

**AGENDA  
HANOVER CITY COUNCIL  
OCTOBER 4, 2016**

**MAYOR**

**CHRIS KAUFFMAN**

**COUNCIL**

**JOHN VAJDA**

**DOUG HAMMERSENG**

**KEN WARPULA**

**JIM ZAJICEK**

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
  - a. Approve Minutes of September 20, 2016 City Council Work Session Meeting (4)
  - b. Approve Claims as Presented: (7)

➤ Claims	\$ 103,047.02
➤ Payroll	\$ 8,049.47
➤ P/R taxes & Exp	\$ 3,233.13
➤ Other Claims	<u>\$ 1,682.15</u>
➤ Total Claims	<u>\$ 116,011.77</u>
  - c. Res No 10-04-16-110 – Accepting Donation from Hanover Lions Club (40)
  - d. Res No 10-04-16-111 – Approving Temporary Snowplow Drivers (41)
4. Citizen’s Forum:
  - a. Susan Blood – Northwest Hennepin Human Services Council
5. Public Hearings
6. Unfinished Business
  - a. Res No 10-04-16-112 – Ratification of FRA Pension Increase (42)
  - b. Public Works Facility - Building Color
  - c. Ordinance 2016-07 – Building Orientation (43)
7. New Business
  - a. Ordinance 2016-08 – Floodplain (45)
  - b. City Speed Limit
  - c. Park Board Recommendation on Tree Removal Timeframe
8. Reports of Mayor and Council Members, Staff, Boards, and Committees
9. Adjournment

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** September 29, 2016  
**Re:** Review of October 4, 2016 City Council Agenda

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1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent packet.*
  - a. Approve Minutes of September 20, 2016 City Council Work Session Meeting (4)
  - b. Approve Claims as Presented: (7)

➤ Claims	\$ 103,047.02
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  - c. Res No 10-04-16-110 – Accepting Donation from Hanover Lions Club (40)
  - d. Res No 10-04-16-111 – Approving Temporary Snowplow Drivers (41)
4. Citizen’s Forum:
  - a. Susan Blood – Northwest Hennepin Human Services Council  
*Susan will be present to give her annual update of NWHHSC. Materials will be provided at the meeting.*

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

5. Public Hearings
6. Unfinished Business
  - a. Res No 10-04-16-112 – Ratification of FRA Pension Increase (42)  
*This resolution ratifies the FRA pension increase. This means that Council recognizes and agrees with the amount requested. As explained, if the pension fund ever falls below 100% funded the City would be obligated to pay into the fund equal to the last amount ratified. Current amount is \$1,500 with a requested amount of \$1,575.*

**b. Public Works Facility - Building Color**

*One of the last steps for the site plan to be ready for approval is to choose a building color. The construction material and color will be noted during the review process. Color samples will be available at the meeting.*

**c. Ordinance 2016-07 – Building Orientation (43)**

*Enclosed is an ordinance pertaining to home orientation. The ordinance is recommended for approval by the Planning Commission. Cindy will be present for further questions.*

**7. New Business**

**a. Ordinance 2016-08 – Floodplain (45)**

*Enclosed is an ordinance reviewed by the Planning Commission. Furthermore, the DNR has proved preliminary approval of the ordinance. Cindy will be present for further explanation.*

**b. City Speed Limit**

*Council has visited requests of lower speed limits in specific areas of the City. There has been no direction to post roads at a lower limit. Upon receiving continued requests, staff is seeking discussion on lowering the entire City to the minimum allowed speed of 25 mph. Further discussion will be held.*

**c. Park Board Recommendation on Tree Removal Timeframe**

*At the September 27, 2016 Park Board meeting, a motion passed recommending Council direct the trees to be removed after the frost sets in, contingent upon the timeframe not interfering with the project timeline. Given the Park Board passed a motion of recommendation, staff is seeking Council action on the motion.*

**8. Reports of Mayor and Council Members, Staff, Boards, and Committees**

**9. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
SEPTEMBER 20, 2016 – OFFICIAL MINUTES**

**Call to Order**

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, September 20, 2016 to order at 6:00 p.m. Present were Chris Kauffman, Doug Hammerseng, and Ken Warpula. Councilor Jim Zajicek arrived at 6:05 p.m. Also present were City Administrator Brian Hagen, City Engineer Justin Messner, Accountant/Deputy Clerk Elizabeth Lindrud, and Public Works Supervisor Scott Vogel. Other guests present were Mary Ann Hallstein and Doug Voerding. John Vajda was absent.

**Approval of Agenda**

Kauffman added discussion of the Bechtold property as item 8a.

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

**Consent Agenda**

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

**1. Consent Agenda Items:**

**a. Approve Minutes of September 6, 2016 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 47,133.40
➤ Payroll	\$ 7,910.23
➤ P/R taxes & Exp	\$ 3,161.09
➤ Other Claims	\$ 2,541.44
➤ Total Claims	<u>\$ 60,746.16</u>

**c. Res No 09-20-16-107 – Approving 125<sup>th</sup> Expenditures**

**Motion carried unanimously. Zajicek absent.**

**St. Michael/Albertville/Hanover Library Update – Skip Levesque**

Skip Levesque was not present to give the update.

**Historic Bridge Washout**

Hagen explained that Staff and City Engineer Messner have reviewed the options to correct the washout along the bike trail near the Historic Bridge. Messner stated that the storm water runoff pipe was run short because the final plan for the switchback includes a small holding pond in that location. Hagen explained that it could be anywhere up to 15 years before the switch back is constructed. Messner stated that putting in 12 to 18 inch granite rip rap will help defuse the run off. The cost estimate was \$10,000 to 17,000. Council inquired if this was a project that Public Works could complete for a lower cost. Vogel stated that he would put together an estimate of costs and added that he would need a larger machine to get some of the rocks down the hill. Hammerseng inquired if the materials could be reused when the pond is installed for the switchback, Messner stated that the rip rap could be reused for the pond.

Zajicek arrived at 6:05

**MOTION** by Kauffman to approve up to \$10,000 for Public Works to repair the washout, seconded by Hammerseng. **Motion carried unanimously.**

### **2017 Preliminary Budget Draft 3**

Lindrud presented the Preliminary Budget Draft Three. Changes from the previous draft include a \$7,000 increase in engineering costs and \$12,500 in planning costs to update the Comprehensive Plan. Public Works expenditures were decreased slightly showing the costs for a third public works employee with a start date of April versus the entire year. The estimated bond payment should the City bond for the Public Works facility is \$138,979.75, this is based on bonding for the full \$2 million project cost. Kauffman stated he would like to explore options to reduce the bond amount. Hagen stated that without the bond payment the tax rate would decrease, and the Cities operating expenditures have not been the cause of an increase.

#### **Res No 09-20-16-108 – Adopting the 2017 City of Hanover Preliminary Levy**

**MOTION** by Hammerseng to adopt Res No 09-20-16-108, seconded by Warpula. **Motion carried unanimously.**

#### **Res No 09-20-16-109 – Adopting the 2017 Hanover EDA Preliminary Levy**

Hagen explained that the EDA Levy remained the same from 2016. He further explained that the EDA would like to keep the levy at \$49,000 for potential increased interest in the new EDA grants and loan programs offered.

**MOTION** by Warpula to adopt Res No 09-20-16-109, seconded by Hammerseng. **Motion carried unanimously.**

### **Bechtold Property Discussion**

Kauffman explained that the Bechtold Property located of County Road 20 and 10th street is a 60-acre property. The realtor for the property contacted Kauffman to inquire how to obtain two building entitlements. Hagen explained that property includes a portion of the river and the county road. He stated that no survey has been provided to show land total excluding the river and road area as these areas are unbuildable. He further explained that even if two entitlements were allowed, the logical split would be at the County Road and obtain public right of way. The lot split location has not followed this location, instead the owners want to split the parcel in a different area. Hagen also stated that if the City allows large lot development on the property it reduces the chances for future small lot developments on City services.

### **Reports**

Messner:

- Will be meeting with the contractor on the 5<sup>th</sup> street water main project to discuss the washout at the entrance of 5<sup>th</sup> street from County Road 19.
- The sidewalk project from the Bridges neighborhood to vehicle bridge has been completed and turned out well.

Vogel:

- Working with Messner on the 5<sup>th</sup> street washout and the Historic Bridge washout.
- Started working on pond maintenance.
- Received confirmation that the two individuals who were temporary snowplow drivers last year are able to come back again this winter.
- The bollards for the Historic Bridge are a week out; painting the bridge rails was delayed due to the rain coming in this week.
- Working with Corcoran Public Works to see what the cost would be to correct the edges on the gravel roads, specifically Jandel and Division.

Hammerseng:

- Inquired if Staff had received any costs/offers for the oak tree removal and sale of wood. Hagen stated that they have met with a few people and are waiting to meet with a few more.
- Inquired on further direction for Planning Commission related to home orientation.

Hagen:

- Absentee voting starts on Friday and the City has all the judges lined up for the general election.

Kauffman:

- The Wright County Mayors dinner will be held at City Hall tomorrow.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:00 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

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## Payments

Current Period: October 2016

Batch Name	10/04/16 PAY	Payment	Computer Dollar Amt	\$103,123.12	Posted
Refer	1771	ACCORDIAN FUN CLUB	Ck# 032116	10/4/2016	
Cash Payment	E 100-41110-437	Other Miscellaneous	125th Anniversary Music		\$150.00
Invoice	1001	10/8/2016			
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b> \$150.00
Refer	1741	AFLAC	Ck# 001735E	10/4/2016	
Cash Payment	G 100-21706	Medical/Dental Ins	Supplemental Insurance - September 2016		\$134.16
Invoice	004823	9/12/2016	Account# G1V17		
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b> \$134.16
Refer	1755	ASSURANT EMPLOYEE BENEFITS	Ck# 032117	10/4/2016	
Cash Payment	G 100-21707	Life Ins	Life Insurance October 2016		\$383.65
Invoice		9/19/2016			
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b> \$383.65
Refer	1774	AT&T MOBILITY	Ck# 032118	10/4/2016	
Cash Payment	E 100-43000-321	Telephone	PW Cell Phones 08/18/16-09/17/16		\$138.12
Invoice					
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b> \$138.12
Refer	1738	BIFFS INC.	Ck# 001733E	10/4/2016	
Cash Payment	E 100-45200-580	Other Equipment	Pheasant Run Park		\$95.00
Invoice	W611613-IN	9/14/2016			
Cash Payment	E 100-45200-580	Other Equipment	Eagleview Park		\$95.00
Invoice	W611614-IN	9/14/2016			
Cash Payment	E 100-45200-580	Other Equipment	Mallard Park		\$95.00
Invoice	W611615-IN	9/14/2016			
Cash Payment	E 100-45200-580	Other Equipment	Cardinal Circle Park		\$95.00
Invoice	W611615-IN	9/14/2016			
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b> \$380.00
Refer	1764	BIREN, AMY	Ck# 032119	10/4/2016	
Cash Payment	E 100-41110-437	Other Miscellaneous	Shadow Box - 125th Celebration		\$32.18
Invoice		9/27/2016			
Transaction Date	9/27/2016	Due 0	Cash	10100	<b>Total</b> \$32.18
Refer	1737	BRITTAN, GARY	Ck# 032120	10/4/2016	
Cash Payment	G 100-22000	Deposits	Shelter Rental - 9/17/16		\$100.00
Invoice		9/19/2016			
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b> \$100.00
Refer	1734	CENTRAL WOOD PRODUCTS	Ck# 032121	10/4/2016	
Cash Payment	E 100-45200-225	Landscaping Materials	Wood Chips - Playground		\$1,425.00
Invoice	351949	9/13/2016			
Cash Payment	E 100-45200-225	Landscaping Materials	Delivery		\$290.00
Invoice	351949	9/13/2016			
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b> \$1,715.00
Refer	1749	CITY OF MONTICELLO	Ck# 032122	10/4/2016	

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## Payments

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<b>Cash Payment</b>	E 100-42700-310 Other Professional Servi	Animal Control Contract - 2016				<b>\$250.00</b>
Invoice		1/27/2016				
Transaction Date	9/21/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$250.00</b>
Refer	1759 CITY OF ST. MICHAEL				<u>Ck# 001741E 10/4/2016</u>	
<b>Cash Payment</b>	E 602-43252-310 Other Professional Servi	Lift Station Flows - 3rd Qtr				<b>\$27,607.05</b>
Invoice	09222016-2	9/22/2016				
<b>Cash Payment</b>	E 100-43000-310 Other Professional Servi	Compost - 3rd Qtr				<b>\$1,250.00</b>
Invoice	09222016-2	9/22/2016				
<b>Cash Payment</b>	E 100-45500-437 Other Miscellaneous	Library - 3rd Qtr				<b>\$857.03</b>
Invoice	09222016-2	9/22/2016				
<b>Cash Payment</b>	E 100-45186-437 Other Miscellaneous	Senior Center - 3rd Qtr				<b>\$1,945.91</b>
Invoice	09222016-2	9/22/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$31,659.99</b>
Refer	1767 CLASSIC CLEANING COMPANY, LL				<u>Ck# 032123 10/4/2016</u>	
<b>Cash Payment</b>	E 100-41940-310 Other Professional Servi	Monthly Cleaning City Hall September 2016				<b>\$325.00</b>
Invoice	24151	9/8/2016				
<b>Cash Payment</b>	E 100-41940-310 Other Professional Servi	Special Cleaning Park Shelter September 11th and 18th				<b>\$90.00</b>
Invoice	24151	9/8/2016				
<b>Cash Payment</b>	E 100-41940-310 Other Professional Servi	Monthly Cleaning Fire Hall September 2016				<b>\$155.00</b>
Invoice	24151	9/8/2016				
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$570.00</b>
Refer	1770 COLONIAL LIFE				<u>Ck# 032124 10/4/2016</u>	
<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins	Supplemental Insurance October 2016				<b>\$30.26</b>
Invoice	4475836-100118	9/21/2016				
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$30.26</b>
Refer	1743 DELTA DENTAL				<u>Ck# 032125 10/4/2016</u>	
<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins	Dental Premiums - October 2016				<b>\$119.10</b>
Invoice	6637881	9/15/2016				
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$119.10</b>
Refer	1768 DIERBERGER, KAREN				<u>Ck# 032126 10/4/2016</u>	
<b>Cash Payment</b>	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Shelter Rental September 28				<b>\$100.00</b>
Invoice						
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$100.00</b>
Refer	1735 DIXON, LINDA				<u>Ck# 032127 10/4/2016</u>	
<b>Cash Payment</b>	G 100-22000 Deposits	Shelter Rental - 9/18/16				<b>\$100.00</b>
Invoice		9/19/2016				
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$100.00</b>
Refer	1744 DMJ ASPHALT INC				<u>Ck# 032128 10/4/2016</u>	
<b>Cash Payment</b>	E 100-43121-224 Street Maint Materials	Asphalt Patching & Repairs - Cul De Sac bu 10111 Jasmine AVE NE				<b>\$2,375.00</b>
Invoice	13453	9/15/2016				
<b>Cash Payment</b>	E 100-43121-224 Street Maint Materials	Asphalt Patching by Hilltop				<b>\$9,456.00</b>
Invoice	13491	9/22/2016				
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$11,831.00</b>
Refer	1740 ECM PUBLISHERS, INC.				<u>Ck# 001734E 10/4/2016</u>	

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## Payments

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Current Period: October 2016

<b>Cash Payment</b>	E 100-41970-351 Legal Notices Publishing PHN - Floodplain		<b>\$55.41</b>
Invoice 407188	9/15/2016		
<b>Cash Payment</b>	E 100-41970-351 Legal Notices Publishing PHN - Building Orientation		<b>\$55.41</b>
Invoice 407189	9/15/2016		
<b>Cash Payment</b>	E 100-41970-351 Legal Notices Publishing Ordinance 2016-06		<b>\$142.47</b>
Invoice 409467	9/22/2016		
Transaction Date	9/20/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$253.29</b>
Refer	<u>1757 FAMILY HERITAGE LIFE INSURAN Ck# 001740E 9/26/2016</u>		
<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins Supplemental Insurance-September 2016		<b>\$76.10</b>
Invoice 595047	9/15/2016		
Transaction Date	9/26/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$76.10</b>
Refer	<u>1766 FINAL CHOICE BUILDERS, INC Ck# 032129 10/4/2016</u>		
<b>Cash Payment</b>	E 815-48200-810 Refunds & Reimburse Landscape - 11235 Lambert Court		<b>\$2,000.00</b>
Invoice	9/27/2016		
<b>Cash Payment</b>	E 811-48200-810 Refunds & Reimburse Erosion Control - 11235 Lambert Court		<b>\$2,000.00</b>
Invoice	9/27/2016		
<b>Cash Payment</b>	E 817-48200-810 Refunds & Reimburse Infrastructure - 11235 Lambert Court		<b>\$1,000.00</b>
Invoice	9/27/2016		
Transaction Date	9/27/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$5,000.00</b>
Refer	<u>1739 GUIDANCE POINT TECHNOLOGIE Ck# 032130 10/4/2016</u>		
<b>Cash Payment</b>	E 100-41600-310 Other Professional Servi Anti-Virus Subscription - 10/01/16 - 12/31/16		<b>\$87.50</b>
Invoice 10016	9/15/2016		
<b>Cash Payment</b>	G 100-15500 Prepaid Items Anti-Virus Subscription - 01/01/17 - 09/30/17		<b>\$262.50</b>
Invoice 10016	9/15/2016		
Transaction Date	9/19/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$350.00</b>
Refer	<u>1754 HEALTH PARTNERS Ck# 001728E 10/4/2016</u>		
<b>Cash Payment</b>	G 100-21706 Medical/Dental Ins Medical Premiums - October 2016		<b>\$2,716.68</b>
Invoice 68064065	9/9/2016		
Transaction Date	9/16/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$2,716.68</b>
Refer	<u>1773 HIGHWAY 55 RENTAL Ck# 032131 10/4/2016</u>		
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous 125th Anniversary Tent and Table Rental		<b>\$2,420.33</b>
Invoice 498686			
Transaction Date	9/29/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$2,420.33</b>
Refer	<u>1753 HOVERSON, LINDSAY Ck# 032132 10/4/2016</u>		
<b>Cash Payment</b>	G 100-22000 Deposits Hall Rental - 9/24/16		<b>\$200.00</b>
Invoice	9/26/2016		
Transaction Date	9/26/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$200.00</b>
Refer	<u>1769 J P BROOKS, INC Ck# 032133 10/4/2016</u>		
<b>Cash Payment</b>	E 811-48200-810 Refunds & Reimburse Erosion Control 545 Kayla		<b>\$2,000.00</b>
Invoice			
<b>Cash Payment</b>	E 817-48200-810 Refunds & Reimburse Infrastructure 545 Kayla		<b>\$1,000.00</b>
Invoice			
Transaction Date	9/29/2016	Due 0 Cash	<b>Total</b>
		10100	<b>\$3,000.00</b>
Refer	<u>1755 KINGHORN COMPANY Ck# 001729E 10/4/2016</u>		
<b>Cash Payment</b>	E 411-41940-310 Other Professional Servi Geotechnical Services		<b>\$5,567.00</b>
Invoice 2251	9/14/2016		

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Current Period: October 2016

Transaction Date	9/16/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$5,567.00</b>
Refer	1760 LANO EQUIPMENT - LORETTO		Ck# 032134 10/4/2016			
Cash Payment	E 100-43121-224 Street Maint Materials		Kubota Excavator, Rops, Blade			\$200.00
Invoice	03-391281	9/20/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	1762 LEAGUE OF MN CITIES INS. TRUS		Ck# 032135 10/4/2016			
Cash Payment	E 100-42210-150 Worker s Comp (GENER		Workers Comp Fire Department Audit Adj -			\$126.35
			5/31/15 - 5/31/16			
Invoice	33033	9/21/2016				
Cash Payment	E 100-41960-150 Worker s Comp (GENER		Workers Comp Clerical/Office Audit Adj -			\$16.20
			05/31/15 - 5/31/16			
Invoice	33033	9/21/2016				
Cash Payment	E 100-41960-150 Worker s Comp (GENER		Workers Comp Public Works - 05/31/15 -			\$138.77
			5/31/16			
Invoice	33033	9/21/2016				
Cash Payment	E 100-41960-150 Worker s Comp (GENER		Workers Comp Boards/Elected Officials -			\$3.68
			05/31/15 - 05/31/16			
Invoice	33033	9/21/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$285.00</b>
Refer	1742 LOFFLER COMPANIES, INC.		Ck# 032136 10/4/2016			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Overage Charge - 08/17/16 - 09/16/16			\$48.88
Invoice	2322122	9/9/2016				
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$48.88</b>
Refer	1733 OMANN BROTHERS INC		Ck# 032137 10/4/2016			
Cash Payment	E 100-41940-520 Buildings and Structures		Asphalt - City Hall Parking Lot			\$44.20
Invoice	12398	9/7/2016				
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$44.20</b>
Refer	1758 RANDYS ENVIRONMENTAL SERVI		Ck# 032138 10/4/2016			
Cash Payment	E 100-41110-437 Other Miscellaneous		Crow River Water Shed Annual Clean up			\$175.50
Invoice	2271774	9/20/2016				
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		Recycling - September 2016			\$3,756.86
Invoice		9/20/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$3,932.36</b>
Refer	1765 RUPP ANDERSON SQUIRES & WA		Ck# 032139 10/4/2016			
Cash Payment	E 100-41610-304 Legal Fees		Miscellaneous			\$965.90
Invoice	4721	9/20/2016				
Cash Payment	E 100-41610-304 Legal Fees		City Council and Board/Commission Meetings			\$300.00
Invoice	4721	9/20/2016				
Cash Payment	E 100-41610-304 Legal Fees		Greenhouse Land Purchase Agreement			\$132.00
Invoice	4721	9/20/2016		Project 208204		
Cash Payment	E 100-41610-304 Legal Fees		Purchase Agreement (5 acre lot)			\$198.00
Invoice	4721	9/20/2016		Project 208220		
Transaction Date	9/27/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$1,595.90</b>
Refer	1736 STMA CHEERLEADING		Ck# 032140 10/4/2016			
Cash Payment	G 100-22000 Deposits		Hall Rental - 9/17/16			\$200.00
Invoice		9/19/2016				
Transaction Date	9/19/2016	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>

# HANOVER

## Payments

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Current Period: October 2016

Refer	<u>1772 THE BLUE RINGERS</u>	<u>Ck# 032141 10/4/2016</u>			
Cash Payment	E 100-41110-437 Other Miscellaneous	125th Anniversary Music			\$3,000.00
Invoice					
Transaction Date	9/29/2016	Due 0	Cash	10100	<b>Total</b> \$3,000.00
Refer	<u>1761 VISA - BANKWEST</u>	<u>Ck# 032142 10/4/2016</u>			
Cash Payment	E 100-41570-200 Office Supplies (GENER	Overpayment for Surge Protector			-\$20.00
Invoice	9/18/2016				
Cash Payment	E 100-41600-310 Other Professional Servi	MSFT Online Exchange			\$28.00
Invoice	9/18/2016				
Cash Payment	E 100-41940-560 Furniture and Fixtures	High Chairs (2) for Hall - Lions Donation			\$91.93
Invoice	9/18/2016				
Cash Payment	E 100-41940-560 Furniture and Fixtures	Booster Seats (4) for Hall - Lions Donation			\$149.58
Invoice	9/18/2016				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Retainer, 6" Pole			\$42.95
Invoice	9/18/2016				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Shipping			\$11.63
Invoice	9/18/2016				
Cash Payment	E 100-41110-437 Other Miscellaneous	125th Celebration Banners (3)			\$280.14
Invoice	9/18/2016				
Cash Payment	E 100-43000-321 Telephone	PW Cell Phone Bluetooth headset/USB Cable/Case			\$49.83
Invoice	9/18/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b> \$634.06
Refer	<u>1748 WESTBRIDGE COMMUNITY CHUR</u>	<u>Ck# 032143 10/4/2016</u>			
Cash Payment	G 100-22000 Deposits	Shelter Rental - 8/17/16			\$100.00
Invoice	9/20/2016				
Cash Payment	G 100-22000 Deposits	Shelter Rental - 08/08/16			\$100.00
Invoice	9/20/2016				
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	<u>1747 WEX BANK</u>	<u>Ck# 032144 10/4/2016</u>			
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel			\$155.61
Invoice	46937631 9/15/2016				
Cash Payment	E 100-43000-212 Motor Fuels	PW Fuel			\$458.51
Invoice	46944662 9/15/2016				
Cash Payment	E 100-43000-215 Shop Supplies	PW Vehicle Wash			\$5.99
Invoice	46944662 9/15/2016				
Cash Payment	E 100-45200-212 Motor Fuels	Parks Fuel			\$208.28
Invoice	46944662 9/15/2016				
Transaction Date	9/20/2016	Due 0	Cash	10100	<b>Total</b> \$828.39
Refer	<u>1754 WRIGHT-HENNEPIN COOPERATIV</u>	<u>Ck# 001738E 10/4/2016</u>			
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park			\$45.00
Invoice	9/19/2016				
Transaction Date	9/26/2016	Due 0	Cash	10100	<b>Total</b> \$45.00
Refer	<u>1750 WSB &amp; ASSOCIATES, INC.</u>	<u>Ck# 001736E 10/4/2016</u>			
Cash Payment	E 411-41940-310 Other Professional Servi	Public Works Building			\$683.00
Invoice	9/20/2016			Project 208218	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering - 2016			\$795.00
Invoice	9/20/2016				

# HANOVER

## Payments

Current Period: October 2016

<b>Cash Payment</b>	E 402-41950-303 Engineering Fees	CSAH 19 Sidewalk Extension	<b>\$15,734.00</b>
Invoice	9/20/2016	Project 208224	
<b>Cash Payment</b>	E 418-43121-310 Other Professional Servi	Hanover Hills Surface Improvement Project	<b>\$986.00</b>
Invoice	9/20/2016	Project 208219	
<b>Cash Payment</b>	E 611-41950-303 Engineering Fees	5th Street Watermain Extension	<b>\$147.00</b>
Invoice	9/20/2016	Project 208223	
<b>Cash Payment</b>	E 100-41110-437 Other Miscellaneous	Ballfield Visualization	<b>\$45.00</b>
Invoice	9/20/2016		
<b>Cash Payment</b>	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation	<b>\$5,060.08</b>
Invoice	9/20/2016	Project 208205	
Transaction Date	9/21/2016	Due 0 Cash 10100	<b>Total \$23,450.08</b>
<hr/>			
Refer	1751 XCEL ENERGY	Ck# 032145 10/4/2016	
<b>Cash Payment</b>	E 100-42280-381 Electric Utilities	Fire Hall - 08/06/16 - 09/03/16	<b>\$360.93</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-41940-381 Electric Utilities	City Hall - 08/06/16 - 09/03/16	<b>\$784.31</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Historical Bridge Lighting - 08/06/16 - 09/03/16	<b>\$82.96</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE - 08/06/16 - 09/03/16	<b>\$45.81</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	Cardinal Circle Park - 08/06/16 - 09/03/16	<b>\$16.17</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-45200-381 Electric Utilities	1033 Mallard St NE - 08/06/16 - 09/03/16	<b>\$12.12</b>
Invoice 516936221	9/16/2016		
<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE - 08/06/16 - 09/03/16	<b>\$80.09</b>
Invoice 516936221	9/16/2016		
Transaction Date	9/21/2016	Due 0 Cash 10100	<b>Total \$1,382.39</b>

### Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$2,000.00
815 LANDSCAPE ESCROW FUND	\$2,000.00
811 EROSION CONTROL ESCROW FUND	\$4,000.00
611 WATER CAPITAL IMP FUND	\$147.00
602 SEWER ENTERPRISE FUND	\$27,607.05
418 STREET CAPITAL PROJ FUND	\$986.00
411 FACILITIES CAPITAL PROJ FUND	\$6,250.00
404 HISTORICAL CAPITAL PROJ FUND	\$5,060.08
402 PARKS CAPITAL PROJECTS	\$15,734.00
100 GENERAL FUND	\$39,338.99
	\$103,123.12

Pre-Written Check	\$103,123.12
Checks to be Generated by the Computer	\$0.00
Total	\$103,123.12

# HANOVER

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## \*Check Summary Register©

Cks 10/4/2016 - 10/4/2016

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 001728E HEALTH PARTNERS	10/4/2016	\$2,716.68	Medical Premiums - October 201
Paid Chk# 001729E KINGHORN COMPANY	10/4/2016	\$5,567.00	Geotechnical Services
Paid Chk# 001733E BIFFS INC.	10/4/2016	\$380.00	Pheasant Run Park
Paid Chk# 001734E ECM PUBLISHERS, INC.	10/4/2016	\$253.29	PHN - Floodplain
Paid Chk# 001735E AFLAC	10/4/2016	\$134.16	Supplemental Insurance - Septe
Paid Chk# 001736E WSB & ASSOCIATES, INC.	10/4/2016	\$23,450.08	Public Works Building
Paid Chk# 001738E Wright-Hennepin Coop Electric	10/4/2016	\$45.00	Eagleview Park
Paid Chk# 001741E CITY OF ST. MICHAEL	10/4/2016	\$31,659.99	Lift Station Flows - 3rd Qtr
Paid Chk# 032116 ACCORDIAN FUN CLUB	10/4/2016	\$150.00	125th Anniversary Music
Paid Chk# 032117 ASSURANT EMPLOYEE BENEFIT	10/4/2016	\$383.65	Life Insurance October 2016
Paid Chk# 032118 AT&T MOBILITY	10/4/2016	\$138.12	PW Cell Phones 08/18/16-09/17/
Paid Chk# 032119 BIREN, AMY	10/4/2016	\$32.18	Shadow Box - 125th Celebration
Paid Chk# 032120 BRITTAN, GARY	10/4/2016	\$100.00	Shelter Rental - 9/17/16
Paid Chk# 032121 Central Wood Products	10/4/2016	\$1,715.00	Wood Chips - Playground
Paid Chk# 032122 CITY OF MONTICELLO	10/4/2016	\$250.00	Animal Control Contract - 2016
Paid Chk# 032123 CLASSIC CLEANING COMPANY	10/4/2016	\$570.00	Monthly Cleaning Fire Hall Sep
Paid Chk# 032124 COLONIAL LIFE	10/4/2016	\$30.26	Supplemental Insurance October
Paid Chk# 032125 Delta Dental of Minnesota	10/4/2016	\$119.10	Dental Premiums - October 2016
Paid Chk# 032126 DIERBERGER, KAREN	10/4/2016	\$100.00	Damage Deposit Shelter Rental
Paid Chk# 032127 DIXON, LINDA	10/4/2016	\$100.00	Shelter Rental - 9/18/16
Paid Chk# 032128 DMJ ASPHALT INC	10/4/2016	\$11,831.00	Asphalt Patching & Repairs - C
Paid Chk# 032129 FINAL CHOICE BUILDERS, INC	10/4/2016	\$5,000.00	Infrastructure - 11235 Lambert
Paid Chk# 032130 Guidance Point Technologies	10/4/2016	\$350.00	Anti-Virus Subscription - 10/0
Paid Chk# 032131 HIGHWAY 55 RENTAL	10/4/2016	\$2,420.33	125th Anniversary Tent and Tab
Paid Chk# 032132 HOVERSON, LINDSAY	10/4/2016	\$200.00	Hall Rental - 9/24/16
Paid Chk# 032133 J P BROOKS, INC	10/4/2016	\$3,000.00	Infrastructure 545 Kayla
Paid Chk# 032134 LANO EQUIPMENT - LORETTO	10/4/2016	\$200.00	Kubota Excavator, Rops, Blade
Paid Chk# 032135 LEAGUE OF MN CITIES INS. TRU	10/4/2016	\$285.00	Workers Comp Boards/Elected Of
Paid Chk# 032136 LOFFLER COMPANIES, INC.	10/4/2016	\$48.88	Contract Overage Charge - 08/1
Paid Chk# 032137 OMANN BROTHERS INC	10/4/2016	\$44.20	Asphalt - City Hall Parking Lo
Paid Chk# 032138 Randy's Environmental Services	10/4/2016	\$3,932.36	Crow River Water Shed Annual C
Paid Chk# 032139 Rupp Anderson Squires & Waldsp	10/4/2016	\$1,595.90	City Council and Board/Commiss
Paid Chk# 032140 STMA CHEERLEADING	10/4/2016	\$200.00	Hall Rental - 9/17/16
Paid Chk# 032141 THE BLUE RINGERS	10/4/2016	\$3,000.00	125th Anniversary Music
Paid Chk# 032142 VISA	10/4/2016	\$634.06	High Chairs (2) for Hall - Lio
Paid Chk# 032143 WESTBRIDGE COMMUNITY CHU	10/4/2016	\$200.00	Shelter Rental - 08/08/16
Paid Chk# 032144 WEX BANK	10/4/2016	\$828.39	PW Fuel
Paid Chk# 032145 XCEL ENERGY	10/4/2016	\$1,382.39	751 Labeaux Ave NE - 08/06/16
<b>Total Checks</b>		<b>\$103,047.02</b>	

FILTER: None

**CITY OF HANOVER**

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**Payments**

**Current Period: September 2016**

Batch Name	09/27/16 PAY Payment	Computer Dollar Amt	\$233.29	<b>Posted</b>	
Refer	1763 POSTMASTER	Ck# 032115	9/27/2016		
Cash Payment	E 100-41570-322 Postage	Postage - 4th Quarter Newsletter			\$233.29
Invoice	9/27/2016				
Transaction Date	9/27/2016	Due 0	Cash	10100	<b>Total</b> \$233.29

**Fund Summary**

	10100 Cash	
100 GENERAL FUND	\$233.29	
	<u>\$233.29</u>	

Pre-Written Check	\$233.29
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$233.29</u>

CITY OF HANOVER

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\*Check Summary Register©

Cks 9/27/2016 - 9/27/2016

Name	Check Date	Check Amt	
<hr/>			
<b>10100 Cash</b>			
Paid Chk# 032115 POSTMASTER	9/27/2016	<u>\$233.29</u>	Postage - 4th Quarter Newslett
	<b>Total Checks</b>	<b>\$233.29</b>	

FILTER: None

SEP 27 2016



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

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

Federal Tax ID 46-1641135

Statement as of: 8/31/2016  
Statement Date: 9/20/2016  
Statement No. 4721

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

4011(1)-0001: Miscellaneous	100-41610-304	965.90
4011(1)-0004: City Council and Board/Commission Meetings	100-41610-304	300.00
4011(1)-0065: Senior Center Land Purchase Agreement	100-41610-304	132.00
4011(1)-0078: Purchase Agreement (5 Acre Lot)	100-41610-304	198.00

Total Fees and Expenses:	\$1,595.90
Previous Balance:	-
<b>Total Now Due:</b>	<b>\$1,595.90</b>

*992*



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Statement as of: 8/31/2016  
 Statement Date: 9/20/2016  
 Statement No. 4721

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
08/02/2016	JTS Review agenda materials and prepare for council meeting.	1.00	175.00	175.00
08/05/2016	JTS Telephone conference with Brian regarding Kinghorn contract; Recreational lease; Perpendicular house issue.	0.30	175.00	52.50
08/09/2016	JTS Review rec agreement; Review other examples of usage terms; Draft provision regarding usage.	0.60	175.00	105.00
08/09/2016	JTS Review building plans; Review ordinance; Telephone conference with Cindy; Analysis regarding perpendicular requirement regarding orientation of home; E-mail Brian.	1.60	175.00	280.00
08/09/2016	JTS Review Kinghorn contract and devise language for termination.	0.40	175.00	70.00
08/10/2016	JTS Brian e-mail regarding rec agreement language; Draft new paragraph 5(a); E-mail to Brian.	0.30	175.00	52.50
08/11/2016	JTS Brian e-mail regarding HAA lease; Reply.	0.10	175.00	17.50
08/11/2016	JTS Telephone conference with Brian regarding perpendicular house issue; Review Clark e-mail regarding same.	0.20	175.00	35.00
08/19/2016	JTS Mayor e-mail regarding rec agreement; Review same; Respond; Brian e-mail regarding same.	0.20	175.00	35.00
08/24/2016	JTS Telephone conference with Brian regarding outlet e issue, personnel issue, recreation agreement issue.	0.30	175.00	52.50
08/26/2016	JTS Brian e-mail regarding vandalism at assisted living project; Reply.	0.10	175.00	17.50
			Sub-total Fees:	\$892.50

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

		Hours	Rate	Amount
08/02/2016	JTS Prepare for and attend council meeting.	5.80	175.00	300.00
			Sub-total Fees:	\$300.00



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

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

Federal Tax ID 46-1641135

## 4011(1)-0065: Senior Center Land Purchase Agreement

		Hours	Rate	Amount
08/03/2016	JPE Telephone conference with Dawn Anderson at Stewart Title regarding recording issue.	0.10	165.00	16.50
08/05/2016	JPE Telephone conference with Brian Hagen regarding recording issue associated with assignment agreement; E-mail correspondence with Dawn Anderson, Stewart Title representative, and Jessica Frein, attorney for buyer, regarding same.	0.40	165.00	66.00
08/09/2016	JPE Voice mail message with counsel for purchaser regarding assignment agreement recording issue; Analyze issues regarding same; Receive, review, and respond to e-mail correspondence from Dawn Anderson, closer, regarding same.	0.30	165.00	49.50
			Sub-total Fees:	\$132.00

## 4011(1)-0078: Purchase Agreement (5 Acre Lot)

		Hours	Rate	Amount
08/03/2016	JPE Telephone conference with Brian Hagen regarding soil correction costs and impact on purchase agreement.	0.20	165.00	33.00
08/09/2016	JPE Review and analyze issues associated with contingencies in purchase agreement and closing date; Voice mail message with Brian Hagen regarding same.	0.20	165.00	33.00
08/10/2016	JPE Prepare for and participate in telephone conference with Brian Hagen regarding issues associated with contingencies in purchase agreement and next steps; Draft proposed e-mails to Jim Stewart and Stewart Title regarding same.	0.70	165.00	115.50
08/11/2016	JPE Telephone conference with Brian Hagen regarding approach to addressing issues at City Council meeting.	0.10	165.00	16.50
			Sub-total Fees:	\$198.00

### Rate Summary

Jay T. Squires	10.90 hours at \$175.00/hr	1,192.50
John P. Edison	2.00 hours at \$165.00/hr	330.00
Total hours:	12.90	1,522.50

### Expenses

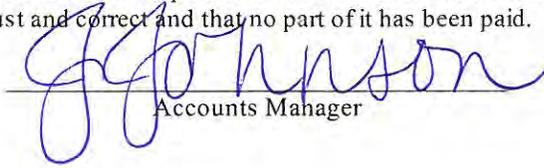
	Units	Price	Amount
08/31/2016 Photocopies.	367.00	0.20	73.40
		Sub-total Expenses:	\$73.40

