

**AGENDA  
HANOVER CITY COUNCIL  
NOVEMBER 4, 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 October 20, 2015 City Council Work Session Meeting (pg.4)**
  - b. Approve Claims as Presented: (pg. 9)**

➤ Claims	\$ 38,612.02
➤ Payroll	\$ 6,950.86
➤ P/R taxes & Exp	\$ 2,730.15
➤ Other Claims	<u>\$ 1,383.65</u>
➤ Total Claims	<u>\$ 49,676.68</u>
  - c. Res No 11-04-15-72 – Accepting Donation from Hanover Athletic Association (pg. 36)**
- 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. Nuisance Abatement Hearing – 1367 Rolling Oaks Drive**
- 6. Public Hearings**
- 7. Unfinished Business**
  - a. Res No 11-04-15-73 – Approving WSB Proposal for PID 108-500-363226 Lot Split (pg. 37)**
  - b. Res No 11-04-15-74 – Approving 2015-2017 Financial Audit Engagement Letter (pg. 40)**
  - c. FRA Audit Engagement Letter (pg. 52)**
  - d. Park Board Resident Survey (pg. 59)**
- 8. New Business**
  - a. Res No 11-04-15-75 – Approving Rezoning of Property to Amend an Existing PUD (pg. 64)**
  - b. Res No 11-04-15-76 – Approving a CUP/Site Plan for a Project known as The Green House (pg. 97)**
  - c. Litigation Settlement**
  - d. Res No 11-04-15-77 – Approving Purchase of Card Access System on City Hall Doors (pg. 100)**
  - e. Stop Sign Request at Intersection of 109<sup>th</sup> and Settlers Lane North**
  - f. 2015 3<sup>rd</sup> Quarter Budget Review (pg. 102)**
- 9. Reports of Mayor and Council Members, Staff, Boards, and Committees**
- 10. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** October 29, 2015  
**Re:** Review of November 4, 2015 City Council Agenda

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1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: See enclosed consent packet.**
  - a. **Approve Minutes of October 20, 2015 City Council Work Session Meeting (pg.4)**
  - b. **Approve Claims as Presented: (pg. 9)**

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  - c. **Res No 11-04-15-72 – Accepting Donation from Hanover Athletic Association (pg. 36)**
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. **Nuisance Abatement Hearing – 1367 Rolling Oaks Drive**

*This property received an ordinance violation letter stating turf establishment would be required by October 26, 2015. Staff inspected the property on that date and found the yard of the property in the same condition as it was at the time of the violation letter. Staff hand delivered notice of the abatement hearing on October 28, 2015.*
6. **Public Hearings**
7. **Unfinished Business**
  - a. **Res No 11-04-15-73 – Approving WSB Proposal for PID 108-500-363226 Lot Split (pg. 37)**

*The proposal allows WSB to complete survey work needed to provide legal description information for the purchase agreement to sell one half of the 10 acres to JS Stewart. The survey work would also be used for the lot split.*
  - b. **Res No 11-04-15-74 – Approving 2015-2017 Financial Audit Engagement Letter (pg. 40)**

*Enclosed is an engagement letter provided by Bergan KDV (formally KDV) for the purpose of providing Hanover independent auditing services of the City’s financial statements for the years ending in 2015, 2016, and 2017.*
  - c. **FRA Audit Engagement Letter (pg. 52)**

*Enclosed is a similar engagement letter provided by Bergan KDV to complete the FRA audit. The FRA had requested an RFP for auditing services. This request was brought to Council at the October 20, 2015 meeting. Consensus of the members present was if the City pays for the FRA’s audit, then the same*

*auditor would continue to be used. This engagement letter is for Council's information, and the FRA will need to sign and accept the proposal.*

**d. Park Board Resident Survey (pg. 59)**

*Enclosed is the survey discussed with Council and the Park Board. Further review and suggested changes will be made prior to staff mailing the survey to residents.*

**8. New Business**

**a. Res No 11-04-15-75 – Approving Rezoning of Property to Amend an Existing PUD (pg. 64)**

*Enclosed is a resolution rezoning the 6 acre parcel in the Bridges at Hanover development from a 75 unit senior housing facility to a 24 unit facility. The amendment is related to the next agenda item. The public hearing for this item has been held, however, some residents may be present to see the Council decision.*

**b. Res No 11-04-15-76 – Approving a CUP/Site Plan for a Project known as The Green House (pg. 97)**

*This resolution would approve a required conditional use permit and a site plan for the Green House Project. The City Planner, Engineer, and developer will be present for any questions. The public hearing for this item has been held, however, some residents may be present to see the Council decision.*

**c. Litigation Settlement**

*The City has received noticed for a Conciliation Hearing. A resident is seeking restitution for damages to their motorcycle and clothing in relationship to an accident that occurred on Ginseng Lane on August 25, 2015. Discussion will be held on whether the City should settle out of Court or not.*

**d. Res No 11-04-15-77 – Approving Purchase of Card Access System on City Hall Doors (pg. 100)**

*Enclosed is a resolution and estimate which would allow the installation of card reader access to three additional door at City Hall. Two doors are exterior doors, and the third is the door from the hallway into Public Works.*

**e. Stop Sign Request at Intersection of 109<sup>th</sup> and Settlers Lane North**

*The Planning Commission has requested Council consider installing a stop sign at the intersection of 109<sup>th</sup> and Settlers Lane N. This is a three way intersection with currently one stop sign for vehicles exiting the Bridges at Hanover.*

**f. 2015 3<sup>rd</sup> Quarter Budget Review (pg. 102)**

*Liz will present and answer any questions.*

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

**10. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL WORK SESSION  
OCTOBER 20, 2015 – DRAFT MINUTES**

**Call to Order**

Acting Mayor Hammerseng called the Regular City Council Work Session Meeting of Tuesday, October 20, 2015 to order at 6:00 p.m. Present were Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Mayor Kauffman and Councilor Vajda were absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Park Board Member Mat Boie, Park Board Member Dee Zajicek. Guests present were Susan Blood with NWHHSC, and Richard and Kelli Gedart.

**Approval of Agenda**

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

**Consent Agenda**

Hagen stated that there was a late fee on the Wex Invoice, as Wex did not change the account from a 22 day cycle to a 45 day cycle as they stated they would. Staff called again and will be receiving credits and a change to the 45 day cycle with the next invoice.

**MOTION** by Warpula to approve agenda, seconded by Zajicek.

**a. Approve Minutes of October 6, 2015 City Council Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 187,143.57
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,157.55</u>
➤ Total Claims	<u>\$ 199,297.98</u>

**Motion carried unanimously.**

**Susan Blood - NWHHSC**

Susan Blood with Northwest Hennepin Human Services Council gave an annual report to Council. Blood stated that NWHHSC provides resources and emergency services to residents within Hennepin County. They have workforce development, early childhood and senior health programs, as well as connections with the food shelf. Some examples of services provided are helping families connect with caregivers for elder care, bring small business experts to in home daycare providers at tax time, and provide CPR training for in home daycare providers. The resources they provide are for Hennepin County residents, however, the information on their website is available to anyone and when they do receive calls from Wright County residents, they will direct them to the correct Wright County contact.

**Nuisance Abatement Hearing – 11375 12st NE**

Hagen provided an overview of the communication between staff and the property owner of the above stated address regarding missing siding. Hagen explained that letters were mailed to the owners on August 18, 2015 and September 29, 2015 both citing the ordinance violation and a deadline to correct to violation. The property owner did make contact with the City stating they were attempting to correct the violation. The second letter gave until October 12, 2015 to correct the violation. No progress has been made so staff brought the nuisance abatement to Council. The three options are 1) extend the deadline for the homeowner to fix 2) Fine the homeowner per the ordinance, or 3) City will contract out the work and pass the costs onto the homeowner.

Hagen stated that Kelli did come into City Hall Friday, October 20, 2015 and felt that she did want the home fixed and that if she could provide a contract in place with a contractor it would show they are taking action.

Kelli did send over a signed contract as of the day on this meeting with an expected finish date of November 6<sup>th</sup>. Hagen then turned the floor over to the Gedarts so they could speak.

Richard Gedart gave a history of the siding damage. It was damaged in a 2008 hail storm and they had to have that side of their home resided and the roof redone. They hired Marquette Construction and had a lot of problems, the incorrect roofing was put on and within four months their siding started to bubble and come off. Marquette did replace the siding, but would not replace the incorrect roofing. In 2009 the siding fell off the home again, at this time Marquette was still refusing to fix the roof and would not fix the siding. AJ Starner, a friend of the Gedarts, came out and fixed the siding. In 2012 the siding fell down again, once again AJ Starner fixed the siding. The siding came down again in 2013 and 2014, Gedart made the repairs himself, injuring himself in 2014. The siding then came down again in 2015, this time the siding pieces were broken and could not be put back up. Gedart had planned to hire Starner to replace and repair, however, Starner's schedule was not open, but has provided the Gedharts with a referral. The contractor in place is licensed and comes with references, Council had discussion around ensuring that the contractor ordered the correct color and thickness of siding, Gedhart stated that he was able to get the product code off the broken siding to make a correct match.

Council and Staff agreed that the homeowner is showing good faith throughout the process, but that a deadline will need to be put in place. The contractor stated in the contract that he would be finished with work on November 6<sup>th</sup>. Council, Staff, and the Gedharts agreed to a final work completion date of November 20<sup>th</sup> to allow of any unexpected delays. Council also requested that should any delays occur, to please call and inform the City. The Gedarts asked should they miss the deadline, would the contractor the City hires be reputable. Hagen stated yes, the City would go through the same process as we go through for our own projects.

**MOTION** by Zajicek to set November 20<sup>th</sup>, 2015 as a final date for the siding repair at 11375 12st ST NE, if the date is not met the City will hire a contractor and pass the cost onto the homeowners, seconded by Warpula. **Motion carried unanimously.**

### **Park Board/Council Joint Discussion**

Dee Zajicek and Mat Boie from the Park Board attended the work session to discuss items around a questionnaire that Park Board would like to send to residents. A special Park Board Meeting was advertised, however, due to no quorum a Park Board meeting was not called to order. Dee Zajicek went through the questionnaire she had created. She would like to get more information on which parks residents visited and how often, what resident's expectations of the Park Board are, and what Park Board events residents attend and their feedback. Discussion took place to leave the questions open ended. Hagen stated that in the past sending surveys with a stamped and self-addressed envelope received a better response than just sending the survey without a return envelope.

Dee Zajicek went on to discuss that the Mayor had asked her to work on a new baseball field for Settlers Park. Hammerseng mentioned that Youth Ball and the Athletic Association are working together on that. Hagen stated that the Park Board could help facilitate that project and Hammerseng stated a letter of support from Park Board could help them with their grant application.

Dee Zajicek also stated that she would like more events/equipment for older children and the adults in the community as well as more park benches and trash cans along the trails. She also wanted to start more community involved activities, a community garden at Settler's Park or a garden club or garden tour among residents. Warpula and Jim Zajicek mentioned there used to be an Oktoberfest near the Historic Bridge, Warpula also mentioned monthly BBQ's at the parks to get the community together. Hammerseng stated that the Council supports the programs the Park Board currently does and supports their desire to add new events as well as keep the ones that are popular. Warpula also thanked them for their service to the City.

**Res No 10-20-15-70 – Approving WSB Proposal for Easement Acquisition**

Hagen stated this proposal would allow for needed information to obtain an easement for the switchback for the Lake Independence Regional Trail. Total cost from WSB is \$2,700.00. The attorney would review the documents prior to approval and execution of the documents. Hagen stated he has not heard from Bankwest if they will want a monetary value for the land. Hagen would wait to move forward until he received that information.

**MOTION** by Warpula to approve Res No 10-20-15-70, seconded by Zajicek. **Motion carried unanimously.**

**JS Stewart Purchase Agreement**

Hagen stated that per the last Council Meeting, the 10 acres project is put on hold until a purchase agreement is put in place with JS Stewart. Jay Squires estimates 4-5 hours at his hourly rate to draft a purchase agreement based on the average agreement. This estimate is based on an average purchase agreement with no unexpected challenges. Hagen stated he would like direction from Council before asking Squires to create the Purchase Agreement. Council agreed that Hagen can move forward with Squires to draft a Purchase Agreement.

**Res No 10-20-15-71 – Approving WSB Proposal for PID 108-500-363226 Lot Split**

Hagen stated that WSB provided a proposal for the costs involved in the lot split for the 10 acres for a total of \$4,200.00. Hagen stated that WSB included a \$1,200 line item for Real Estate Services, which he had not been able to get more clarification on before the meeting. Hagen felt that the WSB proposal includes drafting language for the purchase agreement, which the attorney would be drafting.

Zajicek inquired as to what was involved in these costs, his concern stemmed from it being much lower than he anticipated and were some items missing. He also inquired what costs Jim Stewart would incur. Hagen stated that it is generally the property owner’s responsibility to have the lot prepared for sale. In our case, survey work, purchase agreement, and a subdivision are required. Once the lot is sold Stewart will incur the rest of the costs of developing the property. Council and Staff would like to go back to WSB and eliminate/clarify the real estate costs line item and further clarification on WSB not quoting the cost of the lot staking.

**MOTION** by Hammerseng to deny Res No 10-20-15-71, seconded by Warpula. **Motion carried unanimously.**

**City of Hanover/St. Michael Library Funding Agreement**

Hagen gave a history on the joint agreement for the Library in St. Michael. Hanover was not willing to pay the original amount requested, which was based on population. Instead a motion was passed which stated Hanover would pay \$7,000 a year towards debt for the first ten years, then \$11,000 for the second 10 years, future council would re-evaluate the payments for years 21 and beyond. Operating and maintenance costs would be considered on a case by case basis. Hagen discovered this when asking Steve Bot, with the City of St. Michael, if Hanover was contributing what they should be towards agreements in place with St. Michael.

Hagen further asked Council if they would like to commit to contributing to the portion of the operating costs (based on population) for the Library. The library is open to Hanover residents in the Wright County portion. Warpula inquired as to the current amount Hanover would need to pay. Hagen stated that in 2009 it was estimated at \$2,200 a year, but changes each year with the annual budget. Hammerseng also inquired if Hagen could get information the Hanover resident’s usage of the library. Council did agree they would review the information.

## Reports

### Warpula:

- Warpula stated it was nice to have NWHHSC visit and discuss their programs.
- Warpula stated he liked hearing from Park Board.
- Noticed the work had started on the Historic Bridge and asked if it would be open for the snowmobiles this winter. Hagen stated that the contractor will be removing all decking, and will leave the decking off until new decking is installed in the last steps of the project.
- Asked for an update on the new key system for City Hall/Public Works. Hagen stated they are preparing the estimate now. They will be looking at how our current system can be added to, or if a new system would be required. If a new one is required, they will be looking into whether the current panels can be moved to the Fire Hall, as Chief Malewicki has noted the Fire Hall would like to use them.

### Hagen/Public Works:

- The concrete pad for the Lion Head drinking fountain was installed
- Sprinklers have been blown out and the shelter has been closed out for the season.
- Vogel and Doboszinski have been clearing brush by the Historic Bridge to help facilitate the construction crew.
- Silt fencing has been put up around the dirt on the 10 acres.

### Lindrud

- Staff sent out roughly 140 requests to vendors for ACH information, currently the requests were only sent to vendors that the city has used more than once in between 2014 and 2015. Only a few vendors have declined to participate. Lindrud is hoping to send the first ACH payments with the November Claims.

### Hagen/Engineer Report:

- CSAH 19 Trail: The contractor will be out near the end of the month to remove and replace curb at the driveway apron. The final walk through with MnDOT has been requested, typically MnDOT is out within a few weeks of receiving the request. Once the walk through and curb are finished the project will be closed out. Messner anticipates the project to be closed out to be near the end of November.
- Historic Bridge: The contractor has begun to set up for the project. After the decking and timber spans are clear, the abutments will be tuck-pointed, followed by bridge lifting to replace the roller bearings and bearing timbers. There will likely be a delay between the tuck pointing and bridge lifting due to the lead time to order needed materials. Once the bearing timbers and roller bearings are replaced the new deck will be installed.

### Hagen:

- Hagen stated at the last FRA meeting members had stated they were not satisfied with KDV as an auditor and would like to do an RFP. KDV was contacted and was unaware that the FRA was dissatisfied; Hagen feels they will improve their service. Hagen further stated that KDV would be submitting an engagement letter to be approved by Council for future audits. If Council is satisfied we could commit to three years. We could also agree to a one year commitment and go out for an RFP next year for both the City and FRA audit. Council consensus was that if the City is happy with KDV we should capitalize on locking in a three year rate.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 8:25 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

\_\_\_\_\_  
Doug Hammerseng, Acting Mayor

ATTEST:

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

# HANOVER

## Payments

10/29/15 3:01 PM  
Page 1

**Current Period: November 2015**

Batch Name	11/04/15 ACH Payment	Computer Dollar Amt	\$6,410.89	Posted
Refer	1396 <i>AEM FINANCIAL SOLUTIONS, LLC</i>	<u>Ck# 001385E 10/27/2015</u>		
Cash Payment	E 100-42290-301 Auditing and Acctg Servi	Preperation for US forms 1099 and 1096		\$80.00
Invoice				
Transaction Date	10/22/2015	Due 0	Cash 10100	<b>Total \$80.00</b>
Refer	1382 <i>BIFFS INC.</i>	<u>Ck# 001384E 10/22/2015</u>		
Cash Payment	E 100-45200-580 Other Equipment	Pheasant Run Park		\$95.00
Invoice W577803	10/14/2015			
Cash Payment	E 100-45200-580 Other Equipment	Eagleview Park		\$95.00
Invoice W577804	10/14/2015			
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park		\$95.00
Invoice W577805	10/14/2015			
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park		\$95.00
Invoice W577806	10/14/2015			
Transaction Date	10/19/2015	Due 0	Cash 10100	<b>Total \$380.00</b>
Refer	1404 <i>COLLABORATIVE PLANNING LLC</i>	<u>Ck# 001397E 10/27/2015</u>		
Cash Payment	G 818-20200 Accounts Payable	Greenhouse		\$593.76
Invoice 2015-116	10/27/2015			
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning		\$593.75
Invoice 2015-115	10/27/2015			
Transaction Date	10/27/2015	Due 0	Cash 10100	<b>Total \$1,187.51</b>
Refer	1397 <i>LINDRUD, ELIZABETH</i>	<u>Ck# 001398E 10/27/2015</u>		
Cash Payment	E 100-41435-331 Travel Expenses	Mileage - MNGFOA Conference		\$124.20
Invoice	10/26/2015			
Cash Payment	E 100-41435-331 Travel Expenses	Mileage - Advanced Accounting Training		\$180.55
Invoice	10/26/2015			
Cash Payment	E 100-41435-331 Travel Expenses	Lodging - Advanced Accounting Traininig		\$129.85
Invoice	10/26/2015			
Transaction Date	10/26/2015	Due 0	Cash 10100	<b>Total \$434.60</b>
Refer	1412 <i>WESTSIDE WHOLESALE TIRE &amp; S</i>	<u>Ck# 001402E 10/29/2015</u>		
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Trailer Mount Tire		\$103.78
Invoice 756230	10/27/2015			
Transaction Date	10/29/2015	Due 0	Cash 10100	<b>Total \$103.78</b>
Refer	1414 <i>WRIGHT-HENNEPIN COOPERATIV</i>	<u>Ck# 001403E 10/29/2015</u>		
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park		\$55.00
Invoice	10/19/2015			
Transaction Date	10/29/2015	Due 0	Cash 10100	<b>Total \$55.00</b>
Refer	1405 <i>WSB &amp; ASSOCIATES, INC.</i>	<u>Ck# 001404E 10/29/2015</u>		
Cash Payment	E 401-41950-303 Engineering Fees	Hennepin CR 19 Trail		\$2,820.00
Invoice	10/21/2015			
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services		\$755.50
Invoice	10/21/2015			
Cash Payment	G 818-20200 Accounts Payable	Greenhouse		\$266.00
Invoice	10/21/2015			



# HANOVER

10/29/15 3:30 PM

Page 1

## Payments

Current Period: November 2015

Batch Name	11/04/15 PAY	Payment	Computer Dollar Amt	\$32,201.13	Posted
Refer	1411	<u>AFLAC</u>		<u>Ck# 031396 11/4/2015</u>	
Cash Payment	E 100-41400-151	Med/Dental Insurance		October Supplemental Insurance	\$80.21
Invoice	237779	10/12/2015			
Cash Payment	E 100-43000-151	Med/Dental Insurance		October Supplemental Insurance	\$53.95
Invoice	237779	10/12/2015			
Transaction Date	10/29/2015	Due 0	Cash	10100	<b>Total</b> \$134.16
Refer	1410	<u>AT&amp;T MOBILITY</u>		<u>Ck# 031397 11/4/2015</u>	
Cash Payment	E 100-43000-321	Telephone		PW Phone 9/18/15-10/17/15	\$138.25
Invoice	X10252015	10/17/2015			
Transaction Date	10/29/2015	Due 0	Cash	10100	<b>Total</b> \$138.25
Refer	1402	<u>CITY OF ST. MICHAEL</u>		<u>Ck# 031398 11/4/2015</u>	
Cash Payment	E 602-49455-310	Other Professional Servi		October SAC Fees 10411 Kalland Ave	\$4,712.00
Invoice		10/27/2015			
Cash Payment	E 602-49455-310	Other Professional Servi		October SAC Fees 11585 Erin St	\$4,712.00
Invoice		10/27/2015			
Cash Payment	E 602-49455-310	Other Professional Servi		October SAC Fees 10759 Settlers	\$4,712.00
Invoice		10/27/2015			
Transaction Date	10/27/2015	Due 0	Cash	10100	<b>Total</b> \$14,136.00
Refer	1408	<u>COLONIAL LIFE</u>		<u>Ck# 031399 11/4/2015</u>	
Cash Payment	E 100-41430-151	Med/Dental Insurance		November Supplemental Insurances	\$51.85
Invoice		10/22/2015			
Cash Payment	E 100-41400-151	Med/Dental Insurance		November Supplemental Insurances	\$49.24
Invoice		10/22/2015			
Cash Payment	E 100-41530-151	Med/Dental Insurance		November Supplemental Insurances	\$118.13
Invoice		10/22/2015			
Cash Payment	E 100-43000-151	Med/Dental Insurance		November Supplemental Insurances	\$26.68
Invoice		10/22/2015			
Transaction Date	10/28/2015	Due 0	Cash	10100	<b>Total</b> \$245.90
Refer	1393	<u>DELTA DENTAL</u>		<u>Ck# 031400 11/4/2015</u>	
Cash Payment	G 100-21706	Medical/Dental Ins		November Dental Premiums	\$115.80
Invoice	6221209	10/15/2015			
Transaction Date	10/19/2015	Due 0	Cash	10100	<b>Total</b> \$115.80
Refer	1391	<u>ECM PUBLISHERS, INC.</u>		<u>Ck# 031401 11/4/2015</u>	
Cash Payment	G 818-20200	Accounts Payable		Greenhouse CUP Hearing	\$94.98
Invoice	266980	10/15/2015			
Transaction Date	10/19/2015	Due 0	Cash	10100	<b>Total</b> \$94.98
Refer	1398	<u>EROSION WORKS</u>		<u>Ck# 031402 11/4/2015</u>	
Cash Payment	E 100-41940-520	Buildings and Structures		Silt Fence - 10 Acre Lot	\$770.00
Invoice	21615	10/12/2015			
Transaction Date	10/29/2015	Due 0	Cash	10100	<b>Total</b> \$770.00
Refer	1413	<u>GOPHER SIGN COMPANY</u>		<u>Ck# 031403 11/4/2015</u>	
Cash Payment	E 100-43121-226	Sign Repair Materials		No Pets Allowed Signs for Parks	\$135.09
Invoice	97020	10/12/2015			

# HANOVER

## Payments

10/29/15 3:30 PM

Page 2

Current Period: November 2015

Transaction Date	10/29/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$135.09</b>
Refer	1403 <u>JOINT POWERS WATER BOARD</u>		<u>Ck# 031404 11/4/2015</u>			
Cash Payment	E 601-49410-310 Other Professional Servi		October WAC Fees	10411 Kalland Ave		\$2,001.00
Invoice	10/27/2015					
Cash Payment	E 601-49410-310 Other Professional Servi		October WAC Fees	11585 Erin St		\$2,001.00
Invoice	10/27/2015					
Cash Payment	E 601-49410-310 Other Professional Servi		October WAC Fees	10759 Settlers		\$2,001.00
Invoice	10/27/2015					
Transaction Date	10/27/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$6,003.00</b>
Refer	1407 <u>KENNEDY &amp; GRAVEN, CHARTERE</u>		<u>Ck# 031405 11/4/2015</u>			
Cash Payment	E 100-41610-304 Legal Fees		Questions on G.O. Equipment Certificates			\$715.00
Invoice	9/30/2015					
Transaction Date	10/28/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$715.00</b>
Refer	1383 <u>LOFFLER COMPANIES, INC.</u>		<u>Ck# 031406 11/4/2015</u>			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Overage Charge	09/17/15-10/16/15		\$468.08
Invoice	2085847	10/12/2015				
Transaction Date	10/19/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$468.08</b>
Refer	1400 <u>MASTERFILE CORPORATION</u>		<u>Ck# 031407 11/4/2015</u>			
Cash Payment	E 100-41435-310 Other Professional Servi		Copyright settlement			\$400.00
Invoice	10/27/2015					
Transaction Date	10/27/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$400.00</b>
Refer	1384 <u>MENARDS-BUFFALO</u>		<u>Ck# 031408 11/4/2015</u>			
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G		Lion Head Fountain Supplies			\$32.74
Invoice	96849	10/13/2015				
Cash Payment	E 100-43100-240 Small Tools and Minor E		Cement Hand Tools			\$215.48
Invoice	96849	10/13/2015				
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G		Lion Head Fountain Suplies			\$3.46
Invoice	96930	10/14/2015				
Transaction Date	10/19/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$251.68</b>
Refer	1399 <u>MINNESOTA PIPE &amp; EQUIPMENT</u>		<u>Ck# 031409 11/4/2015</u>			
Cash Payment	E 601-43252-227 Utility Maint Supplies		Water Meter - 8			\$1,782.00
Invoice	0346377	10/20/2015				
Transaction Date	10/26/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$1,782.00</b>
Refer	1385 <u>OMANN BROTHERS INC</u>		<u>Ck# 031410 11/4/2015</u>			
Cash Payment	E 100-43121-224 Street Maint Materials		Asphalt			\$154.62
Invoice	11895	10/1/2015				
Transaction Date	10/19/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$154.62</b>
Refer	1409 <u>PETERSON, KIM</u>		<u>Ck# 031411 11/4/2015</u>			
Cash Payment	E 817-48200-810 Refunds & Reimburseme		Infrastructure	10202 3rd St NE		\$1,000.00
Invoice	10/28/2015					
Transaction Date	10/28/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$1,000.00</b>
Refer	1394 <u>RANDYS ENVIRONMENTAL SERVI</u>		<u>Ck# 031412 11/4/2015</u>			
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos		October Service Period			\$3,072.00
Invoice	10/13/2015					
Transaction Date	10/22/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$3,072.00</b>

# HANOVER

## Payments

**Current Period: November 2015**

Refer	1398 <u>VISA - BANKWEST</u>		<u>Ck# 031413 11/4/2015</u>			
Cash Payment	E 100-41570-200 Office Supplies (GENER	Computer paper, printer ink				\$175.56
Invoice	10/19/2015					
Cash Payment	E 100-41570-570 Office Equip and Furnish	Printer - Public Works				\$99.99
Invoice	10/19/2015					
Cash Payment	E 100-43100-240 Small Tools and Minor E	Flash Light				\$24.29
Invoice	10/19/2015					
Cash Payment	E 100-41435-331 Travel Expenses	Lodging - MNGFOA Conference - Brian				\$231.92
Invoice	10/19/2015					
Cash Payment	E 100-41435-331 Travel Expenses	Lodging - MNGFOA Conference - Liz				\$231.92
Invoice	10/19/2015					
Cash Payment	E 100-45200-400 Repairs & Maint Cont (G	Lion Head Fountain - Cement				\$988.60
Invoice	10/19/2015					
Cash Payment	E 100-41435-306 Dues & Subscriptions	MSFT Online Exchange				\$28.00
Invoice	10/19/2015					
Transaction Date	10/26/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$1,780.28</b>
Refer	1397 <u>WRIGHT COUNTY HIGHWAY DEPT</u>		<u>Ck# 031414 11/4/2015</u>			
Cash Payment	E 401-43123-310 Other Professional Servi	Overpayment of Wright County RD 19 trail 086-090-003				\$499.36
Invoice 309	10/20/2015					
Transaction Date	10/29/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$499.36</b>
Refer	1395 <u>ZEP SALES &amp; SERVICE</u>		<u>Ck# 031415 11/4/2015</u>			
Cash Payment	E 100-41940-520 Buildings and Structures	Garbage bags/towels				\$279.03
Invoice 9001924863	10/15/2015					
Cash Payment	E 100-41940-520 Buildings and Structures	Shipping Charges				\$25.90
Invoice 9001924863	10/15/2015					
Transaction Date	10/22/2015	Due 0	Cash	10100	<b>Total</b>	<b>\$304.93</b>

### Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$94.98
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
602 SEWER ENTERPRISE FUND	\$14,136.00
601 WATER ENTERPRISE FUND	\$7,785.00
401 GENERAL CAPITAL PROJECTS	\$499.36
100 GENERAL FUND	\$8,685.79
	\$32,201.13

Pre-Written Check	\$32,201.13
Checks to be Generated by the Computer	\$0.00
Total	\$32,201.13

# HANOVER

10/29/15 3:26 PM

Page 1

## \*Check Summary Register©

November 2015

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 031396 AFLAC	11/4/2015	\$134.16	October Supplemental Insurance
Paid Chk# 031397 AT&T MOBILITY	11/4/2015	\$138.25	PW Phone 9/18/15-10/17/15
Paid Chk# 031398 CITY OF ST. MICHAEL	11/4/2015	\$14,136.00	October SAC Fees 10411 Kalland
Paid Chk# 031399 COLONIAL LIFE	11/4/2015	\$245.90	November Supplemental Insuranc
Paid Chk# 031400 Delta Dental of Minnesota	11/4/2015	\$115.80	November Dental Premiums
Paid Chk# 031401 ECM PUBLISHERS, INC.	11/4/2015	\$94.98	Greenhouse CUP Hearing
Paid Chk# 031402 EROSION WORKS	11/4/2015	\$770.00	Silt Fence - 10 Acre Lot
Paid Chk# 031403 GOPHER SIGN COMPANY	11/4/2015	\$135.09	No Pets Allowed Signs for Park
Paid Chk# 031404 JOINT POWERS WATER BOARD	11/4/2015	\$6,003.00	October WAC Fees 10411 Kalland
Paid Chk# 031405 KENNEDY & GRAVEN, CHARTER	11/4/2015	\$715.00	Questions on G.O. Equipment Ce
Paid Chk# 031406 LOFFLER COMPANIES, INC.	11/4/2015	\$468.08	Contract Overage Charge 09/17/
Paid Chk# 031407 MASTERFILE CORPORATION	11/4/2015	\$400.00	Copyright settlement
Paid Chk# 031408 MENARDS-BUFFALO	11/4/2015	\$251.68	Lion Head Fountain Supplies
Paid Chk# 031409 MINNESOTA PIPE & EQUIPMENT	11/4/2015	\$1,782.00	Water Meter - 8
Paid Chk# 031410 OMANN BROTHERS INC	11/4/2015	\$154.62	Asphalt
Paid Chk# 031411 PETERSON, KIM	11/4/2015	\$1,000.00	Infrastructure 10202 3rd St NE
Paid Chk# 031412 Randy's Environmental Services	11/4/2015	\$3,072.00	October Service Period
Paid Chk# 031413 VISA	11/4/2015	\$1,780.28	Computer paper, printer ink
Paid Chk# 031414 WRIGHT COUNTY HIGHWAY DE	11/4/2015	\$499.36	Overpayment of Wright County R
Paid Chk# 031415 Acuity Specialty Products, Inc	11/4/2015	\$304.93	Garbage bags/towels
	<b>Total Checks</b>	<b>\$32,201.13</b>	

FILTER: None

**AEM Financial Solutions, LLC**

Please remit payments to:  
P.O. Box 3166  
Mankato, MN 56002-3166

Billing Questions:  
952.715.3030  
507.625.2727 Ext 3030  
Questions@aemcpas.com  
Fax: 507.388.9139 or 952.835.3261

City of Hanover  
12250 5th St NE  
Hanover, MN 55341

Invoice No. 354162  
Date 10/20/2015  
Client No. 90048FS

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SERVICE	AMOUNT
---------	--------

Preparation of U.S. Information Returns Form 1099 and 1096 for the Hanover Fire Relief Association	
---	--

Current Amount Due \$ 80.00

100-42290-301 - 80.00 

**Please provide the following information to pay by credit card:**

Payment Amount: \$ \_\_\_\_\_

I would like a receipt sent to me: E-Mail  Mail  E-Mail Address: \_\_\_\_\_

Credit Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Card Code: \_\_\_\_\_

( A FINANCE CHARGE computed at 12% ANNUAL PERCENTAGE RATE  
will be added to any balance remaining 30 days after receipt of invoice)  
90048FS

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

October 27, 2015

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

**Reference to:** City of Hanover -- Greenhouse  
**Invoice #** 2015-116

Date	Task	Hours	Amount
9/1/2015	Various emails.	0.25	23.75
9/3/2015	Various emails.	0.25	23.75
9/4/2015	Various emails.	0.25	23.75
9/10/2015	Various emails.	0.25	23.75
9/23/2015	Various emails.	0.25	23.75
9/25/2015	Various emails...preparing for application submission.	2.25	213.75
9/28/2015	Various calls/emails.	1	95.00
9/29/2015	Various emails. Reviewing plans.	1.75	166.25
		6.25	\$593.75

Additional Charges	\$0.00
Total Amount of this Invoice	\$593.75
Previous Balance	\$403.75
Payments Received	\$403.75
Balance Due	\$593.76

~~100-41910-310~~  
 818-20200 593.76  
 [Signature]

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

October 27, 2015

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

**Reference to:** City of Hanover -- General Planning  
**Invoice #** 2015-115

Date	Task	Hours	Amount
9/1/2015	Various emails re: deck variance.	0.25	23.75
9/2/2015	Phone conference with Amy, various emails.	0.25	23.75
9/9/2015	Various re: WCA application.	0.25	23.75
9/11/2015	Various emails re: Ruter.	0.25	23.75
9/14/2015	Various emails.	0.25	23.75
9/15/2015	Phone conference with Amy, review accessory building, phone conference with Amy.	1	95.00
9/21/2015	Phone conference with Amy, review Bridges outlot, review plantenburg kennel, review PHS West, review 8th Street, phone conference with Amy.	1.25	118.75
9/22/2015	Phone conference with realtor, various emails.	0.5	47.50
9/23/2015	Phone conference with Amy.	0.25	23.75
9/24/2015	Various with Amy, review developers agreement, address escrow items.	1.25	118.75
9/29/2015	Phone conference with Brian.	0.75	71.25
		6.25	\$593.75

Additional Charges		\$0.00
Total Amount of this Invoice		\$593.75
Previous Balance	100 - 41910 - 310 - 593.75	\$166.25
Payments Received	OK	\$166.25
Balance Due		\$593.75





October 21, 2015

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

Re: September, 2015 Invoices

Dear Mr. Hagen:

Enclosed please find a list of the current invoices for professional engineering services during the month of September 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

OCT 27 2015



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

October 21, 2015  
Project No: 02931-000  
Invoice No: 8

Bridge 92366 Rehabilitation  
**Professional Services from September 01, 2015 to September 30, 2015**

Phase 3 Plans & Specifications

**Professional Personnel**

	Hours	Rate	Amount
Specifications			
Pederson, Karla	.50	73.00	36.50
Scan bids and bonds and send bids to city			
Totals	.50		36.50
<b>Total Labor</b>			<b>36.50</b>
		<b>Total this Phase</b>	<b>\$36.50</b>

Phase 5 Construction

**Professional Personnel**

	Hours	Rate	Amount
Construction Observation			
Pederson, Karla	4.00	73.00	292.00
NOA and Contract to Contractor			
Totals	4.00		292.00
<b>Total Labor</b>			<b>292.00</b>
		<b>Total this Phase</b>	<b>\$292.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	328.50	31,705.75	32,034.25
Limit			57,382.00
Remaining			25,347.75
		<b>Total this Invoice</b>	<b>\$328.50</b>

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

Approved by: Joy Chausse

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

October 21, 2015  
Project No: 02082-012  
Invoice No: 9

2015 General Engineering Services  
**Professional Services from September 01, 2015 to September 30, 2015**  
**Professional Personnel**

	Hours	Rate	Amount
<b>Project Management/Coordination</b>			
Ekdorn, Dane	9/10/2015	1.00	78.00
Preparation of reimbursement letter for Three Rivers Park District.			
Ekdorn, Dane	9/11/2015	.50	78.00
Preparation of reimbursement letter for Three Rivers Park District.			
<b>Meetings</b>			
Messner, Justin	9/9/2015	2.00	133.00
SAC/WAC Estimate for Greenhouse & Grading for 1048 Mallard			
Messner, Justin	9/10/2015	1.00	133.00
Staff Meeting			
Messner, Justin	9/17/2015	.50	133.00
Utility Permit			
Messner, Justin	9/21/2015	3.00	133.00
Drainage Meeting with Staff			
Totals	8.00		981.50
<b>Total Labor</b>			<b>981.50</b>

266.00 818-20200

**Field Services Billing**

Council Mtg and/or Planning Commission	1.0 Meeting @ 40.00	40.00	
<b>Total Field Services</b>		<b>40.00</b>	<b>40.00</b>

**Total this Invoice \$1,021.50**

**Billings to Date**

	Current	Prior	Total
Labor	981.50	9,926.50	10,908.00
Field Services	40.00	880.00	920.00
<b>Totals</b>	<b>1,021.50</b>	<b>10,806.50</b>	<b>11,828.00</b>

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

Approved by: Ray Chausse

Reviewed by: Andrew Brotzler  
Project Manager: Justin Messner



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

October 21, 2015  
Project No: 01272-520  
Invoice No: 56

Hennepin CR 19 Trail Project

**Professional Services from September 01, 2015 to September 30, 2015**

Phase 3 Construction

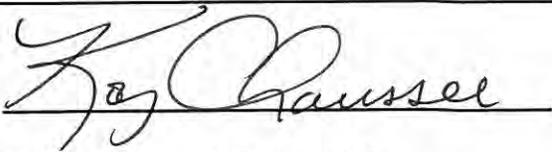
**Professional Personnel**

		Hours	Rate	Amount	
Project Management/Coordination					
Ramlo, Scott	8/26/2015	2.00	87.00	174.00	
Labor Compliance management					
Construction Observation					
Eggert, Jeffrey 067	8/3/2015	2.00	98.00	196.00	
Eggert, Jeffrey 067	8/4/2015	4.00	98.00	392.00	
Eggert, Jeffrey 067	8/5/2015	1.00	98.00	98.00	
Eggert, Jeffrey 067	8/6/2015	1.00	98.00	98.00	
Eggert, Jeffrey 067	8/10/2015	1.00	98.00	98.00	
Eggert, Jeffrey 067	8/11/2015	2.00	98.00	196.00	
Eggert, Jeffrey 067	8/13/2015	2.00	98.00	196.00	
Eggert, Jeffrey 067	8/14/2015	2.00	98.00	196.00	
Eggert, Jeffrey 067	8/17/2015	2.00	98.00	196.00	
Eggert, Jeffrey 067	8/18/2015	3.00	98.00	294.00	
Eggert, Jeffrey 067	8/19/2015	3.00	98.00	294.00	
Eggert, Jeffrey 067	8/21/2015	1.00	98.00	98.00	
Eggert, Jeffrey 067	9/21/2015	1.00	98.00	98.00	
Eggert, Jeffrey 067	9/25/2015	2.00	98.00	196.00	
Totals		29.00		2,820.00	
<b>Total Labor</b>					<b>2,820.00</b>
			<b>Total this Phase</b>		<b>\$2,820.00</b>
			<b>Total this Invoice</b>		<b>\$2,820.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	2,820.00	194,785.50	197,605.50
Consultant	0.00	23,439.50	23,439.50
Expense	0.00	1,178.79	1,178.79
Field Services	0.00	21,726.00	21,726.00
<b>Totals</b>	<b>2,820.00</b>	<b>241,129.79</b>	<b>243,949.79</b>

**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
500357	000000003	Hagen, Brian S.	22	Bi-Weekly	\$1,797.13	10/23/2015	Outstanding
500356	000000008	Doboszinski, Jason	22	Bi-Weekly	\$1,306.98	10/23/2015	Outstanding
500355	000000011	Biren, Amy	22	Bi-Weekly	\$1,063.44	10/23/2015	Outstanding
500359	000000005	Vogel, Scott F.	22	Bi-Weekly	\$1,608.78	10/23/2015	Outstanding
500358	000000060	Lindrud, Elizabeth	22	Bi-Weekly	\$1,174.53	10/23/2015	Outstanding
					<hr/>		
					\$6,950.86		

HANOVER

10/19/15 11:29 AM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(22)

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	\$140.17	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$878.40
005 State Tax - MN	000000011 Biren, Amy	\$79.41	
	000000008 Doboszinski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000060 Lindrud, Elizabeth	\$62.65	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$384.49
049 Medicare	000000011 Biren, Amy	\$22.45	
	000000008 Doboszinski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000060 Lindrud, Elizabeth	\$23.59	
	000000005 Vogel, Scott F.	\$31.32	
	<i>Medicare</i>		\$139.06
051 Social Security	000000011 Biren, Amy	\$95.98	
	000000008 Doboszinski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000060 Lindrud, Elizabeth	\$100.85	
	000000005 Vogel, Scott F.	\$133.92	
	<i>Social Security</i>		\$594.57
501 Social Security Benefit	000000011 Biren, Amy		\$95.98
	000000008 Doboszinski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000060 Lindrud, Elizabeth		\$100.85
	000000005 Vogel, Scott F.		\$133.92
	<i>Social Security Benefit</i>		\$594.57
502 Medicare Benefit	000000011 Biren, Amy		\$22.45
	000000008 Doboszinski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000060 Lindrud, Elizabeth		\$23.59

# HANOVER

10/19/15 11:29 AM

Page 2

## Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(22)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000005 Vogel, Scott F.		\$31.32
	<i>Medicare Benefit</i>		\$139.06
<i>Grand Total</i>		\$1,996.52	\$733.63

HANOVER

10/19/15 11:30 AM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(22)

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>		
<i>Grand Total</i>		\$642.41	\$741.24

**HANOVER**  
**Cash Balances**  
**November 2015**

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$704,764.82	\$0.00	\$11,088.42	\$693,676.40
107 FIRE DEPT DONATIONS FUND	\$33,710.84	\$0.00	\$0.00	\$33,710.84
201 EDA SPECIAL REVENUE FUND	\$97,482.72	\$0.00	\$0.00	\$97,482.72
205 EDA BUSINESS INCENTIVE FUND	\$212,582.20	\$0.00	\$0.00	\$212,582.20
311 2008A GO CIP REFUNDING BOND	\$52,715.61	\$0.00	\$0.00	\$52,715.61
312 2009A GO IMP REFUNDING BOND	-\$108,203.15	\$0.00	\$0.00	-\$108,203.15
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$0.00	\$0.00	-\$19,042.42
314 2011A GO IMP CROSSOVER REF BD	\$447,396.91	\$0.00	\$0.00	\$447,396.91
401 GENERAL CAPITAL PROJECTS	\$779,218.18	\$0.00	\$3,319.36	\$775,898.82
402 PARKS CAPITAL PROJECTS	\$234,393.79	\$0.00	\$0.00	\$234,393.79
403 FIRE DEPT CAPITAL FUND	\$139,949.21	\$0.00	\$0.00	\$139,949.21
404 HISTORICAL CAPITAL PROJ FUND	\$42,896.13	\$0.00	\$328.50	\$42,567.63
407 TIF REDEV DIST #1	\$8,634.13	\$0.00	\$0.00	\$8,634.13
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$55,585.32	\$0.00	\$0.00	\$55,585.32
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	\$51,873.12	\$0.00	\$0.00	\$51,873.12
418 STREET CAPITAL PROJ FUND	\$505,027.20	\$0.00	\$0.00	\$505,027.20
601 WATER ENTERPRISE FUND	\$738,126.16	\$0.00	\$7,785.00	\$730,341.16
602 SEWER ENTERPRISE FUND	\$216,708.81	\$0.00	\$14,136.00	\$202,572.81
603 STORM WATER ENTERPRISE FUND	\$120,693.00	\$0.00	\$0.00	\$120,693.00
611 WATER CAPITAL IMP FUND	\$404,450.82	\$0.00	\$0.00	\$404,450.82
612 SEWER CAPITAL IMP FUND	\$1,706,710.37	\$0.00	\$0.00	\$1,706,710.37
613 STORM WATER CAPITAL IMP FUND	\$548,591.17	\$0.00	\$0.00	\$548,591.17
804 SCHENDELS FIELD ESC FUND	\$145,926.71	\$0.00	\$0.00	\$145,926.71
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,750.00	\$0.00	\$0.00	\$31,750.00
815 LANDSCAPE ESCROW FUND	\$41,000.00	\$0.00	\$0.00	\$41,000.00
817 INFRASTRUCTURE ESCROW FUND	\$18,000.00	\$0.00	\$1,000.00	\$17,000.00
818 MISC ESCROWS FUND	\$6,465.10	\$0.00	\$954.74	\$5,510.36
820 BRIDGES TOWNHOMES ESC FUND	\$3,543.63	\$0.00	\$0.00	\$3,543.63
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,782.28	\$0.00	\$0.00	\$11,782.28
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	\$7,219,256.16	\$0.00	\$38,612.02	\$7,180,644.14

Revenue Budget by Source

Source Alt Code	Account Descr	November 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	\$7,155.00	\$5,000.00	-\$2,155.00	143.10%
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	\$84,432.51	\$124,344.00	\$39,911.49	67.90%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,964.80	\$0.00	-\$7,964.80	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	\$6,057.29	\$1,000.00	-\$5,057.29	605.73%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$2,731.46	\$7,000.00	\$4,268.54	39.02%
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	\$9,450.00	\$7,000.00	-\$2,450.00	135.00%
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	\$42,133.20	\$21,000.00	-\$21,133.20	200.63%
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	\$120,128.52	\$120,000.00	-\$128.52	100.11%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$200.00	\$100.00	-\$100.00	200.00%
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	\$131,487.52	\$132,350.00	\$862.48	99.35%
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	\$30,854.78	\$24,000.00	-\$6,854.78	128.56%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$7,059.99	\$4,600.00	-\$2,459.99	153.48%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$13,341.50	\$1,500.00	-\$11,841.50	889.43%
Source Alt Code INTGOVT		\$0.00	\$123,732.77	\$175,053.00	\$51,320.23	70.68%
FINES	R 100-35100 Court Fines	\$0.00	\$2,389.30	\$1,500.00	-\$889.30	159.29%
Source Alt Code FINES		\$0.00	\$2,389.30	\$1,500.00	-\$889.30	159.29%
Fund 100 GENERAL FUND		\$0.00	\$1,010,908.17	\$1,555,599.00	\$544,690.83	64.99%

Expenditure Budget Report

Dept Abbrev	Account Descr	November 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	\$365.00	\$450.00	\$85.00	81.11%
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	\$2,239.84	\$5,000.00	\$2,760.16	44.80%
Dept 41110 Council		\$0.00	\$17,824.59	\$24,828.00	\$7,003.41	71.79%
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	\$62,033.30	\$72,588.00	\$10,554.70	85.46%
CITYADM	E 100-41400-121 PERA	\$0.00	\$4,932.02	\$5,400.00	\$467.98	91.33%
CITYADM	E 100-41400-122 FICA	\$0.00	\$4,077.13	\$4,500.00	\$422.87	90.60%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$953.52	\$1,100.00	\$146.48	86.68%
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	\$3,038.17	\$3,360.00	\$321.83	90.42%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$383.55	\$360.00	-\$23.55	106.54%
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	\$129.45	\$4,446.38	\$3,600.00	-\$846.38	123.51%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$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		\$129.45	\$81,909.57	\$92,758.00	\$10,848.43	88.30%
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	\$44,835.18	\$54,043.00	\$9,207.82	82.96%
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	\$3,217.32	\$4,100.00	\$882.68	78.47%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$3,234.74	\$3,400.00	\$165.26	95.14%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$756.48	\$800.00	\$43.52	94.56%
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	\$2,118.50	\$2,580.00	\$461.50	82.11%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$898.85	\$700.00	-\$198.85	128.41%
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	November 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	\$6,915.05	\$5,412.00	-\$1,503.05	127.77%
Dept 41430 Clerical Staff		\$51.85	\$62,543.75	\$72,713.00	\$10,169.25	86.01%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$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	\$455.43	\$300.00	-\$155.43	151.81%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$400.00	\$787.25	\$1,000.00	\$212.75	78.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$898.44	\$1,276.96	\$1,500.00	\$223.04	85.13%
Dept 41435 Staff Expenses		\$1,326.44	\$2,939.64	\$4,600.00	\$1,660.36	63.91%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$14,400.00	\$24,960.00	\$10,560.00	57.69%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,080.00	\$1,900.00	\$820.00	56.84%
ACCTING	E 100-41530-122 FICA	\$0.00	\$874.61	\$1,500.00	\$625.39	58.31%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$204.55	\$400.00	\$195.45	51.14%
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	\$150.00	\$0.00	-\$150.00	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	\$1,757.78	\$2,000.00	\$242.22	87.89%
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	\$54,491.73	\$69,610.00	\$15,118.27	78.28%
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	\$175.56	\$2,670.02	\$4,900.00	\$2,229.98	54.49%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$14.75	\$100.00	\$85.25	14.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,238.99	\$2,500.00	-\$1,738.99	169.56%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$468.08	\$2,065.81	\$6,800.00	\$4,734.19	30.38%
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	\$99.99	\$209.98	\$4,000.00	\$3,790.02	5.25%
Dept 41570 Purchasing		\$743.63	\$11,062.82	\$19,800.00	\$8,737.18	55.87%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$0.00	\$3,244.98	\$4,000.00	\$755.02	81.12%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$0.00	\$3,244.98	\$4,000.00	\$755.02	81.12%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$715.00	\$12,935.65	\$21,152.00	\$8,216.35	61.16%
Dept 41610 City Attorney		\$715.00	\$12,935.65	\$21,152.00	\$8,216.35	61.16%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$593.75	\$16,333.20	\$17,000.00	\$666.80	96.08%
Dept 41910 Planning and Zoning		\$593.75	\$16,333.20	\$17,000.00	\$666.80	96.08%
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	\$0.00	\$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	83.33%

Expenditure Budget Report

Dept Abbrev	Account Descr	November 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$5,298.24	\$8,400.00	\$3,101.76	63.07%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$2,760.61	\$5,500.00	\$2,739.39	50.19%
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	\$0.00	\$6,260.83	\$9,000.00	\$2,739.17	69.56%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,746.85	\$5,000.00	\$2,253.15	54.94%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$1,928.59	\$2,400.00	\$471.41	80.36%
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	\$1,074.93	\$5,110.60	\$5,000.00	-\$110.60	102.21%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$215.60	\$2,500.00	\$2,284.40	8.62%
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		\$1,074.93	\$30,626.08	\$61,600.00	\$30,973.92	49.72%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$755.50	\$10,897.00	\$25,000.00	\$14,103.00	43.59%
Dept 41950 Engineer		\$755.50	\$10,897.00	\$25,000.00	\$14,103.00	43.59%
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	\$0.00	\$49,910.77	\$69,335.00	\$19,424.23	71.98%
Dept 42101 Hennepin County Sheriff		\$0.00	\$49,910.77	\$69,335.00	\$19,424.23	71.98%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$78,858.29	\$94,170.00	\$15,311.71	83.74%
Dept 42102 Wright County Sheriff		\$0.00	\$78,858.29	\$94,170.00	\$15,311.71	83.74%
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	\$17.04	\$200.00	\$182.96	8.52%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$4,037.50	\$4,000.00	-\$37.50	100.94%
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	\$17,294.98	\$62,134.00	\$44,839.02	27.83%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$1,007.78	\$5,500.00	\$4,492.22	18.32%
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%

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

Dept Abbrev	Account Descr	November 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	\$8,426.45	\$17,350.00	\$8,923.55	48.57%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$3,773.01	\$7,500.00	\$3,726.99	50.31%
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	\$4,220.62	\$9,000.00	\$4,779.38	46.90%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$2,891.94	\$5,000.00	\$2,108.06	57.84%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$3,835.28	\$9,000.00	\$5,164.72	42.61%
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	\$0.00	\$11,762.69	\$23,465.00	\$11,702.31	50.13%
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	\$0.00	\$8,527.97	\$3,500.00	-\$5,027.97	243.66%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$290.52	\$800.00	\$509.48	36.32%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$0.00	\$2,843.05	\$5,000.00	\$2,156.95	56.86%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$2,454.49	\$2,600.00	\$145.51	94.40%
Dept 42280	Fire Stations and Bldgs	\$0.00	\$14,295.68	\$13,725.00	-\$570.68	104.16%
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	\$80.00	\$6,580.00	\$6,000.00	-\$580.00	109.67%
Dept 42290	Fire Relief Association	\$80.00	\$8,580.00	\$35,500.00	\$26,920.00	24.17%
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	\$77,177.65	\$98,000.00	\$20,822.35	78.75%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$603.56	\$0.00	-\$603.56	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	\$6,261.76	\$7,400.00	\$1,138.24	84.62%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$5,396.48	\$6,400.00	\$1,003.52	84.32%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,262.07	\$1,500.00	\$237.93	84.14%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$2,638.75	\$2,717.00	\$78.25	97.12%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,573.88	\$1,532.00	-\$41.88	102.73%
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	\$13,144.50	\$14,664.00	\$1,519.50	89.64%
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	\$0.00	\$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%

Expenditure Budget Report

Dept Abbrev	Account Descr	November 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-321 Telephone	\$138.25	\$1,489.79	\$2,000.00	\$510.21	74.49%
Dept 43000	Public Works (GENERAL)	\$218.88	\$126,138.34	\$149,013.00	\$22,874.66	84.65%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$0.00	\$5,226.16	\$10,000.00	\$4,773.84	52.26%
HWYROAD	E 100-43100-215 Shop Supplies	\$0.00	\$932.83	\$5,000.00	\$4,067.17	18.66%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$103.78	\$4,235.08	\$6,000.00	\$1,764.92	70.58%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$239.77	\$1,750.15	\$2,500.00	\$749.85	70.01%
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	\$0.00	\$8,276.00	\$3,000.00	-\$5,276.00	275.87%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100	Hwys, Streets, & Roads	\$343.55	\$20,933.72	\$28,700.00	\$7,766.28	72.94%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$154.62	\$71,285.38	\$71,000.00	-\$285.38	100.40%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$135.09	\$4,065.33	\$7,000.00	\$2,934.67	58.08%
Dept 43121	Paved Streets	\$289.71	\$75,350.71	\$78,000.00	\$2,649.29	96.60%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$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	\$0.00	\$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	\$0.00	\$19,120.23	\$27,000.00	\$7,879.77	70.82%
Dept 43160	Street Lighting	\$0.00	\$19,120.23	\$27,000.00	\$7,879.77	70.82%
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	\$29,943.64	\$35,000.00	\$5,056.36	85.55%
Dept 43245	Recycling: Refuse	\$3,072.00	\$29,943.64	\$35,000.00	\$5,056.36	85.55%
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	\$0.00	\$3,393.51	\$7,250.00	\$3,856.49	46.81%
Dept 45186	Senior Center	\$0.00	\$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	\$0.00	\$4,137.33	\$5,000.00	\$862.67	82.75%
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	\$55.00	\$1,539.44	\$1,100.00	-\$439.44	139.95%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$1,024.80	\$1,654.12	\$6,000.00	\$4,345.88	27.57%

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

Dept Abbrev	Account Descr	November 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	\$6,020.32	\$7,000.00	\$979.68	86.00%
Dept 45200 Parks (GENERAL)		\$1,459.80	\$24,894.52	\$32,400.00	\$7,505.48	76.83%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 45500 Libraries (GENERAL)		\$0.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$8,528.59	\$5,000.00	-\$3,528.59	170.57%
Dept 48205 Damage Deposit Refunds		\$0.00	\$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		\$10,972.62	\$1,151,780.00	\$1,537,063.00	\$385,283.00	74.93%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 2015.

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

The following Council Members were absent: Vajda.

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

.....

**RESOLUTION NO 11-04-15-72**

**A RESOLUTION ACCEPTING A DONATION FROM HANOVER ATHLETIC ASSOCIATION**

**WHEREAS**, the Hanover Athletic Association have donated \$700 to the Hanover Fire Department to be used towards Fire Safety Week supplies.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$700 from the Hanover Athletic Association.

**BE IT FURTHER RESOLVED**, that the City Council expresses its thanks and appreciation for the donation from the Hanover Athletic Association.

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

Opposed or abstained: None

Adopted by the city Council this 4<sup>th</sup> day of November, 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 Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION NO 11-04-15-73**

**A RESOLUTION APPROVING PROPOSAL FROM WSB & ASSOCIATES  
FOR PREPARATION OF DOCUMENTS NEEDED FOR SALE OF LAND**

**WHEREAS**, the City has been in communication with a local business to sell approximately 5 acres of land from parcel number 108-500-363226; and

**WHEREAS**, a new legal description of the parcel would be required; and

**WHEREAS**, WSB & Associates has submitted a proposal to prepare the necessary documents required to complete the lot subdivision and sale of the land.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the proposal as attached to prepare required documents for subdivision and sale of a portion of City owned property.

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

Opposed or abstained: None

Adopted by the city Council this 4<sup>th</sup> day of November, 2015.

APPROVED BY:

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

ATTEST:

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



October 27, 2015

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

Re: Proposal for Professional Services – Simple Subdivision  
City of Hanover, MN

Dear Mr. Hagen:

Per your request, WSB and Associates is submitting this proposal for professional services related to the subdivision of PID 108500363226 owned by the City of Hanover.

**Scope of Services**

The proposed scope for subdividing a parcel includes the following:

1. **Project Management** - WSB & Associates, Inc. will coordinate with the survey team and sub-consultants providing the title reports ensuring these tasks are completed in a timely manner to maintain the project schedule. The project manager will supervise the required tasks and communicate the project status with the City.
2. **Survey** – WSB staff will prepare the base map which will include spotting all plats and existing easements for the entire project. Our staff will prepare a certificate of survey as well as provide legal descriptions for the two newly formed parcels.

**Sub-Consultant:**

1. **Title Reports** – O & E Report will be provided for the parcel impacted as part of the project. If the City elects to purchase title commitments and the insurance for these commitments, that would be a cost paid directly by the City and is not included as part of this estimate.

**ASSUMPTIONS**

1. This estimate assumes O & E title report will be needed on PID 108500363226.
2. That the subdivision of the parcel maybe completed through a “Simple Subdivision-Certificate of Survey.”
3. WSB is not negotiating the sale of any property.

**CITY TASKS:**

- Record Conveyance documents.

**FEE PROPOSAL**

The cost to provide the scope of services outlined in this proposal is an estimated fee of **\$3,000.00**.

Our proposed fee for each of the tasks is as follows:

**WSB Professional Services**

Project Management .....	\$ 250.00
Survey Services.....	<u>\$ 2,500.00</u>
Total Estimate for WSB Professional Services	\$ 2,750.00

\*The estimate above includes overhead and profit and all costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing.

**Sub-Consultant Services**

Title Work .....	\$ 250.00
------------------	-----------

**Total Estimate for Professional Services ..... \$ 3,000.00**

**Summary**

If this proposal is acceptable to you, please have the City block of this letter signed and return a copy to WSB. Receipt of an executed copy will be WSB's authorization to proceed.

We sincerely appreciate the opportunity to continue to working with the City of Hanover and look forward to assisting the City with the completion of this project. If you have any questions, please call me at 651-286-8455.

Sincerely,  
**WSB & Associates, Inc.**



Benjamin Barker  
Right of Way Specialist

**ACCEPTED BY:**  
**City of Hanover, MN**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**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 Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION NO 11-04-15-74**

**A RESOLUTION APPROVING THREE YEAR AUDIT ENGAGEMENT LETTER**

**WHEREAS**, the City in the past has contracted with KERN, DEWENTER, VIERE, LTD. (KDV) to perform the annual independent audit of Hanover's financial statements; and

**WHEREAS**, the most recent contract with KDV expired after the 2014 annual audit; and

**WHEREAS**, the City has been satisfied with the service received from KDV and wishes to engage in a three year contract for years ending 2015, 2016, and 2017 in the amount of \$20,900 per year for the basic financial statements.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the engagement letter as attached to hire Bergan KDV, formally KDV, to conduct Hanover's independent audit of the financial statements for years ending 2015, 2016, and 2017.

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

Opposed or abstained: None

Adopted by the city Council this 4<sup>th</sup> day of November, 2015.

APPROVED BY:

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

ATTEST:

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



October 27, 2015

The Honorable Mayor and City Council  
c/o Mr. Brian Hagan, City Administrator  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Dear Mr. Hagan:

We are pleased to confirm our understanding of the services we are to provide the City of Hanover, Minnesota, (the “City”) years ended December 31, 2015, 2016 and 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the years ended December 31, 2015, 2016 and 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis.
2. Schedule of Funding Progress – Other Post-Employment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the

BergankDV, Ltd.

**Cedar Falls**  
602 Main Street  
Suite 100  
P.O. Box 489  
Cedar Falls, IA  
50613-0026  
T 319.268.1715  
F 319.268.1720

**Cedar Rapids**  
2720 1st Avenue NE  
Suite 300  
P.O. Box 10200  
Cedar Rapids, IA  
52402-0200  
T 319.294.8000  
F 319.294.9003

**Coralville**  
2530 Corridor Way  
Suite 301  
P.O. Box 5267  
Coralville, IA  
52241-0267  
T 319.248.0367  
F 319.248.0582

**Des Moines**  
9207 Northpark Drive  
Johnston, IA  
50131-2933  
T 515.727.5700  
F 515.727.5800

**Minneapolis**  
3800 American Blvd W  
Suite 1000  
Bloomington, MN  
55431-4420  
T 952.563.6800  
F 952.563.6801

**St. Cloud**  
220 Park Avenue S  
P.O. Box 1304  
St. Cloud, MN  
56302-3713  
T 320.251.7010  
F 320.251.1784

**Waterloo**  
100 East Park Avenue  
Suite 300  
P.O. Box 2100  
Waterloo, IA  
50704-2100  
T 319.234.6885  
F 319.234.6287

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financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards, if applicable
2. Combining and Individual Fund Financial Statements
3. Supplemental Schedules

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations, if applicable.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and as applicable the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue reports upon the completion of our Single Audit. We cannot provide assurance that unmodified opinions

will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards, if applicable (including notes and noncash assistance received) in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further you agree to oversee the nonaudit services by designating an individual, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review during fieldwork, as necessary

If applicable, you are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, including the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any

presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required

for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB *Circular A-133*, if applicable we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB *Circular A-133*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards* and OMB *Circular A-133*.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB *Circular A-133* requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB *Circular A-133*.

### **Engagement Administration, Fees and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements.

The audit documentation for this engagement is the property of BerganKDV, Ltd., and constitutes confidential information. However, subject to applicable laws and regulations audit documentation and appropriate individuals, will be made available upon request and in a timely manner to oversight, regulatory or state agencies, or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings or to carry out oversight responsibilities. We will notify you of any such request. If requested,

access to such audit documentation will be provided under the supervision of BerganKDV, Ltd.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Nany Schulzetenberg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be \$ 20,900 for the audit of the City's basic financial statements for each year and between \$ 2,500 and \$ 4,000 for the Single Audit if required. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information, and explanations from management regarding the City's operations, internal controls, future plans, specific transactions and accounting systems and procedures. At the conclusion of our engagement we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the City's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Any disputes between us that arise under this agreement, or for a breach of this agreement or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorney's fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within twenty-four (24) months after the date of our report. This twenty-four (24) month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least sixty (60) days before the expiration of this twenty-four (24) month period, then the period of limitation shall be extended by sixty (60) days, to allow the parties to conduct non-binding mediation.

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your City will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of BerganKDV, Ltd. its shareholders, directors, officers, employees and agents and that this limitation of remedies provision is governed by the laws of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

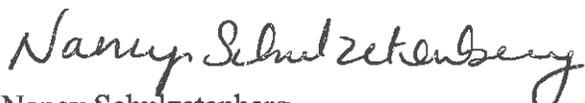
*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer

review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BERGANKDV, LTD.



Nancy Schulzetenberg  
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of the City of Hanover, Minnesota.

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

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

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

## SYSTEM REVIEW REPORT

July 24, 2014

To the Shareholders  
Kern, DeWenter, Viere, Ltd.  
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Kern, DeWenter, Viere, Ltd. in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Kern, DeWenter, Viere, Ltd. has received a peer review rating of *pass*.

Respectfully submitted,

*Lewis, Kisch & Associates, Ltd.*



CLIENT'S COPY

BergankDV, Ltd.

October 29, 2015

Members of the Board of Trustees  
Hanover Firefighter's Relief Association  
c/o Mr. David Pinor  
City of Hanover  
11250 5<sup>th</sup> Street NE  
Hanover, MN 55341

Dear Mr. Pinor:

We are pleased to confirm our understanding of the services we are to provide Hanover Firefighter's Relief Association, Minnesota, (the "Association") for the year ended December 31, 2015. We will audit the financial statements of the governmental activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Association as of and for the year ended December 31, 2015.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Association's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Association's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Changes in the Net pension Liability and Related Ratios
3. Schedule of Employer Contributions and Non-employer Contributing Entities
4. Schedule of Investment Returns

If the Association chooses not to present the Management's Discussion and Analysis, a statement will be added to our report that it is not presented and the Government

**Cedar Falls**  
602 Main Street  
Suite 100  
P.O. Box 489  
Cedar Falls, IA  
50613-0026  
T 319.268.1715  
F 319.268.1720

**Cedar Rapids**  
2720 1st Avenue NE  
Suite 300  
P.O. Box 10200  
Cedar Rapids, IA  
52402-0200  
T 319.294.8000  
F 319.294.9003

**Coralville**  
2530 Corridor Way  
Suite 301  
P.O. Box 5267  
Coralville, IA  
52241-0267  
T 319.248.0367  
F 319.248.0582

**Des Moines**  
9207 Northpark Drive  
Johnston, IA  
50131-2933  
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F 319.234.6287

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Accounting Standards Board has determined the MD&A is necessary to supplement, but not required to be part of the financial statements.

We will also prepare Office of the State Auditor Forms RF, SID, SC and MBW.

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Association's financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or my withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental

regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Association's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Engagement Administration, Fees and Other**

We may from time-to-time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BerganKDV, Ltd. and constitutes confidential information. However, subject to applicable laws and

regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory or state agencies pursuant to authority given to it by law or regulation. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BerganKDV, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to oversight, regulatory or state agencies. The oversight, regulatory or state agencies or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Nancy Schulzetenberg is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be billed at our standard hourly rates. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

This engagement letter includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

During the course of our engagement, we will request information, and explanations from management regarding the Association's operations, internal controls, future plans, specific transactions and accounting systems and procedures. At the conclusion of our engagement we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any

misstatements in the Association's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Any disputes between us that arise under this agreement, or for a breach of this agreement or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorney's fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within twenty-four (24) months after the date of our report. This twenty-four (24) month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least sixty (60) days before the expiration of this twenty-four (24) month period, then the period of limitation shall be extended by sixty (60) days, to allow the parties to conduct non-binding mediation.

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with or our reports to you. Your Association will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of BerganKDV, Ltd. its shareholders, directors, officers, employees and agents and that this limitation of remedies provision is governed by the laws of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

We appreciate the opportunity to be of service to the Association and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BERGANKDV, LTD.

  
Nancy Schultzenberg  
Certified Public Accountant

**RESPONSE:**

This letter correctly sets forth the understanding of the Hanover Firefighter's Relief Association.

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

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

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

## Hanover Residents Park Board Survey 2015

### Parks

How long have you been a resident of Hanover?

0 - 2 years    3 - 7 years    7 years or more

How much of a factor was the neighborhood park when purchasing your home?

High value (5)      (4)      (3)      (2)      (1) Low value

For which park(s) are you completing this survey?

- Settler's Park – Community Park
- Eagle View Park – Neighborhood Park
- Pheasant Run Park – Neighborhood Park
- Cardinal Circle Park – Neighborhood Park
- Mallard's Landing Park – Neighborhood Park
- Bridgeview Park – Neighborhood Park
- None, our neighborhood doesn't have a park

Are you satisfied with your park and its amenities?

Would you like to see new playground equipment purchased and if so, please provide examples.

In considering playground equipment for your park, which age group(s) should it be geared towards?

If replacement of playground equipment were an option, how should the Park Board prioritize the parks?

If you see the potential or existence of a problem in any of our Hanover parks, would you take the time to notify the city?

Did you know that the Hanover Athletic Association and the Park Board are two separate entities?    Yes    No

Are there particular activities the Park Board should consider for 2016?

Survey may be completed online at [hanovermn.org](http://hanovermn.org) or  
Mail to City of Hanover, 11250 5<sup>th</sup> Street NE, Hanover MN 55341

Overall, are you satisfied with your neighborhood park?

Do you feel that children are safe in Hanover parks?

Do you see the gazebos or park shelters being used regularly?

If funds were available, is there something you would like changed about your park or any of the other parks?

	Excellent (5)	Above Average (4)	Average (3)	Below Average (2)	Poor (1)
General condition of park/facility you frequent (Well-maintained i.e., weeds, grass, equipment)	<input type="checkbox"/>				
Cleanliness of park facility	<input type="checkbox"/>				
Cleanliness of restrooms if applicable	<input type="checkbox"/>				
Accessibility	<input type="checkbox"/>				

Comments

Did you know the Hanover Athletic Association and the Park Board are two separate entities?    Yes    No

Do you think the new bike trails that connect Hanover to other communities was a worthwhile project and does it bring value to our community?

Do you see people using the bike/walking trails regularly?

Would you like to see benches placed at certain locations along the trails?

Does Hanover need more waste receptacles in the parks?

Survey may be completed online at [hanovermn.org](http://hanovermn.org) or  
Mail to City of Hanover, 11250 5<sup>th</sup> Street NE, Hanover MN 55341

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## Community Events

Which community events organized by the Park Board do you and your family attend?

- Easter Egg Hunt
- Reading in the Park
- Concert in the Park
- Zoomobile
- Movie in the Park

Are there particular activities the Park Board should consider for 2016?

When considering new or alternative events for our community, here are a few examples and we would like to get your thoughts on these and your suggestions for new events:

- Family/Community Game Night
- Family/Community Bicycling Day
- Family/Community Walk-a-Thon to support...good health, getting outdoors, spending time together
- Bring Oktoberfest back
- City of Hanover Ski Day – rent a bus
- Christmas Tree lighting ceremony in Settlers’ Park with hot chocolate, cider, cookies
- Other ideas - please provide:

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Survey may be completed online at [hanovermn.org](http://hanovermn.org) or  
Mail to City of Hanover, 11250 5<sup>th</sup> Street NE, Hanover MN 55341

**Settler’s Park**

We have a few more important questions so please stay with us. You’re almost done! Do the baseball fields at Settler’s Park meet the needs of the community?

In considering additional playground equipment for Settler’s Park, which age group(s) should it be geared towards?

Do you have any suggestions for future enhancements at Settler’s Park? If so, please share with us.

Settler’s Park provides many opportunities for Hanover residents to enjoy getting to know one another. It serves as our community gathering place offering athletic fields, playgrounds, picnic shelter, and large open area just to mention a few and on the east side of City Hall, a community garden.

An idea presented to the Park Board, was to consider creating the Community Garden at Settler’s Park to be more of a destination for residents and non-residents. This would begin by adding more of a variety of perennials, shrubs, and annuals to the existing gardens and creating more of a showcase garden experience to host events such as weddings, concerts, plays, and the list goes on. The goal would be to receive enough revenue from events to maintain the landscape.

Would you like to see a band shell built in Settler’s Park on the east side of City Hall?

In considering playground equipment for Settler’s Park, which age group(s) should it be geared towards?

Were you aware that outdoor weddings are currently held at Settler’s Park, and the community room at the City can be rented for events?                      Yes                      No

Do you think investing into Settler’s Park as a unique outdoor venue would be good for Hanover?

Do you know any gardeners who would enjoy volunteering his/her time to maintain future gardens in the community park?

Do you have perennials you would like to donate to our community park? If so, please contact the city office.

Do you think your neighborhood might like to sponsor a garden in Settler’s Park?    Yes    No

Survey may be completed online at [hanovermn.org](http://hanovermn.org) or  
Mail to City of Hanover, 11250 5<sup>th</sup> Street NE, Hanover MN 55341

Would you be interested in participating in fundraisers not connected with the City of Hanover to get things rolling forward for a band shell?

When there is an opening for a member on the City of Hanover's Park Board, would you be interested in joining? If so, ask for an application by contacting City Hall at 763-497-3777 or [cityhall@ci.hanover.mn.us](mailto:cityhall@ci.hanover.mn.us).

Thank you for completing our survey and providing valuable input into future community events and park planning.

City of Hanover's Park Board,

**Have all members sign paper survey and electronic survey on City's website.**

Dee Zajicek, Chairperson  
Mat Boie, Vice Chairperson  
Arlee Anderson  
Abby Peterson  
Tom Gleason

Enclosed: postage paid envelope for reply

Survey may be completed online at [hanovermn.org](http://hanovermn.org) or  
Mail to City of Hanover, 11250 5<sup>th</sup> Street NE, Hanover MN 55341

***Collaborative Planning, LLC***

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

Memorandum

Date: October 22, 2015  
To: Planning Commission  
From: Cindy Nash, City Planner  
RE: Greenhouse – 10875 Settlers Lane North

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The City has received applications for a Conditional Use Permit, amendment to existing Planned Unit Development and site plan.

**Overview of Request**

The subject property is a lot of record in the Bridges at Hanover. It is zoned R-1A with a Planned Unit Development overlay.

The building consists of 16,614 square feet on two levels, with 21 surface parking stalls. The total parcel size is approximately 6.44 acres.

Previous concept plans for this project showed two 24-unit buildings on the site. The builder has since decided to construct only one building. As such the application and resulting recommendations reflect the current submitted plans containing only the one building.

In the existing Planned Unit Development (PUD), a 75-unit senior housing facility was required to be constructed on this property. The proposed building containing 24 units is smaller than currently required and hence is not in compliance with the requirements of the existing PUD, which is why an amendment to the PUD is under consideration.

Under the current zoning ordinance, senior housing would be permitted as a Conditional Use in this zoning district.

The City currently owns the property, and has a purchase agreement to sell the property to the Developer.

The project has been reviewed by City staff, the City Planner, and City Engineer.

**Amendment to Existing Planned Unit Development**

The existing original/approved plans for the Bridges at Hanover call for a 75-unit senior housing facility to be located on this site, along with associated parking and possibly a

daycare facility. The proposed plans for a 24-unit senior facility is much less intense for the neighborhood.

The City previously coordinated with the Bridges at Hanover HOA to obtain an easement for access to this parcel across a strip of land that the HOA owns that lies between the Settlers Lane and the property. Access to this site is proposed to be located within the easement area.

The original development also included plans for a trail to be constructed on Outlot H.

Staff has reviewed and determined that a reduction in size of the facility in terms of number of units, height, and building footprint are more compatible with the neighborhood than the existing approved PUD.

In order to amend the Planned Unit Development, the City must make various findings related to the proposed use as follows:

1. The consistency of the proposed PUD with the comprehensive plan.  
Staff Note: The proposed PUD amendment is consistent with the Comprehensive Plan.
2. The extent to which the proposed PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities.  
Staff Note: This is an amendment to an existing PUD which was found by the 2000 City Council to meet this condition. The proposed amendment reduces the number of senior living units on the property.
3. The extent to which the proposed uses will be compatible with present and planned uses in the surrounding area.  
Staff Note: This is an amendment to an existing PUD which was found by the 2000 City Council to be compatible with planned uses in the surrounding area. Nearby residents who purchased their properties after the original PUD was approved but prior to the present time do not desire to see a senior living facility on this property of any type. However, when comparing the 75-unit facility with the proposed 24-unit facility, the 24-unit facility will be of a smaller scale and will have less impact generally than a larger facility.
4. That any exceptions to this article are justified by the design or the development.  
Staff Note: No exceptions are requested.
5. The sufficiency of each planned unit development phase's size, composition, and arrangement in order that its construction, and operation is feasible without dependence upon subsequent phases.  
Staff Note: This is an amendment to an existing PUD and is not applicable as the development is nearly complete.
6. The burden or impact created by the PUD on parks, schools, streets, and other public facilities and utilities.  
Staff Note: The proposed amendment results in a decreased burden on public facilities as compared to the approved PUD.
7. The impact of the PUD on environmental quality and on the reasonable enjoyment of the surrounding properties.

Staff Note: The residents in the Bridges at Hanover have testified that the construction of senior housing in their neighborhood would infringe on the enjoyment of their properties.

### **Conditional Use Permit**

In order to grant a Conditional Use Permit, the City must make various findings related to the proposed use as follows:

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.  
Staff Note: The proposed reduction in units from 75 to 24 will create less of a burden on parks, schools, and streets which serve the area.
2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.  
Staff Note: The proposed project has been designed in such a way as to be more architecturally similar to a home than to a traditional senior living apartment building. The scale of the building has also been reduced from the original PUD plan for the neighborhood.
3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.  
Staff Note: The structures appearance is compatible with the surrounding single-family and townhome land uses.
4. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use.  
Staff Note: The lot proposed for this use was originally planned for by the City Council to contain a 75-unit senior living facility.
5. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use.  
Staff Note: The R-1A zoning district allows for this use as a Conditional Use.
6. The use is not in conflict with the Comprehensive Plan of the City.  
Staff Note: The use is not in conflict with the Comprehensive Plan, which supports the inclusion of various housing types serving all stages of the life-cycle. Hanover currently does not have housing suitable for this life-cycle.
7. The use will not cause traffic hazard or congestion.  
Staff Note: Due to the small scale of the facility, a traffic impact study has not been completed. Staff has determined that the anticipated traffic will not cause a traffic hazard or congestion.
8. Existing homes and/or businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness.  
Staff Note: Staff does not anticipate that the proposed use will bring noise, glare, or general unsightliness. On occasion, emergency response vehicles may turn on their sirens when approaching or leaving the facility. However,

this situation is not anticipated to occur unless there are other vehicles in the area at the same time.

**Planning Commission Recommendation**

The Planning Commission recommended approval (4-1) of the Amendment to the PUD, Conditional Use Permit, and site plan with the following conditions:

1. An 8 foot bituminous trail meeting City standards shall be constructed on Outlot H, Bridges of Hanover in locations that are adjacent to Lot 40, Block 8, Bridges at Hanover at the sole expense of the Developer. Plans shall be prepared by the Developer and submitted to the City Engineer for review.
2. The site plans for the project shall be amended to show the following:
  - a. A sidewalk from the building to the trail.
  - b. A landscape plan showing the location, species, and size of all plant materials shall be submitted for the review and approval of the Planning Commission.
3. The development must be constructed in substantial conformance with the plans dated October 2, 2015.
4. The Developer shall enter into a Development Agreement with the City.
5. The City, at its sole discretion, may require the Developer to construct additional on-site parking if it determines that the proposed 21 surface parking stalls are insufficient to accommodate parking at the site.
6. A photometric plan shall be submitted for the review and approval of the Planning Commission.
7. Construction access to the site shall be from the construction easement across Outlot H, Bridges at Hanover.
8. The exterior siding material shall be lap fibercement siding instead of vinyl siding.



11250 5<sup>th</sup> St NE  
 Hanover, MN 55341-0278  
 Phone: 763.497.3777 fax: 763.497.1873  
[www.hanovermn.org](http://www.hanovermn.org)  
[cityhall@ci.hanover.mn.us](mailto:cityhall@ci.hanover.mn.us)

For Office Use Only	
Case Number:	
Fee Paid:	
Received by:	Amy
Date Filed:	9-29-15
Date Complete:	
Base Fee:	600.00
Escrow:	2750.00

Checks: #10255 \$300  
 #10256 \$750  
 #10257 \$300  
 #10258 \$2000

## DEVELOPMENT APPLICATION

TYPE OF APPLICATION		
<input type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Site Plan & Building Plan	<input type="checkbox"/> Simple Land Division
<input type="checkbox"/> Appeal	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Subdivision Sketch Plan
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Ordinance Amendment (Text or Map)	<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat
<input checked="" type="checkbox"/> Planned Unit Development (Concept/Gen)	<input type="checkbox"/> Vacation	<input type="checkbox"/> Other _____
PROPERTY INFORMATION		
Street Address: 10875 Settlers Lane North, Hanover, MN 55341		
Property Identification Number (PIN#): 02-119-24-11-0063		
Legal Description (Attach if necessary): Lot 40, Block 8, The Bridges at Hanover, Hennepin County, MN		
APPLICANT INFORMATION		
Name: Brad Bass		Business Name: Bradford Development, L.L.C.
Address: 501 North Riverfront Drive		
City: Mankato	State: MN	Zip Code: 56001
Telephone: 507-382-0006	Fax: 507-388-5162	E-mail: autumn@hickorytech.net
Contact: Brad Bass		Title: President
OWNER INFORMATION (if different from applicant)		
Name: City of Hanover		Business Name:
Address: 11250 5 <sup>th</sup> Street N.E.		
City: Hanover	State: MN	Zip Code: 55341
Telephone: 763-497-3777	Fax:	E-mail: brianh@ci.hanover.mn.us
Contact: Brian Hagen		Title: City Administrator
DESCRIPTION OF REQUEST (attach additional information if needed)		
Existing Use of Property: R1A/PUD		
Nature of Proposed Use: R1A/PUD – Assisted Living Facility		
Reason(s) to Approve Request: To develop and construct a 24 unit Green House Assisted Living Facility		
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE		
Project Name:		Date of Application:
Nature of Request:		
<b>NOTE:</b> Applications only accepted with ALL required support documents. See Application Instructions and City Code		

**APPLICATION FEES AND EXPENSES:**

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

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

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

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

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

E-mail: autumn@hickorytech.net  Fax \_\_\_\_\_  USPS – Certified Mail

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

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

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

Applicant:  Date: 9/20/15

Owner:  Date: 9-29-15

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



## SUPPLEMENTAL APPLICATION – SITE PLAN APPROVAL

Name: Bradford Development, L.L.C.

Phone: 507-382-0006

Address: 501 North Riverfront Drive, Mankato, MN 56001 PID #: 02-119-24-11-0063

1. Present zoning of above described property: R1A/PUD
2. Application for site plan approval of:  

<input type="checkbox"/>	High Density Residential Project
<input type="checkbox"/>	Commercial Project
<input type="checkbox"/>	Industrial Project
<input checked="" type="checkbox"/>	Plan Modification
3. Description of proposed activity. Develop, construct, and operate a 24 unit Green House Assisted Living Facility. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Name, address and phone number of present owner(s) of above described land. \_\_\_\_\_  
City of Hanover, 11250 5<sup>th</sup> Street N.E., Hanover, MN 55341 763-497-3777  
Brian Hagen, City Administrator  
\_\_\_\_\_  
\_\_\_\_\_
5. Attach to this application a site plan including all required material as identified in the "Required Material Submission Checklist" for Site Plan Applications.

Applicant Signature: 

Date: 9/28/15

Owner Signature: 

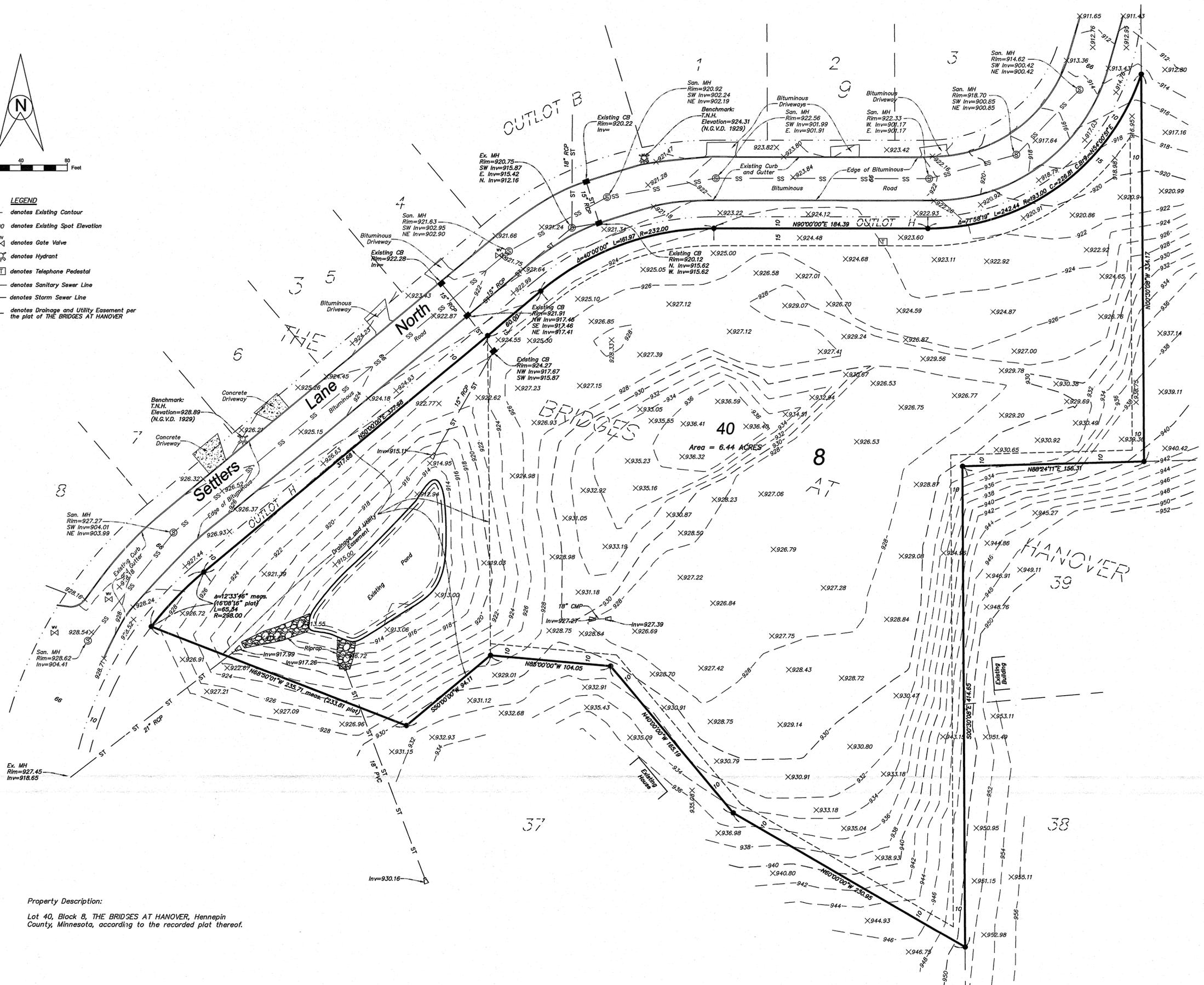
Date: 9-29-15



# Certificate of Survey and Topographic Survey

**LEGEND**

- 920 — denotes Existing Contour
- X 920.00 denotes Existing Spot Elevation
- ⊗ denotes Gate Valve
- ⊕ denotes Hydrant
- denotes Telephone Pedestal
- SS — denotes Sanitary Sewer Line
- ST — denotes Storm Sewer Line
- - - - denotes Drainage and Utility Easement per the plat of THE BRIDGES AT HANOVER



Property Description:  
 Lot 40, Block 8, THE BRIDGES AT HANOVER, Hennepin County, Minnesota, according to the recorded plat thereof.

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

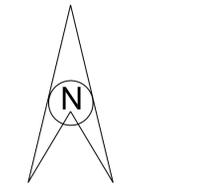
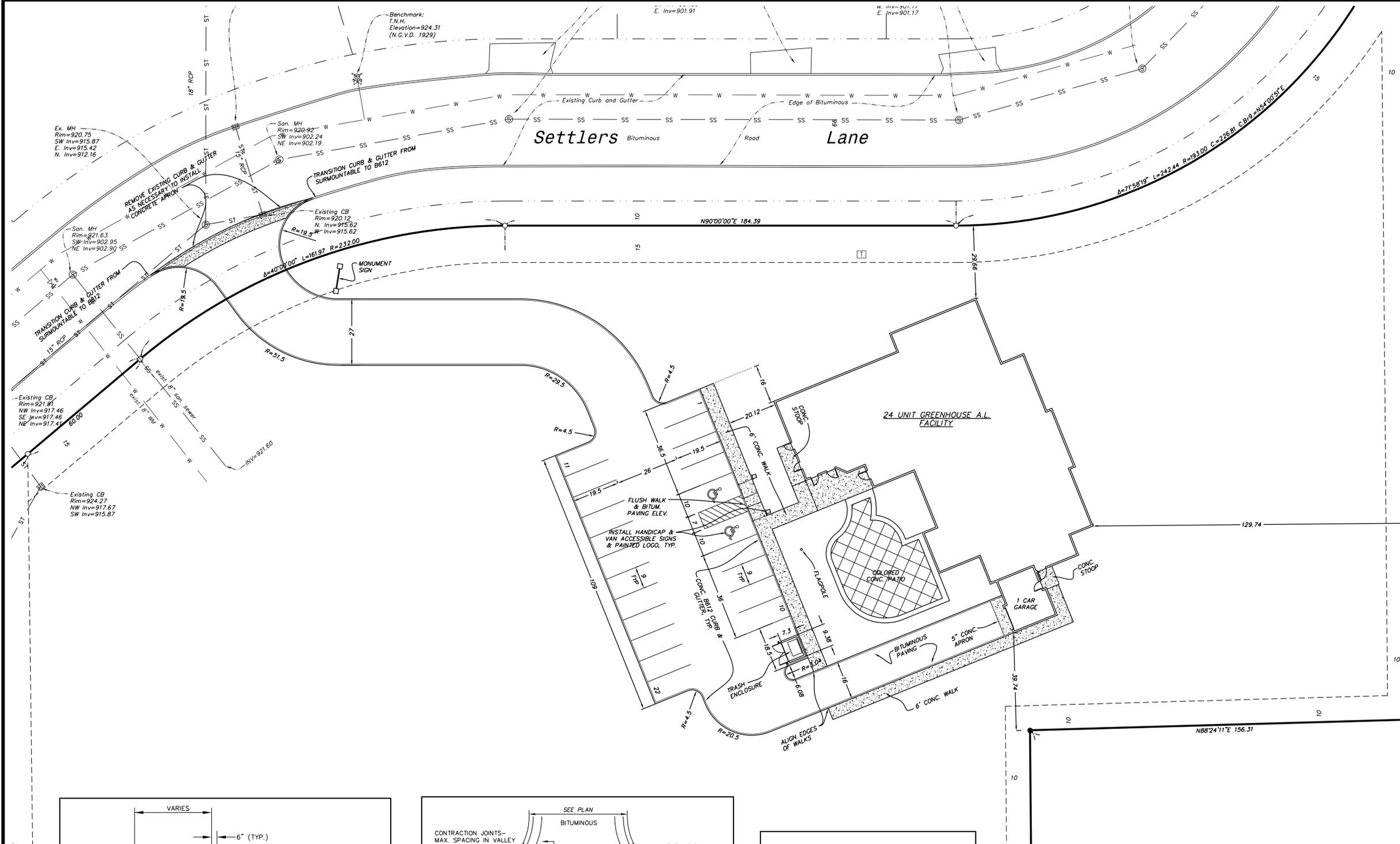
*Paul E. Otto*  
 Paul E. Otto  
 License #0062 Date: 4-30-15

Requested By:  
**Bradford Development, LLC**  
 Checked By: **P.E.O.**  
 Drawn By: **T.J.B.**  
 Scale: **1"=40'**  
 Date: **4-17-15**

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

• denotes iron monument found  
 ○ denotes 1/2 inch by 1/4 inch iron pipe set and marked by License #0062

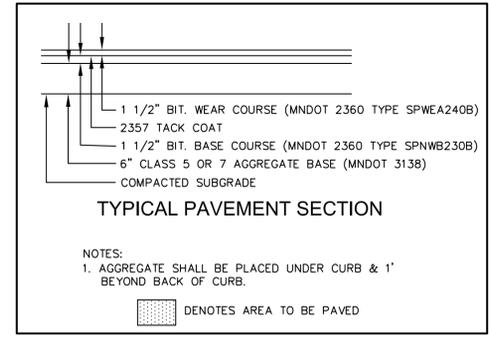
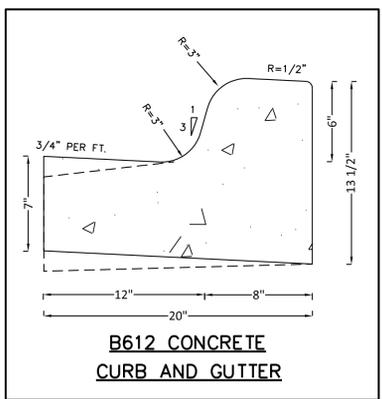
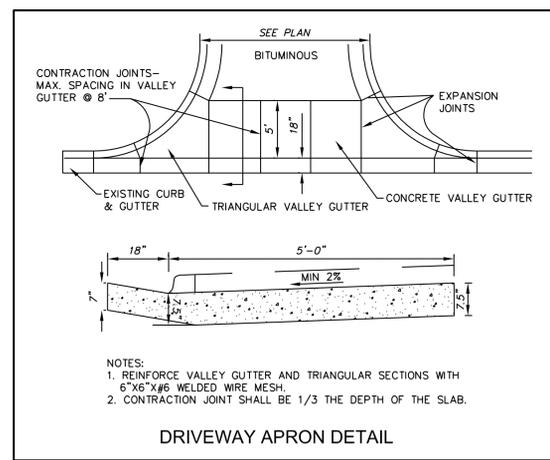
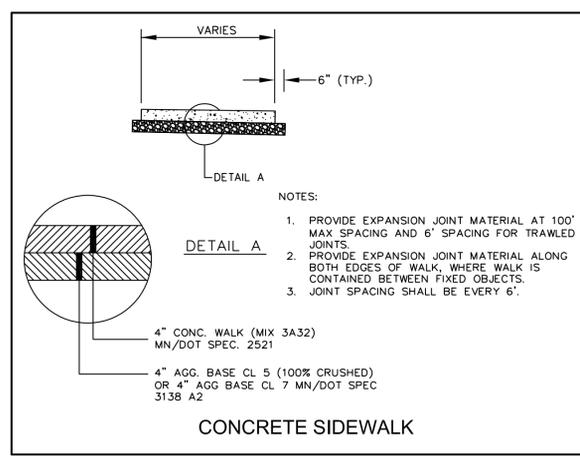
Project No. **15-0213**



PROPERTY AREA = 6.44 ACRES

**LEGEND**

- denotes Gate Valve
- denotes Hydrant
- denotes Telephone Pedestal
- denotes Sanitary Sewer Line
- denotes Storm Sewer Line
- denotes Drainage and Utility Easement per the plot of THE BRIDGES AT HANOVER
- denotes proposed concrete



- NOTES:
- DIMENSIONS MEASURED OFF THE PROPERTY LINES ARE PERPENDICULAR TO THEM.
  - DIMENSIONS ARE TO BACK OF CURB.
  - REFER TO SURVEY PREPARED BY OTTO ASSOCIATES, INC. FOR BOUNDARY INFORMATION.
  - REFER TO ARCHITECTURAL PLANS PREPARED BY JSSH ARCHITECTS, INC. FOR ADDITIONAL BUILDING AND SITE INFORMATION.
  - PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL GOPHER STATE ONE CALL 48 HOURS BEFORE DIGGING.
  - CONSTRUCTION SHALL CONFORM TO THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND CEAM STANDARD UTILITIES SPECIFICATION, LATEST EDITIONS.
  - PEDESTRIAN RAMPS SHALL CONFORM TO LATEST MNDOT CURB RAMP DETAIL PLATES.
  - CONTRACTOR SHALL COMPLY WITH RECOMMENDATIONS OF GEOTECHNICAL REPORT PREPARED BY WSB & ASSOCIATES, INC.

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED: C.S.O. DRAWN: C.S.O. CHECKED: P.E.O.

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

*Cara M. Schwahn Otto*  
Cara M. Schwahn Otto  
License # 40433 Date: 9/3/15

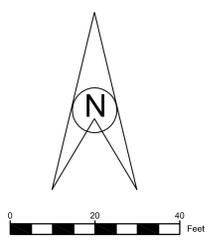
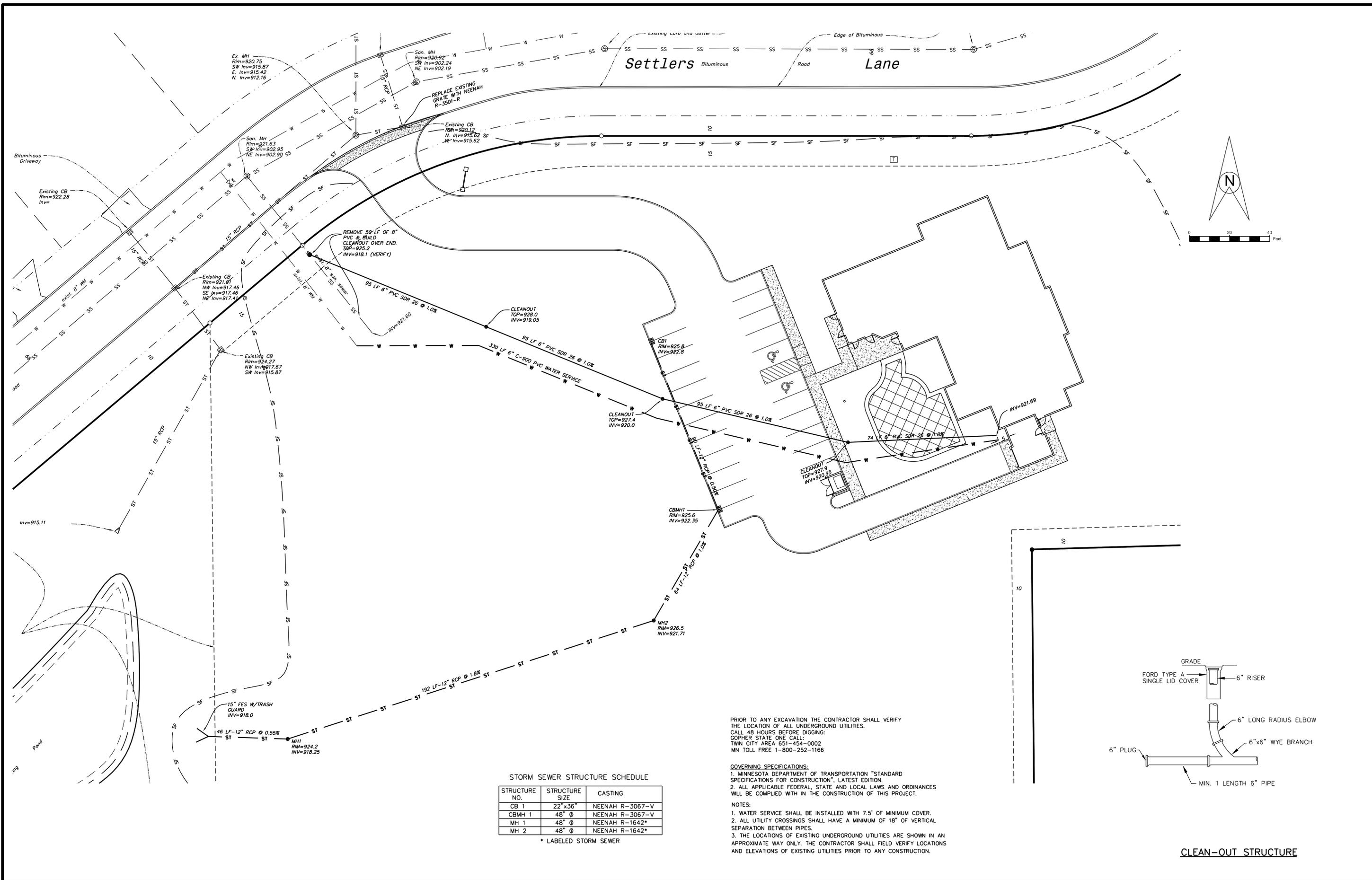
**OTTO ASSOCIATES**  
Engineers & Land Surveyors, Inc.

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

**GREENHOUSE ASSISTED LIVING FACILITY**  
BRADFORD DEVELOPMENT, LLC  
HANOVER, MN

**SITE & PAVING PLAN**  
SHEET NO. C1 OF C5 SHEETS

PROJECT NO: 15-0213  
DATE: 9/3/15



STORM SEWER STRUCTURE SCHEDULE

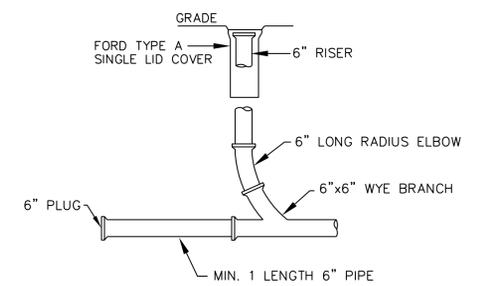
STRUCTURE NO.	STRUCTURE SIZE	CASTING
CB 1	22" x 36"	NEENAH R-3067-V
CBMH 1	48" Ø	NEENAH R-3067-V
MH 1	48" Ø	NEENAH R-1642*
MH 2	48" Ø	NEENAH R-1642*

\* LABELED STORM SEWER

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL 48 HOURS BEFORE DIGGING: COPPER STATE ONE CALL: TWIN CITY AREA 651-454-0002 MN TOLL FREE 1-800-252-1166

GOVERNING SPECIFICATIONS:  
 1. MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION", LATEST EDITION.  
 2. ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

NOTES:  
 1. WATER SERVICE SHALL BE INSTALLED WITH 7.5' OF MINIMUM COVER.  
 2. ALL UTILITY CROSSINGS SHALL HAVE A MINIMUM OF 18" OF VERTICAL SEPARATION BETWEEN PIPES.  
 3. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.



CLEAN-OUT STRUCTURE

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED C.S.O.  
 DRAWN C.S.O.  
 CHECKED P.E.O.

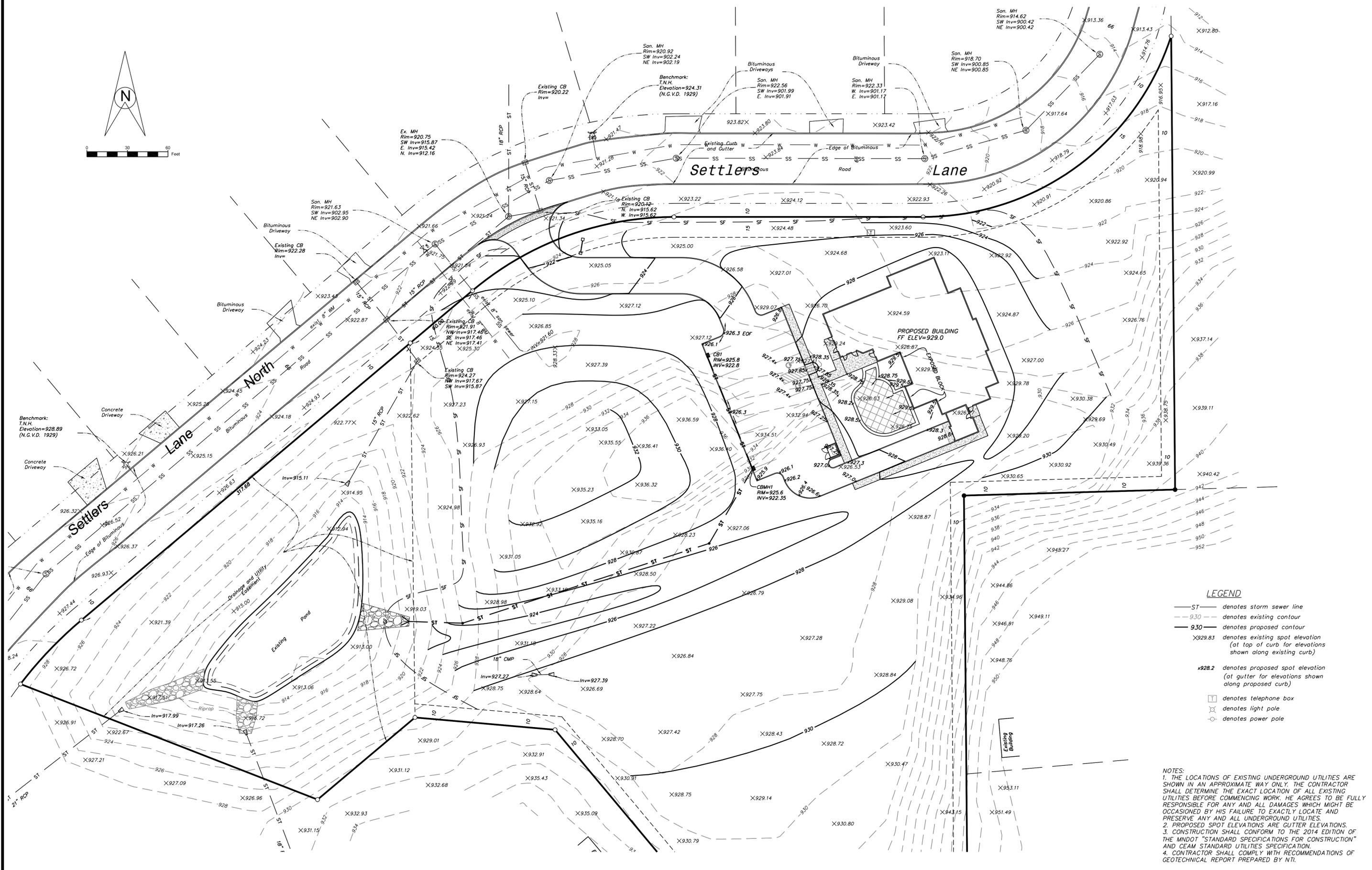
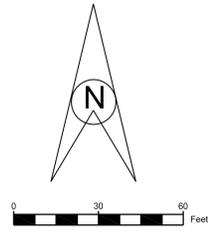
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Cara M. Schwahn Otto  
 License # 40433 Date: 9/3/15

**OTTO ASSOCIATES**  
 Engineers & Land Surveyors, Inc.  
 www.ottoassociates.com  
 9 West Division Street  
 Buffalo, MN 55313  
 (763) 682-4727  
 Fax: (763) 682-3522

**GREENHOUSE ASSISTED LIVING FACILITY**  
 BRADFORD DEVELOPMENT, LLC  
 HANOVER, MN

UTILITY PLAN  
 SHEET NO. C2 OF C5 SHEETS

PROJECT NO: 15-0213  
 DATE: 9/3/15



- LEGEND**
- ST— denotes storm sewer line
  - 930- denotes existing contour
  - 930** denotes proposed contour
  - X929.83 denotes existing spot elevation (at top of curb for elevations shown along existing curb)
  - \*928.2 denotes proposed spot elevation (at gutter for elevations shown along proposed curb)
  - ☐ denotes telephone box
  - ⊗ denotes light pole
  - denotes power pole

**NOTES:**

1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
2. PROPOSED SPOT ELEVATIONS ARE GUTTER ELEVATIONS.
3. CONSTRUCTION SHALL CONFORM TO THE 2014 EDITION OF THE MNDOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND CEAM STANDARD UTILITIES SPECIFICATION.
4. CONTRACTOR SHALL COMPLY WITH RECOMMENDATIONS OF GEOTECHNICAL REPORT PREPARED BY NTI.

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED DRAWN  
C.S.O. C.S.O.

CHECKED  
P.E.O.

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

*Cara M. Schwahn*  
Cara M. Schwahn Otto  
License # 40433 Date: 9/3/15

**OTTO ASSOCIATES**  
Engineers & Land Surveyors, Inc.

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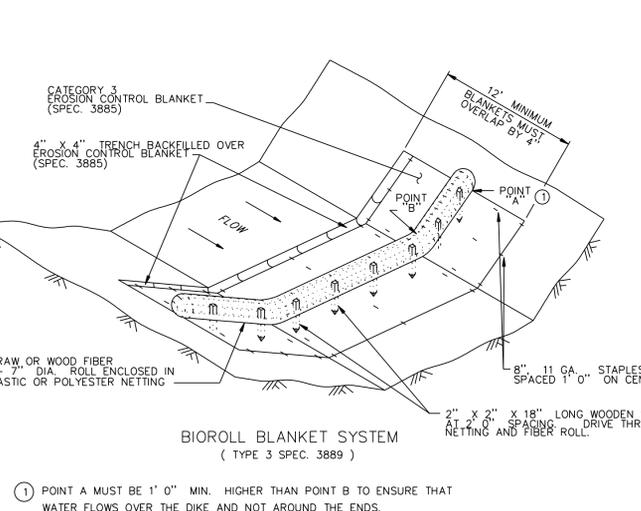
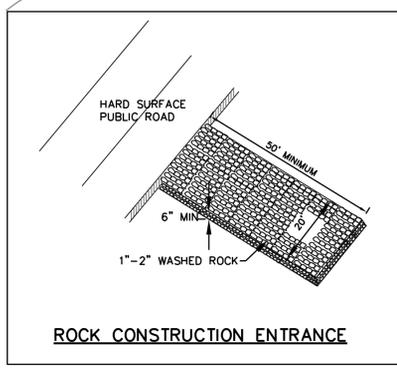
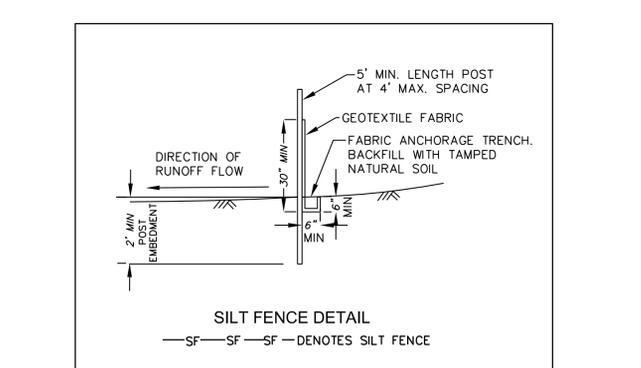
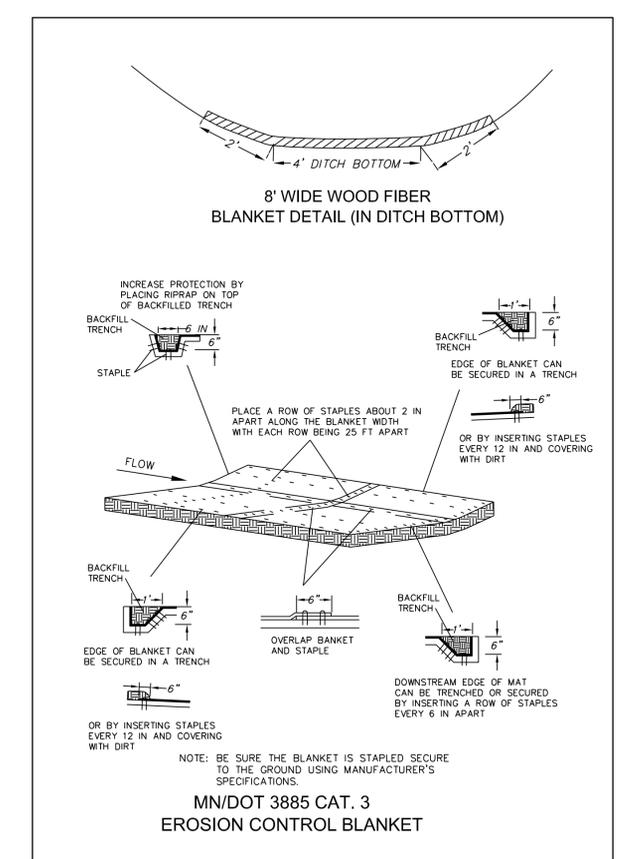
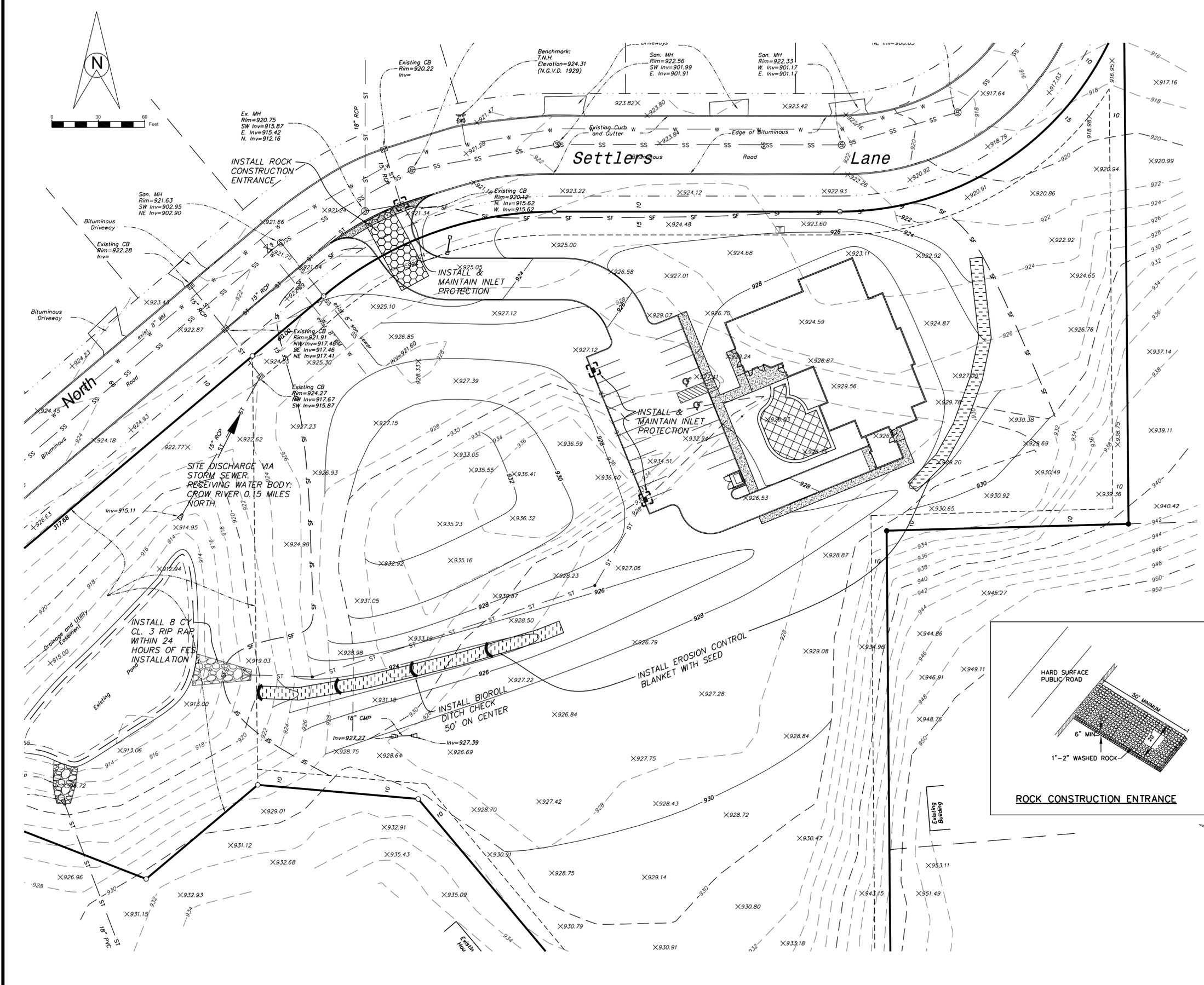
**GREENHOUSE ASSISTED LIVING FACILITY**  
BRADFORD DEVELOPMENT, LLC  
HANOVER, MN

**GRADING PLAN**

SHEET NO. C3 OF C5 SHEETS

PROJECT NO:  
**15-0213**

DATE:  
9/3/15



REV. NO.	DATE	BY	DESCRIPTION	DESIGNED	DRAWN	C.S.O.	C.S.O.	CHECKED	P.E.O.	DATE	PROJECT NO.
											15-0213
											DATE: 9/3/15

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Cara M. Schwahn Otto  
 License # 40433 Date: 9/3/15

**OTTO ASSOCIATES**  
 Engineers & Land Surveyors, Inc.  
 www.ottoassociates.com  
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 Buffalo, MN 55313  
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 Fax: (763) 682-3522

**GREENHOUSE ASSISTED LIVING FACILITY**  
 BRADFORD DEVELOPMENT, LLC  
 HANOVER, MN

**STORMWATER POLLUTION PREVENTION PLAN**  
**SHEET NO. C4 OF C5 SHEETS**  
 PROJECT NO: 15-0213  
 DATE: 9/3/15

**GENERAL PROJECT INFORMATION**

PROJECT LOCATION AND NARRATIVE:

THIS PROJECT CONSISTS OF CONSTRUCTING A 24-UNIT ASSISTED LIVING FACILITY IN HANOVER, MN. THE CENTER OF THE SITE IS LOCATED NEAR LONGITUDE -93.6686, LATITUDE 45.1514. THE SITE IS ACCESSED FROM SETTLERS LANE. THE SITE HAS A GRASS COVER. SOILS ARE PRIMARILY COARSE ALLUVIAL SILTY SANDS.

CONSTRUCTION ACTIVITIES INCLUDE GRADING, STORM SEWER INSTALLATION, AGGREGATE AND BITUMINOUS PLACEMENT, AND BUILDING CONSTRUCTION. THERE IS AN EXISTING STORMWATER POND ON THE SOUTHEASTERN PORTION OF THE SITE & DIRECTLY NORTH OF THE SITE THAT WERE SIZED FOR DEVELOPMENT OF THIS PROPERTY.

CONSTRUCTION IS PLANNED TO BEGIN OCT 19TH OF 2015 AND END JULY 15TH OF 2016.

RESPONSIBLE PARTIES:

CONTRACTOR AND OWNER ARE REQUIRED TO APPLY FOR A NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY AT LEAST 7 DAYS PRIOR TO BEGINNING WORK.

CONTRACTOR AND OWNER SHALL IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMP'S WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP.

CONTRACTOR MUST BE TRAINED FOR BOTH CONSTRUCTION INSTALLER AND SITE MANAGEMENT PER REQUIREMENTS OF THE PERMIT, PART III.F.

BRADFORD DEVELOPMENT, LLC      SCOTT COLE      507-340-7777  
OWNER      CONTACT PERSON      PHONE

OTTO ASSOCIATES, INC.      CARA SCHWAHN OTTO      763-682-4727  
PLAN PREPARER      CONTACT PERSON      PHONE

TRAINING: 2/4/2013 (EXPIRES 2016) U OF MN CERTIFICATION - DESIGN OF CONSTRUCTION SWPPP

CONTRACTOR (RESPONSIBLE FOR INSTALLATION & INSPECTION)      CONTACT PERSON      PHONE

PROJECT AREAS:

TOTAL PROJECT SIZE (DISTURBED AREA) = 4 ACRES

EXISTING AREA OF IMPERVIOUS SURFACE = 0 ACRES  
POST-CONSTRUCTION AREA OF IMPERVIOUS SURFACE = 0.6 ACRES  
TOTAL NEW IMPERVIOUS SURFACE AREA CREATED = 0.6 ACRES

RECEIVING WATERS:

SURFACE WATERS AND WETLANDS THAT WILL RECEIVE STORM WATER RUNOFF FROM THE SITE AND ARE WITHIN ONE (1) MILE OF THE SITE ARE INDICATED WITH DIRECTION ARROW ON THE SWPPP PLAN SHEET AND ARE LISTED BELOW:

NAME OF WATER BODY	TYPE	SPECIAL OR IMPAIRED WATER?
CROW RIVER	STREAM	IMPAIRED

**CONSTRUCTION ACTIVITY NOTES**

ALL CONSTRUCTION ACTIVITIES MUST MEET THE REQUIREMENTS OF THE MPCA'S NPDES GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY.

EROSION PREVENTION:

CONTRACTOR SHALL USE PHASED CONSTRUCTION WHEREVER PRACTICAL TO MINIMIZE DISTURBED AREA.

ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

TEMPORARY TURF RESTORATION SHALL BE MNDOT SEED MIX 21-111 @ 100 LBS/AC WITH MNDOT TYPE 1 MULCH @ 2 TONS/ACRE (DISC ANCHORED).

UNLESS SHOWN OTHERWISE ON LANDSCAPE PLAN, PERMANENT TURF RESTORATION SHALL BE MNDOT SEED MIX 25-141 @ 59 LB/ACRE WITH MNDOT TYPE 1 MULCH @ 2 TONS/ACRE (DISC ANCHORED) AND 22-5-10 TYPE 3 FERTILIZER (350 LBS/ACRE).

THE FOLLOWING SHALL BE INSTALLED WITHIN 24 HOURS OF CONNECTION TO SURFACE WATER:

- 1) ENERGY DISSIPATION (RIPRAP) AT ALL OUTLET APRONS
- 2) STABILIZATION OF TEMPORARY OR PERMANENT DRAINAGE SWALES WITHIN 200' OF EDGE OF SITE OR CONNECTION TO SURFACE WATER

RAPID STABILIZATION TO BE IMPLEMENTED AS NEEDED AND DIRECTED BY THE ENGINEER.

SEDIMENT CONTROL PRACTICES:

THE CONTRACTOR SHALL BE RESPONSIBLE TO CONTROL SEDIMENT-LADEN SURFACE WATER FROM LEAVING THE CONSTRUCTION ZONE. ALL MOBILIZED SEDIMENT THAT HAS LEFT THE CONSTRUCTION ZONE SHALL BE COLLECTED BY THE CONTRACTOR AND PROPERLY DISPOSED OF AT NO ADDITIONAL COST TO THE OWNER.

ENTERING/EXITING THE SITE SHALL OCCUR ONLY AT ROCK CONSTRUCTION ENTRANCES TO LIMIT TRACKING OF SEDIMENT ONTO STREETS.

SEDIMENT TRACKED ONTO STREETS DURING WORKING HOURS MUST BE RECLAIMED VIA SCRAPING AND SWEEPING AT END OF EACH WORKING DAY.

TEMPORARY SOIL STOCKPILES SHALL HAVE SILT FENCE INSTALLED AROUND THE PERIMETER WITHIN 7 DAYS FROM THE LAST CONSTRUCTION ACTIVITIES THAT FORMED THEM.

CONSTRUCTION SEQUENCING:

- 1) PRECONSTRUCTION MEETING.
- 2) INSTALL PERIMETER SILT FENCE & ROCK ENTRANCE.
- 3) INSTALL DOWNSTREAM INLET PROTECTION TO OFF-SITE CATCH BASINS.
- 4) ROUGH GRADE SITE.
- 5) BEGIN BUILDING CONSTRUCTION.
- 6) INSTALL UTILITIES.
- 7) COMPLETE PARKING LOT CONSTRUCTION.
- 8) INSTALL INLET PROTECTION DEVICES ON NEW CATCH BASINS.
- 9) STABILIZE SITE AS INDICATED ON THE PLANS.
- 10) COMPLETE BUILDING CONSTRUCTION.
- 11) RESTORE SITE WITH PERMANENT RESTORATION.
- 12) REMOVE SEDIMENT CONTROL DEVICES & SUBMIT NOTICE OF TERMINATION (NOT) TO MPCA ONCE ALL DISTURBED AREAS HAVE 70% VEGETATIVE DENSITY.

EROSION & SEDIMENT CONTROL BMP ESTIMATED QUANTITIES:

QUANTITIES LISTED ARE APPROXIMATE. REFER TO CONTRACT DOCUMENTS FOR EXACT QUANTITIES.

BMP	QUANTITY
SILT FENCE	935 LF
ROCK CONSTRUCTION ENTRANCE	1 EA
INLET PROTECTION	3 EA
BIOROLL DITCH CHECK	4 EA
MNDOT SEED MIX 25-141, TYPE 1 MULCH, 22-5-10 TYPE 3 FERTILIZER	3.5 AC
MNDOT 3885 CAT 3 EROSION CONTROL BLANKET	322 SY
CLASS III RIP RAP	19 CY

DEWATERING:

ANY DEWATERING SHALL BE DISCHARGED TO A TEMPORARY SEDIMENTATION BASINS WHEN REQUIRED. IF THE WATER CANNOT BE DISCHARGED TO A BASIN PRIOR TO ENTERING THE SURFACE WATER, AN APPROVED ALTERNATE BMP SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER.

USE APPROPRIATE ENERGY DISSIPATION MEASURES ON ALL DISCHARGES. DEWATERING PRACTICES CANNOT CAUSE NUISANCE CONDITIONS, EROSION, OR FLOODING IN RECEIVING CHANNELS OR INUNDATION OF WETLANDS RESULTING IN ADVERSE IMPACTS. TEMPORARY SEDIMENTATION BASIN MUST BE VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT IS OBTAINED IN THE BASIN.

**CONSTRUCTION NOTES**

INSPECTIONS AND MAINTENANCE:

THE CONTRACTOR MUST ROUTINELY INSPECT THE CONSTRUCTION SITE ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS OF A RAINFALL EVENT GREATER THAN 0.5 INCHES IN A 24-HR PERIOD. INSPECTION LOGS SHALL INCLUDE ANY CORRECTIVE MEASURES TAKEN.

ALL INSPECTIONS MUST BE RECORDED AND RECORDS RETAINED WITH THE SWPPP ON SITE. THE SWPPP, ALONG WITH INSPECTIONS AND MAINTENANCE RECORDS, SHALL BE RETAINED FOR THREE YEARS AFTER SUBMITTAL OF THE NOTICE OF TERMINATION (NOT).

SILT FENCE, BIOROLLS, DITCH CHECKS AND INLET PROTECTION DEVICES MUST BE MAINTAINED WHEN ACCUMULATED SEDIMENT REACHES 1/3 OF THE DEVICE HEIGHT. INLET PROTECTION DEVICES SHALL BE CLEANED ON A ROUTINE BASIS SUCH THAT THE DEVICES ARE FULLY FUNCTIONAL FOR THE NEXT RAINSTORM EVENT. REMOVAL AND DISPOSAL OF THE SEDIMENT SHALL BE INCIDENTAL TO THE CONTRACT.

ROCK CONSTRUCTION ENTRANCE SHALL BE CLEANED AND REFRESHED AS NECESSARY TO CONFORM TO DETAIL.

OFF-SITE VEHICLE TRACKING SHALL BE REMOVED WITHIN 24 HOURS OF DISCOVERY.

ALL NON-FUNCTIONAL BMP'S MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMP'S WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

POLLUTION PREVENTION:

ALL SOLID WASTE GENERATED BY/COLLECTED FROM THE CONSTRUCTION SITE MUST BE DEPOSITED IN A DUMPSTER.

NO CONSTRUCTION MATERIAL SHALL BE BURIED OR BURNED ONSITE.

ALL HAZARDOUS MATERIALS (OIL, GASOLINE, FUEL, PAINT, ETC) MUST BE PROPERLY STORED/CONTAINED TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN COMPLIANCE WITH ALL APPLICABLE STATE AND FEDERAL REGULATIONS. ALL VEHICLES LEFT ONSITE SHALL BE MONITORED FOR LEAKS TO REDUCE THE CHANCE OF CONTAMINATION.

NO EXTERNAL WASHING OF TRUCKS OR OTHER CONSTRUCTION VEHICLES, ENGINE DEGREASING, NOR CONCRETE WASHOUTS ARE ALLOWED ON SITE.

THE CONTRACTOR SHALL MONITOR AND PROVIDE DUST CONTROL CORRECTION WHEN NEEDED. THIS WORK IS CONSIDERED INCIDENTAL TO THE CONTRACT.

ALL SPILLS SHALL BE CLEANED IMMEDIATELY UPON DISCOVERY. SPILLS LARGE ENOUGH TO REACH THE STORM CONVEYANCE SYSTEM SHALL BE REPORTED TO THE MPCA STATE DUTY OFFICER AT 1-800-422-0798.

FINAL STABILIZATION:

THE CONTRACTOR MUST ENSURE FINAL STABILIZATION OF THE SITE. THE PERMITEE MUST SUBMIT A NOTICE OF TERMINATION WITHIN 30 DAYS AFTER FINAL STABILIZATION IS COMPLETE OR SITE CONTROL HAS BEEN PASSED TO ANOTHER OWNER.

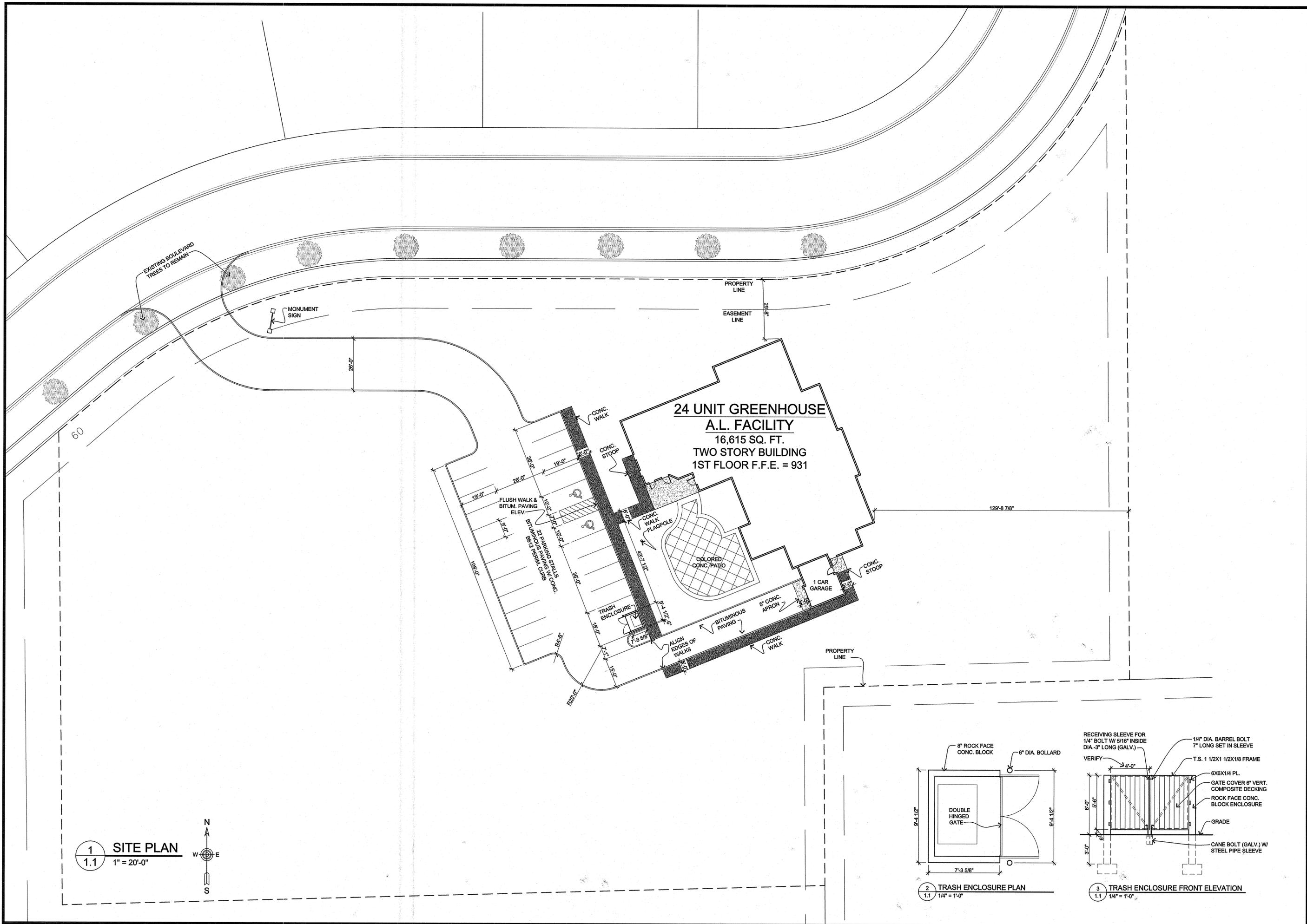
SUFFICIENT TOPSOIL (6") SHALL BE PLACED ON DISTURBED AREAS FOR RE-VEGETATION.

ALL TEMPORARY EROSION CONTROL MEASURES AND BMP'S MUST BE REMOVED AS PART OF THE FINAL SITE STABILIZATION.

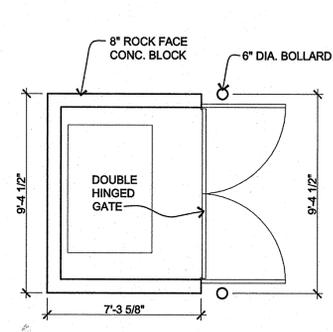
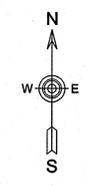
TRAINING REQUIREMENTS:

CONTRACTOR MUST BE TRAINED FOR BOTH CONSTRUCTION INSTALLER AND SITE MANAGEMENT PER REQUIREMENTS OF THE PERMIT, PART III.F. DOCUMENTATION SHALL BE ADDED TO THE SWPPP DOCUMENTS LOCATED ONSITE.

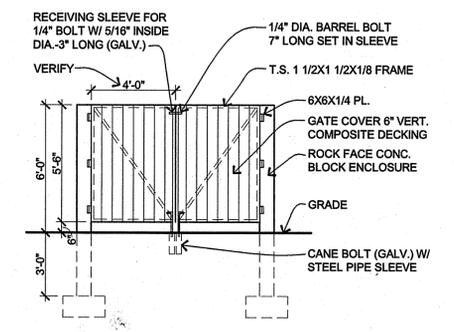
REV. NO.	DATE	BY	DESCRIPTION	DESIGNED C.S.O.	DRAWN C.S.O.	CHECKED P.E.O.	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Cara M. Schwahn Otto License # 40433      Date: 9/3/15	www.ottoassociates.com 9 West Division Street Buffalo, MN 55313 (763)682-4727 Fax: (763)682-3522	GREENHOUSE ASSISTED LIVING FACILITY BRADFORD DEVELOPMENT, LLC HANOVER, MN	STORMWATER POLLUTION PREVENTION NARRATIVE	PROJECT NO: 15-0213
										SHEET NO. C5 OF C5 SHEETS	DATE: 9/3/15



1 SITE PLAN  
1.1 1" = 20'-0"



2 TRASH ENCLOSURE PLAN  
1.1 1/4" = 1'-0"



3 TRASH ENCLOSURE FRONT ELEVATION  
1.1 1/4" = 1'-0"



**JSSH ARCHITECTS, inc.**  
14525 highway 7 suite 375  
minnetonka, mn. 55345  
ph. 952-935-6337 fax. 952-935-0878  
email: jssh@jssh.com

---

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA  
 Print Name: ROGER F. JOHNSON  
 Signature: [Signature]  
 Date: 10/2/2015 License # 10368

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date	revisions
10/2/2015	
down	ERM / RS
	chkd
	RFJ

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project  
GREENHOUSE ASSISTED LIVING  
OF HANOVER  
HANOVER, MN

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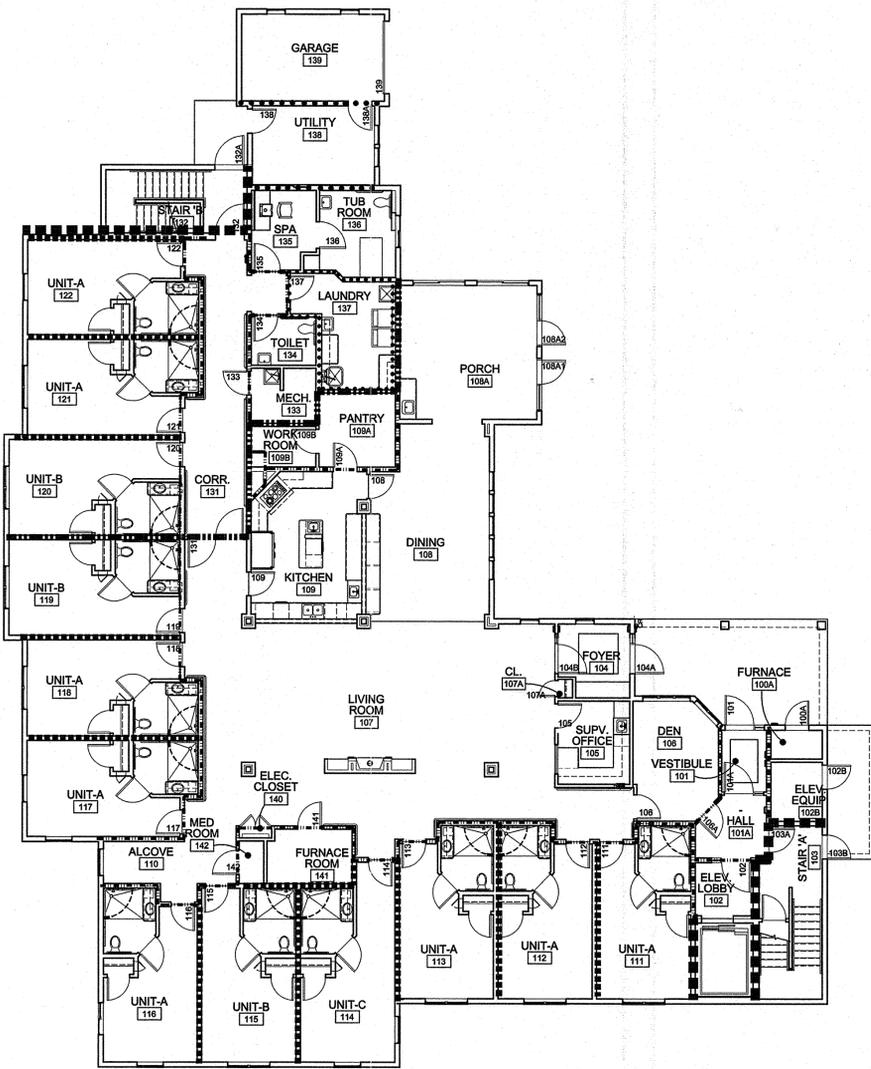
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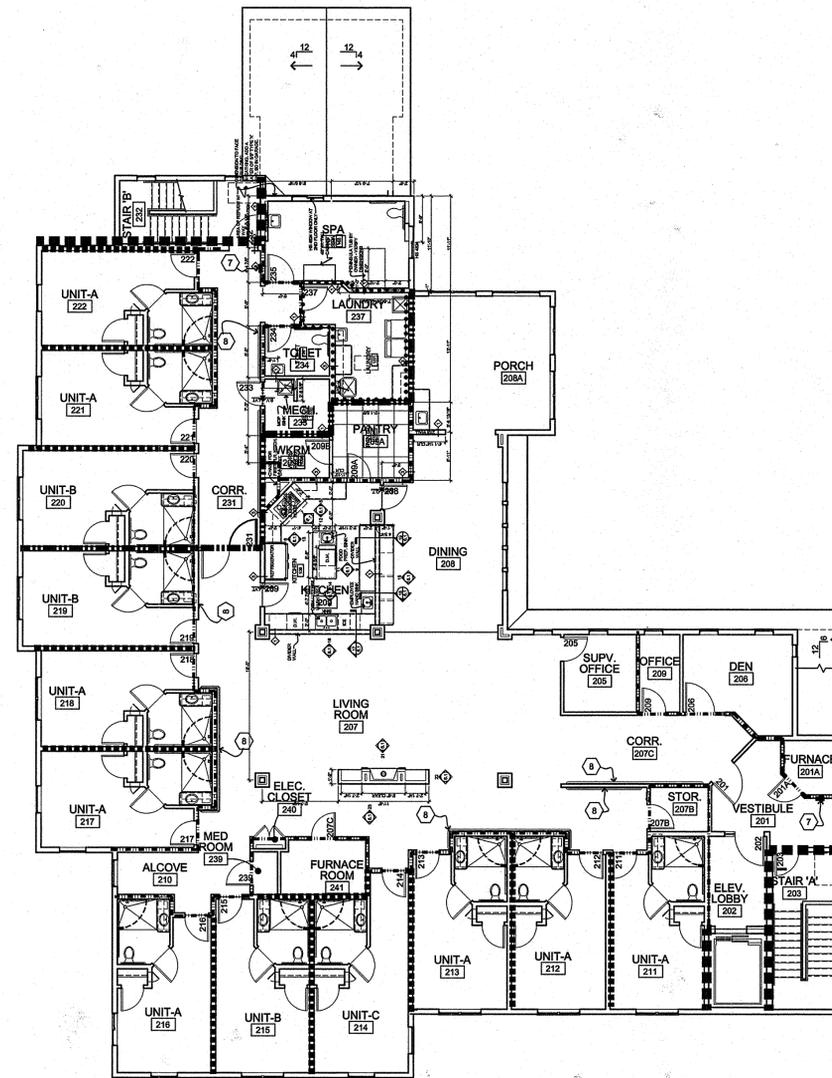
job no. 12-16

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of sheets  
1.1



1 FIRST FLOOR CODE REVIEW PLAN  
2.0 3/32" = 1'-0"



2 SECOND FLOOR CODE REVIEW PLAN  
2.0 3/32" = 1'-0"

KEY

- ▬ SMOKE BARRIER WALL, 1-HOUR RATED WITH 60 MIN. OPENINGS, I.B.C. SECTION 709
- ▬ 1-HOUR FIRE PARTITION WITH 20-MIN. OPENINGS, ALL PENETRATIONS SEALED.
- ▬ 1-HOUR RATED OCCUPANCY SEPARATION, 60 MIN. OPNGS., IBC SECT. 508
- ▬ 1-HOUR RATED STAIR ENCLOSURE, FIRE BARRIER WITH 60 MIN. OPNGS., IBC SECT. 705
- ▬ 1-HOUR RATED FIRE PARTITION - DWELLING UNIT SEPARATION, IBC SECT. 708
- ▶ FIRE DEPARTMENT CONNECTION
- ⊠ FIRE ALARM CONTROL PANEL
- ⊘ EXIT

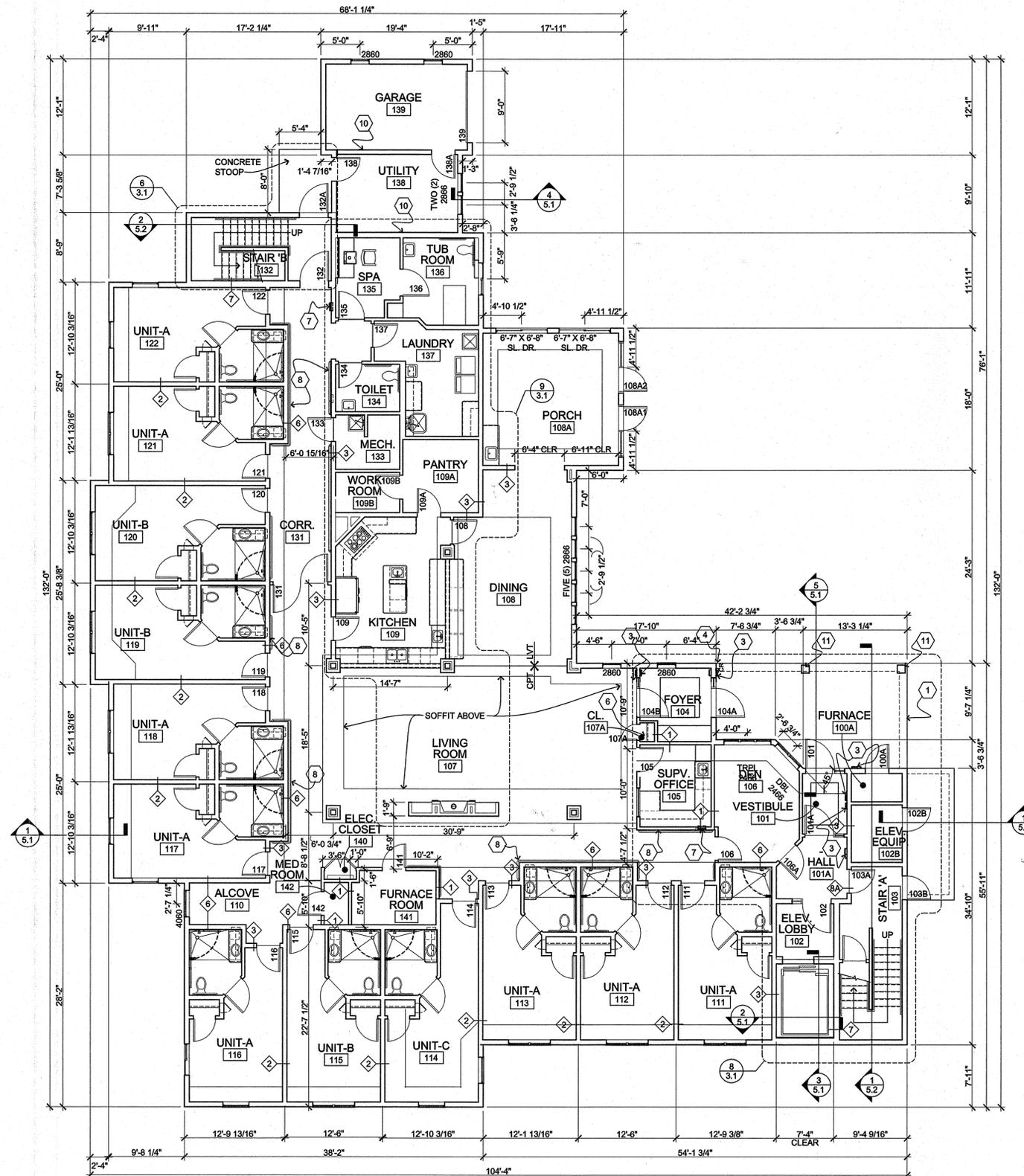
BASIC OCCUPANCY & CONSTRUCTION REQUIREMENTS

OCCUPANCY: I-1 (ASSISTED LIVING)  
 CONSTRUCTION TYPE: V-A  
 BASIC ALLOWABLE AREA PER FLOOR: 10,500 S.F.  
 ALLOWABLE HEIGHT: 3 STORY  
 ACTUAL FLOOR AREA = 8,252 S.F.  
 BUILDING HEIGHT: 2 STORY  
 BUILDING SPRINKLED IN ACCORDANCE WITH NFPA 13  
 APPLICATION OF I-2 (NURSING HOME) LIFE SAFETY PROVISIONS FOR ALTERNATIVE DESIGN OBJECTIVES.

ALTERNATE OCCUPANCY & CONSTRUCTION DESIGN

PER MSBC 1300.0110 SUBPART 13 - ALTERNATE DESIGN  
 REFERENCE IBC SECT. 1018.6 CORRIDOR CONTINUITY  
 APPLICATION OF I-2 OCCUPANCY CORRIDOR CRITERIA USED FOR OPENING OF RESIDENT USE AREAS TO CORRIDOR SPACES CONSISTENT WITH IBC SECTION 407.2.1 AND 407.2.2  
 SPACES OPEN TO THE CORRIDOR COMPLY WITH THE FOLLOWING:  
 A. NOT OCCUPIED FOR PATIENT SLEEPING ROOMS, TREATMENT ROOMS, HAZARDOUS, OR INCIDENTAL USES DEFINED BY IBC TABLE 509.  
 B. THE OPEN SPACE IS PROTECTED BY A FIRE DETECTION SYSTEM.  
 C. THE CORRIDORS ONTO WHICH THE SPACES OPEN ARE PROTECTED BY A FIRE DETECTION SYSTEM.  
 THE FOLLOWING I-2 OCCUPANCY CONSTRUCTION REQUIREMENTS AND LIFE SAFETY FEATURES WILL BE PROVIDED AS AN ALTERNATE TO ALLOW ROOMS OPEN TO THE CORRIDOR SYSTEM:  
 1. THE BUILDING WILL BE PROVIDED WITH AN NFPA 13 SYSTEM IN LIEU OF AN NFPA 13R SYSTEM ALLOWED FOR OCCUPANCY I-1.  
 2. A SMOKE BARRIER COMPLYING WITH IBC 407.5 AND 709 WILL BE PROVIDED.  
 3. THE CORRIDOR SYSTEM INCLUDING ROOMS OPEN TO THE CORRIDORS WILL BE PROTECTED WITH A SMOKE DETECTION SYSTEM.  
 4. ACTUATION OF THE RESIDENT ROOM SMOKE DETECTORS WILL CAUSE A VISUAL DISPLAY ON THE ADJACENT CORRIDOR SIDE AND AUDIBLE & VISUAL ALARM AT THE 24 HOUR SUPERVISOR'S OFFICE ATTENDING THE RESIDENT ROOM.  
 5. THE CORRIDOR AND ROOMS OPEN TO THE CORRIDOR WILL BE PROTECTED WITH QUICK RESPONSE SPRINKLER HEADS.  
 NOTE: CORRIDOR WALL CONSTRUCTION WILL BE 1-HOUR RATED FIRE PARTITIONS WITH AUTOMATIC CLOSING 20 MIN. RATED DOORS CONSISTENT WITH NORMAL I-1 CORRIDOR CONSTRUCTION.

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 14525 highway 7 suite 375  
 minnetonka, mn. 55345  
 ph. 952-935-6337 fax. 952-935-0876  
 email: jssh@jssh.com  
 License # 10368  
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.  
 Print Name: ROGER C. JOHNSON  
 Signature: *[Signature]*  
 Date: 10/2/2015  
 Project: GREENHOUSE ASSISTED LIVING OF HANOVER, MINNAPOLIS, MN  
 Job No.: 12-16  
 Date: 10/2/2015  
 Revisions: none  
 Date: 10/2/2015  
 Drawn: ERM / RS  
 Check: chd  
 Ref: RFJ  
 Contents: CODE REVIEW PLAN  
 Sheet: 2.0 of 2 sheets



1 FIRST FLOOR PLAN  
2.1 1/8" = 1'-0"



- FLOOR PLAN KEY NOTES**
- CONC. STOOP
  - RECESSED FLOOR MAT, 4'0"X5'4" @ DR. 101, 5'0"X5'0" @ DR. 104A.
  - AUTO OPENER ACTIVATOR, EA. SIDE OF DOOR.
  - ACCESS CONTROL DEVICE BY OWNER
  - PREFIN. MTL. MAIL BOXES TO INCLUDE MIN. 40 TOTAL HORIZ. FRONT LOADING USPS STD. 4C MAILBOXES. SEE ELEV. 16/6.3.
  - COAT ROD & WD. SHELF
  - FIRE EXT. & SEMI RECESSED CAB. (2 @ EA. FLOOR).
  - WOOD CORRIDOR HANDRAIL
  - 5 ADJ. SHELVES
  - 2X6 EXTERIOR WALL W/ 5/8" GYP. BD. OVER EXTERIOR SHEATHING
  - ORNAMENTAL COL. ENCL., SEE SECT. 2/5.1.
  - SOFFIT W/ 5/8" GYP. BD. & COVE WD. TRIM.
  - AUTO OPENER ACTIVATOR, OVER MTL. FRAMING DTL. 207.1
  - DEEP SERVICE SINK IN BASE CABINET (EMPLOYEE WORK AREA ONLY)
  - 2x4 PLBG. WALL (FRONT OF CORRIDOR WALL) FOR SINK PLBG. RGH-IN.

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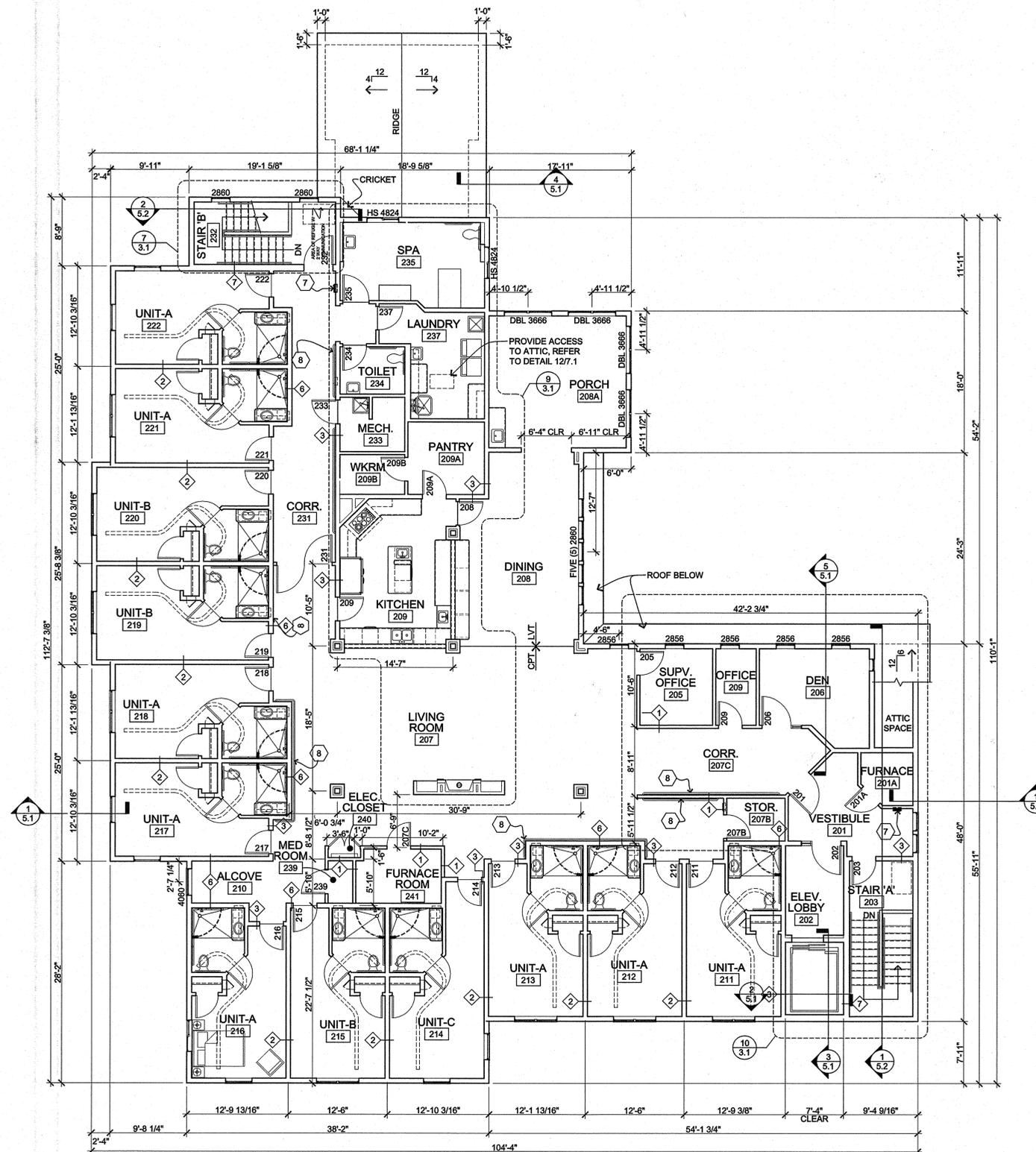
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	10/2/2015	ERM / RS	RFJ

project  
GREENHOUSE ASSISTED LIVING  
OF HANOVER  
HANOVER, MN

contents  
FIRST FLOOR PLAN

job no.  
12-16

of sheets  
2.1



- FLOOR PLAN KEY NOTES**
1. ORNAMENTAL COL. ENCL., SEE SECT. 25.1.
  2. SOFFIT W/ 5/8" GYP. BD. & COVE WD. TRIM.
  3. AUTO OPENER ACTIVATOR, EA. SIDE OF DOOR.
  4. ACCESS CONTROL DEVICE BY OWNER
  5. PREFIN. MTL. MAIL BOXES TO INCLUDE MIN. 40 TOTAL HORIZ. FRONT LOADING USPS STD. 4C MAILBOXES. SEE ELEV. 16/6.3.
  6. COAT ROD & WD. SHELF
  7. FIRE EXT. & SEMI RECESSED CAB. (2 @ EA. FLOOR).
  8. WOOD CORRIDOR HANDRAIL
  9. 5 ADJ. SHELVES @ 108B.
  10. 2X6 EXTERIOR WALL W/ 5/8" GYP. BD. OVER EXTERIOR SHEATHING
  11. SOFFIT W/ 5/8" GYP. BD. OVER MTL. FRAMING DTL. 207.1
  12. DEEP SERVICE SINK IN BASE CABINET (EMPLOYEE WORK AREA ONLY)
  13. 2x4 PLBG. WALL (FRONT OF CORRIDOR WALL) FOR SINK PLBG. RGH-IN.

1 SECOND FLOOR PLAN  
2.2 1/8" = 1'-0"



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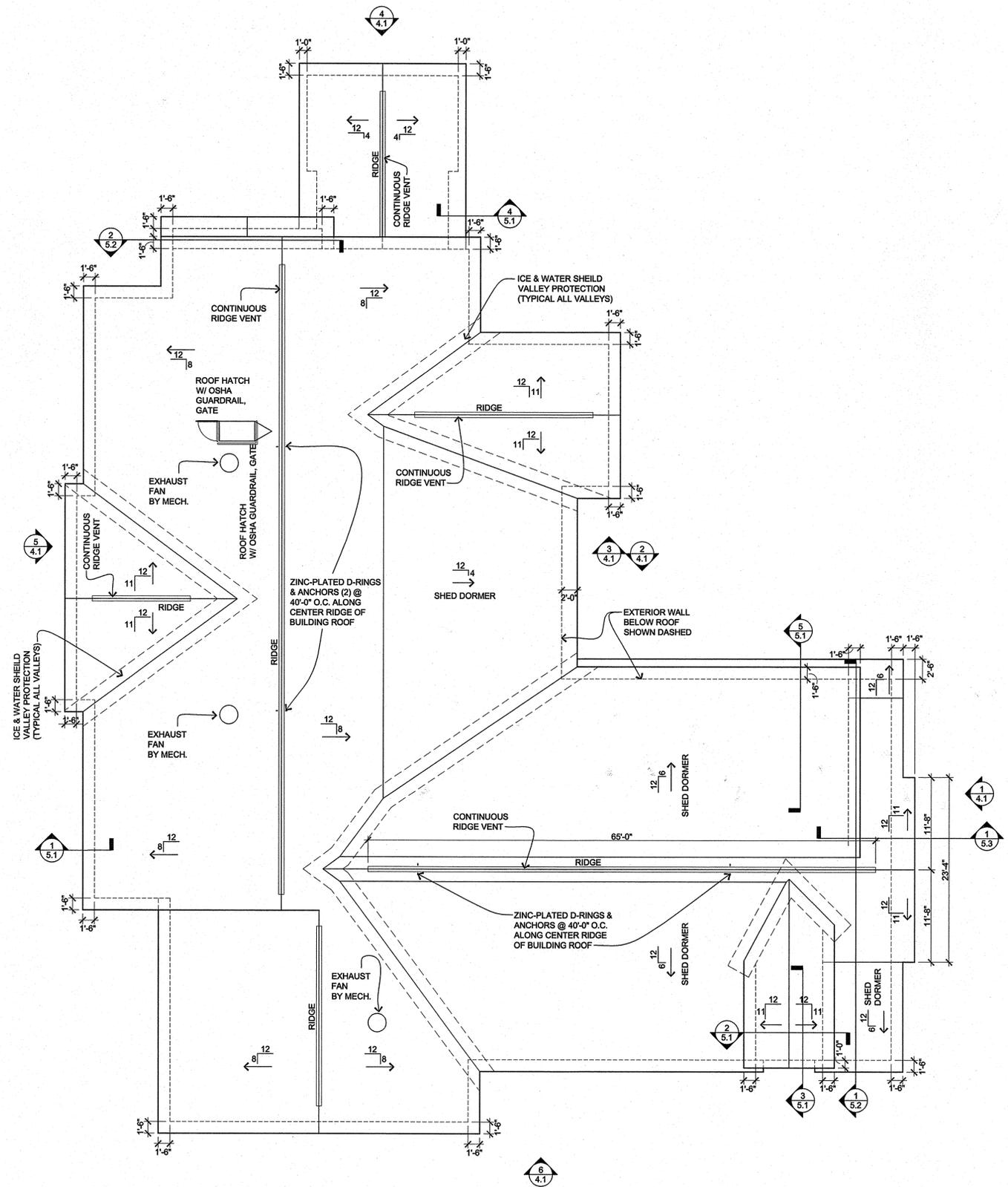
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project  
GREENHOUSE ASSISTED LIVING  
OF HANOVER  
HANOVER, MN

contents  
SECOND FLOOR PLAN

job no.  
12-16

of sheets  
2.2



1 ROOF PLAN  
2.3 1/8" = 1'-0"



contents  
ROOF PLAN

job no.  
12-16

of sheets  
2.3

Project  
GREENHOUSE ASSISTED LIVING  
OF HANOVER  
HANOVER, MN

date  
10/2/2015

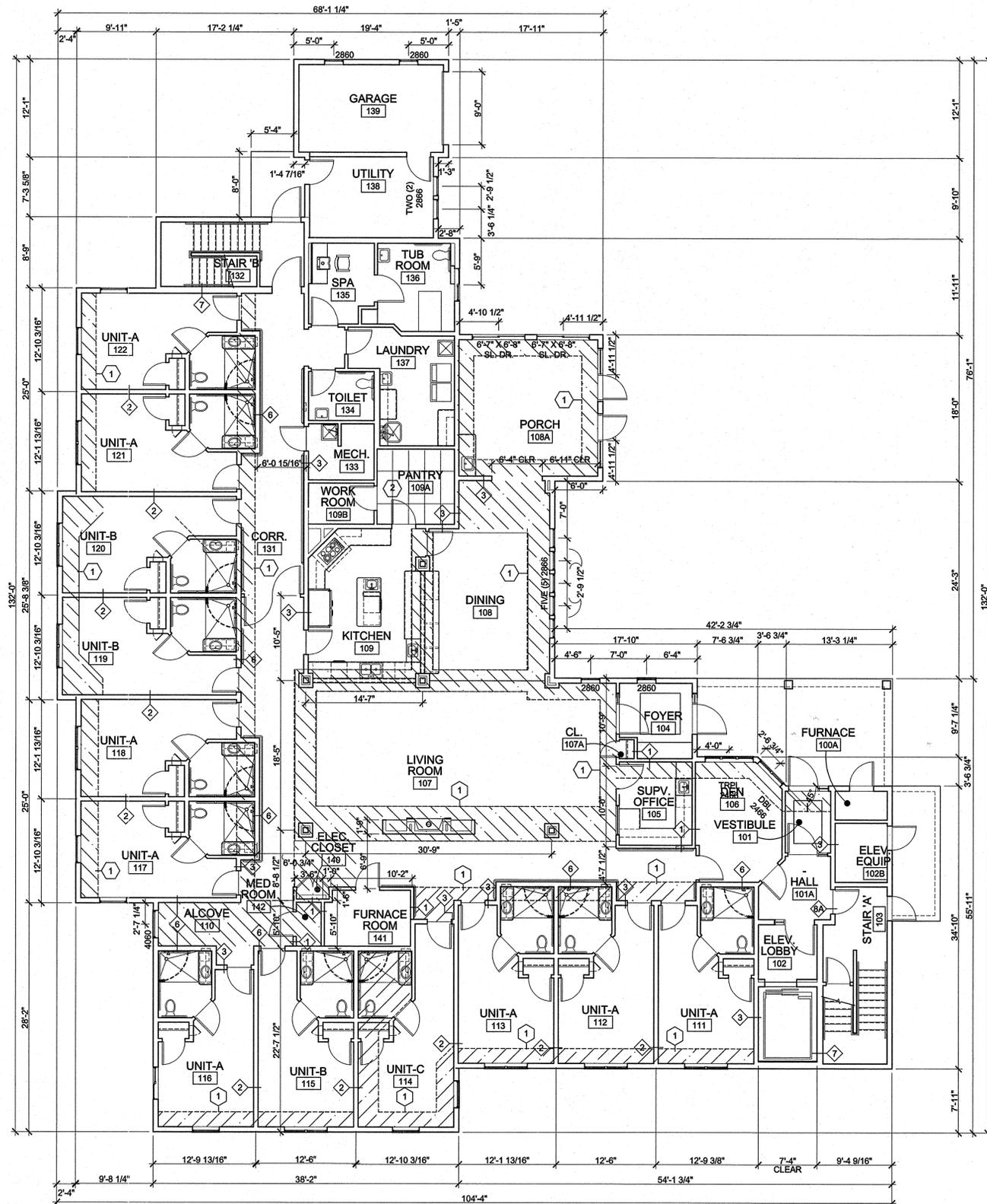
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ERM / RS

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revisions

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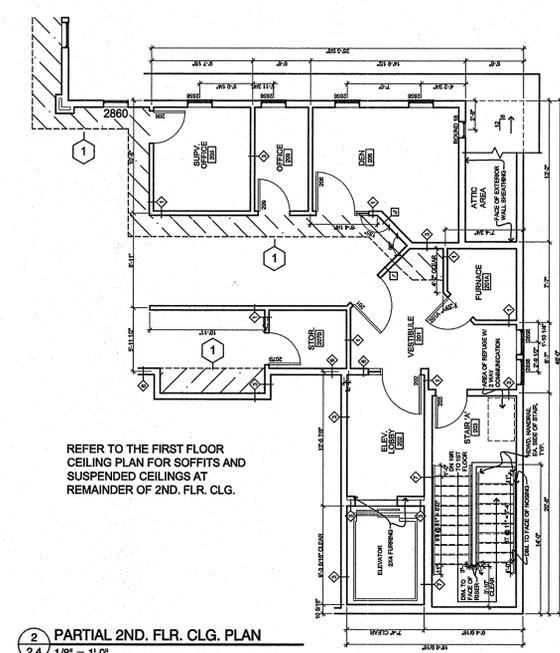


1 FIRST FLOOR CEILING PLAN  
2.4 1/8" = 1'-0"



**CEILING NOTES**

- 1 [Symbol] INDICATES SUSPENDED GYPSUM BOARD FACED SOFFITS AND LOWERED CEILINGS
- 2 [Symbol] SUSPENDED ACOUSTICAL CEILING W/ SMOOTH NON PERFORATED PANELS
- 3 [Symbol] SPRINKLER PIPE SOFFIT NOT TO EXCEED 8"



REFER TO THE FIRST FLOOR CEILING PLAN FOR SOFFITS AND SUSPENDED CEILINGS AT REMAINDER OF 2ND. FLR. CLG.

2 PARTIAL 2ND. FLR. CLG. PLAN  
2.4 1/8" = 1'-0"



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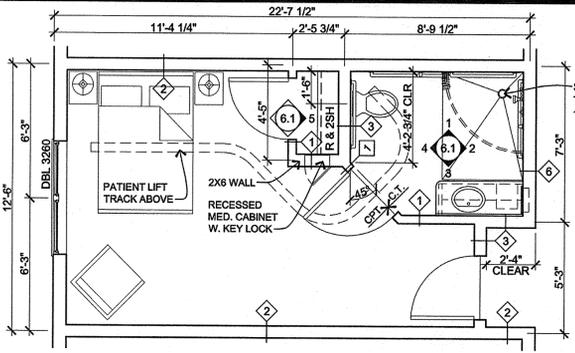
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	10/2/2015	ERM / RS	RFJ

project  
GREENHOUSE ASSISTED LIVING  
OF HANOVER  
HANOVER, MN

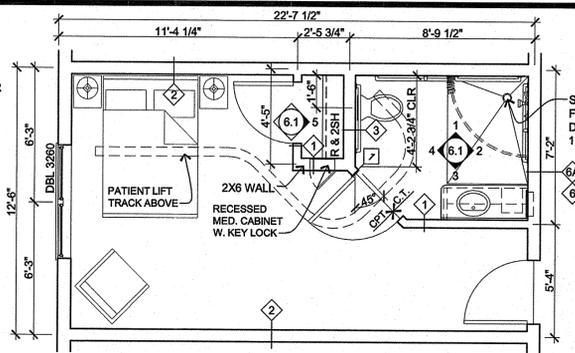
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CEILING PLANS

job no.  
12-16

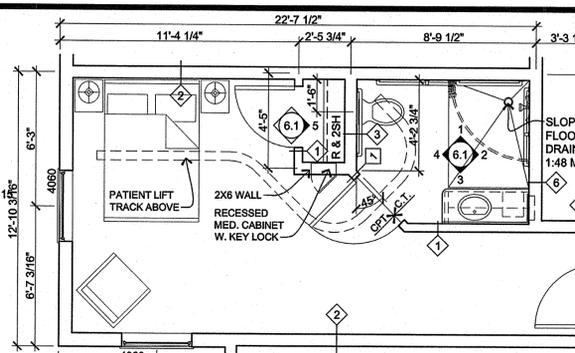
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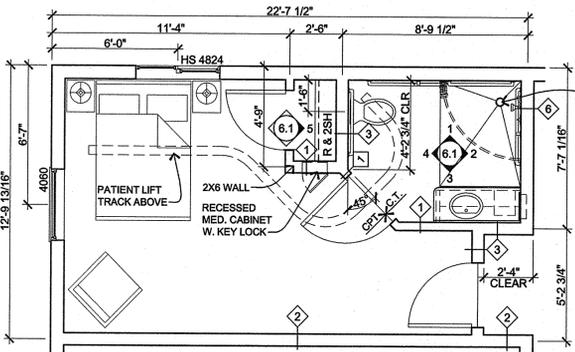
1 UNIT - A  
3.1 1/4" = 1'-0"



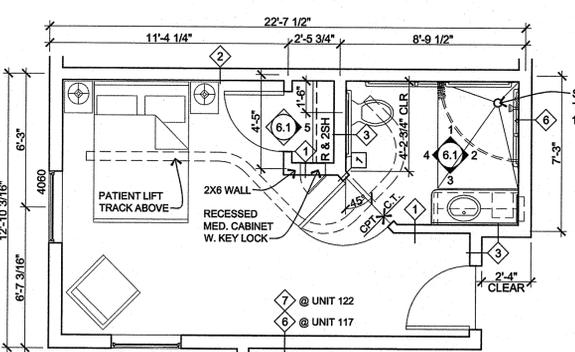
2 UNIT - B  
3.1 1/4" = 1'-0"



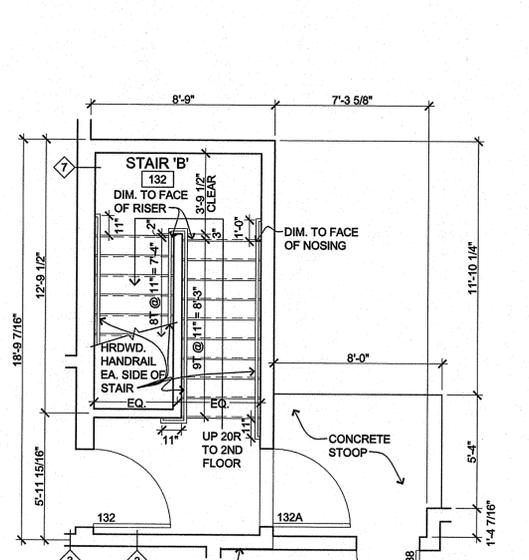
3 UNIT - C  
3.1 1/4" = 1'-0"



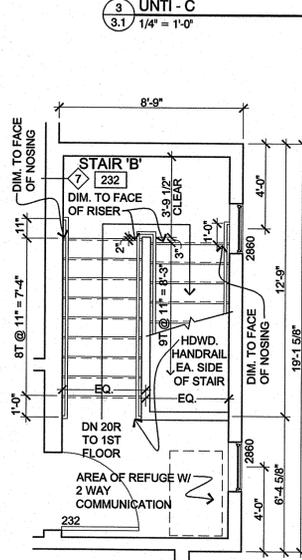
4 UNIT - A 116  
3.1 1/4" = 1'-0"



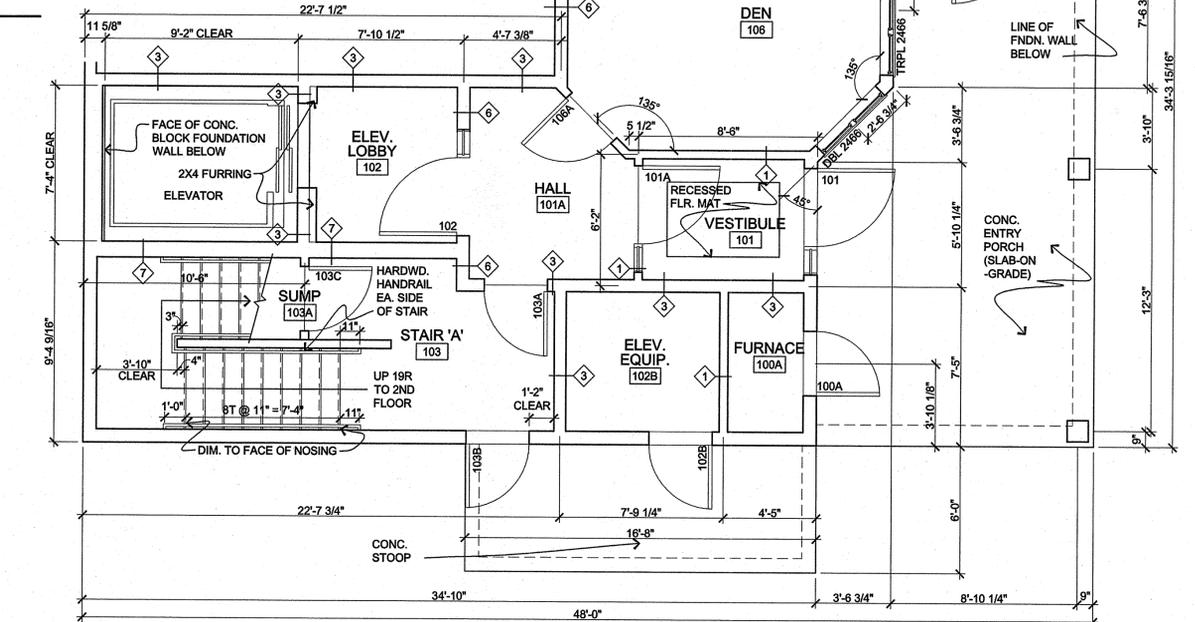
5 UNIT - A CORNER  
3.1 1/4" = 1'-0"



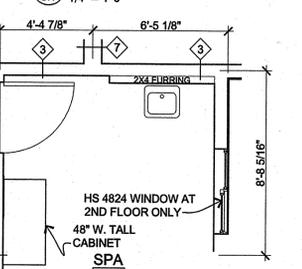
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3.1 1/4" = 1'-0"



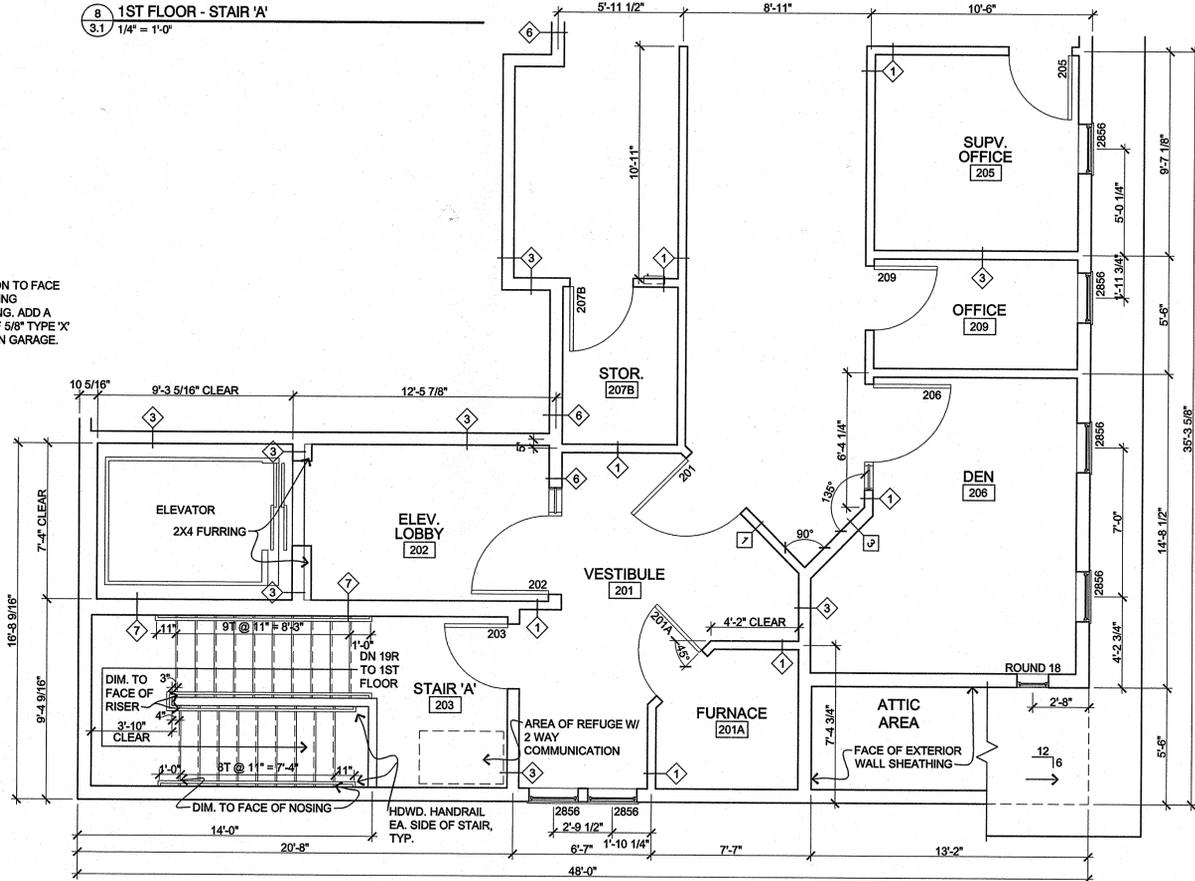
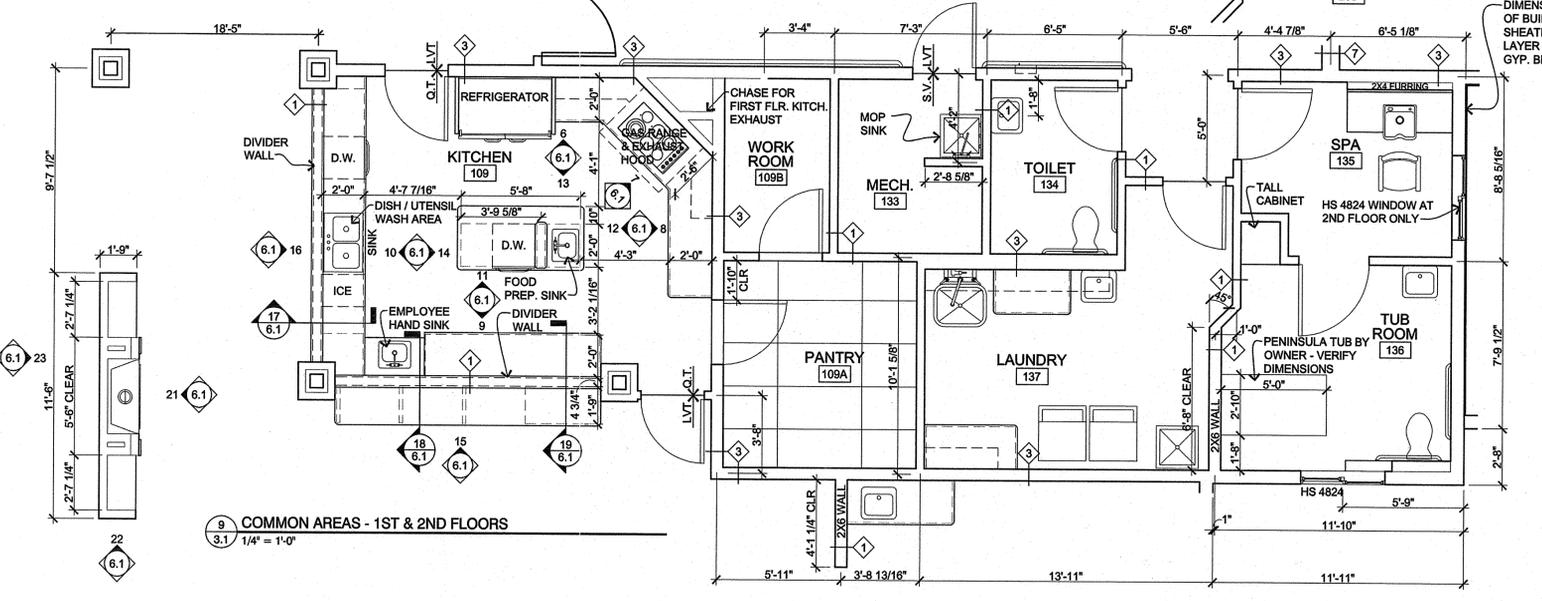
7 2ND FLOOR - STAIR 'A'  
3.1 1/4" = 1'-0"



8 1ST FLOOR - STAIR 'A'  
3.1 1/4" = 1'-0"



9 COMMON AREAS - 1ST & 2ND FLOORS  
3.1 1/4" = 1'-0"



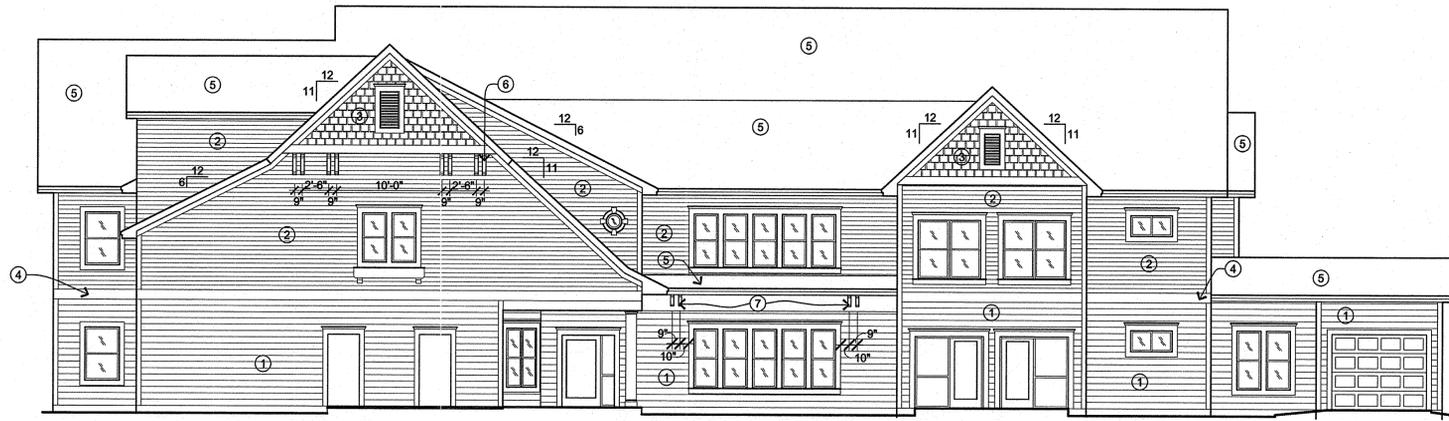
10 2ND FLOOR - STAIR 'A'  
3.1 1/4" = 1'-0"

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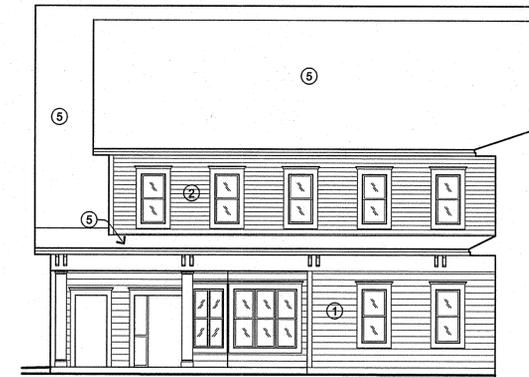
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revisions	date	drawn	checked	project
	10/2/2015	ERM / RS	RFJ	GREENHOUSE ASSISTED LIVING OF HANOVER

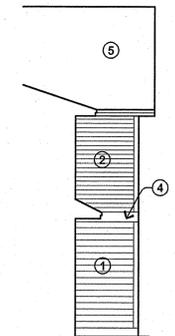
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job no. 12-16  
of sheets 3.1



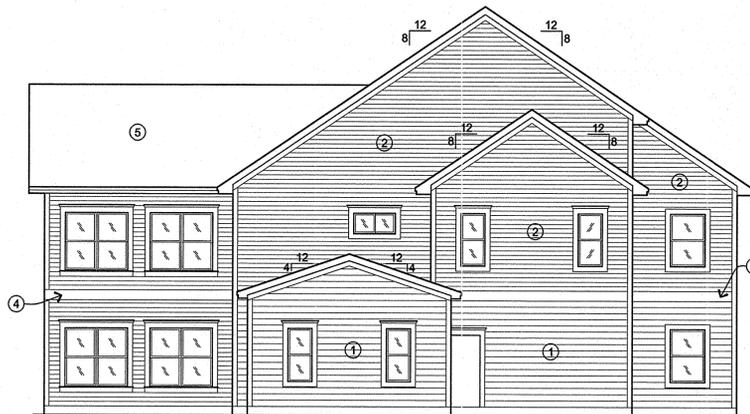
1 EAST FACING ELEVATION  
4.1 1/8" = 1'-0"



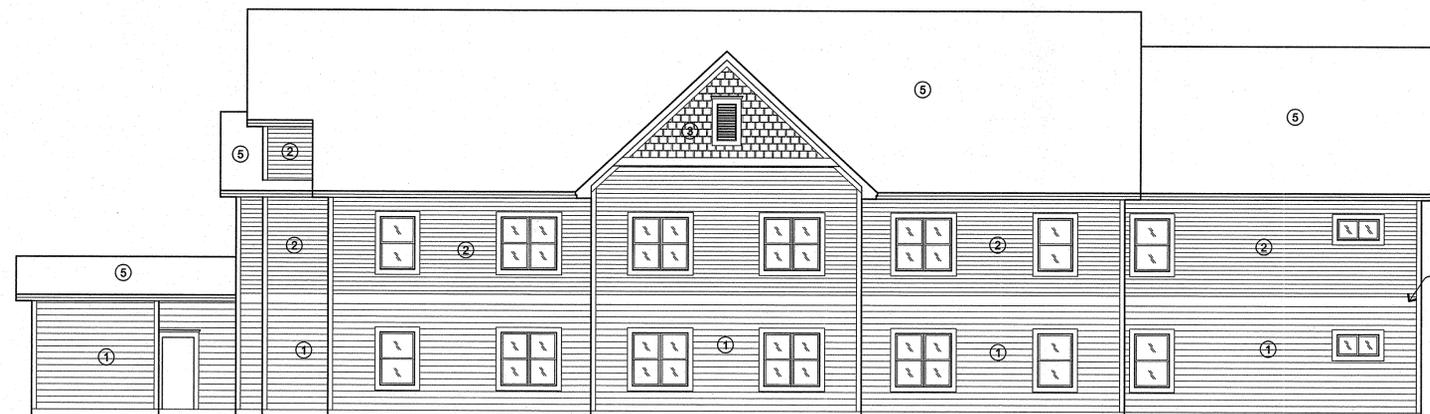
2 NORTH FACING COURTYARD ELEVATION  
4.1 1/8" = 1'-0"



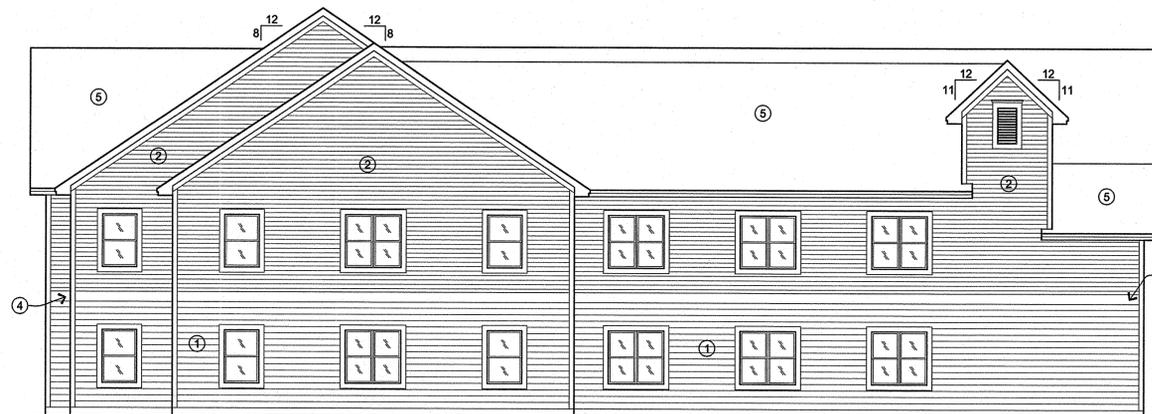
3 SOUTH COURTYARD  
4.1 1/8" = 1'-0"



4 NORTH FACING ELEVATION  
4.1 1/8" = 1'-0"

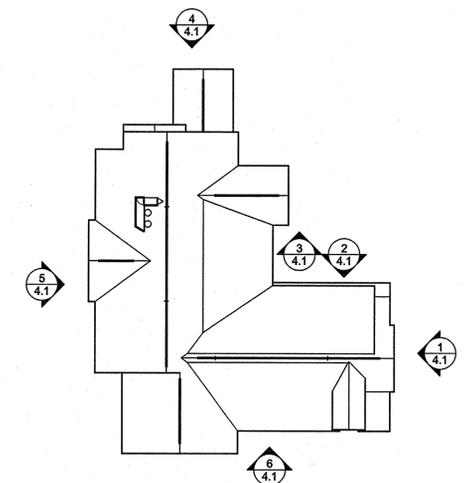


5 WEST FACING ELEVATION  
4.1 1/8" = 1'-0"



6 SOUTH FACING ELEVATION  
4.1 1/8" = 1'-0"

- MATERIALS KEY**
- 1 DOUBLE 5" VINYL SIDING, COLOR #1
  - 2 DOUBLE 3" VINYL SIDING, COLOR #2
  - 3 VINYL SHAKES, COLOR #3
  - 4 1" X 1 1/4" PVC TRIM BOARD, WHITE
  - 5 ASPHALT SHINGLE, ARCHITECTURAL, TYPE I, 240 LB. PER SQUARE
  - 6 1 1/2" PROJ. X 24"H X 4"W URETHANE BRACKET (FYRON BKT19X24X4 OR SIM.)



KEY PLAN



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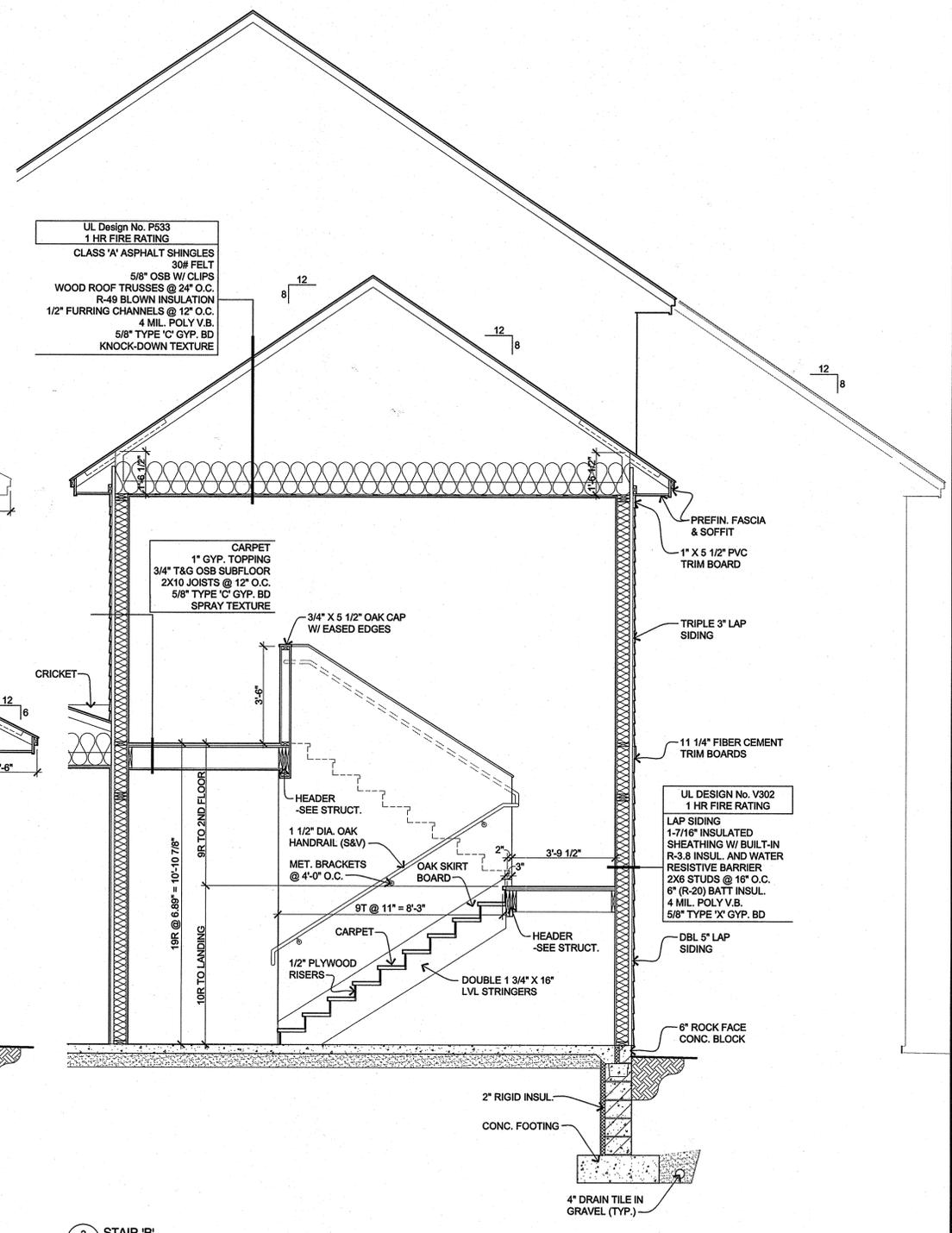
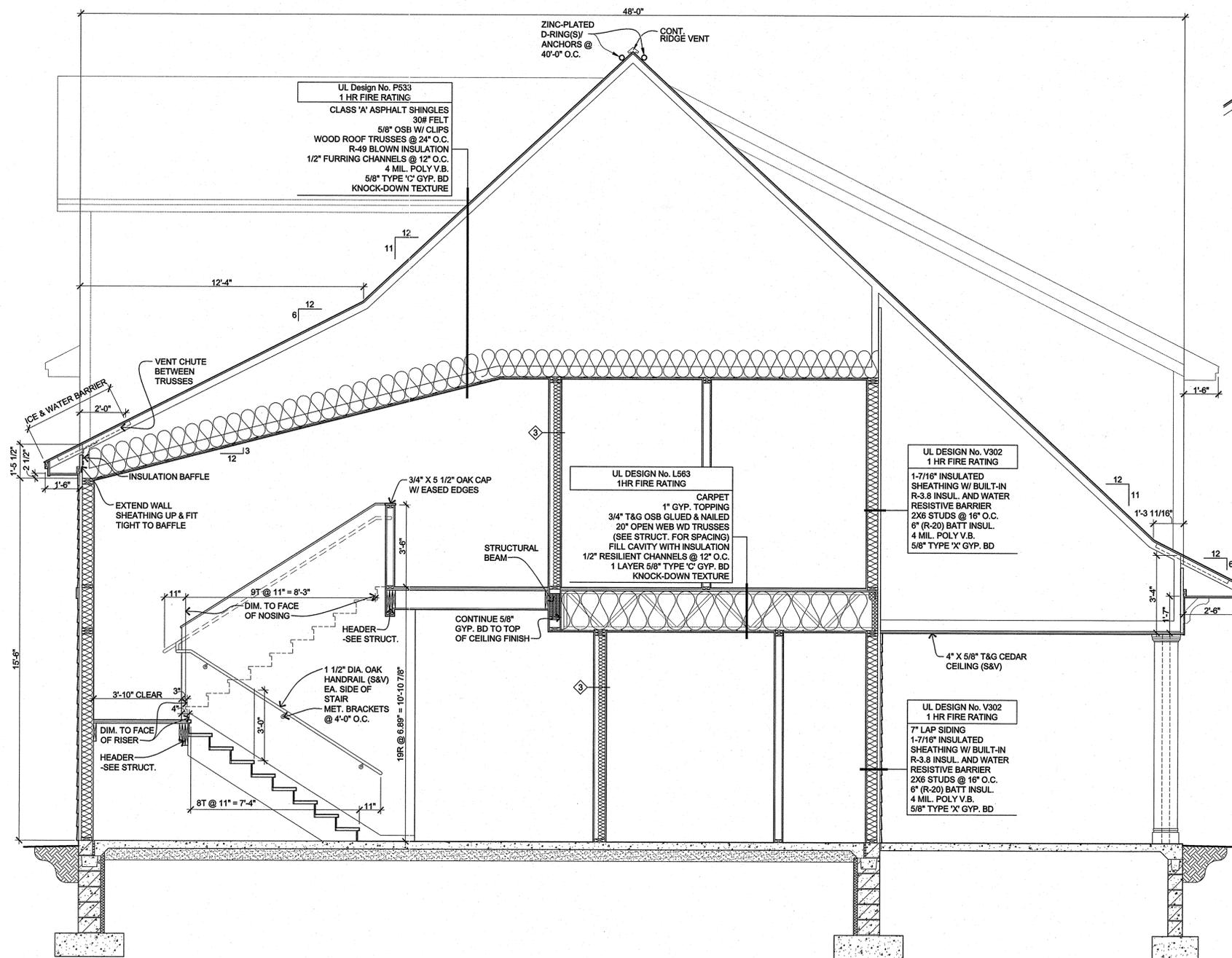
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project  
 GREENHOUSE ASSISTED LIVING  
 OF HANOVER  
 HANOVER, MN

contents  
 ELEVATIONS  
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 12-16





1 STAIR 'A'  
5.2 3/8" = 1'-0"

2 STAIR 'B'  
5.2 3/8" = 1'-0"



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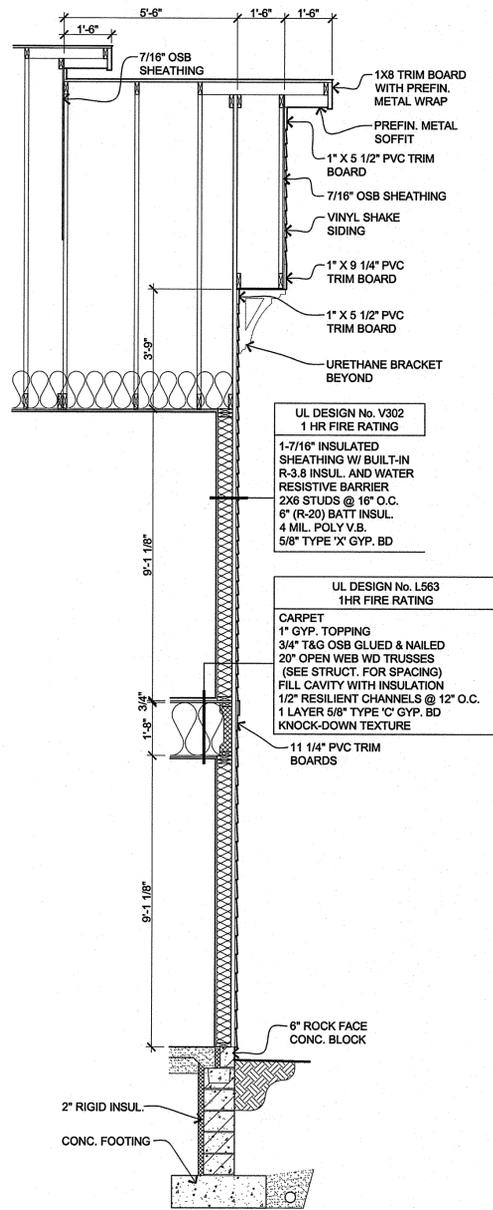
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GREENHOUSE ASSISTED LIVING  
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contents  
BUILDING SECTIONS

job no.  
12-16

of sheets



1 END WALL  
 5.3 3/8" = 1'-0"



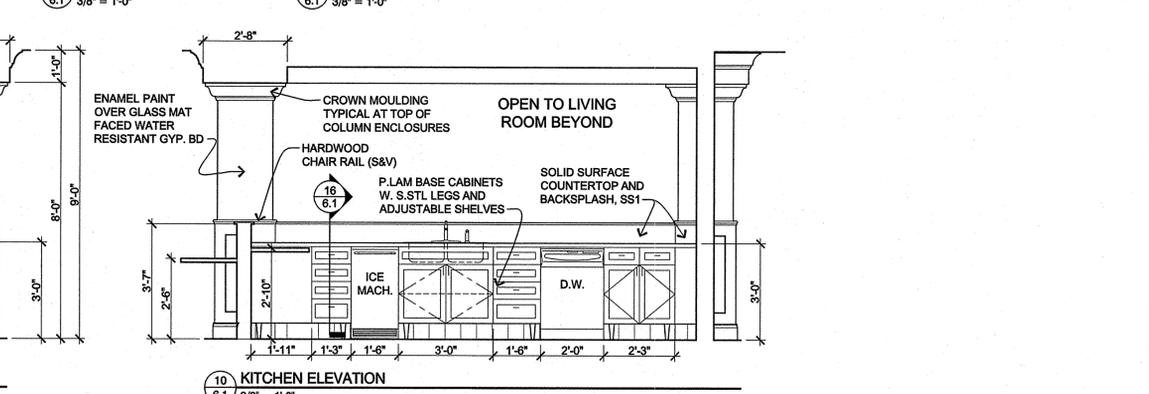
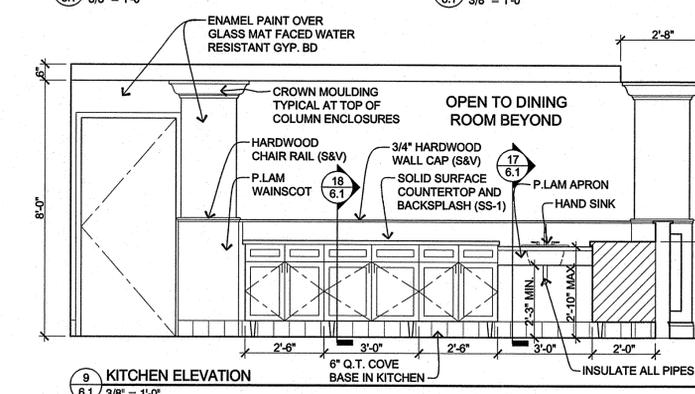
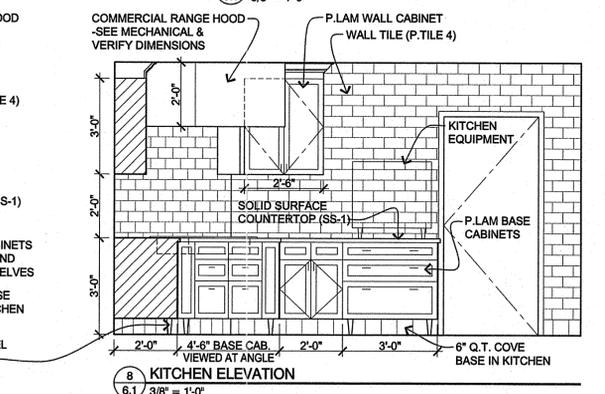
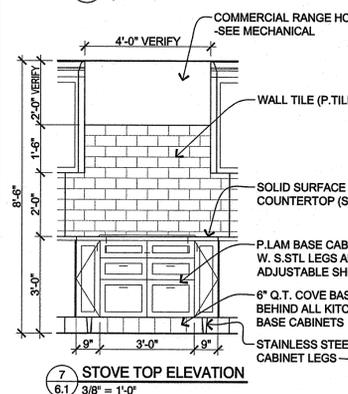
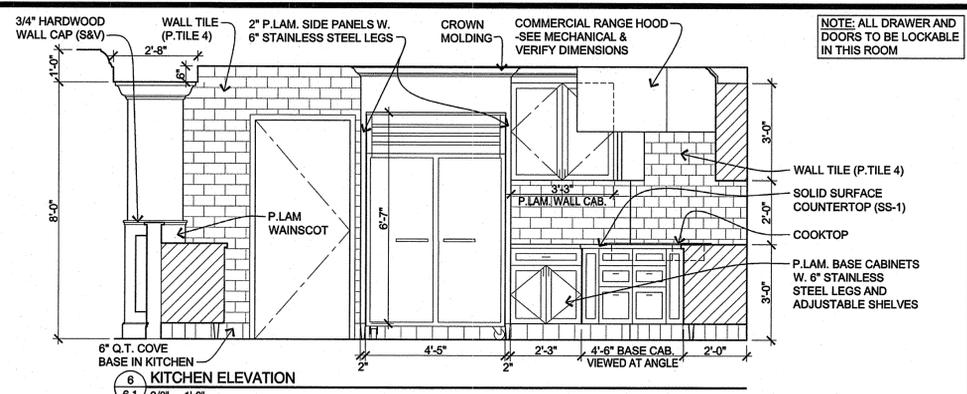
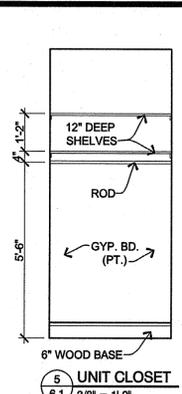
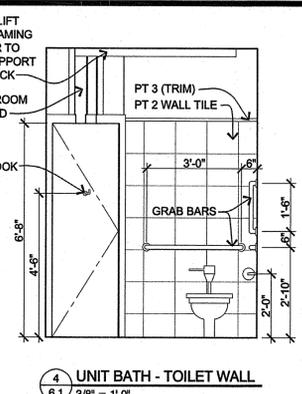
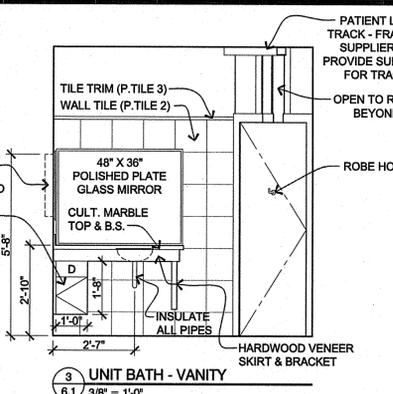
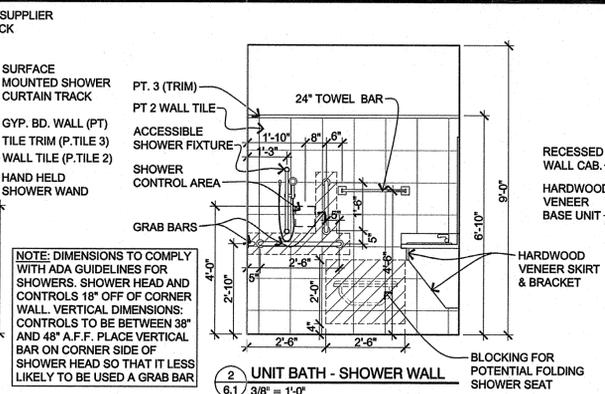
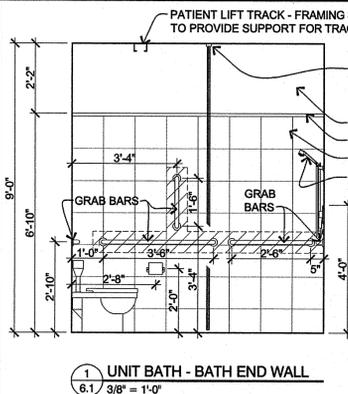
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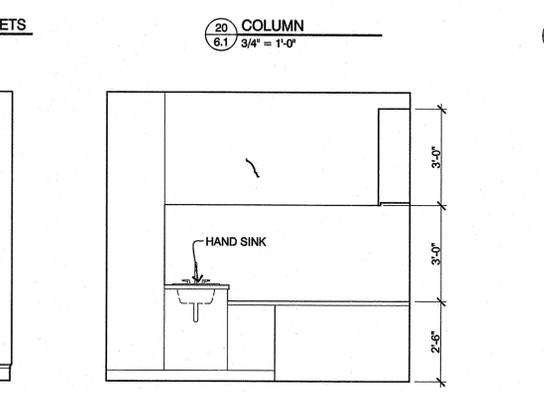
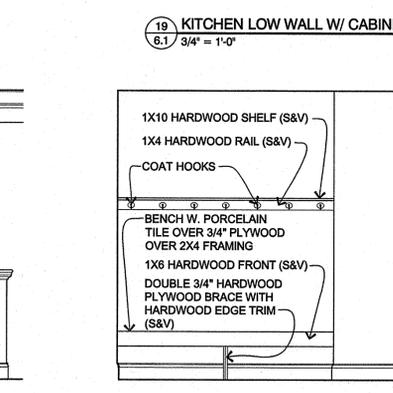
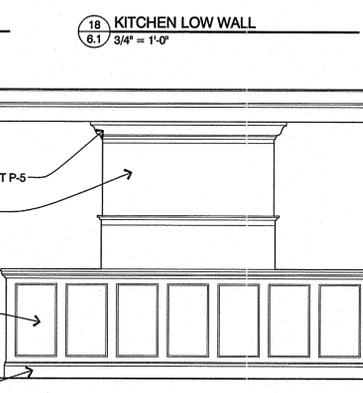
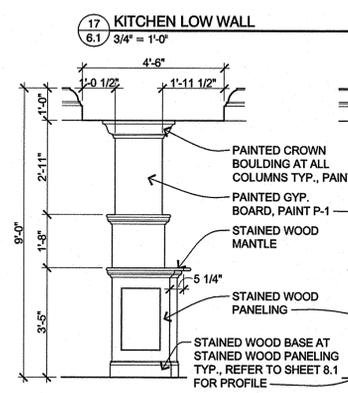
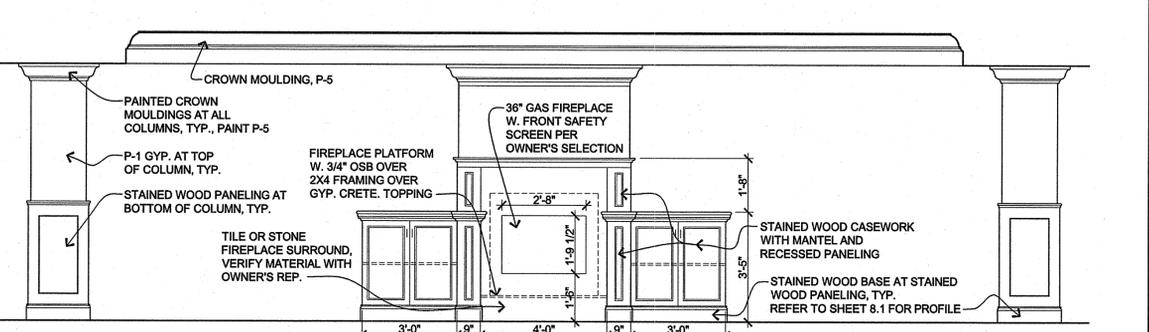
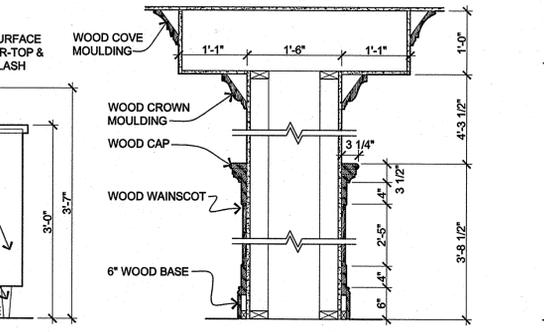
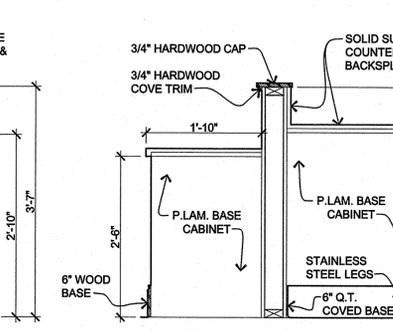
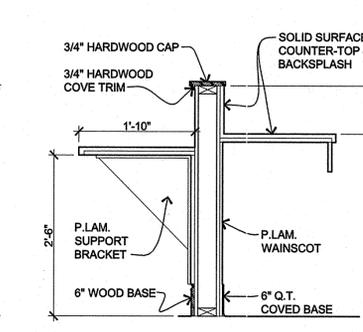
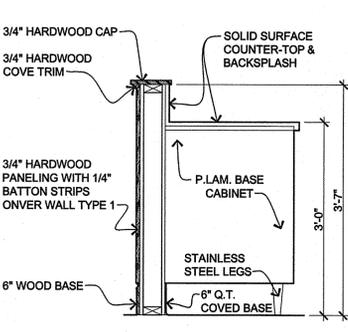
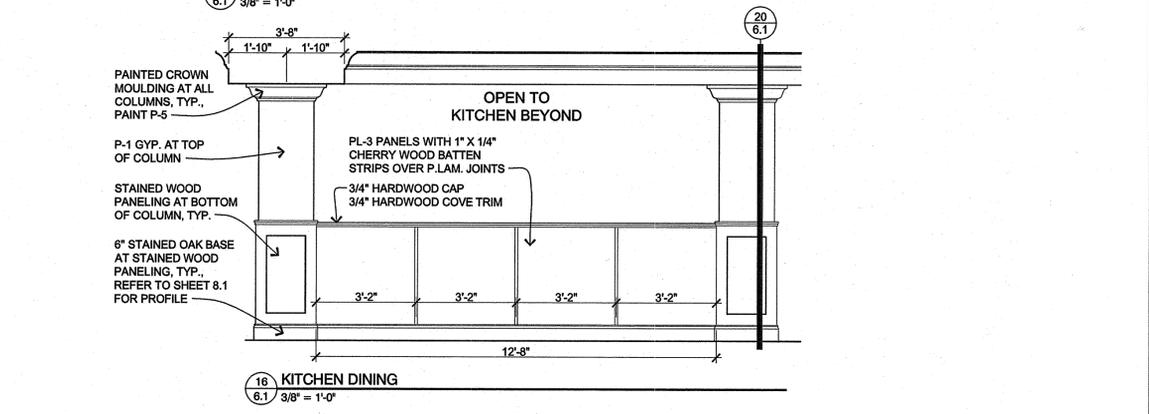
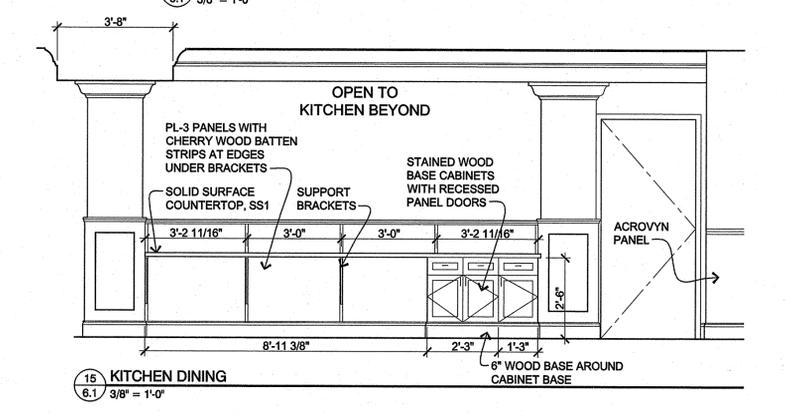
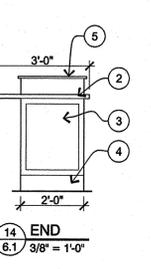
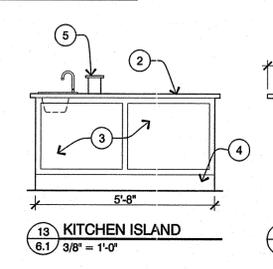
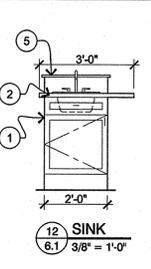
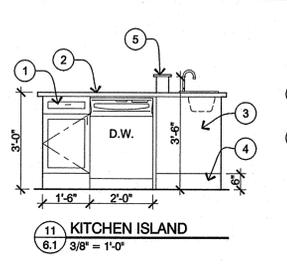
revisions	date	drawn	checked
	10/2/2015	ERM / RS	RFJ

project  
**GREENHOUSE ASSISTED LIVING OF HANOVER**  
 HANOVER, MN

contents  
**BUILDING SECTIONS**  
 job no.  
 12-16



- KITCHEN ISLAND KEY NOTES**
- 1 PLASTIC LAMINATE BASE CABINET
  - 2 SOLID SURFACE COUNTERTOP (SS-1)
  - 3 PLASTIC LAMINATE FINISHED SIDE PANEL OVER BASE CABINET EXPOSED SIDES
  - 4 6" SOLID BASE UNDER ISLAND CABINETS WITH QUARRY TILE BASE FINISH
  - 5 SOLID SURFACE WALL FACE & TOP



NOTE: ALL DRAWER AND DOORS TO BE LOCKABLE IN THIS ROOM

**JSSH ARCHITECTS, inc.**  
14525 highway 7 suite 375  
minnetonka, mn. 55345  
ph. 952-935-6337 fax. 952-935-0878  
email: jssh@jssh.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA  
Signature: **ROGER F. JOHNSON**  
Date: 10/2/2015 License # 10368

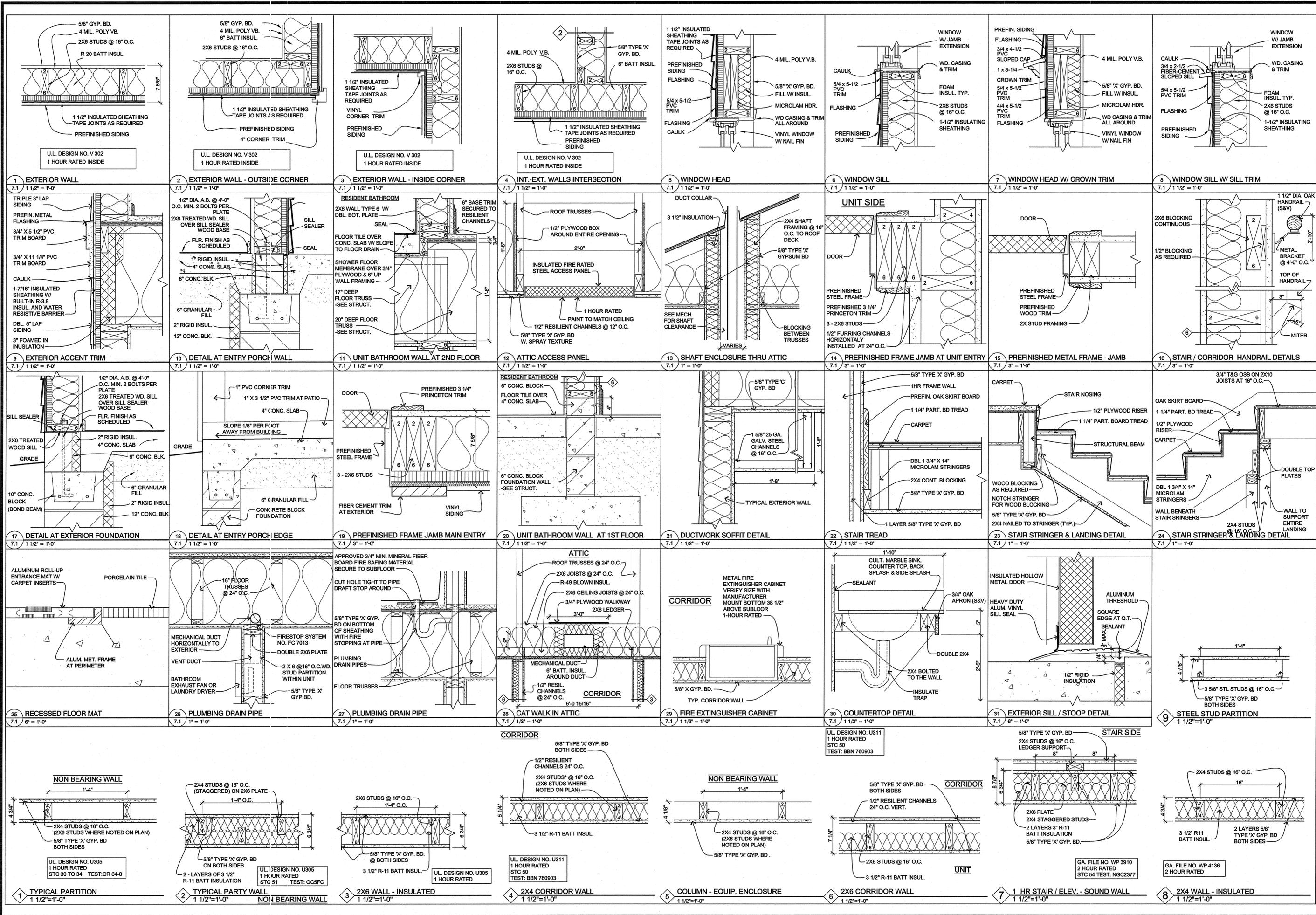
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date 10/2/2015  
down ERM / RS  
chkd RFJ

project GREENHOUSE ASSISTED LIVING OF HANOVER HANOVER, MN

contents INTERIOR ELEVATIONS UNITS & COMMON AREAS  
job no. 12-16  
of sheets





**JSSH ARCHITECTS, inc.**  
 14525 highway 7 suite 375  
 minnetonka, mn. 55345  
 ph. 952-935-6337 fax. 952-935-0878  
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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA  
 Project Name: **ROGER F. JOHNSON**  
 Signature: *[Signature]*  
 Date: 10/2/2015 License # 10368

revisions  
 date 10/2/2015  
 drawn ERM / RS  
 checked chik  
 RFJ

project GREENHOUSE ASSISTED LIVING OF HANOVER HANOVER, MN

contents DETAILS  
 job no. 12-16  
 of sheets 7.1

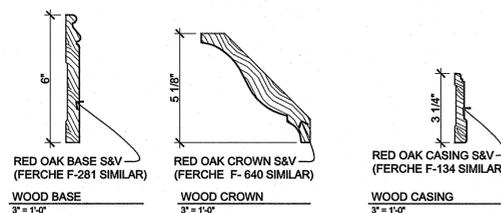
# ROOM FINISH SCHEDULE

NO.	NAME	FLOOR		BASE		WALL		CEILING		HT.	REMARKS
		MAT.	FIN.	MAT.	HT.	MAT.	FIN.	MAT.	FIN.		
100	ENTRY PORCH	CONC.	SEE REMARK	5/4 PVC TRIM	6"	F.C. SIDING	PRE-FIN.	T&G WOOD	PT.	9'-0"	1. SLATE PATTERN STAMPED & COLORED CONC. PORCH SLAB.
100A	FURNACE	CONC.	SEAL	RUBBER	4"	GYP. BD.	PT. 1	GYP. BD.	-	9'-0"	
101	VESTIBULE	CONC.	P.TILE 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
201	VESTIBULE	GYP. CRETE	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
101A	HALL	CONC.	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
102, 202	ELEV. LOBBY	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
102A	ELEVATOR	-	CPT. 1	-	-	GYP. BD.	P. LAM.	GYP. BD.	-	9'-0"	
102B	ELEVATOR EQUIP.	CONC.	SEAL	RUBBER	4"	GYP. BD.	PT. 1	GYP. BD.	-	9'-0"	
103, 203	STAIR 1	NOTE 2	CPT. 2	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
104	FOYER	CONC.	P.TILE 1	P. TILE 1	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
204	FOYER	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
105, 205	SUPERVISOR OFFICE	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
205A	OFFICE	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
106, 206	DEN	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
107, 207	LIVING ROOM	NOTE 1	SEE REMARK	WOOD	6"	GYP. BD.	PT. 1,2,3	GYP. BD.	SPRAY TEXT	9'-0"	1. P-TILE 1 AT HEARTH, CPT. 1 AT ROOM CENTER, LV TILE.
107A, 207A	STORAGE	NOTE 1	CPT. 1	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
107B	CLOSET	NOTE 1	LV TILE	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
107C, 207C	FURNACE	NOTE 1	VINYL	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	PT.	9'-0"	
108, 208	DINING	NOTE 1	LV TILE	WOOD	6"	GYP. BD.	SEE REMARK	GYP. BD.	SPRAY TEXT	9'-0"	1. 40" HIGH P. LAM WAINSCOT W/ HDWD. CHAIR RAIL CAP
108A, 208A	PORCH	NOTE 1	LV TILE	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
109, 209	KITCHEN	NOTE 1	Q. TILE	Q. TILE	6"	GYP. BD.	P.TILE 4 / PT. 1	GYP. BD.	EPOXY PT.	9'-0"	P. TILE 4 WAINSCOT, EPOXY PT. SEE INTERIOR ELEVATIONS
109A, 209A	PANTRY	NOTE 1	Q. TILE	Q. TILE	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
110, 210	ALCOVE	NOTE 1	LV TILE	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
111-121 211-221	RESIDENT UNIT - BEDROOMS	NOTE 1	CPT. 1	WOOD	6"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
111-121 211-221	RESIDENT UNIT - BATHROOMS	NOTE 1	C. TILE 1	P. TILE	SEE REMARK	GYP. BD.	SEE REMARK	GYP. BD.	SPRAY TEXT	9'-0"	P. TILE 2 & 3 WAINSCOT SEE INTERIOR ELEVATIONS. PT. 1 ABOVE WALL TILE
131, 231	CORRIDOR	NOTE 1	LV TILE	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
131A, 231A	STORAGE	NOTE 1	LV TILE	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
132, 232	STAIR 2	NOTE 2	CPT. 2	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
133, 233	MECH.	NOTE 1	VINYL	RUBBER	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
134, 234	TOILET	NOTE 1	P. TILE 2	WOOD	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
135, 235	SPA	NOTE 1	C. TILE 1	WOOD	4"	GYP. BD.	P.TILE 2 / PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	P. TILE 2 & 3 WAINSCOT SEE INTERIOR ELEVATIONS
136	TUB ROOM	NOTE 1	C. TILE 1	WOOD	4"	GYP. BD.	P.TILE 2 / PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	P. TILE 2 & 3 WAINSCOT SEE INTERIOR ELEVATIONS
137, 237	LAUNDRY	NOTE 1	VINYL	RUBBER	4"	GYP. BD.	PT. 1	GYP. BD.	SPRAY TEXT	9'-0"	
138	UTILITY	CONC.	SEAL	RUBBER	4"	GYP. BD.	-	GYP. BD.	-	9'-0"	
139, 239	MED ROOM	NOTE 1	VINYL	RUBBER	4"	GYP. BD.	PT. 1	GYP. BD.	PT. 1	9'-0"	
140	GARAGE	CONC.	SEAL	RUBBER	4"	GYP. BD.	-	GYP. BD.	-	VARIABLES	
NOTES	1. FLOOR MATERIAL IS CONC. SLAB-ON-GRADE AT FIRST FLOOR, GYPSUM CONCRETE TOPPING OVER OSB SUBFLOOR AT 2ND. FLOOR EXCEPT CONC SLAB OVER SHOWER MEMBRANE AT UNIT BATHROOMS.										

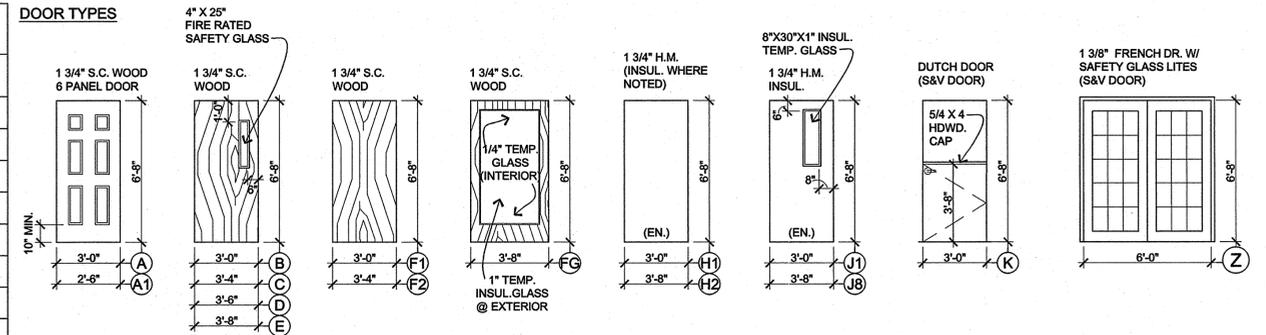
# DOOR & FRAME SCHEDULE

DOOR NO.	DOOR TYPE	DOOR		FRAME		HDWR GROUP	REMARKS
		MAT.	HT.	TYPE	MAT.		
100A	H1	H.M.	1	PRE-FIN.	2		FURNACE ROOM INSULATED EXTERIOR DR
101	FG	WOOD	2	PRE-FIN.	5		ENTRY DOOR
101A	FG	WOOD	2	PRE-FIN.	25 ?		VESTIBULE INTERIOR DOOR
102	E	WOOD	2	PRE-FIN.	10		ELEV. LOBBY NON RATED
202	E	WOOD	2	PRE-FIN.	13		ELEV. LOBBY, MAG. HOLD OPEN 60 MIN. DOOR & FRAME
102B	H1	H.M.	1	H.M.	2		ELEVATOR EQUIP. INSULATED EXTERIOR DR
103A, 203	B	WOOD	1	PRE-FIN.	14		STAIR ACCESS 60 MIN. DOOR & FRAME
103B	J1	H.M.	1	H.M.	1		STAIR EXTERIOR INSULATED DOOR
103C	B	WOOD	1	PRE-FIN.	21		SUMP ACCESS 60 MIN. DOOR & FRAME
104A	FG	WOOD	2	PRE-FIN.	5		ENTRY DOOR
104B	FG	WOOD	2	PRE-FIN.	25		FOYER DOOR
105, 205	A	WOOD	1	PRE-FIN.	15		OFFICE DOOR, NON RATED
106	A	WOOD	1	PRE-FIN.	12		DEN 20 MIN. DOOR & FRAME
106A	A	WOOD	1	PRE-FIN.	11		DEN 20 MIN. DOOR & FRAME
206	A	WOOD	1	PRE-FIN.	12		DEN 20 MIN. DOOR & FRAME
107A	A1	WOOD	1	PRE-FIN.	15		STOR. CLOSET 20 MIN. DOOR & FRAME
108, 208	K	WOOD	1	PRE-FIN.	30		KITCHEN-DINING DUTCH DOOR, HOLDER
108A1, 108A2	FG	ALUM	-	ALUM	-		PATIO ACCESS
109, 209	A	WOOD	1	PRE-FIN.	16		KITCHEN
109A, 209A	A	WOOD	1	PRE-FIN.	17		PANTRY 20 MIN. DOOR & FRAME
109B, 209B	A	WOOD	1	PRE-FIN.	-		WORKROOM
111-122 211-222	A	WOOD	1	PRE-FIN.	8		TYP. RESIDENT ROOM ENTRY 20 MIN. DOOR & FRAME
111A-122A 211A-222A	A	WOOD	1*	PRE-FIN.	9		TYP. RESIDENT BATHROOM DOOR. PROVIDE OPNG. IN FRAME HEAD FOR LIFT PASSAGE
131, 231	D	WOOD	3	H.M.	28		DOUBLE EGRESS, MAG. HOLD OPEN 60 MIN. DOOR & FRAME
132, 232	E	WOOD	1	PRE-FIN.	14		STAIR 2' 60 MIN. DOOR & FRAME
132A	J2	H.M.	1	H.M.	6		STAIR EXTERIOR INSULATED DOOR
133, 233	F1	WOOD	1	PRE-FIN.	21		MECH. 60 MIN. DOOR & FRAME
133B, 233B	F1	WOOD	1	PRE-FIN.	21		MECH. 60 MIN. DOOR & FRAME
134, 234	F1	WOOD	1	PRE-FIN.	23		TOILET 20 MIN. DOOR & FRAME
135, 235	F2	WOOD	1	PRE-FIN.	18		SPA 20 MIN. DOOR & FRAME
136	F2	WOOD	1	PRE-FIN.	24		TUB ROOM
137, 237	C	WOOD	1	PRE-FIN.	19		LAUNDRY 60 MIN. DOOR & FRAME
138, 138A	H2	H. M.	1	H. M.	13		UTILITY RM. EXTERIOR INSULATED DOOR
139	-	H.M.	1	H.M.	-		GARAGE O.H. DOOR
140, 240	F1	WOOD	1	PRE-FIN.	8		ELEC. CLOSET DBL. DOOR 20 MIN. DOOR & FRAME
141, 241	F1	WOOD	1	PRE-FIN.	21		FURNACE ROOM 20 MIN. DOOR & FRAME
142, 242	F1	WOOD	1	PRE-FIN.	20		MED ROOM 20 MIN. DOOR & FRAME
201	A	WOOD	1	PRE-FIN.	26		VESTIBULE INTERIOR DOOR
201A	A	WOOD	1	PRE-FIN.	20		FURNACE RM. DOOR 20 MIN. DOOR & FRAME
207B	A	WOOD	1	PRE-FIN.	22		STORAGE CLOSET DOOR 20 MIN. DOOR & FRAME
209 change	A	WOOD	2	PRE-FIN.	8		OFFICE DOOR 20 MIN. DOOR & FRAME

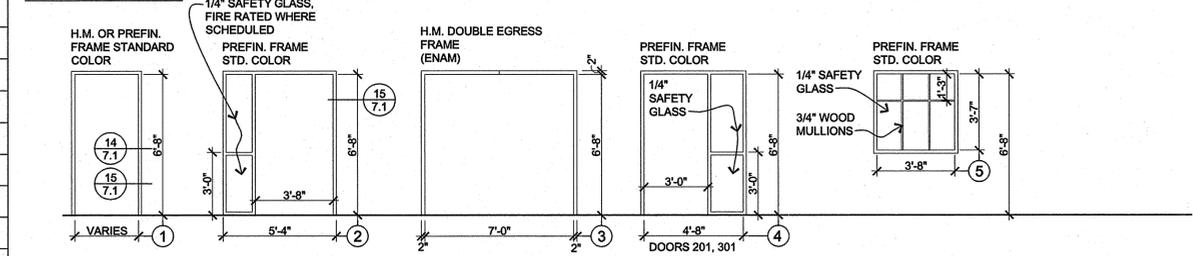
NOTES 1. ALL PRE-FIN. FRAMES WITH WOOD DOORS SHALL HAVE APPLIED WOOD CASING. REFER TO CASING PROFILE AND DETAILS 147.1 & 157.1.



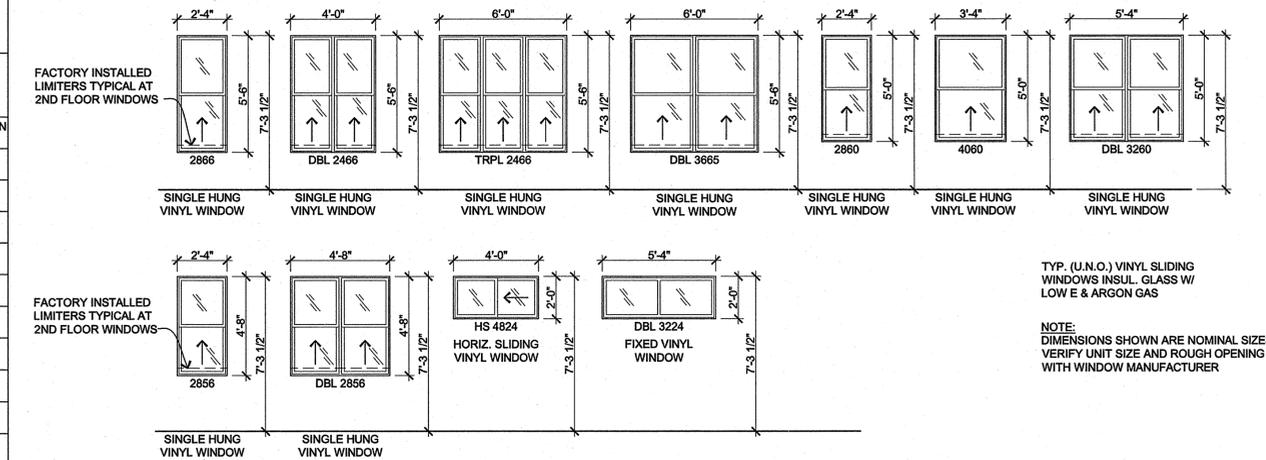
# DOOR TYPES



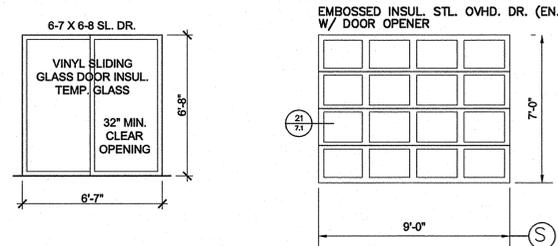
# DOOR FRAME TYPES



# WINDOW TYPES - VINYL WINDOWS



# VINYL PATIO DOORS



**JSSH ARCHITECTS, inc.**  
14525 highway 7 suite 375  
minnetonka, mn. 55345  
ph. 952-935-6337 fax. 952-935-0878  
email: jssh@jssh.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.  
Print Name: **ROGER E. JOHNSON**  
Signature: *[Signature]*  
Date: 10/2/2015 License # 10368

revisions  
date 10/2/2015  
drawn ERM / RRS  
checked RFL

project GREENHOUSE ASSISTED LIVING OF HANOVER HANOVER, MN

contents SCHEDULES  
job no. 12-16  
of sheets 8.1

Actual pictures of Greenhouse concept building in Mankato.



**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 Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....  
**RESOLUTION NO 11-04-15-75**

**A RESOLUTION APPROVING REZONING OF PROPERTY TO AMEND AN EXISTING PLANNED UNIT DEVELOPMENT**

**WHEREAS**, Bradford Development, LLC (“Developer”) is the applicant for an application related to property legally described as follows:

*Lot 40, Block 8, The Bridges at Hanover* (“Subject Property”)

**WHEREAS**, the property is zoned R-1A, with an existing Planned Unit Development; and

**WHEREAS**, the Developer has applied for an amendment to an existing Planned Unit Development to decrease the density of the planned senior living facility on the Subject Property; and

**WHEREAS**, the Final Development Plan for the Bridges at Hanover was approved as Resolution No. 11-00-12 on December 19, 2000 (“2000 PUD”); and

**WHEREAS**, the 2000 PUD required the construction of a 75-unit senior living facility on the Subject Property; and

**WHEREAS**, the Developer has requested to amend the PUD to allow for the construction of a 24-unit senior living facility; and

**WHEREAS**, a public hearing was properly noticed and scheduled for October 26, 2015; and

**WHEREAS**, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on October 26, 2015. The Planning Commission recommended approval of the request; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council does hereby make the following findings of fact:

1. The proposed amendment to the 2000 PUD is consistent with the comprehensive plan.
2. The proposed amendment to the 2000 PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structure and open space, circulation patterns, visual character and sufficiency of drainage and utilities. This is an amendment to an existing PUD which was found by the 2000 City Council to meet this condition. The proposed amendment reduces the number of senior living units on the property.
3. The proposed amendment to the 2000 PUD is compatible with present and planned uses in the surrounding area. This is an amendment to an existing PUD which was found by the 2000 City Council to be compatible with planned uses in the surrounding area. Nearby residents who

purchased their properties after the original PUD was approved but prior to the present time do not desire to see a senior living facility on this property of any type. However, when comparing the 75-unit facility with the proposed 24-unit facility, the 24-unit facility will be of a smaller scale and will have less impact generally than a larger facility.

4. The proposed amendment to the 2000 PUD will result in a decreased burden on public facilities as compared to the approved PUD.
5. The existing residents of the Bridges at Hanover that have provided comment on the proposed PUD have generally stated that the construction of senior housing in their neighborhood would infringe on the enjoyment of their properties.

**BE IT FURTHER RESOLVED** that the City Council hereby approves the application to rezone the property to amend the 2000 PUD subject to the following conditions:

1. This amendment to the 2000 PUD only applies to Lot 40, Block 8, The Bridges at Hanover. The remainder of the development remains subject to the 2000 PUD.
2. An 8 foot bituminous trail meeting City standards shall be constructed on Outlot H, Bridges of Hanover in locations that are adjacent to Lot 40, Block 8, Bridges at Hanover at the sole expense of the Developer. Plans shall be prepared by the Developer and submitted to the City Engineer for review.
3. The site plans for the project shall be amended to show the following:
  - a. A sidewalk from the building to the trail.
  - b. A landscape plan showing the location, species, and size of all plant materials shall be submitted for the review and approval of the Planning Commission.
4. The development must be constructed in substantial conformance with the plans dated October 2, 2015.
5. The Developer shall enter into a Development Agreement with the City.
6. The City, at its sole discretion, may require the Developer to construct additional on-site parking if it determines that the proposed 21 surface parking stalls are insufficient to accommodate parking at the site.
7. A photometric plan shall be submitted for the review and approval of the Planning Commission.
8. Construction access to the site shall be from the construction easement across Outlot H, Bridges at Hanover.
9. The exterior siding material shall be lap fibercement siding instead of vinyl siding.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4<sup>th</sup> day of November, 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 Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION NO 11-04-15-76**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AND SITE PLAN  
FOR A PROJECT KNOWN AS THE GREEN HOUSE**

**WHEREAS**, Bradford Development, LLC (“Developer”) is the applicant for an application related to property legally described as follows:

*Lot 40, Block 8, The Bridges at Hanover* (“Subject Property”)

**WHEREAS**, the property is zoned R-1A, with a Planned Unit Development; and

**WHEREAS**, the Developer has applied for a Conditional Use Permit to permit a senior housing facility on the Subject Property which is zoned R-1A; and

**WHEREAS**, the Subject Property is subject to the terms of a Planned Unit Development, originally approved as Resolution No. 11-00-12 adopted on December 19, 2000 and amended as Resolution No. 11-04-15-75 on November 4, 2015; and

**WHEREAS**, a public hearing was properly noticed and scheduled for October 26, 2015; and

**WHEREAS**, the public hearing was held and the application was reviewed by the Planning Commission at its meeting on October 26, 2015. The Planning Commission recommended approval of the request; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council does hereby make the following findings of fact:

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area. The proposed reduction in units from 75 to 24 will create less of a burden on parks, schools, and streets which serve the area.
2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land. The proposed project has been designed in such a way as to be more architecturally similar to a home than to a traditional senior living apartment building. The scale of the building has also been reduced from the original PUD plan for the neighborhood.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties. The structures appearance is compatible with the surrounding single-family and townhome land uses.
4. The use, in the opinion of the City Council, is reasonably related to the overall needs of the City and to the existing land use. The lot proposed for this use was originally planned for by the City Council to contain a 75-unit senior living facility.
5. The use is consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the proposed use. The R-1A zoning district allows for this use as a Conditional Use.
6. The use is not in conflict with the Comprehensive Plan of the City. The use is not in conflict with the Comprehensive Plan, which supports the inclusion of various housing types serving all stages of the life-cycle. Hanover currently does not have housing suitable for this life-cycle.
7. The use will not cause traffic hazard or congestion. Due to the small scale of the facility, a traffic impact study has not been completed. Staff has determined that the anticipated traffic will not cause a traffic hazard or congestion.
8. Existing homes and/or businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare or general unsightliness. Staff does not anticipate that the proposed use will bring noise, glare, or general unsightliness. On occasion, emergency response vehicles may turn on their sirens when approaching or leaving the facility. However, this situation is not anticipated to occur unless there are other vehicles in the area at the same time.

**BE IT FURTHER RESOLVED** that the City Council hereby approves the application for a Conditional Use Permit and site plan subject to the following conditions:

1. An 8 foot bituminous trail meeting City standards shall be constructed on Outlot H, Bridges of Hanover in locations that are adjacent to Lot 40, Block 8, Bridges at Hanover at the sole expense of the Developer. Plans shall be prepared by the Developer and submitted to the City Engineer for review.
2. The site plans for the project shall be amended to show the following:
  - a. A sidewalk from the building to the trail.
  - b. A landscape plan showing the location, species, and size of all plant materials shall be submitted for the review and approval of the Planning Commission.
3. The development must be constructed in substantial conformance with the plans dated October 2, 2015.
4. The Developer shall enter into a Development Agreement with the City.
5. The City, at its sole discretion, may require the Developer to construct additional on-site parking if it determines that the proposed 21 surface parking stalls are insufficient to accommodate parking at the site.
6. A photometric plan shall be submitted for the review and approval of the Planning Commission.
7. Construction access to the site shall be from the construction easement across Outlot H, Bridges at Hanover.
8. The exterior siding material shall be lap fibercement siding instead of vinyl siding.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 4<sup>th</sup> day of November, 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 Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 4<sup>th</sup> day of November, 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 \_\_\_\_\_ and seconded by \_\_\_\_\_.

.....

**RESOLUTION NO 11-04-15-77**

**A RESOLUTION APPROVING DOOR CARD ACCESS SYSTEM**

**WHEREAS**, the City installed a card access system on the main door of City Hall for the purpose of security and ease of use for approved users; and

**WHEREAS**, there are three additional doors at City Hall that use a traditional key locking system; and

**WHEREAS**, the doors provide access to City Hall where outside users occasionally are granted access; and

**WHEREAS**, a card access system on the three additional doors would allow added security of specific areas of City Hall, as well as ease of use for approved users.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby approves the attached estimate from Russell Security Resource Inc. in the amount of \$5,184.00 for the installation of additional card access systems on City Hall doors.

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

Opposed or abstained: None

Adopted by the city Council this 4<sup>th</sup> day of November, 2015.

APPROVED BY:

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

ATTEST:

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



**Russell Security Resource Inc**

205 5th St. N.E. #6  
Buffalo, MN 55313

# Estimate

Date	Estimate #
10/16/2015	1912

Name / Address
CITY OF HANOVER P.O. BOX 278 11250-5th STREET HANOVER, MN 55341

P.O. No.	Terms	Rep	Project
		RP	

Qty	Description
	Proposal to expand Card Access System from one door to four doors.
1	KERI NXT 2 Door Access Control Panel
3	Keri Proximity Card Reader MR
1	Grade 1 Heavy-Duty Electric Strike, FIRE RATED, hall to shop
2	Grade One Heavy-Duty Electric Strike, exterior doors
1	Exterior door, Reconditioned Rim Exit Device
4	REKEY EXISTING LOCK CYLINDER (S) PERIMTER DOORS
6	SCHLAGE PRIMUS KEY(S)
	LABOR, Install Card Access Expansion. Modify Exterior door to except retro-fit hardware and electronic access control.

Russell Security Resource, Inc. guaranties all materials to be of good quality and to be installed in a professional manner. Russell Security Resource, Inc. prides itself on following a high code of ethics and will not compromise this high standard. All warranties will follow the manufacturers warranty unless otherwise stated. All prices are guaranteed for 30 days, no additional charges will be added without prior approval.

<b>Subtotal</b>	\$5,184.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$5,184.00

Phone #	Fax #
763-682-1253	763-682-0139

## Cash and Investments

The City's cash and investment balances are as follows:

	<u>9/30/2015</u>	<u>9/30/2014</u>	<u>Increase/(Decrease)</u>
Checking	1,146,043	694,452	451,591
Investments (at market value)	<u>6,032,745</u>	<u>5,189,368</u>	<u>843,377</u>
Total cash and Investments	<u><u>7,178,788</u></u>	<u><u>5,883,820</u></u>	<u><u>1,294,968</u></u>

<u>Investment Type</u>	<u>9/30/2015</u>	<u>9/30/2014</u>	<u>Increase/(Decrease)</u>
Checking	1,146,043	694,452	451,591
Money Market	1,180,131	121,508	1,058,623
Negotiable CDs	3,981,440	4,083,656	(102,216)
Municipal bond	560,094	984,204	(424,109)
Government agency securities	<u>311,079</u>	<u>311,079</u>	<u>311,079</u>
Total Investments	<u><u>7,178,788</u></u>	<u><u>5,883,820</u></u>	<u><u>1,294,968</u></u>

**City of Hanover, Minnesota**  
**Statement of Revenues and Expenditures - Budget and Actual - General Fund (Unaudited)**  
**For the nine months ended September 30, 2015**

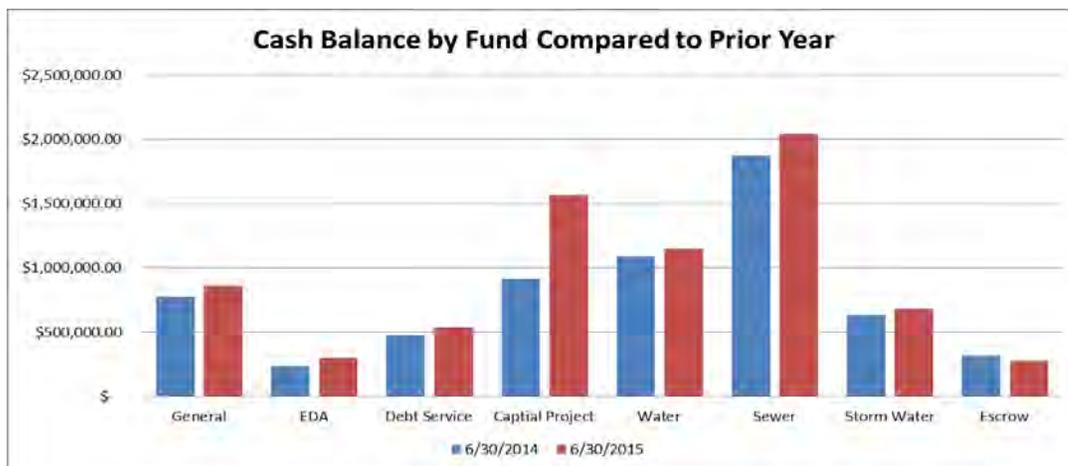
	<u>Annual Budget</u>	<u>Actual Thru 9/30/2015</u>	<u>Variance - Favorable (Unfavorable)</u>	<u>Percent Received or Expended Based on Budget thru 6/30/2015</u>
<b>Revenues</b>				
Taxes	1,101,352	626,733	(474,619)	56.91
Licenses and permits	132,350	111,649	(20,701)	84.36
Local government aid	105,859	52,930	(52,930)	50.00
Intergovernmental	69,194	23,001	(46,193)	33.24
Fines and forfeitures	1,500	2,353	853	156.84
Interest earnings	8,000	8,789	789	109.86
Charges for service	124,344	103,119	(21,225)	82.93
Contributions & Donations	-	4,345	4,345	-
Miscellaneous revenue	13,000	8,513	(4,487)	65.48
<b>Total Revenues</b>	<b>1,555,599</b>	<b>941,431</b>	<b>(614,168)</b>	<b>60.52</b>
<b>Expenditures</b>				
City Council & Commissions	30,838	17,840	(12,998)	57.85
Administration	218,721	138,329	(80,392)	63.24
Elections	1,000	-	(1,000)	-
Accounting & Auditing	134,010	99,189	(34,821)	74.02
Legal	21,152	11,056	(10,096)	52.27
Planning & Zoning	17,000	12,689	(4,311)	74.64
City Hall	56,600	22,093	(34,507)	39.03
Engineering	25,000	7,013	(17,987)	28.05
Insurance	25,450	36,261	10,811	142.48
Public safety	370,179	192,417	(177,762)	51.98
Cemetery	150	50	(100)	33.33
Public works	310,713	248,263	(62,450)	79.90
Recycling	37,000	25,584	(11,416)	69.14
Culture and recreation	39,650	20,310	(19,340)	51.22
Miscellaneous (Damage Deposit	5,000	7,879	2,879	157.57
Capital outlay	17,000	10,012	(6,988)	58.89
Operating transfers out	269,000	207,300	(61,700)	77.06
<b>Total Expenditures</b>	<b>1,578,463</b>	<b>1,056,284</b>	<b>(522,179)</b>	<b>66.92</b>
	41,400			
<b>Excess (Deficiency) of Revenues over (Under) Expenditures</b>	<b>(22,864)</b>	<b>(114,853)</b>	<b>(91,989)</b>	

Item Explanation of expense items overbudget

- (1) Insurance paid annually for 5/31/15-5/31/16, \$13,679.00 will be reclassified to FY 2016 as a prepaid at year end  
(2) Damage Deposit Refunds are offset by Damage Deposit Revenues, YTD Damage Deposit Revenue is \$8,450.

**City of Hanover, Minnesota**  
**Unaudited Cash Balances by Fund**  
**September 30, 2014, June 30, 2015 and September 30, 2015**

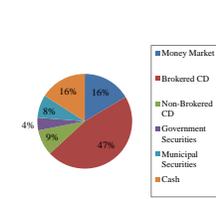
Fund	Balance 9/30/14	Balance 06/30/15	9/30/2015	YTD Change from 6/30/15	Change from 9/30/15
100 GENERAL FUND	795,291	834,165	722,581	(111,584)	(72,710)
107 FIRE DEPT DONATIONS FUND	31,932	29,361	36,415	7,054	4,483
201 EDA SPECIAL REVENUE FUND	89,434	95,620	97,683	2,063	8,249
205 EDA BUSINESS INCENTIVE FUND	165,046	204,908	209,723	4,815	44,678
311 2008A GO CIP REFUNDING BOND	47,822	57,624	52,716	(4,908)	4,893
312 2009A GO IMP REFUNDING BOND	28,381	31,384	28,434	(2,949)	54
313 2010 GO EQUIPMENT CERTIFICATES	(31,912)	4,415	(19,042)	(23,457)	12,870
314 2011A GO IMP CROSSOVER REF BD	430,040	446,726	447,397	671	17,357
401 GENERAL CAPITAL PROJECTS	(405,123)	592,913	576,954	(15,959)	982,077
402 PARKS CAPITAL PROJECTS	243,001	234,270	234,394	124	(8,607)
403 FIRE DEPT CAPITAL FUND	93,044	111,453	139,949	28,496	46,906
404 HISTORICAL CAPITAL PROJ FUND	85,934	75,679	43,770	(31,910)	(42,165)
407 TIF REDEV DIST #1	6,574	8,621	8,634	13	2,060
408 8TH ST CAPITAL PROJ FUND	-	-	-	-	-
411 CITY HALL CAPITAL PROJ FUND	30,079	55,502	55,585	83	25,507
412 CROW RIVER CROSSING PROJ FD	-	-	-	-	-
416 RIVER RD RECON FUND	-	-	-	-	-
417 EQUIPMENT CAPITAL FUND	24,403	52,742	51,873	(868)	27,470
418 STREET CAPITAL PROJ FUND	331,436	434,933	505,027	70,094	173,592
601 WATER ENTERPRISE FUND	696,350	741,760	728,279	(13,481)	31,929
602 SEWER ENTERPRISE FUND	248,966	334,934	217,966	(116,968)	(31,000)
603 STORM WATER ENTERPRISE FUND	94,496	132,910	139,559	6,649	45,062
611 WATER CAPITAL IMP FUND	400,562	403,844	404,451	607	3,889
612 SEWER CAPITAL IMP FUND	1,645,365	1,704,150	1,706,710	2,560	61,345
613 STORM WATER CAPITAL IMP FUND	548,209	547,768	548,591	823	382
804 SCHENDELS FIELD ESC FUND	144,524	145,708	145,927	219	1,403
809 BRIDGES AT HANOVER ESC FUND	(13,514)	(13,477)	(13,477)	-	38
811 EROSION CONTROL ESCROW FUND	44,500	38,500	29,500	(9,000)	(15,000)
815 LANDSCAPE ESCROW FUND	59,000	53,000	41,000	(12,000)	(18,000)
817 INFRASTRUCTURE ESCROW FUND	25,185	26,000	16,000	(10,000)	(9,185)
818 MISC ESCROWS FUND	9,586	9,270	6,863	(2,406)	(2,722)
820 BRIDGES TOWNHOMES ESC FUND	3,510	3,538	3,544	5	34
821 QUAIL PASS 2ND ADD ESCROW FD	11,703	11,765	11,782	18	80
<b>Total</b>	<b>\$ 5,883,820</b>	<b>\$ 7,409,986</b>	<b>\$ 7,178,788</b>	<b>\$ (231,197)</b>	<b>\$ 1,294,968</b>



CITY OF HANOVER  
SCHEDULE OF INVESTMENTS  
FOR THE MONTH ENDING SEPTEMBER 30th, 2015

Instrument	Identification	Description	Type	Deposits	Expenditures	Transfers	Interest	Cost 9/30/2015	Market Value 9/30/2015	Unrealized gain / loss	Days to maturity
Petty Cash	n/a	Cash	Cash	-	-	-	-	200.00	\$ 200.00	\$ -	-
Bank West	C000137	Checking	Cash	103,041.06	(197,732.99)	-	76.00	904,171.45	904,171.45	-	-
Bank West	19046	Money Market	Money Market	-	-	-	39.02	316,499.86	316,499.86	-	-
Bank West	18919	Non-brokered CD	Non-brokered CD	-	-	-	-	34,591.76	34,591.76	-	-
Bank West	19047	Non-brokered CD	Non-brokered CD	-	-	-	196.93	130,411.37	130,411.37	-	-
Bank West	19046	Non-brokered CD	Non-brokered CD	-	-	-	236.03	134,010.83	134,010.83	-	-
Bank West	19022	Non-brokered CD	Non-brokered CD	-	-	-	-	72,380.82	72,380.82	-	-
Central Bank	31906636	Savings	Cash	-	-	-	39.86	242,531.93	242,531.93	-	-
Financial Security Bank	2229976	Money Market	Money Market	-	-	-	29.14	101,335.51	101,335.51	-	-
FNB of Elk River	C123821 0	Non-brokered CD	Non-brokered CD	-	-	-	-	258,440.81	258,440.81	-	-
UBS	RP 43638 SH	UBS SELECT PRIME INST FUND	Money Market	-	502,110.44	-	17.56	762,295.84	762,295.84	-	-
UBS	17284ARQ5	CIT BK SALT LK UT US	Brokered CD	-	-	-	-	455.00	-	(455.00)	-
UBS	02587CR6	AMERICAN EXPRESS C NY US	Brokered CD	-	-	-	-	106,149.75	105,158.55	(991.20)	41.00
UBS	02587DC89	AMERICAN EXPRESS CENT UT US	Brokered CD	-	-	-	-	-	-	-	1,834.00
UBS	981996JH5	COMENTY BANK DE US	Brokered CD	-	-	-	-	-	-	-	1,834.00
UBS	20451PGW0	COMPASS BK BIRMING AL US	Brokered CD	-	-	-	-	240,432.00	240,148.80	(283.20)	44.00
UBS	38143ARZ0	GOLDMAN SACHS BANK NY US	Brokered CD	-	-	-	-	100,548.00	100,548.00	-	222.00
UBS	254670U26	DISCOVER BANK DE US	Brokered CD	-	-	-	-	42,895.02	42,496.02	(399.00)	343.00
UBS	05568P2A4	BMW BK NA SALT LAKE US	Brokered CD	-	-	-	-	240,067.20	241,528.80	1,461.60	399.00
UBS	38143AGX7	GOLDMAN SACHS BANK NY US	Brokered CD	-	-	-	-	101,672.00	101,557.00	(115.00)	476.00
UBS	29976DPB0	EVERBANK JACKSONVIL US	Brokered CD	-	-	-	-	240,885.60	242,256.00	1,370.40	762.00
UBS	795450OC2	SALLIE MAE BK UT US	Brokered CD	-	-	-	-	239,032.80	240,864.00	1,831.20	762.00
UBS	05967ERR2	BANCO POPULAR PR	Brokered CD	-	-	-	-	240,765.60	242,193.60	1,428.00	776.00
UBS	02096LNA7	ALLY BANK UT US	Brokered CD	-	-	-	-	237,141.60	239,527.20	2,385.60	825.00
UBS	17284AP31	CIT BANK UT US	Brokered CD	-	-	-	-	70,493.50	70,900.90	407.40	952.00
UBS	856283IM6	STATE BK INDIA IL US	Brokered CD	-	-	-	-	236,184.00	238,732.80	2,548.80	987.00
UBS	06740KH00	BARCLAYS BK DE US	Brokered CD	-	-	-	-	98,846.00	99,820.00	974.00	1,020.00
UBS	254671S76	DISCOVER BANK DE US	Brokered CD	-	-	(391.69)	391.69	99,115.00	100,146.00	1,031.00	1,337.00
UBS	140420R05	CAPITAL ONE BANK U VA US	Brokered CD	-	-	-	-	237,631.20	240,192.00	2,560.80	1,504.00
UBS	14042KAR2	CAPITAL ONE NA VA US	Brokered CD	-	-	-	-	140,000.00	140,159.60	159.60	1,834.00
UBS	02587CR9	AMERICAN EXPRESS F UT US	Brokered CD	-	-	-	-	237,516.00	240,655.20	3,139.20	1,505.00
UBS	40434AKK4	HSBC BK USA VA US	Brokered CD	-	-	-	-	188,394.50	190,209.00	1,814.50	1,512.00
UBS	36160NTH2	GE CAP RETAIL BANK UT US	Brokered CD	-	-	-	-	231,000.00	234,511.20	3,511.20	1,538.00
UBS	36162T528	GE CAP RETAIL BANK UT US	Brokered CD	-	-	-	-	140,000.00	140,159.60	159.60	1,930.00
UBS	789466PS2	SAINT FRANCIS MI ISD #15	Government Securities	-	-	-	-	921.00	-	(921.00)	-
UBS	987414KFS	YOUTH SCH PA	Government Securities	-	-	-	-	50,472.50	50,005.00	(467.50)	1.00
UBS	598699OL3	MILAGA MN ISD#912	Government Securities	-	-	-	-	91,881.90	90,598.80	(1,283.10)	124.00
UBS	492320EA9	KEWAUNEE CITY WI	Municipal Securities	-	-	-	-	51,610.00	50,696.00	(914.00)	214.00
UBS	648159TW1	NEW PRAGUE MN MUN	Municipal Securities	-	-	-	-	71,959.30	71,338.40	(620.90)	490.00
UBS	58434TDK3	MEDFORD WI AREA SCH	Government Securities	-	-	-	-	103,295.00	102,408.00	(887.00)	549.00
UBS	535783FP4	LINN CNTY HOSP FAC	Government Securities	-	-	-	-	41,234.40	40,967.20	(267.20)	610.00
UBS	52908ERT2	LEXINGTON-FAYETTE URBAN	Municipal Securities	-	-	-	-	123,524.95	123,303.00	(221.95)	975.00
UBS	08140PL9	BEMDJI MN ISD #31	Government Securities	-	-	-	-	27,088.75	27,100.75	12.00	1,585.00
UBS	546415S76	LOUISIANA ST	Municipal Securities	-	-	-	-	307,284.00	314,757.00	7,473.00	1,585.00
UBS	3130A3MM3	FHLB BOND STEP-UP	Government Securities	-	(501,718.75)	-	1,718.75	(885.00)	-	885.00	1,582.00
				\$ 103,041.06	\$ (197,732.99)	\$ -	\$ 2,744.98	\$ 7,154,559.75	\$ 7,179,648.70	\$ 25,088.95	\$ 30,122.00

\$ 14,229.79 QTD Interest \$ 3,769.17 FMV Change



Maturity	Cost 9/30/2015	Market Value 9/30/2015
Current	\$ 2,958,246.18	\$ 2,956,870.18
< 1 year	684,067.17	679,650.87
1-2 years	558,227.90	557,799.40
2-3 years	1,486,874.05	1,497,597.50
3-4 years	99,115.00	100,146.00
5+ years	1,368,029.45	1,387,584.75
	<u>\$ 7,154,559.75</u>	<u>\$ 7,179,648.70</u>

Weighted average rate of return 0.85% 9/30/2015  
Average Maturity 1.65 9/30/2015

Investment Type	Market Value 9/30/2015
Money Market	1,180,131.21
Brokered CD	3,351,604.67
Non-Brokered CD	629,835.59
Government Securities	311,079.45
Municipal Securities	560,094.40
Cash	1,146,903.38
	<u>\$ 7,179,648.70</u>

Operating Account  
OS Deposits -  
OS Checks (860.50)  
Reconciled Balance \$ 7,178,788.20

**City of Hanover, Minnesota**  
**Statement of Revenues and Expenditures - Budget and Actual - Water Fund (Unaudited)**  
**For the nine months ended September 30, 2015**

	<u>Actual Thru 9/30/2014</u>	<u>Actual Thru 9/30/2015</u>	<u>Variance - Favorable (Unfavorable)</u>
<b>Revenues</b>			
Water and sewer sales	113,716	74,925	(38,791)
Interest earnings	8,608	8,929	321
Special Assessments	-	67	67
<b>Total Revenues</b>	<u>122,324</u>	<u>83,921</u>	<u>(38,403)</u>
<b>Expenses</b>			
Other services and charges	83,382	61,701	(21,681)
Repairs and maintenance	6,584	4,649	(1,935)
Utilities			-
Depreciation			-
<b>Total Expenses</b>	<u>89,967</u>	<u>66,350</u>	<u>(23,617)</u>
<b>Excess (Deficiency) of Revenues over (under) Expense</b>	32,358	17,571	(14,786)
<b>Other Financing Sources and (Uses)</b>			
Transfers In	-	-	-
Transfers Out	-	-	-
<b>Excess (Deficiency) of Revenues and other Financing Sources over (Under)</b>			
<b>Expenditures</b>	<u>32,358</u>	<u>17,571</u>	<u>(14,786)</u>

Item      Explanation of items percentage received/expended with a variance greater than \$10,000

- (1)      3rd quarter of 2014 there were \$24,012 in water connect/reconnect fees from permits issued.  
(1)      3rd quarter of 2014 WAC fees were posted from 1st through 3rd Quarter

**City of Hanover, Minnesota**  
**Statement of Revenues and Expenditures - Budget and Actual - Sewer Fund (Unaudited)**  
**For the nine months ended September 30, 2015**

	<u>Actual Thru 9/30/2014</u>	<u>Actual Thru 9/30/2015</u>	<u>Variance - Favorable (Unfavorable)</u>
<b>Revenues</b>			
Water and sewer sales	300,670	234,436	(66,234)
Interest earnings	3,292	3,205	(87)
Special Assessments	209	208	(1)
<b>Total Revenues</b>	<b>304,171</b>	<b>237,849</b>	<b>(66,322)</b>
<b>Expenses</b>			
Other services and charges	281,360	267,299	(14,060)
Interest	15,435	13,351	(2,084)
<b>Total Expenses</b>	<b>296,794</b>	<b>280,650</b>	<b>(16,144)</b>
<b>Excess (Deficiency) of Revenues over (under) Expense</b>	<b>7,377</b>	<b>(42,801)</b>	<b>(50,178)</b>
<b>Other Financing Sources and (Uses)</b>			
Transfers In	-	-	-
Transfers Out	-	-	-
<b>Excess (Deficiency) of Revenues and other Financing Sources over (Under) Expenditures</b>	<b>7,377</b>	<b>(42,801)</b>	<b>(50,178)</b>

Item      Explanation of items percentage received/expended with a variance greater than \$10,000

- (1)      1st & 2nd quarter of 2014 there were \$67,326.35 in water connect/reconnect fees from permits issued.
- (2)      1st & 2nd quarter of 2014 there were \$72,038.35 in payments to JPWB for water connection fees from permits issued.