

**AGENDA
HANOVER CITY COUNCIL
OCTOBER 6, 2015**

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 15, 2015 City Council Work Session Meeting (pg.4)**
 - b. Approve Minutes of September 28, 2015 City Council Special Meeting (pg. 7)**
 - c. Approve Claims as Presented: (pg. 8)**

➤ Claims	\$ 107,177.84
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.67
➤ Other Claims	\$ 1,383.65
➤ Total Claims	<u>\$ 118,558.35</u>
 - d. Res No 10-06-15-63 – Approving Temporary Snowplow Drivers (pg. 45)**
 - e. Res No 10-06-15-64 – Approving Maintenance Worker Salary Range Adjustment (pg. 46)**
 - f. Res No 10-06-15-65 – Approving City Administrator Annual Review (pg. 47)**
- 4. Citizen’s Forum:**

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. JS Stewart Companies, Inc. - Purchase of City Owned Property**
 - b. Res No 10-06-15-66 – Approving 2016-2018 Fire Service Contract (pg. 48)**
- 7. New Business**
 - a. Trail Switchback Easement Acquisition**
 - b. Res No 10-06-15-67 – Authorizing Membership in the 4M Fund (pg. 58)**
 - c. Res No 10-06-15-68 – Approving Purchase of ACH Payment Module (pg. 65)**
 - d. Res No 10-06-15-69 – Approving Hennepin County Pictometry User Agreement (pg. 66)**
 - e. November Regular Meeting Date Change**
 - f. Update on Greenhouse**
- 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: October 1, 2015
Re: Review of October 6, 2015 City Council Agenda

1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent packet.*
 - a. **Approve Minutes of September 15, 2015 City Council Work Session Meeting** (pg.4)
 - b. **Approve Minutes of September 28, 2015 City Council Special Meeting** (pg. 7)
 - c. **Approve Claims as Presented:** (pg. 8)

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 - e. **Res No 10-06-15-64 – Approving Maintenance Worker Salary Range Adjustment** (pg. 46)
 - f. **Res No 10-06-15-65 – Approving City Administrator Annual Review** (pg. 47)
4. **Citizen’s Forum:**

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. **JS Stewart Companies, Inc. – Purchase of City Owned Property**

Discussion will be held related to the process in which the City will take to split the 10 Acre parcel on 5th St. NE, and then proceed to sell half of the land to JS Stewart Companies, Inc.
 - b. **Res No 10-06-15-66 – Approving 2016-2018 Fire Service Contract** (pg. 48)

Enclosed is a contract for fire services for the years 2016-2018. This was previously approve, however, the City of Greenfield approved the contract with an amendment. This resolution approves the contract that reflects Greenfield’s amendment.
7. **New Business**
 - a. **Trail Switchback Easement Acquisition**

The City of Hanover has a verbal agreement from Three Rivers Park District which would allow a switchback to be constructed at the Historic Bridge by Three Rivers Park District. This agreement requires the City to obtain an easement over the location of the switchback. Discussion on next steps including, but not limited to, agreement with Bankwest the property owner, formal agreement with Three Rivers Park District, and easement survey work and execution will be held.

- b. Res No 10-06-15-67 – Authorizing Membership in 4M Fund (pg. 58)**
The 4M fund is an investment opportunity for the City. Liz will explain the benefits at the meeting.
- c. Res No 10-6-15-68 – Approving Purchase of ACH Payment Module (pg. 65)**
Staff is seeking approval to purchase an ACH Payment Module for our accounting software. This module would allow the City to pay vendors electronically.
- d. Res No 10-06-15-69 – Approving Hennepin County Pictometry User Agreement (pg. 66)**
Hennepin County has created a web based system which allows access to Pictometry. They are making this system available to cities free of charge. The agreement allows Hanover to gain user rights to the system.
- e. November Regular Meeting Date Change**
The regularly scheduled meeting in November falls on an election day. An alternative meeting date is required.
- f. Update on Greenhouse**
Staff will provide an update on the Greenhouse and status of Purchase Agreement with Bradford Development.

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

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
SEPTEMBER 15, 2015 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, September 15, 2015 to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng and Ken Warpula. Councilor Jim Zajicek arrived at 6:20 p.m. Councilor Vajda was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel and City Engineer Justin Messner. Guest present was Pat Athmann.

Approval of Agenda

Hagen asked to move Messner's report after item 4 on the agenda.

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

Consent Agenda

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

a. Approve Minutes of September 1, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 33,663.28
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,701.79</u>
➤ Total Claims	<u>\$ 46,361.63</u>

Motion carried unanimously. Vajda and Zajicek absent.

Res No 09-15-15-61 – Receiving and Awarding Re-Bid for Historic Bridge Project

Messner stated that bids were opened on September 10, 2015. Three contractors that participated in the original bid submitted re-bids. All the contractors attend the pre-bid meeting as required. There were two alternates within the bid, alternate one was to remove and stockpile the bridge decking on City property. Alternate two was to remove the decking and dispose of the material. The costs between the two alternatives were the same for two of the contractors and alternative one was more expensive on the third contractor. Messner's recommendation was to award to the low bidder, LS Black Constructors, Inc., at \$139,242.00.

Kauffman asked Hagen where the funds would come from since the project was over the original estimate. Hagen stated that funds could be used from the park dedication fees, as the bridge is part of the park trail system. If there is a lack of funding resources in the park dedication fees, then the funds would be drawn from general capital.

MOTION by Kauffman to approve Res No 09-15-15-16 and award the bid to LS Black Constructors using alternate two, seconded by Warpula. **Motion carried unanimously. Vajda and Zajicek absent.**

Messner's Report

- Beebe Lake trail – the contractor completed the fog sealing, but still needs to paint the striping. The state will inspect to sign off so that final payment can be made.
- CASH 19 trail – The contractor agrees that the seeding is not acceptable and has not paid their current subcontractor, a different subcontractor has been hired to reseed in the next week. They will also remove rocks and smooth out the grading.
- Messner will make the request for the 50% reimbursement from Three Rivers Park District with the final 100% payment to follow once the seeding is finished.

Jim Zajicek arrived at 6:20

Res No 09-15-15-62 – Approving 2016 Preliminary Budget & Tax Levy

Hagen stated that the City was able to levy an additional \$100,000 without raising the city portion of the tax rate for the residents; this is due to an increase in Hanover's tax capacity. Council was pleased to be able to capture additional money without increasing its' portion of the tax rate. There was discussion around the excess funds from the EDA budget, it was explained that those excess funds are put into the business incentive fund the following year, similar to how the City puts surplus general funds into capital funds.

MOTION by Warpula to approve Res No 09-15-15-62, seconded by Hammerseng. **Motion carried unanimously. Vajda was absent.**

Salary Ranges

Hagen explained this is has been an ongoing discussion item. This was brought to Council in order to set an expectation for both Council and Staff on where Hanover is going to compare to similar cities. After conducting a salary survey of cities near Hanover and of cities with comparable populations, it was determined Hanover falls in the lower half for both minimum and maximum salary ranges. Mayor Kauffman noted that the Maintenance Worker position is the only position at or near the top of the range. Therefore, Kauffman felt this position is the only immediate concern. Council agreed that the other positions have an ability to grow within the range over the next two years before the next salary study is set to occur. It was suggested to increase the Maintenance Worker maximum salary range to an amount where if the current employee receives an exceeds expectations review the next two years, they will be at the max amount at that time. Hammerseng suggested setting the maximum range at \$51,000. Hagen stated he would bring a resolution to Council at the October 6, 2015 meeting.

Council Salary

Hagen stated that a review of Council Salary was suggested since it has not been addressed for several years. Hagen further noted that salary increases would not take effect until the year after the next election. Council reviewed the handout of comparable cities. Mayor and Council Salaries for Hanover were at the bottom for council and second to bottom for mayor. Council felt no need for an adjustment.

Personnel Policy

Hagen stated there was one change to the personnel policy he is recommending. The suggested change is to have new employees accrue their first year of vacation after successful completion of their probationary period. Additionally, because employees are not allowed to use vacation during the probationary period, the first year of vacation amount would be set at 40 hours, with the following year receiving the full 80 hours, and so on according to the accrual schedule.

Kauffman had some recommended changes. He would like the section discussing a new employees training period to reflect similar language to probationary period. He further there to be more explicit terminology around the language in the termination section for the probationary period. He would also like any job offers or pay increases to come to Council to review before they are offered to job candidates or staff. The rest of Council agreed with the suggestions from Kauffman and Hagen.

Kaufmann also stated that when he inquired with other cities, from the cities that responded, he found that most Public Works Supervisors were exempt and asked for feedback from Vogel. Vogel stated he did feel the scale should be adjusted if a switch is made from non-exempt to exempt.

The meeting was closed at 7:35 p.m.

Closed Session – City Administrator Six Month Review

Council held discussion on the 360 degree six month review of City Administrator Hagen. A summary of conclusions will be provided at the next meeting.

The regular meeting was reopened at 7:58 p.m.

Reports

Hagen:

- Jim Stewart would like to partner with the City in purchasing some fill material to be used for the building he plans to construct on half of the 10 acres the City owns on 5th St. The material he has an opportunity to purchase is good compactable material and is at a lower cost than if you were to purchase it outright. Council suggested we begin the process of splitting the parcel and transferring ownership to Stewart. The Council was also curious as to how much the fill would cost. Hagen stated Stewart did not provide that information, but that he would ask for details related to cost.
- The 4th Quarter Newsletter is available for Council review. The intent is to mail the newsletter to residents prior to the end of the month. Council suggested adding information in to educate residents on not dumping grass and leaves in storm water ponds. Other information that should be included is Trailblazer Transit information and Truth in Taxation meeting information.
- Hagen stated the Truth in Taxation meeting will be held December 1, 2015. This provides the public the opportunity to learn about how their tax dollars are used.

Warpula:

- Would like council members and staff to consider options to help with the downtown area parking.
- Reminded Council that Chief Malewicki continues to suggest public works staff be able to attend daytime fire calls.

Adjournment

MOTION by Warpula to adjourn at 8:34 p.m., seconded by Hammerseng. **Motion carried unanimously. Vajda absent.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**CITY OF HANOVER
CITY COUNCIL SPECIAL MEETING
SEPTEMBER 28, 2015 – DRAFT MINUTES**

Call to Order

Councilor Doug Hammerseng called the Special City Council Meeting of Monday, September 28, 2015 to order at 4:00 p.m. Present Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Public Works Supervisor Scott Vogel, and guest Jim Stewart. Mayor Chris Kauffman and Councilor John Vajda were absent.

Approval of Agenda

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

Authorization of Payment of Hauling Compacted Clay to City Owned 10 Acres

Hagen provided a brief history of how the City has been in discussion with Jim Stewart about Stewart constructing a building for his business. In order to construct a building on the 10 acres, soil correction would be needed. Stewart is in the excavating business and has found a contractor with extra fill material suitable for building foundations. Stewart asked the Council if the City would be interested in purchasing fill material. Stewart further explained there is currently 5000-6000 cubic yards of material available from Rachel Contracting from a project in Medina. Cost would be \$2.00 per cubic yard. Stewart proposed to split the cost of the material with the City. Stewart further explained that Fehn Companies has approximately 1,200 cubic yards of material available that they are willing to give away. Council clarified with Stewart that this is good material to use for soil corrections below structures. Further the amount of material that would be brought to the site would allow for soil correction between both Stewart's future building and the future Public Works building. Stewart explained that if additional material is needed he could reach out and find similar deals.

MOTION by Zajicek to approve up to \$6,000 to purchase material from Rachel Contracting and to accept free fill material from Fehn Companies, seconded by Warpula. **Motion carried unanimously.**

Adjournment

MOTION by Warpula to adjourn at 4:39 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Doug Hammerseng, Acting Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

Current Period: October 2015

Batch Name	10/06/15 PAY	Payment	Computer Dollar Amt	\$107,177.54	Posted	
Refer	1292	ACE HARDWARE	-			
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE Refund for 6 BLADE 60"				-\$125.34
Invoice	14350	9/30/2015				
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE rec regulator				\$209.82
Invoice	59934	9/30/2015				
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE Service Lawn Mower				\$46.98
Invoice	13981	9/30/2015				
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE Refund on Sales Tax billed in error				-\$0.33
Invoice	13984	9/30/2015				
Transaction Date	9/17/2015	Due 0	Cash	10100	Total	\$131.13
Refer	1307	AFLAC	-			
Cash Payment	E 100-41400-151	Med/Dental Insurance September Supplemental Insurance				\$80.21
Invoice	835548	9/12/2015				
Cash Payment	E 100-43000-151	Med/Dental Insurance September Supplemental Insurance				\$53.95
Invoice	835548	9/12/2015				
Transaction Date	9/22/2015	Due 0	Cash	10100	Total	\$134.16
Refer	1318	AT&T MOBILITY	-			
Cash Payment	E 100-43000-321	Telephone PW Phone 8/18/15-9/17/15				\$137.52
Invoice	x09252015	9/25/2015				
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$137.52
Refer	1303	BEAN, SARAH	-			
Cash Payment	E 100-48205-810	Refunds & Reimburseme Hall Rental Danage Deposit 9/19/15				\$200.00
Invoice		9/21/2015				
Transaction Date	9/21/2015	Due 0	Cash	10100	Total	\$200.00
Refer	1296	BIFFS INC.	-			
Cash Payment	E 100-45200-580	Other Equipment Pheasant Run Park				\$95.00
Invoice	W574392	9/16/2015				
Cash Payment	E 100-45200-580	Other Equipment Eagleview Park				\$95.00
Invoice	W574393	9/16/2015				
Cash Payment	E 100-45200-580	Other Equipment Mallard Park				\$95.00
Invoice	W574394	9/16/2015				
Cash Payment	E 100-45200-580	Other Equipment Cardinal Circle Park				\$95.00
Invoice	W574395	9/16/2015				
Transaction Date	9/18/2015	Due 0	Cash	10100	Total	\$380.00
Refer	1310	BURGESSON, ANDREA	-			
Cash Payment	E 100-48205-810	Refunds & Reimburseme Hall Rental Overpayment 9/26/15				\$50.00
Invoice		9/28/2015				
Cash Payment	E 100-48205-810	Refunds & Reimburseme Hall Rental Damage Deposit 9/26/15				\$200.00
Invoice		9/28/2015				
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$250.00
Refer	1309	BURSCHVILLE CONSTRUCTION	-			
Cash Payment	E 603-43150-310	Other Professional Servi Cleaned Ditches at 518 & 528 Overlook Circle				\$1,350.00
Invoice	4000	9/20/2015				

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Payments

Current Period: October 2015

Cash Payment	E 603-43150-310 Other Professional Servi	Ginseng Road Streambank Repair & Stabilization				\$15,850.00
Invoice 4000	9/20/2015					
Cash Payment	E 100-43122-224 Street Maint Materials	Gravel Road Maintenance				\$795.00
Invoice 4000	9/20/2015					
Transaction Date	9/22/2015	Due 0	Cash	10100	Total	\$17,995.00
Refer	1329 <i>CARSON, CLELLAND & SCHREDE</i>					
Cash Payment	E 100-41610-304 Legal Fees	September Support/Work				\$388.49
Invoice	9/29/2015					
Transaction Date	9/30/2015	Due 0	Cash	10100	Total	\$388.49
Refer	1293 <i>CITY OF ST. MICHAEL</i>					
Cash Payment	E 602-43252-310 Other Professional Servi	3rd Qtr Lift Station Flows				\$27,194.50
Invoice 09172015-1	9/17/2015					
Cash Payment	E 100-43100-310 Other Professional Servi	3rd Qtr Compost & Brush Facility Partnership				\$1,250.00
Invoice 09172015-1	9/17/2015					
Cash Payment	E 100-45500-437 Other Miscellaneous	3rd Qtr 2015 Library Bond				\$1,750.00
Invoice 09172015-1	9/17/2015					
Cash Payment	E 100-45186-437 Other Miscellaneous	3rd Qtr 2015 Senior Center Operations				\$1,936.49
Invoice 09172015-1	9/17/2015					
Cash Payment	E 602-49455-310 Other Professional Servi	August SAC Fees - 10717 Settlers Lane				\$4,712.00
Invoice	9/30/2015					
Transaction Date	9/18/2015	Due 0	Cash	10100	Total	\$36,842.99
Refer	1286 <i>CLASSIC CLEANING COMPANY, LL</i>					
Cash Payment	E 100-41940-310 Other Professional Servi	City Hall Cleaning September				\$325.00
Invoice 22693	9/10/2015					
Cash Payment	E 100-41940-310 Other Professional Servi	Park Shelter Cleaning September				\$45.00
Invoice 22693	9/10/2015					
Cash Payment	E 100-41940-310 Other Professional Servi	FD Cleaning September				\$155.00
Invoice 22694	9/10/2015					
Transaction Date	9/11/2015	Due 0	Cash	10100	Total	\$525.00
Refer	1324 <i>COLLABORATIVE PLANNING LLC</i>					
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning				\$166.25
Invoice 2015-103	9/30/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Greenhouse				\$403.75
Invoice 2015-102	9/30/2015					
Transaction Date	9/30/2015	Due 0	Cash	10100	Total	\$570.00
Refer	1317 <i>COLONIAL LIFE</i>					
Cash Payment	E 100-41430-151 Med/Dental Insurance	October Supplemental Insurance				\$51.85
Invoice 4475836-100184	9/22/2015					
Cash Payment	E 100-41400-151 Med/Dental Insurance	October Supplemental Insurance				\$49.24
Invoice 4475836-100184	9/22/2015					
Cash Payment	E 100-43000-151 Med/Dental Insurance	October Supplemental Insurance				\$26.68
Invoice 4475836-100184	9/22/2015					
Cash Payment	E 100-41530-151 Med/Dental Insurance	October Supplemental Insurance				\$118.13
Invoice 4475836-100184	9/22/2015					
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$245.90
Refer	1305 <i>DELTA DENTAL</i>					

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Payments

Current Period: October 2015

Transaction Date	9/29/2015	Due 0	Cash	10100	Total	\$428.71
Refer	1295 METRO WEST INSPECTION SERVI					-
Cash Payment	E 100-42101-310 Other Professional Servi		1396 Oakwood			\$1,372.93
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		783 Kayla			\$1,228.29
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		10787 Settler			\$1,632.97
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		670 Dakler			\$188.22
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		750 Kadler			\$128.93
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		10165 4th St			\$33.25
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		1040 Mallard			\$64.25
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		11150 River Rd			\$33.25
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		274 LaBeaux			\$96.59
Invoice	9/15/2015					
Cash Payment	E 100-42101-310 Other Professional Servi		1445 Esterly Oaks			\$35.00
Invoice	9/15/2015					
Transaction Date	9/18/2015	Due 0	Cash	10100	Total	\$4,813.68
Refer	1331 MTI DISTRIBUTING					-
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE		Mower parts			\$196.96
Invoice	1039006-00 9/29/2015					
Transaction Date	9/30/2015	Due 0	Cash	10100	Total	\$196.96
Refer	1314 PHONE GUYS, INC.					-
Cash Payment	E 100-41940-321 Telephone		Move Ext 104 & 105 to new locations			\$160.00
Invoice	12829 7/16/2015					
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$160.00
Refer	1313 RANDYS ENVIRONMENTAL SERVI					-
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		September Service Perios			\$3,072.00
Invoice	9/19/2015					
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$3,072.00
Refer	1332 REGENCY HOMES					-
Cash Payment	E 815-48200-810 Refunds & Reimburseme		Landscape - 10187 Kaitlin Ave NE			\$1,500.00
Invoice	9/30/2015					
Transaction Date	9/30/2015	Due 0	Cash	10100	Total	\$1,500.00
Refer	1289 SCHENDEL, KARLA					-
Cash Payment	E 100-48205-810 Refunds & Reimburseme		Hall Rental Damage Deposit 9/13/15			\$200.00
Invoice	9/14/2015					
Transaction Date	9/14/2015	Due 0	Cash	10100	Total	\$200.00
Refer	1322 SQUIRRELS LANDSCAPING INC					-
Cash Payment	E 603-43150-310 Other Professional Servi		Installed new rip rap for pond maintenance			\$4,480.00
Invoice	2076 9/25/2015					

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Payments

Current Period: October 2015

Transaction Date	9/30/2015	Due 0	Cash	10100	Total	\$4,480.00
Refer	1311 <i>SUPER BRIGHT LEDS, INC.</i>					
Cash Payment	E 100-43100-240 Small Tools and Minor E		Black LED			\$24.29
Invoice	1442940706-788	9/22/2015				
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$24.29
Refer	1304 <i>TORKELOSON, BRENNAN</i>					
Cash Payment	E 818-48200-810 Refunds & Reimburseme		Escrow Refund CUP - Cabinet Business			\$398.35
Invoice		9/21/2015				
Transaction Date	9/21/2015	Due 0	Cash	10100	Total	\$398.35
Refer	1294 <i>VEOLIA WATER NORTH AMERICA</i>					
Cash Payment	E 601-43252-310 Other Professional Servi		Water Services - October			\$2,812.75
Invoice	00050967	9/15/2015				
Cash Payment	E 602-43252-310 Other Professional Servi		Water Services - Sewer			\$3,849.83
Invoice	00050967	9/15/2015				
Transaction Date	9/18/2015	Due 0	Cash	10100	Total	\$6,662.58
Refer	1316 <i>VISA - BANKWEST</i>					
Cash Payment	E 100-41400-208 Training and Instruction		MNGFOA 2015 Annual Conference			\$225.00
Invoice		9/18/2015				
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE		Broom & Grass Seed			\$66.37
Invoice		9/18/2015				
Cash Payment	E 100-43100-215 Shop Supplies		Kerosene Home Heat			\$48.92
Invoice		9/18/2015				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Sealed Lead Acid Battery			\$39.91
Invoice		9/18/2015				
Cash Payment	E 100-41570-570 Office Equip and Furnish		Laser Printer - Liz			\$109.99
Invoice		9/18/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER		Toner, folders, Mailing Seals			\$85.25
Invoice		9/18/2015				
Cash Payment	E 100-41570-200 Office Supplies (GENER		Shipping Tape			\$20.20
Invoice		9/18/2015				
Cash Payment	E 100-41435-208 Training and Instruction		Intermediate Governmental Accounting			\$30.00
Invoice		9/18/2015	Training - Liz			
Cash Payment	E 100-41435-208 Training and Instruction		Advanced Governmental Accounting - Liz			\$30.00
Invoice		9/18/2015				
Cash Payment	E 100-41400-208 Training and Instruction		Beginning Governement Accounting - Brian			\$30.00
Invoice		9/18/2015				
Cash Payment	E 100-43000-208 Training and Instruction		MN Fall Maintenance Expo - Scott & Jason			\$50.00
Invoice		9/18/2015				
Cash Payment	E 100-41435-306 Dues & Subscriptions		MSFT Online Exchange			\$28.00
Invoice		9/18/2015				
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$763.64
Refer	1319 <i>WESTSIDE WHOLESALE TIRE & S</i>					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE		Repair/Install Tube			\$22.86
Invoice	752338	9/4/2015				
Transaction Date	9/29/2015	Due 0	Cash	10100	Total	\$22.86
Refer	1297 <i>WEX BANK</i>					

HANOVER

10/01/15 12:45 PM

Page 6

Payments

Current Period: October 2015

Cash Payment	E 100-43100-212 Motor Fuels	PW Fuel				\$488.17
Invoice 42324613	9/15/2015					
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel				\$188.02
Invoice 42348239	9/15/2015					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	FD Vehicle Wash				\$5.98
Invoice 42348239	9/15/2015					
Transaction Date	9/18/2015	Due 0	Cash	10100	Total	\$682.17
Refer	1312 <i>WRIGHT-HENNEPIN COOPERATIV</i>					
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park				\$56.19
Invoice	9/17/2015					
Transaction Date	9/28/2015	Due 0	Cash	10100	Total	\$56.19
Refer	1285 <i>WSB & ASSOCIATES, INC.</i>					
Cash Payment	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation				\$873.50
Invoice 7	8/31/2015					
Cash Payment	E 401-41950-303 Engineering Fees	Hennepin CR 19 Trail Project				\$10,235.75
Invoice 55	8/31/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Greenhouse Geotechnical Investigation				\$2,480.00
Invoice Inv 2	8/31/2015					
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services				\$1,620.75
Invoice 7	8/31/2015					
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services				\$1,508.00
Invoice 8	8/31/2015					
Transaction Date	9/10/2015	Due 0	Cash	10100	Total	\$16,718.00
Refer	1287 <i>XCEL ENERGY</i>					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station				\$336.02
Invoice 470888783	9/8/2015					
Cash Payment	E 100-41940-381 Electric Utilities	City Hall				\$688.44
Invoice 470881450	9/8/2015					
Cash Payment	E 100-45200-381 Electric Utilities	100 Millpond				\$59.66
Invoice 470905635	9/8/2015					
Cash Payment	E 100-45200-381 Electric Utilities	631 Kadler Cir				\$12.05
Invoice 470914452	9/8/2015					
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard St NE				\$11.95
Invoice 470915430	9/8/2015					
Cash Payment	E 100-43160-381 Electric Utilities	209 Labeaux Ave NE				\$39.33
Invoice 470904632	9/8/2015					
Cash Payment	E 100-43160-381 Electric Utilities	751 Labeaux Ave NE				\$70.48
Invoice 470800086	9/8/2015					
Transaction Date	9/14/2015	Due 0	Cash	10100	Total	\$1,217.93

Payments

Current Period: October 2015

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$398.35
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
815 LANDSCAPE ESCROW FUND	\$3,000.00
811 EROSION CONTROL ESCROW FUND	\$750.00
603 STORM WATER ENTERPRISE FUND	\$21,680.00
602 SEWER ENTERPRISE FUND	\$35,756.33
601 WATER ENTERPRISE FUND	\$4,813.75
404 HISTORICAL CAPITAL PROJ FUND	\$873.50
401 GENERAL CAPITAL PROJECTS	\$10,235.75
100 GENERAL FUND	\$28,669.86
	<u>\$107,177.54</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$107,177.54
Total	<u>\$107,177.54</u>



Carson, Clelland
& Schreder

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

September 29, 2015

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

Professional Services

	<u>Amount</u>
<u>Criminal</u>	
9/14/2015 Preparation of one complaint	40.00
Review police reports, note file	32.50
9/15/2015 Review, sign complaint, review criminal history	130.00
Review files in preparation for 9/16 calendar, review discovery, run criminal histories, note files	24.38
9/16/2015 Attend afternoon hearings at Brookdale, prepare disposition notes, correspondence with attorneys	16.25
9/25/2015 Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	112.50
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	18.75
SUBTOTAL:	[374.38]
For professional services rendered	\$374.38
Client Expense Charges :	
<u>Criminal Expenses:</u>	
Monthly support fee	14.11
SUBTOTAL:	[14.11]
Total Client Expense Charges	\$14.11

SEP 30 2015

	<u>Amount</u>
Total amount of this bill	\$388.49
Previous balance	\$104.74
9/22/2015 Payment - thank you	(\$104.74)
Total payments and adjustments	(\$104.74)
Balance due	\$388.49

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


Jeffrey A. Carson, City Attorney

100-41640-304 388.49
EB

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

September 30, 2015

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- General Planning
Invoice # 2015-103

Date	Task	Hours	Amount
8/3/2015	Phone conference with Wright County.	0.25	23.75
8/4/2015	Phone conference with Justin, various emails.	0.25	23.75
8/13/2015	Various emails, review packet.	0.25	23.75
8/17/2015	Review survey, phone conference with Amy, various emails.	0.75	71.25
8/27/2015	Various emails, review packet.	0.25	23.75
			0.00
		<hr/>	
		1.75	\$166.25

Additional Charges	\$0.00
Total Amount of this Invoice	\$166.25
Previous Balance	\$1,021.25
Payments Received	\$1,021.25
Balance Due	\$166.25

100-41910-310 of 116625
gjd

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

September 30, 2015

**City of Hanover
 PO Box 278
 Hanover, MN 55341**

**Reference to: City of Hanover -- Greenhouse
 Invoice # 2015-102**

Date	Task	Hours	Amount
8/3/2015	Phone conference with Brian.	0.25	23.75
8/5/2015	Phone conference with Brian.	0.25	23.75
8/6/2015	Phone conference with Brad, phone conference with Brian.	0.25	23.75
8/7/2015	Phone conference with Brian, various emails.	0.75	71.25
8/19/2015	Phone conference with Brian, various emails.	0.75	71.25
8/21/2015	Various emails.	0.25	23.75
8/24/2015	Phone conference with Brian, various emails.	0.75	71.25
8/26/2015	Various emails.	0.75	71.25
8/27/2015	Various emails.	0.25	23.75
		4.25	\$403.75

Additional Charges	\$0.00
Total Amount of this Invoice	\$403.75
Previous Balance	\$356.25
Payments Received	\$356.25
Balance Due	\$403.75

100-41910-310-403.75

WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2015	Billed to Date July 31, 2015
1020-561	Utility Permit Reviews			\$4,637.75
1272-210	General Engineering Services (2012) -\$6.50 Credit			\$16,829.25
1272-330	Bridges at Hanover Plat Changes			\$780.00
1272-390	Hanover Bicycle & Pedestrian Trail			\$146,423.70
1272-420	Storm Water Utility Justification			\$14,069.25
1272-430	Wetter Property Development Review			\$9,937.00
1272-460	School Sidewalk - CR 19			\$1,005.00
1272-470	Public Works Site Grading Plan			\$12,593.50
1272-480	CR 34 Bike Trail Fed. Enhancement Grant			\$6,728.50
1272-500	2010-2014 Street Maintenance Report			\$335.00
1272-520	Hennepin CR 19 Trail Project	\$10,235.75	\$83,405.25	\$241,129.79
1272-530	Beebe Lake Regional Trail - CR 34		\$1,670.75	\$244,396.00
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services			\$15,877.00
2082-011	2014 General Engineering Services			\$19,612.75
2082-012	2015 General Engineering Services	\$1,620.75	\$9,298.50	\$9,298.50
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project			\$3,023.21
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension			\$4,640.50
2082-080	Greenhouse Geotechnical Investigation	\$2,480.00	\$5,978.20	\$5,978.20
2931-000	Bridge 92366 Rehabilitation	\$873.50	\$31,705.75	\$31,705.75
	Current Invoice Total	\$15,210.00	\$132,058.45	

401-41950-303

100-41950-303

100-41910-310
404-416323-310



August 31, 2015

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

Re: July, 2015 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.


for Justin Messner
Associate

Enclosures

kc

SEP 1 0 2015



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

August 31, 2015
Project No: 01272-520
Invoice No: 55

Hennepin CR 19 Trail Project

Professional Services from July 01, 2015 to July 31, 2015

Phase 3 Construction

Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Messner, Justin	7/20/2015	1.00	133.00	133.00
Project Management				
Messner, Justin	7/21/2015	1.00	133.00	133.00
Project Management				
Construction Observation				
Eggert, Jeffrey 067	7/1/2015	3.00	98.00	294.00
Eggert, Jeffrey 067	7/7/2015	2.00	98.00	196.00
Eggert, Jeffrey 067	7/8/2015	4.00	98.00	392.00
Eggert, Jeffrey 067	7/9/2015	3.00	98.00	294.00
Eggert, Jeffrey 067	7/10/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/13/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/14/2015	2.00	98.00	196.00
Eggert, Jeffrey 067	7/15/2015	3.00	98.00	294.00
Eggert, Jeffrey 067	7/16/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/17/2015	2.00	98.00	196.00
Eggert, Jeffrey 067	7/20/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/21/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/22/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/23/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/24/2015	1.00	98.00	98.00
Eggert, Jeffrey 067	7/27/2015	2.00	98.00	196.00

Project	01272-520	HANO - Hennepin CR 19 Trail Project			Invoice	55
Eggert, Jeffrey	067	7/29/2015	5.00	98.00	490.00	
Eggert, Jeffrey	067	7/30/2015	3.00	98.00	294.00	
Eggert, Jeffrey	067	7/31/2015	1.00	98.00	98.00	
Eichhorst, Kory		7/1/2015	14.50	78.00	1,131.00	
trail paving observation						
Lau, Kyle		7/15/2015	10.50	87.00	913.50	
Hanover Construction Observation - Erosion Control Measurement						
Lau, Kyle		7/17/2015	6.25	87.00	543.75	
Hanover Construction Observation - Seeding Area Measurement						
Totals			71.25		6,578.25	
Total Labor						6,578.25

Consultants

Braun Intertec Corp.					
7/31/2015	Braun Intertec Corporation	Invoice No. B033505		3,657.50	
Total Consultants				3,657.50	3,657.50

Total this Phase \$10,235.75

Total this Invoice \$10,235.75

Billings to Date

	Current	Prior	Total
Labor	6,578.25	188,207.25	194,785.50
Consultant	3,657.50	19,782.00	23,439.50
Expense	0.00	1,178.79	1,178.79
Field Services	0.00	21,726.00	21,726.00
Totals	10,235.75	230,894.04	241,129.79

401-41950-303

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

INVOICE

BRAUN
INTERTEC

The Science You Build On.

PLEASE REMIT TO

Braun Intertec Corporation
NW 7644 PO Box 1450
Minneapolis, MN 55485

Telephone (952) 995-2000
Fax (952) 995-2020
Tax I.D. 41-1684205

ke

Justin Messner
City of Hanover
c/o WSB & Associates, Inc.
477 Temperance Street
Saint Paul, MN 55101

Date 7/21/2015
Invoice number B033505
Project ID B1503198
Customer account 13400
Customer PO

Hennepin CSAH19 Trail

QA Testing
SP 027-619-023
CSAH 19
Hanover, MN

For Professional Services rendered through 7/10/2015

1 - MnDOT Testing

1.2 - Concrete Testing	\$572.00
1.3 - Pavement Testing	\$2,888.00
1.4 - Project Management	\$197.50

\$3,657.50

Total Fees \$3,657.50

Amount Previously Invoiced: \$10,898.00
Amount Invoiced to Date: \$14,555.50

OK Signature *[Signature]*
Project # 01272-32 Phase # 3
Accounting Use:
Account Code 511-01 AP ✓
Am B/C

Please pay from this invoice.
Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate.

We accept



	Qty/Hours	Rate	Amount
1 - MnDOT Testing			
1.2 - Concrete Testing			
Consulting Services Detail			
Concrete Testing	4.00	74.00	296.00
Concrete Cylinder Pick up	1.00	74.00	74.00
Non-Salary Detail			
Compressive strength of 4 x 8" concrete cylinders (ASTM C 39), per unit	3.00	28.00	84.00
CMT Trip Charge	2.00	59.00	118.00
Total 1.2 - Concrete Testing			\$572.00
1.3 - Pavement Testing			
Consulting Services Detail			
Bituminous Verification Testing	9.00	98.00	882.00
Non-Salary Detail			
Rice-specific gravity (ASTM D 2041), per sample	3.00	77.00	231.00
Asphalt Content (ASTM D 2172/6307), per sample	3.00	146.00	438.00
Extracted aggregate gradation (ASTM D 5444), per sample	3.00	100.00	300.00
Gyratory gravity (AASHTO T312), per sample	3.00	175.00	525.00
Percent crushed (ASTM D5821), per sample	3.00	77.00	231.00
Fine Aggregate Angularity (ASTM C1252), per sample	3.00	74.00	222.00
CMT Trip Charge	1.00	59.00	59.00
Total 1.3 - Pavement Testing			\$2,888.00
1.4 - Project Management			
Consulting Services Detail			
Project Manager	1.25	158.00	197.50
Total 1.4 - Project Management			\$197.50
Total 1 - MnDOT Testing			\$3,657.50
Total Project			\$3,657.50



engineering · planning · environmental · construction

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

August 31, 2015
Project No: 02931-000
Invoice No: 7

Bridge 92366 Rehabilitation
Professional Services from July 01, 2015 to July 31, 2015

Phase 3 Plans & Specifications

Professional Personnel

	Hours	Rate	Amount
Specifications			
Messner, Justin	3.00	133.00	399.00
Bid Opening			
Pederson, Karla	1.50	73.00	109.50
Bid Tabulations			
Pederson, Karla	.50	73.00	36.50
Bidders List			
Pederson, Karla	.50	73.00	36.50
Check for Prevailing Wage updates			
Pederson, Karla	1.00	73.00	73.00
Create and upload PDF and Plans to Quest			
Pederson, Karla	.50	73.00	36.50
Open Quest Ad and respond to inquiry			
Pederson, Karla	2.50	73.00	182.50
work on spec			
Totals	9.50		873.50
Total Labor			873.50
		Total this Phase	\$873.50

Billing Limits	Current	Prior	To-Date
Total Billings	873.50	30,832.25	31,705.75
Limit			31,846.00
Remaining			140.25
		Total this Invoice	\$873.50

Comments: _____

Approved by: Jon Chaussee

404-416323-310

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



engineering · planning · environmental · construction

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

August 31, 2015
Project No: 02082-080
Invoice No: 2

Greenhouse Geotechnical Investigation
Professional Services from July 01, 2015 to July 31, 2015
Professional Personnel

		Hours	Rate	Amount
Drilling				
Larson, Aimee	7/28/2015	.25	83.00	20.75
Prepare cover for MOsborn;				
Project Management / Logging				
Hyatt, Darin	7/30/2015	.75	123.00	92.25
Rpt Review				
Osborn, Mark	7/2/2015	3.00	117.00	351.00
Boring logs				
Osborn, Mark	7/7/2015	1.50	117.00	175.50
Geotech / proj mgmt				
Osborn, Mark	7/22/2015	1.00	117.00	117.00
Geotechnical				
Osborn, Mark	7/27/2015	3.00	117.00	351.00
Geotech				
Osborn, Mark	7/28/2015	3.00	117.00	351.00
Geotech				
Osborn, Mark	7/30/2015	3.00	117.00	351.00
Geotech				
Osborn, Mark	7/31/2015	2.50	117.00	292.50
Geotech				
Walsh, Tabitha	7/6/2015	6.00	63.00	378.00
Boring Logs				
Totals		24.00		2,480.00
Total Labor				2,480.00
			Total this Invoice	\$2,480.00

Billings to Date

	Current	Prior	Total
Labor	2,480.00	2,464.00	4,944.00
Field Services	0.00	1,034.20	1,034.20
Totals	2,480.00	3,498.20	5,978.20

100-41910-310

Comments: _____

Approved by:

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

August 31, 2015
Project No: 02082-012
Invoice No: 7

2015 General Engineering Services
Professional Services from July 01, 2015 to July 31, 2015
Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Ekdom, Dane 7/14/2015	1.50	78.00	117.00
Typical Section for Greenfiled Plat			
Messner, Justin 7/7/2015	.50	133.00	66.50
Weekly update			
Meetings			
Messner, Justin 7/13/2015	2.00	133.00	266.00
Coordinate curb stakes for 107th			
Messner, Justin 7/14/2015	.25	133.00	33.25
Utility Excavation Permit			
Messner, Justin 7/15/2015	1.00	133.00	133.00
Asbuilts and typical section to Gronberg & Assoc for Greenfield lots			
Messner, Justin 7/16/2015	3.00	133.00	399.00
Staff Meeting and meeting with St. Micheal to reconcile beebe qty's			
Base Mapping			
Reutiman, Anita 7/24/2015	1.00	86.00	86.00
Flood Map for 935 Labeaux Ave			
Totals			9.25 1,100.75
Total Labor			1,100.75

Field Services Billing

2-Person Survey Crew	3.0 Hours @ 160.00	480.00
Council Mtg and/or Planning Commission	1.0 Meeting @ 40.00	40.00
Total Field Services		520.00 520.00

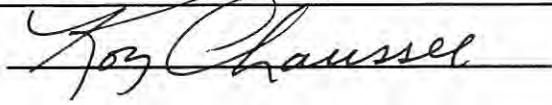
Total this Invoice \$1,620.75

Billings to Date

	Current	Prior	Total
Labor	1,100.75	7,357.75	8,458.50
Field Services	520.00	320.00	840.00
Totals	1,620.75	7,677.75	9,298.50

100-41950-303

Comments:

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

WSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2015	Billed to Date August 31, 2015
1020-561	Utility Permit Reviews			\$4,637.75
1272-210	General Engineering Services (2012) -\$6.50 Credit			\$16,829.25
1272-330	Bridges at Hanover Plat Changes			\$780.00
1272-390	Hanover Bicycle & Pedestrian Trail			\$146,423.70
1272-420	Storm Water Utility Justification			\$14,069.25
1272-430	Wetter Property Development Review			\$9,937.00
1272-460	School Sidewalk - CR 19			\$1,005.00
1272-470	Public Works Site Grading Plan			\$12,593.50
1272-480	CR 34 Bike Trail Fed. Enhancement Grant			\$6,728.50
1272-500	2010-2014 Street Maintenance Report			\$335.00
1272-520	Hennepin CR 19 Trail Project		\$83,405.25	\$241,129.79
1272-530	Beebe Lake Regional Trail - CR 34		\$1,670.75	\$244,396.00
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services			\$15,877.00
2082-011	2014 General Engineering Services			\$19,612.75
2082-012	2015 General Engineering Services	\$1,508.00	\$10,806.50	\$10,806.50
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project			\$3,023.21
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension			\$4,640.50
2082-080	Greenhouse Geotechnical Investigation		\$5,978.20	\$5,978.20
2931-000	Bridge 92366 Rehabilitation		\$31,705.75	\$31,705.75
	Current Invoice Total	\$1,508.00	\$133,566.45	

100-41950-303

ESL



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

September 24, 2015
Project No: 02082-012
Invoice No: 8

2015 General Engineering Services

Professional Services from August 01, 2015 to August 31, 2015

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin 8/27/2015 GIS info for Veolia & CRH Lot Grading Review	2.00	133.00	266.00
Drawings/Layouts			
Pittman, Bryan 8/7/2015 Converting switchback files for Hennepin County	1.50	102.00	153.00
Meetings			
Messner, Justin 8/6/2015 Staff Meeting	3.00	133.00	399.00
Messner, Justin 8/9/2015 Hanover Elementary SAC/WAC	1.00	133.00	133.00
Base Mapping			
Hansen, Justin 8/3/2015 DataLink parcel updates	1.00	114.00	114.00
Pittman, Bryan 8/3/2015 DataLink Parcel Update	1.00	102.00	102.00
Reutiman, Anita 8/18/2015 Hanover Street Map - Requested by Brian Hagen	1.50	86.00	129.00
Reutiman, Anita 8/24/2015 11x17 Street Map - Requested by Brian Hagen	1.50	86.00	129.00
Reutiman, Anita 8/27/2015 water data	.50	86.00	43.00
Totals	13.00		1,468.00
Total Labor			1,468.00

Field Services Billing

Council Mtg and/or Planning Commission

	1.0 Meeting @ 40.00	40.00	
Total Field Services		40.00	40.00

Total this Invoice \$1,508.00

Billings to Date

	Current	Prior	Total
Labor	1,468.00	8,458.50	9,926.50
Field Services	40.00	840.00	880.00
Totals	1,508.00	9,298.50	10,806.50

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500345	000000003	Hagen, Brian S.	20	Bi-Weekly	\$1,797.13	9/25/2015	Outstanding
500344	000000008	Doboszanski, Jason	20	Bi-Weekly	\$1,306.98	9/25/2015	Outstanding
500343	000000011	Biren, Amy	20	Bi-Weekly	\$1,063.44	9/25/2015	Outstanding
500347	000000005	Vogel, Scott F.	20	Bi-Weekly	\$1,608.78	9/25/2015	Outstanding
500346	000000060	Lindrud, Elizabeth	20	Bi-Weekly	\$1,384.86	9/25/2015	Outstanding
					\$7,161.19		

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(20)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$186.10	
	000000008 Doboszinski, Jason	\$137.99	
	000000003 Hagen, Brian S.	\$242.45	
	000000060 Lindrud, Elizabeth	\$184.18	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$922.41
005 State Tax - MN	000000011 Biren, Amy	\$79.41	
	000000008 Doboszinski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000060 Lindrud, Elizabeth	\$79.28	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$401.12
049 Medicare	000000011 Biren, Amy	\$22.45	
	000000008 Doboszinski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000060 Lindrud, Elizabeth	\$27.84	
	000000005 Vogel, Scott F.	\$31.32	
	<i>Medicare</i>		\$143.31
051 Social Security	000000011 Biren, Amy	\$95.98	
	000000008 Doboszinski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000060 Lindrud, Elizabeth	\$119.04	
	000000005 Vogel, Scott F.	\$133.92	
	<i>Social Security</i>		\$612.76
501 Social Security Benefit	000000011 Biren, Amy		\$95.98
	000000008 Doboszinski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000060 Lindrud, Elizabeth		\$119.04
	000000005 Vogel, Scott F.		\$133.92
	<i>Social Security Benefit</i>		\$612.76
502 Medicare Benefit	000000011 Biren, Amy		\$22.45
	000000008 Doboszinski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000060 Lindrud, Elizabeth		\$27.84

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(20)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$31.32
	<i>Medicare Benefit</i>		\$143.31
<i>Grand Total</i>		\$2,079.60	\$756.07

HANOVER

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Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(20)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
052 PERA	000000011 Biren, Amy	\$100.62	
	000000008 Doboszinski, Jason	\$114.09	
	000000003 Hagen, Brian S.	\$162.50	
	000000060 Lindrud, Elizabeth	\$124.80	
	000000005 Vogel, Scott F.	\$140.40	
	<i>PERA</i>	\$642.41	
503 PERA ER	000000011 Biren, Amy		\$116.10
	000000008 Doboszinski, Jason		\$131.64
	000000003 Hagen, Brian S.		\$187.50
	000000060 Lindrud, Elizabeth		\$144.00
	000000005 Vogel, Scott F.		\$162.00
	<i>PERA ER</i>		\$741.24
	<i>Grand Total</i>	\$642.41	\$741.24

HANOVER
Cash Balances
October 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$720,884.89	\$831.57	\$29,501.43	\$692,215.03
107 FIRE DEPT DONATIONS FUND	\$36,361.46	\$0.00	\$0.00	\$36,361.46
201 EDA SPECIAL REVENUE FUND	\$97,535.81	\$0.00	\$0.00	\$97,535.81
205 EDA BUSINESS INCENTIVE FUND	\$209,411.31	\$0.00	\$0.00	\$209,411.31
311 2008A GO CIP REFUNDING BOND	\$52,636.52	\$0.00	\$0.00	\$52,636.52
312 2009A GO IMP REFUNDING BOND	\$28,391.70	\$0.00	\$0.00	\$28,391.70
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$0.00	\$0.00	-\$19,042.42
314 2011A GO IMP CROSSOVER REF BD	\$446,725.73	\$0.00	\$0.00	\$446,725.73
401 GENERAL CAPITAL PROJECTS	\$576,117.68	\$0.00	\$10,235.75	\$565,881.93
402 PARKS CAPITAL PROJECTS	\$234,042.15	\$0.00	\$0.00	\$234,042.15
403 FIRE DEPT CAPITAL FUND	\$139,753.41	\$0.00	\$0.00	\$139,753.41
404 HISTORICAL CAPITAL PROJ FUND	\$43,679.65	\$0.00	\$873.50	\$42,806.15
407 TIF REDEV DIST #1	\$8,621.17	\$0.00	\$0.00	\$8,621.17
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$55,501.93	\$0.00	\$0.00	\$55,501.93
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$51,794.36	\$0.00	\$0.00	\$51,794.36
418 STREET CAPITAL PROJ FUND	\$504,249.38	\$0.00	\$0.00	\$504,249.38
601 WATER ENTERPRISE FUND	\$727,175.26	\$0.00	\$4,813.75	\$722,361.51
602 SEWER ENTERPRISE FUND	\$217,656.83	\$0.00	\$35,756.33	\$181,900.50
603 STORM WATER ENTERPRISE FUND	\$139,353.47	\$0.00	\$21,680.00	\$117,673.47
611 WATER CAPITAL IMP FUND	\$403,844.07	\$0.00	\$0.00	\$403,844.07
612 SEWER CAPITAL IMP FUND	\$1,704,150.00	\$0.00	\$0.00	\$1,704,150.00
613 STORM WATER CAPITAL IMP FUND	\$547,768.19	\$0.00	\$0.00	\$547,768.19
804 SCHENDELS FIELD ESC FUND	\$145,707.80	\$0.00	\$0.00	\$145,707.80
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$29,500.00	\$0.00	\$750.00	\$28,750.00
815 LANDSCAPE ESCROW FUND	\$41,000.00	\$0.00	\$3,000.00	\$38,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$0.00	\$1,000.00	\$15,000.00
818 MISC ESCROWS FUND	\$6,863.45	\$0.00	\$398.35	\$6,465.10
820 BRIDGES TOWNHOMES ESC FUND	\$3,538.31	\$0.00	\$0.00	\$3,538.31
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,764.60	\$0.00	\$0.00	\$11,764.60
900 INTEREST	\$4,324.36	\$0.00	\$0.00	\$4,324.36
	\$7,171,834.57	\$831.57	\$108,009.11	\$7,064,657.03

Revenue Budget by Source

Source Alt Code	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$572,600.36	\$995,728.00	\$423,127.64	57.51%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$47,812.00	\$95,624.00	\$47,812.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$6,320.51	\$10,000.00	\$3,679.49	63.21%
Source Alt Code TAXES		\$0.00	\$626,732.87	\$1,101,352.00	\$474,619.13	56.91%
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	\$6,405.00	\$5,000.00	-\$1,405.00	128.10%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$450.00	\$300.00	-\$150.00	150.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,146.55	\$2,000.00	-\$146.55	107.33%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$11.25	\$80.00	\$68.75	14.06%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$66,511.30	\$106,964.00	\$40,452.70	62.18%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$3,403.20	\$6,000.00	\$2,596.80	56.72%
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	\$2,805.21	\$2,000.00	-\$805.21	140.26%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$0.00	\$83,682.51	\$124,344.00	\$40,661.49	67.30%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,914.80	\$0.00	-\$7,914.80	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$11,522.03	\$0.00	-\$11,522.03	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$4,407.27	\$1,000.00	-\$3,407.27	440.73%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$3,124.70	\$7,000.00	\$3,875.30	44.64%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$4,345.00	\$0.00	-\$4,345.00	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	\$8,450.00	\$7,000.00	-\$1,450.00	120.71%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$62.62	\$0.00	-\$62.62	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$39,826.42	\$21,000.00	-\$18,826.42	189.65%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$262.00	\$100.00	-\$162.00	262.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$100,310.44	\$120,000.00	\$19,689.56	83.59%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$180.00	\$100.00	-\$80.00	180.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$27.00	\$50.00	\$23.00	54.00%
Source Alt Code LIC PERM		\$0.00	\$111,649.44	\$132,350.00	\$20,700.56	84.36%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$19,377.50	\$38,755.00	\$19,377.50	50.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$52,929.50	\$105,859.00	\$52,929.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$2,000.00	\$24,000.00	\$22,000.00	8.33%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$74,476.50	\$175,053.00	\$100,576.50	42.55%
FINES	R 100-35100 Court Fines	\$0.00	\$2,182.66	\$1,500.00	-\$682.66	145.51%
Source Alt Code FINES		\$0.00	\$2,182.66	\$1,500.00	-\$682.66	145.51%
Fund 100 GENERAL FUND		\$0.00	\$938,550.40	\$1,555,599.00	\$617,048.60	60.33%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,025.82	\$10,500.00	\$5,474.18	47.86%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$330.64	\$651.00	\$320.36	50.79%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$73.00	\$152.00	\$79.00	48.03%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$74.65	\$75.00	\$0.35	99.53%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$315.00	\$450.00	\$135.00	70.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$9,654.40	\$7,000.00	-\$2,654.40	137.92%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$61.24	\$1,000.00	\$938.76	6.12%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$2,122.84	\$5,000.00	\$2,877.16	42.46%
Dept 41110 Council		\$0.00	\$17,657.59	\$24,828.00	\$7,170.41	71.12%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
BRDCOMM	E 100-41330-150 Worker s Comp (GENE	\$0.00	\$161.27	\$160.00	-\$1.27	100.79%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	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	\$21.06	\$100.00	\$78.94	21.06%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$182.33	\$6,010.00	\$5,827.67	3.03%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$57,033.30	\$72,588.00	\$15,554.70	78.57%
CITYADM	E 100-41400-121 PERA	\$0.00	\$4,557.02	\$5,400.00	\$842.98	84.39%
CITYADM	E 100-41400-122 FICA	\$0.00	\$3,767.13	\$4,500.00	\$732.87	83.71%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$881.02	\$1,100.00	\$218.98	80.09%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$0.00	\$2,759.88	\$3,360.00	\$600.12	82.14%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$352.88	\$360.00	\$7.12	98.02%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$335.70	\$350.00	\$14.30	95.91%
CITYADM	E 100-41400-151 Med/Dental Insurance	-\$576.45	\$3,980.57	\$3,600.00	-\$380.57	110.57%
CITYADM	E 100-41400-208 Training and Instructio	\$255.00	\$1,309.80	\$1,000.00	-\$309.80	130.98%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$400.00	\$500.00	\$100.00	80.00%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		-\$321.45	\$75,377.30	\$92,758.00	\$17,380.70	81.26%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$41,739.18	\$54,043.00	\$12,303.82	77.23%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$2,985.12	\$4,100.00	\$1,114.88	72.81%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$3,042.78	\$3,400.00	\$357.22	89.49%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$711.58	\$800.00	\$88.42	88.95%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$0.00	\$1,922.01	\$2,580.00	\$657.99	74.50%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$810.75	\$700.00	-\$110.75	115.82%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$357.00	\$1,428.00	\$1,071.00	25.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$0.00	\$210.63	\$250.00	\$39.37	84.25%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$51.85	\$6,417.02	\$5,412.00	-\$1,005.02	118.57%
Dept 41430 Clerical Staff		\$51.85	\$58,196.07	\$72,713.00	\$14,516.93	80.04%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$60.00	\$420.00	\$1,500.00	\$1,080.00	28.00%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$427.43	\$300.00	-\$127.43	142.48%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$387.25	\$1,000.00	\$612.75	38.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$165.76	\$1,500.00	\$1,334.24	11.05%
Dept 41435 Staff Expenses		\$88.00	\$1,400.44	\$4,600.00	\$3,199.56	30.44%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$10,560.00	\$24,960.00	\$14,400.00	42.31%
ACCTING	E 100-41530-121 PERA	\$0.00	\$792.00	\$1,900.00	\$1,108.00	41.68%
ACCTING	E 100-41530-122 FICA	\$0.00	\$654.72	\$1,500.00	\$845.28	43.65%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$153.12	\$400.00	\$246.88	38.28%
ACCTING	E 100-41530-132 Employer Paid HSA	\$0.00	\$656.31	\$0.00	-\$656.31	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$100.00	\$0.00	-\$100.00	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$335.70	\$350.00	\$14.30	95.91%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$118.13	\$739.65	\$2,000.00	\$1,260.35	36.98%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$35,032.78	\$38,500.00	\$3,467.22	90.99%
Dept 41530 Accounting		\$118.13	\$49,024.28	\$69,610.00	\$20,585.72	70.43%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41540 Auditing		\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41550 Assessing		\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$105.45	\$2,494.46	\$4,900.00	\$2,405.54	50.91%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$11.75	\$100.00	\$88.25	11.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,443.99	\$2,500.00	-\$943.99	137.76%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$36.00	\$1,597.73	\$6,800.00	\$5,202.27	23.50%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,863.27	\$1,500.00	-\$363.27	124.22%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$109.99	\$109.99	\$4,000.00	\$3,890.01	2.75%
Dept 41570 Purchasing		\$251.44	\$9,521.19	\$19,800.00	\$10,278.81	48.09%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$770.00	\$3,124.98	\$4,000.00	\$875.02	78.12%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$770.00	\$3,124.98	\$4,000.00	\$875.02	78.12%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$388.49	\$11,444.65	\$21,152.00	\$9,707.35	54.11%
Dept 41610 City Attorney		\$388.49	\$11,444.65	\$21,152.00	\$9,707.35	54.11%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,050.00	\$15,739.45	\$17,000.00	\$1,260.55	92.59%
Dept 41910 Planning and Zoning		\$3,050.00	\$15,739.45	\$17,000.00	\$1,260.55	92.59%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$55.86	\$3,834.36	\$10,000.00	\$6,165.64	38.34%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.30%

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Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$525.00	\$4,631.49	\$8,400.00	\$3,768.51	55.14%
GOVTBLDG	E 100-41940-321 Telephone	\$160.00	\$2,503.35	\$5,500.00	\$2,996.65	45.52%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$688.44	\$5,667.61	\$9,000.00	\$3,332.39	62.97%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,691.00	\$5,000.00	\$2,309.00	53.82%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$1,724.03	\$2,400.00	\$675.97	71.83%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$3,915.67	\$5,000.00	\$1,084.33	78.31%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$1,262.78	\$1,000.00	-\$262.78	126.28%
Dept 41940 General Govt Buildings/Plant		\$1,429.30	\$27,437.91	\$61,600.00	\$34,162.09	44.54%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$3,128.75	\$10,141.50	\$25,000.00	\$14,858.50	40.57%
Dept 41950 Engineer		\$3,128.75	\$10,141.50	\$25,000.00	\$14,858.50	40.57%
Dept 41960 Insurance						
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$348.07	\$250.00	-\$98.07	139.23%
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	\$35,912.53	\$25,200.00	-\$10,712.53	142.51%
Dept 41960 Insurance		\$0.00	\$36,260.60	\$25,450.00	-\$10,810.60	142.48%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$435.42	\$500.00	\$64.58	87.08%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$372.02	\$2,000.00	\$1,627.98	18.60%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$0.00	\$807.44	\$3,250.00	\$2,442.56	24.84%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$4,813.68	\$40,585.53	\$69,335.00	\$28,749.47	58.54%
Dept 42101 Hennepin County Sheriff		\$4,813.68	\$40,585.53	\$69,335.00	\$28,749.47	58.54%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$71,010.79	\$94,170.00	\$23,159.21	75.41%
Dept 42102 Wright County Sheriff		\$0.00	\$71,010.79	\$94,170.00	\$23,159.21	75.41%
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 100-42210-125 Other Retirement Contr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$22.21	\$0.00	-\$22.21	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$10,187.36	\$10,000.00	-\$187.36	101.87%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$3,957.50	\$4,000.00	\$42.50	98.94%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$572.29	\$950.00	\$377.71	60.24%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,370.08	\$0.00	-\$2,370.08	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$88.50	\$10,000.00	\$9,911.50	0.89%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$0.00	\$17,197.94	\$62,134.00	\$44,936.06	27.68%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$802.29	\$5,500.00	\$4,697.71	14.59%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$782.14	\$1,500.00	\$717.86	52.14%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%

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Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$5,800.74	\$4,500.00	-\$1,300.74	128.91%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$835.79	\$5,000.00	\$4,164.21	16.72%
Dept 42220 Fire Dept Equipment		\$0.00	\$8,220.96	\$17,350.00	\$9,129.04	47.38%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$3,719.57	\$7,500.00	\$3,780.43	49.59%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$447.61	\$1,500.00	\$1,052.39	29.84%
Dept 42240 Fire Dept Training		\$0.00	\$4,167.18	\$9,000.00	\$4,832.82	46.30%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$188.02	\$2,480.17	\$5,000.00	\$2,519.83	49.60%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$5.98	\$3,791.40	\$9,000.00	\$5,208.60	42.13%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$5,035.47	\$7,465.00	\$2,429.53	67.45%
Dept 42260 Fire Vehicles		\$194.00	\$11,307.04	\$23,465.00	\$12,157.96	48.19%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$179.65	\$1,650.00	\$1,470.35	10.89%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$39.91	\$2,519.87	\$3,500.00	\$980.13	72.00%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$260.42	\$800.00	\$539.58	32.55%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$336.02	\$2,541.32	\$5,000.00	\$2,458.68	50.83%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$2,434.93	\$2,600.00	\$165.07	93.65%
Dept 42280 Fire Stations and Bldgs		\$375.93	\$7,936.19	\$13,725.00	\$5,788.81	57.82%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$29,500.00	\$27,500.00	6.78%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,500.00	\$6,000.00	-\$500.00	108.33%
Dept 42290 Fire Relief Association		\$0.00	\$8,500.00	\$35,500.00	\$27,000.00	23.94%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$29,526.17	\$50,000.00	\$20,473.83	59.05%
Dept 42401 Building Inspection Admin		\$0.00	\$29,526.17	\$50,000.00	\$20,473.83	59.05%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42700 Animal Control		\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 42800 Cemetery		\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$69,380.16	\$98,000.00	\$28,619.84	70.80%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$570.65	\$0.00	-\$570.65	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$4,554.75	\$5,500.00	\$945.25	82.81%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$5,674.48	\$7,400.00	\$1,725.52	76.68%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$4,911.00	\$6,400.00	\$1,489.00	76.73%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,148.53	\$1,500.00	\$351.47	76.57%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$2,339.63	\$2,717.00	\$377.37	86.11%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,418.72	\$1,532.00	\$113.28	92.61%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$238.10	\$300.00	\$61.90	79.37%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$10,797.05	\$7,500.00	-\$3,297.05	143.96%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$80.63	\$11,843.62	\$14,664.00	\$2,820.38	80.77%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$50.00	\$1,000.00	\$1,500.00	\$500.00	66.67%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-321 Telephone	\$137.52	\$1,351.54	\$2,000.00	\$648.46	67.58%
Dept 43000	Public Works (GENERAL)	\$268.15	\$115,228.23	\$149,013.00	\$33,784.77	77.33%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$488.17	\$5,015.81	\$10,000.00	\$4,984.19	50.16%
HWYROAD	E 100-43100-215 Shop Supplies	\$92.10	\$932.83	\$5,000.00	\$4,067.17	18.66%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$22.86	\$4,131.30	\$6,000.00	\$1,868.70	68.86%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$373.29	\$1,534.67	\$2,500.00	\$965.33	61.39%
HWYROAD	E 100-43100-260 Uniforms	\$0.00	\$474.50	\$2,000.00	\$1,525.50	23.73%
HWYROAD	E 100-43100-310 Other Professional Serv	\$1,250.00	\$7,556.00	\$3,000.00	-\$4,556.00	251.87%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100	Hwys, Streets, & Roads	\$2,226.42	\$19,684.11	\$28,700.00	\$9,015.89	68.59%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$23.85	\$71,131.85	\$71,000.00	-\$131.85	100.19%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$0.00	\$3,930.24	\$7,000.00	\$3,069.76	56.15%
Dept 43121	Paved Streets	\$23.85	\$75,062.09	\$78,000.00	\$2,937.91	96.23%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$795.00	\$9,712.82	\$12,500.00	\$2,787.18	77.70%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
UNPAVSTS	E 100-43122-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43122	Unpaved Streets	\$795.00	\$9,712.82	\$13,000.00	\$3,287.18	74.71%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$109.81	\$16,993.65	\$27,000.00	\$10,006.35	62.94%
Dept 43160	Street Lighting	\$109.81	\$16,993.65	\$27,000.00	\$10,006.35	62.94%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,072.00	\$26,871.64	\$35,000.00	\$8,128.36	76.78%
Dept 43245	Recycling: Refuse	\$3,072.00	\$26,871.64	\$35,000.00	\$8,128.36	76.78%
Dept 43260	Weed Control					
WEEDCTRL	E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WEEDCTRL	E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260	Weed Control	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$1,936.49	\$3,393.51	\$7,250.00	\$3,856.49	46.81%
Dept 45186	Senior Center	\$1,936.49	\$3,393.51	\$7,250.00	\$3,856.49	46.81%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-111 Committee Wages/Mee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-160 Liability Insurance Emp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$394.46	\$4,081.52	\$5,000.00	\$918.48	81.63%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$2,348.66	\$3,300.00	\$951.34	71.17%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$139.85	\$1,390.37	\$1,100.00	-\$290.37	126.40%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$622.38	\$6,000.00	\$5,377.62	10.37%

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Dept Abbrev	Account Descr	October 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PARKS	E 100-45200-440 Programs	\$0.00	\$9,015.16	\$9,000.00	-\$15.16	100.17%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$179.49	\$1,000.00	\$820.51	17.95%
PARKS	E 100-45200-580 Other Equipment	\$380.00	\$5,640.32	\$7,000.00	\$1,359.68	80.58%
Dept 45200 Parks (GENERAL)		\$914.31	\$23,277.90	\$32,400.00	\$9,122.10	71.85%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$1,750.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 45500 Libraries (GENERAL)		\$1,750.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$650.00	\$8,528.59	\$5,000.00	-\$3,528.59	170.57%
Dept 48205 Damage Deposit Refunds		\$650.00	\$8,528.59	\$5,000.00	-\$3,528.59	170.57%
Dept 49360 Transfers Out						
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49360 Transfers Out		\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49800 Transit (GENERAL)						
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800 Transit (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100 GENERAL FUND		\$26,084.15	\$1,082,348.96	\$1,537,063.00	\$454,714.04	70.42%

**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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-63

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 Dalco and they are willing to provide this service for 2015-2016 snow plowing season.

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

1. Be on call through the 2015-2016 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 2015-2016 snow plowing season, based on their availability/attendance for the service.
4. Jeff Bursch and Larry Dalco are authorized to work only if requested by Scott Vogel or another City Official.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-64

**A RESOLUTION APPROVING A SALARY RANGE ADJUSTMENT FOR THE
PUBLIC WORKS MAINTENANCE WORKER POSITION**

WHEREAS, the City Council desires to adjust the maximum salary range for the Maintenance Worker position in response to the current employee being at the top of the pay range.

BE IT FURTHER RESOLVED, that the City Council of the City of Hanover hereby approves an adjustment to the Maintenance Worker salary range to increase the maximum wage to \$51,000 per year.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-65

A RESOLUTION APPROVING THE CITY ADMINISTRATOR ANNUAL REVIEW

WHEREAS, the City Council conducted a performance review of the City Administrator; and

WHEREAS, the City Council suggested that the review act as the annual review; and

WHEREAS, the City Administrator held no objection of foregoing the 12 month review set for December 2015.

BE IT RESOLVED, that the City Council of the City of Hanover hereby approves the annual review of the City Administrator.

BE IT FURTHER RESOLVED, that the City Council approves an annual salary increase of 3.5% effective January 1, 2016 in accordance with the Personnel Policy.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-66

A RESOLUTION APPROVING 2016-2018 FIRE SERVICE CONTRACT

WHEREAS, the Fire Chief proposed updating the Fire Service Contract with the City of Corcoran, City of Greenfield and Rockford Township; and

WHEREAS, the joint Fire Board has reviewed the Fire Service Contract and have agreed to a three year contract as attached; and

WHEREAS, the City of Hanover agrees to the terms of the Contract.

BE IT RESOLVED, that the City Council of the City of Hanover hereby approves the Fire Service Contract for 2016-2018 as attached.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Hanover Volunteer Fire Department

Fire Protection Contract

THIS AGREEMENT, effective January 1, 2016, by and between the City of Hanover, with its registered office at Hanover, Minnesota (hereinafter referred to as “the Department”); and the cities of Corcoran, Greenfield, and Rockford Township, Minnesota municipal corporations in the Counties of Hennepin and Wright and the State of Minnesota (hereinafter referred to individually as “a City” and collectively as “the Cities”).

WITNESSETH:

WHEREAS, the Cities desire to contract with the Department for fire protection and emergency medical response services (hereinafter referred to as “the Contracted Services”) within each City’s Fire Service Area described in Exhibit A attached hereto and made a part of hereof (hereinafter referred to as “Fire Service Area”); and

WHEREAS, the Department has the necessary equipment, trained manpower and facilities to provide Contracted Services and is willing and able to provide such services to the City on the terms and conditions contained herein; and

WHEREAS, the parties have agreed upon pricing of Contracted Services to the Cities by formula, based upon (a) the Contracting City’s Market Value for the Sections serviced, (b) the Total Market Value of all areas serviced, (c) the Contracting City’s Market Value Percentage of area serviced, (d) the Contracting City’s Call Hours for the Sections serviced, (e) the Total Call Hours of all areas serviced, (f) the Contracting City’s Call Hours Percentage of the area serviced and (g) the budget as seen in Exhibit B.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. DEFINITION OF TERMS.** For the purpose of this Agreement, the terms in this section shall have the following meanings:
 - 1.1.** “Contracting City” means any city which is a party to this Agreement for purposes of apportioning costs of Contracted Services. At the effective date hereof the Contracting Cities are Corcoran, Greenfield, Hanover and Rockford Township.
 - 1.2.** “Contract term” means the three (3) year term of this Agreement which Contracted Services will be rendered to the Cities by the Department, commencing January 1, 2016, and expiring December 31, 2018.
 - 1.3.** “Budget” means the Department’s annual expense budget contained in Exhibit B attached hereto and made a part hereof. The Budget shall be amended and restated annually in substantially the same form for each subsequent calendar year during the term hereof, or any extended or renewal term, and costs reapportioned accordingly, as provided herein. An amended and restated Budget for the following calendar year shall be submitted annually to the Contracting Cities not later than August 15 during the Contract Term and any extended or renewal term.

- 4.1. The Department's Budget payable by the Contracting Cities allocable as in accordance with the Data contained in Exhibit C.
- 4.2. The allocated costs of Contracted Services to the City shall be payable twice yearly or, upon mutual agreement of the Department and the Contracting City, in quarterly installments.
- 4.3. The estimated market value for the Fire Service Area of each Contracting City is based upon the estimated market value of all properties within the Fire Service Area for the budget year. The source of estimated market value shall be amounts compiled by the offices of the Hennepin County Assessor and the Wright County Assessor.
- 4.4. In the event that the Department incurs an unbudgeted expenditure to rent or lease specialized equipment or contracts with personnel to provide fire protection or emergency response services in a specific instance, the Contract City where the services are provided shall bear all costs incidental thereto, less any amounts reimbursed or otherwise recovered by the Department from the property owner or the property owner's insurer.
- 4.5. In the event of a third false alarm within a 12 month span (January through December), the contracted City where the false alarm occurred will agree to pay the fee stated on the current fee schedule. Subsequent false alarms during the same 12 months will be charged at an additional fee.
- 4.6. In the event that the Contract City has unpaid fire charges, Minnesota State law provides the City the "power under sections Minn. Stat. § 366.011 and 366.012 relating to charges for emergency services." Under this power, the City has the ability to certify for collection with taxes the unpaid fire charges on property located outside the City limits that is anywhere within the State.

5. ADMINISTRATIVE RESPONSIBILITY

- 5.1. Contracted Services rendered to the Contracting Cities pursuant to this Agreement shall be under the sole direction of the Department, and the Department shall have exclusive and complete control over the delivery and performance of Contracted Services.
- 5.2. The level of services rendered, standards of performance, hiring and discipline of personnel assigned, and all matters related to Department policies, procedures, rules and regulations shall be consistent with historic levels of service provided by the Department and shall remain solely within the control of the Department.
- 5.3. Personnel assigned to provide Contracted Services hereunder shall be volunteer officer and firefighter members of the Department, which shall assume all obligations with respect to workers' compensation, Firefighter Relief Association payment and benefits, withholding tax, and insurance for each Department member or volunteer firefighter. The Department and its members, employee, and agents shall be independent contractors and not employees of any Contracting City, and the Department shall be responsible for timely payments of all taxes, workers' compensation benefits, and compensation for injuries to its members, employees and agents while performing their duties. No Contracting City shall be required to provide any of the foregoing compensation or non-wage benefits or assume any other liability of employment to any employee or other person assigned to duty by the Department within the Contracting City.

5.4. Dispute resolution. Any disputes between parties to this Agreement concerning functions and services to be rendered hereunder or the level or manner of delivery and performance of such services shall be resolved by the Fire Chief of the Department and a duly authorized representative of any Contracting City that is involved in the dispute.

5.5. Annual report. The Department shall provide an annual report to each Contracting City to reflect the most recent five (5) year history of fire and emergency medical response calls in the Fire Service Area, the most recent three (3) year summary of Department revenues and expenses, a current list of fixed assets and capital equipment, and any other information that the Contracting City may reasonably request.

6. TERM.

6.1. The term of this Agreement shall be three (3) years, commencing January 1, 2016, and terminating December 31, 2018, and shall be renewed automatically thereafter for successive three-year terms unless terminated prior thereto pursuant to the following:

- a.** For any reason at least one (1) year prior to termination date; or
- b.** In an Event of Default at least ninety (90) days prior to date of termination

6.2. Any notice of termination shall be given in writing in the manner provided in Section 10.1 of this Agreement.

7. FIRE ADVISORY BOARD. A Fire Advisory Board (hereinafter referred to as the "Advisory Board") will be comprised of city administrators and police chiefs or other designee from each of the Contracting Cities. The Advisory Board will meet not less frequently than twice yearly to review Department policies and standard operating procedures, operating and capital budgets, future fire service needs, capital improvement plans, and pension funding requirement.

8. FIRE DEPARTMENT RELIEF ASSOCIATION. Annual retirement costs paid to the Fire Department Relief Association shall be included as a line item expense in the Budget.

9. MISCELLANEOUS.

9.1. Notice. Any notice required or permitted to be delivered in connection with this Agreement shall be in writing and may be given by certified mail, facsimile or electronic mail, hand delivery, or by overnight courier and shall be deemed to have been received (a) if given by certified mail, return receipt requested, three (3) days after date of deposit in the United States mail, postage prepaid; (b) if given by facsimile, electronic mail, or hand delivery, when such notice is received by the party to whom it is addressed; or (c) if given by overnight courier, when delivered. Notice shall be sent to the parties at the address set forth below; PROVIDED, that any party having a change of address shall provide such change of address within five (5) business days to the other parties:

If to the Department:

Hanover Volunteer Fire Department
Attention: Dave Malewicki, Fire Chief
11250 5th Street NE
Hanover, MN 55341
Telephone: 763-497-3777
Facsimile: 763-497-1873
E-mail:

With copy to:

Jay Squires
Rupp, Anderson, Squires & Waldspurger
527 Marquette Ave. S., Suite 1200
Minneapolis, MN 55402

If to Cities:

City of Corcoran
Attention: Jeanie Heinecke,
City Clerk
8200 County Road 116
Corcoran, MN 55340
Telephone: 763-400-7032
Facsimile: 763-420-6056
E-mail: jheinecke@ci.corcoran.mn.us

City of Greenfield
Attention: Bonnie Ritter,
Administrator-Clerk
7738 Commerce Circle
Greenfield, MN 55373
Telephone: 763-477-6464
Facsimile: 763-477-6472
E-mail: britter@ci.greenfield.mn.us

City of Hanover
Attention: Brian Hagen,
City Administrator
11250 5th Street NE
Hanover, MN 55341
Telephone: 763-497-3777
Facsimile: 763-497-1873
E-mail: brianh@ci.hanover.mn.us

Rockford Township
Attention: Sharon Leintz,
Deputy Clerk
3039 Dague Avenue SE
Buffalo, MN 55313
Telephone: 763-682-3499
Facsimile: 763-682-6256
E-mail: rockfordtownship@yahoo.com

- 9.2. Captions.** Captions and paragraph headings contained in this Agreement are for convenience of reference only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. All capitalized terms shall have the meanings ascribed to them in this Agreement.
- 9.3. Entire agreement.** This Agreement, together with exhibits hereto, constitutes the entire agreement between the parties, supersedes any prior or contemporaneous oral or written agreements regarding the subject matter hereof, and may not amended or changed, nor any provision waived, except in writing by the parties.
- 9.4. Benefit and succession.** This Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and permitted assigns, but may not be assigned without the written consent of the party or parties to be charged.
- 9.5. Severability.** If any provisions of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provisions shall be fully severable, and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement; PROVIDED, that the parties continue to realize the principal benefits of the transaction or rendering of services contemplated hereby.
- 9.6. Counterparts.** This Agreement may be executed in counterparts, all of which shall constitute one and the same instrument, but each copy shall be deemed an original. Facsimile or electronic signatures shall be binding as if they were an original signature.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the effective date hereinabove stated.

HANOVER VOLUNTEER FIRE DEPARTMENT

CITY OF CORCORAN

By: _____
Dave Malewicki, Fire Chief

By: _____
Mayor Ken Guentner

and

and

By: _____
Assistant Fire Chief

By: _____

CITY OF GREENFIELD

CITY OF HANOVER

By: _____
Mayor Brad Johnson

By: _____
Mayor Chris Kauffman

and

and

By: _____

By: _____

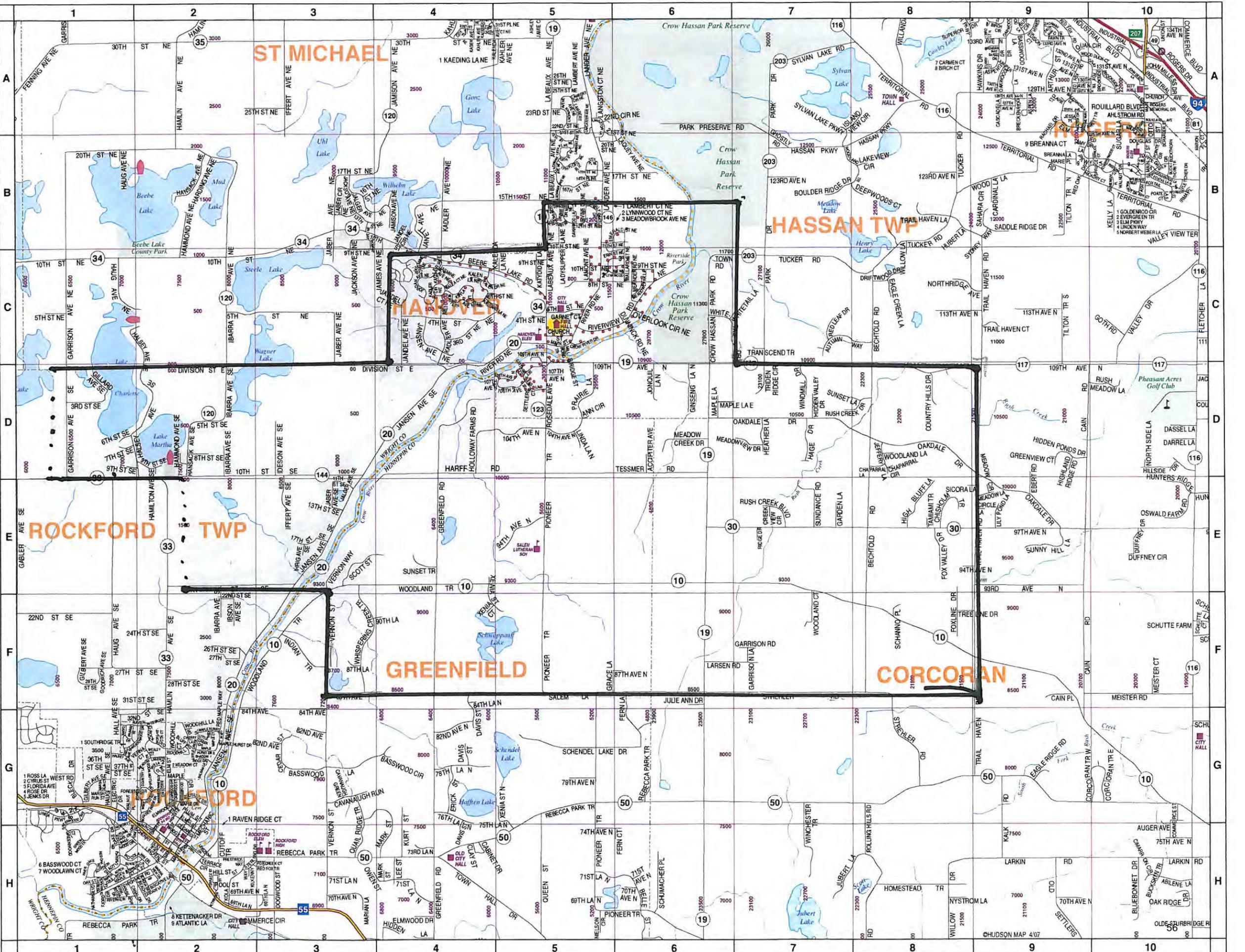
ROCKFORD TOWNSHIP

By: _____
Supervisor

and

By: _____

A	ACCIPITER AVE ANN CIR	D6	HUNTERS RIDGE	E10	SCHUMACHER PL	H6
B	BASSWOOD CIR	G4	IBARRA AVE NE	C3	SETTLERS CT	F3
C	CABINET DR.	H4	JABER AVE NE	B3,C3	TAMARACK ST	H2
D	DARRELLA	D10	LAMONT AVE NE	C5	10TH ST NE	B3,B5,C1,C5
E	EAGLE RIDGE RD.	G9	LEE ST.	H4	16TH PL NE	B5
F	FENNING AVE NE	A1	MAIN ST.	C5	18TH PL NE	B5
G	GARDEN LA	E7	MEADOW CIR	D9	22ND CIR NE	A5
H	HAGE DR.	D7	HALL AVE SE	G1	68TH ST SE	H5
I	IBARRA AVE SE	D2,F2	IBARRA AVE SE	C3	SETTLERS LA	D5
J	JABER AVE NE	B3,C3	JABER AVE NE	B3	TAMAMIA TR.	E8
K	KADLER AVE NE	B4,C4	KADLER AVE NE	C4	WINDMILL DR.	B9
L	LACHTMAN AVE NE	A5,B5	LACHMAN AVE NE	A5,B5	7TH ST SE	C1
M	MAPLE LA	C10	MALLARD ST NE	C6	20TH ST NE	B1,B5
N	MEADOW LA	E9	MEADOW LARK LA	C6	22ND ST SE	F1,F2
O	OAK RIDGE DR	H10	OAKDALE DR	D7,D8,E9	71ST AVE N	H6,H9
P	PARK DR	A7,C7	PARK DR	A7,C7	84TH AVE N	F4
Q	QUAIL RIDGE TR	D5	QUAIL RIDGE TR	D5	87TH AVE N	F6
R	REBECCA PARK TR	G5,H1,H2	REBECCA PARK TR	G5,H1,H2	97TH AVE N	E5,E9
S	SALEM LA	F5	SANTEE FE TR	E8	SCHANNING PL	F8
T	TAMAMIA TR.	E8	TERRITORIAL RD.	A8,B9,B10	TERRITORIAL RD.	A8,B9,B10
U	VALLEY DR	C10	VALLEY VIEW TER.	B10	VALLEY VIEW TER.	B10
V	VERNON ST	G3	VERNON ST	G3	VERNON ST	G3
W	WINDMILL DR.	B9	WOODLAND CT	F7	WOODLAND TR.	E4,F3
X	XENIA CT	F4	XENIA CT	F4	XENIA CT	F4
Y	YALOW LA	C8	YALOW LA	C8	YALOW LA	C8
Z	ZUCKER RD	B8,C7	ZUCKER RD	B8,C7	ZUCKER RD	B8,C7



NUMBERED STREETS

2016 Estimated Market Values	HC	WC	TOTAL	
City of Corcoran	\$183,055,000		\$183,055,000	26.86%
City of Greenfield	\$117,712,700		\$117,712,700	17.27%
City of Hanover	\$69,189,000	\$225,991,400	\$295,180,400	43.31%
Rockford Township		\$85,640,300	\$85,640,300	12.56%
	\$369,956,700	\$311,631,700	\$681,588,400	100.00%

Total Calls by Year	2010	2011	2012	2013	2014 Total	Average		
City of Corcoran	23	33	25	24	34	139	27.8	21.09%
City of Greenfield	16	15	13	13	12	69	13.8	10.47%
City of Hanover	84	64	71	77	73	369	73.8	55.99%
Rockford Township	7	11	14	22	28	82	16.4	12.44%
	130	123	123	136	147	659	131.8	100.00%

2016 Budget:

246,102 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
(29,500) State FRA Pension Contribution
(\$10,000) Hanover's assumption of St. Michael's share
\$206,602 Amount to be allocated

Payment from City is based on dividing the budget in half and then determining costs based on Market Value and Call Hours.

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	26.86%	27,743.62	21.09%	21,788.79	49,532.41
City of Greenfield	17.27%	17,840.41	10.47%	10,816.02	28,656.43
City of Hanover	43.31%	44,737.23	55.99%	57,842.18	102,579.41
Rockford Township	12.56%	12,979.55	12.44%	12,853.82	25,833.37
	100.00%	103,300.81	100.00%	103,300.81	206,601.62
		103,300.81		103,300.81	

***2015 Payment Per City:**

City of Corcoran	\$44,841.83
City of Greenfield	\$26,352.99
City of Hanover	\$107,831.53 (Includes \$15,000)
Rockford Township	\$23,562.65
	\$202,589.00

2016 Payment Per City:

City of Corcoran	\$49,532.41
City of Greenfield	\$28,656.43
City of Hanover	\$112,579.41 (Includes \$10,000)
Rockford Township	\$25,833.37
	\$216,601.62

*2015 contract costs based solely on market values

**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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-67

**A RESOLUTION AUTHORIZING MEMBERSHIP IN THE
MINNESOTA MUNICIPAL MONEY MARKET FUND**

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with the Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and the other Fund services offered by the Fund; and

WHEREAS, this Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, Inc.) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, Inc.), the Distributor (PMA Securities, Inc.) or the Fixed Rate Program Providers, PMA Financial Network, Inc. and PMA Securities, Inc., and the Custodian, U.S. Bank National Association, ("Services Providers") and/or their successors.

BE IT RESOLVED, that the City Council of the City of Hanover hereby deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each.

BE IT FURTHER RESOLVED AS FOLLOWS:

Section 1. This municipality shall become a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. This municipality is authorized to invest monies from the time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Brian Hagen, City Administrator/Clerk/Treasurer
Print Name/Title Signature

Elizabeth Lindrud, Account/Deputy Clerk
Print Name/Title Signature

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National association, or its successor, or programs of PMA Financial Network, Inc. or PMA Securities, Inc. for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, Inc. and PMA Securities, Inc. and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposits into such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



PMA Financial Network, Inc.

Institutional Brokerage Account Agreement

1. *Provision of Services:* To open a Certificate of Deposit/Commercial Paper Transaction Account (“Brokerage Account”) at PMA Financial Network, Inc. (“PMA,” “we,” “our” or “us”), you as the Applicant identified on page 5 must complete an Institutional Account Application (your “Application”) and execute a copy of this Institutional Brokerage Account Agreement (this “Agreement”). When we approve your Application, we will open an Account for you and act as your agent to purchase and sell certificates of deposit and commercial paper for your Brokerage Account and on your instructions. We may purchase and sell all certificates of deposit and commercial paper at your direction. By opening a Brokerage Account at PMA, you acknowledge and represent that you have read and understand this Agreement and agree to be bound by its terms. This Agreement governs each Brokerage Account that you open or request to be opened with us.
2. *No Advice and No Recommendations:* You acknowledge that we do not and will not give investment, legal or tax advice or make securities recommendations. You agree that you are a self-directed investor and all orders entered are unsolicited and based on your own investment decisions or the investment decisions of your duly Authorized Personnel. You agree that neither PMA nor any of its employees may be designated as Authorized Personnel and that you will neither solicit nor rely upon PMA or any of its employees for any such advice. You understand that you are solely responsible for all orders entered, including, but not limited to, trade qualifiers, the number of trades entered, the suitability of any trade(s), investment strategies and risks associated with each trade, and will not hold PMA or any of its officers, directors, employees, agents or affiliates liable for those investment decisions. You further understand that we do not and will not review the appropriateness or suitability for you of any transactions implemented or investment strategies employed in your Brokerage Account. You hereby agree to hold PMA and its officers, directors, employees, agents and affiliates harmless from any liability, financial or otherwise, or expense (including attorneys’ fees and disbursements), as incurred, as a result of any losses or damages you may suffer with respect to any such decisions, instructions, transactions or strategies employed in your Account by you or your Authorized Personnel, or as a result of any breach by you of any of the covenants, representations, acknowledgments or warranties herein.
3. *Transfer of Investment Funds Agreement.* You agree to transfer all funds through one or more of the following:
 - An account set up in your name at a financial institution participating in PMA programs.
 - PMA Financial Network Commercial Paper Clearing Account.
 - PMA Financial Network Certificate of Deposit Clearing Account.
4. *Requests for Transfers of Funds to Secondary Depositories.* PMA will assist in the transfer of funds to an account in an institution of your choice under the following conditions:
 - The institution and account are listed in the Application.
 - If not listed on the Institutional Account Application, a Fax, dated and signed by one of your Authorized Persons listed on the Application is sent to PMA giving complete wiring and account information. Unless otherwise stated, this will be considered a standing wire request.
 - PMA is not responsible for delays caused directly or indirectly by conditions beyond our control including, but not limited to interruptions of communications or data processing services, Federal Wiring Services, or service disruptions at sending or receiving institutions.
5. *Commissions and Fees:* You agree to pay our brokerage commissions, charges and other fees, as they exist from time to time and apply to your transactions and services you receive. From time to time, we execute transactions with the assistance of third party consultants. You agree to pay fees charged by third party consultants at their cost. You also agree to pay all applicable taxes, including, without limitation, state and local excise taxes.
6. *Rules and Regulations:* You acknowledge that this Agreement, your Brokerage Account and any transactions you make are subject to all applicable federal and state laws, rules, and regulations and the constitution, rules, regulations, customs, usages, rulings and interpretations of the exchange or market and its clearinghouse (if any) where such transactions are executed.
7. *Payment, Equity Deposit, Settlement, and Liquidation:* When you purchase certificates of deposit and commercial paper, you agree to pay for the certificates of deposit and commercial paper by settlement day. We may use available funds in your Brokerage Account to settle a transaction.

We may require an equity deposit or full payment before we accept your order. When you sell long certificates of deposit or commercial paper, you must own the certificates of deposit or commercial paper when you place the order. You also agree to make good delivery of the certificates of deposit or commercial paper you’re selling by settlement day. If you do not pay for a long certificate of deposit or

commercial paper by the settlement day, PMA may liquidate that certificate of deposit or commercial paper at market prices and charge you any actual fees or costs. PMA will use best efforts to notify you electronically before taking such actions but in all cases has the power to liquidate the position without your authorization.

If you have other obligations to us, which you do not satisfy on a timely basis, for our protection, or to satisfy your obligations to us, we may, at our discretion, without prior demand or notice but after using best efforts to notify you electronically, sell or otherwise liquidate all or any part of the certificates of deposit, commercial paper and other property securing your obligations or close any or all transactions in your Brokerage Account. In this regard, we may transfer certificates of deposit, commercial paper and other property that are, now or in the future, held, carried, or maintained in or through the Brokerage Account and, to the extent of such account holder's interest, any present or future brokerage account with us in which such an account holder has an interest.

For instance, if you don't make good delivery of your certificates of deposit or commercial paper when making a sale, or if you don't tender the total purchase price when making a purchase, we may take appropriate steps to complete, cancel, or liquidate the transaction. This may include purchasing or borrowing the certificates of deposit or commercial paper necessary to make the delivery, or borrowing funds from financial intermediaries participating in PMA programs on your behalf to complete the purchase. The financial intermediary will determine the rate on a loan of this type. You are responsible for costs, commissions, and losses arising from any actions we must take to liquidate or close transactions in your Brokerage Account or from your failure to make timely, good delivery of certificates of deposit or commercial paper.

Unless otherwise agreed, fees due PMA must be paid in full by you, at the time of deposit. Upon your advance request, PMA may but is not required to invoice you for such fees.

Purchases of certificates of deposit at a bank by multiple PMA customers may be batched and bulk transferred to the bank for payment of the respective certificate of deposit purchased, unless specified otherwise.

Commercial Paper fees are taken on the date of settlement.

Subsequent placements (e.g., reinvestments, rollovers) of program money upon maturity of a program deposit shall be subject to the terms of this agreement.

In connection with the delivery of your Application, you have provided to PMA a list of Authorized Personnel whom you have entrusted with the authority to direct PMA in its performance of the services set forth herein. You acknowledge that PMA is hereby authorized to rely upon the direction of any of the Authorized Personnel with respect to the investment and withdrawal of monies, contracts and agreements on your behalf unless and until PMA has received written notice from you that such person should be removed from the list of Authorized Personnel.

8. *Accuracy of Account Information:* You represent and warrant that:

- You have provided us current, accurate, truthful and complete information in your Application.
- No one except the account holder listed on the Application has an interest in the Account.

In addition, you agree to notify us promptly in writing of any material changes in the information you supply to us on your Application. In particular, you agree to notify us in writing if:

- The List of Authorized Personnel is amended; or
- Bank Wire Transfer information is amended.

9. *Termination:* You may terminate this Agreement and your Brokerage Account at any time by giving us written notice, after paying any obligations you owe to us. We may terminate your Brokerage Account and any or all services rendered under this Agreement at any time and for any reason in our sole and absolute discretion. Closing an account or terminating services will not affect rights and obligations incurred or arising prior to closure or termination. The terms and conditions of this Agreement will survive termination of your Account and will continue to apply to any disputed or other remaining matters arising from our relationship.

10. *Restrictions on Trading:* You understand that we may at any time, in our sole discretion and without prior notice to you, prohibit or restrict your ability to trade certificates of deposit or commercial paper, or to substitute certificates of deposit or commercial paper, in your Brokerage Account.

11. *Governing Law:* This Agreement is governed by the laws of the State of Illinois (without regard to its conflict of law provisions), as applied to contracts entered into and completely performed within the State of Illinois.

12. *Assignment:* You may not assign your rights and obligations under this Agreement without first obtaining our prior written consent. We may transfer your Brokerage Account and assign our rights and obligations under this Agreement to any subsidiary, affiliate, or successor by merger or consolidation without notice to you, or to any other entity after 30 days prior written notice to you. This Agreement is binding

upon, and inures to the benefit of, your and our successors and permitted assigns, if any.

13. **Arbitration:** This Agreement contains a pre-dispute arbitration clause. By signing this Agreement, the parties agree as follows:

- All parties to this Agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this Agreement.
- The arbitration proceeding will be held in Chicago, Illinois.

You agree to settle by arbitration any controversy, dispute, claim or grievance between you or your officers, directors, employees or agents, and us, any of our affiliates or our or their shareholders, officers, directors, employees or agents arising out of, or relating to, this Agreement, your Brokerage Account or account transactions, or in any other way arising from your relationship with us. Such arbitration will be conducted before and in accordance with the rules then prevailing of the American Arbitration Association, unless (i) the rules of the Financial Industry Regulatory Authority (FINRA), (ii) another United States securities self-regulatory organization or United States securities exchange of which the person, entity or entities against whom the claim is made is a member or (iii) an order of court require that the arbitration be conducted under differing rules. The results of any arbitration proceeding shall be final and may be enforced by a court of competent jurisdiction. Either of us may initiate arbitration by serving or mailing a written notice to the other. The notice must specify which rules will apply to the arbitration, and such specification will be binding on both of us. Any award the arbitrator makes will be final and binding, and judgment on it may be entered in any court of competent jurisdiction.

14. **Class Actions:** No person shall bring a putative or certified class action to arbitration, nor seek to enforce any pre-dispute arbitration agreement against any person who has initiated in court a putative class action; or who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until: (i) the class certification is denied; or (ii) the class is decertified; or (iii) the customer is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this Agreement except to the extent stated herein.

15. **Losses Due to Extraordinary Events; Limitation of Liability:** We shall not be liable for losses caused directly or indirectly by conditions beyond our control, including, but not limited to, war, strikes, natural disasters, terrorist acts, government restrictions, exchange or market rulings, suspensions of trading, interruptions of communications or data processing services, or disruptions in orderly trading on any exchange market.

16. **Provision of Market Data:** We may convey to you through telephone, electronic, or other means last sale transaction data, bid and asked quotations, and other information relating to certificates of deposit or commercial paper and the markets in which such instruments are traded (collectively referred to in this section as "market data").

We obtain market data from exchanges and markets and from parties that transmit market data (collectively referred to in this section as "the market data providers"). All market data is protected by copyright laws. We provide market data for your personal, non-commercial use; you may not sell, market, or redistribute it in any way, unless you've entered into written agreements with the appropriate market data providers. We may terminate your access to the market data at any time in our sole and absolute discretion.

We receive the market data from industry sources that are believed to be reliable. However, the accuracy, completeness, timeliness, or correct sequencing of the market data, and the availability of the market data without interruptions, can't be guaranteed either by us or the market data providers. Neither we nor the market data providers will be liable to you or to any other person for any losses or damages arising from inaccuracies, errors, omissions, delays, non-performance, or interruptions in the availability of market data or your access to market data, whether or not due to any negligent act or omission by us or the market data providers. You acknowledge that the provision of such market data does not constitute a recommendation by us to purchase or sell any security or any financial, tax or legal advice by us. The market data is provided "as is" and on an "as available" basis. There is no warranty of any kind, express or implied, regarding the market data.

You are fully capable of evaluating certificates of deposit and commercial paper, reading markets, and recognizing portfolio diversification. However, the market data and other analysis provided by PMA may assist in your investment decisions. Any quotations generated from market data will also be considered subject to availability.

17. *Certificates of Deposit and Commercial Paper.* Investments are competitively priced. We have assigned general names to investment programs available to customers. The following program names may appear in various communications or confirmations delivered by the firm.

- *Network Program:* This program provides access to our network of investments that do not carry third party insurance. PMA does not guarantee these investments. Certificates of deposit may have Federal Deposit Insurance Corporation coverage on deposit accounts of “up to FDIC allowable limits” or less. Commercial paper is unsecured debt issued by a corporation. Commercial paper does not carry any federal insurance coverage but may have credit enhancement facilities or features to support its credit rating. The fact that PMA offers a particular investment should not be construed as a recommendation to purchase such investment nor does it imply any warranty of the credit or liquidity features of such investment.
- *Collateral Program:* Banks may offer to collateralize your certificate of deposit by pledging eligible securities, providing a Federal Home Loan Bank Letter of Credit or pledging other acceptable collateral. Banks will maintain collateral in amounts equal to the deposits in the certificate of deposit account or specified by your entities investment policy, whichever is greater. The firm will use all reasonable efforts to ensure that collateral agreements are properly executed. However, the firm recommends that legal counsel review each collateral agreement.
- *Insured Program:* Third party insurance or surety coverage may be available for certificates of deposit and commercial paper investments. Information regarding insurance providers participating in PMA programs is available upon written request. All disclaimers that apply to the Network program also apply to the Insured program.

18. *Notification:* We will send all notices and communications relating to your Brokerage Account to you at the mailing address or, where applicable, the electronic mail address shown in the Client Information section of your Application, or to another address you specify to us in writing. Any communication we send to such mailing address, whether by mail, telegraph, messenger, or otherwise, or to your electronic mail address is considered delivered to you personally, whether or not you actually receive it. You agree to promptly notify us of any changes in your mailing address or electronic mail address.

19. *Separability:* If any provision or condition of this Agreement shall be held to be invalid or unenforceable by any court, or regulatory or self-regulatory agency or body, such provision shall be deemed modified or, if necessary, rescinded in order to comply with the relevant court, or regulatory or self-regulatory agency or body. The validity of the remaining provisions and conditions shall not be affected thereby, and this Agreement shall be carried out as if such invalid or unenforceable provision or condition was not contained herein.

20. *Entire Agreement, Amendment, and Waiver:* This Agreement, any attachments hereto, our privacy policy, business continuity policy, and terms contained on statements and confirmations sent to you, as amended from time to time, contains the entire agreement between you and us with respect to the subject matter hercof.

We may amend this Agreement after prior notice to you and upon your agreement. In the event you do not agree to any amendment, we may close and liquidate your Brokerage Account in an orderly manner. No amendment of any nature will affect either of our obligations incurred prior to the effective date of the amendment.

No amendment or waiver of any provision of this Agreement will be effective unless it is in writing and signed by you and us. A waiver shall be effective only for the specific purpose for which given.

Our failure, at any time, to require strict compliance by you with any provision of this Agreement shall not constitute a waiver, or affect or diminish our right to demand strict compliance by you with any other provision of this Agreement.

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Agreement may be executed by facsimile signatures which shall be considered originals.

21. *Anti-Money Laundering Requirements:* The USA PATRIOT Act is designed to detect, deter, and punish terrorists and others who engage in money laundering or disguising illegally obtained funds so that the funds appear to come from legitimate sources or activities. All brokerage firms are required to have anti-money laundering programs. As part of our program, we may require you to provide various identification documents or other information to verify your identity and/or your institution’s identity. Until you provide the information or documents we need, we may not be able to open an account or effect any transaction for you.

22. *Privacy Policy:* We may collect personal, non-public information about you in the course of providing financial services to you, and we have a privacy policy to protect such personal information. On an annual basis, we will provide you with a copy of our privacy policy. You acknowledge that you have received and read our privacy policy.

23. *Warranty Disclaimer; Damage Limitation:* Neither we nor any third party makes any representations or warranties express or implied, including, without limitation, any implied warranties of merchantability or fitness for a particular purpose in respect of any services provided in connection with your Brokerage Account. Both parties to this Agreement agree that the only appropriate measure of damages for any breach of this Agreement are compensatory damages and that in no event shall either party be entitled to incidental, special, indirect, punitive or consequential damages.

24. *Consent to Monitoring and Recording:* You understand that we may, in our sole and absolute discretion, monitor or tape record telephone

conversations with you, and you consent to such monitoring and recording. We are not required to record all telephone conversations and do not guarantee that recordings of any particular telephone conversation will be retained or are capable of being retrieved. You acknowledge that we do not accept orders left on voicemail, and you agree not to leave any instructions for us on voicemail to enter a transaction for you.

25. *E-mail and Electronic Communication:* All e-mail sent to and from us is subject to monitoring, review by or disclosure to someone other than your intended recipient. You acknowledge that there may be delays in e-mail being received by your intended recipient. You agree to hold us harmless for any delay in e-mail delivery regardless of whether the delay was caused by us or a third party. E-mail sent to and from a PMA address may be retained by our corporate e-mail system. You agree not to use e-mail to transmit orders to purchase or sell a security and further agree that PMA is not liable for any actions taken or any omissions to act as a result of any e-mail message you send to us. Electronic communications with PMA via our Web site, wireless device or touchtone service are also subject to monitoring, review by or disclosure to someone other than the recipient and such communications may be retained by PMA.
26. *Account:* Your account is a brokerage account and not an advisory account. Our interests may not always be the same as yours. Please ask us questions to make sure you understand your rights and our obligations to you, including the extent of our obligations to disclose conflicts of interest and to act in your best interest. We are paid both by you and, sometimes, by people who compensate us based on what you buy. Therefore, our profits may vary by product and over time.

Note: THIS DOCUMENT CONTAINS A PRE-DISPUTE ARBITRATION CLAUSE, WHICH APPEARS HIGHLIGHTED IN BOLD TEXT IN SECTION 13 BEGINNING ON PAGE 3 ABOVE. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF THE PRE-DISPUTE ARBITRATION CLAUSE AND HAVE A COPY OF SUCH CLAUSE FOR YOUR RECORDS.

I hereby certify that I am the _____ (Title) of Applicant named below, that the execution of this Institutional Brokerage Account Agreement has been authorized and approved by the proper authorities of Applicant and that I am authorized to execute this Agreement on behalf of Applicant. I further certify that the information provided on this Agreement is true, correct, and complete, that I have read the Agreement and that the Applicant agrees to each of its Terms and Conditions and agrees that these terms and conditions may be amended from time to time in writing only by an officer of PMA Financial Network, Inc.

APPLICANT: _____

By: _____
AN AUTHORIZED OFFICER OR AGENT

ACCEPTED: **PMA Financial Network, Inc.**

By: _____,
AN AUTHORIZED OFFICER OR AGENT

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**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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent:

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

.....

RESOLUTION NO 10-06-15-68

A RESOLUTION APPROVING PURCHASE OF ACH PAYMENT MODULE

WHEREAS, the City of Hanover purchased the Accounting Software from Banyon Data Systems in 2013; and

WHEREAS, the City staff recommends purchasing the module for Automatic Clearing House (ACH) Payments from Banyon Data Systems for the one-time fee of \$795.00.

BE IT RESOLVED, that the City Council of the City of Hanover hereby approves the purchase of Banyon Data Systems ACH Vendor Payment Module for the one-time fee of \$795.00.

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October, 2015.

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 6th day of October, 2015.

The following Council Members were present: Kauffman, Vajda, Hammerseng, Warpula, Zajicek.

The following Council Members were absent: None.

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

.....

RESOLUTION NO 10-06-15-69

A RESOLUTION APPROVING HENNEPIN COUNTY USER AGREEMENT FOR PICTOMETRY

WHEREAS, the City will be given user access to Pictometry, a web-based GIS Software, in partnership with Hennepin County; and

WHEREAS, Hennepin County requires a user agreement with the City for user access.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the Hennepin County User Agreement for the web-based Pictometry Software.

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

Council members voting in favor: Kauffman, Vajda, Hammerseng, Warpula, Zajicek

Opposed or abstained: None

Adopted by the city Council this 6th day of October , 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator