer Paid Life	\$38.37	\$480.28	\$996.00	\$515.72	48.22%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$350.00	\$6,050.00	\$10,800.00	\$4,750.00	56.02%
ACCTING	E 100-41530-208 Training and Instructio	\$255.00	\$255.00	\$1,000.00	\$745.00	25.50%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$122.86	\$250.00	\$127.14	49.14%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$5,776.00	\$0.00	-\$5,776.00	0.00%
Dept 41530 Accounting		\$2,946.37	\$51,738.23	\$74,023.35	\$22,285.12	69.89%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$150.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41540 Auditing		\$150.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$7,300.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41550 Assessing		\$7,300.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$175.55	\$1,551.93	\$3,500.00	\$1,948.07	44.34%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$229.75	\$100.00	-\$129.75	229.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$11,452.54	\$12,000.00	\$547.46	95.44%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$2,222.82	\$4,000.00	\$1,777.18	55.57%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,190.05	\$2,000.00	\$809.95	59.50%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$9,610.80	\$0.00	-\$9,610.80	0.00%
Dept 41570 Purchasing		\$351.60	\$26,257.89	\$21,600.00	-\$4,657.89	121.56%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$492.50	\$3,838.75	\$4,000.00	\$161.25	95.97%
Dept 41600 Computer		\$492.50	\$3,838.75	\$4,000.00	\$161.25	95.97%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,490.51	\$16,206.89	\$22,440.16	\$6,233.27	72.22%
Dept 41610 City Attorney		\$1,490.51	\$16,206.89	\$22,440.16	\$6,233.27	72.22%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,838.00	\$15,276.24	\$29,500.00	\$14,223.76	51.78%
Dept 41910 Planning and Zoning		\$3,838.00	\$15,276.24	\$29,500.00	\$14,223.76	51.78%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,080.07	\$1,500.00	\$419.93	72.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$4,943.26	\$7,000.00	\$2,056.74	70.62%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$144.72	\$4,729.83	\$1,000.00	-\$3,729.83	472.98%
GOVTBLDG	E 100-41940-321 Telephone	\$346.00	\$3,154.12	\$3,500.00	\$345.88	90.12%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$319.91	\$250.00	-\$69.91	127.96%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$787.28	\$5,091.54	\$11,250.00	\$6,158.46	45.26%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$54.11	\$2,600.89	\$6,250.00	\$3,649.11	41.61%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$210.59	\$2,296.12	\$3,250.00	\$953.88	70.65%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$120.00	\$1,371.70	\$4,500.00	\$3,128.30	30.48%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$1,662.70	\$25,954.43	\$42,300.00	\$16,345.57	61.36%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$278.50	\$10,461.25	\$32,500.00	\$22,038.75	32.19%
Dept 41950 Engineer		\$278.50	\$10,461.25	\$32,500.00	\$22,038.75	32.19%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$9,375.76	\$8,799.31	-\$576.45	106.55%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$21,536.22	\$18,860.19	-\$2,676.03	114.19%
Dept 41960 Insurance		\$0.00	\$30,911.98	\$27,659.50	-\$3,252.48	111.76%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$362.16	\$300.00	-\$62.16	120.72%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$104.00	\$50.00	-\$54.00	208.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$312.99	\$2,000.00	\$1,687.01	15.65%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$0.00	\$779.15	\$2,850.00	\$2,070.85	27.34%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$39,365.26	\$78,730.52	\$39,365.26	50.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$39,365.26	\$78,730.52	\$39,365.26	50.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,455.83	\$77,342.53	\$101,748.00	\$24,405.47	76.01%
Dept 42102 Wright County Sheriff		\$8,455.83	\$77,342.53	\$101,748.00	\$24,405.47	76.01%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,926.50	\$55,000.00	\$31,073.50	43.50%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,483.43	\$3,410.00	\$1,926.57	43.50%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$346.96	\$797.50	\$450.54	43.51%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$274.90	\$0.00	-\$274.90	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$8,225.25	\$8,344.11	\$118.86	98.58%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$493.52	\$200.00	-\$293.52	246.76%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$1,909.25	\$4,000.00	\$2,090.75	47.73%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$25.00	\$1,889.00	\$950.00	-\$939.00	198.84%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$5,247.97	\$4,553.35	-\$694.62	115.26%
Dept 42210 Fire Dept Administration		\$25.00	\$43,796.78	\$77,254.96	\$33,458.18	56.69%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$3,207.40	\$13,500.00	\$10,292.60	23.76%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$3,126.40	\$4,500.00	\$1,373.60	69.48%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$605.35	\$5,000.00	\$4,394.65	12.11%
Dept 42220 Fire Dept Equipment		\$0.00	\$6,939.15	\$25,350.00	\$18,410.85	27.37%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$1,100.00	\$5,737.62	\$12,500.00	\$6,762.38	45.90%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$729.50	\$2,271.96	\$3,000.00	\$728.04	75.73%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,096.63	\$1,500.00	\$403.37	73.11%
Dept 42240 Fire Dept Training		\$1,829.50	\$9,106.21	\$17,000.00	\$7,893.79	53.57%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$333.16	\$1,362.72	\$4,500.00	\$3,137.28	30.28%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$146.17	\$3,783.56	\$9,000.00	\$5,216.44	42.04%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,439.00	\$7,465.00	\$4,026.00	46.07%
Dept 42260 Fire Vehicles		\$479.33	\$8,585.28	\$22,965.00	\$14,379.72	37.38%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$125.19	\$176.90	\$1,650.00	\$1,473.10	10.72%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$19.00	\$498.60	\$3,500.00	\$3,001.40	14.25%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$135.50	\$1,552.27	\$800.00	-\$752.27	194.03%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$382.03	\$2,209.04	\$4,500.00	\$2,290.96	49.09%
FIREBLDG	E 100-42280-383 Gas Utilities	\$20.08	\$1,442.08	\$3,000.00	\$1,557.92	48.07%
Dept 42280	Fire Stations and Bldgs	\$681.80	\$5,878.89	\$13,625.00	\$7,746.11	43.15%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$5,566.79	\$11,133.58	\$5,566.79	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,200.00	\$6,500.00	\$300.00	95.38%
Dept 42290	Fire Relief Association	\$0.00	\$11,766.79	\$53,633.58	\$41,866.79	21.94%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$604.74	\$28,085.63	\$17,500.00	-\$10,585.63	160.49%
Dept 42401	Building Inspection Admin	\$604.74	\$28,085.63	\$17,500.00	-\$10,585.63	160.49%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$5,131.05	\$63,471.53	\$116,803.34	\$53,331.81	54.34%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$880.00	\$9,304.00	\$15,000.00	\$5,696.00	62.03%
PUBWRKS	E 100-43000-121 PERA	\$384.84	\$4,737.28	\$10,279.11	\$5,541.83	46.09%
PUBWRKS	E 100-43000-122 FICA	\$371.50	\$4,674.98	\$8,250.88	\$3,575.90	56.66%
PUBWRKS	E 100-43000-123 Medicare	\$86.86	\$1,093.29	\$2,285.25	\$1,191.96	47.84%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$34.77	\$932.32	\$2,832.00	\$1,899.68	32.92%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7.32	\$500.00	\$492.68	1.46%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$788.50	\$11,511.51	\$27,600.00	\$16,088.49	41.71%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,321.95	\$2,500.00	\$1,178.05	52.88%
PUBWRKS	E 100-43000-212 Motor Fuels	\$330.50	\$3,063.07	\$7,000.00	\$3,936.93	43.76%
PUBWRKS	E 100-43000-215 Shop Supplies	\$229.26	\$2,070.82	\$2,500.00	\$429.18	82.83%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$228.17	\$5,701.34	\$6,000.00	\$298.66	95.02%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$494.08	\$1,500.00	\$1,005.92	32.94%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$314.38	\$6,207.91	\$5,000.00	-\$1,207.91	124.16%
PUBWRKS	E 100-43000-260 Uniforms	\$511.78	\$1,372.83	\$3,000.00	\$1,627.17	45.76%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$11,824.91	\$19,000.00	\$7,175.09	62.24%
PUBWRKS	E 100-43000-321 Telephone	\$176.56	\$1,244.36	\$2,800.00	\$1,555.64	44.44%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$10,718.17	\$129,597.28	\$234,100.58	\$104,503.30	55.36%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$782.33	\$13,868.38	\$50,000.00	\$36,131.62	27.74%
Dept 43121	Paved Streets	\$782.33	\$13,868.38	\$50,000.00	\$36,131.62	27.74%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$1,828.80	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43122	Unpaved Streets	\$1,828.80	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%
Dept 43125	Ice & Snow Removal	\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$4,625.01	\$15,801.14	\$25,000.00	\$9,198.86	63.20%
Dept 43160	Street Lighting	\$4,625.01	\$15,801.14	\$25,000.00	\$9,198.86	63.20%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,201.64	\$25,319.34	\$36,000.00	\$10,680.66	70.33%
Dept 43245	Recycling: Refuse	\$3,201.64	\$25,319.34	\$36,000.00	\$10,680.66	70.33%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$2,030.09	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45186	Senior Center	\$2,030.09	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$378.99	\$769.56	\$2,000.00	\$1,230.44	38.48%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$512.20	\$2,590.03	\$5,000.00	\$2,409.97	51.80%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$4,285.45	\$10,000.00	\$5,714.55	42.85%
PARKS	E 100-45200-310 Other Professional Serv	\$6,500.00	\$6,500.00	\$6,800.00	\$300.00	95.59%
PARKS	E 100-45200-381 Electric Utilities	\$231.00	\$1,881.93	\$2,000.00	\$118.07	94.10%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$20.00	\$1,945.00	\$2,200.00	\$255.00	88.41%
PARKS	E 100-45200-580 Other Equipment	\$380.00	\$2,813.30	\$7,000.00	\$4,186.70	40.19%
Dept 45200	Parks (GENERAL)	\$8,022.19	\$20,897.07	\$36,500.00	\$15,602.93	57.25%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$980.15	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 45500	Libraries (GENERAL)	\$980.15	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimbursen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Dept 49800	Transit (GENERAL)	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Fund 100	GENERAL FUND	\$69,834.35	\$817,641.27	\$1,326,541.16	\$508,899.89	61.64%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	September 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$69,834.35	\$817,641.27	\$1,326,541.16	\$508,899.89	61.64%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of September, 2017.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by _____ and seconded by _____.

.....

RESOLUTION NO 09-05-17-94

A RESOLUTION APPROVING 2017 MS4 PROGRAM IMPLEMENTATION

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

WHEREAS, the City Engineer has submitted the attached proposal to assist staff with the implementation of program requirements in order for the City to stay in compliance with the permit requirements.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal from WSB in a not to exceed amount of \$7,700.

BE IT FURTHER RESOLVED that the City Council hereby authorizes its City Administrator to take such action as is necessary to execute the contract on behalf of the City of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of September, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

August 21, 2017

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

Re: 2017 MS4 Program Implementation
Request for Authorization to Provide Professional Services

Dear Mr. Hagen:

This letter provided is a scope of continued services for MS4 program implementation and support of the City of Hanover's Stormwater Pollution Prevention Plan (SWPPP), which is required by the Municipal Separate Storm Sewer System (MS4) General Permit.

WSB & Associates, Inc. (WSB) continues to work with the City of Hanover (the City) to annually update their MS4 program. WSB is proposing to continue to work in partnership with City staff to complete the work detailed below. This continued partnership will ensure the City's MS4 program remains in compliance in 2017. The tasks listed below are considered annual maintenance costs associated with the routine upkeep of a compliant MS4 program.

➤ **Task 1: SWPPP Annual Program Management**
(Total Estimated Fee: \$2,500)

As part of this task, the WSB project manager will provide staff time in the City or other assistance as needed to support staff with the implementation of the updated SWPPP that was developed as a part of the MS4. The WSB project manager will check in with the City's MS4 Coordinator quarterly and address the following items:

- Tasks for staff members to complete as part of the program implementation
- Documentation requirements needed quarterly to ensure ongoing permit compliance and aide annual reporting to the MPCA
- Education requirements, needed quarterly to ensure ongoing permit compliance
- Any updates from the Minnesota Pollution Control Agency (MPCA) or local watersheds that may offer benefits or impacts to the City's MS4 Permit Activities

➤ **Task 2: Annual Report & Annual Meeting**
(Estimated Fee: \$1,300)

The MS4 permit requires the City of Hanover to submit an annual report detailing their MS4 permit activities by June 30th, 2018. WSB will assist City staff with the completion and submittal of the 2017 Annual Report. In addition, WSB will work with City staff to facilitate one annual SWPPP meeting and

prepare the public notice materials if need be. Finally, WSB will assist City staff with developing responses to any public comments received.

➤ **Task 3: MS4 Education Implementation Plan Updates**
(Estimated Fee: \$1,900)

During the initial MS4 Program Development, City staff identified priority topics which guide MS4 education and outreach initiatives. In addition to the priority topics, the MS4 permit also requires that the City develop an implementation plan for their MS4 education program that identifies target audiences, including measurable goals for each audience, specific activities to meet each measurable goal, and an evaluation to show the extent to which the measurable goals for each target audience are attained. Furthermore, this task will include:

- Identifying target audiences and defining measurable goals for each target audience
- Organizing a 12-month education implementation plan
- Developing additional materials that support the 12-month education implementation plan, as needed
- Identifying method(s) to evaluate the effectiveness of the education program and messages that are developed
- Annual summary of educational events/efforts for year-end reporting requirements

➤ **Task 4: Staff Training**
(Estimated Fee: \$1,000)

The MS4 permit requires annual training of your municipal staff to communicate to all City staff how their role may be impacting stormwater. Development of a comprehensive training program is critical to the foundation of a compliant MS4 program. WSB will complete a 1-hour training session for Public Works staff primarily focusing on municipal good housekeeping.

An additional training will be provided to Engineering, Code Enforcement, and Building Inspections staff, which will include information on illicit discharge detection and elimination, construction site BMPs, and good housekeeping practices. In addition, we will provide materials from the training for make-up sessions or seasonal employees commensurate with the requirements of the MS4 Permit.

This training is critical to ensuring that the City of Hanover's MS4 program is being implemented and being MS4 audit ready.

WSB will assist City Staff with inspections and reporting of all stormwater pollution control structures within the City.

➤ **Task 5: Administrative Review by City Engineer of MS4 Program**
(Estimated Fee: \$1,000)

The City Engineer will review all reports and other submitted information from the MS4 Project Manager that is associated with the MS4 Program and Permit.

Mr. Brian Hagen
August 21, 2017
Page 3

Cost

This proposal represents our complete understanding of the MS4 regulatory program and the work needed to complete the tasks associated with the MS4 program. The total cost for **Tasks 1-5** as described above is **\$7,700**.

We appreciate the opportunity to share this proposal with you, and look forward to working with the City of Hanover to efficiently maintain compliance with the MS4 permit. If you are in agreement with the scope of services and proposed fee, please sign in the appropriate space below and return one copy to us. Should you have any questions about this proposal, please contact me at 763-762-2854 or pjohnson@wsbeng.com

Sincerely,

WSB & Associates, Inc.



Paul Johnson
Environmental Compliance Specialist

ACCEPTED BY: CITY OF HANOVER

The City of Hanover hereby accepts the WSB proposal of \$7,700 for the services outlined in this proposal.

Signature: _____

Name/Title: _____

Date: _____

HFD Officer Selection Procedures

Purpose:

The purpose of the Hanover Fire Department's promotional procedure is to provide an equitable and competitive process for members of the Department based on job qualifications, personal development, skills and demonstrated performance. The promotional process will provide encouragement to all members who wish to achieve their potential and, therefore, provide the Fire Department with the best leadership and service possible.

Scope:

This selection process will provide a systematic method for the selection of Hanover Fire Department members for promotion from Firefighter to a higher ranking position. This method will be used to select the most qualified member for promotion to a vacant officer position, based on individual merit and a member's ability to fulfill the obligation of the position.

Application Process:

You have taken the first step of expressing interest in becoming an officer by reviewing this information. The following steps will help guide you through the process needed to become a line officer of the Hanover Fire Department (HFD). The Line Officers of HFD shall consist of Fire Chief, Chief 2, Captains, and Lieutenants. The eligibility, appointment, tenure, and duties of the line officers shall be defined in the bylaws. *? should this be defined somewhere else?*

Candidacy:

Members wishing to be a candidate for a line officer position (except for Fire Chief) shall submit a letter of intent and fill out a department application. All items must be submitted to the Fire Chief during the month of September. IF the applicant desires, additional information concerning personal background and/or qualifications for the position may be submitted in a form of a resume. The Fire Chief shall determine the eligibility of such members in conjunction with HFD officer qualifications, as stated in HFD's By-Laws. Members may be candidates for more than one officer position but the candidate shall take the highest [first] position to which he/she is selected and forfeit candidacy to any other line officer positions.

Candidacy Review:

this is private data ← applicant's personnel record and activity statistics, to determine if a candidate meets the minimum requirements for the position they are applying for. If the candidate meets all minimum requirements, at the Fire Chief's discretion, may be invited to participate in an interview with the Fire Chief and the selected senior member.

Candidacy review for all other line officers: The Fire Chief, along with Chief 2, will review the submitted applications, along with each applicant's personnel record and activity statistics, to determine if a candidate meets the minimum requirements for the position they are applying for. If the candidate meets all minimum requirements, at the Fire Chief's discretion, may be invited to participate in an interview with the Fire Chief and Chief 2.

State looks @ training hrs. not topics. Should City policy read that members need so many hrs instead of drill attendance

Information obtained from the candidate's application, personnel record, activity statistics, and interview will be used to select the most qualified individual to fill the opening.

Recommendation and Approval of Line Officers:

The Fire Chief, at his/her discretion, will recommend for appointment the most qualified candidate to serve as a line officer. The Fire Chief's recommendation shall be subjected to a majority approval by the Hanover City Council.

LINE OFFICERS

SECTION 1.

- Selection, Election, and Tenure
- The line officers of the Hanover Fire Department shall consist of a Fire Chief, Chief 2, four Captains, and two Lieutenants.
- The Fire Chief shall be chosen by and from the members of the Corporation, through a selection process and approved by the city council, at the annual December meeting and shall serve a four-year term. All other line officers shall serve two-year terms and be appointed by the Fire Chief based upon qualifications supplied in an application, subject to majority approval of the city council. Should the office of Fire Chief become vacant during a term, Chief 2 shall assume the responsibility of Fire Chief for the remainder of the term. → upon appointment by council?
- Should any other line officer become vacant during a term, the Fire Chief shall appoint a replacement for the remainder of the term of office subject to the majority approval of the city council.
- It is the Fire Chief's option to organize appointed line officers as he/she sees fit.

Where is this process defined?

SECTION 2

- The elected Relief Society Officers of the organization shall consist of the President, Vice-president, Treasurer, Secretary, and trustees.
- *Keep Current Process*

Not sure we need this in the City Policy/SOG's

Qualifications for Line Officers.

The educational and training requirements for line officers shall be established and published in the HFD Handbook. The following qualifications must be met:

All Line Officers:

- Must be a current active member in good standing;
- To be eligible or for advancement, line officers must maintain minimum membership requirements and at least two details in the twelve month period prior to being nominated;
- must be FFI and FFII certified;
- be at or above a certified EMR;
- the potential for satisfactorily fulfilling the duties and responsibilities of an HFD Line Officer;
- evidence of scholarship in his/her subject matter and competence as a Line Officer;
- Line officers are also required to participate in a minimum of one continuing education training (outside of HFD training) per term.

These were identified in the job descripts.

Fire Chief:

- Must have at least seven years of experience as a firefighter;
- Must have at least six years of experience as a firefighter in HFD;
- Must have at least five years of experience as a line officer in HFD, with at least one term as a Captain;
- Must be a qualified driver-operator of all station apparatus; and
- Must have or obtain Fire Inspector within the first-year term.

Chief 2:

- Must have at least seven years of experience as a firefighter;
- Must have at least five years of experience as a firefighter in HFD;
- Must have at least four years of experience as a line officer in HFD or have previously served or is currently serving as a Captain; and
- Must be a qualified driver-operator of all station apparatus.

Captains:

- Must have at least five years of experience as a firefighter;
- Must have previously held a lieutenant position for one full term in HFD or have previously served or is currently serving as a captain; and
- Must be a qualified driver-operator of all station apparatus.

Lieutenants:

- Must have at least three years of experience as a firefighter;
- Must be a qualified driver-operator of all station apparatus.

Qualifications should include, but are not limited to the above, and should any state or county law provide for requirements in excess of those stated here, such requirements shall be considered to be automatic revisions to this section of the By-Laws until such time as they are formally changed.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 19th day of September, 2017.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by _____ and seconded by _____.



RESOLUTION NO 09-05-17-96

A RESOLUTION APPROVING EDA RENT REIMBURSEMENT REQUEST

WHEREAS, the Hanover Economic Development Authority approved a business incentive to Zachary Plansky, AT3 Tactical LLC; and

WHEREAS, Plansky submitted an application for three months' rent at a rate of \$1,500/month; and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the rent reimbursement through the Hanover Economic Development Authority business incentive fund in the amount of \$2,400.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 19th day of September, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 19th day of September, 2017.

The following Council Members were present:

The following Council Members were absent:

A motion to adopt the following resolution was made by _____ and seconded by _____.



RESOLUTION NO 09-19-17-97

**A RESOLUTION APPROVING
SETTLERS PARK PLAYGROUND BORDER REPLACEMENT**

WHEREAS, the Settlers Park Playground Border is aging and in need of maintenance; and

WHEREAS, the Park Board has previously supported changing playground borders to a concrete border; and

WHEREAS, staff estimates concrete and equipment rental costs to be \$4,500 to replace the Settlers Park Playground Border.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota hereby approves up to \$4,500 for staff to pour concrete needed for the replacement of the park border.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 19th day of September, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

To: Mayor Kauffman & Members of the Hanover City Council

From: Brian Hagen, City Administrator

Re: Compensation Study

Date: September 14, 2017

I am recommending that Council consider approval of a compensation study for all of the City's full-time positions. The personnel policy requires reviewing salary ranges for each position every two years and this would satisfy the requirement. The last review came in 2015. Additionally, it would establish how Hanover compares to other cities for position compensation.

The study would be completed by Springsted Incorporated. It would include two trips to Hanover and a study of up to six positions compared against 10 benchmark organizations. Staff would complete a questionnaire for a position analysis. This questionnaire would then be compared against the actual job description to ensure job descriptions are still accurate and applicable. The questionnaire would also be utilized to complete a job evaluation in the SAFE system, used when submitting pay equity reports every three years. Through this process staff would complete the job description review in conjunction with Springsted. Based on findings, adjustments to job descriptions may be recommended. Springsted would collect data from the League of Minnesota Cities on other organization's pay and benefit totals for similar jobs. Springsted would further create a pay scale for Hanover, as well as assignment of positions to the pay scale. Based on findings, Springsted would then provide a summary report which would include an implementation plan of the findings. The cost of this study would be \$6,500. If Council chose not to compare benefits packages and only wanted to address monetary pay, the cost would be \$4,400.

My recommendation is to look at a full compensation study, which would encompass both monetary pay and benefits pay. This would provide us with the most accurate comparison by looking at total compensation. This study would take up to four months to complete. After completion, findings would be presented in order to determine the next steps.