

**AGENDA  
HANOVER CITY COUNCIL  
OCTOBER 3, 2017**

**MAYOR  
CHRIS KAUFFMAN**

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

- 1. Call to Order/Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of September 19, 2017 City Council Meeting (4)**
  - b. Approve Minutes of September 25, 2017 Special City Council Meeting (8)**
  - c. Approve Minutes of September 25, 2017 Joint City Council/Planning Commission Meeting (9)**
  - d. Approve Claims as Presented: (10)**

➤ Claims	\$ 39,455.52
➤ Payroll	\$ 9,001.69
➤ P/R taxes & Exp	\$ 3,377.34
➤ Other Claims	<u>\$ 2,310.52</u>
➤ Total Claims	<u>\$ 54,145.07</u>
  - e. Res No 10-03-17-100 – Approving Trade of Bobcat Skid Loader (25)**
  - f. Res No 10-03-17-101 – Approving Soils Pay Voucher Final (28)**
  - g. Res No 10-03-17-102 – Approving Temporary Snow Plow Driver (41)**
- 4. Citizen’s Forum:**
  - a. 2017 Storm Water Pollution Prevention Plan Review (42)**
- 5. Public Hearings**
- 6. Unfinished Business**
  - a. Hanover Zion United Methodist Church (63)**
  - b. Res No 10-03-17-103 – Approving Residential Property Lease Agreement (67)**
- 7. New Business**
  - a. GP Welding CUP (73)**
  - b. November 7, 2017 Meeting Change**
  - c. Water Tower Painting**
- 8. Reports**
- 9. Adjournment**

**To: Mayor Kauffman & Members of the Hanover City Council**  
**From: Brian Hagen, City Administrator**  
**Date: September 28, 2017**  
**Re: Review of October 3, 2017 City Council Agenda**

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1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent agenda.***
  - a. **Approve Minutes of September 19, 2017 City Council Meeting (4)**
  - b. **Approve Minutes of September 25, 2017 Special City Council Meeting (8)**
  - c. **Approve Minutes of September 25, 2017 Joint City Council/Planning Commission Meeting (9)**
  - d. **Approve Claims as Presented: (10)**

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  - e. **Res No 10-03-17-100 – Approving Trade of Bobcat Skid Loader (25)**
  - f. **Res No 10-03-17-101 – Approving Soils Pay Voucher Final (28)**
  - g. **Res No 10-03-17-102 – Approving Temporary Snow Plow Driver (41)**
4. **Citizen’s Forum:**
  - a. **2017 Storm Water Pollution Prevention Plan Review (42)**  
*Paul Johnson, WSB & Associates, will be present to conduct our annual SWPPP review and to answer any questions.*

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

5. **Public Hearings**  
*None*

## **6. Unfinished Business**

### **a. Hanover Zion United Methodist Church (63)**

*Joe Kaul, Hanover Historical Society, will be present to discuss the proposal of the City taking ownership of the entire church parcel. This would include the cemetery and the church/hall. The Hanover Historical Society is looking to receive a definite answer from the Council on whether the City is will to take full ownership. Enclosed is material provided by Joe Kaul for your review.*

### **b. Res No 10-03-17-103 – Approving Residential Property Lease (67)**

*Enclosed is a lease for consideration. This lease would be utilized by the City to lease the property owned by the Hanover EDA, located at 11234 River Rd NE. The EDA holds a desire to lease the property in the short term to generate revenue to assist in offsetting overall project costs.*

## **7. New Business**

### **a. GP Welding CUP (73)**

*Enclosed is a memo from City Planner Cindy Nash outlining the discussion that will be held.*

### **b. November 7, 2017 Meeting Change**

*The Council has a regularly scheduled meeting this date. This date is also an Election Day. Therefore, no public meetings shall be held until 8 p.m. or later. Staff seeks direction from Council on an adjustment to the time or date of the meeting. I will also note that November 10<sup>th</sup> is recognized as Veterans Day this year and therefore no public meeting shall be held.*

### **c. Water Tower Painting**

*St. Michael and Albertville are proposing to paint the water tower near the school with a statement identifying the cities of St. Michael and Albertville, as well as a statement of “Home of the Knights.” This tower is located on their city border. This proposal also comes at no cost to the City of Hanover for the painting of this logo. A motion of support is requested.*

## **8. Reports**

## **9. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
SEPTEMBER 19, 2017 – DRAFT MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, September 19, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Public Works Supervisor Jason Doboszenski, City Engineer Justin Messner, and Fire Chief Dave Malewicki. Guests present included State Representative Eric Lucero and Doug Voerding from the Wright County Journal Press.

**Approval of Agenda**

Kauffman requested adding item 7.b. for discussion on the Hanover EDA's property purchase. Kauffman also requested adding item 7.c. for discussion on JS Stewart's Certificate of Occupancy. Hagen requested adding Res No 09-19-17-98 - Approving Change Order for Fire Department Wildland Vehicle to the agenda, council stated the resolution shall be placed on consent.

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

**Motion carried unanimously.**

**Consent Agenda**

Res No 09-19-17-98 – Approving Change Order for Fire Department Wildland Vehicle was added to consent.

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

**Motion carried unanimously.**

**a. Approve Minutes of September 5, 2017 City Council Meeting**

**b. Approve Claims as Presented:**

➤ 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>

**c. Res No 09-19-17-98 – Approving Change Order for Fire Department Wildland Vehicle**

**Motion carried unanimously.**

**MOTION** by Warpula to enter into a recess at 6:05 p.m. for the purpose of taking a Public Works Facility ground breaking photo, seconded by Hammerseng. **Motion carried unanimously.**

**Public Works Facility Ground Breaking Photo – located at 11149 5<sup>th</sup> St. NE, Hanover, MN**

The Council and staff traveled to the site to take a photo with Grady Kinghorn, construction manager of the project, and State Representative Eric Lucero.

**MOTION** by Hammerseng to resume the regular City Council meeting at 6:25 p.m., seconded by Warpula. **Motion carried unanimously.**

**Res No 09-05-17-94 – Approving MS4 Program Implementation Proposal**

Hagen stated this resolution was removed from the previous meeting agenda in order to ask questions to Messner.

Messner presented the proposal from WSB to provide assistance in the annual permitting requirements MS4 puts on the City. WSB would assist in ensuring aspects of the permit are being followed like

education of staff, education and comment periods from residents, as well as the annual report filing. Estimated annual cost would be \$7,700. This fee could be paid out of the stormwater fees collected.

Council inquired to if this would be the last proposal related to MS4. Messner explained there are two steps to MS4 regulations. The first was to submit the initial application. This step has been completed. The second is to maintain compliance on an annual basis, which this proposal addressed. Hanover also approved the creation of the Storm Water Asset Management Program (SWAMP). SWAMP is above the requirements, but provides an asset for staff to use to assist with the requirements of the MS4 program.

Messner further explained the WSB provides this same service to other client cities as well. This service will allow WSB to be responsible for understanding any law changes and permit requirements. WSB would work with Hanover staff to ensure the inspections and maintenance is being completed, and to gather information needed for the annual report.

**MOTION** by Warpula to approve Res No 09-05-17-94, seconded by Hammerseng. **Motion carried unanimously.**

### **Fire Department Policy Amendment – Officer Selection Process**

Malewicki presented the policy change recommendation. He stated the majority of the department members support this change. The change would provide the Fire Chief more authority to choose the other department officers. The chief position would remain the same selection process already in place. Malewicki further stated that all officers would still be brought to the Council for final approval. Malewicki stated that the current process is not followed perfectly and there is a tendency for people to still choose who they want to see as officers versus following the grading system in place.

Hagen cautioned Council and the Fire Chief that the process in place to identify officers should be fair and equitable. He further stated that he and the City Attorney spoke about the proposed changes and feel it may not be the most fair and equitable process.

Council questioned what other cities follow for a process and directed Hagen to reached out for sample policies.

### **Res No 09-19-17-96 – Rent Reimbursement ATS Tactical**

Hagen explained the business and stated the proper paperwork was submitted with the request. The business also has shown three months of prepaid lease payment. The EDA has made a recommendation of approval for a total of \$2,400.

**MOTION** by Hallstein to approve Res No 09-19-17-96, seconded by Warpula. **Motion carried unanimously.**

### **Hanover EDA Property Purchase**

Kauffman stated he is not an advocate of the City or EDA leasing the property as a residential rental. Kauffman feels the City should demo the house and make it a gravel parking lot in order to achieve the goal sooner. Hagen informed council that a gravel parking lot would not be allowed as the ordinances require dustless in the form of concrete, asphalt, or other material approved by City Engineer.

Council requested the parking lot ordinances be sent to them for review. In the meantime, staff was directed to proceed forward with preparing a lease for approval and renting the property out.

### **JS Stewart Certificate of Occupancy**

Kauffman has had discussions with Jim Stewart, and Stewart would like to receive his building certificate of occupancy prior to his site plan requirements being finished. Kauffman further stated that Stewart is willing to escrow additional money with the city in order to allow this to happen. Stewart is finishing up projects he has been hired to complete and therefore has limited time to complete the work of his own project prior to when his lease is up.

Hagen stated the staff does not recommend allowing this request. Hagen stated that if the city were to allow additional escrow money, an escrow agreement should be put in place. This would require additional expenses to consultants as well as require a couple weeks to draft and bring back to council for approval. Hagen stated that Stewart's site improvements must be completed prior to issuance of the Certificate of Occupancy to ensure the work is completed. Hagen stated that Stewart is aware of what improvements are to be completed, and the City is not responsible for adjusting the rules to meet the request of a business that is choosing to complete the improvements on their own versus hiring it done.

Council consensus is to require JS Stewart to complete all requirements prior to issuance of a Certificate of Occupancy. Furthermore, consensus was to not enter into a separate escrow agreement to allow JS Stewart to occupy his structure prior to the site work being completed.

### **Res No 09-19-17-97 – Approving Settlers Park Playground Boarder Replacement**

Doboszinski identified the scope of the project. The project would install a three foot sidewalk around the park area. This would be level with the ground, but provide a separation between the grass and the playground woodchips.

**MOTION** by Warpula to approve Res No 09-19-17-97, seconded by Hallstein. **Motion carried unanimously.**

### **Code/Special Permit Enforcement**

Hagen requested guidance on how Council would like staff to address code compliance and special permit compliance. Hagen stated that there are several permits in the form of special use permits, interim use permits, and conditional use permits that either residents or businesses have obtained through the years. Several of these permits are not in compliance; however, staff has been under the practice of complaint basis enforcement. Hagen is questioning whether staff should be more proactive and enforcement the conditions of special permits without receiving an actual complaint.

Council consensus was to follow the complaint basis approach; however, if a business has received a new permit or an amendment to a permit in recent years and they have not followed the conditions, staff should send enforcement letters to bring the property into compliance.

### **Salary Compensation/Classification Study**

Hagen presented a memo which proposes to hire Springsted Inc. to complete a salary/job classification study. The study would compare positions in Hanover against similar positions in other entities identified by Hanover to compare against. The salary ranges and benefits would be the focus of the study to determine if Hanover is in line with other entities. Hagen proposed the study first because the City policy identifies a study of this nature is to occur every two years. 2015 was the last time a study was completed. Hagen explained that in 2015, no action was taken on the study. Hagen felt Council may want to the study completed by an unbiased firm. Hagen did state that staff would be able to complete a similar study to what was done in 2015.

Council directed Hagen to send them the 2015 salary study. Council further stated discussion will be postponed until the October Work Session.

## Reports

### Messner

- Crow River Heights has a goal of the first week of October to have first lift of asphalt install. The WSB inspector has noted safety concerns while onsite. Worker safety is not the responsibility of the WSB inspector; however, they have still made suggestions.
- A culvert replacement is nearly complete. This was needed after damage during the 5<sup>th</sup> St. NE Watermain Extension project.

### Zajicek

- Stated the compensation study discussion reminded him of the upcoming reviews. He reminded staff that exceeds expectations shall be well justified.

### Hammerseng

- Inquired about the Beebe Lake Trail Crossing. Hagen stated he has reached out to Wright County but have not received an answer yet. Messner stated he will review the plans to see if there ever was one prior to the County completing a chip seal project on that road.

### Hagen

- Stated he attended the WCEDP Broker event on behalf of the Hanover EDA. The event goal was to show metro area brokers/developers that Wright County is not that far from metro area or major transit opportunities. Additionally, cities brought with items to help explain what makes the community a good place to hold their business.
- Outlined WCAT/Trailblazer funding needs. Working capital funds are needed in order to continue provided public transportation services in Wright County. Two options are to front the money up front. Hanover would be responsible for approximately \$2,500, whereas other cities would be responsible for a much higher amount. Cities with a higher amount are interested in an option of obtaining a line of credit to cover working capital costs.

### Doboszanski

- Shared that Rogers has borrowed several pieces of equipment over the last few weeks.
- Public Works assisted the City of Wayzata and Corcoran Public works during the funeral for the Wayzata police officer.
- The catch basin by RiverInn has been completed. Staff feels the next one can be completed entirely in house.

### Kauffman

- The Wright County GOP breakfast will be held at the River Inn on September 24<sup>th</sup>, 8-10 am.

## Adjournment

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

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator

**CITY OF HANOVER  
SPECIAL CITY COUNCIL MEETING  
SEPTEMBER 25, 2017 – DRAFT MINUTES**

**Call to Order:**

Mayor Chris Kauffman called the special meeting of Monday, September 25, 2017 to order at 6:27 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Administrative Assistant Amy Biren, City Planner Cindy Nash. Councilor Ken Warpula was absent.

**Approval of Agenda:**

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

**Res No 09-25-17-99 – Approving Fire Department Wildland Vehicle Change Order #2**

Hagen provided a resolution with a change order for approval. The change order identified adjustments requested by the Fire Department to the Wildland Vehicle being built by Heiman Fire. The changes included two additional storage compartments, upgraded LED lighting, and custom built center console for housing the controls to the emergency lights. The total of the changes amount to \$2,149.00.

**MOTION** by Hallstein to approve Res No 09-25-17-99, seconded by Hammerseng. **Motion carried unanimously.**

**Adjournment**

**MOTION** by Hammerseng to adjourn at 6:29 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

**CITY OF HANOVER  
JOINT MEETING OF THE  
CITY COUNCIL AND PLANNING COMMISSION  
SEPTEMBER 25, 2017 - DRAFT MINUTES**

**Call to Order**

Mayor Chris Kauffman called the September 25, 2017, Joint Meeting of the City Council and Planning Commission to order at 6:30 pm. Council members present were Mayor Chris Kauffman, Doug Hammerseng, Jim Zajicek, and MaryAnn Hallstein. Planning Commission members present were Stan Kolasa, Jim Schendel, Dean Kuitunen, and Mike Christenson. Also present were City Administrator Brian Hagen, City Planner Cindy Nash, and Administrative Assistant Amy Biren. Councilor Ken Warpula arrived at 6:45 p.m. and Planning Commission member Michelle Armstrong arrived at 7:00 p.m.

**Approval of Agenda**

**MOTION** by Hallstein to approve agenda, seconded by Zajicek. **Motion carried unanimously.**

**Comprehensive Plan Amendment**

**Review of Planning Principles**

Nash provided a list of eleven planning principles for review. She amended them based on the last meeting's discussion. Nash further provided a brief overview of the purpose of a Comprehensive Plan and how it works in collaboration with the City's ordinances.

**Review of Comprehensive Plan Goals**

Nash provided a list of 17 goals to achieve with the comprehensive plan amendment. These goals are cross referenced to one or more of the established planning principles that have been set. The group reviewed the goals and made changes where desired. Nash stated she would make the adjustments as directed.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 7:43 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED:

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

ATTEST:

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

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Payments

Current Period: October 2017

Batch Name	10/03/17 PAY				
Payment		Computer Dollar Amt	\$39,455.52	Posted	
Refer	2163 ANDERSON, CHARLES OR LENA	Ck# 032901	10/3/2017		
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Release - 9/16/17			\$100.00
		Event			
Invoice					
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$100.00
Refer	2159 BIFFS INC.	Ck# 002130E	10/3/2017		
Cash Payment	E 100-45200-580 Other Equipment	Pheasant Run Park Mini Biff Svc. 08/16/17 - 09/12/17			\$95.00
Invoice W651155	9/13/2017				
Cash Payment	E 100-45200-580 Other Equipment	Eagleview Park Mini Biff Svc. 08/16/17 - 09/12/17			\$95.00
Invoice W651156	9/13/2017				
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park Mini Biff Svc. 08/16/17 - 09/12/17			\$95.00
Invoice W651157	9/13/2017				
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park Mini Biff Svc. 08/16/17 - 09/12/17			\$95.00
Invoice W651158	9/13/2017				
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$380.00
Refer	2160 DELTA DENTAL	Ck# 032902	10/3/2017		
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premium - October 2017 - Amy B.			\$41.70
Invoice 7038312	9/15/2017				
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premium - October 2017 - Brian H.			\$41.70
Invoice 7038312	9/15/2017				
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premium - September 2017 - Carl O.			\$136.55
Invoice 7038312	9/15/2017				
Cash Payment	G 100-21706 Medical/Dental Ins	Dental Premium - October 2017 - Carl O.			\$136.55
Invoice 7038312	9/15/2017				
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$356.50
Refer	2161 DIXON, LINDA	Ck# 032903	10/3/2017		
Cash Payment	G 100-22000 Deposits	Shelter Damage Deposit Release - 9/17/17			\$100.00
		Event			
Invoice					
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$100.00
Refer	2164 DIXON, WALTER OR NEALIE	Ck# 032904	10/3/2017		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 9/16/17 Event			\$100.00
Invoice					
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$100.00
Refer	2158 DYNA SYSTEMS	Ck# 032905	10/3/2017		
Cash Payment	E 100-43000-215 Shop Supplies	Cap Screws, Stainless Steel Lock Washers, 18-8 SS Flat Washers, Fin Hex USS Nuts			\$184.24
Invoice 23191137	9/6/2017				
Cash Payment	E 100-43000-215 Shop Supplies	SS Hex Washers			\$73.43
Invoice 23194399	9/14/2017				
Transaction Date	9/19/2017	Due 0	Cash	10100	Total \$257.67
Refer	2141 FAMILY HERITAGE LIFE INSURAN	Ck# 002136E	10/3/2017		

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Payments

Current Period: October 2017

Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - September 2017				\$33.20
Invoice	653077	9/15/2017				
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b>	\$33.20
Refer	2148 GOPHER SIGN COMPANY	Ck# 032906	10/3/2017			
Cash Payment	E 100-43000-226 Sign Repair Materials	No Motorized Vehicles Signs, Signal Ahead Symbol Sign, Lane Control Sign, Rosedale Avenue Signs				\$449.12
Invoice	101928	9/12/2017				
Transaction Date	9/26/2017	Due 0	Cash	10100	<b>Total</b>	\$449.12
Refer	2147 JIFFY-JR. PRODUCTS	Ck# 002139E	10/3/2017			
Cash Payment	E 100-43000-215 Shop Supplies	Nitrile Gloves, Cut Resistant Gloves, Pop Up Shop Towels				\$269.71
Invoice	163661	9/18/2017				
Transaction Date	9/26/2017	Due 0	Cash	10100	<b>Total</b>	\$269.71
Refer	2135 LEGATT, DONALD	Ck# 032907	10/3/2017			
Cash Payment	G 818-20200 Accounts Payable	Refund of Escrow Balance - Donald Legatt - Accessory Building				\$686.31
Invoice		9/20/2017				
Transaction Date	9/20/2017	Due 0	Cash	10100	<b>Total</b>	\$686.31
Refer	2138 MARCO TECHNOLOGIES, LLC	Ck# 032908	10/3/2017			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate for 9/20/17 - 10/19/17				\$176.05
Invoice	INV4605453	9/20/2017				
Transaction Date	9/21/2017	Due 0	Cash	10100	<b>Total</b>	\$176.05
Refer	2136 MENARDS-BUFFALO	Ck# 032909	10/3/2017			
Cash Payment	E 100-43000-240 Small Tools and Minor E	6 Hole Bracket, Trowel, Magnesium Float, 5 Gallon Pail				\$85.11
Invoice	49523	9/1/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Clear Poly				\$8.99
Invoice	49523	9/1/2017				
Cash Payment	E 100-43000-260 Uniforms	Over Shoe Boots, Hard Hat				\$33.97
Invoice	51003	9/20/2017				
Cash Payment	E 100-43000-240 Small Tools and Minor E	18MM Snap Knives				\$20.07
Invoice	51003	9/20/2017				
Cash Payment	E 100-43000-215 Shop Supplies	Wood Lathes, Duplex Nails, 2x4-8's, 2x4-10's, 2x4-12's				\$108.74
Invoice	51003	9/20/2017				
Transaction Date	9/20/2017	Due 0	Cash	10100	<b>Total</b>	\$256.88
Refer	2165 METRO WEST INSPECTION SERVI	Ck# 032910	10/3/2017			
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 40-17 @ 590 Kayla Lane				\$125.32
Invoice	1204	9/14/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 43-17 @ 783 Kayla Lane				\$96.59
Invoice	1204	9/14/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 74-17 @ 11779 Whitetail Drive				\$33.25
Invoice	1204	9/14/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 91-17 @ 600 Kadler Avenue NE				\$47.25
Invoice	1204	9/14/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 103-17 @ 376 Jansen Avenue NE				\$17.50
Invoice	1204	9/14/2017				

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Payments

Current Period: October 2017

Transaction Date	9/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$319.91</b>
Refer	2145 MNGFOA					
Cash Payment	E 100-41530-208 Training and Instruction		Intermediate Governmental Accounting Class for Jackie on 10/10/17			\$30.00
Invoice 08837	9/26/2017					
Transaction Date	9/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$30.00</b>
Refer	2157 OMANN BROTHERS INC					
Cash Payment	E 100-43121-224 Street Maint Materials		Material for Catch Basin Repair by River Inn			\$235.20
Invoice 12962	9/6/2017					
Transaction Date	9/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$235.20</b>
Refer	2137 PEARSON BROS., INC.					
Cash Payment	E 418-43121-310 Other Professional Servi		Seal Coat, Fog Seal on River Road			\$23,125.62
Invoice 4222	9/12/2017					
Transaction Date	9/20/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$23,125.62</b>
Refer	2142 RANDYS ENVIRONMENTAL SERVI					
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		Recycling - September 2017			\$3,169.36
Invoice	9/19/2017					
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$3,169.36</b>
Refer	2143 RANDYS ENVIRONMENTAL SERVI					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos		General Trash - City Hall - October 2017			\$212.81
Invoice	9/19/2017					
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$212.81</b>
Refer	2162 STMA CHEERLEADING					
Cash Payment	G 100-22000 Deposits		Hall Damage Deposit Release - 9/17/17 Event			\$200.00
Invoice						
Transaction Date	9/19/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2140 SUN LIFE FINANCIAL					
Cash Payment	G 100-21707 Life Ins		Life Insurance - October 2017			\$402.69
Invoice	9/18/2017					
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$402.69</b>
Refer	2149 VEOLIA WATER NORTH AMERICA					
Cash Payment	E 601-43252-310 Other Professional Servi		Water Services - October 2017			\$2,948.02
Invoice 90122712	9/20/2017					
Cash Payment	E 601-43252-310 Other Professional Servi		Water Repairs & Maintenance 2016 Reconciliation Credit			-\$101.03
Invoice 90122712	9/20/2017					
Cash Payment	E 602-43252-310 Other Professional Servi		Sewer Services - October 2017			\$4,071.06
Invoice 90122712	9/20/2017					
Cash Payment	E 602-43252-310 Other Professional Servi		Sewer Repairs & Maintenance 2016 Reconciliation Credit			-\$867.63
Invoice 90122712	9/20/2017					
Cash Payment	E 602-43252-310 Other Professional Servi		Sewer Utilities 2016 Reconciliation Credit			-\$264.08
Invoice 90122712	9/20/2017					
Transaction Date	9/26/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$5,786.34</b>
Refer	2156 WEX BANK - FD					

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Payments

Current Period: October 2017

Cash Payment	E 100-42260-212 Motor Fuels	Fire Dept. Fuel			\$101.25
Invoice	51320708	9/15/2017			
Transaction Date	9/19/2017	Due 0	Cash	10100	<b>Total</b> \$101.25
Refer	2155 WEX BANK-PW		Ck# 032918	10/3/2017	
Cash Payment	E 100-43000-212 Motor Fuels	Public Works - Fuel			\$443.63
Invoice	51326459	9/15/2017			
Cash Payment	E 100-43121-224 Street Maint Materials	Spray Box of Truck so Asphalt Doesn't Stick			\$3.93
Invoice	51326459	9/15/2017			
Cash Payment	E 100-45200-212 Motor Fuels	Parks - Fuel			\$286.34
Invoice	51326459	9/15/2017			
Transaction Date	9/19/2017	Due 0	Cash	10100	<b>Total</b> \$733.90
Refer	2139 WRIGHT-HENNEPIN COOPERATIV		Ck# 002135E	10/3/2017	
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park			\$57.99
Invoice	35025861518	9/18/2017			
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b> \$57.99
Refer	2144 XCEL ENERGY		Ck# 032919	10/3/2017	
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 8/05/17 - 9/05/17			\$367.19
Invoice		9/18/2017			
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 8/5/17 - 9/5/17			\$691.08
Invoice		9/18/2017			
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 8/06/17 - 9/05/17			\$71.87
Invoice		9/18/2017			
Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 8/06/17 - 9/05/17			\$38.56
Invoice		9/18/2017			
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 8/07/17 - 9/06/17			\$16.05
Invoice		9/18/2017			
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 8/07/17 - 9/06/17			\$12.29
Invoice		9/18/2017			
Cash Payment	E 100-45200-381 Electric Utilities	751 LaBeaux Avenue NE 8/07/17 - 9/06/17			\$79.13
Invoice		9/18/2017			
Transaction Date	9/25/2017	Due 0	Cash	10100	<b>Total</b> \$1,276.17
Refer	2146 ZEP SALES & SERVICE		Ck# 032920	10/3/2017	
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Garbage Bags, VDC1125 EMB 2PLY, WAU 713 ECSFT GRNSL			\$638.84
Invoice	9003034410	9/19/2017			
Transaction Date	9/26/2017	Due 0	Cash	10100	<b>Total</b> \$638.84

Payments

Current Period: October 2017

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$686.31
602 SEWER ENTERPRISE FUND	\$2,939.35
601 WATER ENTERPRISE FUND	\$2,846.99
418 STREET CAPITAL PROJ FUND	\$23,125.62
100 GENERAL FUND	\$9,857.25
	<hr/>
	\$39,455.52

Pre-Written Check	\$39,455.52
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$39,455.52

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\*Check Summary Register©

Cks 10/3/2017 - 10/3/2017

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002130E BIFFS INC.	10/3/2017	\$380.00	Pheasant Run Park Mini Biff Sv
Paid Chk# 002135E Wright-Hennepin Coop Electric	10/3/2017	\$57.99	Eagleview Park
Paid Chk# 002136E FAMILY HERITAGE LIFE INSURA	10/3/2017	\$33.20	Supplemental Insurance - Septe
Paid Chk# 002137E Randy's Environmental Services	10/3/2017	\$3,169.36	Recycling - September 2017
Paid Chk# 002138E Randy's Environmental Services	10/3/2017	\$212.81	General Trash - City Hall - Oc
Paid Chk# 002139E JIFFY-JR. PRODUCTS	10/3/2017	\$269.71	Nitrile Gloves, Cut Resistant
Paid Chk# 032901 ANDERSON, CHARLES OR LENA	10/3/2017	\$100.00	Shelter Damage Deposit Release
Paid Chk# 032902 Delta Dental of Minnesota	10/3/2017	\$356.50	Dental Premium - October 2017
Paid Chk# 032903 DIXON, LINDA	10/3/2017	\$100.00	Shelter Damage Deposit Release
Paid Chk# 032904 DIXON, WALTER OR NEALIE	10/3/2017	\$100.00	Hall Damage Deposit Release -
Paid Chk# 032905 DYNA SYSTEMS	10/3/2017	\$257.67	Cap Screws, Stainless Steel Lo
Paid Chk# 032906 GOPHER SIGN COMPANY	10/3/2017	\$449.12	No Motorized Vehicles Signs, S
Paid Chk# 032907 LEGATT, DONALD	10/3/2017	\$686.31	Refund of Escrow Balance - Don
Paid Chk# 032908 MARCO TECHNOLOGIES, LLC	10/3/2017	\$176.05	Contract Base Rate for 9/20/17
Paid Chk# 032909 MENARDS-BUFFALO	10/3/2017	\$256.88	Over Shoe Boots, Hard Hat
Paid Chk# 032910 METRO WEST INSPECTION SER	10/3/2017	\$319.91	Pmt 43-17 @ 783 Kayla Lane
Paid Chk# 032911 MNGFOA	10/3/2017	\$30.00	Intermediate Governmental Acco
Paid Chk# 032912 OMANN BROTHERS INC	10/3/2017	\$235.20	Material for Catch Basin Repai
Paid Chk# 032913 PEARSON BROS., INC.	10/3/2017	\$23,125.62	Seal Coat, Fog Seal on River R
Paid Chk# 032914 STMA CHEERLEADING	10/3/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 032915 Sun Life Financial	10/3/2017	\$402.69	Life Insurance - October 2017
Paid Chk# 032916 Veolia Water North America	10/3/2017	\$5,786.34	Sewer Utilities 2016 Reconcili
Paid Chk# 032917 WEX BANK - FD	10/3/2017	\$101.25	Fire Dept. Fuel
Paid Chk# 032918 WEX BANK	10/3/2017	\$733.90	Spray Box of Truck so Asphalt
Paid Chk# 032919 XCEL ENERGY	10/3/2017	\$1,276.17	751 LaBeaux Avenue NE 8/07/17
Paid Chk# 032920 Acuity Specialty Products, Inc	10/3/2017	\$638.84	Garbage Bags, VDC1125 EMB 2PLY
<b>Total Checks</b>		<b>\$39,455.52</b>	

FILTER: None

CITY OF HANOVER

Cash Balances

October 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$517,972.51	\$0.00	\$9,857.25	\$508,115.26
107 FIRE DEPT DONATIONS FUND	\$17,021.76	\$0.00	\$0.00	\$17,021.76
201 EDA SPECIAL REVENUE FUND	\$51,346.16	\$0.00	\$0.00	\$51,346.16
205 EDA BUSINESS INCENTIVE FUND	\$243,247.18	\$0.00	\$0.00	\$243,247.18
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	\$59,022.43	\$0.00	\$0.00	\$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	\$1,252,075.76	\$0.00	\$0.00	\$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	\$23,125.62	\$523,359.36
601 WATER ENTERPRISE FUND	\$826,920.97	\$101.03	\$2,948.02	\$824,073.98
602 SEWER ENTERPRISE FUND	\$231,261.99	\$1,131.71	\$4,071.06	\$228,322.64
603 STORM WATER ENTERPRISE FUND	\$214,873.77	\$0.00	\$0.00	\$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	\$546,474.09	\$0.00	\$0.00	\$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	\$19,000.00	\$0.00	\$0.00	\$19,000.00
815 LANDSCAPE ESCROW FUND	\$18,000.00	\$0.00	\$0.00	\$18,000.00
817 INFRASTRUCTURE ESCROW FUND	\$9,000.00	\$0.00	\$0.00	\$9,000.00
818 MISC ESCROWS FUND	\$9,700.73	\$0.00	\$686.31	\$9,014.42
820 BRIDGES TOWNHOMES ESC FUND	\$3,600.58	\$0.00	\$0.00	\$3,600.58
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$204,367.80	\$0.00	\$0.00	\$204,367.80
900 INTEREST	\$37,651.07	\$0.00	\$0.00	\$37,651.07
	\$9,211,544.77	\$1,232.74	\$40,688.26	\$9,172,089.25

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
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	\$0.00	\$7,330.00	\$9,175.00	\$1,845.00	79.89%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$375.00	\$400.00	\$25.00	93.75%
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	\$0.00	\$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	\$0.00	\$5,300.00	\$2,000.00	-\$3,300.00	265.00%
Source Alt Code SERVICE		\$0.00	\$64,954.88	\$136,449.87	\$71,494.99	47.60%
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	\$1,880.00	\$100.00	-\$1,780.00	1880.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$51,855.95	\$50,000.00	-\$1,855.95	103.71%
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		\$0.00	\$65,866.95	\$62,120.00	-\$3,746.95	106.03%
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%
<b>Fund 100 GENERAL FUND</b>		<b>\$0.00</b>	<b>\$733,425.98</b>	<b>\$1,326,541.39</b>	<b>\$593,115.41</b>	<b>55.29%</b>

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$0.00	\$733,425.98	\$1,326,541.39	\$593,115.41	55.29%

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

Dept Abbrev	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
<b>Dept 41110 Council</b>						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$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	\$0.00	\$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%
<b>Dept 41110 Council</b>		<b>\$0.00</b>	<b>\$15,084.02</b>	<b>\$23,241.50</b>	<b>\$8,157.48</b>	<b>64.90%</b>
<b>Dept 41330 Boards and Commissions</b>						
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%
<b>Dept 41330 Boards and Commissions</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,400.00</b>	<b>\$5,400.00</b>	<b>0.00%</b>
<b>Dept 41400 City Administrator</b>						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$49,304.06	\$69,629.63	\$20,325.57	70.81%
CITYADM	E 100-41400-121 PERA	\$0.00	\$3,811.47	\$5,222.22	\$1,410.75	72.99%
CITYADM	E 100-41400-122 FICA	\$0.00	\$3,150.85	\$4,317.04	\$1,166.19	72.99%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$736.93	\$1,009.63	\$272.70	72.99%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$280.68	\$384.00	\$103.32	73.09%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$6,360.82	\$8,400.00	\$2,039.18	75.72%
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%
<b>Dept 41400 City Administrator</b>		<b>\$0.00</b>	<b>\$64,329.61</b>	<b>\$90,962.52</b>	<b>\$26,632.91</b>	<b>70.72%</b>
<b>Dept 41410 Elections</b>						
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%
<b>Dept 41410 Elections</b>		<b>\$0.00</b>	<b>\$1,201.60</b>	<b>\$8,300.00</b>	<b>\$7,098.40</b>	<b>14.48%</b>
<b>Dept 41430 Clerical Staff</b>						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$31,006.01	\$43,739.90	\$12,733.89	70.89%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$2,396.70	\$3,280.49	\$883.79	73.06%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$1,981.29	\$2,711.87	\$730.58	73.06%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$463.29	\$634.23	\$170.94	73.05%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$1,117.12	\$1,440.00	\$322.88	77.58%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$6,360.82	\$8,400.00	\$2,039.18	75.72%
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%
<b>Dept 41430 Clerical Staff</b>		<b>\$0.00</b>	<b>\$43,342.73</b>	<b>\$60,956.49</b>	<b>\$17,613.76</b>	<b>71.10%</b>
<b>Dept 41435 Staff Expenses</b>						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$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%
<b>Dept 41435 Staff Expenses</b>		<b>\$0.00</b>	<b>\$588.65</b>	<b>\$2,800.00</b>	<b>\$2,211.35</b>	<b>21.02%</b>
<b>Dept 41530 Accounting</b>						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$36,156.01	\$52,954.72	\$16,798.71	68.28%
ACCTING	E 100-41530-121 PERA	\$0.00	\$2,446.17	\$3,971.60	\$1,525.43	61.59%

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

Dept Abbrev	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$2,232.76	\$3,283.19	\$1,050.43	68.01%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$522.15	\$767.84	\$245.69	68.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$518.65	\$996.00	\$477.35	52.07%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$6,400.00	\$10,800.00	\$4,400.00	59.26%
ACCTING	E 100-41530-208 Training and Instructio	\$30.00	\$285.00	\$1,000.00	\$715.00	28.50%
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		\$30.00	\$54,459.60	\$74,023.35	\$19,563.75	73.57%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41540 Auditing		\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41550 Assessing		\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$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	\$2,398.87	\$4,000.00	\$1,601.13	59.97%
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		\$176.05	\$26,433.94	\$21,600.00	-\$4,833.94	122.38%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$3,838.75	\$4,000.00	\$161.25	95.97%
Dept 41600 Computer		\$0.00	\$3,838.75	\$4,000.00	\$161.25	95.97%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$16,206.89	\$22,440.16	\$6,233.27	72.22%
Dept 41610 City Attorney		\$0.00	\$16,206.89	\$22,440.16	\$6,233.27	72.22%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$15,276.24	\$29,500.00	\$14,223.76	51.78%
Dept 41910 Planning and Zoning		\$0.00	\$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	\$638.84	\$5,582.10	\$7,000.00	\$1,417.90	79.74%
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	\$0.00	\$4,729.83	\$1,000.00	-\$3,729.83	472.98%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$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	\$691.08	\$5,782.62	\$11,250.00	\$5,467.38	51.40%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,600.89	\$6,250.00	\$3,649.11	41.61%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$212.81	\$2,508.93	\$3,250.00	\$741.07	77.20%
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	\$0.00	\$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		\$1,542.73	\$27,497.16	\$42,300.00	\$14,802.84	65.01%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$10,461.25	\$32,500.00	\$22,038.75	32.19%
Dept 41950 Engineer		\$0.00	\$10,461.25	\$32,500.00	\$22,038.75	32.19%

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

Dept Abbrev	Account Descr	October 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	\$0.00	\$77,342.53	\$101,748.00	\$24,405.47	76.01%
Dept 42102 Wright County Sheriff		\$0.00	\$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	\$0.00	\$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		\$0.00	\$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	\$0.00	\$5,737.62	\$12,500.00	\$6,762.38	45.90%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$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		\$0.00	\$9,106.21	\$17,000.00	\$7,893.79	53.57%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$101.25	\$1,463.97	\$4,500.00	\$3,036.03	32.53%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$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		\$101.25	\$8,686.53	\$22,965.00	\$14,278.47	37.83%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$176.90	\$1,650.00	\$1,473.10	10.72%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$498.60	\$3,500.00	\$3,001.40	14.25%

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

Dept Abbrev	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$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	\$367.19	\$2,576.23	\$4,500.00	\$1,923.77	57.25%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,442.08	\$3,000.00	\$1,557.92	48.07%
Dept 42280	Fire Stations and Bldgs	\$367.19	\$6,246.08	\$13,625.00	\$7,378.92	45.84%
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	\$319.91	\$28,405.54	\$17,500.00	-\$10,905.54	162.32%
Dept 42401	Building Inspection Admin	\$319.91	\$28,405.54	\$17,500.00	-\$10,905.54	162.32%
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	\$0.00	\$68,741.63	\$116,803.34	\$48,061.71	58.85%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$10,184.00	\$15,000.00	\$4,816.00	67.89%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$5,132.54	\$10,279.11	\$5,146.57	49.93%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$5,037.18	\$8,250.88	\$3,213.70	61.05%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,178.00	\$2,285.25	\$1,107.25	51.55%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$968.20	\$2,832.00	\$1,863.80	34.19%
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	\$0.00	\$12,870.82	\$27,600.00	\$14,729.18	46.63%
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	\$443.63	\$3,506.70	\$7,000.00	\$3,493.30	50.10%
PUBWRKS	E 100-43000-215 Shop Supplies	\$645.11	\$2,715.93	\$2,500.00	-\$215.93	108.64%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$5,701.34	\$6,000.00	\$298.66	95.02%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$449.12	\$943.20	\$1,500.00	\$556.80	62.88%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$105.18	\$6,313.09	\$5,000.00	-\$1,313.09	126.26%
PUBWRKS	E 100-43000-260 Uniforms	\$33.97	\$1,406.80	\$3,000.00	\$1,593.20	46.89%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$11,824.91	\$19,000.00	\$7,175.09	62.24%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$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)	\$1,677.01	\$139,661.75	\$234,100.58	\$94,438.83	59.66%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$239.13	\$14,107.51	\$50,000.00	\$35,892.49	28.22%
Dept 43121	Paved Streets	\$239.13	\$14,107.51	\$50,000.00	\$35,892.49	28.22%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43122	Unpaved Streets	\$0.00	\$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	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$38.56	\$15,839.70	\$25,000.00	\$9,160.30	63.36%
Dept 43160	Street Lighting	\$38.56	\$15,839.70	\$25,000.00	\$9,160.30	63.36%
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	\$3,169.36	\$28,488.70	\$36,000.00	\$7,511.30	79.14%
Dept 43245	Recycling: Refuse	\$3,169.36	\$28,488.70	\$36,000.00	\$7,511.30	79.14%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45186	Senior Center	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$286.34	\$1,055.90	\$2,000.00	\$944.10	52.80%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$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	\$0.00	\$6,500.00	\$6,800.00	\$300.00	95.59%
PARKS	E 100-45200-381 Electric Utilities	\$237.33	\$2,119.26	\$2,000.00	-\$119.26	105.96%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$0.00	\$1,945.00	\$2,200.00	\$255.00	88.41%
PARKS	E 100-45200-580 Other Equipment	\$380.00	\$3,193.30	\$7,000.00	\$3,806.70	45.62%
Dept 45200	Parks (GENERAL)	\$903.67	\$21,800.74	\$36,500.00	\$14,699.26	59.73%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 45500	Libraries (GENERAL)	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$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	\$8,564.86	\$843,046.17	\$1,326,541.16	\$483,494.99	63.55%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	October 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$8,564.86	\$843,046.17	\$1,326,541.16	\$483,494.99	63.55%

**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 3<sup>rd</sup> day of October, 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 10-03-17-100**

**A RESOLUTION APPROVING TRADE-IN OF BOBCAT SKID LOADER**

**WHEREAS**, the City of Hanover has entered a program with Lano Equipment, Inc., Ramsey to trade-in the Bobcat Skid Loader annually for a new replacement; and

**WHEREAS**, the attached quote identifies the trade-in cost.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the trade-in and replacement of the Bobcat Skid Loader in the amount of \$2,000.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3<sup>rd</sup> day of October, 2017.

APPROVED BY:

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

ATTEST:

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



# Bobcat®

## Product Quotation

23898D024125

Quotation Number:

Date: 2017-09-07 09:07:54

Ship to	Bobcat Dealer	Bill To
Hanover Attn: Jason 11250 5TH STREET NE Hanover, MN 55341 Phone: (763) 477-2596	Lano Equipment, Inc, Ramsey, MN 6140 HIGHWAY 10 NW RAMSEY MN 55303-4529 Phone: (763) 323-1720 Fax: (763) 422-3949	Hanover Attn: Jason 11250 5TH STREET NE Hanover, MN 55341 Phone: (763) 477-2596
-----		
Contact: DAN OLSON Phone: 612-251-4501 Fax: 763-422-3949 E Mail: dan_o@lanoequip.com		

Description	Part No	Qty	Price Ea.	Total
S630 T4 Bobcat Skid-Steer Loader 74 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights	M0265 Lift Arm Support Lift Path: Radius Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Spark Arrestor Exhaust System Tires: 12-16.5, 12 PR, Bobcat Heavy Duty Warranty: 12 Months, Unlimited Hours	1	\$31,418.80	\$31,418.80
Factory Installed      A91 Option Package	M0265-P01-A91	1	\$6,856.50	\$6,856.50
Cab enclosure with Heat and AC	Power Bob-Tach			
High Flow Hydraulics	Deluxe Instrument Panel			
Two-Speed Travel with SAPR Parking Brake	Keyless Start			
Sound Reduction	3-Point Belt			
Hydraulic Bucket Positioning	Attachment Control Kit			
	Cab Accessories Package			
	Air Ride Seat 3 pt Belt	1	\$219.80	\$219.80
	Radio	1	\$291.90	\$291.90
Dealer Installed	Strobe Light Kit, Amber	1	\$254.06	\$254.06
Attachments	74" Low Profile Bucket	1	\$745.50	\$745.50
	--- Bolt-On Cutting Edge, 74"	1	\$166.82	\$166.82
Total of Items Quoted				<b>\$39,953.38</b>
Dealer P.D.I.				<b>\$0.00</b>
Freight Charges				<b>\$0.00</b>
Trade-in	S630 A91, 2 SPD, 74" Bucket			<b>(\$37,953.38)</b>

Quote Total - US dollars

**\$2,000.00**

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

<b>Customer Acceptance:</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
<b>Print:</b> _____	<b>Sign:</b> _____ <b>Date:</b> _____



**City of Hanover Payment Summary for Draw #3**

<b>Subcontractor</b>	<b>Mailing Address</b>	<b>Work Completed</b>	<b>Retainage to be Held</b>	<b>Payment Amount</b>	<b>Notes</b>
Biff's	8610 Hanson Ave., Shakopee, MN 55379	\$556.50	\$0.00	\$556.50	No retainage held
Fehn Companies	5050 Barthel Industrial Drive, Albertville, MN 55301	\$284,635.10	\$14,231.76	\$270,403.35	5% Retainage Held
Kinghorn Company	21830 Industrial Court, Rogers, MN 55374	\$989.70	\$49.49	\$940.22	5% Retainage Held
<b>Totals</b>		<b>\$286,181.30</b>	<b>\$14,281.24</b>	<b>\$271,900.06</b>	

**REQUEST FOR PAYMENT**

From: Kinghorn Company, Inc  
 21830 Industrial Court  
 Rogers, MN 55374

To: City of Hanover

Draw: 3  
 Date: 9/19/2017  
 Period Ending Date: 8/31/2017

Request for payment:			Project: Hanover Public Works Site Phase
Original contract amount:	\$215,490.51		
Approved changes:	\$274,990.45		
Revised contract amount:		\$490,480.96	Contract date: June 10, 2016
Contract completed to date:	\$490,480.96		
Less non retainage amount:	\$8,242.40		
Eligible retainage amount:	\$482,238.56		
Less retainage:	\$24,111.93		
Total completed less retainage:	\$466,369.03		
Less previous requests:	\$194,468.97		
Current request for payment:		\$271,900.06	

Current billing	\$286,181.30	
Less non retainage amount:	\$556.50	
Eligible retainage amount:	\$285,624.80	
Less current retainage:	\$14,281.24	
Current amount due:		\$271,900.06
Remaining amount to bill including retainage:	\$24,111.93	

Change Order Summary	Additions	Deductions
Changes approved in previous months by owner		
Totals approved this month	\$274,990.45	
<b>Totals</b>	\$274,990.45	\$0.00
<b>NET CHANGES BY CHANGE ORDER</b>	\$274,990.45	

I hereby certify that the work performed and the materials supplied to date, as shown on the above, represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and City of Hanover relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

Construction Manager: Kinghorn Company, Inc.  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

State of Minnesota County of Wright  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My commissions expires: \_\_\_\_\_

REQUEST FOR PAYMENT DETAIL

Project: Hanover Public Works Site Work Phase

Period Ending Date: 8/31/2017

Item ID	Description	Total Contract Amount	Change Orders	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Complete	Balance To Finish	Retainage Balance
01-0	General Requirements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
02-0	Existing Conditions	\$8,500.00	\$0.00	\$7,685.90	\$814.10	\$0.00	\$8,500.00	100.00%	\$0.00	\$12.88
03-0	Concrete	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
05-0	Metals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
06-0	Wood & Plastics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
07-0	Thermal & Moisture Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
08-0	Doors & Windows	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
09-0	Finishes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
10-0	Specialties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
11-0	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
21-0	Fire Suppression	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
22-0	Plumbing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
23-0	HVAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
26-0	Electrical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
31-0	Earthwork	\$192,893.00	\$274,990.45	\$183,248.35	\$284,635.10	\$0.00	\$467,883.45	100.00%	\$0.00	\$23,394.17
32-0	Exterior Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
33-0	Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
18-1	Owners Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
18-5	Profit & Overhead	\$14,097.51	\$0.00	\$13,365.41	\$732.10	\$0.00	\$14,097.51	100.00%	\$0.00	\$704.88
<b>Totals</b>		<b>\$215,490.51</b>	<b>\$274,990.45</b>	<b>\$204,299.66</b>	<b>\$286,181.30</b>	<b>\$0.00</b>	<b>\$490,480.96</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$24,111.93</b>



**CHANGE ORDER # 001**

Kinghorn Construction  
21830 Industrial Court  
Rogers, MN 55374  
Phone: 763-428-8088

Project: Hanover Public Works

---

**Change Order #001**

---

To:	Hanover Public Works Hanover, MN	From:	Kinghorn Construction 21830 Northdale Blvd Rogers, MN 55374
Status:	Pending - In Review	Created:	7/31/2016
Schedule Impact:	0 - Days		
Total Amount:	\$274,990.45		

Description:

Increase in Scope: Fehn Earthwork Add'l Cost \$274,990.45

Total: \$274,990.45

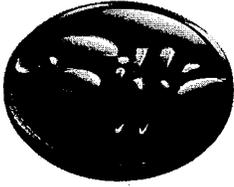
Approved By:

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

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

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

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



952.403.1221  
800.642.3246

FAX: 952.403.1220  
WWW.BIFFSINC.COM

8610 HANSEN AVE  
SHAKOPEE MN 55379

Invoice #: W633307

Page 1 of 1

Invoice Date: 4/26/2017

Billing Period: 3/29/17 to 4/25/17

Terms: Net 28 Days \*

Date Due: 05/24/2017

Phone#:(763) 428-8088

Thank you for your business!

963938  
Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

02

Hanover Public Works  
Location: 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

Item Qty	Description	Rate	Service Level	Days	ACTUAL USAGE				DEPOSIT (Refundable)**
					Delivery-Pickup	Rental (Pretax)	Service	Damage Waiver	
<b>ORDER # 287303</b>									
1	Regular Unit Mar 29-Apr 25	4.00		28	.00	4.00	.00	.00	.00
1	Service Mar 29-Apr 25	97.00	1X/wk	28	.00	.00	97.00	.00	.00
1	ClimateSvc Mar 29 to Apr 25	6.00	1X/wk	28	.00	.00	6.00	.00	.00
1	HandSani Mar 29-Apr 25	.00		28	.00	.00	.00	.00	.00
<b>ORDER # 287303</b>					<b>TOTALS:</b>			<b>107.00</b>	<b>.00</b>

**Attention:** Biffs, Inc. & Biffs Boxes is MBE (minority owned); EEO and AA compliant.  
\*18% Finance Charge will be applied to accounts over 28 days.  
\*\*As equipment is picked up your account will be credited.  
Credit balance may be: 1. Applied to another job OR 2. Returned in the form of a check. FAX a copy of your invoice or statement noting your request  
Attn: A/R at Biffs, Inc. 952-403-1220

Actual Usage Subtotal:	107.00
Actual Usage Sales Tax Total:	0.30
28 Day Deposit Total:	0.00
<b>INVOICE TOTAL DUE:</b>	<b>107.30</b>

Please return this portion with your payment

Visa, Mastercard, Discover and American Express accepted

963938  
Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

Hanover Public Works  
Location: 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

Invoice #: W633307  
 Invoice Date: 4/26/2017  
 Date Due: 05/24/2017

Actual Usage Subtotal: 107.00  
 Actual Usage Sales Tax Total: 0.30  
 28 Day Deposit Total: 0.00

**INVOICE TOTAL DUE: 107.30**

Payment Amount:



952.403.1221  
800.642.3246

FAX: 952.403.1220  
WWW.BIFFSINC.COM

8610 HANSEN AVE  
SHAKOPEE MN 55379

Invoice #: W636608

Page 1 of 1

Invoice Date: 5/24/2017

Billing Period: 4/26/17 to 5/23/17

Terms: Net 28 Days \*

Date Due: 06/21/2017

Phone#:(763) 428-8088

Thank you for your business!

963938  
Kingham Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

Hanover Public Works  
Location: 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

**ACTUAL USAGE**

Item Qty	Description	Rate	Service Level	Days	Delivery-Pickup	Rental (Pretax)	Service	Damage Waiver	DEPOSIT (Refundable)**
<b>ORDER # 287303</b>									
1	Regular Unit Apr 26-May 23	4.00		28	.00	4.00	.00	.00	.00
1	Service Apr 26-May 23	102.00	1X/wk	28	.00	.00	102.00	.00	.00
1	ClimateSvc Apr 26 to May 23	6.00	1X/wk	28	.00	.00	6.00	.00	.00
1	HandSani Apr 26-May 23	.00		28	.00	.00	.00	.00	.00
<b>ORDER # 287303</b>					<b>TOTALS:</b>		<b>112.00</b>		<b>.00</b>

**Attention:** Biffs, Inc. & Biffs Boxes is MBE (minority owned); EEO and AA compliant.  
\*18% Finance Charge will be applied to accounts over 28 days.  
\*\*As equipment is picked up your account will be credited.  
Credit balance may be: 1. Applied to another job OR 2. Returned in the form of a check. FAX a copy of your invoice or statement noting your request  
Attn: A/R at Biffs, Inc. 952-403-1220

Actual Usage Subtotal:	112.00
Actual Usage Sales Tax Total:	0.30
28 Day Deposit Total:	0.00
<b>INVOICE TOTAL DUE:</b>	<b>112.30</b>

02-000

Please return this portion with your payment

Visa, Mastercard, Discover and American Express accepted

963938  
Kingham Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

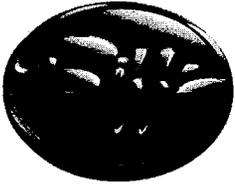
Hanover Public Works  
Location: 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

Invoice #: W636608  
Invoice Date: 5/24/2017  
Date Due: 06/21/2017

Actual Usage Subtotal:	112.00
Actual Usage Sales Tax Total:	0.30
28 Day Deposit Total:	0.00
<b>INVOICE TOTAL DUE:</b>	<b>112.30</b>

Payment Amount \$

Payment Amount \$



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800.642.3246

FAX: 952.403.1220  
WWW.BIFFSINC.COM

8610 HANSEN AVE  
SHAKOPEE MN 55379

Invoice #: W640216

Page 1 of 1

Invoice Date: 6/21/2017

Terms: Net 28 Days \*

Date Due: 7/19/17

Equal Opportunity Employer

(763) 428-8088

Thank you for your business!

963938

Jim Strecker  
Kinghorn Company  
21830 Industrial Ct  
Rogers, MN 55374

Hanover Public Works

Location# 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

02

Item Qty	Description	Rate	Delivery-Pickup	Rental	Service	Damage Waiver
<b>ORDER # 287303</b>						
1	Regular Unit May 24-Jun 20	\$4.00		\$4.00		
1	Service May 24-Jun 20	\$102.00			\$102.00	
1	ClimateSvc May 24 to Jun 20	\$6.00			\$6.00	
1	HandSani May 24-Jun 20					
<b>ORDER # 287303</b>			<b>TOTALS:</b>		<b>\$112.00</b>	

**Attention:** Biffs, Inc. & Biffs Boxes is MBE (minority owned); EEO and AA compliant

\* 18% Finance Charge will be applied to accounts over 28 days  
Biffs is an Equal Opportunity Employer

Subtotal:	\$112.00
Sales Tax Total:	\$0.30
<b>INVOICE TOTAL DUE:</b>	<b>\$112.30</b>

Please return this portion with your payment

Visa, Mastercard, Discover and American Express accepted

963938

Jim Strecker  
Kinghorn Company  
21830 Industrial Ct  
Rogers, MN 55374

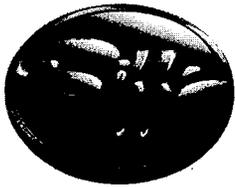
Hanover Public Works  
Location# 99631  
5th St NE & Labeaux Ave NE  
Hanover, MN 55341

Invoice #: W640216  
Invoice Date: 6/21/2017  
Date Due: 7/19/17

Subtotal: \$112.00  
Sales Tax Total: \$0.30

**INVOICE TOTAL DUE: \$112.30**

Payment Amount: 35



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800.642.3246

FAX: 952.403.1220  
WWW.BIFFSINC.COM

8610 HANSEN AVE  
SHAKOPEE MN 55379

Invoice #: W644045

Page 1 of 1

Invoice Date: 7/19/2017  
Billing Period: 6/21/17 to 7/18/17  
Terms: Net 28 Days \*  
Date Due: 08/16/2017

Phone#: (763) 428-8088

Thank you for your business!

963938  
Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

02

Hanover Public Works  
Location: 99631  
5th St NE & Labeauxe Ave NE  
Hanover, MN 55341

Item Qty	Description	Rate	Service Level	Days	ACTUAL USAGE				DEPOSIT (Refundable)**
					Delivery-Pickup	Rental (Pretax)	Service	Damage Waiver	
<b>ORDER # 287303</b>									
1	Regular Unit Jun 21-Jul 18	4.00		28	.00	4.00	.00	.00	.00
1	Service Jun 21-Jul 18	102.00	1X/wk	28	.00	.00	102.00	.00	.00
1	ClimateSvc Jun 21 to Jul 18	6.00	1X/wk	28	.00	.00	6.00	.00	.00
1	HandSani Jun 21-Jul 18	.00		28	.00	.00	.00	.00	.00
<b>ORDER # 287303</b>					<b>TOTALS:</b>		<b>112.00</b>		<b>.00</b>

**Attention:** Biffs, Inc. & Biffs Boxes is MBE (minority owned); EEO and AA compliant.  
\*18% Finance Charge will be applied to accounts over 28 days.  
\*\*As equipment is picked up your account will be credited.  
Credit balance may be: 1. Applied to another job OR 2. Returned in the form of a check. FAX a copy of your invoice or statement noting your request  
Attn: A/R at Biffs, Inc. 952-403-1220

Actual Usage Subtotal:	112.00
Actual Usage Sales Tax Total:	0.30
28 Day Deposit Total:	0.00
<b>INVOICE TOTAL DUE:</b>	<b>112.30</b>

Please return this portion with your payment

Visa, Mastercard, Discover and American Express accepted

963938  
Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

Invoice #: W644045  
Invoice Date: 7/19/2017  
Date Due: 08/16/2017

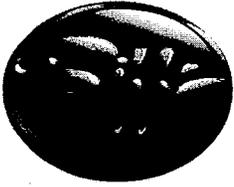
Actual Usage Subtotal: 112.00  
Actual Usage Sales Tax Total: 0.30  
28 Day Deposit Total: 0.00

**INVOICE TOTAL DUE: 112.30**

Hanover Public Works  
Location: 99631  
5th St NE & Labeauxe Ave NE  
Hanover, MN 55341

Payment Amount:

36



952.403.1221  
800.642.3246

FAX: 952.403.1220  
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8610 HANSEN AVE  
SHAKOPEE MN 55379

Invoice #: W647851

Page 1 of 1

Invoice Date: 8/16/2017

Billing Period: 7/19/17 to 8/15/17

Terms: Net 28 Days \*

Date Due: 09/13/2017

Phone#:(763) 428-8088

Thank you for your business!

963938  
Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

Hanover Public Works  
Location: 99631  
5th St NE & Labeauxe Ave NE  
Hanover, MN 55341

02-

Item Qty	Description	Rate	Service Level	Days	ACTUAL USAGE				DEPOSIT (Refundable)**
					Delivery-Pickup	Rental (Pretax)	Service	Damage Waiver	
<b>ORDER # 287303</b>									
1	Regular Unit Jul 19-Aug 15	4.00		28	.00	4.00	.00	.00	.00
1	Service Jul 19-Aug 15	102.00	1X/wk	28	.00	.00	102.00	.00	.00
1	ClimateSvc Jul 19 to Aug 15	6.00	1X/wk	28	.00	.00	6.00	.00	.00
1	HandSani Jul 19-Aug 15	.00		28	.00	.00	.00	.00	.00
<b>ORDER # 287303</b>					<b>TOTALS:</b>		<b>112.00</b>		<b>.00</b>

**Attention:** Biffs, Inc. & Biffs Boxes is MBE (minority owned); EEO and AA compliant.  
\*18% Finance Charge will be applied to accounts over 28 days.  
\*\*As equipment is picked up your account will be credited.  
Credit balance may be: 1. Applied to another job OR 2. Returned in the form of a check. FAX a copy of your invoice or statement noting your request  
Attn: A/R at Biffs, Inc. 952-403-1220

Actual Usage Subtotal:	112.00
Actual Usage Sales Tax Total:	0.30
28 Day Deposit Total:	0.00
<b>INVOICE TOTAL DUE:</b>	<b>112.30</b>

Please return this portion with your payment

963938

Kinghorn Company  
Jim Strecker  
21830 Industrial Ct  
Rogers, MN 55374

Hanover Public Works  
Location: 99631  
5th St NE & Labeauxe Ave NE  
Hanover, MN 55341

Visa, Mastercard, Discover and American Express accepted

Invoice #: W647851  
Invoice Date: 8/16/2017  
Date Due: 09/13/2017

Actual Usage Subtotal: 112.00  
Actual Usage Sales Tax Total: 0.30  
28 Day Deposit Total: 0.00

**INVOICE TOTAL DUE: 112.30**

Payment Amount:

37

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 10640

To Owner: KINGHORN CONSTRUCTION  
21830 INDUSTRIAL COURT

Project: 1675- Hanover Public Works- Mass  
Grading

Application No.: 4

Distribution to:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	
<input type="checkbox"/>	

ROGERS, MN 55374

Period To: 7/31/17

From Contractor: Fehn Companies Inc.  
5050 Barthel Industrial Drive  
Albertville, MN 55301

Via Architect:

Project Nos: W/E 284,635.10

Contract Date:

Contract For:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

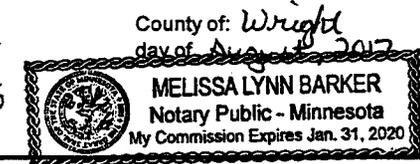
1. Original Contract Sum .....	\$192,893.00
2. Net Change By Change Order .....	\$274,990.45
3. Contract Sum To Date .....	\$467,883.45
4. Total Completed and Stored To Date .....	\$467,883.45
5. Retainage:	
a. 5.00% of Completed Work	\$23,394.17
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$23,394.17
6. Total Earned Less Retainage .....	\$444,489.28
7. Less Previous Certificates For Payments .....	\$174,085.93
8. Current Payment Due .....	\$270,403.35
9. Balance To Finish, Plus Retainage .....	\$23,394.17

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Fehn Companies Inc.

By: Dawn Anderson Date: 8/3/17

State of: Minnesota  
Subscribed and sworn to before me this 3rd  
Notary Public: Melissa Lynn Barker  
My Commission expires: January 31, 2020



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 270,403.35

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$274,990.45	\$0.00
TOTALS	\$274,990.45	\$0.00
Net Changes By Change Order	\$274,990.45	

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 4  
 Application Date : 08/03/17  
 To:  
 Architect's Project No.:

Invoice # : 10640                      Contract : 1675- Hanover Public Works - Mass Grading

A Item No.	B Description of Work	C Scheduled Value	D                      E		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
1	CONTRACT	192,893.00	183,248.35	9,644.65	0.00	192,893.00	100.00%	0.00	
2	EXTRA COSTS FROM 1/19/17-4/27/17	274,990.45	0.00	274,990.45	0.00	274,990.45	100.00%	0.00	
<b>Grand Totals</b>		<b>467,883.45</b>	<b>183,248.35</b>	<b>284,635.10</b>	<b>0.00</b>	<b>467,883.45</b>	<b>100.00%</b>	<b>0.00</b>	<b>23,394.17</b>

## Invoice

<b>Bill To</b>
City of Hanover Attn: Brian PO Box 278 11250 5th Street NE Hanover, MN 55341

<b>Date</b>	<b>Invoice #</b>
9/19/2017	2422

<b>P.O. No.</b>	<b>Terms</b>	<b>Project</b>
	Due Upon Receipt	

Description	Qty	Rate	Amount
<b>02-Existing Conditions</b>		257.60	257.60
<b>18-Profit &amp; Overhead</b>		732.10	732.10

Thank you for using Kinghorn Company!

<b>Total</b>	\$989.70
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$989.70

**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 3<sup>rd</sup> day of October, 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 10-03-17-102**

**A RESOLUTION APPROVING TEMPORARY SNOWPLOW DRIVERS**

**WHEREAS**, the City of Hanover has historically hired temporary employees to assist with snowplowing responsibilities; and

**WHEREAS**, the Public Works Supervisor has contacted Larry Dalchow and he is willing to provide this service for 2017-2018 snow plowing season.

**BE IT RESOLVED**, that the City Council of the City of Hanover hereby approves hiring Larry Dalchow as a temporary seasonal snow plow operator, based on the following terms:

1. Be on call through the 2017-2018 snowplowing season to respond to a snow event at the request of Public Works Supervisor Jason Doboszenski or other City Official.
2. Remove Ice and snow on City streets, trails, sidewalks and parking lots, utilizing the City's snowplowing equipment, in a safe and deliberate manner, in accordance with the City's Snowplowing Policy.
3. Payment will be at a rate of \$20 per hour, plus an ability to earn a \$500 payment at the end of the 2017-2018 snow plowing season, based on their availability/attendance for the service.
4. Larry Dalchow is authorized to work only if requested by Jason Doboszenski or another City Official.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3<sup>rd</sup> day of October, 2017.

APPROVED BY:

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

ATTEST:

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

# CITY OF HANOVER

## 2017 MS4 Annual Meeting

Prepared By WSB & Associates



Presented by:  
Paul Johnson  
[pjohnson@wsbeng.com](mailto:pjohnson@wsbeng.com)  
(763) 762-2854

# NPDES PHASE II MS4 PERMIT

**N**ational

**P**ollutant

**D**ischarge

**E**limination

**S**ystem

# Overview

- ▣ The Stormwater Program for MS4s is designed to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable.
- ▣ Stormwater discharges associated with MS4s are regulated through the use of NPDES permits. NPDES Permits are legal documents. Through this permit, the owner or operator is required to develop a stormwater pollution prevention program (SWPPP) that incorporates best management practices (BMPs) applicable to their MS4.

# What is a MS4?

- ▣ A MS4 is a conveyance or system of conveyances (roads, with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains);
- ▣ Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes.
- ▣ Designated or used for collecting or conveying stormwater;
- ▣ Which is not a combined sewer; and which is not part of a publicly owned treatment works.

# Why is Hanover a MS4?

- ▣ The City of Hanover is now a Permitted MS4. (since October 2016).
- ▣ The City of Hanover was designated as an MS4 because it meets the following criteria.
- ▣ MS4s designated by the rule are cities and townships with a population of at least 10,000; and cities and townships with a population of at least 5,000.
- ▣ Has a stormwater conveyance system that drains to valuable or polluted waters.

# Purpose of the Meeting

- ▣ Educate the public
- ▣ Receive public comment
  - StormWaterPollutionPreventionProgram (SWPPP)
  - Review progress of BMPs
- ▣ Meet the requirements of the Permit
- ▣ Overview of MS4 Program

# 2017 Activities

## ▣ Public Education/Outreach

- City website
- Newsletters articles
- Social Media (Facebook, Twitter, etc.)
- Hanover Cleanup Day
- Hanover Harvest Fest (potential avenue)

## ▣ Construction Sites! Inspections?

- City of Hanover Public Works Facility
- Crow River Heights West – 3<sup>rd</sup> Addition

## ▣ Plan Reviews

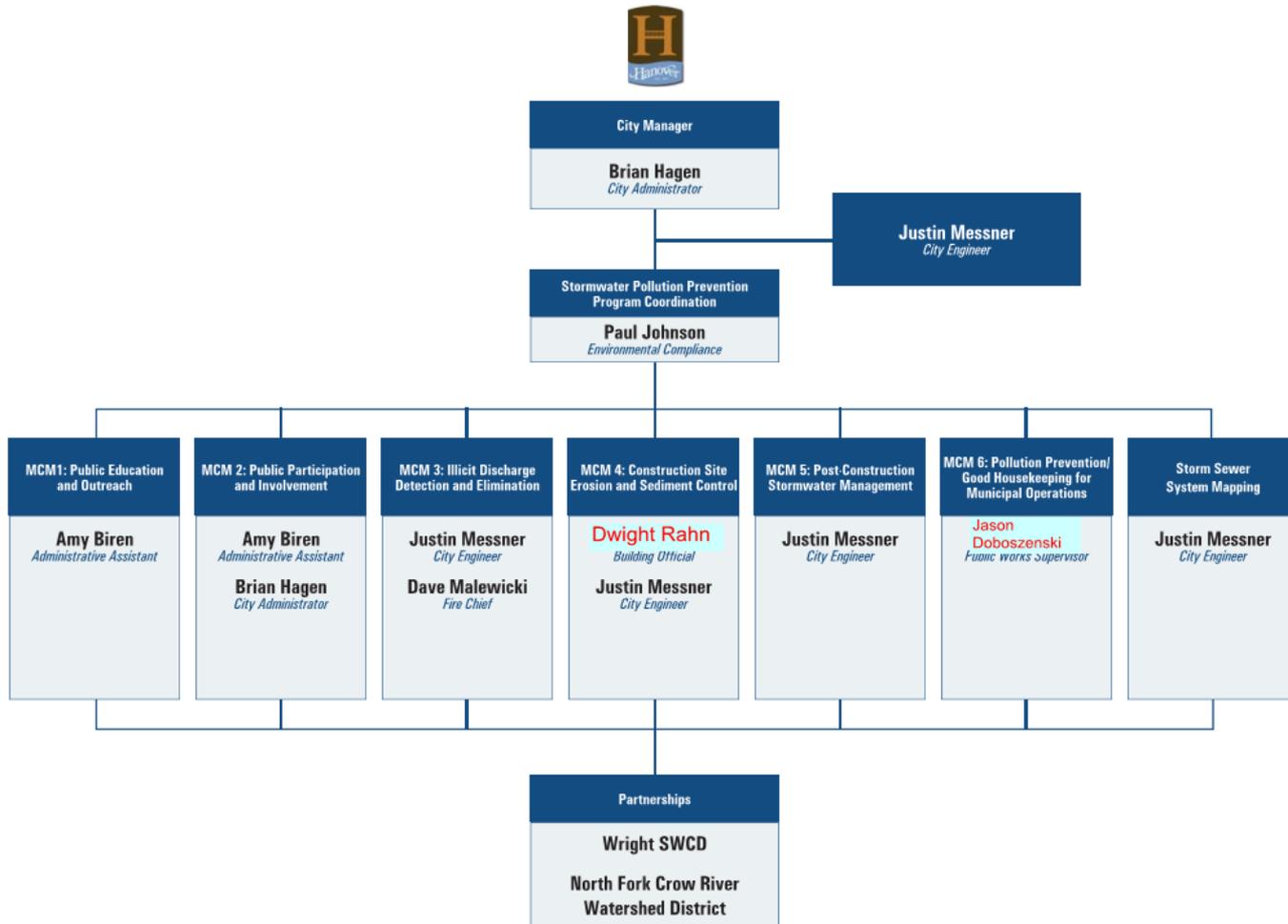
## ▣ Stormwater System Inspections

- Approval of SWAMP (Storm Water Asset Management Program) to meet inspection requirements
- Approval of 2017 MS4 Services Budget

## ▣ Street Sweeping

- Frequency
- (Keep track of number or loads or total estimated cubic yards recovered)

# City of Hanover MS4 Organizational Chart



Updated December, 2016

# Six Minimum Control Measures (MCMs) to MS4 Permit

- 1) Public education and outreach
- 2) Public participation and involvement
- 3) Illicit discharge detection and elimination
- 4) Construction site stormwater runoff control
- 5) Post-construction stormwater management
- 6) Pollution prevention and good housekeeping for municipal operations

# MCM 1

## Public education and outreach:

### ▣ Prioritize Education Activities Within the City of Hanover

#### Focus:

- ▣ Areas without stormwater treatment
- ▣ Curb and gutter
- ▣ Areas adjacent to water bodies and discharge to water bodies that have degraded water quality

### ▣ IDDE – Educate staff and public on illicit discharge

- ▣ Handouts, surveys, etc.

### ▣ Partnerships – Educational planning meeting

# MCM 2

## Public participation and involvement:

- ▣ Annual Public Meeting – One opportunity annually for public comment and input on SWPPP
  - Provide 30 Day Public Notice of meeting to provide input on the SWPPP
- ▣ Documentation of specific MCM 2 information
  - Attendance
  - Comments Received

# MCM 3

## Illicit discharge detection and elimination

- ▣ Ordinance – Illicit Discharge Detection Elimination
- ▣ Training – Annual training of all field staff in recognition of illicit discharges
- ▣ Detection – Look for during outfall inspections and during routine activities.

# MCM 4

## Construction site stormwater runoff control

- ▣ **Ordinance** – Construction Site Stormwater Runoff Control
- ▣ **Plan reviews and inspections** – Plan reviews and inspections required for all sites 1 acre or greater. Minimum of weekly inspections and after half inch rain fall events on sites 1 acre or larger
- ▣ **Still need to inspect and monitor smaller sites-** sites under an acre. City can determine inspection frequency on these sites.
- ▣ **Documentation** –record inspections and plan reviews

# MCM 5

## Post-construction stormwater management

- ▣ **Ordinance** – Post Construction Stormwater Runoff Control
  - New development no net increase in volume, TSS, TP from pre-project conditions
  - Redevelopment net reduction of volume, TSS, and TP from pre-project conditions
  
- ▣ **Long-term Maintenance** – Developed post construction regulatory mechanisms to allow City to conduct inspections, perform maintenance, and assess costs to maintain structural stormwater BMPs constructed after the permit is in effect
  - Rain gardens
  - Infiltration basins
  - Stormponds

# MCM 6

## Pollution prevention and good housekeeping for municipal operations

- ▣ **SWAMP** – Storm Water Asset Management Program
- ▣ **Inspections** :
  - Structural Stormwater BMPs (annually)
  - Outfalls (once per 5 year permit term)
  - Ponds (once per 5 year permit term)
  - Stockpiles and Material Handling Areas (quarterly)
- ▣ **Training** – Implement annual stormwater management training program
- ▣ **Documentation**

# MS4 Checklist

- ▣ Site Plan Review for Post Construction
  - When the proposed project results of 1 or more acres of new impervious surface or fully reconstructs 1 or more acres of impervious surface
- ▣ Construction Site Inspections
  - Initial inspection in accordance with city ordinance
  - Project completion inspection
  - At any other time, at the issuing authority's discretion
  - City owned projects weekly and within 24 hours of 1/2 inch or more rain event

# MS4 Checklist (continued)

- **Structural Stormwater BMP Inspection** (annually): Sumps, grit chambers, baffles, stormceptors, rain gardens, infiltration basins, and other pollution control devices.
  - 100% Inspection
- **Stormwater Catch Basins**
  - 20% Annually
- **Stormwater Pond Inspection**
  - 100% Inspected within 5 year permit cycle
- **TSS and TP Assessment of Ponds**
  - Should be completed after initial inspection is completed. (SWAMP)
- **Outfall Inspections**
  - culverts, or pipes of 12" or greater that outfall into public water bodies.
  - One inspection within permit cycle (5 years)
- **Training (annually)**
  - MS4 Stormwater Program, Illicit Discharge, Erosion and Sediment Control BMPs.

# MS4 Checklist (continued)

- ▣ City Owned Facility Inspections (quarterly)
  - Ex; Public works building, material storage yard, golf maintenance, streets and parks.
- ▣ Public Education
  - Newsletter Articles
  - Website
- ▣ Public Involvement
  - Annual SWPPP Meeting
- ▣ Annual Reporting
  - Due June 30<sup>th</sup> each year

# Stormwater Improvement Opportunities

- ▣ Grants through BSWR?
- ▣ Street Improvement Projects
- ▣ MCWD Cost-Share Grant
- ▣ Education during events

# Where to go from here?

- ▣ Provide education for high priority areas
- ▣ Continue to perform training with city staff
- ▣ Continually perform inspections for illicit discharges, construction sites, and post-construction sites
- ▣ Complete stormwater system inspections and maintenance
- ▣ Continue to document MS4 activities. (Most crucial element to a possible future MS4 MPCA Audit)

# Questions or Comments?

Additional information can be found at:

[www.pca.state.mn.us](http://www.pca.state.mn.us)

**Thanks!**

Good Evening,

My name is Joe Kaul. I stand before you tonight representing the Hanover Historical Society as it's President, and to ask for your cooperation with the Hanover United Methodist Church procurement project that the HHS and the City have been working on with Carol Dixon.

Please allow me to start with these FIVE simple statements:

- 1) The HHS does view the Hanover United Methodist Church as a Historic Asset to Hanover and its surrounding communities that is well worth preserving.
- 2) We also believe that it is essential to ensure free and open access to the facility for all current and past members of the Hanover United Methodist Church, and to all local community organizations.
- 3) Our Organization is in dire need of a permanent home, and display space for the many artifacts already in our collection, not to mention materials for exhibits that are still yet to come.
- 4) The Hanover Historical Society is not here tonight seeking a handout, nor are we here to ask the taxpayers of Hanover to take on 100% of the financial responsibility for the preservation and operations of this facility - should the City decide to move toward taking ownership.
- 5) Regardless of ownership, it will require partnerships and a cooperative effort from many different organizations to ensure the preservation, longevity and success of the Church moving forward.

With those points in mind, we would like you to consider ownership of all 4 parcels currently owned by the Church, and form a partnership with the Hanover Historical Society that will ensure the continuance of our mission, and the honorable preservation of a building that was an early social cornerstone in Hanover's History.

In order for this to make financial sense for the City and the HHS, and to avoid a situation where the City is "stuck" with a nuisance property, we would like to propose that the City set aside \$5000 each year for the facility.

From this total, the City would deduct costs for insurance, utilities, and general maintenance. **The Hanover Historical Society would pay for any costs exceeding this amount for routine operating expenses.**

When larger expenses occur for facility upgrades or unexpected situations, the Hanover Historical Society will lead the charge to raise the necessary funds, or consider paying for them with our own funds.

Please note that we are not seeking a 100% commitment from the City Council this evening, simply an indication that you would be interested in moving ahead with further discussions on this concept and how to make this facility a viable asset to our Community.

Thank you for your time and consideration.



**The Hanover Historical Society is optimistic  
about the possibility of becoming  
the Future Curators for the  
Hanover Zion United Methodist Church!**



Our organization and its members feel honored to be considered for this responsibility, and feel that the original structure of the Church is as important the History of our community and the surrounding areas as the Historic Bridge that connects Hennepin and Wright counties in Hanover.

If this does indeed become a reality, our plan for the space would be to build on the current slogan for the Methodist Church - Open Hearts, Open Minds, Open Doors.

We would like to continue to provide a community gathering space within the existing fellowship hall, with the upper level becoming a "Museum of Local History and Artifacts", and the lower level being a multi-use space and storage.

All local organizations - including the Lions Clubs, Scouts, 4-H, and other area groups - would be invited to use the space for their meetings and events, which we believe will create a sense of community for the future patrons of the space.



The original Church and Sanctuary would be kept exactly as you see it today, and we would rent the space for weddings and other events in order to recover operational costs.

There are many considerations that need to be addressed in order to ensure the viability of the property, and the preservation of the original Church space (first completed in 1885) in its current configuration for generations to come.

The first consideration is for the current and past members of the Hanover Zion United Methodist Church. For those individuals, our intent would be for nothing to change when it comes to use or access for any non-service events such as weddings, funerals, family events, and the annual Ice Cream Social.

We will need to address accessibility to the building for everyone to ensure ADA compliance, which will come at a considerable cost, but is a necessary investment if the space is to be open for everyone to use.

We are working diligently through the details of how best to manage the transfer of the facility, and want to make sure we "get it right" the first time. We are looking at all options for seeking long-term financial and management partners, and feel confident that the space will continue to serve people in Hanover and the surrounding area for generations to come.

We recognize the Historic significance of the Church, and extend our appreciation to each and every current and past member of the Congregation along with its group of founders that had the foresight to build this Church over 132 years ago!

# Hanover United Methodist Church

## Cost Analysis and Estimates

### **Stated Utility Expenses for Gas, Electric, Sewer & Water - from Carol Dixon:**

2014 = \$2,623.79

2015 = \$2,390.04

2016 = \$2,127.32

**Our estimated utility expenses are \$3,000.00 per year.** Carol's numbers declined over the last three years, and we believe that's due to less overall usage of the building. Our assumption is that the costs will increase due to the need to be in the space more often.

### **Stated Insurance Costs from Carol Dixon:**

2014 = \$1,726.00

2015 = \$1,977.00

2016 = \$1,975.00

If the City takes ownership, we do not know what the actual costs to add this to the City's insurance would be. If the HHS takes ownership, we anticipate a similar rate for insurance, and are estimating a flat \$2,000.00 per year.

### **Property Taxes:**

If the City owns the property, there will be zero cost for property taxes. If the HHS takes ownership, we have been given the indication by our legal representative that in general we would be eligible for discounted or waived taxes, but we would be responsible for property taxes if the sanctuary is rented more than 10 times a year.

Due to this situation, the HHS would consider splitting the property into 2 parcels with the idea being that we would pay property taxes on the sanctuary portion, and hopefully minimize or eliminate property taxes on the fellowship hall portion.

Our estimate for property tax responsibility if the HHS takes ownership is \$2,000 - \$3,000 per year (a "worst case scenario" if our 501c3 status did not exempt us from any property tax liability).

### **ADA Compliance: Cost Estimate of \$10,000 - \$19,000**

We had Bryan Reitzner evaluate the property, and his first question was whether or not the HHS would be required to make the facility ADA compliant or not.

Obviously, if the City takes ownership it would become a requirement, and we believe that compliance could be accomplished by:

-- Re-constructing the existing office space on the main level to be a unisex handicapped accessible lavatory. **The estimated cost to do this conversion is \$3,000 - \$5,000.** The cost range is based on selection of final materials, and the availability of volunteer labor to prepare the space for construction.

-- Add a wheelchair (platform) lift mechanism that goes from entry level to the top floor (\$5,000 - \$6,000) or that goes to all levels of the fellowship hall (\$10,000 - \$12,000). Accessibility to the sanctuary can easily be accomplished with the addition of a simple treated plywood ramp.

-- Add a powered door opening mechanism. We placed a call to Roy C. Inc. to inquire about powered door mechanisms, and their cost estimate was \$2,000 installed.

The parking spots available in the front of the building would cover ADA requirements for parking access, however a future parking lot on the North side of the building would be addressed for better overall parking options.

**Known issues that would need to be addressed and/or corrected:**

-- **Gutters.** There is an immediate need for a rain gutter system to be installed to get water flowing away from the building. Currently there are none whatsoever. We do not have any estimates from contractors, but in general we would anticipate this to cost somewhere between \$1,000 and \$2,000 to cover the entire structure.

-- We are not aware of any other "critical" additions or corrections that would need to be made at this time. HVAC systems are functioning properly, and while not new they are not antiquated either.

**Items we would want to address as future projects that would need to be funded separately:**

-- A defined parking lot (as mentioned above) on the North side of the structure. We had Jim Schendel on-site to provide us with a cost estimate of **\$15,000 for a gravel surface, and \$25,000 for a paved surface.**

-- A "cold storage" facility. We would propose that this facility be built as close to the North lot line as possible, and located in the North East corner of the parcel (at the edge of the parking surface), and built to current codes and standards established by the City. **We do not have a solid cost estimate for this item,** as we are not yet sure of how large of a facility would need to be built to accommodate existing and future needs.

Using online calculators, **materials for a suitable building would cost somewhere between \$5,000 and \$8,000** depending on doors, windows and exterior finish materials required to meet current building standards.

-- A "rainy day fund" for future unknown expenses. There's no way to know what this figure needs to be, but we are aware that any excess funds should be saved for any unexpected repairs or issues that arise in the future.

**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 3<sup>rd</sup> day of October, 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 10-03-17-103**

**A RESOLUTION APPROVING A RESIDENTIAL LEASE AGREEMENT  
TO BE USED BY THE HANOVER EDA**

**WHEREAS**, the Hanover EDA owns a property located at 11234 River Rd NE; and

**WHEREAS**, the Hanover EDA desires to lease the property for residential use.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover hereby approves the attached lease for the purpose of leasing a property owned by the Hanover EDA for residential use.

**BE IT FURTHER RESOLVED**, that the City Council delegates to its City Administrator to complete background checks and screen applicants to make a determination of entering into the agreement.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 3<sup>rd</sup> day of October, 2017.

APPROVED BY:

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

ATTEST:

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

**RESIDENTIAL LEASE**

**TENANT(S):** List all who will occupy Premises.  
\_\_\_\_\_

**PREMISES ADDRESS:** \_\_\_\_\_, Minnesota

**COUNTY:** Wright

**GROSS RENT PER MONTH:** \$800.00

**LEASE TERM:** \_\_\_\_\_ months

**LEASE TERM STARTS:** \_\_\_\_\_,  
at 12:01 p.m.

**LEASE TERM ENDS:** \_\_\_\_\_,  
at 12:01 p.m., subject to the month -  
to- month extension below.

**LEASE TERM EXTENSION:** The term of the Lease automatically extends from the lease term ending date above on a month-to-month basis subject to termination by at least 45 day written notice effective at the end of a month.

**SECURITY AND PET DEPOSIT:** \$800 security deposit and a \$200 pet deposit, if applicable.

**LEASE DATE:**

**LANDLORD AND AUTHORIZED MANAGER OF PREMISES:** Also, agent authorized to accept service and receive and give notices and demands.

City Administrator  
\_\_\_\_\_  
\_\_\_\_\_  
Ph: \_\_\_\_\_

This disclosure is made pursuant to Minnesota Statute Section 504B.181.

**UTILITIES INCLUDED IN RENT:** None.

**UTILITIES PAID BY TENANT:** Water, Sewer, Standard Service Trash with Recycling, Gas, Electric, Phone, Cable TV and any other utilities.

**PETS:** Pets are allowed only if a pet addendum is signed by Tenant and Landlord that authorizes the specific pet and Tenant pays \$200 pet deposit.

**CERTAIN CHARGES:**

<b>-LATE RENT CHARGE:</b>	\$30.00
<b>-NSF CHECK CHARGE:</b>	\$50.00
<b>-PET CLEANING CHARGE:</b>	\$100.00

(if applicable)

This Lease is a legal contract between Landlord and Tenant. This Lease can be enforced in court against Landlord or Tenant if either one of them does not comply with its provisions. In addition to the above terms, Landlord and Tenant agree to the following terms:

1. Rent.
  - (a) Payment of First Month's Rent. Tenant shall pay Landlord one full month's rent in advance on or before the execution of this Lease unless otherwise agreed to by Landlord and Tenant, but in any event prior to Tenant moving into the Premises. Tenant shall pay this full month's rent by cashier's check or cash unless otherwise agreed to by Landlord. This full month's rent shall be applied to pay the first month's rent. In the event that the first month's rent is for a partial month, Landlord shall apply the prorated portion to reduce the second month's rent. The payment of the first month's rent is in addition to the security and pet deposits.
  - (b) Payment of All Other Rent. The full monthly rent, in the amount set forth above, must be paid in advance, without offset or deduction, on or before 5:00 p.m. on the 1<sup>st</sup> day of each month, at the address of Landlord or its manager set forth above or at any other place requested by Landlord. Rent is paid when good funds are received by Landlord and not when mailed.
  - (c) Who is Responsible for Rent and Other Obligations. Each Tenant who signs this Lease is individually responsible to pay the full amount of rent and other amounts owed under this Lease. Each Tenant is jointly and severally liable with all other Tenants for the full amount of rent and other amounts owed under this Lease and for any back rent owed. In addition, each Tenant who signs this Lease is responsible for all other obligations of Tenant under this Lease. No apportionment of any obligations of Tenant under this Lease shall be made as a result of multiple Tenants signing this Lease or how rent is paid by these Tenants.
  - (d) Late Rent Charge. Tenant shall pay the late rent charge fee set forth above each time rent is received by Landlord past the fifth day of the month. In addition, Tenant shall pay an additional \$30.00 late rent charge if rent is received past the fifteenth day of the month. Such late rent charges shall automatically accrue as of the date set forth above and Landlord shall not be required to give any notice or request for payment of these late rent charges. Tenant shall also pay the NSF check charge set forth above if any check is dishonored or returned unpaid for any reason. Once a check is dishonored or returned, Landlord reserves the right to require all future rent payments be made by cashier's check or cash.

2. Occupancy and Use. Only the Tenants who are specifically listed as occupying the Premises in this Lease may live at the Premises, except as otherwise allowed by law. No other person may live at the Premises or regularly use the common areas of the property except with the prior written consent of Landlord. Tenant shall occupy and use the Premises only as a private residence and shall also be able to nonexclusively use the common areas of the property. Tenant shall not use the property for the purpose of carrying on any business, profession or trade and shall not allow any activity at the property that is illegal, dangerous, or would cause a cancellation, restriction, or increase in Landlord's insurance premiums. Tenant shall not use or store at the property any flammable or explosive substance. Tenant shall not allow damage or misuse of the property. Tenant shall not allow the placement of any debris or other items in the common areas of the property. Tenant's use of the common areas of the property shall be reasonable and subject to limitations and restrictions imposed by Landlord. Tenant shall not allow loud, boisterous, unruly or thoughtless behavior or the disturbance of persons at the property. In addition, the following specific provisions apply:

- (a) Smoking. Smoking is not allowed at the Premises.
- (b) Pets. Tenant may not keep animals or pets of any kind at the Premises without the prior written consent of Landlord. Permission for pets is limited to the pets described in a written pet addendum signed by Landlord and contingent upon Tenant paying a \$200 pet deposit.
- (c) Vehicles/Garage. A two car garage is located on the property. Tenant has the exclusive right to use the garage.
- (d) Keys and Locks. Tenant shall be given two sets of keys on the lease term starting date. Tenant shall not add, change or re-key locks. Upon Tenant's request, Landlord will change the locks or have the lock cylinders re-keyed at Tenant's expense. Tenant shall not duplicate any keys provided by Landlord. Tenant shall be charged for missing keys (\$25.00) and, if Landlord determines needed, to re-key and/or change the locks (\$150.00).
- (e) Waterbeds. Tenant shall not keep a waterbed or other water filled furniture at the Premises.
- (f) Window Treatments. Tenant shall not hang sheets, towels or similar coverings over the windows.
- (g) Washer and Dryer. A washer and dryer is currently located at the Premises. Landlord makes no representation as to the condition of any washer and dryer and in the event either breaks down Landlord shall have no obligation to replace.

3. Condition and Maintenance of Premises.

- (a) Maintenance and Repair by Landlord. Landlord promises: (1) that the Premises is fit for use as a residence; (2) to keep the Premises in reasonable repair and make necessary repairs within a reasonable time after written notice by Tenant, except when the damage was caused by the intentional or negligent act of Tenant; and (3) to maintain the Premises in compliance with applicable health and safety laws except where the violation is caused by the intentional or negligent act of Tenant.
- (b) Maintenance and Repair by Tenant. Tenant shall maintain the Premises in a reasonable condition and keep it clean and tidy. Tenant shall also make the following specific repairs and maintenance to the property at Tenant's expense: (1) REMOVAL OF MATERIAL BLOCKING DRAINS AND PLUMBING; (2) REPLACEMENT OF BROKEN GLASS AT THE PREMISES; (3) REGULAR REMOVAL OF SNOW, ICE, AND OTHER OBSTRUCTIONS FROM ALL SIDEWALKS AND DRIVEWAYS LOCATED AT THE PROPERTY; AND (4) MOW AND MAINTAIN THE LAWN AT A REASONABLE HEIGHT, WATER THE LAWN, BUSHES AND PLANTS, TRIM THE LAWN AND BUSHES, RAKE LEAVES AND REMOVE WEEDS. Landlord has explained to Tenant the specific obligations contained in this paragraph and Landlord would not lease the Premises at the base rent amount set forth on page 1, but for Tenant's performance of these specific obligations. Failure of Tenant to perform any of the specific obligations contained in this paragraph shall result in Tenant being charged additional base rent in an amount of up to \$200 per month for Landlord to be responsible for these specific obligations. Nothing in this paragraph is intended to waive the covenants imposed by law upon Landlord.
- (c) Notice by Tenant of Maintenance and Repair. Tenant shall give written notice to Landlord of any necessary repairs and shall immediately notify Landlord of any condition at the property that is dangerous to human health or safety, or which may damage the property or waste utilities provided by Landlord. Tenant shall return the inspection sheet or move-in checklist provided by Landlord within two weeks after the starting date of possession. If Tenant does not return such document to Landlord within this time period, it shall be presumed that the property needed no repair or maintenance and that the property was in good condition.
- (d) Alterations by Tenant. Tenant shall obtain Landlord's prior written consent to make any repairs or alterations to the property, including painting, wallpapering, or changing of locks. Tenant shall not remove any fixtures or furnishings supplied by Landlord.

4. Security and Pet Deposit. In addition to any rent paid in advance as set in this Lease, Tenant shall give Landlord a security deposit in the amount set forth above. The security deposit must be paid in full on or before the execution of this Lease by cashier's check or cash unless otherwise agreed to by Landlord. The Pet Deposit shall be paid at the time the written pet addendum is executed. Landlord shall owe Tenant interest on the security and pet deposits at a rate of 1% per annum or as otherwise required by law. Landlord shall return the security and pet deposits to Tenant upon termination of the Lease, together with the interest due, or Landlord shall place in the mail a written statement showing the specific reason for withholding part or all of the security and pet deposits, within: (a) three weeks after the

termination of the Lease, and (b) receipt of Tenant's mailing address or delivery instructions. Landlord may keep all or part of the security and pet deposits to restore the Premises or the property to its condition at the commencement of the tenancy, less ordinary wear and tear, or for rent or other amounts owed under this Lease.

5. Utilities. Tenant shall pay all utilities referenced above as being paid by Tenant. These utility services are not included in the payment of rent, are paid separately by the Tenant directly to the service provider and shall be in an account under Tenant's name. Tenant shall provide Landlord with Tenant's home telephone number for the Premises within two days after such telephone number is known. Tenant is liable for all costs and damages resulting from Tenant's failure to provide ordinary utility service to the Premises, including failure to adequately heat the Premises during cold weather. Tenant is also liable for all costs and damages resulting from Tenant's excessive use or waste of any utilities provided by Landlord.

6. Duration of Lease.

(a) Term. The term of this Lease shall be as set forth on page 1.

(b) Failure to Give Possession. If Landlord cannot provide possession of the Premises to Tenant at the lease term starting date, Landlord shall not be liable for any damages to Tenant, but Tenant will not start payment of rent until Landlord delivers possession of the Premises.

(c) Automatic Lease Term Extension and Termination. In order to terminate the Lease on the lease term ending date, Landlord or Tenant must give the other party at least forty-five (45) days written notice prior to the lease term ending date. If notice is not given as required above, the Lease shall automatically be extended on a month-to-month basis unless a new Lease is signed. During the lease term extension, the original terms of the Lease shall be in full force and effect except the duration shall be changed to month-to-month. Landlord may change any term during the lease term extension, including the amount of rent, by giving Tenant at least forty-five (45) days written notice. In order to terminate the Lease during the lease term extension, Landlord or Tenant must give the other party at least forty-five (45) days written notice. Termination during the lease term extension is effective on the last day of a month. For example, to end the lease during the lease term extension on May 31, written notice must be received by the other party on or before April 16.

(d) Moving Out Before Lease Term Ending Date. If Tenant moves out of the Premises before the lease term ending date, Tenant shall be in default of this Lease and shall be responsible for all rent owed to the end of the term plus all other costs as set forth in this Lease.

(e) Sale of Property. In the event the property is sold, Landlord reserves the right, at Landlord's discretion, to change this Lease to a month-to-month Lease. Landlord may exercise this right by written notice to Tenant within sixty (60) days prior to or subsequent to the closing of the sale of the property. In the event such notice is given by Landlord, this Lease shall immediately become a month-to-month Lease and may be terminated or changed by Landlord giving Tenant at least forty-five (45) days written notice.

7. Moving Out of The Premises. Tenant shall move out of the Premises on or before 12:01 p.m. of the date of termination of the Lease. Failure to vacate the Premises promptly at or before this time will result in a twenty-five dollar (\$25.00) charge for each hour over. Upon Tenant's move-out of the Premises, whether upon termination of the Lease or before the end of the Lease, Landlord may rent the Premise to a new tenant. Upon move-out, Tenant shall leave the Premises in as good a condition as it was at the lease term starting date, less reasonable wear and tear. Tenant shall thoroughly clean the Premises and property and shall abide by any move-out cleaning instructions provided by Landlord, including the steam cleaning of any carpets at the Premises. Tenant shall completely vacate and remove all personal property from the Premises and the property, including the garage. Tenant shall return to Landlord all keys to the property and all other personal property issued to Tenant and provide Landlord with a forwarding address. In the event Tenant does not comply with these requirements, Tenant shall be responsible for all costs to clean the Premises and the property, remove personal property, change the locks, duplicate keys or replace personal property issued to Tenant. Tenant agrees that all personal property left at the property after move-out shall be considered abandoned. Landlord may dispose of such personal property at Landlord's discretion and shall not be liable to Tenant for disposal of Tenant's personal property.

8. Assignment and Subletting. Tenant may not assign or sublet all or part of the Premises without the prior written consent of Landlord, which consent may be withheld at Landlord's sole discretion. Tenant must pay an additional amount of \$250.00 and obtain Landlord's permission each time Tenant wants to assign or sublet. The assignment or subletting may only be approved if the following happens prior to move-in: (a) the person applying for tenancy must submit a rental application and pass Landlord's screening process; (b) the person must sign a lease and all other documentation requested by Landlord; (c) the person must pay, in good funds, his/her share of the security deposit and any rent paid in advance; and (d) an additional payment of \$250.00, in good funds, must be made to Landlord.

9. Damage, Loss or Injury to Tenant and Tenant's Property.

(a) Damage or Injury to Tenant and Tenant's Property. Landlord is not responsible for any damage, loss or injury to Tenant or

his/her agents, family, or guests, or to their property, caused by leaking pipes or rupture, sewage backup, fire, water, explosion, or any other casualty or cause whatsoever, even if caused by the fault or negligence of Landlord or its agents, unless said damage, loss or injury is caused by the intentional act of Landlord.

- (b) Acts of Third Parties. Landlord is not responsible for any damage, loss or injury to Tenant or his/her agents, family, or guests, or their property, caused by theft, illegal acts, third parties, or any other cause, even if caused by the fault or negligence of Landlord or its agents, unless said loss is caused by the intentional act of Landlord.
- (c) Tenant Liability. Tenant shall reimburse Landlord for (1) any loss, property damage, cost of repair, or service (including appliances and plumbing problems) caused by negligence or improper use by Tenant or his/her agents, family, or guests; (2) any loss, damage or cost incurred caused by leaving the doors or windows open; and (3) any loss, damage or cost incurred because the Premises was abandoned, not heated, or the Lease violated by Tenant or his/her agents, family, or guests.
- (d) Renter's Insurance. Landlord recommends that Tenant obtain renter's insurance to protect against injuries and property damage.

10. Damage to Premises. If the Premises or any other part of the property is materially damaged, destroyed, or unfit to live in due to any cause, Landlord may terminate the Lease and/or determine not to rebuild or repair the Premises upon notice to Tenant. If terminated, rent shall be prorated to the date of casualty. If the Premises or any other part of the property is damaged, destroyed or unfit to live in due to the fault of Tenant, Tenant shall remain liable for payment of the rent during the entire term of the Lease. If the Premises is destroyed, damaged or unfit to live in not due to the fault of Tenant, Tenant shall not be liable for rent during the time the Premises cannot be used. If part of the Premises is destroyed or damaged not due to the fault of Tenant, Tenant shall pay pro rata rent based on square footage for the useable part.

11. Crime Free/Drug-Free Housing. As further consideration in the execution of this Lease for the Premises, Landlord and Tenant agree that the Premises shall remain crime-free and drug-free housing and they further agree as follows:

- (a) Tenant, any members of the Tenant's household or a guest or other person under Tenant's control shall not engage in any illegal activity, including drug-related activity, on or near the Premises. "Drug-related activity" means the illegal manufacture, sale, distribution, purchase, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 802]) or possession of drug paraphernalia.
- (b) Tenant, any member of Tenant's household or a guest or other person under Tenant's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the Premises.
- (c) Tenant or members of the household will not permit the dwelling to be used for, or to facilitate illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
- (d) Tenant or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any locations, whether on or near the Premises or otherwise.
- (e) Tenant, any member of Tenant's household or a guest or other person under Tenant's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of this Lease that otherwise jeopardizes the health, safety or welfare of the Landlord, Tenant, or any member of Tenant's household or a guest or other person under Tenant's control.
- (f) VIOLATION OF THE PROVISIONS LISTED ABOVE IN SECTION 11 OF THIS LEASE SHALL CONSTITUTE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions in this Section 11 shall be deemed a serious violation and material non-compliance with the Lease and it is understood and agreed to that a single violation shall be good cause for immediate termination of the Lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by substantial evidence of the type reasonably relied upon by landlords or property managers in the usual and regular course of business.
- (g) Landlord may require that Tenant consent to a background check prior to the entering into this Lease.

12. Right of Entry. Landlord may enter the Premises for any reasonable business purpose. Landlord shall make a good faith effort to give Tenant reasonable prior notice of the intent to enter except that Landlord may enter the Premises at any time without prior notice in case of an emergency. If Landlord enters the Premises without Tenant's presence and without prior notice, Landlord shall disclose in writing the date, time and purpose of such entry and shall leave such writing in a conspicuous place in the Premises.

13. Default and Remedies. If Tenant does not pay the rent or other amounts when due, or Tenant violates any term of this Lease,

Tenant shall be in default of this lease. Upon such default, all rents for the remainder of the term of the Lease shall accelerate and be due upon the date of default. Tenant shall be liable for all costs incurred by Landlord as a result of Tenant's default, including advertising and other re-rental fees, all court costs, attorney fees, and any other costs incurred by Landlord as a result of Tenant's default, including any collection effort or lawsuit for eviction, unpaid rent, or any other debt or charge. Upon Tenant's default, Landlord may immediately and without notice: (a) terminate this Lease; (b) demand in writing that Tenant give up possession of the Premises; (c) reenter the Premises with or without process of law and take such action as may be necessary to remove all personal property from the property; (d) initiate an eviction action (unlawful detainer action); and/or (e) initiate a lawsuit for damages. All remedies shall be cumulative and not alternative and Landlord shall have all other remedies available at law or in equity. If Tenant is in default of the Lease and Landlord does not pursue its remedies, Landlord's remedies for this default or any other default are not waived and still available to Landlord. Rent is due under this Lease even if Tenant surrenders the Premises or is evicted by Landlord. Landlord's acceptance of partial payment of rent in arrears will be applied to the balance due and does not waive an eviction action to recover possession of the Premises. Landlord shall not be in default of this Lease unless Tenant provides written notice of the default and Landlord fails to perform the obligations required under the Lease within a reasonable time of at least thirty (30) days after such written notice by Tenant.

14. Lease is Subject To Mortgage. The property may be mortgaged or may be subject to a contract for deed. Tenant agrees that the rights of the holder of any mortgage or contract for deed are superior to Tenant's rights and that this lease is subordinate to any mortgage or contract for deed whether now existing or placed against the property in the future. Tenant agrees to sign any documents requested by Landlord to evidence this subordination within ten days after request by Landlord. Tenant appoints Landlord as attorney-in-fact to sign such documents.

15. False or Misleading Statements. If Landlord determines that any oral or written statements made by Tenant in the rental application, other documentation signed by Tenant, or otherwise made by Tenant, are not true or complete in any way, then Tenant shall be in default of this Lease.

16. Rules. Landlord may from time to time adopt reasonable rules and regulations governing the property that do not conflict with the terms of this Lease. Tenant shall abide by such rules and regulations. Landlord's rules and regulations, if any, are part of this Lease, and Landlord may make reasonable changes in these rules at any time.

17. Notices. Tenant agrees that notices and demands delivered by Landlord or mailed to the Premises are proper notice and are effective as soon as delivered or mailed to the Premises. Notices provided to any one of the Tenants named above shall be notice to all Tenants. Notices to Landlord shall be delivered or mailed to the Landlord and shall be effective when received.

18. Entire Agreement/ Amendment. This Lease constitutes the entire agreement between the parties with respect to the subject matter herein and fully supersedes all prior written or oral agreements between the parties with respect to such matters. No other agreement, statement or promise made by any party and no amendment, modification or other change of any provision of this Lease shall be effective unless in writing signed by the parties.

19. General Provisions. This Lease shall be binding upon and inure to the benefit of Landlord and Tenant, and their allowed successors and assigns. This Lease is not for the benefit of any other third party and no other third party shall have a right to enforce the provisions of this Lease. In the event any provision of this Lease shall be held to be invalid, unenforceable or in conflict with the law of the jurisdiction, the remaining provisions of this Lease shall continue to be valid, enforceable and not be affected by such holding. No term or condition of this Lease shall be deemed waived unless such waiver is specifically expressed in writing. The waiver of any term or condition shall not be a waiver of any subsequent term or condition of the same or any other term or condition. This Lease shall in all respects be interpreted, construed and enforced according to the laws of the State of Minnesota. This Lease may be executed separately and independently in any number of counterparts and each and all of which together shall be deemed to have been executed simultaneously and regarded as one lease dated as first set forth above.

LANDLORD(S):

TENANT(S):

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Position: City Administrator  
Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print name: \_\_\_\_\_  
Dated: \_\_\_\_\_, 20\_\_

# Collaborative Planning, LLC

## Memorandum

Date: September 28, 2017  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: GP Welding Conditional Use Permit

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### **Overview of Request**

The subject property is currently zoned B-1 (Downtown River Commercial District) and an application has been received for a Conditional Use Permit. The property is located at 11238 River Road NE.

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

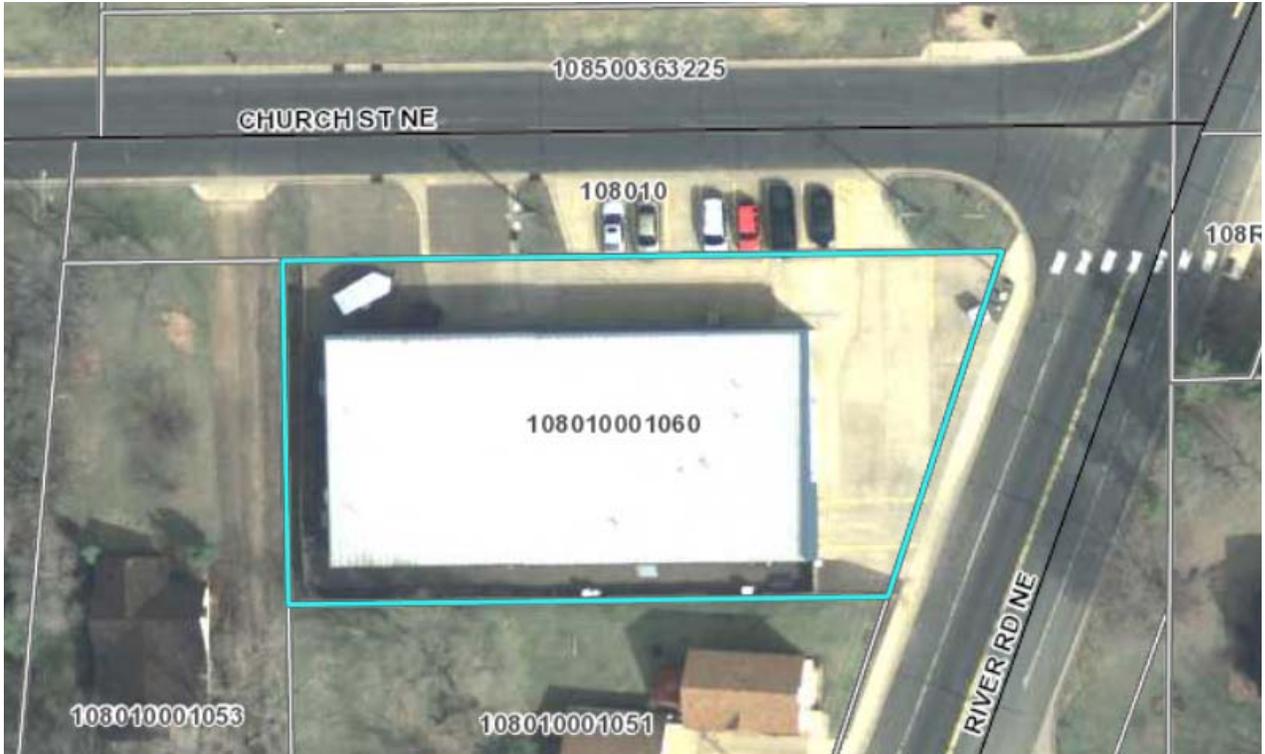
### **Evaluation of Request**

The applicant is requesting a conditional use permit for manufacturing/assembly to allow welding and fabrication. Manufacturing/assembly is a Conditional Use Permit in the B-1 zoning district.

Previous uses of the building have been reported by the applicant to utilize welding processes as a part of the manufacturing operations. As reported by the applicant, the building has existing ventilation for this type of use inside the building. However, the building has not been utilized for this type of use for several years. For the past several years, the building has been utilized by Comfort Matters, which sells and installs heating and cooling systems. Utilizing the property for a welding/manufacturing use is not grandfathered, and is thus subject to the request for a Conditional Use Permit. In addition, if the use is permitted, Building Inspections will need to review if the proposed use constitutes a change of use under the Building Code which may require modifications to the building prior to occupancy for this use.

Open and outdoor storage is not permitted in the B-1 District, nor was any proposed in the application. At the Planning Commission meeting the applicant stated that he planned to store scrap materials in the area located between the building and the fence around the side and back of the building. This would include a bin or other enclosure for scrap metals that would be sent for recycling.

No exterior changes are proposed to the building. A copy of the site plan is included in the packet, and the aerial photograph showing the existing property is included below.



Noise is minimally regulated by the Hanover Zoning Ordinance as follows for all uses:

*SEC. 10.55 NOISE AND VIBRATION*

*A. Noises emanating from any use shall be in compliance with and regulated by the standards of the state pollution control agency. Any use established or remodeled after the effective date of the ordinance from which this section is derived shall be so operated as to prevent vibration discernable at any point beyond the lot line of the site on which such use is located. The city may also limit the hours of operation of outdoor noise if it is deemed necessary to reduce impacts on the surrounding neighborhood.*

Odor is minimally regulated by the Hanover Zoning Ordinance as follows for all uses:

*SEC. 10.57 ODOR*

*No use shall produce unreasonable or disturbing odors beyond the property line exceeding applicable regulations established by the state pollution control agency. Any use creating periodic odors, such as what may be created from incinerators and chemical processes, shall be prohibited if such odors are perceptible beyond the lot line of the site on which the use is located.*

As this use is adjacent to existing residences and service businesses, the Planning Commission and Council may wish to consider conditions related specifically to noise and odor that could potentially be generated by the proposed use of the property.

Staff had proposed a condition to require the doors to the property to be closed except for under certain circumstances. During the Planning Commission meeting, the applicant stated his desire for the doors to be open, as the building does not have air conditioning and it assists with air circulation to have them open. The Planning Commission did not depart from the staff-proposed condition, but staff did note that it would be reported in this staff report that the applicant was not in agreement with this condition.

#### **Criteria for Granting Conditional Use Permits**

In granting a conditional use permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.
4. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use.
5. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use.

6. The use is not in conflict with the Comprehensive Plan of the City.
7. The use will not cause traffic hazard or congestion.
8. Existing homes and/or businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness.

### **Planning Commission Recommendation**

The Planning Commission recommended approval of the Conditional Use Permit, subject to the following conditions:

1. The property shall operate in conformance with the ALTA survey prepared by Otto Associates dated August 17, 2017 attached hereto as Exhibit "A".
2. The City, at its discretion, may require a periodic review of the Conditional Use Permit as permitted in Section 10.11 of the Zoning Ordinance, as amended from time to time.
3. Welding and fabricating processes are permitted between the hours of 7:30 a.m. and 6:00 p.m. Monday through Friday. Doors to the building shall not be left in an open position while these processes are occurring except for opening as necessary to permit deliveries of materials.
4. Office uses and other accessory uses that do not create odor, smoke or noise are permitted at any time.
5. Not earlier than the first periodic review (if commenced by the City), or a request for annual review (if requested by the Property Owner), the Property Owner may request a modification to the hours permitted for the welding and fabricating processes.
6. Odors produced by processes and uses on the property that are perceptible beyond the property line of the Subject Property are not permitted.
7. The use shall be operated in a manner to prevent noise and vibration discernible at any point beyond the property line of the Subject Property.
8. No open or outdoor storage is permitted except as provided in this paragraph. One dumpster and a bin for holding scrap metal (said bin shall be screened by a fence and gate and located on the side of the building). Not more than 5 trailers may be parked outside at any time, and none of these trailers may be parked in the parking spaces within the city right of way.

9. This Conditional Use Permit does not become effective until and unless a Certificate of Occupancy has been issued for the proposed use. The issuance of the CUP does not in any way provide approval or acceptance of plans or submissions required for a building permit and certificate of occupancy.
10. The use and site shall be in compliance with any Federal, State or County law or regulation that is applicable and any related permits shall be obtained and documented to the City.
11. All permits and licenses required for any aspect of the operations on the site shall be acquired and maintained.
12. The property shall remain in substantial conformance with all performance standards contained within the City Zoning Ordinance and City Code.
13. The owner shall, upon reasonable advance notice, provide City staff and/or its agents with access to the property for inspection for compliance with this Conditional Use Permit and other relevant codes.
14. A lapse of one year during which the premises are not used for the purposes provided for in this permit shall cause the permit to expire and be of no further consequence.

### **Recommended Action**

The City Council should consider the application and its consistency with your ordinances and criteria for granting Conditional Use Permits. Following deliberation, staff should be provided with direction as to whether you would like us to prepare findings of fact and a resolution for approval or denial for your meeting on October 17, 2017. Staff will then bring this item back to the October 17, 2017 meeting with a resolution for formal motion and adoption.



Hanover, MN 55341-0278  
 Phone: 763.497.3777 fax: 763.497.1873  
[www.hanovermn.org](http://www.hanovermn.org)  
[cityhall@ci.hanover.mn.us](mailto:cityhall@ci.hanover.mn.us)

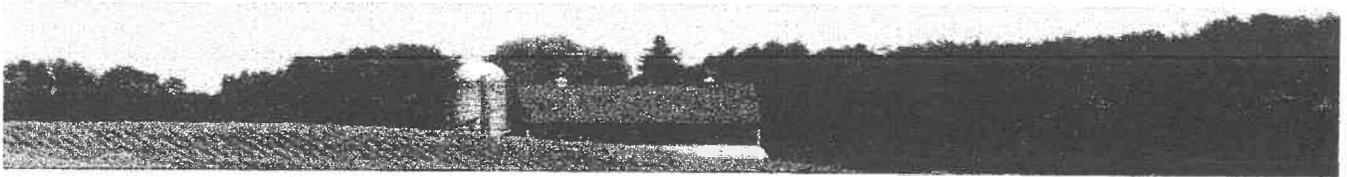
For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	
Date Filed:	
Date Complete:	
Base Fee:	Escrow:

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION		
<input type="checkbox"/> Annexation <input type="checkbox"/> Appeal <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Ordinance Amendment (Text or Map) <input type="checkbox"/> Planned Unit Development (Concept/Gen)	<input type="checkbox"/> Site Plan & Building Plan <input type="checkbox"/> Sketch Plan <input checked="" type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Vacation	<input type="checkbox"/> Simple Land Division <input type="checkbox"/> Subdivision Sketch Plan <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Other
PROPERTY INFORMATION		
Street Address: <u>11238 RIVER Rd NE Hanover, MN 55341</u>		
Property Identification Number (PIN#): <u>108010001060</u>		
Legal Description (Attach if necessary): <u>see attached</u>		
APPLICANT INFORMATION		
Name: <u>Ted Giese</u>	Business Name: <u>GP Welding</u>	
Address: <u>10452 61st St. NE</u>		
City: <u>Albertville</u>	State: <u>MN</u>	Zip Code: <u>55301</u>
Telephone: <u>763-286-8707</u>	Fax:	E-mail: <u>Ted@gp-welding.com</u>
Contact: <u>Ted Giese</u>		Title: <u>Owner</u>
OWNER INFORMATION (if different from applicant)		
Name: <u>JAMU</u>		Business Name:
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-mail:
Contact:		Title:
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: <u>Heating and cooling, welding and fabrication</u>		
Nature of Proposed Use: <u>Welding and Fabrication</u>		
Reason(s) to Approve Request: <u>New Owner - of building - growing Business GP Welding</u>		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See Application Instructions and City Code		



# Wright County MINNESOTA



## Property Tax Search/Payments

The property information database is updated daily. Last updated: 6/15/2017 3:00 AM

- [New Search](#)
- [Parcel Data](#)
- [Tax Summary](#)
- [Tax Statements](#)
- [Assessment](#)
- [Appraisal](#)
- [Sales Detail](#)
- [Pay Taxes](#)

Property ID: 108-010-001060

Tax Year: 2017

<b>Property Address:</b> 11238 RIVER RD NE HANOVER MN 55341	<b>Municipality:</b> CITY OF HANOVER <b>School Dist :</b> 0877- SD 0877 BUFFALO
<b>Owner Name:</b> CUMMINGS PROPERTY MGMT I LLC	<b>Taxpayer Name &amp; Address:</b> CUMMINGS PROPERTY MGMT I LLC 6540 JANSEN AVE NE ALBERTVILLE MN 55301-9685

<b>Lot:</b> <b>Block:</b> 00A	<b>Section:</b> 36 <b>Township:</b> 120 <b>Range:</b> 024	<b>Plat Name:</b> ORIGINAL PLAT HANOVER
<b>Deeded Acre:</b> 0		
<b>Legal Description:</b> LOT 6 BLK A&TH PRT OF LT5 DES COM NW COR OF LT6 TH SLY ALG W LN OF SD LT6 124.75FT TO SW COR OF LT6 TH WLY PAR/W N LN OF LT5 40FT TH NLY PAR/W W LN 124.75FT TO N LN OF LT5 TH ELY ALG SD N LN 40FT TO POB EX N33FT TH OF FOR RD		
<i>Note: Legal descriptions here are for tax purposes only. Do not use them for recording purposes.</i>		

[New Search](#) :: [Parcel Data](#) :: [Tax Summary](#) :: [Tax Statements](#) :: [Assessment](#) :: [Appraisal](#) :: [Sales Detail](#) :: [Pay Taxes](#)

As a public service Wright County is providing access to information maintained by Wright County for individual parcels of property. This information is to be used for reference purposes only. Although reasonable efforts are taken to publish the most current property information, Wright County does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretations.

**APPLICATION FEES AND EXPENSES:**

The City of Hanover required all applicants to reimburse the City for any and all costs incurred by the City to review and act upon applications.

The application fee includes administrative costs which are necessary to process the application. The escrow fee will include all charges for staff time by the City Planner, City Engineer, City Attorney, and/or any other consultants as needed to process the application.

The City will track all consultant costs associated with the application. If these costs are projected to exceed the money initially deposited to your escrow account, you will be notified in the manner that you have identified below that additional monies are required in order for your application process to continue. If you choose to terminate the application (notice must be in writing), you will be responsible for all costs incurred to that point. If you choose to continue the process you will be billed for the additional monies and an explanation of expenses will be furnished. Remittance of these additional fees will be due within thirty (30) days from the date the invoice is mailed. If payment is not received as required by this agreement, the City may approve a special assessment for which the property owner specifically agrees to be to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes Section 429.081 as amended. **All fees and expenses are due whether the application is approved or denied.**

With my signature below, I hereby acknowledge that I have read this agreement in its entirety and understand the terms herein. **I agree to pay to the City all costs incurred during the review process as set forth in this Agreement.** This includes any and all expenses that exceed the initial Escrow Deposit to be paid within 30 days of billing notification. I further understand that the application process will be terminated if payment is not made and application may be denied for failure to reimburse City for costs. I further understand that the City may approve a special assessment against my property for any unpaid escrows and that I specifically waive any and all appeals under Minnesota Statutes 429.081, as amended.

I wish to be notified of additional costs in the following manner:

E-mail Ted@GP-Welding.com  Fax \_\_\_\_\_  USPS -- Certified Mail

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge.

I acknowledge that I have read the statement entitled "Application Fees and Expenses" as listed above.

I understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes Section 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes Section 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant:  Date: 6-29-17

Owner:  Date: 6/30/17

**NOTE: Applications only accepted with ALL required support documents. See Application Checklist and City Code**



**SUPPLEMENTAL APPLICATION - CONDITIONAL USE PERMIT**

Name: Ted Giese Phone: 763-286-8707  
Address: 11238 River Rd. NE. Hanover, MN. PID #: 108010001060  
55341

1. Present zoning of above described property: B1 Industrial
2. Application made for Conditional Use Permit to conduct: New business, Welding and Fabrication.
3. Is the proposed use compatible with present and future land use(s) of the area? Please explain. Yes it is. When the building was originally built in 1999 the blue prints show welding and fabrication/assembly areas. My use for this building is exactly what it was intended for.
4. Will the proposed use depreciate the area in which it is proposed? Please explain. No, inside of the building there are ventilation fans and extractors, meant for welding smoke. There are also fully equipped sprinkler systems set up throughout the building. Office and doors have 1 hour fire proof protection.
5. Can the proposed use be accommodated with existing City services without overburdening the system? Please explain. Yes, the previous owner has 2-200 amp services 3 phase power. This is far more than adequate for my business.
6. Are local streets capable of handling traffic which is generated by the proposed use? Please explain. Absolutely, GP welding does not generate traffic. There will be minimum traffic throughout the neighboring streets. Shipments will also not block traffic.
7. Attach to this application a site plan illustrating curb cut locations, access to a public street, location of buildings and their square footage, location of easements, parking utilities and sidewalks.
8. Attach information specified in the "Required Material Submission Checklist" for CUP applications.

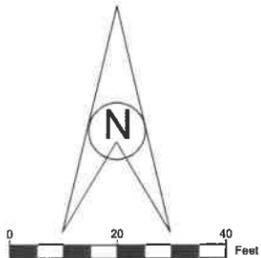
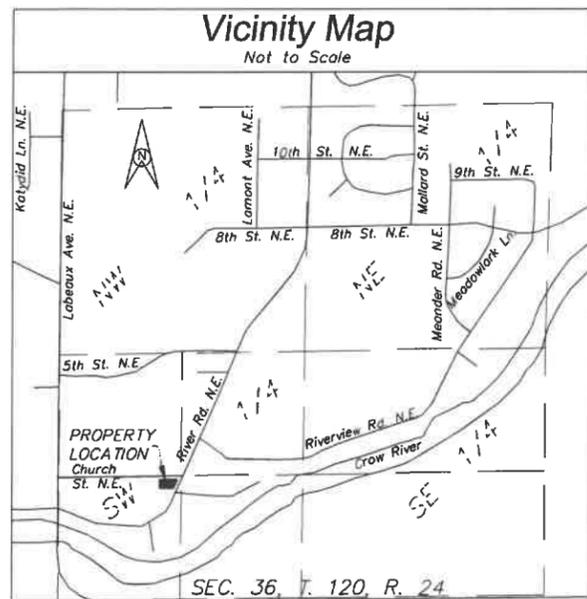
Applicant Signature: [Signature] Date: 6-29-17  
Owner Signature: [Signature] Date: 6/30/17

The every day flow of GP Welding starts at 9AM. We are currently open to the public and get approximately 1-5 customers in a day with small projects they trust us to get done. Most of our work at GP Welding is contracted. We have a semi or flat bed truck drop off metal 1-2 times every other week. We also have a 20 foot trailer that we go pick up our own metal as well. GP Welding is capable of creating designs, repairing work, fabrication, assembly and all welding processes. We weld food grade stainless. This requires a very clean work place. Our customers usually pick up with a dock truck, once a week. We currently are a two person shop with myself as full time and the other person comes in once a week for book work. We would like to hire 1-5 people in the next few years. Hours of operation can very depending on work load. We maybe there working from 6AM to 9PM Monday through Saturday but only open to the public from 9AM to 5PM. I take a great deal of pride in my business and known by all my customers as a very clean and organized operation. I look forward to moving my business to your city of Hanover.

Thank you,

Ted Giese

# ALTA/NSPS Land Title Survey



- LEGEND**
- denotes Handicap Parking
  - denotes Gas Meter
  - denotes Electrical Meter
  - denotes Air Conditioner Unit
  - denotes Telephone Pedestal
  - denotes Bollard
  - denotes Guy Wire
  - denotes Power Pole
  - denotes Catch Basin
  - denotes Fence Line
  - denotes Overhead Electric Line
  - denotes Storm Sewer Line

To GP Manufacturing, LLC; Cummings Property Management I, LLC, a Minnesota limited liability company; and First American Title Insurance Company;

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 7(a), 7(b)(1), 8, 9, 16, and 18 of Table A thereof. The field work was completed on 08-17-17.

Date of Map: 8-29-17

*Paul E. Otto*  
Paul E. Otto, Land Surveyor (paul@ottoassociates.com)  
Minnesota License No. 40062

## PROPERTY DESCRIPTION

Lot 6, Block A of the TOWNSITE OF HANOVER, Wright County, Minnesota. Together with that part of Lot 5 of said Block A described as beginning at the Northwest corner of said Block 6; thence Southerly along the West line of said Lot 6, a distance of 124.75 feet to the Southwest corner of said Lot 5; thence Westerly, parallel with the North line of said Lot 5, a distance of 40.00 feet; thence Northerly, parallel with the West line of said Lot 6, a distance of 124.75 feet to the North line of said Lot 5; thence Easterly along said North line of Lot 5 a distance of 40.00 feet to the point of beginning.

EXCEPTING THEREFROM the North 33.00 feet thereof for road.

## GENERAL NOTES

According to Title Commitment No. 170821 prepared by First American Title Insurance Company and dated June 30, 2017 at 8:00 a.m., this property is subject to the following:

- A) Order Granting Variance dated November 17, 1998; filed May 21, 1999 as Document No. 678815. (10 foot setback - not mapped)
- B) Resolution #03-99-11 dated November 3, 1999; filed May 9, 2000 as Document No. 708501. (10 foot setback - not mapped)

## SURVEYOR NOTES

- 1) The property address is 11238 River Road Northeast, Hanover, Minnesota.
- 2) According to Flood Insurance Rate Map No. 270540 0018 F dated November 4, 2016, this property is located in Flood Zone X.
- 3) There are 2 painted parking stalls on the property and 8 painted parking stalls within Church Street right-of-way.
- 4) There is no visible evidence of current earth moving work, building construction, and parking lot construction.
- 5) There appears to be a typographical error in the legal description - beginning at the Northwest corner of said "Block 6" should be "Lot 6".
- 6) The plat of TOWNSITE OF HANOVER was created in 1981 and lacks dimensions and bearings to recalculate. As such, there could be different interpretations of the boundary. I have written a suggested revised property description that is based upon the section to correct this.

## SUGGESTED REVISED PROPERTY DESCRIPTION:

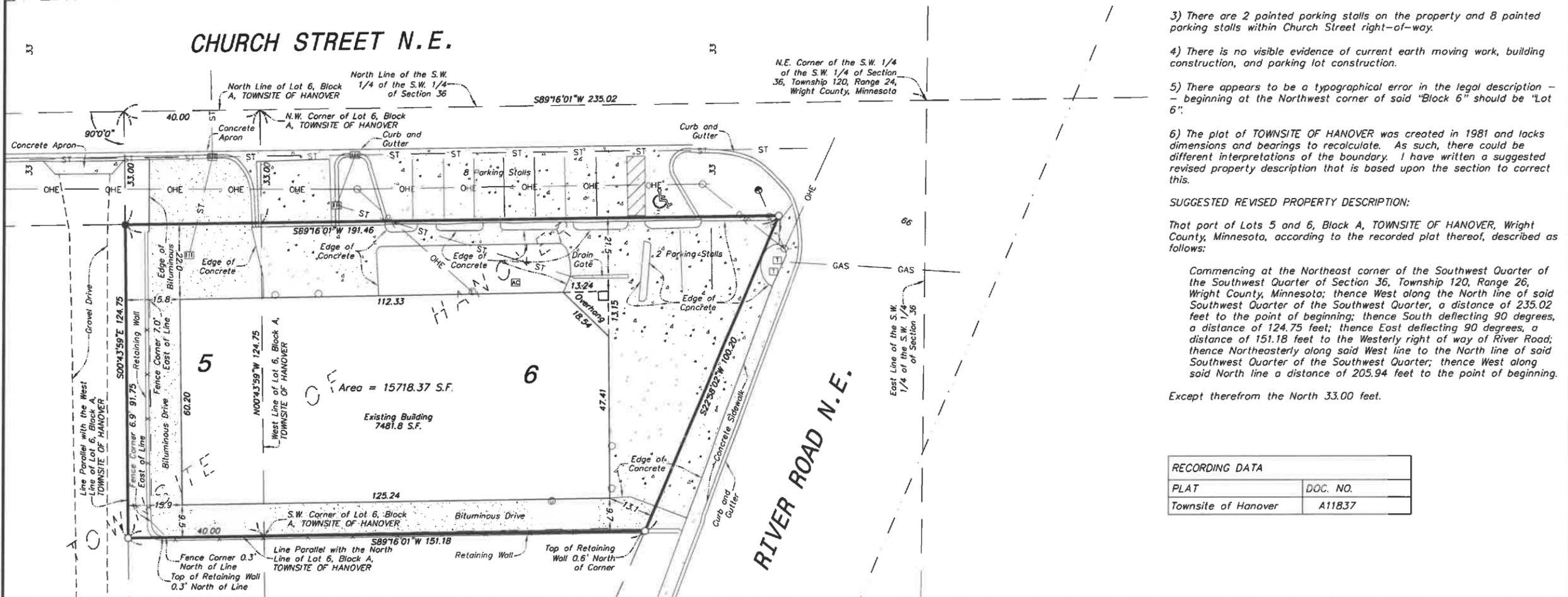
That part of Lots 5 and 6, Block A, TOWNSITE OF HANOVER, Wright County, Minnesota, according to the recorded plat thereof, described as follows:

Commencing at the Northeast corner of the Southwest Quarter of the Southwest Quarter of Section 36, Township 120, Range 26, Wright County, Minnesota; thence West along the North line of said Southwest Quarter of the Southwest Quarter, a distance of 235.02 feet to the point of beginning; thence South deflecting 90 degrees, a distance of 124.75 feet; thence East deflecting 90 degrees, a distance of 151.18 feet to the Westerly right of way of River Road; thence Northeasterly along said West line to the North line of said Southwest Quarter of the Southwest Quarter; thence West along said North line a distance of 205.94 feet to the point of beginning.

Except therefrom the North 33.00 feet.

## RECORDING DATA

PLAT	DOC. NO.
Townsite of Hanover	A11837



ALTA/NSPS Land Title Survey on Lot 6 and Part of Lot 5, Block A, TOWNSITE OF HANOVER, Wright County, Minnesota

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

Requested By:  
**Doug Cummings/Ted Giese**

www.ottoassociates.com  
  
 9 West Division Street  
 Buffalo, MN 55313  
 (763)682-4727  
 Fax: (763)682-3522

- denotes iron monument found cap #40062
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Revised:

*Paul E. Otto*  
Paul E. Otto  
License #40062 Date: 8-29-17

Date: 8-17-17 Drawn By: S.O.S. Scale: 1"=20' Checked By: P.E.O.

Project No. 17-0425