Total Fees and Expenses: \$1,595.90

Previous Balance: -

**Total Now Due: \$1,595.90**

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

  
Accounts Manager

# WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2016	Billed to Date August 31, 2016
2082-013	2016 General Engineering Services	\$1,478.00	\$19,594.50	\$19,594.50
2082-070	CSAH 19 Sidewalk Extension	\$15,734.00	\$27,958.75	\$32,599.25
2082-090	Hanover Hills Surface Improvement Project	\$986.00	\$28,709.50	\$36,921.95
2082-100	5th Street Watermain Extension	\$147.00	\$24,770.50	\$24,770.50
2082-110	Ballfield Visualization	\$45.00	\$2,313.50	\$2,313.50
2092-750	MS4 Services		\$5,758.25	\$5,758.25
2931-000	Bridge 92366 Rehabilitation	\$5,060.08	\$15,916.09	\$54,764.06
<b>Current Invoice Total</b>		<b>\$23,450.08</b>	<b>\$127,653.09</b>	

100-41950-310  
 402-41950-303  
 414-4321-310  
 411-41950-303  
 100-4110457  
 404-410323-310

411-41940-310 - 683.00  
*gab*



Building a legacy — your legacy

477 Temperance Street  
St. Paul, MN 55101  
Tel: 651-286-8450  
Fax: 651-286-8488

September 20, 2016

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

Re: August, 2016 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

*WSB & Associates, Inc.*

*for*   
Justin Messner  
Associate

Enclosures

kc



government · energy · commercial

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

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

September 20, 2016  
Project No: 02082-013  
Invoice No: 8

2016 General Engineering Services  
**Professional Services from August 1, 2016 to August 31, 2016**  
**Professional Personnel**

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin 8/12/2016	.50	147.00	73.50
Quail Pass Buffer Investigation			
Messner, Justin 8/24/2016	3.00	147.00	<u>441.00</u> - PW
Public Works Design Meeting			
Meetings			
Carlson, Jesse 8/24/2016	2.00	121.00	<u>242.00</u> - PW
Public Works Site Plan Meeting			
Messner, Justin 8/18/2016	3.50	147.00	514.50
Staff Meeting			
Base Mapping			
Thompson, Kathleen 8/26/2016	1.00	127.00	127.00
FEMA floodplain update			
Totals	10.00		1,398.00
<b>Total Labor</b>			<b>1,398.00</b>

**Field Services Billing**

Council Mtg and/or Planning Commission	2.0 Meetings @ 40.00	80.00	
<b>Total Field Services</b>		<b>80.00</b>	<b>80.00</b>
<b>Total this Invoice</b>			<b>\$1,478.00</b>

**Billings to Date**

	Current	Prior	Total
Labor	1,398.00	17,296.50	18,694.50
Expense	0.00	500.00	500.00
Field Services	80.00	320.00	400.00
<b>Totals</b>	<b>1,478.00</b>	<b>18,116.50</b>	<b>19,594.50</b>

Comments:

Approved by:

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



government · energy · commercial

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

September 20, 2016  
Project No: 02082-070  
Invoice No: 10

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

CSAH 19 Sidewalk Extension

**Professional Services from August 1, 2016 to August 31, 2016**

Phase 2 Final Design

**Professional Personnel**

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin           8/4/2016	2.00	147.00	294.00	
Coordination & Project Managment				
Drawings/Layouts				
Helder, Peter           8/4/2016	2.00	133.00	266.00	
Totals	4.00		560.00	
<b>Total Labor</b>				<b>560.00</b>
<b>Field Services Billing</b>				
2-Person Survey Crew				
	8.0 Hours @	164.00	1,312.00	
<b>Total Field Services</b>			<b>1,312.00</b>	<b>1,312.00</b>
				<b>Total this Phase</b>
				<b>\$1,872.00</b>

Phase 3 Construction

**Professional Personnel**

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin           8/16/2016	2.00	147.00	294.00	
Site walkthrough with Contractor				
Messner, Justin           8/23/2016	2.00	147.00	294.00	
Project Management				
Construction Observation				
Fleegel, Michael       8/16/2016	1.00	105.00	105.00	
Site visit & plan review				
Fleegel, Michael       8/17/2016	11.00	105.00	1,155.00	
Construction inspection				
Fleegel, Michael       8/18/2016	11.00	105.00	1,155.00	
Construction inspection				
Fleegel, Michael       8/19/2016	2.00	105.00	210.00	
Construction inspection-checked erosion control				
Fleegel, Michael       8/22/2016	12.00	105.00	1,260.00	
Construction inspection				
Fleegel, Michael       8/23/2016	9.00	105.00	945.00	
Construction inspection				
Fleegel, Michael       8/24/2016	9.00	105.00	945.00	
Construction inspection				
Fleegel, Michael       8/25/2016	8.00	105.00	840.00	
Construction inspection				

Project	02082-070	HANO - CSAH 19 Sidewalk Extension	Invoice	10
Fleegel, Michael	8/26/2016	10.00	105.00	1,050.00
Construction inspection				
Fleegel, Michael	8/29/2016	10.00	105.00	1,050.00
Inspection Observation				
Fleegel, Michael	8/30/2016	10.00	105.00	1,050.00
Inspection Observation				
Fleegel, Michael	8/31/2016	10.00	105.00	1,050.00
Inspection Observation				
Totals		107.00		11,403.00
<b>Total Labor</b>				<b>11,403.00</b>
<b>Field Services Billing</b>				
2-Person Survey Crew				
		7.0 Hours @ 164.00		1,148.00
<b>Total Field Services</b>				<b>1,148.00</b>
				<b>1,148.00</b>
			<b>Total this Phase</b>	<b>\$12,551.00</b>

Phase	CMT	CMT	Hours	Rate	Amount
<b>Professional Personnel</b>					
Concrete Field					
Collette, Nicholas	8/24/2016		3.00	67.00	201.00
Concrete testing					
Javorina, Emily	8/30/2016		3.00	85.00	255.00
Concrete Testing for Sidewalk Placement					
Javorina, Emily	8/31/2016		2.50	85.00	212.50
Testing of concrete for curb placement					
Schultz, Troy	8/31/2016		1.00	60.00	60.00
PICKED UP CYLINDERS					
Bituminous Field					
Javorina, Emily	8/29/2016		3.00	85.00	255.00
Arrived on Site to sample Bituminous. Paving was delayed 2 hours. Cylinders for sampling were left with inspector Mike Fleegel.					
Administrative					
Walsh, Tabitha	8/26/2016		.50	65.00	32.50
CMT Budget					
Walsh, Tabitha	8/29/2016		.50	65.00	32.50
Totals			13.50		1,048.50
<b>Total Labor</b>					<b>1,048.50</b>
<b>Field Services Billing</b>					
Company Vehicle Miles					
			120.0 Miles @ 0.70		84.00
			255.0 Miles @ 0.70		178.50
<b>Total Field Services</b>					<b>262.50</b>
					<b>262.50</b>
			<b>Total this Phase</b>		<b>\$1,311.00</b>
			<b>Total this Invoice</b>		<b>\$15,734.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	13,011.50	15,850.25	28,861.75
Expense	0.00	265.00	265.00
Field Services	2,722.50	750.00	3,472.50
<b>Totals</b>	<b>15,734.00</b>	<b>16,865.25</b>	<b>32,599.25</b>

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

\_\_\_\_\_  
\_\_\_\_\_

Approved by: *Roy Chaussee*

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

September 20, 2016  
Project No: 02082-090  
Invoice No: 9

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

Hanover Hills Surface Improvement Project  
**Professional Services from August 1, 2016 to August 31, 2016**

Phase 3 Construction

**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
<b>Project Management/Coordination</b>						
Messner, Justin	8/12/2016		3.00	147.00	441.00	
Project Management						
Messner, Justin	8/16/2016		1.00	147.00	147.00	
Project walkthrough/Punchlist						
<b>Construction Observation</b>						
Greco, Allen	8/17/2016		2.00	98.00	196.00	
Construction observation and administration						
<b>Administrative</b>						
Koscielak, Katie	8/12/2016		.50	104.00	52.00	
Restoration Newsletter Mailing						
Pederson, Karla	8/1/2016		.50	75.00	37.50	
Prepare Pay Voucher 1 and Send to Al G.						
Pederson, Karla	8/12/2016		1.00	75.00	75.00	
Mailing						
Pederson, Karla	8/13/2016		.50	75.00	37.50	
Totals			8.50		986.00	
<b>Total Labor</b>						<b>986.00</b>
					<b>Total this Phase</b>	<b>\$986.00</b>
					<b>Total this Invoice</b>	<b>\$986.00</b>

**Billings to Date (All Phases)**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	986.00	33,281.75	34,267.75
Field Services	0.00	2,654.20	2,654.20
<b>Totals</b>	<b>986.00</b>	<b>35,935.95</b>	<b>36,921.95</b>

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

Approved by:

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Project	02082-090	HANO - Hanover Hills Surface Improvement	Invoice	9
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Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

September 20, 2016  
Project No: 02082-100  
Invoice No: 8

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

5th Street Watermain Extension

**Professional Services from August 1, 2016 to August 31, 2016**

Phase 2 Final Design

**Professional Personnel**

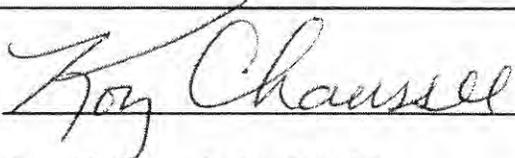
		Hours	Rate	Amount
Project Management/Coordination				
Messner, Justin	8/12/2016	1.00	147.00	147.00
Project Management				
Totals		1.00		147.00
<b>Total Labor</b>				<b>147.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	147.00	24,373.50	24,520.50	
Limit			28,600.00	
Remaining			4,079.50	
<b>Total this Phase</b>				<b>\$147.00</b>

Billings to Date	Current	Prior	Total	
Labor	147.00	19,453.50	19,600.50	
Field Services	0.00	4,920.00	4,920.00	
<b>Totals</b>	<b>147.00</b>	<b>24,373.50</b>	<b>24,520.50</b>	
<b>Total this Invoice</b>				<b>\$147.00</b>

Billings to Date	Current	Prior	Total
Expense	0.00	250.00	250.00
Labor	147.00	19,453.50	19,600.50
Field Services	0.00	4,920.00	4,920.00
<b>Totals</b>	<b>147.00</b>	<b>24,623.50</b>	<b>24,770.50</b>

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

Approved by: 

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

September 20, 2016  
Project No: 02082-110  
Invoice No: 2

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

Ballfield Visualization

**Professional Services from August 1, 2016 to August 31, 2016**

**Professional Personnel**

		Hours	Rate	Amount
Base Mapping				
Gedrose, Jordan	8/1/2016	.75	60.00	45.00
Plotted and mounted boards with two ballfield renderings				
Totals		.75		45.00
<b>Total Labor</b>				<b>45.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	45.00	2,268.50	2,313.50
Limit			3,250.00
Remaining			936.50
		<b>Total this Invoice</b>	<b>\$45.00</b>

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

Approved by: *Joy Chaussee*

Reviewed by: Justin Messner  
Project Manager: Samantha McKinney



government · energy · commercial

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

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

September 20, 2016  
Project No: 02931-000  
Invoice No: 18

Bridge 92366 Rehabilitation  
**Professional Services from August 1, 2016 to August 31, 2016**

Phase 3 Plans & Specifications

**Reimbursable Expenses**

Misc Reimbursable Expense

8/31/2016	VISA Signature Business Company Card	Maglin Corporation - Traffic Bollards (4)	4,913.08	
	<b>Total Reimbursables</b>		<b>4,913.08</b>	<b>4,913.08</b>
			<b>Total this Phase</b>	<b>\$4,913.08</b>

Phase 5 Construction

**Professional Personnel**

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin	1.00	147.00	147.00	
Project Management				
Totals	1.00		147.00	
<b>Total Labor</b>				<b>147.00</b>
			<b>Total this Phase</b>	<b>\$147.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	5,060.08	49,703.98	54,764.06	
Limit			57,382.00	
Remaining			2,617.94	
			<b>Total this Invoice</b>	<b>\$5,060.08</b>

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

Approved by:

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner

ST  
re

# VISA Charge Form

\$4,913.08  
216.00 (313.84)  
216.03 (11.41)  
216.04 (22.83)

AMOUNT \$ 4,565.00 DATE CHARGED 08-04-2016

VENDOR NAME Maglin Corporation

DESCRIPTION OF EXPENDITURE Hanover Historic Bridge Bollards

REQUESTED BY Justin Messner

PROJECT NO. 02931-000 PHASE NO. 3

APPROVED BY Justin Messner

INVOICE CLIENT? Yes



# MAGLIN SITE FURNITURE

DENVER 999 18th Street, Suite 3000, Denver, CO 80202

T 800-716-5506  
F 877-260-9393  
sales@maglin.com  
www.maglin.com

## ORDER CONFIRMATION

DATE: 7/26/2016

PROJECT: City of Hanover - Bollards - MN

QUOTE #: QUO-20707-R3M3

**CUSTOMER: Justin Messner**

WSB & Associates, Inc.  
477 Temperance Street  
St. Paul, MN 55101

**REQUESTED DELIVERY OPTIONS:**

- First Available Date \_\_\_\_\_
- 6-8 weeks Estimated Delivery time \_\_\_\_\_
- Specific Date \_\_\_\_\_

PHONE: 651-286-8450

FAX:

TERMS: CREDITCARD

E-MAIL: jmessner@wsbeng.com

Model	Variant Code	Description	Quantity	Price/Unit	Sub Total
MTB400-B4-SG		Traffic Bollard,Cast Top & Bottom,5 Diameter,Base 4,Swing gate	4.00	\$1,020.00	\$4,080.00
Delivery		Delivery	1.00	\$485.00	\$485.00
Sub-Total					\$4,565.00
<b>Total</b>					<b>\$4,565.00</b>
APPLICABLE TAXES ARE EXTRA					
Currency					USD

### TERMS & CONDITIONS

Prices in effect for 60 days. Quoted taxes are estimates only and may be subject to change when order is shipped.

When applicable actual taxes will appear on the final invoice.

If a Purchase Order is issued, payment terms must be referenced and match the payment terms indicated above.

Purchase Orders must match Maglin's legal business entity. For more detailed information please see the "Working With Maglin Site Furniture" document, attached.

Maglin Site Furniture is a material supply company only.

All products are made to order. Cancellation requests will be subject to restocking fees. Orders ship upon fabrication completion.

Freight is sent common carrier. Off-loading is the responsibility of the receiving party..

**Should product not be accepted at time of completion storage charges will apply at a rate of \$10 per skid per day, plus a one-time handling fee of \$60 per skid.**

Please indicate your agreement with the order, and terms and conditions described above by signing where indicated below.

Thank you for your interest in Maglin.

\_\_\_\_\_  
Amber Dunphy

\_\_\_\_\_  
Justin Messner

Maglin Site Furniture

7/26/2016 9:46 AM

**HANOVER**  
**Cash Balances**  
**October 2016**

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$939,731.46	\$20.00	\$39,358.99	\$900,392.47
107 FIRE DEPT DONATIONS FUND	\$28,523.56	\$0.00	\$0.00	\$28,523.56
201 EDA SPECIAL REVENUE FUND	\$119,569.48	\$0.00	\$0.00	\$119,569.48
205 EDA BUSINESS INCENTIVE FUND	\$239,280.91	\$0.00	\$0.00	\$239,280.91
311 2008A GO CIP REFUNDING BOND	\$48,726.39	\$0.00	\$0.00	\$48,726.39
312 2009A GO IMP REFUNDING BOND	\$31,055.83	\$0.00	\$0.00	\$31,055.83
313 2010 GO EQUIPMENT CERTIFICATES	-\$13,631.64	\$0.00	\$0.00	-\$13,631.64
314 2011A GO IMP CROSSOVER REF BD	\$491,286.33	\$0.00	\$0.00	\$491,286.33
401 GENERAL CAPITAL PROJECTS	\$1,005,589.33	\$0.00	\$0.00	\$1,005,589.33
402 PARKS CAPITAL PROJECTS	\$225,274.00	\$0.00	\$15,734.00	\$209,540.00
403 FIRE DEPT CAPITAL FUND	\$178,552.83	\$0.00	\$0.00	\$178,552.83
404 HISTORICAL CAPITAL PROJ FUND	-\$66,051.38	\$0.00	\$5,060.08	-\$71,111.46
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,171.78	\$0.00	\$0.00	\$9,171.78
411 FACILITIES CAPITAL PROJ FUND	\$48,173.22	\$0.00	\$6,250.00	\$41,923.22
417 EQUIPMENT CAPITAL FUND	\$108,484.54	\$0.00	\$0.00	\$108,484.54
418 STREET CAPITAL PROJ FUND	\$395,704.63	\$0.00	\$986.00	\$394,718.63
601 WATER ENTERPRISE FUND	\$810,335.46	\$0.00	\$0.00	\$810,335.46
602 SEWER ENTERPRISE FUND	\$291,471.57	\$0.00	\$27,607.05	\$263,864.52
603 STORM WATER ENTERPRISE FUND	\$167,516.58	\$0.00	\$0.00	\$167,516.58
611 WATER CAPITAL IMP FUND	\$157,062.45	\$0.00	\$147.00	\$156,915.45
612 SEWER CAPITAL IMP FUND	\$1,782,494.22	\$0.00	\$0.00	\$1,782,494.22
613 STORM WATER CAPITAL IMP FUND	\$557,337.32	\$0.00	\$0.00	\$557,337.32
804 SCHENDELS FIELD ESC FUND	\$148,253.21	\$0.00	\$0.00	\$148,253.21
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$39,750.00	\$0.00	\$4,000.00	\$35,750.00
815 LANDSCAPE ESCROW FUND	\$40,500.00	\$0.00	\$2,000.00	\$38,500.00
817 INFRASTRUCTURE ESCROW FUND	\$20,000.00	\$0.00	\$2,000.00	\$18,000.00
818 MISC ESCROWS FUND	\$7,300.54	\$0.00	\$0.00	\$7,300.54
820 BRIDGES TOWNHOMES ESC FUND	\$3,600.13	\$0.00	\$0.00	\$3,600.13
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,935.61	\$0.00	\$0.00	\$11,935.61
900 INTEREST	\$11,450.81	\$0.00	\$0.00	\$11,450.81
	\$7,826,342.67	\$20.00	\$103,143.12	\$7,723,219.55

Revenue Budget by Source

Source Alt Code	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$435,357.82	\$771,014.33	\$335,656.51	56.47%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$56,419.00	\$112,838.38	\$56,419.38	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$6,931.38	\$12,000.00	\$5,068.62	57.76%
Source Alt Code TAXES		\$0.00	\$498,708.20	\$895,852.71	\$397,144.51	55.67%
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	\$5,825.00	\$8,000.00	\$2,175.00	72.81%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$200.00	\$400.00	\$200.00	50.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$983.00	\$2,000.00	\$1,017.00	49.15%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$102.50	\$50.00	-\$52.50	205.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$52,642.43	\$104,284.82	\$51,642.39	50.48%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,927.40	\$6,000.00	\$2,072.60	65.46%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,420.26	\$3,000.00	\$579.74	80.68%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,650.00	\$2,000.00	-\$1,650.00	182.50%
Source Alt Code SERVICE		\$0.00	\$69,750.59	\$125,734.82	\$55,984.23	55.47%
MISC	R 100-36100 Special Assessments	\$0.00	\$1,414.14	\$0.00	-\$1,414.14	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$102,744.20	\$0.00	-\$102,744.20	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$3,182.74	\$1,000.00	-\$2,182.74	318.27%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$6,195.40	\$6,000.00	-\$195.40	103.26%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$5,650.00	\$0.00	-\$5,650.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$100.00	\$8,000.00	\$7,900.00	1.25%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$4.49	\$0.00	-\$4.49	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$1,702.00	\$0.00	-\$1,702.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$19,200.00	\$0.00	-\$19,200.00	0.00%
Source Alt Code MISC		\$0.00	\$140,192.97	\$21,000.00	-\$119,192.97	667.59%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,300.00	-\$120.00	101.17%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$57.00	\$100.00	\$43.00	57.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$161,037.24	\$100,000.00	-\$61,037.24	161.04%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$120.00	\$100.00	-\$20.00	120.00%
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	\$795.00	\$150.00	-\$645.00	530.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$34.00	\$50.00	\$16.00	68.00%
Source Alt Code LIC PERM		\$0.00	\$173,963.24	\$112,200.00	-\$61,763.24	155.05%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$53,748.00	\$107,496.00	\$53,748.00	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	\$2,000.00	\$36,000.00	\$34,000.00	5.56%
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	\$55,917.50	\$149,335.00	\$93,417.50	37.44%
FINES	R 100-35100 Court Fines	\$0.00	\$1,763.12	\$1,500.00	-\$263.12	117.54%
Source Alt Code FINES		\$0.00	\$1,763.12	\$1,500.00	-\$263.12	117.54%
Fund 100 GENERAL FUND		\$0.00	\$940,295.62	\$1,305,622.53	\$365,326.91	72.02%

# HANOVER

## Expenditure Budget Report

Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,605.00	\$12,000.00	\$6,395.00	46.71%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$347.51	\$744.00	\$396.49	46.71%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$81.28	\$174.00	\$92.72	46.71%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$7,655.73	\$7,000.00	-\$655.73	109.37%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$6,103.15	\$9,044.71	\$25,202.92	\$16,158.21	35.89%
Dept 41110 Council		\$6,103.15	\$22,734.23	\$46,570.92	\$23,836.69	48.82%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,250.00	\$4,250.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$47,952.05	\$67,275.00	\$19,322.95	71.28%
CITYADM	E 100-41400-121 PERA	\$0.00	\$3,684.52	\$5,045.63	\$1,361.11	73.02%
CITYADM	E 100-41400-122 FICA	\$0.00	\$3,046.00	\$4,171.05	\$1,125.05	73.03%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$712.37	\$975.49	\$263.12	73.03%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$276.03	\$384.00	\$107.97	71.88%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$0.00	\$6,277.14	\$8,400.00	\$2,122.86	74.73%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$410.00	\$1,500.00	\$1,090.00	27.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$249.26	\$500.00	\$250.74	49.85%
Dept 41400 City Administrator		\$0.00	\$62,607.37	\$88,251.17	\$25,643.80	70.94%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$289.04	\$2,000.00	\$1,710.96	14.45%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$1,658.12	\$5,000.00	\$3,341.88	33.16%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$110.81	\$300.00	\$189.19	36.94%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,014.40	\$1,000.00	-\$14.40	101.44%
Dept 41410 Elections		\$0.00	\$3,072.37	\$8,300.00	\$5,227.63	37.02%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$29,994.10	\$42,059.16	\$12,065.06	71.31%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$2,304.45	\$3,154.44	\$849.99	73.05%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$1,904.98	\$2,607.67	\$702.69	73.05%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$445.61	\$609.86	\$164.25	73.07%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$961.02	\$1,080.00	\$118.98	88.98%
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	\$6,300.00	\$8,400.00	\$2,100.00	75.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$255.00	\$500.00	\$245.00	51.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$99.00	\$250.00	\$151.00	39.60%
Dept 41430 Clerical Staff		\$0.00	\$42,264.16	\$58,661.13	\$16,396.97	72.05%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$222.00	\$1,000.00	\$778.00	22.20%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$172.80	\$2,000.00	\$1,827.20	8.64%
Dept 41435 Staff Expenses		\$0.00	\$394.80	\$3,300.00	\$2,905.20	11.96%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$36,299.28	\$50,918.40	\$14,619.12	71.29%
ACCTING	E 100-41530-121 PERA	\$0.00	\$2,789.57	\$3,818.88	\$1,029.31	73.05%

**HANOVER**  
**Expenditure Budget Report**

Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$0.00	\$2,147.99	\$3,156.94	\$1,008.95	68.04%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$502.38	\$738.32	\$235.94	68.04%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$735.30	\$504.00	-\$231.30	145.89%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$8,100.00	\$10,800.00	\$2,700.00	75.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$660.00	\$1,000.00	\$340.00	66.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$94.98	\$500.00	\$405.02	19.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,456.80	\$3,000.00	\$543.20	81.89%
Dept 41530 Accounting		\$0.00	\$53,786.30	\$74,436.54	\$20,650.24	72.26%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41540 Auditing		\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,669.25	\$18,000.00	\$330.75	98.16%
Dept 41550 Assessing		\$0.00	\$17,669.25	\$18,000.00	\$330.75	98.16%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	-\$20.00	\$2,428.34	\$4,000.00	\$1,571.66	60.71%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$92.91	\$100.00	\$7.09	92.91%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,846.34	\$3,500.00	-\$1,346.34	138.47%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$48.88	\$2,616.97	\$5,800.00	\$3,183.03	45.12%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$2,313.58	\$1,500.00	-\$813.58	154.24%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$28.88	\$12,298.14	\$18,900.00	\$6,601.86	65.07%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$115.50	\$2,163.23	\$4,000.00	\$1,836.77	54.08%
Dept 41600 Computer		\$115.50	\$2,163.23	\$4,000.00	\$1,836.77	54.08%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,595.90	\$19,521.16	\$21,786.56	\$2,265.40	89.60%
Dept 41610 City Attorney		\$1,595.90	\$19,521.16	\$21,786.56	\$2,265.40	89.60%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$9,710.00	\$17,000.00	\$7,290.00	57.12%
Dept 41910 Planning and Zoning		\$0.00	\$9,710.00	\$17,000.00	\$7,290.00	57.12%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,106.59	\$5,000.00	\$3,893.41	22.13%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$3,374.15	\$10,000.00	\$6,625.85	33.74%
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	\$570.00	\$4,919.48	\$8,400.00	\$3,480.52	58.57%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$2,340.40	\$3,500.00	\$1,159.60	66.87%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$213.59	\$250.00	\$36.41	85.44%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$784.31	\$6,056.39	\$9,000.00	\$2,943.61	67.29%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$1,918.58	\$5,000.00	\$3,081.42	38.37%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$1,693.64	\$2,400.00	\$706.36	70.57%
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	\$44.20	\$3,093.69	\$5,000.00	\$1,906.31	61.87%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$241.51	\$241.51	\$2,500.00	\$2,258.49	9.66%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$226.16	\$1,000.00	\$773.84	22.62%
Dept 41940 General Govt Buildings/Plant		\$1,640.02	\$25,434.18	\$52,850.00	\$27,415.82	48.13%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$795.00	\$22,219.25	\$25,000.00	\$2,780.75	88.88%
Dept 41950 Engineer		\$795.00	\$22,219.25	\$25,000.00	\$2,780.75	88.88%

**HANOVER**  
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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$158.65	\$8,543.02	\$9,317.50	\$774.48	91.69%
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	\$19,245.09	\$24,740.10	\$5,495.01	77.79%
Dept 41960 Insurance		\$158.65	\$27,788.11	\$34,057.60	\$6,269.49	81.59%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$273.78	\$250.00	-\$23.78	109.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$39.00	\$250.00	\$211.00	15.60%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$253.29	\$1,251.97	\$2,000.00	\$748.03	62.60%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$253.29	\$1,564.75	\$3,000.00	\$1,435.25	52.16%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$35,702.48	\$71,404.96	\$35,702.48	50.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$35,702.48	\$71,404.96	\$35,702.48	50.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$73,982.62	\$98,088.00	\$24,105.38	75.42%
Dept 42102 Wright County Sheriff		\$0.00	\$73,982.62	\$98,088.00	\$24,105.38	75.42%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$126.35	\$7,946.77	\$10,000.00	\$2,053.23	79.47%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$195.99	\$200.00	\$4.01	98.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,177.00	\$4,000.00	\$1,823.00	54.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$355.00	\$950.00	\$595.00	37.37%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$4,743.07	\$6,119.40	\$1,376.33	77.51%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$126.35	\$15,417.83	\$58,253.40	\$42,835.57	26.47%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$1,253.71	\$15,500.00	\$14,246.29	8.09%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$370.04	\$1,500.00	\$1,129.96	24.67%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$530.69	\$850.00	\$319.31	62.43%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$744.26	\$4,500.00	\$3,755.74	16.54%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$968.08	\$5,000.00	\$4,031.92	19.36%
Dept 42220 Fire Dept Equipment		\$0.00	\$3,866.78	\$27,350.00	\$23,483.22	14.14%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$2,049.87	\$7,500.00	\$5,450.13	27.33%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$2,209.75	\$3,000.00	\$790.25	73.66%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,511.23	\$1,500.00	-\$11.23	100.75%
Dept 42240 Fire Dept Training		\$0.00	\$5,770.85	\$12,000.00	\$6,229.15	48.09%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$155.61	\$1,723.81	\$5,000.00	\$3,276.19	34.48%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$7,976.44	\$9,000.00	\$1,023.56	88.63%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$53.57	\$2,000.00	\$1,946.43	2.68%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,422.00	\$7,465.00	\$4,043.00	45.84%
Dept 42260 Fire Vehicles		\$155.61	\$13,175.82	\$23,465.00	\$10,289.18	56.15%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$198.59	\$1,650.00	\$1,451.41	12.04%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$54.58	\$1,219.27	\$3,500.00	\$2,280.73	34.84%

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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$277.99	\$800.00	\$522.01	34.75%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$360.93	\$2,499.53	\$5,000.00	\$2,500.47	49.99%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,373.04	\$3,000.00	\$1,626.96	45.77%
Dept 42280	Fire Stations and Bldgs	\$415.51	\$5,568.42	\$14,125.00	\$8,556.58	39.42%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$36,000.00	\$34,000.00	5.56%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,100.00	\$6,500.00	\$400.00	93.85%
Dept 42290	Fire Relief Association	\$0.00	\$8,100.00	\$53,633.58	\$45,533.58	15.10%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$36,109.18	\$35,000.00	-\$1,109.18	103.17%
Dept 42401	Building Inspection Admin	\$0.00	\$36,109.18	\$35,000.00	-\$1,109.18	103.17%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$250.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700	Animal Control	\$250.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$2,185.50	\$2,500.00	\$314.50	87.42%
Dept 42800	Cemetery	\$0.00	\$2,185.50	\$2,500.00	\$314.50	87.42%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$75,986.34	\$106,604.16	\$30,617.82	71.28%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,386.32	\$1,000.00	-\$386.32	138.63%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$10,410.21	\$15,000.00	\$4,589.79	69.40%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$5,942.05	\$7,995.31	\$2,053.26	74.32%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$5,536.78	\$6,609.46	\$1,072.68	83.77%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,295.02	\$1,545.76	\$250.74	83.78%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,396.44	\$1,584.00	\$187.56	88.16%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$27.50	\$500.00	\$472.50	5.50%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$0.00	\$14,400.00	\$19,200.00	\$4,800.00	75.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,379.30	\$1,500.00	\$120.70	91.95%
PUBWRKS	E 100-43000-212 Motor Fuels	\$458.51	\$4,085.66	\$7,000.00	\$2,914.34	58.37%
PUBWRKS	E 100-43000-215 Shop Supplies	\$5.99	\$2,288.60	\$2,500.00	\$211.40	91.54%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$4,160.61	\$6,000.00	\$1,839.39	69.34%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$1,043.45	\$1,500.00	\$456.55	69.56%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$1,630.82	\$5,000.00	\$3,369.18	32.62%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$617.56	\$2,000.00	\$1,382.44	30.88%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$13,320.75	\$16,000.00	\$2,679.25	83.25%
PUBWRKS	E 100-43000-321 Telephone	\$187.95	\$1,464.56	\$2,000.00	\$535.44	73.23%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$120.00	\$200.00	\$80.00	60.00%
Dept 43000	Public Works (GENERAL)	\$1,902.45	\$146,491.97	\$203,738.69	\$57,246.72	71.90%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$12,031.00	\$35,189.42	\$50,000.00	\$14,810.58	70.38%
Dept 43121	Paved Streets	\$12,031.00	\$35,189.42	\$50,000.00	\$14,810.58	70.38%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$9,116.68	\$10,000.00	\$883.32	91.17%
Dept 43122	Unpaved Streets	\$0.00	\$9,116.68	\$10,000.00	\$883.32	91.17%

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Dept Abbrev	Account Descr	October 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$125.90	\$17,096.56	\$27,000.00	\$9,903.44	63.32%
Dept 43160	Street Lighting	\$125.90	\$17,096.56	\$27,000.00	\$9,903.44	63.32%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$3,756.86	\$28,191.51	\$35,000.00	\$6,808.49	80.55%
Dept 43245	Recycling: Refuse	\$3,756.86	\$28,191.51	\$35,000.00	\$6,808.49	80.55%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$1,945.91	\$5,070.56	\$8,000.00	\$2,929.44	63.38%
Dept 45186	Senior Center	\$1,945.91	\$5,070.56	\$8,000.00	\$2,929.44	63.38%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$208.28	\$1,169.97	\$3,000.00	\$1,830.03	39.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$2,516.26	\$6,000.00	\$3,483.74	41.94%
	PARKS E 100-45200-225 Landscaping Materials	\$1,715.00	\$4,079.88	\$7,000.00	\$2,920.12	58.28%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$156.25	\$1,451.74	\$2,000.00	\$548.26	72.59%
	PARKS E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$1,126.60	\$3,000.00	\$1,873.40	37.55%
	PARKS E 100-45200-440 Programs	\$0.00	\$2,216.47	\$1,000.00	-\$1,216.47	221.65%
	PARKS E 100-45200-580 Other Equipment	\$380.00	\$6,515.74	\$7,000.00	\$484.26	93.08%
Dept 45200	Parks (GENERAL)	\$2,459.53	\$19,076.66	\$35,800.00	\$16,723.34	53.29%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$857.03	\$9,571.09	\$10,500.00	\$928.91	91.15%
Dept 45500	Libraries (GENERAL)	\$857.03	\$9,571.09	\$10,500.00	\$928.91	91.15%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$100.00	\$3,516.25	\$9,000.00	\$5,483.75	39.07%
Dept 48205	Damage Deposit Refunds	\$100.00	\$3,516.25	\$9,000.00	\$5,483.75	39.07%
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	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Fund 100	GENERAL FUND	\$34,816.54	\$828,243.55	\$1,309,122.55	\$480,879.00	63.27%

**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 4<sup>th</sup> day of October, 2016.

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 10-04-16-110**

**A RESOLUTION ACCEPTING A DONATION FROM THE HANOVER LIONS CLUB**

**WHEREAS**, the Hanover Lions Club asked if the City would be interested in high chairs and booster chairs for the Community Hall; and

**WHEREAS**, the Hanover Lions Club has donated funds for the purchase of the chairs.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$250 from the Hanover Lions Club for the purchase of highchairs and booster chairs

**BE IT FURTHER RESOLVED**, that the City Council expresses its thanks and appreciation for the donation and the continued collaboration.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4<sup>th</sup> day of October, 2016

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of October, 2016.

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 10-04-16-111**

**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 Jeff Bursch and Larry Dalchow and they are willing to provide this service for 2016-2017 snow plowing season.

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

1. Be on call through the 2016-2017 snowplowing season to respond to a snow event at the request of Public Works Supervisor Scott Vogel 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 2016-2017 snow plowing season, based on their availability/attendance for the service.
4. Jeff Bursch and Larry Dalchow are authorized to work only if requested by Scott Vogel or another City Official.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4<sup>th</sup> day of October, 2016

APPROVED BY:

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

ATTEST:

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

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of October, 2016.

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 10-04-16-112**

**A RESOLUTION APPROVING RATIFICATION OF FRA PENSION INCREASE**

**WHEREAS**, the Hanover Fire Relief Association has requested the City Council to ratify an annual pension increase from \$1,500 to \$1,575; and

**WHEREAS**, the Hanover Fire Relief Association’s pension fund is estimated to be funded at 108% with the pension increase.

**BE IT RESOLVED**, that the City Council of the City of Hanover hereby approves the ratification of a Hanover Fire Relief Pension increase to an amount of \$1,575 per year of service.

**BE IT FURTHER RESOLVED**, that the eligibility to receive pension payout in this amount is contingent upon the Hanover Fire Relief Association By-Laws.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4<sup>th</sup> day of October, 2016

APPROVED BY:

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

ATTEST:

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

***Collaborative Planning, LLC***

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

Memorandum

Date: September 27, 2016  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: Ordinance Amendment related to Building Orientation

---

The City Council directed the Planning Commission to consider an ordinance related to the orientation of buildings. A public hearing was held, and significant public comment was received. After considerable discussion and deliberation at the Planning Commission meeting on September 26, 2016, the attached ordinance was recommended for approval by the Planning Commission.

This ordinance is based off an ordinance adopted in Sioux City, Iowa. Staff searched the internet and reached out to other Minnesota communities through the League of Minnesota Cities and did not locate an ordinance being used more locally for comparison.

Attachments:

- 1) Ordinance

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

**ORDINANCE NO. 2016-07**

**AN ORDINANCE AMENDING CHAPTER 10  
RELATING TO THE ORIENTATION OF SINGLE-FAMILY HOMES**

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

**Section 1.** Section 10.70 is added to Hanover City Code, as follows:

**Sec. 10.70 Single-Family Design Standards**

**1. Building Orientation.**

1. The placement of a principal building in a perpendicular or sideways orientation on an interior lot or through lot is prohibited.
2. All single-family detached dwellings shall be designed such that a primary entrance and windows face street right-of-way, except when the lot is within the RA zoning district.

**Section 2.** This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this \_\_\_th day of \_\_\_\_\_, 2016.

APPROVED:

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

ATTEST:

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

C:\Users\cnash\Dropbox\Hanover\Ordinance Amendments\2016\Perpendicular\Ordinance Building Orientation  
9.27.16.docx

Third Draft -- September 27, 2016

***Collaborative Planning, LLC***

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

Memorandum

Date: September 29, 2016  
To: Honorable Mayor and Council  
From: Cindy Nash, City Planner  
RE: Floodplain Ordinance

---

The Federal Emergency Management Agency (FEMA) has adopted new flood insurance rate maps (FIRMS). The City of Hanover is a participating community in the National Flood Insurance Program. There are currently only a couple of insurance policies that have been purchased within the community. In order to remain a participating community, the City must update its floodplain management ordinance to adopt the new maps as well as to incorporate other newer requirements from FEMA.

The maps identify Special Flood Hazard Areas (SFHA) as well as delineates the base flood elevation. These maps were completed based on better data than the previous maps. Therefore, there may be properties that are now located within a SFHA that were not in a previous map. Those properties that have a federally-backed mortgage may receive a notice that they are required to purchase flood insurance even though they have not had it in the past.

Flood insurance is available to homeowners, renters, and commercial owners/renters. Costs vary depending on how much insurance is purchased, what it covers and the property's flood risk. Flooding can happen anywhere, including outside of the SFHA, so flood insurance can be purchased by anyone.

The Planning Commission held a public hearing on September 26, 2016 and recommended approval of the ordinance amendment.

The Minnesota Department of Natural Resources has reviewed the draft ordinance and issued a conditional approval (attached).

The packet contains the proposed ordinance as well as a copy of a model ordinance with notations.

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

**ORDINANCE NO. 2016-08**

**AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 10.01 & 10.32  
PERTAINING TO THE FLOODPLAIN**

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

**Section 1. Certain definitions in Section 10.01 of the City of Hanover Code of Ordinances are repealed in their entirety as follows:**

*Basement.*

*Conditional Use.*

*Flood Fringe.*

*Floodplain.*

*Flood Proofing.*

*Floodway.*

*Manufactured Home.*

*Use, Principal.*

*Recreational Vehicle.*

*Regulatory Flood Protection Elevation.*

*Structure.*

**Section 2. New definitions are added to Section 10.01 of the Hanover Code of Ordinances as follows:**

*Base Flood Elevation.* The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance survey.

*Basement.* Any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

*Conditional Use.* A specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:

- (a) Certain conditions as detailed in the zoning ordinance exist.
- (b) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.

*Critical Facilities.* Facilities necessary to a community's public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.

*Development.* Any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

*Farm Fence.* A fence as defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d). An open type fence of posts and wire is not considered to be a structure under this ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this ordinance.

*Flood Fringe.* The portion of the Special Flood Hazard Area (one percent annual chance flood) located outside of the floodway. Flood fringe is synonymous with the term "floodway fringe" used in the Flood Insurance Study for Hennepin County, Minnesota.

*Flood Insurance Rate Map (FIRM).* An official map on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

*Flood Prone Area.* Any land susceptible to being inundated by water from any source (see "Flood").

*Floodplain.* The beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.

*Floodproofing.* A combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

*Floodway.* The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.

*Lowest Floor.* The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 Code of Federal Regulations, Part 60.3.

*Manufactured Home.* A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include the term "recreational vehicle."

*New Construction.* - Structures, including additions and improvements, and placement of manufactured homes, for which the start of construction commenced on or after the effective date of this ordinance.

*Obstruction.* Any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

*One Hundred Year Floodplain.* Lands inundated by the "Regional Flood" (see definition).

*Principal Use or Structure.* All uses or structures that are not accessory uses or structures.

*Reach.* A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

*Recreational Vehicle.* A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance,

the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”

*Regulatory Flood Protection Elevation (RFPE).* An elevation not less than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

*Repetitive Loss.* Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.

*Special Flood Hazard Area.* A term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”

*Start of Construction.* For use in Section 10.32 of the Zoning Ordinance only and includes substantial improvement, and means the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

*Structure.* Anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, manufactured homes, recreational vehicles not meeting the exemption criteria specified in Section 10.32 of this ordinance and other similar items.

*Substantial Damage.* Damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*Substantial Improvement.* Within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which

equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
- (b) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is as defined in 44 Code of Federal Regulations, Part 59.1.

**Section 3. Section 10.32 of the City of Hanover Code of Ordinances is repealed in its entirety and a new Section 10.32 is added as follows:**

**SEC. 10.32 FLOODPLAIN OVERLAY DISTRICT**

**SUBSECTION 1.0 STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE**

**1.1 Statutory Authorization:** The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter 462 delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the City Council of Hanover, Minnesota, does ordain as follows.

**1.2 Purpose:**

- 1.21 This ordinance regulates development in the flood hazard areas of the City of Hanover. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
- 1.22 National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community’s eligibility in the National Flood Insurance Program.

- 1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.

## **SUBSECTION 2.0 GENERAL PROVISIONS**

2.1 **How to Use This Ordinance:** This ordinance adopts the floodplain maps applicable to the City of Hanover and includes three floodplain districts: Floodway, Flood Fringe, and General Floodplain.

- 2.11 Where Floodway and Flood Fringe districts are delineated on the floodplain maps, the standards in Subsections 4 or 5 will apply, depending on the location of a property.

- 2.12 Locations where Floodway and Flood Fringe districts are not delineated on the floodplain maps are considered to fall within the General Floodplain district. Within the General Floodplain district, the Floodway District standards in Subsection 4 apply unless the floodway boundary is determined, according to the process outlined in Subsection 6. Once the floodway boundary is determined, the Flood Fringe District standards in Subsection 5 may apply outside the floodway.

2.2 **Lands to Which Ordinance Applies:** This ordinance applies to all lands within the jurisdiction of the City of Hanover shown on the Official Zoning Map and/or the attachments to the map as being located within the boundaries of the Floodway, Flood Fringe, or General Floodplain Districts.

- 2.21 The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.

2.3 **Incorporation of Maps by Reference:** The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes the Flood Insurance Study for Hennepin County, Minnesota, and Incorporated Areas, dated November 4, 2016 and the Flood Insurance Rate Map panels for Hennepin County, enumerated below, dated November 4, 2016; all prepared by the Federal Emergency Management Agency. These materials are on file in City Hall.

Effective Flood Insurance Rate Map panels:

27053C0014F

27053C0016F

27053C0017F  
27053C0018F  
27053C0019F  
27053C0025F

- 2.4 **Regulatory Flood Protection Elevation:** The regulatory flood protection elevation (RFPE) is an elevation no lower than two feet above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.
- 2.5 **Interpretation:** The boundaries of the zoning districts are determined by scaling distances on the Flood Insurance Rate Map.
- 2.51 Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations shall be the governing factor. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.
- 2.52 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the Board of Adjustment and Appeals and to submit technical evidence.
- 2.6 **Abrogation and Greater Restrictions:** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
- 2.7 **Warning and Disclaimer of Liability:** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of the City of Hanover or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
- 2.8 **Severability:** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.
- 2.9 **Annexations:** The Flood Insurance Rate Map panels adopted by reference into Subsection 2.3 above may include floodplain areas that lie outside of the corporate boundaries of the City of Hanover at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Hanover after the date of adoption of this ordinance, the newly annexed

floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

2.10 **Detachments.** The Flood Insurance Rate Map panels adopted by reference into Subsection 2.3 above will include floodplain areas that lie inside the corporate boundaries of municipalities at the time of adoption of this ordinance. If any of these floodplain land areas are detached from a municipality and come under the jurisdiction of the City of Hanover after the date of adoption of this ordinance, the newly detached floodplain lands will be subject to the provisions of this ordinance immediately upon the date of detachment.

### **SUBSECTION 3.0 ESTABLISHMENT OF ZONING DISTRICTS**

#### **3.1 Districts:**

3.11 Floodway District. The Floodway District includes areas within Zones AE delineated as floodway as shown on the Flood Insurance Rate Map adopted in Subsection 2.3.

3.12 Flood Fringe District. The Flood Fringe District includes areas within Zones AE as designated on the Flood Insurance Rate Map adopted in Subsection 2.3, but located outside of the floodway.

3.13 RESERVED FOR GENERAL FLOODPLAIN DISTRICT (GF)

3.2 **Applicability:** Within the floodplain districts established in this ordinance, the use, size, type and location of development must comply with the terms of this ordinance and other applicable regulations. In no cases shall floodplain development adversely affect the efficiency or unduly restrict the capacity of the channels or floodways of any tributaries to the main stream, drainage ditches, or any other drainage facilities or systems. All uses not listed as permitted uses or conditional uses in Subsections 4.0, 5.0 and 6.0 are prohibited. In addition, critical facilities, as defined in Section 2.915, are prohibited in all floodplain districts.

### **SUBSECTION 4.0 FLOODWAY DISTRICT (FW)**

4.1 **Permitted Uses:** The following uses, subject to the standards set forth in Subsection 4.2, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

4.11 General farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.

4.12 Industrial-commercial loading areas, parking areas, and airport landing strips.

- 4.13 Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.
  - 4.14 Residential lawns, gardens, parking areas, and play areas.
  - 4.15 Railroads, streets, bridges, utility transmission lines and pipelines, provided that the Department of Natural Resources' Area Hydrologist is notified at least ten days prior to issuance of any permit.
- 4.2 **Standards for Floodway Permitted Uses:**
- 4.21 The use must have a low flood damage potential.
  - 4.22 The use must not obstruct flood flows or cause any increase in flood elevations and must not involve structures, obstructions, or storage of materials or equipment.
  - 4.23 Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.
- 4.3 **Conditional Uses:** The following uses may be allowed as conditional uses following the standards and procedures set forth in Subsection 10.4 of this ordinance and further subject to the standards set forth in Subsection 4.4, if otherwise allowed in the underlying zoning district or any applicable overlay district.
- 4.31 Marinas, boat rentals, docks, piers, wharves, and water control structures
  - 4.32 Placement of fill or construction of fences that obstruct flood flows. Farm fences, as defined in section 2.918, are permitted uses.
  - 4.33 Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.
- 4.4 **Standards for Floodway Conditional Uses:**
- 4.41 All Uses. A conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.
  - 4.42 Fill; Storage of Materials and Equipment:

- (a) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
  - (b) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.
  - (c) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood is not allowed.
- 4.43 Reserved.
- 4.44 Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.
- 4.45 A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.
- 4.46 Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.

## **SUBSECTION 5.0 FLOOD FRINGE DISTRICT (FF)**

- 5.1 **Permitted Uses:** Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Subsections 5.2.
- 5.2 **Standards for Flood Fringe Permitted Uses:**
- 5.21 All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure.
- 5.22 Accessory Structures. As an alternative to the fill requirements of subsection 5.21, structures accessory to the uses identified in Subsection 5.1 may be permitted to be internally/wet floodproofed to the FP3 or FP4 floodproofing classifications in the State Building Code, provided that:

(a) the accessory structure constitutes a minimal investment, does not exceed 576 square feet in size, and is only used for parking and storage.

(b) All portions of floodproofed accessory structures below the Regulatory Flood Protection Elevation must be: (i) adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls, (ii) be constructed with materials resistant to flood damage, and (iii) must have all service utilities be water-tight or elevated to above the regulatory flood protection elevation.

(c) Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following criteria:

- (1) To allow for the equalization of hydrostatic pressure, there must be a minimum of two “automatic” openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and
- (2) There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.

- 5.23 The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Subsection 5.21 of this ordinance, or if allowed as a conditional use under Subsection 5.33 below.
- 5.24 The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.
- 5.25 All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.
- 5.26 The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
- 5.27 All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.
- 5.28 Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be

designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.

- 5.29 Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.
  - 5.30 Manufactured homes and recreational vehicles must meet the standards of Subsection 9 of this ordinance.
- 5.3 **Conditional Uses:** The following uses and activities may be allowed as conditional uses, if allowed in the underlying zoning district(s) or any applicable overlay district, following the procedures in Subsection 10.4 of this ordinance.
- 5.31 Any structure that is not elevated on fill or floodproofed in accordance with Subsections 5.21 and 5.22 of this ordinance.
  - 5.32 The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Subsection 5.21 of this ordinance.
  - 5.33 The use of methods to elevate structures above the regulatory flood protection elevation, including stilts, pilings, parallel walls, or above-grade, enclosed areas such as crawl spaces or tuck under garages, shall meet the standards in Subsection 5.46.
- 5.4 **Standards for Flood Fringe Conditional Uses:**
- 5.41 The standards listed in Subsections 5.24 through 5.30 apply to all conditional uses.
  - 5.42 Basements, as defined by Subsection 2.913 of this ordinance, are subject to the following:
    - (a) Residential basement construction is not allowed below the regulatory flood protection elevation.
    - (b) Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with Subsection 5.43 of this ordinance.
  - 5.43 All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with the structurally dry floodproofing classifications in the

State Building Code. Structurally dry floodproofing must meet the FP1 or FP2 floodproofing classification in the State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.

- 5.44 The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.
- (a) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.
  - (b) The plan must be prepared and certified by a registered professional engineer.
  - (c) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.
- 5.45 Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.
- 5.46 Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if: 1) the enclosed area is above-grade on at least one side of the structure; 2) it is designed to internally flood and is constructed with flood resistant materials; and 3) it is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:
- (a) Design and Certification - The structure's design and as-built condition must be certified by a registered professional engineer as being in compliance with the general design standards of the State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent flood water from entering or accumulating within these components during times of flooding.
  - (b) Specific Standards for Above-grade, Enclosed Areas - Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and the design plans must stipulate:

- (1) The minimum area of openings in the walls where internal flooding is to be used as a floodproofing technique. There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The automatic openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention; and
- (2) That the enclosed area will be designed of flood resistant materials in accordance with the FP3 or FP4 classifications in the State Building Code and shall be used solely for building access, parking of vehicles or storage.

**SUBSECTION 6.0 RESERVED FOR GENERAL FLOODPLAIN DISTRICT (GF)**

**SUBSECTION 7.0 LAND DEVELOPMENT STANDARDS**

- 7.1 **In General:** Recognizing that flood prone areas may exist outside of the designated floodplain districts, the requirements of this subsection apply to all land within the City of Hanover.
- 7.2 **Subdivisions:** No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.
  - 7.21 All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.
  - 7.22 All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the City of Hanover. The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.

- 7.23 For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.
- 7.24 In the General Floodplain District, applicants must provide the information required in Subsection 6.2 of this ordinance to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.
- 7.25 If a subdivision proposal or other proposed new development is in a flood prone area, any such proposal must be reviewed to assure that:
  - (a) All such proposals are consistent with the need to minimize flood damage within the flood prone area,
  - (b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and
  - (c) Adequate drainage is provided to reduce exposure of flood hazard.

- 7.3 **Building Sites.** If a proposed building site is in a flood prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:
  - (a) *Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;*
  - (b) *Constructed with materials and utility equipment resistant to flood damage;*
  - (c) *Constructed by methods and practices that minimize flood damage; and*
  - (d) *Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.*

**SUBSECTION 8.0 PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES**

- 8.1 **Public Utilities:** All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation.

- 8.2 **Public Transportation Facilities:** Railroad tracks, roads, and bridges to be located within the floodplain must comply with Subsections 4.0 and 5.0 of this ordinance. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.
- 8.3 **On-site Water Supply and Sewage Treatment Systems:** Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems and are subject to the provisions in Minnesota Rules Chapter 4725.4350, as amended; and 2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, they must not be subject to impairment or contamination during times of flooding, and are subject to the provisions in Minnesota Rules Chapter 7080.2270, as amended.

#### **SUBSECTION 9.0 MANUFACTURED HOMES, MANUFACTURED HOME PARKS, AND RECREATIONAL VEHICLES.**

- 9.1 **Manufactured Homes:** New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record, the following requirements apply:
- 9.11 Placement or replacement of manufactured home units is prohibited in the Floodway District.
- 9.12 If allowed in the Flood Fringe District, placement or replacement of manufactured home units is subject to the requirements of Subsection 5 of this ordinance and the following standards.
- (a) *New and replacement manufactured homes must be elevated in compliance with Subsection 5 of this ordinance and must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.*

- (b) *New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Subsection 7.22.*

9.2 **Recreational Vehicles:** New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of recreational vehicles in existing recreational vehicle parks or campgrounds in the floodplain must meet the exemption criteria below or be treated as new structures meeting the requirements of this ordinance.

9.21 Recreational vehicles are exempt from the provisions of this ordinance if they are placed in any of the following areas and meet the criteria listed in Subsection 9.22:

- (a) Individual lots or parcels of record.
- (b) Existing commercial recreational vehicle parks or campgrounds.
- (c) Existing condominium-type associations.

9.22 **Criteria for Exempt Recreational Vehicles:**

- (a) The vehicle must have a current license required for highway use.
- (b) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.
- (c) No permanent structural type additions may be attached to the vehicle.
- (d) The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.
- (e) Accessory structures are not permitted within the Floodway District. Any accessory structure in the Flood Fringe District must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in Subsection 9.22.
- (f) An accessory structure must constitute a minimal investment

9.23 Recreational vehicles that are exempt in Subsection 9.22 lose this exemption when development occurs on the site that exceeds a minimal investment for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of Subsection 5.0 of this ordinance. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.

## **SUBSECTION 10.0 ADMINISTRATION**

10.1 **Zoning Administrator:** A Zoning Administrator or other official designated by the City of Hanover must administer and enforce this ordinance.

## 10.2 Permit Requirements:

- 10.21 Permit Required. A permit must be obtained from the Zoning Administrator prior to conducting the following activities:
- (a) *The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this ordinance.*
  - (b) *The use or change of use of a building, structure, or land.*
  - (c) *The construction of a dam, fence, or on-site septic system, although a permit is not required for a farm fence as defined in this ordinance.*
  - (d) *The change or extension of a nonconforming use.*
  - (e) *The repair of a structure that has been damaged by flood, fire, tornado, or any other source.*
  - (f) *The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.*
  - (g) *Relocation or alteration of a watercourse (including new or replacement culverts and bridges), unless a public waters work permit has been applied for.*
  - (h) *Any other type of “development” as defined in this ordinance.*
- 10.22 Application for Permit. Permit applications must be submitted to the Zoning Administrator on forms provided by the Zoning Administrator. The permit application must include the following as applicable:
- (a) *A site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.*
  - (b) *Location of fill or storage of materials in relation to the stream channel.*
  - (c) *Copies of any required municipal, county, state or federal permits or approvals.*
  - (d) *Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.*
- 10.23 Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the use of the building or land conforms to the requirements of this ordinance.

- 10.24 **Certification.** The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect.
- 10.25 **Record of First Floor Elevation.** The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Zoning Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.
- 10.26 **Notifications for Watercourse Alterations.** Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).
- 10.27 **Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations.** As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

### **10.3 Variances:**

- 10.31 **Variance Applications.** An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable state statutes and Section 10.13 of the zoning ordinance/code.
- 10.32 **Adherence to State Floodplain Management Standards.** A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.
- 10.33 **Additional Variance Criteria.** The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:
- (a) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

(b) Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(c) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

10.34 Flood Insurance Notice. The Zoning Administrator must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and 2) Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.

10.35 General Considerations. The community may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:

(a) *The potential danger to life and property due to increased flood heights or velocities caused by encroachments;*

(b) *The danger that materials may be swept onto other lands or downstream to the injury of others;*

(c) *The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;*

(d) *The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;*

(e) *The importance of the services to be provided by the proposed use to the community;*

(f) *The requirements of the facility for a waterfront location;*

(g) *The availability of viable alternative locations for the proposed use that are not subject to flooding;*

(h) *The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;*

(i) *The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;*

(j) *The safety of access to the property in times of flood for ordinary and emergency vehicles;*

(k) *The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.*

- 10.36 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The City Administrator must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 10.37 Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 10.38 Record-Keeping. The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

#### **10.4 Conditional Uses:**

- 10.41 Administrative Review. An application for a conditional use permit under the provisions of this ordinance will be processed and reviewed in accordance with Section 10.11 of the zoning ordinance/code.
- 10.42 Factors Used in Decision-Making. In passing upon conditional use applications, the City of Hanover must consider all relevant factors specified in other subsections of this ordinance, and those factors identified in Subsection 10.35 of this ordinance.
- 10.43 Conditions Attached to Conditional Use Permits. The City of Hanover may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:
- (a) Modification of waste treatment and water supply facilities.
  - (b) Limitations on period of use, occupancy, and operation.
  - (c) Imposition of operational controls, sureties, and deed restrictions.
  - (d) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
  - (e) Floodproofing measures, in accordance with the State Building Code and this ordinance. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

- 10.44 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The City Administrator must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.
- 10.45 Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

## **SUBSECTION 11.0 NONCONFORMITIES**

**11.1 Continuance of Nonconformities:** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Section 2.941(b) of this ordinance, are subject to the provisions of Subsections 11.11 – 11.16 of this ordinance.

- 11.11 A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 11.12 below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.
- 11.12 Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP1 thru FP4 floodproofing classifications) allowable in the State Building Code, except as further restricted in 11.13 and 11.17 below.
- 11.13 If the cost of proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure over the period of one year, that shall be considered substantial improvement, and the entire structure must meet the standards of Subsection 4.0 or 5.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.

- 11.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance. The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.
- 11.15 If any nonconformity is substantially damaged, as defined in Section 2.940 of this ordinance, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new structures in Subsections 4.0 or 5.0 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.
- 11.16 If any nonconforming use or structure experiences a repetitive loss, as defined in Section 2.936 of this ordinance, it must not be reconstructed except in conformity with the provisions of this ordinance.
- 11.17 Any substantial improvement, as defined in Section 2.941 of this ordinance, to a nonconforming structure requires that the existing structure and any additions must meet the requirements of Subsection 4.0 or 5.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District.

## **SUBSECTION 12.0 PENALTIES AND ENFORCEMENT**

**12.1 Violation Constitutes a Misdemeanor:** Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.

**12.2 Other Lawful Action:** Nothing in this ordinance restricts the City of Hanover from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.

12.3 **Enforcement:** Violations of the provisions of this ordinance will be investigated and resolved in accordance with the provisions of Section 10.02 of the zoning ordinance/code. In responding to a suspected ordinance violation, the Zoning Administrator and City of Hanover may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The City of Hanover must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

### **SUBSECTION 13.0 AMENDMENTS**

13.1 **Floodplain Designation – Restrictions on Removal:** The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources (DNR) if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.

13.2 **Amendments Require DNR Approval:** All amendments to this ordinance must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner must approve the amendment prior to community approval.

13.3 **Map Revisions Require Ordinance Amendments.** The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Subsection 2.3 of this ordinance.

**Section 4.** This Ordinance shall be in force and effect after adoption and publication in summary form in the official newspaper of the City of Hanover in accordance with applicable law. Staff is directed to prepare a summary form of the ordinance.

Adopted by the Hanover City Council this \_\_\_th day of \_\_\_\_\_, 2016.

**CITY OF HANOVER**

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Chris Kauffman, Mayor

Attest:

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Brian Hagen, City Administrator



September 28, 2016

The Honorable Chris Kauffman  
Mayor, City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

## CONDITIONAL STATE APPROVAL OF FLOODPLAIN ORDINANCE & REQUIRED NEXT STEPS

Dear Honorable Mayor Kauffman,

The Department of Natural Resources (DNR) received via email on September 19, 2016, a draft floodplain management ordinance for the City of Hanover from consulting planner, Cindy Nash with Collaborative Planning. This ordinance is being adopted in order to incorporate the *Flood Insurance Study, Hennepin County, Minnesota and Incorporated Areas* and the accompanying Flood Insurance Rate Map panels with an effective date of November 4, 2016.

The draft floodplain management ordinance substantially complies with the state floodplain management rules (MR 6120.5000 to 6120.6200) and, to the best of my knowledge, with the floodplain management standards of the Federal Emergency Management Agency. Therefore, in accordance with Minnesota Statutes, Chapter 103F, I approve your draft floodplain management ordinance.

This approval is valid upon adoption of the draft ordinance by the city and receipt by this office of ***one (1) copy each of the adopted ordinance (signed and stamped with the community seal), the affidavit of publication, and the completed "Ordinance Certification Checklist"*** that I have enclosed. Please forward these documents to Ceil Strauss, the DNR's State NFIP Coordinator in St. Paul at the address above in the header. Upon receipt and verification, Ms. Strauss will transmit one copy of these materials to Mr. John Devine at FEMA's Chicago Regional Office.

Please remember, FEMA must receive a signed, certified, and in-effect ordinance no later than November 4, 2016. To allow sufficient time for processing and transmittal, we request that you submit the requested materials to the DNR no later than ***November 1, 2016. If FEMA has not received the documentation by the map effective date, FEMA will suspend the City from the National Flood Insurance Program.***



Please remember, FEMA must receive a signed, certified, and in-effect ordinance no later than November 4, 2016. To allow sufficient time for processing and transmittal, we request that you submit the requested materials to the DNR no later than November 1, 2016. ***If FEMA has not received the documentation by the map effective date, FEMA will suspend the City from the National Flood Insurance Program.***

Please be advised that any future amendments of this ordinance or change in the designation of flood prone areas require prior approval of the Commissioner. In addition, you are required to send copies of hearing notices and final decisions pertaining to variance, conditional uses, and ordinance amendments to this agency. Please send those to State NFIP Coordinator Ceil Strauss at the above address. Should you have any questions on this ordinance or related matters, please contact Ms. Strauss at (651) 259-5713 or [ceil.strauss@state.mn.us](mailto:ceil.strauss@state.mn.us).

While our office in St. Paul will continue to be the main contact for the ordinance update, your DNR Area Hydrologist will continue to be your main contact for day to day assistance with administering your floodplain management ordinance and questions about other DNR water-related programs and permits. Your Area Hydrologist is Kate Drewry, who can be contacted at 651-259-5753 or [kate.drewry@state.mn.us](mailto:kate.drewry@state.mn.us).

The DNR greatly appreciates your community's cooperation and initiative in providing for the reduction of flood damages through the adoption and administration of this ordinance.

Sincerely,



Jennifer Shillcox  
Land Use Section Supervisor

Enclosures: Ordinance Certification Checklist

ec: Cindy Nash, Collaborative Planning, LLC  
Terri Yearwood, DNR Eco-Waters' Regional Manager  
Jeanne Daniels, DNR Eco-Waters' District Manager  
Kate Drewry, Area Hydrologist

## ORDINANCE CERTIFICATION CHECKLIST

Please sign and return the checklist and all required documents to the DNR Floodplain Program office when completed.

1. \_\_\_\_\_ Date(s) of published hearing notice.  
\_\_\_\_\_
2. \_\_\_\_\_ Date(s) of public hearing.  
\_\_\_\_\_
3. \_\_\_\_\_ Date of ordinance adoption. Include 1 certified copy of the adopted ordinance text in its entirety including the signature of the chief elected official and the stamped seal of the community.
4. \_\_\_\_\_ Date of newspaper publication of adopted ordinance. Include 1 copy of affidavit of publication of the adopted ordinance. Publication of an ordinance summary is acceptable by statute.
5. \_\_\_\_\_ Date of official filing of adopted ordinance with County Recorder (\_\_\_\_\_ record book number and \_\_\_\_\_ page number). If filing of an adopted ordinance with the county auditor is not a standard practice, please indicate "N/A."
6. \_\_\_\_\_ Board of Adjustment/Appeals has been established (yes or no).

**Note:** Cities under charter must also submit a list of any additional requirements for hearings, notices, etc. stated in their charter and not required by statute. Please specify:

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Signature of Clerk/Auditor



## Minnesota Sample Floodplain Ordinance Three District Ordinance

*This sample ordinance includes the three primary types of floodplain districts: Floodway, Flood Fringe, and General Floodplain. It can be used in a variety of situations, where all three districts or only some of them are present.*

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Ordinance Language	Commentary
<p><b>SECTION 1.0 STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE</b></p> <p><b>1.1 Statutory Authorization:</b> The legislature of the State of Minnesota has, in Minnesota Statutes Chapter 103F and Chapter [394/462] delegated the responsibility to local government units to adopt regulations designed to minimize flood losses. Therefore, the [City Council/ Board of Commissioners] of [community], Minnesota, does ordain as follows.</p> <p><b>1.2 Purpose:</b></p> <p>1.21 This ordinance regulates development in the flood hazard areas of [community]. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.</p> <p>1.22 National Flood Insurance Program Compliance. This ordinance is adopted to comply with the rules and regulations of the National Flood Insurance Program codified as 44 Code of Federal Regulations Parts 59 -78, as amended, so as to maintain the community’s eligibility in the National Flood Insurance Program.</p> <p>1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.</p>	<p>1.1. is mandatory language. The zoning enabling statute reference is Chapter 394 for counties and Chapter 462 for cities and townships. “Governing body” is the City Council or County or Township Board.</p> <p>1.21 7 1.22 is mandatory language</p> <p>1.23 is optional language referencing the natural beneficial functions of floodplains.</p>
<p><b>SECTION 2.0 GENERAL PROVISIONS</b></p> <p><b>2.1 How to Use This Ordinance:</b> This ordinance adopts the floodplain maps applicable to [community] and includes three floodplain districts: Floodway, Flood Fringe, and General Floodplain.</p> <p>2.11 Where Floodway and Flood Fringe districts are delineated on the floodplain maps, the standards in Sections 4 or 5 will apply, depending on the location of a property.</p> <p>2.12 Locations where Floodway and Flood Fringe districts are not delineated on the floodplain maps are considered to fall within the General Floodplain district. Within the General Floodplain district, the Floodway District standards in Section 4 apply unless the floodway boundary is determined, according to the process outlined in Section 6. Once the floodway boundary is determined, the Flood Fringe District standards in Section 5 may apply outside the floodway.</p> <p><b>2.2 Lands to Which Ordinance Applies:</b> This ordinance applies to all lands within the jurisdiction of [Community] shown on the Official Zoning Map and/or the attachments to the map as being located within the boundaries of the Floodway, Flood Fringe, or General Floodplain Districts.</p> <p>2.21 The Floodway, Flood Fringe and General Floodplain Districts are overlay districts that are superimposed on all existing zoning districts. The standards imposed in the overlay districts are in addition to any other requirements in this ordinance. In case of a conflict, the more restrictive standards will apply.</p> <p><b>2.3 Incorporation of Maps by Reference:</b> The following maps together with all attached material are hereby adopted by reference and declared to be a part of the Official Zoning Map and this ordinance. The attached material includes the Flood Insurance Study for _____ County, Minnesota, and Incorporated Areas, dated _____ and the Flood Insurance Rate Map panels enumerated below, dated _____,</p>	<p>The types of floodplain zones present in a community will vary, depending on hydrologic conditions and the level of detail of the applicable maps.</p> <p>If the General Floodplain District (the A zone or other zones without a defined floodway) is not present within the community, references to it, including the provisions of Section 6, may be deleted but Section 6 should be “reserved for future use” (i.e., in case a future annexation adds an A zone).</p> <p>2.21 is optional – if the community has a zoning ordinance – as most do – it’s helpful to define these districts as overlay districts. If not, then delete this statement and other overlay references.</p> <p>2.3 is mandatory language. Each community must adopt the Flood Insurance Study and specific map panels that encompass its boundaries. Under Minnesota Rules 6120.5700, these</p>

all prepared by the Federal Emergency Management Agency. These materials are on file in the (list location where maps will be filed – i.e., City Clerk’s office).

(list all map panels here)

materials are considered attachments to the Zoning Map.

Listing of maps will vary by jurisdiction and map type.

- For communities with older maps, such as Flood Hazard Boundary Maps, in addition to Flood Insurance Rate Maps, these maps should also be listed in Section 2.3.
- For counties, the map index may be used in lieu of listing all the map panels individually.

Cities may need to adopt other map panels to encompass areas that may be annexed in the future. Counties and townships may need to adopt city map panels to encompass areas that may be detached from cities. See Section 2.10 & 2.11

Communities may also adopt preliminary flood studies and/or other best available data for regulatory purposes.

2.4 is optional - Reiterates information in the (mandatory) definition of this term in Section 2.9. The RFPE can be increased beyond one foot to provide enhanced flood protection.

(In A-O zones, add more detailed language: “Within the AO Zone, the RFPE is an elevation no lower than [the number shown on the FIRM] above the highest adjacent grade of an existing structure or proposed structure or a proposed structural addition.”)

**2.4 Regulatory Flood Protection Elevation:** The regulatory flood protection elevation (RFPE) is an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

**2.5 Interpretation:** The boundaries of the zoning districts are determined by scaling distances on the Flood Insurance Rate Map.

2.51 Where a conflict exists between the floodplain limits illustrated on the official zoning map and actual field conditions, the flood elevations shall be the governing factor. The Zoning Administrator must interpret the boundary location based on the ground elevations that existed on the site on the date of the first National Flood Insurance Program map showing the area within the regulatory floodplain, and other available technical data.

2.52 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the (Planning Commission/Board of Adjustment) and to submit technical evidence.

**2.6 Abrogation and Greater Restrictions:** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

**2.7 Warning and Disclaimer of Liability:** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create liability on the part of (community) or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

<p>2.8 <b>Severability:</b> If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.</p> <p>2.9 <b>Definitions:</b> Unless specifically defined below, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.</p> <p>2.911 Accessory Use or Structure – a use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.</p> <p>2.912 Base Flood Elevation – The elevation of the “regional flood.” The term “base flood elevation” is used in the flood insurance survey.</p> <p>2.913 Basement – any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.</p> <p>2.914 Conditional Use – a specific type of structure or land use listed in the official control that may be allowed but only after an in-depth review procedure and with appropriate conditions or restrictions as provided in the official zoning controls or building codes and upon a finding that:</p> <p>(a) Certain conditions as detailed in the zoning ordinance exist.</p> <p>(b) The structure and/or land use conform to the comprehensive land use plan if one exists and are compatible with the existing neighborhood.</p> <p>2.915 Critical Facilities – facilities necessary to a community’s public health and safety, those that store or produce highly volatile, toxic or water-reactive materials, and those that house occupants that may be insufficiently mobile to avoid loss of life or injury. Examples of critical facilities include hospitals, correctional facilities, schools, daycare facilities, nursing homes, fire and police stations, wastewater treatment facilities, public electric utilities, water plants, fuel storage facilities, and waste handling and storage facilities.</p> <p>2.916 Development – any manmade change to improved or unimproved real estate, including buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.</p> <p>2.917 Equal Degree of Encroachment – a method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.</p> <p>2.918 Farm Fence – A fence as defined by Minn. Statutes Section 344.02, Subd. 1(a)-(d). An open type fence of posts and wire is not considered to be a structure under this ordinance. Fences that have the potential to obstruct flood flows, such as chain link fences and rigid walls, are regulated as structures under this ordinance.</p> <p>2.919 Flood – a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.</p> <p>2.920 Flood Frequency – the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.</p> <p>2.921 Flood Fringe – the portion of the Special Flood Hazard Area (one percent annual chance flood) located outside of the floodway. Flood fringe is synonymous with the term “floodway fringe” used in the Flood Insurance Study for (community), Minnesota.</p> <p>2.922 Flood Prone Area – any land susceptible to being inundated by water from any source (see “Flood”).</p>	<p>2.8 This statement not needed if already included in zoning ordinance</p> <p><i>These definitions may already exist as part of zoning ordinance, but check for consistency. Definitions are mandatory unless otherwise indicated.</i></p> <p>2.912 is an optional definition</p> <p>2.914 is an optional definition – check against zoning ordinance. Some local ordinances – and the state rules that apply to floodplains – use the older term “special use.”</p> <p>2.915 is an optional definition – see the (optional) regulation of critical facilities in Section 3.2.</p> <p>2.918 is an optional definition – to be used if this type of farm fence is to be exempted from permit requirements</p> <p>2.919. Optional definition</p> <p>2.920. Optional definition</p> <p>2.921. For cities mapped as part of county-wide flood insurance study, the county name should be inserted here.</p> <p>2.922 is an optional definition – see provisions of Section 7 on flood prone areas</p>
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<p>2.923 Floodplain – the beds proper and the areas adjoining a wetland, lake or watercourse which have been or hereafter may be covered by the regional flood.</p> <p>2.924 Floodproofing – a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.</p> <p>2.925 Floodway – the bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which are reasonably required to carry or store the regional flood discharge.</p> <p>2.926 Lowest Floor – the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 Code of Federal Regulations, Part 60.3.</p> <p>2.927 Manufactured Home – a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include the term “recreational vehicle.”</p> <p>2.928 New Construction - Structures, including additions and improvements, and placement of manufactured homes, for which the start of construction commenced on or after the effective date of this ordinance.</p> <p>2.929 Obstruction – any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.</p> <p>2.930 One Hundred Year Floodplain – lands inundated by the “Regional Flood” (see definition).</p> <p>2.931 Principal Use or Structure – all uses or structures that are not accessory uses or structures.</p> <p>2.932 Reach – a hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.</p> <p>2.933 Recreational Vehicle – a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”</p> <p>2.934 Regional Flood – a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 1% chance or 100-year recurrence interval. Regional flood is synonymous with the term "base flood" used in a flood insurance study.</p> <p>2.935 Regulatory Flood Protection Elevation (RFPE) - an elevation not less than one foot above the elevation of the regional flood plus any increases in flood</p>	<p>2.929. <i>Optional definition</i></p> <p>2.931. <i>Optional definition</i></p> <p>2.932. <i>Optional definition</i></p> <p>2.935. <i>The one-foot elevation is mandated by state law, but a higher elevation can yield increased protection.</i></p>
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elevation caused by encroachments on the floodplain that result from designation of a floodway.

- 2.936 Repetitive Loss: Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.
- 2.937 Special Flood Hazard Area – a term used for flood insurance purposes synonymous with “One Hundred Year Floodplain.”
- 2.938 Start of Construction – includes substantial improvement, and means the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement that occurred before the permit’s expiration date. The actual start is either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- 2.939 Structure - anything constructed or erected on the ground or attached to the ground or on-site utilities, including, but not limited to, buildings, factories, sheds, detached garages, cabins, manufactured homes, recreational vehicles not meeting the exemption criteria specified in Section 9.22 of this ordinance and other similar items.
- 2.940 Substantial Damage - means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
- 2.941 Substantial Improvement - within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:
- (a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
  - (b) Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is as defined in 44 Code of Federal Regulations, Part 59.1.

*2.936. This is an optional definition linked to the optional provision for repetitive loss properties in Section 11.16.*

*2.941(b). “Historic structures” as defined in the CFR generally include sites listed on or eligible for the National Register of Historic Places and state- or locally-designated historic properties.*

*2.10 applies to cities only. It is optional but recommended – if not included, any*

**2.10 Annexations:** The Flood Insurance Rate Map panels adopted by reference into Section 2.3 above may include floodplain areas that lie outside of the corporate boundaries of the (community) at the time of adoption of this ordinance. If any of these floodplain land

areas are annexed into the (community) after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation.

*annexation will trigger an amendment of the floodplain ordinance.*

*Section 2.11 applies only to counties or townships that exercise zoning authority. Counties may choose to adopt specific map panels or adopt the countywide map index.*

**2.11 Detachments.** The Flood Insurance Rate Map panels adopted by reference into Section 2.3 above will include floodplain areas that lie inside the corporate boundaries of municipalities at the time of adoption of this ordinance. If any of these floodplain land areas are detached from a municipality and come under the jurisdiction of (community) after the date of adoption of this ordinance, the newly detached floodplain lands will be subject to the provisions of this ordinance immediately upon the date of detachment.

**SECTION 3.0 ESTABLISHMENT OF ZONING DISTRICTS**

**3.1 Districts:**

- 3.11 Floodway District. The Floodway District includes those areas within Zones AE/AO/AH (that have a floodway delineated) as shown on the Flood Insurance Rate Map adopted in Section 2.3.
- 3.12 Flood Fringe District. The Flood Fringe District includes areas within Zones AE/AO/AH (that have a floodway delineated) on the Flood Insurance Rate Map adopted in Section 2.3, but located outside of the floodway.
- 3.13 General Floodplain District. The General Floodplain District includes those areas within (Zone A or Zones AE/AO/AH) as shown on the Flood Insurance Rate Map adopted in Section 2.3.

*3.11. For lakes, ponds and wetlands, the floodway is usually administratively defined as the area at or below the Ordinary High Water Level.*

*3.12 & 3.13. If a community has floodplain delineations on the FIRM for lakes, ponds and wetland without delineated floodways, contact DNR Floodplain Program staff for specific language. Zones AO and AH are areas prone to flooding due to overland flow or small ponds, and are not typically found on most FIRMs. If not present, references in 3.12 and 3.13 can be deleted.*

**3.2 Applicability:** Within the floodplain districts established in this ordinance, the use, size, type and location of development must comply with the terms of this ordinance and other applicable regulations. In no cases shall floodplain development adversely affect the efficiency or unduly restrict the capacity of the channels or floodways of any tributaries to the main stream, drainage ditches, or any other drainage facilities or systems. All uses not listed as permitted uses or conditional uses in Sections 4.0, 5.0 and 6.0 are prohibited. In addition, critical facilities, as defined in Section 2.915, are prohibited in all floodplain districts.

*3.2. The last sentence is optional, but recommended language that would prohibit critical facilities in all floodplain districts. This is a higher regulatory standard intended to keep critical infrastructure and concentrations of people out of floodplain areas.*

**SECTION 4.0 FLOODWAY DISTRICT (FW)**

**4.1 Permitted Uses:** The following uses, subject to the standards set forth in Section 4.2, are permitted uses if otherwise allowed in the underlying zoning district or any applicable overlay district:

*4.0. It is critical that the floodway be protected so that it can transport and store the waters of the regional (100-year) flood without increased flood heights or velocities or threats to public health and safety.*

- 4.11 General farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.
- 4.12 Industrial-commercial loading areas, parking areas, and airport landing strips.
- 4.13 Open space uses, including but not limited to private and public golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, boat launching ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting preserves, hunting and fishing areas, and single or multiple purpose recreational trails.
- 4.14 Residential lawns, gardens, parking areas, and play areas.
- 4.15 Railroads, streets, bridges, utility transmission lines and pipelines, provided that the Department of Natural Resources' Area Hydrologist is notified at least ten days prior to issuance of any permit.

*Note that communities are not required to adopt all of the listed uses, but must provide for some use of the floodway land. Other similar uses may be included in this section if they meet the standards in Section 4.2. If a community wishes to restrict all floodplain districts to only these permitted floodway uses, that could be carried out through the DNR's model "Restrictive Ordinance."*

*4.15. Earlier versions of the DNR sample ordinances listed utility and transportation uses as conditional uses. In this version, these uses are permitted if DNR is notified and certain standards are met*

**4.2 Standards for Floodway Permitted Uses:**

<p>4.21 The use must have a low flood damage potential.</p> <p>4.22 the use must not obstruct flood flows or cause any increase in flood elevations and must not involve structures, obstructions, or storage of materials or equipment.</p> <p>4.23 Any facility that will be used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.</p> <p><b>4.3 Conditional Uses:</b> The following uses may be allowed as conditional uses following the standards and procedures set forth in Section 10.4 of this ordinance and further subject to the standards set forth in Section 4.4, if otherwise allowed in the underlying zoning district or any applicable overlay district.</p> <p>4.31 Structures accessory to the uses listed in 4.11 – 4.13 above and the uses listed in 4.32 - 4.33 below.</p> <p>4.32 Extraction and storage of sand, gravel, and other materials.</p> <p>4.33 Marinas, boat rentals, docks, piers, wharves, and water control structures.</p> <p>4.34 Storage yards for equipment, machinery, or materials.</p> <p>4.35 Placement of fill or construction of fences that obstruct flood flows. Farm fences, as defined in section 2.918, are permitted uses.</p> <p>4.36 Travel-ready recreational vehicles meeting the exception standards in Section 9.3.</p> <p>4.37 Levees or dikes intended to protect agricultural crops for a frequency flood event equal to or less than the 10-year frequency flood event.</p> <p><b>4.4 Standards for Floodway Conditional Uses:</b></p> <p>4.41 All Uses. A conditional use must not cause any increase in the stage of the 1% chance or regional flood or cause an increase in flood damages in the reach or reaches affected.</p> <p>4.42 Fill; Storage of Materials and Equipment:</p> <p>(a) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.</p> <p>(b) Fill, dredge spoil, and other similar materials deposited or stored in the floodplain must be protected from erosion by vegetative cover, mulching, riprap or other acceptable method. Permanent sand and gravel operations and similar uses must be covered by a long-term site development plan.</p> <p>(c) Temporary placement of fill, other materials, or equipment which would cause an increase to the stage of the 1% percent chance or regional flood may only be allowed if the <b>(Governing Body)</b> has approved a plan that assures removal of the materials from the floodway based upon the flood warning time available.</p> <p>4.43 Accessory Structures. Accessory structures, as identified in Section 4.31, may be permitted, provided that:</p>	<p><i>4.2. Higher standards for floodway protection could include limiting impervious coverage in the floodway, in order to facilitate infiltration of rainfall.</i></p> <p><i>4.3. Note that these conditional uses are optional for the community but, if allowed, must meet the standards in Sections 4.4. Communities are encouraged to select only those conditional uses that are appropriate for their community.</i></p> <p><i>4.35. Optional statement in 4.35 allows typical farm fences such as barbed wire fences that don't obstruct flood flows as permitted uses. See also Section 10.21(c).</i></p> <p><i>4.36 is optional. We recommend treating recreational vehicles as a conditional use so that road access and warning systems are carefully reviewed to ensure public safety in times of flooding.</i></p> <p><i>4.4. Note that flood control projects intended to remove areas from the floodway to allow development of single or multiple structures are not permitted unless a Letter of Map Revision (LOMR) can be obtained to change the floodway boundary. Contact DNR Floodplain Program staff for further information.</i></p> <p><i>4.42(a) and (b) must be included if deposition or storage of fill is allowed in the floodway</i></p> <p><i>4.42(c) is an optional alternative allowing temporary storage of fill or other materials that could increase flood stage, suitable for locations where adequate flood warning times will be available to allow removal of materials.</i></p>
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<p>(a) structures are not intended for human habitation;</p> <p>(b) structures will have a low flood damage potential;</p> <p>(c) structures will be constructed and placed so as to offer a minimal obstruction to the flow of flood waters;</p> <p>(d) Service utilities, such as electrical and heating equipment, within these structures must be elevated to or above the regulatory flood protection elevation or properly floodproofed;</p> <p>(e) Structures must be elevated on fill or structurally dry floodproofed in accordance with the FP1 or FP2 floodproofing classifications in the State Building Code. All floodproofed structures must be adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls.</p> <p>(f) As an alternative, an accessory structure may be internally/wet floodproofed to the FP3 or FP4 floodproofing classifications in the State Building Code, provided the accessory structure constitutes a minimal investment and does not exceed 576 square feet in size. Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following criteria:</p> <p>(1) To allow for the equalization of hydrostatic pressure, there must be a minimum of two “automatic” openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and</p> <p>(2) There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.</p> <p>4.44 Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters are subject to the provisions of Minnesota Statutes, Section 103G.245.</p> <p>4.45 A levee, dike or floodwall constructed in the floodway must not cause an increase to the 1% chance or regional flood. The technical analysis must assume equal conveyance or storage loss on both sides of a stream.</p> <p>4.46 Floodway developments must not adversely affect the hydraulic capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.</p> <p><b>SECTION 5.0 FLOOD FRINGE DISTRICT (FF)</b></p> <p>5.1 <b>Permitted Uses:</b> Permitted uses are those uses of land or structures allowed in the underlying zoning district(s) that comply with the standards in Sections 5.2. If no pre-existing, underlying zoning districts exist, then any residential or nonresidential structure or use of a structure or land is a permitted use provided it does not constitute a public nuisance.</p> <p>5.2 <b>Standards for Flood Fringe Permitted Uses:</b></p> <p>5.21 All structures, including accessory structures, must be elevated on fill so that the lowest floor, as defined, is at or above the regulatory flood protection elevation. The finished fill elevation for structures must be no lower than one foot below the regulatory flood protection elevation and the fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure.</p>	<p>4.43. If accessory structures are to be allowed in the floodway, items (a) through (d) are required.</p> <p>4.43(e) is optional language allowing for wet floodproofing of small accessory structures that constitute a minimal investment.</p> <p>4.44 is an optional provision providing notice that work in public waters requires a DNR permit.</p> <p>5.1. If underlying zoning district(s) are present (as in most communities) the second sentence can be deleted.</p> <p>5.21. “Lowest floor” is defined as the lowest floor of the lowest enclosed area, including basements, crawl spaces, etc. See Section 2.926.</p>
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5.22 Accessory Structures. As an alternative to the fill requirements of section 5.21, structures accessory to the uses identified in Section 5.1 may be permitted to be internally/wet floodproofed to the FP3 or FP4 floodproofing classifications in the State Building Code, provided that:

(a) the accessory structure constitutes a minimal investment, does not exceed 576 square feet in size, and is only used for parking and storage.

(b) All portions of floodproofed accessory structures below the Regulatory Flood Protection Elevation must be: (i) adequately anchored to prevent flotation, collapse or lateral movement and designed to equalize hydrostatic flood forces on exterior walls, (ii) be constructed with materials resistant to flood damage, and (iii) must have all service utilities be water-tight or elevated to above the regulatory flood protection elevation

(c) Designs for meeting this requirement must either be certified by a registered professional engineer or meet or exceed the following criteria:

(1) To allow for the equalization of hydrostatic pressure, there must be a minimum of two “automatic” openings in the outside walls of the structure, with a total net area of not less than one square inch for every square foot of enclosed area subject to flooding; and

(2) There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.

5.23 The cumulative placement of fill or similar material on a parcel must not exceed 1,000 cubic yards, unless the fill is specifically intended to elevate a structure in accordance with Section 5.21 of this ordinance, or if allowed as a conditional use under Section 5.33 below.

5.24 The storage of any materials or equipment must be elevated on fill to the regulatory flood protection elevation.

5.25 All service utilities, including ductwork, must be elevated or water-tight to prevent infiltration of floodwaters.

5.26 The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.

5.27 All fill must be properly compacted and the slopes must be properly protected by the use of riprap, vegetative cover or other acceptable method.

5.28 All new principal structures must have vehicular access at or above an elevation not more than two feet below the regulatory flood protection elevation, or must have a flood warning /emergency evacuation plan acceptable to the **(Governing Body)**.

5.29 Accessory uses such as yards, railroad tracks, and parking lots may be at an elevation lower than the regulatory flood protection elevation. However, any facilities used by employees or the general public must be designed with a flood warning system that provides adequate time for evacuation if the area is inundated to a depth and velocity such that the depth (in feet) multiplied by the velocity (in feet per second) would exceed a product of four upon occurrence of the regional (1% chance) flood.

5.30 Interference with normal manufacturing/industrial plant operations must be minimized, especially along streams having protracted flood durations. In

*5.22(a). A special note that the bulk standards here slightly exceed those allowed through 6120.330(Subp 3)(H) of the Shoreland Rules.*

*5.22(b). If an accessory structure exceeds 576 square feet, then FEMA will not allow internal floodproofing, and the structure must be elevated on fill in accordance to 5.21 or dry floodproofed in accordance with 5.43.*

*5.23 is an optional provision. Treating large volumes of fill as a conditional use allows communities to require an erosion control and emergency removal plan for uses such as sand and gravel mining or dredge spoil storage.*

*5.28 is optional, but is mandatory for subdivisions, including manufactured home parks and recreational vehicle parks/campgrounds. See also Section 7.13.*

considering permit applications, due consideration must be given to the needs of industries with operations that require a floodplain location.

5.31 Manufactured homes and recreational vehicles must meet the standards of Section 9 of this ordinance.

5.3 **Conditional Uses:** The following uses and activities may be allowed as conditional uses, if allowed in the underlying zoning district(s) or any applicable overlay district, following the procedures in Section 10.4 of this ordinance.

5.31 Any structure that is not elevated on fill or floodproofed in accordance with Sections 5.21 and 5.22 of this ordinance.

5.32 Storage of any material or equipment below the regulatory flood protection elevation.

5.33 The cumulative placement of more than 1,000 cubic yards of fill when the fill is not being used to elevate a structure in accordance with Section 5.21 of this ordinance.

5.34 **(OPTIONAL)** The use of methods to elevate structures above the regulatory flood protection elevation, including stilts, pilings, parallel walls, or above-grade, enclosed areas such as crawl spaces or tuck under garages, shall meet the standards in Section 5.46.

5.4 **Standards for Flood Fringe Conditional Uses:**

5.41 The standards listed in Sections 5.24 through 5.30 apply to all conditional uses.

5.42 Basements, as defined by Section 2.913 of this ordinance, are subject to the following:

(a) Residential basement construction is not allowed below the regulatory flood protection elevation.

(b) Non-residential basements may be allowed below the regulatory flood protection elevation provided the basement is structurally dry floodproofed in accordance with Section 5.43 of this ordinance.

5.43 All areas of nonresidential structures, including basements, to be placed below the regulatory flood protection elevation must be floodproofed in accordance with the structurally dry floodproofing classifications in the State Building Code. Structurally dry floodproofing must meet the FP1 or FP2 floodproofing classification in the State Building Code, which requires making the structure watertight with the walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy.

5.44 The placement of more than 1,000 cubic yards of fill or other similar material on a parcel (other than for the purpose of elevating a structure to the regulatory flood protection elevation) must comply with an approved erosion/sedimentation control plan.

(a) The plan must clearly specify methods to be used to stabilize the fill on site for a flood event at a minimum of the regional (1% chance) flood event.

(b) The plan must be prepared and certified by a registered professional engineer or other qualified individual acceptable to the **(Governing Body)**.

(c) The plan may incorporate alternative procedures for removal of the material from the floodplain if adequate flood warning time exists.

*5.3. As with conditional uses in the floodway, conditional uses in the flood fringe are optional – communities should determine which of these uses are needed and appropriate in their floodplain areas.*

5.34. The DNR refers to these as “alternative elevation methods”, meaning it is an alternative to fill. This is designated optional because they are burdensome to administer – typically requiring nonconversion agreements and detailed monitoring and inspections. See 5.46.

*5.44. Optional provisions to be used if placement of this amount of fill is regulated as a conditional use.*

5.45 Storage of materials and equipment below the regulatory flood protection elevation must comply with an approved emergency plan providing for removal of such materials within the time available after a flood warning.

5.46 **(OPTIONAL)** Alternative elevation methods other than the use of fill may be utilized to elevate a structure's lowest floor above the regulatory flood protection elevation. The base or floor of an enclosed area shall be considered above-grade and not a structure's basement or lowest floor if: 1) the enclosed area is above-grade on at least one side of the structure; 2) it is designed to internally flood and is constructed with flood resistant materials; and 3) it is used solely for parking of vehicles, building access or storage. The above-noted alternative elevation methods are subject to the following additional standards:

(a) Design and Certification - The structure's design and as-built condition must be certified by a registered professional engineer as being in compliance with the general design standards of the State Building Code and, specifically, that all electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities must be at or above the regulatory flood protection elevation or be designed to prevent flood water from entering or accumulating within these components during times of flooding.

(b) Specific Standards for Above-grade, Enclosed Areas - Above-grade, fully enclosed areas such as crawl spaces or tuck under garages must be designed to internally flood and the design plans must stipulate:

(1) The minimum area of openings in the walls where internal flooding is to be used as a floodproofing technique. There shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The automatic openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding unless a registered professional engineer or architect certifies that a smaller net area would suffice. The automatic openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of flood waters without any form of human intervention; and

(2) That the enclosed area will be designed of flood resistant materials in accordance with the FP3 or FP4 classifications in the State Building Code and shall be used solely for building access, parking of vehicles or storage.

## **SECTION 6.0 GENERAL FLOODPLAIN DISTRICT (GF)**

### **6.1 Permitted Uses:**

6.11 The uses listed in Section 4.1 of this ordinance, Floodway District Permitted Uses, are permitted uses.

6.12 All other uses are subject to the floodway/flood fringe evaluation criteria specified in Section 6.2 below. Section 4.0 applies if the proposed use is determined to be in the Floodway District. Section 5.0 applies if the proposed use is determined to be in the Flood Fringe District.

### **6.2 Procedures for Floodway and Flood Fringe Determinations:**

6.21 Upon receipt of an application for a permit or other approval within the General Floodplain District, the Zoning Administrator must obtain, review and reasonably utilize any regional flood elevation and floodway data available from a federal, state, or other source.

6.22 If regional flood elevation and floodway data are not readily available, the applicant must furnish additional information, as needed, to determine the regulatory flood protection elevation and whether the proposed use would fall

5.46. Standard tied to the optional 5.34. The DNR refers to these as "alternative elevation methods", meaning it is an alternative to fill. This is designated optional because they are burdensome to administer – typically requiring nonconversion agreements and detailed monitoring and inspections.

*6.1. If the General Floodplain District (the A zone, or the AE, AO or AH zones without a defined floodway) is not present within the community, delete the contents of this section and retitle it "Reserved for Future Use" (i.e., in case a future annexation or map update would add an A zone).*

*6.2. State and federal rules establish standards for this determination but do not specify a procedure to be followed. (However, the community is required under 44 CFR 60.3(b)(4) to "obtain, review and reasonably utilize" base flood elevation and floodway data.) The procedure shown here is one that DNR suggests that communities follow. DNR Floodplain Program staff can assist communities in obtaining relevant data and completing the determination.*

within the Floodway or Flood Fringe District. Information must be consistent with accepted hydrological and hydraulic engineering standards and the standards in 6.23 below.

6.23 The determination of floodway and flood fringe must include the following components, as applicable:

- (a) Estimate the peak discharge of the regional (1% chance) flood.
- (b) Calculate the water surface profile of the regional flood based upon a hydraulic analysis of the stream channel and overbank areas.
- (c) Compute the floodway necessary to convey or store the regional flood without increasing flood stages more than one-half (0.5) foot. A lesser stage increase than 0.5 foot is required if, as a result of the stage increase, increased flood damages would result. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries.

6.24 The Zoning Administrator will review the submitted information and assess the technical evaluation and the recommended Floodway and/or Flood Fringe District boundary. The assessment must include the cumulative effects of previous floodway encroachments. The Zoning Administrator may seek technical assistance from a designated engineer or other expert person or agency, including the Department of Natural Resources. Based on this assessment, the Zoning Administrator may approve or deny the application.

6.25 Once the Floodway and Flood Fringe District boundaries have been determined, the Zoning Administrator must process the permit application consistent with the applicable provisions of Section 4.0 and 5.0 of this ordinance.

*6.24. Federal rules require that communities assess the cumulative effects of floodway encroachments on both sides of a stream. Contact Floodplain Program staff for assistance in making this assessment.*

## SECTION 7.0 LAND DEVELOPMENT STANDARDS

7.1 **In General:** Recognizing that flood prone areas may exist outside of the designated floodplain districts, the requirements of this section apply to all land within (community).

7.2 **Subdivisions:** No land may be subdivided which is unsuitable for reasons of flooding or inadequate drainage, water supply or sewage treatment facilities. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.

*7.1 is optional – this and related provisions in 7.25 and 7.3 are designed to enable communities to manage flood risks in unmapped but flood-prone areas (i.e., wetlands, ditches, isolated basins). If these standards are not needed, Section 7 can be retitled “Subdivisions.”*

7.21 All lots within the floodplain districts must be able to contain a building site outside of the Floodway District at or above the regulatory flood protection elevation.

7.22 All subdivisions must have road access both to the subdivision and to the individual building sites no lower than two feet below the regulatory flood protection elevation, unless a flood warning emergency plan for the safe evacuation of all vehicles and people during the regional (1% chance) flood has been approved by the (Governing Body). The plan must be prepared by a registered engineer or other qualified individual, and must demonstrate that adequate time and personnel exist to carry out the evacuation.

*7.21 – 7.24 is mandatory. These provisions can be integrated into a city or county subdivision ordinance, where one exists. Note that manufactured home and recreational vehicle parks are treated as subdivisions.*

7.23 For all subdivisions in the floodplain, the Floodway and Flood Fringe District boundaries, the regulatory flood protection elevation and the required elevation of all access roads must be clearly labeled on all required subdivision drawings and platting documents.

7.24 In the General Floodplain District, applicants must provide the information required in Section 6.2 of this ordinance to determine the regional flood elevation, the Floodway and Flood Fringe District boundaries and the regulatory flood protection elevation for the subdivision site.

<p>7.25 If a subdivision proposal or other proposed new development is in a flood prone area, any such proposal must be reviewed to assure that:</p> <ul style="list-style-type: none"> <li>(a) All such proposals are consistent with the need to minimize flood damage within the flood prone area,</li> <li>(b) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and</li> <li>(c) Adequate drainage is provided to reduce exposure of flood hazard.</li> </ul> <p>7.3 <b>Building Sites.</b> If a proposed building site is in a flood prone area, all new construction and substantial improvements (including the placement of manufactured homes) must be:</p> <ul style="list-style-type: none"> <li>(a) Designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;</li> <li>(b) Constructed with materials and utility equipment resistant to flood damage;</li> <li>(c) Constructed by methods and practices that minimize flood damage; and</li> <li>(d) Constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.</li> </ul>	<p><i>7.25 is optional, to be used in conjunction with 7.1.</i></p> <p><i>7.3 is optional, to be used in conjunction with 7.1.</i></p>
<p><b>SECTION 8.0 PUBLIC UTILITIES, RAILROADS, ROADS, AND BRIDGES</b></p>	
<p>8.1 <b>Public Utilities:</b> All public utilities and facilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be floodproofed in accordance with the State Building Code or elevated to the regulatory flood protection elevation.</p> <p>8.2 <b>Public Transportation Facilities:</b> Railroad tracks, roads, and bridges to be located within the floodplain must comply with Sections 4.0 and 5.0 of this ordinance. These transportation facilities must be elevated to the regulatory flood protection elevation where failure or interruption of these facilities would result in danger to the public health or safety or where such facilities are essential to the orderly functioning of the area. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety.</p> <p>8.3 <b>On-site Water Supply and Sewage Treatment Systems:</b> Where public utilities are not provided: 1) On-site water supply systems must be designed to minimize or eliminate infiltration of flood waters into the systems and are subject to the provisions in Minnesota Rules Chapter 4725.4350, as amended; and 2) New or replacement on-site sewage treatment systems must be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, they must not be subject to impairment or contamination during times of flooding, and are subject to the provisions in Minnesota Rules Chapter 7080.2270, as amended.</p>	<p><i>8.3. MPCA oversees the Rules regulating septic systems (<a href="#">7080.2270</a>) and wells (<a href="#">4725.4350</a>), which regulate location and design in relation to floodplains.</i></p>
<p><b>SECTION 9.0 MANUFACTURED HOMES, MANUFACTURED HOME PARKS, AND RECREATIONAL VEHICLES.</b></p>	
<p>9.1 <b>Manufactured Homes:</b> New manufactured home parks and expansions to existing manufactured home parks are prohibited in any floodplain district. For existing manufactured home parks or lots of record, the following requirements apply:</p> <p>9.11 Placement or replacement of manufactured home units is prohibited in the Floodway District.</p>	<p><i>9.1. This subsection is mandatory; the remainder of Section 9.0 is optional but recommended if manufactured home parks are located in any floodplain districts.</i></p>

- 9.12 If allowed in the Flood Fringe District, placement or replacement of manufactured home units is subject to the requirements of Section 5 of this ordinance and the following standards.
- (a) New and replacement manufactured homes must be elevated in compliance with Section 5 of this ordinance and must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.
  - (b) New or replacement manufactured homes in existing manufactured home parks must meet the vehicular access requirements for subdivisions in Section 7.22.

9.2 **Recreational Vehicles:** New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Placement of recreational vehicles in existing recreational vehicle parks or campgrounds in the floodplain must meet the exemption criteria below or be treated as new structures meeting the requirements of this ordinance.

9.21 Recreational vehicles are exempt from the provisions of this ordinance if they are placed in any of the following areas and meet the criteria listed in Section 9.22:

- (a) Individual lots or parcels of record.
- (b) Existing commercial recreational vehicle parks or campgrounds.
- (c) Existing condominium-type associations.

9.22 Criteria for Exempt Recreational Vehicles:

- (a) The vehicle must have a current license required for highway use.
- (b) The vehicle must be highway ready, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities commonly used in campgrounds and recreational vehicle parks.
- (c) No permanent structural type additions may be attached to the vehicle.
- (d) The vehicle and associated use must be permissible in any pre-existing, underlying zoning district.
- (e) Accessory structures are not permitted within the Floodway District. Any accessory structure in the Flood Fringe District must be constructed of flood-resistant materials and be securely anchored, meeting the requirements applicable to manufactured homes in Section 9.22.
- (f) An accessory structure must constitute a minimal investment

9.23 Recreational vehicles that are exempt in Section 9.22 lose this exemption when development occurs on the site that exceeds a minimal investment for an accessory structure such as a garage or storage building. The recreational vehicle and all accessory structures will then be treated as new structures subject to the elevation and floodproofing requirements of Section 5.0 of this ordinance. No development or improvement on the parcel or attachment to the recreational vehicle is allowed that would hinder the removal of the vehicle should flooding occur.

*9.2 has recently been revised to recognize MN Department of Health rules (Section 4630.0200), which prohibit mobile home parks and recreational camping areas in flood-prone areas. Placement or replacement of manufactured home units may be allowed in existing manufactured home parks or on lots of record.*

*9.21 – 9.23. These exemption criteria are required if recreational vehicles are allowed within any floodplain district. If this section is not used, recreational vehicle placement must be explicitly prohibited in floodplain districts.*

*9.22(e) is optional. Recreational vehicles in existing campgrounds may be allowed within the Floodway District, if defined as a permitted or conditional use, but we recommend they be treated as a temporary use, without accessory structures and with an emergency plan in place.*

*9.22 (f) and 9.23 are optional. Communities may apply a monetary limit such as \$500 as a threshold for a “minimal investment,” recognizing that this threshold will vary from place to place.*

**SECTION 10.0 ADMINISTRATION**

*10.0. Many of the standards and procedures in this section are likely to exist in other parts of the community's zoning*

<p><b>10.1 Zoning Administrator:</b> A Zoning Administrator or other official designated by the <b>(Governing Body)</b> must administer and enforce this ordinance.</p> <p><b>10.2 Permit Requirements:</b></p> <p>10.21 Permit Required. A permit must be obtained from the Zoning Administrator prior to conducting the following activities:</p> <ul style="list-style-type: none"> <li>(a) The erection, addition, modification, rehabilitation, or alteration of any building, structure, or portion thereof. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in this ordinance.</li> <li>(b) The use or change of use of a building, structure, or land.</li> <li>(c) The construction of a dam, fence, or on-site septic system, although a permit is not required for a farm fence as defined in this ordinance.</li> <li>(d) The change or extension of a nonconforming use.</li> <li>(e) The repair of a structure that has been damaged by flood, fire, tornado, or any other source.</li> <li>(f) The placement of fill, excavation of materials, or the storage of materials or equipment within the floodplain.</li> <li>(g) Relocation or alteration of a watercourse (including new or replacement culverts and bridges), unless a public waters work permit has been applied for.</li> <li>(h) Any other type of “development” as defined in this ordinance.</li> </ul> <p>10.22 Application for Permit. Permit applications must be submitted to the Zoning Administrator on forms provided by the Zoning Administrator. The permit application must include the following as applicable:</p> <ul style="list-style-type: none"> <li>(a) A site plan showing all pertinent dimensions, existing or proposed buildings, structures, and significant natural features having an influence on the permit.</li> <li>(b) Location of fill or storage of materials in relation to the stream channel.</li> <li>(c) Copies of any required municipal, county, state or federal permits or approvals.</li> <li>(d) Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.</li> </ul> <p>10.23 Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the use of the building or land conforms to the requirements of this ordinance.</p> <p>10.24 Certification. The applicant is required to submit certification by a registered professional engineer, registered architect, or registered land surveyor that the finished fill and building elevations were accomplished in compliance with the provisions of this ordinance. Floodproofing measures must be certified by a registered professional engineer or registered architect.</p> <p>10.25 Record of First Floor Elevation. The Zoning Administrator must maintain a record of the elevation of the lowest floor (including basement) of all new structures and alterations or additions to existing structures in the floodplain. The Zoning</p>	<p><i>ordinance, and may be cross-referenced rather than repeated here. However, the community must be able to demonstrate that these procedures or comparable ones are in place.</i></p> <p><i>The term “Zoning Administrator” is used throughout this section for ease of reference, but in some communities the City Clerk or other official may fill this role.</i></p> <p><i>10.21(c). The exemption for farm fences in (c) is optional.</i></p> <p><i>10.21(g). Any change in the course, current or cross-section of public waters requires a public waters work permit from the DNR under MN Stat. 103G.245.</i></p> <p><i>10.22. This section may cross-reference any other permitting requirements in the zoning ordinance.</i></p>
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Administrator must also maintain a record of the elevation to which structures and alterations or additions to structures are floodproofed.

10.26 Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to the Chicago Regional Office of the Federal Emergency Management Agency (FEMA).

10.27 Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. As soon as is practicable, but not later than six months after the date such supporting information becomes available, the Zoning Administrator must notify the Chicago Regional Office of FEMA of the changes by submitting a copy of the relevant technical or scientific data.

### 10.3 Variances:

10.31 Variance Applications. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with applicable state statutes and Section(s) \_\_\_\_\_ of the zoning ordinance/code.

10.32 Adherence to State Floodplain Management Standards. A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the regulatory flood protection elevation for the particular area, or permit standards lower than those required by state law.

10.33 Additional Variance Criteria. The following additional variance criteria of the Federal Emergency Management Agency must be satisfied:

- (a) Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- (b) Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (c) Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

10.34 Flood Insurance Notice. The Zoning Administrator must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and 2) Such construction below the base or regional flood level increases risks to life and property. Such notification must be maintained with a record of all variance actions.

10.35 General Considerations. The community may consider the following factors in granting variances and imposing conditions on variances and conditional uses in floodplains:

- (a) The potential danger to life and property due to increased flood heights or velocities caused by encroachments;
- (b) The danger that materials may be swept onto other lands or downstream to the injury of others;

*10.31 should cross-reference all sections of the zoning ordinance that regulate processing and review of variance applications. 10.3 only contains DNR/FEMA – mandated regulatory & notification provisions.*

*Communities that administer zoning ordinances (including floodplain ordinances) must establish a board of adjustment to hear appeals and variance requests. In many communities, the city council, county board, or planning commission serves as the board of adjustment. If a community does not have existing variance procedures or a board of adjustment, contact Floodplain Program staff for sample ordinance language.*

*10.33 (a-c) is language required by FEMA and must be adopted verbatim. Note specifically that the reference to “exceptional hardship” in (b)(ii) must remain in the ordinance, even though it has been replaced by the term “practical difficulties” in state zoning enabling statutes.*

*10.34 is required by FEMA.*

*Section 10.35 is optional but recommended as guidance for communities in reviewing variance applications. The same factors are recommended for review of conditional use applications, below.*

- (c) The proposed water supply and sanitation systems, if any, and the ability of these systems to minimize the potential for disease, contamination and unsanitary conditions;
- (d) The susceptibility of any proposed use and its contents to flood damage and the effect of such damage on the individual owner;
- (e) The importance of the services to be provided by the proposed use to the community;
- (f) The requirements of the facility for a waterfront location;
- (g) The availability of viable alternative locations for the proposed use that are not subject to flooding;
- (h) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future;
- (i) The relationship of the proposed use to the Comprehensive Land Use Plan and flood plain management program for the area;
- (j) The safety of access to the property in times of flood for ordinary and emergency vehicles;
- (k) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site.

10.36 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The (designated body/community official) must submit hearing notices for proposed variances to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

10.37 Submittal of Final Decisions to the DNR. A copy of all decisions granting variances must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

10.38 Record-Keeping. The Zoning Administrator must maintain a record of all variance actions, including justification for their issuance, and must report such variances in an annual or biennial report to the Administrator of the National Flood Insurance Program, when requested by the Federal Emergency Management Agency.

**10.4 Conditional Uses:**

10.41 Administrative Review. An application for a conditional use permit under the provisions of this ordinance will be processed and reviewed in accordance with Section(s) \_\_\_\_\_ of the zoning ordinance/code.

*10.41 should cross-reference any conditional use procedures in the zoning ordinance, if these exist. If not, contact Floodplain Program staff for administrative language.*

10.42 Factors Used in Decision-Making. In passing upon conditional use applications, the (Governing Body) must consider all relevant factors specified in other sections of this ordinance, and those factors identified in Section 10.35 of this ordinance.

*Section 10.42 is optional but recommended as guidance for decisions on conditional uses (and variances, as noted above).*

10.43 Conditions Attached to Conditional Use Permits. The (Governing Body) may attach such conditions to the granting of conditional use permits as it deems necessary to fulfill the purposes of this ordinance. Such conditions may include, but are not limited to, the following:

*10.43 is also optional; conditions are intended to be specific to the particular site and proposed use.*

- (a) Modification of waste treatment and water supply facilities.
- (b) Limitations on period of use, occupancy, and operation.

- (c) Imposition of operational controls, sureties, and deed restrictions.
- (d) Requirements for construction of channel modifications, compensatory storage, dikes, levees, and other protective measures.
- (e) Floodproofing measures, in accordance with the State Building Code and this ordinance. The applicant must submit a plan or document certified by a registered professional engineer or architect that the floodproofing measures are consistent with the regulatory flood protection elevation and associated flood factors for the particular area.

10.44 Submittal of Hearing Notices to the Department of Natural Resources (DNR). The (designated body/community official) must submit hearing notices for proposed conditional uses to the DNR sufficiently in advance to provide at least ten days' notice of the hearing. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

10.45 Submittal of Final Decisions to the DNR. A copy of all decisions granting conditional uses must be forwarded to the DNR within ten days of such action. The notice may be sent by electronic mail or U.S. Mail to the respective DNR area hydrologist.

## SECTION 11.0 NONCONFORMITIES

11.1 **Continuance of Nonconformities:** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance but which is not in conformity with the provisions of this ordinance may be continued subject to the following conditions. Historic structures, as defined in Section 2.941(b) of this ordinance, are subject to the provisions of Sections 11.11 – 11.16 of this ordinance.

11.11 A nonconforming use, structure, or occupancy must not be expanded, changed, enlarged, or altered in a way that increases its flood damage potential or degree of obstruction to flood flows except as provided in 11.12 below. Expansion or enlargement of uses, structures or occupancies within the Floodway District is prohibited.

11.12 Any addition or structural alteration to a nonconforming structure or nonconforming use that would result in increasing its flood damage potential must be protected to the regulatory flood protection elevation in accordance with any of the elevation on fill or floodproofing techniques (i.e., FP1 thru FP4 floodproofing classifications) allowable in the State Building Code, except as further restricted in 11.13 and 11.17 below.

11.13 If the cost of all previous and proposed alterations and additions exceeds 50 percent of the market value of any nonconforming structure, that shall be considered substantial improvement, and the entire structure must meet the standards of Section 4.0 or 5.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District, respectively. The cost of all structural alterations and additions must include all costs such as construction materials and a reasonable cost placed on all manpower or labor.

11.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance. The Assessor must notify the Zoning Administrator in writing of instances of nonconformities that have been discontinued for a period of more than one year.

11.15 If any nonconformity is substantially damaged, as defined in Section 2.940 of this ordinance, it may not be reconstructed except in conformity with the provisions of this ordinance. The applicable provisions for establishing new uses or new

*11.11. Buildings and structures within the Floodway District may not be enlarged or expanded. In some cases, a floodway area can be filled without causing any rise in flood stage. In such cases, a Letter of Map Revision may be obtained that changes the floodway boundary, placing the area in the Flood Fringe. Contact Floodplain Program staff for details.*

*11.13. The language presented is recommended, in order to gradually eliminate nonconformities over time. Federal standards require that substantial improvement, is tracked over a one-year period.*

*Section 11.14 reflects an optional provision in statute (462.357(Subd 1e)(1) and 394.36) – local government may impose reasonable conditions on the nonconforming use or structure. Many communities have adopted similar provisions in their zoning ordinances.*

*Section 11.15 is specific to floodplain uses in state and federal statute, as distinct from*

structures in Sections 4.0 or 5.0 will apply depending upon whether the use or structure is in the Floodway or Flood Fringe, respectively.

11.16 If any nonconforming use or structure experiences a repetitive loss, as defined in Section 2.936 of this ordinance, it must not be reconstructed except in conformity with the provisions of this ordinance.

11.17 Any substantial improvement, as defined in Section 2.941 of this ordinance, to a nonconforming structure requires that the existing structure and any additions must meet the requirements of Section 4.0 or 5.0 of this ordinance for new structures, depending upon whether the structure is in the Floodway or Flood Fringe District.

*the standard provisions for nonconformities in the Chapters 394 and 462.*

*Section 11.16 is optional but recommended, in order to gradually eliminate nonconformities that are frequently damaged but not to the "50%" level.*

*11.17 is a mandatory federal requirement. As defined, "substantial improvement" is monitored over a one-year period.*

## **SECTION 12.0 PENALTIES AND ENFORCEMENT**

12.1 **Violation Constitutes a Misdemeanor:** Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or conditional uses) constitute a misdemeanor and will be punishable as defined by law.

12.2 **Other Lawful Action:** Nothing in this ordinance restricts the (community) from taking such other lawful action as is necessary to prevent or remedy any violation. If the responsible party does not appropriately respond to the Zoning Administrator within the specified period of time, each additional day that lapses will constitute an additional violation of this ordinance and will be prosecuted accordingly.

12.3 **Enforcement:** Violations of the provisions of this ordinance will be investigated and resolved in accordance with the provisions of Section(s) \_\_\_\_\_ of the zoning ordinance/code. In responding to a suspected ordinance violation, the Zoning Administrator and (Governing Body) may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance availability to the guilty party. The (community) must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

*12.3. Cross-reference any sections of the zoning ordinance that deal with enforcement procedures. If such provisions don't exist, contact Floodplain Program staff for sample language.*

## **SECTION 13.0 AMENDMENTS**

13.1 **Floodplain Designation – Restrictions on Removal:** The floodplain designation on the Official Zoning Map must not be removed from floodplain areas unless it can be shown that the designation is in error or that the area has been filled to or above the elevation of the regulatory flood protection elevation and is contiguous to lands outside the floodplain. Special exceptions to this rule may be permitted by the Commissioner of the Department of Natural Resources (DNR) if the Commissioner determines that, through other measures, lands are adequately protected for the intended use.

13.2 **Amendments Require DNR Approval:** All amendments to this ordinance must be submitted to and approved by the Commissioner of the Department of Natural Resources (DNR) prior to adoption. The Commissioner must approve the amendment prior to community approval.

13.3 **Map Revisions Require Ordinance Amendments.** The floodplain district regulations must be amended to incorporate any revisions by the Federal Emergency Management Agency to the floodplain maps adopted in Section 2.3 of this ordinance.

**EFFECTIVE DATE:** This ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law and/or charter.

Adopted by the \_\_\_\_\_ Board/City Council  
(Community Name)

This \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

Attest: \_\_\_\_\_, County Board  
Chairperson/Mayor  
(Name of Elected Official)

Attest: \_\_\_\_\_, County  
Administrator/City Clerk  
(Name of Community Official)

Stamp With Community Seal: