

**AGENDA
HANOVER CITY COUNCIL
NOVEMBER 14, 2018**

**MAYOR
CHRIS KAUFFMAN**

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

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of October 16, 2018 City Council Work Session Meeting (4)
 - b. Approve Claims as Presented: (7)

➤ Claims	\$ 356,142.52
➤ Payroll	\$ 17,332.87
➤ P/R taxes & Exp	\$ 6,327.93
➤ Other Claims	<u>\$ 4,610.99</u>
➤ Total Claims	<u>\$ 384,414.31</u>
 - c. Res No 11-14-18-103 – Approving Delinquent Utility Assessment Certifications (48)
 - d. Res No 11-14-18-104 – Approving Rental Dwelling Licenses (53)
 - e. Res No 11-14-18-105 – Terminating SEH Inc. Contract (55)
 - f. Res No 11-14-18-106 – Approving Wright County 2020-2021 Assessor Contract (56)
 - g. Res No 11-14-18-107 – Approving EDA Business Social Appreciation Token Budget (63)
 - h. Res No 11-14-18-108 – Approving Exempt Gambling Permit for RMEF (64)
 - i. Res No 11-14-18-112 – Approving Hennepin County Pictometry Contract (65)
 - j. Res No 11-14-18-113 – Accepting Donation from Hanover Lions Club (76)
4. Citizen’s Forum:
 - a. Present Tom Gleason and Randy Whitcomb with Appreciation Plaque
 - b. Fire Department Pinning – Dylan Freund
5. Public Hearings
6. Unfinished Business
7. New Business
 - a. Res No 11-14-18-109 – Approving EDA Matching Grant Incentive (77)
 - b. Res No 11-14-18-110 – Adopting the City of Hanover 2040 Comprehensive Plan (78)
 - c. 2019 Final Budget - Draft 1 (121)
 - d. Res No 11-14-18-111 – Approving Settlers Park Ballfield Lighting Change Order (137)
 - e. January 1, 2019 City Council Meeting Date Change
 - f. EDA Recommendation on Dilapidated Structures
8. Reports
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: November 9, 2018
Re: Review of November 14, 2018 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items: *See enclosed consent agenda.*
 - a. Approve Minutes of October 16, 2018 City Council Work Session Meeting (4)
 - b. Approve Claims as Presented: (7)
 - Claims \$ 356,142.52
 - Payroll \$ 17,332.87
 - P/R taxes & Exp \$ 6,327.93
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 - Total Claims \$ 384,414.31
 - c. Res No 11-14-18-103 – Approving Delinquent Utility Assessment Certifications (48)
 - d. Res No 11-14-18-104 – Approving Rental Dwelling Licenses (53)
 - e. Res No 11-14-18-105 – Terminating SEH Inc. Contract (55)
 - f. Res No 11-14-18-106 – Approving Wright County 2020-2021 Assessor Contract (56)
 - g. Res No 11-14-18-107 – Approving EDA Business Social Appreciation Token Budget (63)
 - h. Res No 11-14-18-108 – Approving Exempt Gambling Permit for RMEF (64)
 - i. Res No 11-14-18-112 – Approving Hennepin County Pictometry Contract (65)
 - j. Res No 11-14-18-113 – Accepting Donation from Hanover Lions Club (76)
4. Citizen’s Forum:
 - a. Present Tom Gleason and Randy Whitcomb with Appreciation Plaque
 - b. Fire Department Pinning – Dylan Freund

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

7. New Business

a. Res No 11-14-18-109 – Approving EDA Matching Grant Incentive (77)

Enclosed is a resolution approving an EDA Business incentive. The request comes for assistance on the cost of paving a gravel parking lot. The EDA considered the request and passed a motion of support to grant the full loan request but a reduced grant request. The reduction to the grant portion was related to work being completed prior to approval of the incentive fund assistance.

b. Res No 11-14-18-110 – Adopting the City of Hanover 2040 Comprehensive Plan (78)

Enclosed is a resolution adopting the 20140 Comprehensive Plan. City Planner Nash will be present for any questions.

c. 2019 Final Budget - Draft 1 (121)

Enclosed is the first draft of the 2019 Final Budget. The tax rate calculation does reflect accurate 2019 Tax Capacity value, therefore, the tax rate is anticipated to drop almost 1%.

d. Res No 11-14-18-111 – Approving Settlers Park Ballfield Lighting Change Order (137)

This change order request comes from Excel Energy changing their policy of expanding service on old style equipment. Starry Electric will not be able to complete the ballfield lighting project without installing a new cabinet to control the lighting power.

e. January 1, 2019 City Council Meeting Date Change

The cannot hold its first meeting in January on the regularly scheduled date because it falls on a National Holiday. Please check your calendars ahead of time so we can set an alternate date.

f. EDA Recommendation on Dilapidated Structures

The EDA passed a motion recommending that the City send enforcement letters to two properties in town. The properties are home to vacant houses and the house are likely past repair. Given the likelihood of the houses needing to be demoed, staff is seeking direction from Council on how to proceed with enforcement. Addresses are 11218 Church St. NE & 119 Mill Pond Trail NE.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
OCTOBER 16, 2018 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, October 16, 2018 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Public Works Supervisor Jason Doboszenski and City Engineer Justin Messner. Other guests included Fire Chief Dave Malewicki, Alan Roessler and Jason VerSteeg from Paxmar.

Approval of Agenda:

Hagen requested to add Res No 10-16-18-102 – Approving a Change of Employee Insurance Plan as item 10.a.

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

Consent Agenda:

Hagen added an ice machine repair to claims in the amount of \$587.36.

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

a. Approve Minutes of October 2, 2018 Regular City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 189,104.86
➤ Payroll	\$ 9,881.92
➤ P/R taxes & Exp	\$ 3,503.72
➤ Other Claims	\$ 2,397.38
➤ Total Claims	<u>\$ 204,887.88</u>

c. Res No 10-16-18-98 – Approving Final Pay Voucher for Downtown Parking Lot Construction

Motion carried unanimously.

Res No 10-16-18-99 – Finding that Hanover Cove Does Not Have Potential for Significant Environmental Impacts

Hagen outlined the findings of the EAW. The EAW identified potential environmental impacts and in some cases outlined measures to reduce impacts. The EAW found no significant impacts to the environment. He noted that the Planning Commission collected public comments and discussed the EAW. They recommend approving a negative declaration on the EAW.

VerSteeg, Paxmar, stated that the Preliminary Plat will be submitted in the coming weeks. They have been addressing staff comments prior to submitting full plans for plat consideration.

MOTION by Kauffman to approve Res No 10-16-18-99, seconded by Warpula. **Motion carried unanimously.**

Res No 10-16-18-100 – Adopting Hanover Fire Department Standard Operating Guidelines

Hagen reviewed the changes made from discussion at the prior meeting and a review with the City Attorney. Discussion furthered to gain a better understanding of the new officer appointing process. Hagen explained that the notable differences will be more involvement from the City Administrator for a record keeping process and an additional step to conduct interviews with City Council.

Council consensus was to not be limited to the top two peer reviewed scoring applicants for interviews, but that all applicants shall be shared with Council, including the peer review scores in order to determine who is interviewed.

MOTION by Zajicek to adopt the Hanover Fire Department Standard Operating Guidelines with the amendment of all applicants for officer candidacy be presented to Council, seconded by Warpula. **Motion carried unanimously.**

Storm Water Fee Audit

Hagen explained the purpose and findings of the audit. Staff found some discrepancies in some storm water fee calculations. Staff sought out direction from Council on whether refunds shall be issued and assessments be certified for lost revenue or if adjustments shall be made January 2019 moving forward.

Council felt that because the City ultimately has under collected fees and the dollar amount is relatively small, staff should adjust billing to be accurate beginning January 2019.

MOTION by Kauffman to adjust billings effective January 1, 2019, seconded by Warpula. **Motion carried unanimously.**

Ordinance 2018-04 – Amending Chapter 9 Related to Individual Sewage Treatment Systems

Hagen refreshed memories by explaining this was discussed previously this year. By adopting this ordinance, regulation of septic systems within Hanover would be authorized to Wright and Hennepin Counties.

MOTION by Warpula to approve Ordinance 2018-04, seconded by Zajicek. **Motion carried unanimously.**

Res No 10-16-18-101 – Approving Agreement with Hennepin County for ISTS Regulations

Hagen explained Hennepin County is requesting this agreement. The agreement focuses on outlining which entity is liable for claims on septic system regulations should a lawsuit be filed. The City of Hanover would be liable for claims on regulations while there was local authority on septic regulations, whereas, Hennepin County will hold liability beginning January 1, 2019.

MOTION by Zajicek to approve Res No 10-16-18-101, seconded by Warpula. **Motion carried unanimously.**

Cemetery Columbarium

Staff presented some basic estimates of cost to purchase a columbarium structure and a fee schedule for selling the individual niches. A small discussion on location ensued, a suggestion was made to look into potential partnership with St. Paul's Church.

Downtown On-Street Parking Review

Staff presented an aerial image with measurements of the current on street parking areas downtown. Messner outlined MnDOT standards for when should parking can be allowed. Warpula advocated to restrict all on street parking in front of the River Inn and Maverick Construction, stating it is a safety issue to people crossing the road.

Kauffman and Zajicek felt the downtown on-street parking should remain for now. The only restriction would be to meeting the 20-foot standard on either side of a crosswalk.

Res No 10-16-18-102 – Approving Change of Employee Insurance Plan

Hagen explained that staff has been reviewing options to reduce insurance premiums. A public employee plan is offered that would reduce insurance premiums to better match the City’s contribution value towards employee benefits. Hagen further noted this is not a request to adjust any City contribution dollars.

MOTION by Zajicek to approve Res No 10-16-18-102, seconded by Warpula. **Motion carried unanimously.**

Reports

Messner

- The 2018 Pavement Project Final Pay Voucher will be submitted soon as the contractor is working on submitting final documents.

Hagen

- Inquired to whether Council objected to City Hall being closed on the Monday of Christmas Eve, subject to staff using vacation time for any time off. Consensus was City Hall May close.

Adjournment

MOTION by Warpula to adjourn at 7:55 p.m., seconded by Zajicek. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER

10/17/18 3:00 PM

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Payments

Current Period: October 2018

Batch Name	10/17/18 PAY				
	Payment	Computer Dollar Amt	\$17.10	Posted	
Refer	2493 MN DEPT OF REVENUE			Ck# 002493E 10/17/2018	
Cash Payment	E 100-43000-212 Motor Fuels			Petroleum Tax - September 2018	\$17.10
Invoice	10/17/2018				
Transaction Date	10/17/2018	Due 0	Cash	10100	Total \$17.10

Fund Summary

	10100 Cash	
100 GENERAL FUND	\$17.10	
	<u> </u>	\$17.10

Pre-Written Check	\$17.10
Checks to be Generated by the Computer	\$0.00
Total	<u> </u> \$17.10

CITY OF HANOVER

10/31/18 10:58 AM

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Payments

Current Period: October 2018

Batch Name	10/31/18 PAY	Payment	Computer Dollar Amt	\$286,880.74	Posted
Refer	2518	AT&T MOBILITY	-		
Cash Payment	E 100-43000-321	Telephone	PW Cell Phones - 09/18/18 - 10/17/18		\$216.72
Invoice	X10252018	10/29/2018			
Transaction Date	10/31/2018	Due 0	Cash	10100	Total \$216.72
Refer	2506	BIFFS INC.	Ck# 002496E 10/31/2018		
Cash Payment	E 100-45200-580	Other Equipment	Pheasant Run Park Mini Biff Service 09/12/18 - 10/09/18		\$95.00
Invoice	W697498	10/10/2018			
Cash Payment	E 100-45200-580	Other Equipment	Eagleview Park Mini Biff Service 09/12/18 - 10/09/18		\$90.00
Invoice	W697499	10/10/2018			
Cash Payment	E 100-45200-580	Other Equipment	Mallard Park Mini Biff Service 09/12/18 - 10/09/18		\$95.00
Invoice	W697500	10/10/2018			
Cash Payment	E 100-45200-580	Other Equipment	Cardinal Circle Park Mini Biff Service 09/12/18 - 10/09/18		\$95.00
Invoice	W697501	10/10/2018			
Cash Payment	E 100-45200-580	Other Equipment	Hanover Elementary School Mini Biff Service 09/12/18 - 10/09/18		\$170.00
Invoice	W697502	10/10/2018			
Transaction Date	10/30/2018	Due 0	Cash	10100	Total \$545.00
Refer	2509	CENTRAL ROOFING COMPANY	-		
Cash Payment	E 100-41940-520	Buildings and Structures	9/25/18: City Hall Roof, Shoveled Rock, Discovered Hole in Cantilevered Edge, Applied Patch to Repair		\$495.00
Invoice	21015	10/9/2018			
Transaction Date	10/30/2018	Due 0	Cash	10100	Total \$495.00
Refer	2496	CLASSIC CLEANING COMPANY, LL	-		
Cash Payment	E 100-41940-310	Other Professional Servi	City Hall Monthly Cleaning - October 2018		\$250.00
Invoice	27256	10/19/2018			
Cash Payment	E 100-41940-310	Other Professional Servi	Hall Special Cleaning: 10/13		\$65.00
Invoice	27256	10/19/2018			
Transaction Date	10/29/2018	Due 0	Cash	10100	Total \$315.00
Refer	2501	COMCAST	-		
Cash Payment	E 100-41940-321	Telephone	PW: Digital Voice & Internet - November 2018		\$150.80
Invoice		10/18/2018			
Transaction Date	10/29/2018	Due 0	Cash	10100	Total \$150.80
Refer	2517	COMCAST	-		
Cash Payment	E 100-41940-321	Telephone	CH: Digital Voice & Internet - November 2018		\$221.19
Invoice		10/25/2018			
Transaction Date	10/31/2018	Due 0	Cash	10100	Total \$221.19
Refer	2507	CROSSTOWN MECHANICAL INC.	-		
Cash Payment	E 100-41940-220	Repair/Maint Supply (GE	Reach-In Cooler: Compressor Tripping, Start Components Bad, System Low on R134a		\$217.50
Invoice	73648	10/2/2018			

CITY OF HANOVER

Payments

Current Period: October 2018

Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$217.50
Refer	2500 <u>DRAKE CONSTRUCTION, INC.</u>		-			
Cash Payment	G 811-20200 Accounts Payable		Erosion Control Escrow Release - 9813 Jasmine Avenue			\$2,000.00
Invoice						
Cash Payment	G 815-20200 Accounts Payable		Landscaping Escrow Release - 9813 Jasmine Avenue			\$2,000.00
Invoice						
Cash Payment	G 817-20200 Accounts Payable		Infrastructure Escrow Release - 9813 Jasmine Avenue			\$1,000.00
Invoice						
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$5,000.00
Refer	2515 <u>GOPHER SIGN COMPANY</u>		-			
Cash Payment	E 100-43121-224 Street Maint Materials		New Hanover Population Sign			\$181.07
Invoice	104607	10/12/2018				
Transaction Date	10/31/2018	Due 0	Cash	10100	Total	\$181.07
Refer	2495 <u>HENNEPIN COUNTY SHERIFF SER</u>		-			
Cash Payment	E 100-42101-310 Other Professional Servi		HC Sheriff Patrol Services - 3rd Quarter 2018			\$20,273.93
Invoice	1000117748	10/23/2018				
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$20,273.93
Refer	2508 <u>JORGENSON, JEFFREY OR SHELL</u>		-			
Cash Payment	G 100-22000 Deposits		Hall Damage Deposit Release - 10/14/18 Event			\$200.00
Invoice						
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2512 <u>LANO EQUIPMENT - LORETTO</u>		-			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE		Bobcat Stump Grinder Rental for Parks			\$200.00
Invoice	03-603336	10/10/2018				
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$200.00
Refer	2505 <u>MARCO TECHNOLOGIES, LLC</u>		-			
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE		Contract Base Rate Charge for 10/20/18 - 11/19/18			\$176.05
Invoice	INV5686583	10/18/2018				
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$176.05
Refer	2516 <u>MENARDS - BUFFALO</u>		-			
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE		Settlers Park: 15A Outlet, Antifreeze			\$24.62
Invoice	82451	10/10/2018				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE		Shark Vacuum, Drill Auger, Drano			\$217.76
Invoice	82451	10/10/2018				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE		Toilet Paper			\$23.94
Invoice	82451	10/10/2018				
Transaction Date	10/31/2018	Due 0	Cash	10100	Total	\$266.32
Refer	2494 <u>METRO WEST INSPECTION SERVI</u>		-			
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 101-17 @ 10731 108th Avenue North			\$636.89
Invoice	1732	10/23/2018				
Cash Payment	E 100-42401-310 Other Professional Servi		Pmt 40-18 @ 411 LaBeaux Avenue			\$1,705.80
Invoice	1732	10/23/2018				

CITY OF HANOVER

Payments

Current Period: October 2018

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 50-18 @ 411 LaBeaux Avenue				\$325.10
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 63-18 @ 411 LaBeaux Avenue				\$284.27
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 78-18 @ 411 LaBeaux Avenue				\$153.41
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 91-18 @ 411 LaBeaux Avenue				\$175.50
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 53-18 @ 796 Kayla Lane NE				\$35.00
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 64-18 @ 11648 Erin Street NE				\$33.25
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 67-18 @ 11235 Lambert Court				\$17.50
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 87-18 @ 10731 108th Avenue North				\$35.00
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 97-18 @ 1255 Irvine Drive NE				\$35.00
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Rental Inspection - 11279 River Road				\$55.00
Invoice 1711	10/4/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Rental Inspection - 98 Mill Pond Trail				\$55.00
Invoice 1732	10/23/2018					
Cash Payment	E 100-42401-310 Other Professional Servi	Rental Inspection - 11116 River Road				\$55.00
Invoice 1732	10/23/2018					
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$3,601.72
Refer	2513 MUSCO SPORTS LIGHTING, LLC -					
Cash Payment	E 402-45200-310 Other Professional Servi	New Ballfield: Lighting Materials				\$79,129.00
Invoice 315108	10/17/2018					
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$79,129.00
Refer	2510 NORTHLAND TRUST -					
Cash Payment	E 314-47000-601 Debt Srv Bond Principal	\$1,225,000 GO Improvement Crossover Refunding Bonds, Series 2011A - Principal Payment				\$150,000.00
Invoice HAN11A - 10091	10/9/2018					
Cash Payment	E 314-47000-611 Bond Interest	\$1,225,000 GO Improvement Crossover Refunding Bonds, Series 2011A - Interest Payment				\$7,587.50
Invoice HAN11A - 10091	10/9/2018					
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$157,587.50
Refer	2499 RANDYS ENVIRONMENTAL SERVI Ck# 002495E 10/31/2018					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - City Hall - November 2018				\$214.15
Invoice	10/19/2018					
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - Fire Station - November 2018				\$29.04
Invoice	10/19/2018					
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - October 2018				\$3,381.78
Invoice	10/19/2018					
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$3,624.97
Refer	2503 READY WATT ELECTRIC -					

CITY OF HANOVER

Payments

Current Period: October 2018

Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Fire Station Siren: Replace Siren Brushes on a Single Phase Model 2				\$726.00
Invoice 102049	10/18/2018					
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$726.00
Refer	2511 SHERWIN-WILLIAMS	-				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Paint Sprayer: Intake Tube, Rac Tips, Nylon Hose, Filter				\$157.25
Invoice 0211-6	10/15/2018					
Transaction Date	10/30/2018	Due 0	Cash	10100	Total	\$157.25
Refer	2497 SUN LIFE FINANCIAL	-				
Cash Payment	G 100-21707 Life Ins	Life Insurance - November 2018				\$457.43
Invoice 5461158-1118	10/19/2018					
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$457.43
Refer	2514 VISA - BANKWEST	-				
Cash Payment	E 100-45200-225 Landscaping Materials	Cardinal Park: Irrigation Box				\$428.43
Invoice 86506097784	9/17/2018					
Cash Payment	E 100-41940-580 Other Equipment	Hoshizaki Refrigerator for City Hall				\$3,141.77
Invoice	9/20/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Return 4 Stackable Trays				-\$15.96
Invoice 206573362-001	9/19/2018					
Cash Payment	E 100-41940-321 Telephone	Phone Services - 8 Lines - 09/23/18 - 10/22/18				\$307.36
Invoice INV00080091	9/24/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	6 Boxes of Paper				\$312.54
Invoice 209679266-001	9/24/2018					
Cash Payment	E 100-41435-331 Travel Expenses	Lodging at MNGFOA Conference in Alex for Jackie				\$247.24
Invoice IN519422	9/28/2018					
Cash Payment	E 100-43000-215 Shop Supplies	Bar Chain Oil 30W				\$15.05
Invoice 393829	9/28/2018					
Cash Payment	E 100-41570-322 Postage	9 Rolls of Forever Stamps, Extra Ounce Stamps				\$492.00
Invoice 001751	10/1/2018					
Cash Payment	E 100-43000-215 Shop Supplies	Downtown Parking Lot: Beverages				\$24.44
Invoice 4326	10/4/2018					
Cash Payment	E 100-43000-215 Shop Supplies	Water				\$7.98
Invoice 4205	10/4/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Jackie: Black Toner, Small Binder Clips				\$93.96
Invoice 213411485-001	10/4/2018					
Cash Payment	E 100-43000-215 Shop Supplies	Downtown Parking Lot: Lunch for Crew				\$138.15
Invoice 10042018	10/4/2018					
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Dishwasher: Vacuum Breaker Leaking on Fill, Wash Pump Motor Seal Leaking, Possilbe Other Leaks				\$586.98
Invoice 514078	10/2/2018					
Cash Payment	E 100-41410-200 Office Supplies (GENER	A Frame Sidwalk Curb Signs - Qty 2				\$153.98
Invoice 111-1161464-396	10/8/2018					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Jackie: Drum Unit, Qty 2				\$167.98
Invoice 215719810-001	10/10/2018					
Cash Payment	E 100-41410-200 Office Supplies (GENER	Voting Signs, Qty 14				\$394.60
Invoice 100001835	10/8/2018					

CITY OF HANOVER

Payments

Current Period: October 2018

Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$104.00
Invoice	E06006SZ2T	10/13/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot: White Traffic Paint				\$231.90
Invoice	30054647	10/16/2018				
Cash Payment	E 100-41940-580 Other Equipment	Hoshizaki Refrigerator - Tax, will be credited on next months statement				\$217.15
Invoice		10/4/2018				
Transaction Date	10/31/2018	Due 0	Cash	10100	Total	\$7,049.55
Refer	2498 WRIGHT-HENNEPIN COOPERATIV	Ck# 002494E 10/31/2018				
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park - 3 Light Poles				\$56.61
Invoice	35026746387	10/18/2018				
Cash Payment	E 100-41940-310 Other Professional Servi	PW Building: Fire Alarm Testing / Inspection 12/31/18				\$18.95
Invoice	35026746387	10/18/2018				
Cash Payment	E 100-41940-310 Other Professional Servi	PW Building: Fire Panel Monitoring 12/31/18				\$27.95
Invoice	35026746387	10/18/2018				
Transaction Date	10/29/2018	Due 0	Cash	10100	Total	\$103.51
Refer	2520 WSB & ASSOCIATES, INC.	Ck# 002497E 10/31/2018				
Cash Payment	G 823-20200 Accounts Payable	CRHW 3rd Addition - Phase 2 Construction - Construction Observation: September 2018				\$728.00
Invoice	010287-17-1018	10/29/2018				
Cash Payment	E 603-41910-310 Other Professional Servi	2018 MS4 Services: September 2018				\$78.00
Invoice	011009-10-1018	10/29/2018				
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services: September 2018				\$1,893.50
Invoice	011288-9-1018	10/29/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot - Phase 2 Final Design - Project Management: September 2018				\$285.25
Invoice	011753-7-1018	10/29/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot - Phase 2 Final Design - Survey 2 Person Crew: September 2018				\$370.00
Invoice	011753-7-1018	10/29/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot - Phase Construction Materials Testing - Project Management: September 2018				\$105.00
Invoice	011753-7-1018	10/29/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot - Construction Materials Testing - Concrete Field Testing: September 2018				\$402.50
Invoice	011753-7-1018	10/29/2018				
Cash Payment	E 401-43121-310 Other Professional Servi	Downtown Parking Lot - Construction Materials Testing - Materials Lab Testing: September				\$120.00
Invoice	011753-7-1018	10/29/2018				
Transaction Date	10/31/2018	Due 0	Cash	10100	Total	\$3,982.25
Refer	2502 XCEL ENERGY					
Cash Payment	E 100-42280-381 Electric Utilities	Fire Station 09/05/18 - 10/06/18				\$351.13
Invoice						
Cash Payment	E 100-41940-381 Electric Utilities	City Hall 09/05/18 - 10/06/18				\$641.07
Invoice	611667374	10/16/2018				
Cash Payment	E 100-45200-381 Electric Utilities	Historical Bridge Lighting 09/05/18 - 10/04/18				\$58.34
Invoice	611667374	10/16/2018				

Payments

Current Period: October 2018

Cash Payment	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 09/05/18 - 10/04/18			\$40.44
Invoice	611667374	10/16/2018			
Cash Payment	E 100-45200-381 Electric Utilities	Cardinal Circle Park 09/06/18 - 10/07/18			\$15.99
Invoice	611667374	10/16/2018			
Cash Payment	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 09/06/18 - 10/07/18			\$11.68
Invoice	611667374	10/16/2018			
Cash Payment	E 100-43160-381 Electric Utilities	751 LaBeaux Avenue NE 09/06/18 - 10/07/18			\$88.20
Invoice	611667374	10/16/2018			
Cash Payment	E 100-41940-381 Electric Utilities	PW Building 09/05/18 - 10/04/18			\$350.22
Invoice	611667374	10/16/2018			
Transaction Date	10/29/2018	Due 0	Cash	10100	Total \$1,557.07
Refer	2519 ZEP SALES & SERVICE				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE Toilet Paper, 43x60 Black Bag 2.0 ML				\$445.91
Invoice	9003764074	10/19/2018			
Transaction Date	10/31/2018	Due 0	Cash	10100	Total \$445.91

Fund Summary

	10100 Cash
823 CROW RVR HTS WEST 3RD / BACKES	\$728.00
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
815 LANDSCAPE ESCROW FUND	\$2,000.00
811 EROSION CONTROL ESCROW FUND	\$2,000.00
603 STORM WATER ENTERPRISE FUND	\$78.00
402 PARKS CAPITAL PROJECTS	\$79,129.00
401 GENERAL CAPITAL PROJECTS	\$1,514.65
314 2011A GO IMP CROSSOVER REF BD	\$157,587.50
100 GENERAL FUND	\$42,843.59
	<u>\$286,880.74</u>

Pre-Written Check	\$8,255.73
Checks to be Generated by the Computer	\$278,625.01
Total	<u>\$286,880.74</u>

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Payments

Current Period: November 2018

Batch Name	11/14/18 PAY	Payment	Computer Dollar Amt	\$69,244.68	Posted
Refer	2534	ANCOM COMMUNICATIONS	Ck# 033880	11/14/2018	
Cash Payment	E 100-42220-221	Equipment Parts	Minitor V Battery - Qty 12, Minitor VI Battery - Qty 2		\$285.50
Invoice	82463	10/8/2018			
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$285.50
Refer	2520	BIREN, AMY	Ck# 033881	11/14/2018	
Cash Payment	E 100-41410-200	Office Supplies (GENER	2018 General Election: Lunch		\$142.86
Invoice					
Cash Payment	E 100-41410-200	Office Supplies (GENER	2018 General Election: Vinyl Cuts for Election Signs - Qty 9		\$30.50
Invoice					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$173.36
Refer	2509	BIREN, SARA	Ck# 033882	11/14/2018	
Cash Payment	E 100-41410-310	Other Professional Servi	Election Judge - 2018 General Election		\$170.00
Invoice		11/6/2018			
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$170.00
Refer	2525	CARSON, CLELLAND & SCHREDE	Ck# 033883	11/14/2018	
Cash Payment	E 100-41610-304	Legal Fees	Legal Support / Work - October 2018		\$145.72
Invoice		10/31/2018			
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$145.72
Refer	2522	CENTERPOINT ENERGY	Ck# 033884	11/14/2018	
Cash Payment	E 100-41940-383	Gas Utilities	PW Building Gas Utilities: 09/26/18 - 10/26/18		\$229.96
Invoice					
Cash Payment	E 100-42280-383	Gas Utilities	Fire Station Gas Utilities: 09/26/18 - 10/26/18		\$168.59
Invoice					
Cash Payment	E 100-41940-383	Gas Utilities	City Hall Gas Utilities: 09/26/18 - 10/26/18		\$188.73
Invoice					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$587.28
Refer	2537	CITY OF ST. MICHAEL	Ck# 002505E	11/14/2018	
Cash Payment	E 602-43252-310	Other Professional Servi	7 Hours of Jetting on 11/06/18		\$875.00
Invoice	11082018-1	11/8/2018			
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$875.00
Refer	2529	COLLABORATIVE PLANNING LLC	Ck# 002504E	11/14/2018	
Cash Payment	E 100-41910-310	Other Professional Servi	General Planning: October 2018		\$3,105.75
Invoice	2018-158	11/1/2018			
Cash Payment	G 818-20200	Accounts Payable	Hanover Cove EAW: October 2018		\$1,111.00
Invoice	2018-159	11/1/2018	Project 208245		
Cash Payment	G 827-20200	Accounts Payable	Hanover Cove Preliminary Plat: October 2018		\$555.50
Invoice	2018-160	11/1/2018			
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$4,772.25
Refer	2536	EMERGENCY APPARATUS	Ck# 033885	11/14/2018	
Cash Payment	E 100-42260-220	Repair/Maint Supply (GE	Engine 11: Yearly Pump Test, Filled Transmission Fluid and Oil		\$723.90
Invoice	102708	10/18/2018			

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Payments

Current Period: November 2018

Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Engine 12: Yearly Pump Test, Filled Transmission Fluid				\$605.65
Invoice 102709	10/18/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$1,329.55
Refer	<u>2517 FREDRICKS, ERIN</u>			<u>Ck# 033886 11/14/2018</u>		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 10/20/18 Event				\$200.00
Invoice	10/24/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$200.00
Refer	<u>2502 FS SOLUTIONS</u>			<u>Ck# 033887 11/14/2018</u>		
Cash Payment	E 100-42240-310 Other Professional Servi	FD Background Check - N. Wiley				\$20.00
Invoice FL00256339	11/7/2018					
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$20.00
Refer	<u>2519 HAGEN, BRIAN</u>			<u>Ck# 002503E 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - WC Election Supplies on 9/19/18				\$12.96
Invoice						
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - WC Election Training on 10/17/18				\$12.96
Invoice						
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - WC Election Supplies on 11/02/18				\$12.96
Invoice						
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - WC Election Results on 11/06/18				\$12.96
Invoice						
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - HC Election Results on 11/07/18				\$25.38
Invoice						
Cash Payment	E 100-41410-310 Other Professional Servi	Parking for HC Election Results Drop Off				\$20.00
Invoice						
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$97.22
Refer	<u>2538 HANOVER DENTAL</u>			<u>Ck# 033888 11/14/2018</u>		
Cash Payment	E 205-49300-318 EDA BIF: Matching Gran	Matching Grant for Hanover Dental for Signage on South Gable and Monument Sign				\$5,491.00
Invoice	11/3/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$5,491.00
Refer	<u>2524 HARDWARE HANK</u>			<u>Ck# 033889 11/14/2018</u>		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Pipe Nipple Galv, 90 Degree Elbow, Coupling				\$17.32
Invoice 1516149	10/15/2018					
Cash Payment	E 100-43000-215 Shop Supplies	White Duct Tape				\$8.98
Invoice 1517430	10/22/2018					
Cash Payment	E 100-43000-215 Shop Supplies	Bit Hammer Magnum, Bit Hammer SDS Carbides				\$19.77
Invoice 1517898	10/24/2018					
Cash Payment	E 100-43000-240 Small Tools and Minor E	Hammer Bit Magnum, Single Cut Key				\$12.57
Invoice 1517920	10/24/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$58.64
Refer	<u>2521 HERITAGE CONSTRUCTION COM</u>			<u>Ck# 033890 11/14/2018</u>		
Cash Payment	G 817-20200 Accounts Payable	Infrastructure Escrow Release - 411 LeBeaux Avenue NE				\$2,000.00
Invoice						
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$2,000.00
Refer	<u>2533 JEFFERSON FIRE & SAFETY</u>			<u>Ck# 033891 11/14/2018</u>		

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Payments

Current Period: November 2018

Cash Payment	E 100-42220-221 Equipment Parts	Holmatro Tools Preventive Maintenance: 1 Spreader, 1 Cutter, 1 Ram, 1 Power Unit, 2 Sets of Hoses				\$683.00
Invoice	252410	10/9/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$683.00
Refer	2531 <u>KOTTKE, BRIAN</u>			<u>Ck# 033892 11/14/2018</u>		
Cash Payment	E 107-42210-437 Other Miscellaneous	Mileage: Pick Up Kitchen Trailer for Fire Prevention 2018				\$38.70
Invoice		10/30/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$38.70
Refer	2508 <u>MAHLER, LOIS</u>			<u>Ck# 033893 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election				\$90.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$90.00
Refer	2506 <u>MARSHALL, MARION</u>			<u>Ck# 033894 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election				\$170.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$170.00
Refer	2516 <u>MENARDS - BUFFALO</u>			<u>Ck# 033895 11/14/2018</u>		
Cash Payment	E 100-43121-224 Street Maint Materials	Yellow Curb Paint, Tread Anti-Skid				\$27.98
Invoice	84097	10/31/2018				
Cash Payment	E 100-43121-224 Street Maint Materials	48" Driveway Markers - Qty 40				\$75.20
Invoice	84485	11/5/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$103.18
Refer	2503 <u>NORDBERG, LYNNETTE</u>			<u>Ck# 033896 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election				\$80.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$80.00
Refer	2518 <u>OMANN BROTHERS INC</u>			<u>Ck# 033897 11/14/2018</u>		
Cash Payment	E 100-43121-224 Street Maint Materials	Street Repair: AC Fines Mix				\$82.70
Invoice	13574	10/29/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$82.70
Refer	2515 <u>PETERSON, ABBY</u>			<u>Ck# 002502E 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	HC Public Accuracy Testing on 10/23/18				\$9.00
Invoice		11/6/2018				
Cash Payment	E 100-41410-310 Other Professional Servi	Head Election Judge - 2018 General Election				\$186.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$195.00
Refer	2512 <u>REDPATH, DEBORAH</u>			<u>Ck# 033898 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election				\$150.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$150.00
Refer	2510 <u>ROBINSON, KATHLEEN</u>			<u>Ck# 033899 11/14/2018</u>		
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election				\$170.00
Invoice		11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$170.00

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Payments

Current Period: November 2018

Refer	2511 RUTER, DEE	Ck# 033900 11/14/2018			
Cash Payment	E 100-41410-310 Other Professional Servi	Head Election Judge Training on 10/17/18			\$24.00
Invoice	11/6/2018				
Cash Payment	E 100-41410-310 Other Professional Servi	WC Public Accuracy Testing on 10/24/18			\$9.00
Invoice	11/6/2018				
Cash Payment	E 100-41410-310 Other Professional Servi	Head Election Judge - 2018 General Election			\$204.00
Invoice	11/6/2018				
Cash Payment	E 100-41410-310 Other Professional Servi	Mileage - Head Judge Training in Buffalo			\$14.17
Invoice	11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$251.17
Refer	2504 RYHORCHUK, DUNCAN	Ck# 033901 11/14/2018			
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election			\$80.00
Invoice	11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$80.00
Refer	2514 SABA, ANNE	Ck# 033902 11/14/2018			
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election			\$70.00
Invoice	11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$70.00
Refer	2505 SCHLOSSER, DONALD	Ck# 033903 11/14/2018			
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election			\$80.00
Invoice	11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$80.00
Refer	2507 SHAW, KARYN	Ck# 033904 11/14/2018			
Cash Payment	E 100-41410-310 Other Professional Servi	Election Judge - 2018 General Election			\$170.00
Invoice	11/6/2018				
Transaction Date	11/7/2018	Due 0	Cash	10100	Total \$170.00
Refer	2527 STARRY ELECTRIC, INC.	Ck# 033905 11/14/2018			
Cash Payment	E 402-45200-310 Other Professional Servi	New Ballfield: Installation of New Lighting			\$37,800.00
Invoice 5227	10/29/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$37,800.00
Refer	2532 US HEALTHWORKS MEDICAL GRP	Ck# 033906 11/14/2018			
Cash Payment	E 100-42210-305 Medical and Dental Fees	Firefighter Pre-Employment Evaluation - N. Wiley			\$624.00
Invoice 0091804-MN	10/12/2018				
Transaction Date	11/8/2018	Due 0	Cash	10100	Total \$624.00
Refer	2528 VEOLIA WATER NORTH AMERICA	Ck# 033907 11/14/2018			
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - December 2018			\$4,324.00
Invoice 90169627	11/15/2018				
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - December 2018			\$3,001.00
Invoice 90169627	11/15/2018				
Cash Payment	E 602-43252-310 Other Professional Servi	2017 R & M WasteWater Reconciliation			-\$5,059.39
Invoice 90169627	11/15/2018				
Cash Payment	E 602-43252-310 Other Professional Servi	2017 Utilites Wastewater Reconciliation			\$84.09
Invoice 90169627	11/15/2018				
Cash Payment	E 601-43252-310 Other Professional Servi	2017 R & M Water Reconciliation			\$631.29
Invoice 90169627	11/15/2018				

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Payments

Current Period: November 2018

Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$2,980.99
Refer	2513 WILLIAMS, COLLEEN			Ck# 033908 11/14/2018		
Cash Payment	E 100-41410-310 Other Professional Servi			Election Judge - 2018 General Election		\$70.00
Invoice	11/6/2018					
Transaction Date	11/7/2018	Due 0	Cash	10100	Total	\$70.00
Refer	2526 WRIGHT COUNTY AUDITOR-TREA			Ck# 033909 11/14/2018		
Cash Payment	E 100-42102-310 Other Professional Servi			WC Patrol Services - November 2018		\$8,760.00
Invoice	November 18 10/30/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$8,760.00
Refer	2523 WRIGHT COUNTY JOURNAL PRES			Ck# 033910 11/14/2018		
Cash Payment	E 100-41970-351 Legal Notices Publishing			PHN: Comprehensive Plan		\$22.46
Invoice	10/31/2018					
Cash Payment	E 100-41410-351 Legal Notices Publishing			Public Accuracy Testing for 2018 General Election		\$23.96
Invoice	10/31/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$46.42
Refer	2535 ZEROREZ			Ck# 033911 11/14/2018		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE			Fire Department Carpet Cleaning		\$344.00
Invoice	412506 10/2/2018					
Transaction Date	11/8/2018	Due 0	Cash	10100	Total	\$344.00

Fund Summary

	10100 Cash
827 HANOVER COVE PRELIMINARY PLAT	\$555.50
818 MISC ESCROWS FUND	\$1,111.00
817 INFRASTRUCTURE ESCROW FUND	\$2,000.00
602 SEWER ENTERPRISE FUND	\$223.70
601 WATER ENTERPRISE FUND	\$3,632.29
402 PARKS CAPITAL PROJECTS	\$37,800.00
205 EDA BUSINESS INCENTIVE FUND	\$5,491.00
107 FIRE DEPT DONATIONS FUND	\$38.70
100 GENERAL FUND	\$18,392.49
	<hr/>
	\$69,244.68

Pre-Written Check	\$69,244.68
Checks to be Generated by the Computer	\$0.00
Total	\$69,244.68

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*Check Summary Register©

Cks 10/17/2018 - 10/17/2018

Name	Check Date	Check Amt
10100 Cash		
Paid Chk# 002493E MN DEPT OF REVENUE	10/17/2018	<u>\$17.10</u> Petroleum Tax - September 2018
	Total Checks	\$17.10

FILTER: None

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*Check Summary Register©

Cks 10/31/2018 - 10/31/2018

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002494E Wright-Hennepin Coop Electric	10/31/2018	\$103.51	Eagleview Park - 3 Light Poles
Paid Chk# 002495E Randy's Environmental Services	10/31/2018	\$3,624.97	General Trash - City Hall - No
Paid Chk# 002496E BIFFS INC.	10/31/2018	\$545.00	Pheasant Run Park Mini Biff Se
Paid Chk# 002497E WSB & ASSOCIATES, INC.	10/31/2018	\$3,982.25	CRHW 3rd Addition - Phase 2 Co
Paid Chk# 033859 AT&T MOBILITY	10/31/2018	\$216.72	PW Cell Phones - 09/18/18 - 10
Paid Chk# 033860 CENTRAL ROOFING COMPANY	10/31/2018	\$495.00	9/25/18: City Hall Roof, Shove
Paid Chk# 033861 CLASSIC CLEANING COMPANY	10/31/2018	\$315.00	Hall Special Cleaning: 10/13
Paid Chk# 033862 COMCAST	10/31/2018	\$371.99	PW: Digital Voice & Internet -
Paid Chk# 033863 CROSSTOWN MECHANICAL	10/31/2018	\$217.50	Reach-In Cooler: Compressor Tr
Paid Chk# 033864 DRAKE CONSTRUCTION, INC.	10/31/2018	\$5,000.00	Infrastructure Escrow Release
Paid Chk# 033865 GOPHER SIGN COMPANY	10/31/2018	\$181.07	New Hanover Population Sign
Paid Chk# 033866 HENNEPIN COUNTY SHERIFF S	10/31/2018	\$20,273.93	HC Sheriff Patrol Services - 3
Paid Chk# 033867 Shelly Harstad - Jorgenson	10/31/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033868 LANO EQUIPMENT - LORETTO	10/31/2018	\$200.00	Bobcat Stump Grinder Rental fo
Paid Chk# 033869 MARCO TECHNOLOGIES, LLC	10/31/2018	\$176.05	Contract Base Rate Charge for
Paid Chk# 033870 MENARDS - BUFFALO	10/31/2018	\$266.32	Toilet Paper
Paid Chk# 033871 METRO WEST INSPECTION SER	10/31/2018	\$3,601.72	Pmt 67-18 @ 11235 Lambert Cour
Paid Chk# 033872 MUSCO SPORTS LIGHTING, LLC	10/31/2018	\$79,129.00	New Ballfield: Lighting Materi
Paid Chk# 033873 Northland Trust Services	10/31/2018	\$157,587.50	\$1,225,000 GO Improvement Cros
Paid Chk# 033874 READY WATT ELECTRIC	10/31/2018	\$726.00	Fire Station Siren: Replace Si
Paid Chk# 033875 SHERWIN-WILLIAMS	10/31/2018	\$157.25	Paint Sprayer: Intake Tube, Ra
Paid Chk# 033876 Sun Life Financial	10/31/2018	\$457.43	Life Insurance - November 2018
Paid Chk# 033877 VISA	10/31/2018	\$7,049.55	Jackie: Black Toner, Small Bin
Paid Chk# 033878 XCEL ENERGY	10/31/2018	\$1,557.07	City Hall 09/05/18 - 10/06/18
Paid Chk# 033879 Acuity Specialty Products, Inc	10/31/2018	\$445.91	Toilet Paper, 43x60 Black Bag
Total Checks		\$286,880.74	

FILTER: None

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*Check Summary Register©

Cks 11/14/2018 - 11/14/2018

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002502E PETERSON, ABBY	11/14/2018	\$195.00	HC Public Accuracy Testing on
Paid Chk# 002503E Hagen, Brian	11/14/2018	\$97.22	Mileage - WC Election Supplies
Paid Chk# 002504E Collaborative Planning LLC	11/14/2018	\$4,772.25	General Planning: October 2018
Paid Chk# 002505E CITY OF ST. MICHAEL	11/14/2018	\$875.00	7 Hours of Jetting on 11/06/18
Paid Chk# 033880 ANCOM COMMUNICATIONS	11/14/2018	\$285.50	Minitor V Battery - Qty 12, Mi
Paid Chk# 033881 BIREN, AMY	11/14/2018	\$173.36	2018 General Election: Vinyl C
Paid Chk# 033882 BIREN, SARA	11/14/2018	\$170.00	Election Judge - 2018 General
Paid Chk# 033883 CARSON, CLELLAND & SCHRED	11/14/2018	\$145.72	Legal Support / Work - October
Paid Chk# 033884 CENTERPOINT ENERGY	11/14/2018	\$587.28	City Hall Gas Utilities: 09/26
Paid Chk# 033885 EMERGENCY APPARATUS	11/14/2018	\$1,329.55	Engine 11: Yearly Pump Test, F
Paid Chk# 033886 FREDRICKS, ERIN	11/14/2018	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033887 FS SOLUTIONS	11/14/2018	\$20.00	FD Background Check - N. Wiley
Paid Chk# 033888 HANOVER DENTAL	11/14/2018	\$5,491.00	Matching Grant for Hanover Den
Paid Chk# 033889 HARDWARE HANK	11/14/2018	\$58.64	White Duct Tape
Paid Chk# 033890 HERITAGE CONSTRUCTION CO	11/14/2018	\$2,000.00	Infrastructure Escrow Release
Paid Chk# 033891 JEFFERSON FIRE & SAFETY	11/14/2018	\$683.00	Holmatro Tools Preventive Main
Paid Chk# 033892 KOTTKE, BRIAN	11/14/2018	\$38.70	Mileage: Pick Up Kitchen Trail
Paid Chk# 033893 MAHLER, LOIS	11/14/2018	\$90.00	Election Judge - 2018 General
Paid Chk# 033894 MARSHALL, MARION	11/14/2018	\$170.00	Election Judge - 2018 General
Paid Chk# 033895 MENARDS - BUFFALO	11/14/2018	\$103.18	48" Driveway Markers - Qty 40
Paid Chk# 033896 NORDBERG, LYNNETTE	11/14/2018	\$80.00	Election Judge - 2018 General
Paid Chk# 033897 OMANN BROTHERS INC	11/14/2018	\$82.70	Street Repair: AC Fines Mix
Paid Chk# 033898 REDPATH, DEBORAH	11/14/2018	\$150.00	Election Judge - 2018 General
Paid Chk# 033899 ROBINSON, KATHLEEN	11/14/2018	\$170.00	Election Judge - 2018 General
Paid Chk# 033900 RUTER, DEE	11/14/2018	\$251.17	Mileage - Head Judge Training
Paid Chk# 033901 RYHORCHUK, DUNCAN	11/14/2018	\$80.00	Election Judge - 2018 General
Paid Chk# 033902 SABA, ANNE	11/14/2018	\$70.00	Election Judge - 2018 General
Paid Chk# 033903 SCHLOSSER, DONALD	11/14/2018	\$80.00	Election Judge - 2018 General
Paid Chk# 033904 SHAW, KARYN	11/14/2018	\$170.00	Election Judge - 2018 General
Paid Chk# 033905 STARRY ELECTRIC, INC.	11/14/2018	\$37,800.00	New Ballfield: Installation of
Paid Chk# 033906 US HEALTHWORKS MEDICAL G	11/14/2018	\$624.00	Firefighter Pre-Employment Eva
Paid Chk# 033907 Veolia Water North America	11/14/2018	\$2,980.99	2017 Utilites Wastewater Recon
Paid Chk# 033908 WILLIAMS, COLLEEN	11/14/2018	\$70.00	Election Judge - 2018 General
Paid Chk# 033909 WRIGHT COUNTY AUDITOR-TRE	11/14/2018	\$8,760.00	WC Patrol Services - November
Paid Chk# 033910 WRIGHT COUNTY JOURNAL PR	11/14/2018	\$46.42	Public Accuracy Testing for 20
Paid Chk# 033911 ZEROREZ	11/14/2018	\$344.00	Fire Department Carpet Cleanin
	Total Checks	\$69,244.68	

FILTER: None



October 29, 2018

2497

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

Re: September 2018 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.

Justin Messner
Principal

Enclosures

nf



Project Budget Tracking

For the period 9/1/2018 - 9/30/2018

Project Name	WSB Project #	Project Manager	Current Invoice	Fee Type	JTD Billed	Comments	Client Invoice Reviewer
HANO - 2018 General Engineering Services	R-011288-000	Messner, Justin	\$ 1,893.50	Hourly	\$ 11,833.75		Hagen, Brian
HANO - 2018 MS4 Services	R-011009-000	Johnson, Paul	\$ 78.00	Hourly	\$ 3,748.00		Hagen, Brian
HANO - Downtown Parking Lot	R-011753-000	Messner, Justin	\$ 1,282.75	Hourly	\$ 9,129.25		Hagen, Brian
HANO- Crow River Heights West 3rd Addition	R-010287-000	Messner, Justin	\$ 728.00	Hourly	\$ 60,864.25		Hagen, Brian
Final Totals			\$ 3,982.25				

Handwritten initials





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

October 29, 2018
Project/Invoice: R-010287-000 - 17 - 1018
Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

Crow River Heights West 3rd Addition

Professional Services from September 1, 2018 to September 30, 2018

Phase 002 Construction
Construction Observation

		Hours	Rate	Amount	
Johnson, Paul	9/6/2018	1.50	112.00	168.00	
Erosion Control					
Johnson, Paul	9/7/2018	1.00	112.00	112.00	
Erosion Control					
Johnson, Paul	9/11/2018	1.50	112.00	168.00	
Erosion Control					
Johnson, Paul	9/12/2018	.50	112.00	56.00	
Erosion Control					
Johnson, Paul	9/20/2018	1.50	112.00	168.00	
Erosion Control					
Johnson, Paul	9/24/2018	.50	112.00	56.00	
Erosion Control					
Totals		6.50		728.00	728.00
Total Labor					728.00
			Total this Task		\$728.00
			Total this Phase		\$728.00
			Total this Invoice	<i>JH</i>	\$728.00

Billings to Date

	Current	Prior	Total
Labor	728.00	60,136.25	60,864.25
Totals	728.00	60,136.25	60,864.25

G# 823-20200
CRHW 3rd Addition
Developers Agreement Escrow



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

October 29, 2018
Project/Invoice: R-011009-000 - 10 - 1018
Reviewed by: Justin Messner
Project Manager: Paul Johnson

2018 MS4 Services

Professional Services from September 1, 2018 to September 30, 2018

Phase 001 2018 MS4 Services
Reports

		Hours	Rate	Amount	
Hansen, Justin	9/5/2018	.50	156.00	78.00	
Collector app updates					
Totals		.50		78.00	
Total Labor					78.00
			Total this Task		\$78.00
			Total this Phase		\$78.00

Billing Limits	Current	Prior	To-Date	
Total Billings	78.00	3,670.00	3,748.00	
Limit			7,700.00	
Remaining			3,952.00	
			Total this Invoice	\$78.00

E# 603-41910-310
Storm Water Ent. Fund
↳ Planning & Zoning
↳ Other Prof. Svcs.



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

October 29, 2018
 Project/Invoice: R-011288-000 - 9 - 1018
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

2018 General Engineering Services

Professional Services from September 1, 2018 to September 30, 2018

Phase 001 General Engineering Services
 Project Management

		Hours	Rate	Amount
Messner, Justin	9/7/2018	1.00	163.00	163.00
Review Wright Co TAZ and conference call				
Messner, Justin	9/10/2018	.50	163.00	81.50
Hennepin County Colaboration Meeting				
Messner, Justin	9/17/2018	.50	163.00	81.50
Review and markup City Trail Map for Cindy				
Messner, Justin	9/24/2018	.25	163.00	40.75
Cell Tower Plan Review				
Messner, Justin	9/25/2018	.25	163.00	40.75
Review flooding concern at Bridges of Hanover				
Preisler, Nicholas	9/7/2018	2.00	120.00	240.00
9781 Jasmine Ave engineering review				
Preisler, Nicholas	9/10/2018	.50	120.00	60.00
10702 108th Ave S permit application				
Preisler, Nicholas	9/10/2018	.50	120.00	60.00
City/County Collaboration Discussion				
Preisler, Nicholas	9/18/2018	.50	120.00	60.00
9781 Jasmine Ave engineering review - revised plans				
Preisler, Nicholas	9/24/2018	.50	120.00	60.00
1020 Mallard Deck permit				
Preisler, Nicholas	9/26/2018	.75	120.00	90.00
9871 Jordan Ave Engineering Review (2nd)				
Preisler, Nicholas	9/26/2018	1.50	120.00	180.00
Cell tower generator permit				
Preisler, Nicholas	9/28/2018	2.00	120.00	240.00
10725 Settlers Lane Drainage Review				
Totals		10.75		1,397.50
Total Labor				1,397.50
Total this Task				\$1,397.50

GIS Mapping

Project	R-011288-000	HANO - 2018 General Engineering Services	Invoice	9
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	Hours	Rate	Amount
Pittman, Bryan	4.00	124.00	496.00
Comp Plan Maps			
Totals	4.00		496.00
Total Labor			496.00
		Total this Task	\$496.00
		Total this Phase	\$1,893.50
		Total this Invoice	\$1,893.50

Billings to Date

	Current	Prior	Total
Labor	1,893.50	9,660.25	11,553.75
Field Services	0.00	280.00	280.00
Totals	1,893.50	9,940.25	11,833.75

E# 100-41950-303

Engineer

↳ Engineering Fees



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

October 29, 2018
 Project/Invoice: R-011753-000 - 7 - 1018
 Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

Downtown Parking Lot

Professional Services from September 1, 2018 to September 30, 2018

Phase	001	Final Design				
Project Management						
			Hours	Rate	Amount	
Messner, Justin		9/13/2018	.50	163.00	81.50	
Project Management						
Messner, Justin		9/18/2018	.25	163.00	40.75	
Survey/Construction Coordination						
Messner, Justin		9/24/2018	1.00	163.00	163.00	
Construction Coordination						
		Totals	1.75		285.25	
		Total Labor			285.25	
					Total this Task	\$285.25
Survey 2-Person Crew						
Field Services Billing						
2-Person Survey Crew						
		9/19/2018	2.0 Hours @	185.00	370.00	
		Total Field Services			370.00	
					Total this Task	\$370.00
					Total this Phase	\$655.25

Phase	CMT	Construction Materials Testing				
Project Management						
Field Services Billing						
Project Administration						
		9/24/2018	0.5 Hours @	65.00	32.50	
Project Assistant						
		9/24/2018	0.25 Hours @	85.00	21.25	
		9/25/2018	0.25 Hours @	85.00	21.25	
Project Manager						
		9/25/2018	0.25 Hours @	120.00	30.00	
		Total Field Services			105.00	
					Total this Task	\$105.00

Concrete Field Testing

Field Services Billing

CMT Engineering Technician II

9/24/2018		2.25 Hours @ 70.00	157.50	
9/25/2018		1.5 Hours @ 70.00	105.00	
Trip Charge \$70				
9/24/2018		1.0 Trip @ 70.00	70.00	
9/25/2018		1.0 Trip @ 70.00	70.00	
Total Field Services			402.50	402.50
			Total this Task	\$402.50

Materials Lab Testing

Field Services Billing

Compress Strength - Cylinder (ASTM C39)

9/24/2018	Work Order: 18-2803	4.0 Cylinders @ 30.00	120.00	
Total Field Services			120.00	120.00
			Total this Task	\$120.00
			Total this Phase	\$627.50
			Total this Invoice	<u>\$1,282.75</u>

Billings to Date

	Current	Prior	Total
Labor	285.25	5,071.50	5,356.75
Field Services	997.50	2,775.00	3,772.50
Totals	1,282.75	7,846.50	9,129.25

JP

E# 401-43121-310

General Capital

↳ Paved Streets

↳ Other Prof. Svcs.



Carson, Clelland & Schreder

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

October 31, 2018

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

NOV 9 2018

October 2018

Professional Services

Table with columns for description and Amount. Includes entries for Criminal services, preparation of complaints, court calendars, and discovery requests. Subtotals are provided for professional services and client expense charges.

	<u>Amount</u>
Total amount of this bill	<i>JJ</i> <u>\$145.72</u>
Previous balance	\$79.45
10/26/2018 Payment - thank you	(\$79.45)
Total payments and adjustments	<u>(\$79.45)</u>
Balance due	<u><u>\$145.72</u></u>

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



John J. Thames, City Attorney

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

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

2504

INVOICE

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

INVOICE # 2018-158
DATE 11/01/2018

PROJECT
 General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
10/10/2018	Balance Forward	\$3,888.49
	Payments and credits between 10/10/2018 and 11/01/2018	-3,888.49
	New charges (details below)	3,105.75
	Total Amount Due	\$3,105.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
	City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan			
	Billable Time			
10/03/2018	Editing Park Plan.	CMN	1:00	101.00
10/05/2018	Editing.	CMN	1:15	101.00
10/08/2018	Editing.	CMN	1:15	101.00
10/09/2018	Draft public hearing notice. Editing.	CMN	1:30	101.00
10/11/2018	Editing.	CMN	1:15	101.00
10/16/2018	Editing.	CMN	4:00	101.00
10/17/2018	Editing.	No Charge	4:30	0.00
10/18/2018	Editing. Draft memo, prepare for PC packet.	CMN	4:30	101.00
10/22/2018	Editing plan. Phone conference with Brian.	CMN	1:15	101.00
10/24/2018	Various emails.	CMN	0:15	101.00
	Subtotal: Billable Time			1,641.25

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	SUBTOTAL - City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan			1,641.25	
	City of Hanover:Hanover General Planning:Hanover General Planning Billable Time				
10/01/2018	Emails re: building permits.	CMN	0:15	101.00	25.25
10/02/2018	Emails re: building permits. Reviewing various pre-application information re: commercial development. Phone conference with DNR. Phone conference with Brian.	CMN	2:15	101.00	227.25
10/05/2018	Emails re: building permits, Hanover Liquor. Emails re: Anderson property.	CMN	0:30	101.00	50.50
10/08/2018	Review building permit, email to Amy. Reviewing proposed shed, emails with Amy.	CMN	0:15	101.00	25.25
10/09/2018	Reviewing proposed shed, emails with Amy. Emails re: Hanover Liquor.	CMN	0:45	101.00	75.75
10/10/2018	Phone conference with Brian re: fire training, various. Review building permits with Amy. Emailing shed information.	CMN	2:30	101.00	252.50
10/15/2018	Reviewing shed, emails with Amy.	CMN	0:30	101.00	50.50
10/16/2018	Review PC agenda, emails with Amy. Draft home occupation language, emails with Brian/Amy. Emails re: building permit.	CMN	1:00	101.00	101.00
10/17/2018	Review agenda with Amy. Emails re: home occupation ordinance.	CMN	0:15	101.00	25.25
10/18/2018	Draft memo, prepare home occupation for PC packet.	CMN	0:15	101.00	25.25
10/22/2018	Prepare for and attend PC meeting.	CMN	4:00	101.00	404.00
10/23/2018	Emails re: building permit.	CMN	0:15	101.00	25.25
10/24/2018	Emails re: shed. Reviewing building permit, email to Justin,	CMN	0:45	101.00	75.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
	email from Justin. Emails re: wetland delineation for Hanover liquor.			
10/25/2018	Emails with Amy re: submittal deadlines. Review as-builts.	CMN	0:30 101.00	50.50
10/26/2018	Phone conference with Brian re: shed.	CMN	0:30 101.00	50.50
	Subtotal:			1,464.50
	SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning			1,464.50

TOTAL OF NEW CHARGES 3,105.75
BALANCE DUE

JH

\$3,105.75

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

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

INVOICE

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

INVOICE # 2018-159
DATE 11/01/2018

PROJECT
 Hanover Cove EAW

DATE	ACCOUNT SUMMARY	AMOUNT
10/10/2018	Balance Forward	\$934.25
	Payments and credits between 10/10/2018 and 11/01/2018	-934.25
	New charges (details below)	1,111.00
	Total Amount Due	\$1,111.00

DATE	ACTIVITY	QTY	RATE	AMOUNT	
09/30/2018	Review letter from SHPO, various emails.	CMN	0:15	101.00	25.25
10/01/2018	Emails re: traffic study.	CMN	0:15	101.00	25.25
10/02/2018	Review MPCA letter, various emails.	CMN	0:15	101.00	25.25
10/03/2018	Emails re: traffic study. Emails re: Hennepin County comments.	CMN	0:15	101.00	25.25
10/05/2018	Update webpage. Phone conference with Amy. Phone conference with Jason. Email to Justin.	CMN	1:15	101.00	126.25
10/08/2018	Emails with Jason. Drafting resolution and record of decision.	CMN	1:45	101.00	176.75
10/09/2018	Drafting record of decision. Phone conference with Brian.	CMN	1:15	101.00	126.25
10/10/2018	Preparing record of decision.	CMN	1:15	101.00	126.25
10/11/2018	Draft record of decision, resolution, council packet on EAW. Various emails.	CMN	3:15	101.00	328.25
10/15/2018	Phone conference with Brian, review EAW rules, email to Brian.	CMN	0:30	101.00	50.50
10/16/2018	Various emails.	CMN	0:15	101.00	25.25
10/17/2018	Email to Brian re: resolution.	CMN	0:15	101.00	25.25
10/22/2018	Email to Brian re: EAW resolution.	CMN	0:15	101.00	25.25

TOTAL OF NEW
CHARGES
BALANCE DUE

1,111.00

JH

\$1,111.00

G # 818-20200
Misc. Escrow

Project # 208245

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

INVOICE

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

INVOICE # 2018-160
DATE 11/01/2018

PROJECT
 Hanover Cove Prelim Plat

DATE	ACCOUNT SUMMARY	AMOUNT
10/10/2018	Balance Forward	\$126.25
	Payments and credits between 10/10/2018 and 11/01/2018	-126.25
	New charges (details below)	555.50
	Total Amount Due	\$555.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
10/16/2018	Emails re: plat submittal.	CMN	0:15	101.00	25.25
10/19/2018	Email from Jason. Reviewing plans. Various emails.	CMN	0:45	101.00	75.75
10/21/2018	Email from Jason re: lot area tables.	CMN	0:15	101.00	25.25
10/22/2018	Emails re: revised prelim plat. Reviewing plans and density, various emails. Phone conference with Brian.	CMN	1:30	101.00	151.50
10/23/2018	Email from Amy, phone conference with Amy. Email to Jason. Reviewing plans.	CMN	1:15	101.00	126.25
10/25/2018	Reviewing plans. Phone conference with Jason. Phone conference with Brian. Various emails.	CMN	1:15	101.00	126.25
10/26/2018	Various emails.	CMN	0:15	101.00	25.25

G# 827-20200
 Hanover Cove Preliminary Plat

TOTAL OF NEW CHARGES 555.50
 BALANCE DUE

JH **\$555.50**

CITY OF HANOVER

Cash Balances

November 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$393,123.91	\$0.00	\$31,838.77	\$361,285.14
107 FIRE DEPT DONATIONS FUND	\$23,657.01	\$0.00	\$38.70	\$23,618.31
201 EDA SPECIAL REVENUE FUND	\$75,371.04	\$0.00	\$0.00	\$75,371.04
205 EDA BUSINESS INCENTIVE FUND	\$240,924.71	\$0.00	\$5,491.00	\$235,433.71
311 2008A GO CIP REFUNDING BOND	\$62,626.41	\$0.00	\$0.00	\$62,626.41
312 2009A GO IMP REFUNDING BOND	\$8,735.63	\$0.00	\$0.00	\$8,735.63
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$363,793.19	\$0.00	\$0.00	\$363,793.19
315 2016A GO CIP BOND	\$38,099.02	\$0.00	\$0.00	\$38,099.02
401 GENERAL CAPITAL PROJECTS	\$1,229,074.20	\$0.00	\$0.00	\$1,229,074.20
402 PARKS CAPITAL PROJECTS	\$53,902.09	\$0.00	\$37,800.00	\$16,102.09
403 FIRE DEPT CAPITAL FUND	\$263,103.70	\$0.00	\$0.00	\$263,103.70
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
406 GAMBLING PROCEEDS	\$5,174.00	\$0.00	\$0.00	\$5,174.00
407 TIF REDEV DIST #1	\$13,312.02	\$0.00	\$0.00	\$13,312.02
409 MAHLER PIT - 15TH ST IMP FUND	\$79,056.88	\$0.00	\$0.00	\$79,056.88
411 FACILITIES CAPITAL PROJ FUND	-\$514,537.06	\$0.00	\$0.00	-\$514,537.06
417 EQUIPMENT CAPITAL FUND	\$118,826.61	\$0.00	\$0.00	\$118,826.61
418 STREET CAPITAL PROJ FUND	\$44,880.22	\$0.00	\$0.00	\$44,880.22
601 WATER ENTERPRISE FUND	\$904,748.54	\$0.00	\$3,632.29	\$901,116.25
602 SEWER ENTERPRISE FUND	\$312,629.58	\$5,059.39	\$5,283.09	\$312,405.88
603 STORM WATER ENTERPRISE FUND	\$120,168.01	\$0.00	\$0.00	\$120,168.01
611 WATER CAPITAL IMP FUND	\$168,120.38	\$0.00	\$0.00	\$168,120.38
612 SEWER CAPITAL IMP FUND	\$1,951,836.36	\$0.00	\$0.00	\$1,951,836.36
613 STORM WATER CAPITAL IMP FUND	\$606,943.25	\$0.00	\$0.00	\$606,943.25
701 RIVER ROAD CEMETERY	\$35,981.74	\$0.00	\$0.00	\$35,981.74
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$36,000.00	\$0.00	\$0.00	\$36,000.00
815 LANDSCAPE ESCROW FUND	\$32,000.00	\$0.00	\$0.00	\$32,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$0.00	\$2,000.00	\$14,000.00
818 MISC ESCROWS FUND	\$10,922.55	\$0.00	\$1,111.00	\$9,811.55
820 BRIDGES TOWNHOMES ESC FUND	\$3,626.40	\$0.00	\$0.00	\$3,626.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$20,691.17	\$0.00	\$0.00	\$20,691.17
824 CROW RVR HTS WEST 3RD PH2 EAW	\$0.00	\$0.00	\$0.00	\$0.00
825 CROW RVR HTS FUT WEST PLAT/PUD	\$11,196.31	\$0.00	\$0.00	\$11,196.31
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$55,380.50	\$0.00	\$555.50	\$54,825.00
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00

Cash Balances

November 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
	\$6,788,108.37	\$5,059.39	\$87,750.35	\$6,705,417.41

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$506,298.61	\$881,449.00	\$375,150.39	57.44%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$64,952.00	\$129,904.00	\$64,952.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$11,234.25	\$15,000.00	\$3,765.75	74.90%
Source Alt Code TAXES		\$0.00	\$582,484.86	\$1,026,353.00	\$443,868.14	56.75%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$3,759.00	\$0.00	-\$3,759.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$10,149.04	\$10,000.00	-\$149.04	101.49%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$700.00	\$400.00	-\$300.00	175.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$5,406.00	\$2,000.00	-\$3,406.00	270.30%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$43.00	\$75.00	\$32.00	57.33%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$415.00	\$0.00	-\$415.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$96,748.90	\$140,661.00	\$43,912.10	68.78%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$4,944.70	\$6,000.00	\$1,055.30	82.41%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,050.00	\$3,000.00	\$950.00	68.33%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,500.00	\$2,000.00	-\$1,500.00	175.00%
Source Alt Code SERVICE		\$0.00	\$127,715.64	\$164,136.00	\$36,420.36	77.81%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	-\$2,024.23	\$900.00	\$2,924.23	-224.91%
MISC	R 100-36210 Interest Earnings	\$0.00	\$5,402.38	\$3,000.00	-\$2,402.38	180.08%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$3,818.70	\$6,000.00	\$9,818.70	-63.65%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$375.00	\$2,000.00	\$1,625.00	18.75%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$259.13	\$0.00	-\$259.13	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$193.58	\$20,400.00	\$20,206.42	0.95%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$7,020.00	\$10,370.00	\$3,350.00	67.70%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$1,690.00	\$400.00	-\$1,290.00	422.50%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$75,867.47	\$140,000.00	\$64,132.53	54.19%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$1,180.00	\$800.00	-\$380.00	147.50%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$35.00	\$50.00	\$15.00	70.00%
Source Alt Code LIC PERM		\$0.00	\$87,292.47	\$153,220.00	\$65,927.53	56.97%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,719.50	\$0.00	-\$12,719.50	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$58,825.50	\$117,651.00	\$58,825.50	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	\$39,020.04	\$39,000.00	-\$20.04	100.05%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,983.76	\$5,500.00	-\$483.76	108.80%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$116,718.30	\$162,490.00	\$45,771.70	71.83%
FINES	R 100-35100 Court Fines	\$0.00	\$5,176.31	\$2,000.00	-\$3,176.31	258.82%
Source Alt Code FINES		\$0.00	\$5,176.31	\$2,000.00	-\$3,176.31	258.82%
Fund 100 GENERAL FUND		\$0.00	\$919,581.16	\$1,528,599.00	\$609,017.84	60.16%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$0.00	\$919,581.16	\$1,528,599.00	\$609,017.84	60.16%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,535.00	\$13,000.00	\$7,465.00	42.58%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$343.17	\$806.00	\$462.83	42.58%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$80.26	\$189.00	\$108.74	42.47%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$345.00	\$400.00	\$55.00	86.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$3,914.21	\$7,500.00	\$3,585.79	52.19%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$711.38	\$500.00	-\$211.38	142.28%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$3,847.08	\$17,503.00	\$13,655.92	21.98%
Dept 41110 Council		\$0.00	\$14,776.10	\$39,898.00	\$25,121.90	37.03%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$4,600.00	\$4,600.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,770.76	\$59,341.45	\$72,040.00	\$12,698.55	82.37%
CITYADM	E 100-41400-121 PERA	\$207.81	\$4,568.28	\$5,403.00	\$834.72	84.55%
CITYADM	E 100-41400-122 FICA	\$171.79	\$3,776.45	\$4,466.00	\$689.55	84.56%
CITYADM	E 100-41400-123 Medicare	\$40.18	\$883.27	\$1,045.00	\$161.73	84.52%
CITYADM	E 100-41400-134 Employer Paid Life	\$15.69	\$329.49	\$400.00	\$70.51	82.37%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$345.70	\$7,259.70	\$8,400.00	\$1,140.30	86.43%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,161.04	\$1,500.00	\$338.96	77.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$91.72	\$500.00	\$408.28	18.34%
Dept 41400 City Administrator		\$3,551.93	\$77,411.40	\$93,754.00	\$16,342.60	82.57%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$173.36	\$1,544.60	\$5,000.00	\$3,455.40	30.89%
ELECTION	E 100-41410-310 Other Professional Serv	\$1,843.39	\$3,879.27	\$5,000.00	\$1,120.73	77.59%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$23.96	\$64.39	\$300.00	\$235.61	21.46%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 41410 Elections		\$2,040.71	\$5,488.26	\$11,800.00	\$6,311.74	46.51%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,758.40	\$37,749.74	\$45,718.00	\$7,968.26	82.57%
CLERICAL	E 100-41430-121 PERA	\$131.88	\$2,905.51	\$3,429.00	\$523.49	84.73%
CLERICAL	E 100-41430-122 FICA	\$109.02	\$2,401.87	\$2,835.00	\$433.13	84.72%
CLERICAL	E 100-41430-123 Medicare	\$25.50	\$561.80	\$663.00	\$101.20	84.74%
CLERICAL	E 100-41430-134 Employer Paid Life	\$62.95	\$1,321.93	\$1,600.00	\$278.07	82.62%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$350.01	\$7,350.21	\$8,400.00	\$1,049.79	87.50%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$22.50	\$250.00	\$227.50	9.00%
Dept 41430 Clerical Staff		\$2,437.76	\$52,313.56	\$63,395.00	\$11,081.44	82.52%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$200.00	\$300.00	\$100.00	66.67%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$240.00	\$500.00	\$260.00	48.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$706.27	\$2,000.00	\$1,293.73	35.31%
Dept 41435 Staff Expenses		\$0.00	\$1,146.27	\$2,800.00	\$1,653.73	40.94%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,040.00	\$43,705.47	\$53,040.00	\$9,334.53	82.40%
ACCTING	E 100-41530-121 PERA	\$153.00	\$3,366.00	\$3,978.00	\$612.00	84.62%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$125.82	\$2,768.70	\$3,288.00	\$519.30	84.21%
ACCTING	E 100-41530-123 Medicare	\$29.42	\$647.40	\$769.00	\$121.60	84.19%
ACCTING	E 100-41530-134 Employer Paid Life	\$43.24	\$906.84	\$1,100.00	\$193.16	82.44%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$350.00	\$7,350.00	\$8,400.00	\$1,050.00	87.50%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$210.00	\$1,000.00	\$790.00	21.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$41.66	\$250.00	\$208.34	16.66%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,815.75	\$5,000.00	\$2,184.25	56.32%
Dept 41530 Accounting		\$2,741.48	\$61,811.82	\$76,825.00	\$15,013.18	80.46%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41540 Auditing		\$0.00	\$21,050.00	\$21,050.00	\$0.00	100.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41550 Assessing		\$0.00	\$20,392.00	\$20,000.00	-\$392.00	101.96%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$3,048.25	\$3,500.00	\$451.75	87.09%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	-\$64.38	\$200.00	\$264.38	-32.19%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$4,089.10	\$8,000.00	\$3,910.90	51.11%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$3,750.60	\$4,000.00	\$249.40	93.77%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,924.25	\$2,500.00	\$575.75	76.97%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$1,122.00	\$6,000.00	\$4,878.00	18.70%
Dept 41570 Purchasing		\$0.00	\$13,869.82	\$24,200.00	\$10,330.18	57.31%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$6,479.80	\$8,500.00	\$2,020.20	76.23%
Dept 41600 Computer		\$0.00	\$6,479.80	\$8,500.00	\$2,020.20	76.23%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$145.72	\$7,622.40	\$23,500.00	\$15,877.60	32.44%
Dept 41610 City Attorney		\$145.72	\$7,622.40	\$23,500.00	\$15,877.60	32.44%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$3,105.75	\$22,245.22	\$25,000.00	\$2,754.78	88.98%
Dept 41910 Planning and Zoning		\$3,105.75	\$22,245.22	\$25,000.00	\$2,754.78	88.98%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$8,914.88	\$7,000.00	-\$1,914.88	127.36%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$620.00	\$250.00	-\$370.00	248.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$5,794.68	\$9,000.00	\$3,205.32	64.39%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$6,928.37	\$4,200.00	-\$2,728.37	164.96%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$262.00	\$300.00	\$38.00	87.33%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$10,887.92	\$14,000.00	\$3,112.08	77.77%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$418.69	\$7,326.22	\$8,000.00	\$673.78	91.58%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$2,642.66	\$3,500.00	\$857.34	75.50%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$9,711.15	\$4,500.00	-\$5,211.15	215.80%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$1,450.00	\$2,500.00	\$1,050.00	58.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$8,158.92	\$500.00	-\$7,658.92	631.78%
Dept 41940 General Govt Buildings/Plant		\$418.69	\$62,696.80	\$55,750.00	-\$6,946.80	112.46%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$10,707.75	\$25,000.00	\$14,292.25	42.83%
Dept 41950 Engineer		\$0.00	\$10,707.75	\$25,000.00	\$14,292.25	42.83%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$11,061.75	\$9,500.00	-\$1,561.75	116.44%
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	\$13,521.98	\$22,000.00	\$8,478.02	61.46%
Dept 41960 Insurance		\$0.00	\$24,583.73	\$31,500.00	\$6,916.27	78.04%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$22.46	\$202.18	\$2,000.00	\$1,797.82	10.11%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$165.95	\$500.00	\$334.05	33.19%
Dept 41970 Legal Publications		\$22.46	\$368.13	\$2,850.00	\$2,481.87	12.92%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$60,821.79	\$81,096.00	\$20,274.21	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,760.00	\$99,879.58	\$105,120.00	\$5,240.42	95.01%
Dept 42102 Wright County Sheriff		\$8,760.00	\$99,879.58	\$105,120.00	\$5,240.42	95.01%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$29,841.38	\$59,000.00	\$29,158.62	50.58%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$3,271.10	\$3,658.00	\$386.90	89.42%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$765.03	\$856.00	\$90.97	89.37%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$167.88	\$0.00	-\$167.88	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$5,023.45	\$8,500.00	\$3,476.55	59.10%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$350.00	\$350.00	0.00%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$624.00	\$2,497.00	\$4,000.00	\$1,503.00	62.43%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$725.00	\$1,000.00	\$275.00	72.50%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,003.82	\$5,000.00	\$2,996.18	40.08%
Dept 42210 Fire Dept Administration		\$624.00	\$44,294.66	\$82,364.00	\$38,069.34	53.78%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$968.50	\$4,790.04	\$15,500.00	\$10,709.96	30.90%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$1,077.52	\$1,500.00	\$422.48	71.83%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$336.91	\$850.00	\$513.09	39.64%
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$3,376.87	\$28,500.00	\$25,123.13	11.85%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$4,716.32	\$5,000.00	\$283.68	94.33%
Dept 42220 Fire Dept Equipment		\$968.50	\$14,297.66	\$51,350.00	\$37,052.34	27.84%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$1,608.62	\$12,500.00	\$10,891.38	12.87%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$20.00	\$2,402.44	\$3,210.00	\$807.56	74.84%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$1,397.06	\$1,500.00	\$102.94	93.14%
Dept 42240 Fire Dept Training		\$20.00	\$5,408.12	\$17,210.00	\$11,801.88	31.42%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$0.00	\$2,513.53	\$4,500.00	\$1,986.47	55.86%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$1,329.55	\$3,908.78	\$9,000.00	\$5,091.22	43.43%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$168.97	\$2,000.00	\$1,831.03	8.45%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$11,144.51	\$7,805.00	-\$3,339.51	142.79%
Dept 42260 Fire Vehicles		\$1,329.55	\$17,735.79	\$23,305.00	\$5,569.21	76.10%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$279.34	\$1,650.00	\$1,370.66	16.93%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$344.00	\$9,618.43	\$7,500.00	-\$2,118.43	128.25%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$820.34	\$1,000.00	\$179.66	82.03%
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	\$3,055.90	\$4,500.00	\$1,444.10	67.91%
FIREBLDG	E 100-42280-383 Gas Utilities	\$168.59	\$2,264.67	\$3,000.00	\$735.33	75.49%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$0.00	\$932.35	\$0.00	-\$932.35	0.00%
Dept 42280	Fire Stations and Bldgs	\$512.59	\$16,971.03	\$17,825.00	\$853.97	95.21%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$39,020.04	\$39,000.00	-\$20.04	100.05%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$6,005.50	\$12,011.00	\$6,005.50	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,500.00	\$250.00	96.15%
Dept 42290	Fire Relief Association	\$0.00	\$51,275.54	\$57,511.00	\$6,235.46	89.16%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$35,481.36	\$50,000.00	\$14,518.64	70.96%
Dept 42401	Building Inspection Admin	\$0.00	\$35,481.36	\$50,000.00	\$14,518.64	70.96%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
Dept 42700	Animal Control	\$0.00	\$865.00	\$500.00	-\$365.00	173.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$4,804.51	\$122,874.79	\$131,192.00	\$8,317.21	93.66%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$700.84	\$2,000.00	\$1,299.16	35.04%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$11,510.00	\$13,740.00	\$2,230.00	83.77%
PUBWRKS	E 100-43000-121 PERA	\$360.34	\$9,525.75	\$11,714.00	\$2,188.25	81.32%
PUBWRKS	E 100-43000-122 FICA	\$282.43	\$8,246.58	\$10,536.00	\$2,289.42	78.27%
PUBWRKS	E 100-43000-123 Medicare	\$66.05	\$1,928.67	\$2,464.00	\$535.33	78.27%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$109.69	\$2,036.50	\$2,100.00	\$63.50	96.98%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7,057.74	\$250.00	-\$6,807.74	823.10%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,408.24	\$27,571.12	\$30,000.00	\$2,428.88	91.90%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$2,459.23	\$2,500.00	\$40.77	98.37%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$10,235.38	\$7,000.00	-\$3,235.38	146.22%
PUBWRKS	E 100-43000-215 Shop Supplies	\$28.75	\$7,882.78	\$5,500.00	-\$2,382.78	143.32%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$17.32	\$13,695.46	\$9,000.00	-\$4,695.46	152.17%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$12.57	\$3,298.88	\$5,000.00	\$1,701.12	65.98%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$2,266.15	\$3,000.00	\$733.85	75.54%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$4,205.00	\$17,000.00	\$12,795.00	24.74%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$2,738.62	\$2,800.00	\$61.38	97.81%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$118.00	\$200.00	\$82.00	59.00%
Dept 43000	Public Works (GENERAL)	\$7,089.90	\$238,351.49	\$257,496.00	\$19,144.51	92.57%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$185.88	\$7,504.53	\$100,000.00	\$92,495.47	7.50%
Dept 43121	Paved Streets	\$185.88	\$7,504.53	\$100,000.00	\$92,495.47	7.50%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$5,784.50	\$15,000.00	\$9,215.50	38.56%
Dept 43122	Unpaved Streets	\$0.00	\$5,784.50	\$15,000.00	\$9,215.50	38.56%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal	\$0.00	\$6,624.48	\$15,000.00	\$8,375.52	44.16%
Dept 43160	Street Lighting					
STLHTG	E 100-43160-381 Electric Utilities	\$0.00	\$17,636.87	\$25,000.00	\$7,363.13	70.55%
Dept 43160	Street Lighting	\$0.00	\$17,636.87	\$25,000.00	\$7,363.13	70.55%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$3,448.47	\$0.00	-\$3,448.47	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$0.00	\$33,682.78	\$38,500.00	\$4,817.22	87.49%
Dept 43245	Recycling: Refuse	\$0.00	\$33,682.78	\$38,500.00	\$4,817.22	87.49%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$6,191.86	\$8,700.00	\$2,508.14	71.17%
Dept 45186	Senior Center	\$0.00	\$6,191.86	\$8,700.00	\$2,508.14	71.17%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,823.86	\$2,000.00	\$176.14	91.19%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$5,165.03	\$5,000.00	-\$165.03	103.30%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$3,561.14	\$8,000.00	\$4,438.86	44.51%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,800.00	\$6,800.00	\$0.00	100.00%
PARKS	E 100-45200-381 Electric Utilities	\$0.00	\$1,558.77	\$2,200.00	\$641.23	70.85%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$2,529.16	\$2,200.00	-\$329.16	114.96%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$3,664.51	\$8,000.00	\$4,335.49	45.81%
Dept 45200	Parks (GENERAL)	\$0.00	\$25,102.47	\$35,700.00	\$10,597.53	70.32%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$9,863.77	\$11,500.00	\$1,636.23	85.77%
Dept 45500	Libraries (GENERAL)	\$0.00	\$9,863.77	\$11,500.00	\$1,636.23	85.77%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Dept 49800	Transit (GENERAL)	\$0.00	\$488.63	\$5,000.00	\$4,511.37	9.77%
Fund 100	GENERAL FUND	\$33,954.92	\$1,104,673.44	\$1,528,599.00	\$423,925.56	72.27%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$33,954.92	\$1,104,673.44	\$1,528,599.00	\$423,925.56	72.27%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 11-08-17-103

A RESOLUTION CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITY ACCOUNTS

WHEREAS, pursuant to proper notice duly given as required by law, the City of Hanover has met and heard and passed upon all objections to the proposed assessment for delinquent utility bills.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves such proposed assessment, including a processing fee of \$10.00 per account, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named herein; and

BE IT FURTHER RESOLVED, that such assessment shall be payable in equal annual installments extending over a period of one (1) year, and shall bear interest at the rate of Ten Percent (10%) per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2019; and

BE IT FURTHER RESOLVED, that the City of Hanover City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the proper tax lists of the county and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Hanover, MN
Delinquent Water Dist., Sanitary Sewer & Storm Water Accounts
For Certification to Taxes - Delinquent Accounts through 09/30/18
1 year assessment

Property ID	Address	Name	Safe Water (01)	Supply (05)	Processing Fee	Interest	Han Dist (30)	Han Sewer (35)	Storm Water Han (300)	Processing Fee	Interest
06-119-23-21-0007	10715 Crow Hassan Park Rd	Bradley J. Blackhawk, Jr.			\$ 10.00	18%			\$ 115.66	\$ 10.00	10%
06-119-23-21-0014	10836 Ginseng Ln N	Ryan Joseph Shrode			\$ 10.00	18%			\$ 68.00	\$ 10.00	10%
108-019-001030	10818 River Rd NE	Scott Kenney c/o Christina Kenney			\$ 10.00	18%			\$ 85.53	\$ 10.00	10%
108-030-008070	10461 4th St NE	Joshua T. & Angela M. Jerde			\$ 10.00	18%			\$ 83.03	\$ 10.00	10%
108-035-006060	11653 Meadowbrook Ave NE	Evan J. & Nicole L. Vik	\$ 6.36	\$ 104.51	\$ 10.00	18%	\$ 41.20	\$ 61.70	\$ 5.66	\$ 10.00	10%
108-037-006020	11153 14th St NE	Michael S. & Kelli M. Fritzke	\$ 6.36	\$ 75.83	\$ 10.00	18%	\$ 112.77	\$ 682.81	\$ 64.30	\$ 10.00	10%
108-039-002020	10479 6th St NE	James M. Jr. & Erica A. Zavodny	\$ -	\$ 63.54	\$ 10.00	18%	\$ 22.93	\$ 32.85	\$ 3.08	\$ 10.00	10%
108-500-363200	11218 Church St NE	Thomas Pelant, Sr. c/o Jane Pelant	\$ 3.84	\$ 52.45	\$ 10.00	18%	\$ 23.92		\$ 48.57	\$ 10.00	10%
Jt. Powers Certified							City Certified				

2018 Hennepin County Delinquent Storm Water, Sewer, and Distrib

Special Assessment Certification Rolls
Municipal Code: 67

Page 1 of 1

<u>Levy No.</u>	<u>Property ID</u>	<u>Principal</u>	<u>Processing Fee</u>	<u>Total Principal</u>
Safe Water (01)				
Supply (05)				
Han. Dist. (30)				
Han. Sewer (35)				
Storm Water (300)	06-119-23-21-0007	\$ 115.66	\$ 10.00	\$ 125.66
	06-119-23-21-0014	\$ 68.00	\$ 10.00	\$ 78.00
				\$ 203.66

SPECIAL ASSESSMENT RATE CARD

ADD

MUNICIPALITY Hanover

DOCUMENT NO: _____

MUNIC CODE 67

AUTHORIZED BY: _____

DATE: _____

LEVY NUMBER: _____

PROJECT NUMBER: _____

LEVY DESCRIPTION: _____

Storm Water

TOTAL PROJ ASSMT: _____

\$203.66

SERVICE CHARGE: _____

\$2.50

...LUMPED (L) OR SPREAD (S)

Lump

INTEREST RATE: _____

10%

NO. OF YEARS PAYABLE: _____

1

FIRST YEAR PAYABLE: _____

2019

MONTHS INT. FIRST YEAR: _____

14

Hanover, MN

Wright County Delinquent Sewer, Water Dist. & Storm Water Accounts

For Certification to Taxes - Delinquent service through 9/30/18

<u>Property ID</u>		<u>Total</u>	<u>Interest</u>	<u>Assess. Length</u>
108-019-001030	\$	95.53	10%	1 year
108-030-008070	\$	93.03	10%	1 year
108-035-006060	\$	118.56	10%	1 year
108-037-006020	\$	869.88	10%	1 year
108-039-002020	\$	68.86	10%	1 year
108-500-363200	\$	82.49	10%	1 year
	\$	1,328.35		

**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 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-104

A RESOLUTION APPROVING THE 2019-2020 MULTI-DWELLING RENTAL LICENSES

WHEREAS, the City issues biennial Multi-Dwelling Rental Licenses; and

WHEREAS, the City’s Ordinance allows the licenses to commence January 1st and terminate December 31st at 11:59 pm of the biennium; and

WHEREAS, the City has issued the licenses once inspections have been passed.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby issues, upon receipt of payment and application, a Multi-Dwelling Rental License to the following owners:

- Green Briar Properties – Hometown Management for two properties:
98 Mill Pond Trail
11279 River Road

- Tom Reinking for one property:
11116 River Road

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-105

A RESOLUTION TERMINATING SEH INC. CONTRACT

WHEREAS, the Hanover EDA contracts with SEH Inc. for EDA Consultant services; and

WHEREAS, the consultant dedicated to the Hanover EDA took employment with another firm; and

WHEREAS, the Hanover EDA wishes to terminate the dedicated consulting services contract.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby terminates the EDA Consulting Services contract with SEH Inc.

BE IT FURTHER RESOLVED, that the City Council directs its City Administrator to send notice of the termination per the termination clause outlined in the contract.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 11-14-18-106

A RESOLUTION APPROVING 2020-2021 WRIGHT COUNTY ASSESSOR AGREEMENT

WHEREAS, the City of Hanover receives assessor services from Wright County; and

WHEREAS, Wright County has submitted an agreement to renew these services for 2020 and 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the proposed agreement with the Wright County Assessor for 2020-2021, as per the attached agreement.

BE IT FURTHER RESOLVED, that the City Council authorizes its Mayor and City Administrator to execute the agreement on behalf of the City.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



Memo

To: City Administrators and Township Supervisors

From: Tony Rasmuson, SAMA, Wright County Assessor

Date: 11/1/2018

RE: 2020 and 2021 Assessment Contracts

In October of 2018, the County Board reviewed the costs associated with performing the assessment and the revenue received by the jurisdictions that employ the services of the Wright County Assessor's Office.

Findings by the Board included:

- The current deficit for the Assessor's Office is in excess of one million dollars.
- Our office will be replacing Xerox software that is antiquated and will no longer be supported by the company that is providing it to us – cost to the County to replace is in excess of \$125,000.
- Local assessors have been retiring, districts that were under contract with local assessors haven't been able to find replacements, requiring the County hire and pay to have assessors trained and licensed to perform the assessment for those districts.
- Legislation has made it so all assessor's will have to be accredited within four years of hire, resulting in higher up front expenses for training. There are also increased requirements for continuing education for existing assessors required by legislation.

Items ratified by the County Board (changes to the previous contract):

To more equitably share costs, our office will be adjusting our rate for the 2020 assessment from \$12 to \$13 per parcel and the 2021 assessment to \$14 per parcel. Keep this in mind as you budget for 2020 and 2021.

All other charges will remain the same throughout the term of the contract.

We appreciate the relationships that we have with all districts that we work with and I want to personally thank you for choosing the Wright County Assessor's Office for your assessment needs. We will continue to work hard and remember that we are here for you! Please find the enclosed contract; sign, date and mail the contract back to our office before January 2, 2019.

ASSESSMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, a political subdivision of the State of Minnesota, hereinafter referred to as the “County” and the City of Hanover a political subdivision of the State of Minnesota, hereinafter referred to as “City/Township”;

WHEREAS, said City/Township lies either wholly or partially within the County and constitutes a separate assessment district; and

WHEREAS, under such circumstances the provision of the Minnesota Statutes, Sections 273.072 and 471.59 permit the County Assessor to provide for the assessment of property; and

WHEREAS, said City/Township desires the County to perform certain assessments on behalf of said City/Township; and

WHEREAS, the County is willing to cooperate with said City/Township by completing the assessment in a proper manner;

NOW, THEREFORE, in consideration of the mutual covenants contained herein it is agreed as follows:

1. The County shall perform the 2020 and 2021 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

2. All information, records, data, reports, and the like that are necessary to allow the County to carry out its responsibilities under this Agreement shall be furnished to the County without charge by the City/Township and the City/Township agrees to cooperate in good faith with the County in carrying out the work under this Agreement.

3. The City/Township agrees to furnish, without charge, work space, if needed, for an appraiser to perform such tasks as document review, with such tasks to be performed during normal business hours for the City/Township.

4. The County agrees to indemnify and hold harmless the City/Township and all of its agents and employees against any and all claims, demands, actions or causes of action arising out of or by reason of the performance of work provided for herein to be performed by the County. It is further agreed that any and all full time employees of the County engaged in the performance of any work or services required or provided for herein shall be considered employees of the County only and not of the City/Township and that any and all claims that may arise under the Workman's Compensation Act of the State of Minnesota and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees shall be the sole obligation and responsibility of the County.

5. This Agreement shall commence on January 2, 2019 and shall terminate on June 30, 2021. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice

to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2021.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$13.00 per parcel for the 2020 and \$14.00 per parcel for the 2021 assessment. In addition, there will be an additional fee of \$50.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$150.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

7. Any notice which may be given or made by a party hereto under the terms of this Agreement shall be in writing and shall be sent by United States Mail or personally delivered to the other party addressed as follows:

To City: City of Hanover
 11250 5th St NE
 Hanover, MN 55341

To County: Anthony P. Rasmuson, Wright County Assessor
 Wright County Government Center
 10 2nd Street NW, Room 100
 Buffalo, MN 55313

8. The Agreement may be amended or modified only by written agreement signed by authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this 1st day of November , 2018.

WRIGHT COUNTY

Dated: 11/1/2018

By 
Anthony P. Rasmuson
Wright County Assessor

City of Hanover

Dated: _____

By _____

Dated: _____

By _____

EXHIBIT A

During the term of this Agreement, the County shall:

1. Physically inspect and revalue real property, as required by law.
2. Physically inspect and value all new construction, additions and renovation
3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.
4. Attend Board of Review or Open Book Meeting. Per Board request, make all necessary review appraisals.
5. Keep updated field card file - current values, homestead and classification data.
6. Print, mail and post valuation notices.
7. Respond to taxpayers regarding assessment or appraisal problems or inquiries periodically.
8. Make divisions and combinations periodically.
9. Administer the abatement process pursuant to Minn.Stat. § 375.192.
10. Make appraisals for, testify or negotiate all District Court or Tax Court filings.
11. Post values from appraisal cards to assessment rolls.
12. Adjust estimated market values on those properties not physically inspected as needed and per sales analysis.

**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 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-107

**A RESOLUTION APPROVING PURCHASE OF
EDA BUSINESS SOCIAL APPRECIATION TOKENS**

WHEREAS, the Hanover Economic Development Authority (EDA) hosts an annual Business Social to show appreciation to local businesses and to share what the purpose is of the EDA; and

WHEREAS, the EDA desires to give an appreciation token to event attendees at the 2019 Business Social; and

WHEREAS, the EDA seeks to purchase three items to hold a drawing for the appreciation tokens.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves up to \$1,000 in appreciation token value.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

ATTEST:

Chris Kauffman, Mayor

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-108

**A RESOLUTION APPROVING EXEMPT GAMBLING PERMIT FOR
ROCKY MOUNTAIN ELK FOUNDATION**

WHEREAS, the Rocky Mountain Elk Foundation has submitted an application for an Exempt Gambling Permit for the purpose of conducting a raffle on January 12, 2019; and

WHEREAS, this is the organization’s first permit application for 2019; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the first of six allowed events for the Rocky Mountain Elk Foundation in 2019 to be conducted on January 12, 2019 located at 10940 4th St. NE.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 11-14-18-112

**A RESOLUTION APPROVING HENNEPIN COUNTY USER AGREEMENT FOR
ACCESS TO PICTOMETRY IMAGERY**

WHEREAS, Hennepin County has submitted an agreement for the City of Hanover to access pictometry imagery through their resources; and

WHEREAS, the City currently has a similar agreement with Hennepin County.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the user agreement as attached.

BE IT FURTHER RESOLVED, the City Council authorizes its City Administrator to execute the agreement.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



Information Technology

GIS Office

A-18 Government Center | Minneapolis, MN 55487 | 612-596-9484 | gis.info@hennepin.us

October 10, 2018

Dear Administrator:

Hennepin County is acquiring new aerial imagery and analysis tools this year from the Sanborn Map Company. The county also has historical Pictometry aerial imagery that was captured in 2006, 2008, 2011 and 2015. The county would like to make both resources available to your organization free of charge, through separate online services without installation or administration of any software. These resources will allow users within your organization to access both the new imagery and analysis tools, as well as the historical imagery.

Access to aerial imagery and analysis tools adds value to many business areas serving Hennepin County residents, such as property appraisal, public safety, public works, and education, to name a few. Please review the attached page for more information on both Sanborn and Pictometry imagery.

If you have a previous contract with Hennepin County for accessing aerial imagery via Pictometry Connect, you will find a new contract enclosed. This agreement will allow your organization to access the new Sanborn imagery as well as the historical Pictometry imagery. Please complete the contract fields, sign, and attach a copy of your delegation of signature authority, then return a hard copy by mail within forty-five (45) days to Julie Gilasevitch at the address below to avoid losing your access. Please be sure to indicate a contact person, their email address, and phone number so the Hennepin County GIS team can follow up with specific instructions to access the imagery.

If you do not have a previous contract for the imagery and would like to participate, please call or email Ann Houghton, GIS Project Manager: Ann.Houghton@Hennepin.us, 612-348-5623. The Hennepin County GIS Office will administer access to the system over the coming months and will work with your organization on necessary steps to provide your staff access.

Please respond to this letter by **November 21, 2018**.

We look forward to working collaboratively with you in serving Hennepin County residents.

Sincerely,

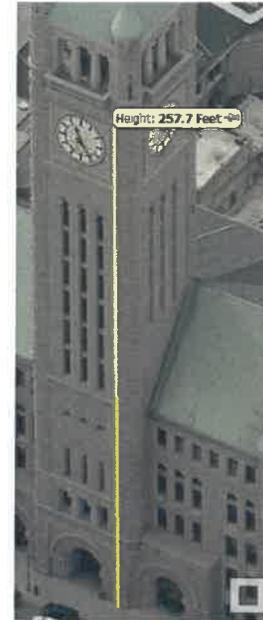
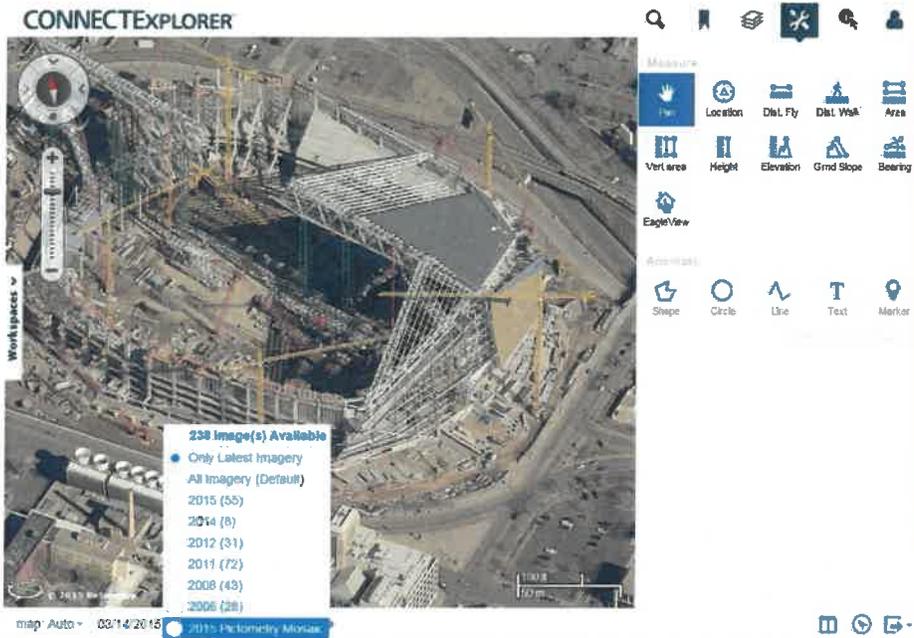
A handwritten signature in black ink, appearing to read 'Julie Gilasevitch'.

Julie Gilasevitch, MPH, CPH | Senior Contract Services Analyst |
Hennepin County Government Center | Information Technology Department A-1900
300 S 6th St | Minneapolis MN 55487 | 612-543-5169 | julie.gilasevitch@hennepin.us

Overview: Web Applications

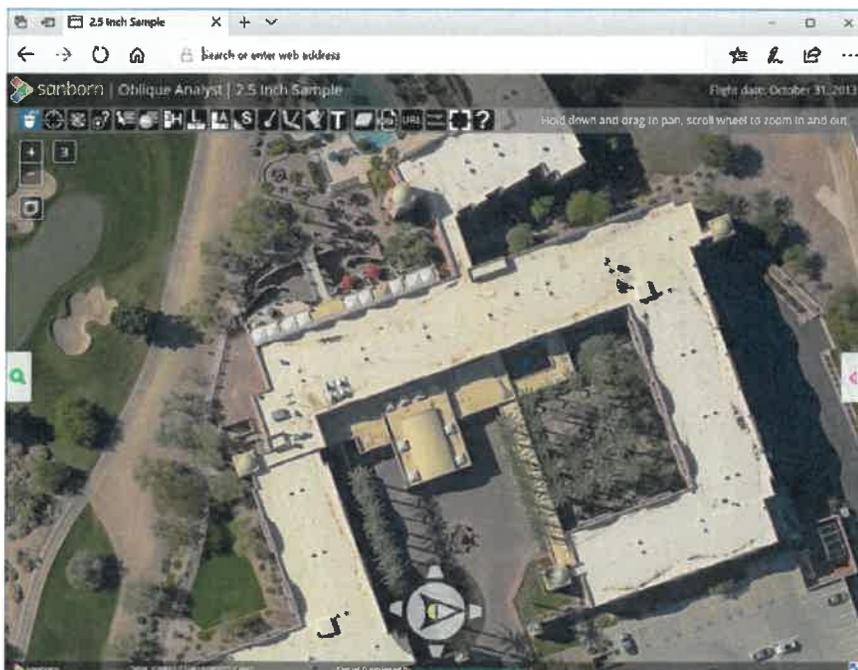
Pictometry CONNECTExplorer (<https://www.eagleview.com>) enables staff to view *historic* aerial photos of Hennepin County. Features and functionality include:

- Orthophotography (straight down) • Oblique images (taken at a 45° angle from N S E W)
- Length, Area, and Height measurement tools • Historic images from 2006, 2008, 2011, and 2015
- View historic imagery side by side • Copy images for use in reports • Overlay parcel data



Sanborn Oblique Analyst (<https://www.sanborn.com/oblique-analyst/>) enables staff to view *current* aerial photos of Hennepin County. Features and functionality include:

- Orthophotography (straight down) • Oblique images (taken at a 45° angle from N S E W)
- Length, Area, and Height measurement tools • Spring 2018 images
- Copy images for use in reports • Overlay parcel data



HENNEPIN COUNTY USER AGREEMENT

This Hennepin County User Agreement (“HCUA”) is between Hennepin County, State of Minnesota, (“COUNTY”) and _____, (“USER”).

WITNESSETH:

WHEREAS, COUNTY and Pictometry International Corporation (“Pictometry”) executed the AGREEMENT FOR THE PURCHASE OF A DIGITAL ORTHO AND OBLIQUE AERIAL PHOTOGRAPH AND INFORMATION SYSTEM LICENSE, as amended, for the licensing of oblique images and related systems (the “Pictometry Agreement”);

WHEREAS, COUNTY and The Sanborn Map Company, Inc. (“Sanborn”) executed the AGREEMENT FOR THE PURCHASE OF A DIGITAL ORTHO AND OBLIQUE AERIAL PHOTOGRAPH AND INFORMATION SYSTEM LICENSE, as amended, for the licensing of oblique images and related systems (the “Sanborn Agreement”);

WHEREAS, Pictometry’s hosted software system and Sanborn’s hosted software system (collectively the “System”) collects, organizes, stores, displays and allows access to a collection of oblique images, metadata, data layers, models, reports and other geographic or structural visualizations or embodiments (collectively “Delivered Content”);

WHEREAS, by the terms of the Pictometry Agreement, Pictometry granted COUNTY the right to allow duly authorized political units or subdivisions located totally or substantially within the boundaries of Hennepin County, including cities or townships, to access the System and Pictometry Delivered Content.

WHEREAS, by the terms of the Sanborn Agreement, Sanborn granted COUNTY the right to allow duly authorized political units or subdivisions located totally or substantially within the boundaries of Hennepin County, including cities or townships, to access the System and Sanborn Delivered Content.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements set forth herein, COUNTY and USER agree as follows:

1. Term.

This Agreement shall commence upon September 1, 2018 and shall continue for one (1) year unless terminated earlier in accordance with the provisions of this Agreement. Unless COUNTY otherwise notifies USER within thirty (30) days prior to the expiration of a term of this Agreement, this Agreement shall then

automatically renew for another two (2) year term. However, in no event shall this Agreement continue beyond August 31, 2021.

2. Licenses.

Subject to the provisions herein, COUNTY grants USER a limited, revocable, non-exclusive, royalty-free license to access and use the System and Delivered Content exclusively for the performance of USER's public responsibilities. The rights granted in this paragraph may be referred to as the "License". For clarification and not limitation, the License permits access or use by USER's employees and contracted personnel performing USER's public responsibilities (said employees or contracted personnel may be referred to as "Eligible Personnel" and, as applicable throughout this HCUA, the term "USER" shall include and apply to Eligible Personnel).

USER is solely responsible for implementing the technology necessary to access the System, to retrieve Delivered Content and to use, control and safeguard the Delivered Content pursuant to the obligations set forth herein.

Except as expressly set forth herein, USER shall acquire no right, title or interest in or to the System or Delivered Content.

USER shall strictly comply with the following:

- (i) USER shall access the System and access, use, control and safeguard Delivered Content in compliance with the terms of this HCUA;
- (ii) USER shall only access the System and Delivered content by and through a computer workstation or server (i) that is owned or leased by USER; (ii) that is under the exclusive control of USER; and (iii) that is exclusively available for use by USER (an "Authorized System");
- (iii) USER shall not share or distribute System authentication information, usernames or passwords ("Authentication") with any unauthorized third-party;
- (iv) USER shall secure and safeguard the System, Authentication and Delivered Content in USER's possession or control in the same manner that USER secures and safeguards its own critical or confidential systems, software, data, passwords or other information. If there is a conflict between USER's security requirements and COUNTY's security requirements, COUNTY's security requirements shall prevail;

(v) USER shall not access the Delivered Content by any means other than the System including but not limited to scraping, robots, wanderers, crawlers, spiders, etc (as those terms are commonly used and understood in the information technology industry);

(vi) USER shall be solely responsible for accessing, using and otherwise supporting the System including but not limited to paying all costs, expenses and communication charges associated with the same;

(vii) USER shall use, control and safeguard the Delivered Content in compliance with the terms of this HCUA and with applicable law including but not limited to the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13;

(viii) Except as expressly provided herein, USER shall not use, disclose, sell, market, distribute or otherwise make available the Delivered Content during the term of this HCUA or at any time thereafter except as required by law or with COUNTY's express written consent;

(ix) USER shall not allow third-party access to Delivered Content except as follows:

(a) USER may provide Delivered Content to individual members of the public requesting access to data pursuant to the Minnesota Government Data Practices Act subject to the following:

- (1) USER may permit inspection of Delivered Content on Authorized Systems;
- (2) USER may provide paper copies of Delivered Content; and
- (3) USER may provide .pdf or .jpg images of Delivered Content provided that USER may not assemble more than three (3) contiguous images into a single image.

(b) USER may provide Delivered Content to an entity performing services for USER (said entity, including but not limited to the entity's employees or contracted personnel, may be referred to as "Project Participant(s)") subject to the following:

- (1) Access and use of the Delivered Content by Project Participants shall be solely for the purpose of performance of tasks or preparation of materials for USER;

- (2) Project Participants shall be identified in writing to Pictometry and Sanborn, respectively, prior to being granted access to the Delivered Content;
- (3) Unless Pictometry and/or Sanborn expressly waives such requirement, Project Participants shall enter a written agreement with Pictometry and/or Sanborn authorizing such access;
- (4) Project Participants shall access and use Delivered Content under USER's supervision;
- (5) USER may provide paper copies of Delivered Content to Project Participants; and
- (6) USER may provide static images of Delivered Content to Project Participants provided that the static image does not include any metadata.

Unless expressly authorized by the provisions herein, all other third-party access to Delivered Content is prohibited;

(x) USER shall not remove, delete, alter or otherwise modify any copyright messages on or associated with the System or Delivered Content, including but not limited to copyright notices from COUNTY or Pictometry or Sanborn.

3. Disclaimers and Limitations of Liability.

COUNTY, BY AND THROUGH PICTOMETRY AND/OR SANBORN, IS PROVIDING THE SYSTEM AND DELIVERED CONTENT ON AN AS-IS BASIS WITH NO SUPPORT WHATSOEVER. THERE IS NO WARRANTY OF MERCHANTABILITY, NO WARRANTY OF FITNESS FOR PARTICULAR USE, NO WARRANTY OF NON-INFRINGEMENT, NO WARRANTY REGARDING THE USE OF THE INFORMATION OR THE RESULTS THEREOF AND NO OTHER WARRANTY OF ANY KIND, EXPRESS OR IMPLIED.

WITHOUT LIMITING THE FOREGOING, COUNTY DOES NOT WARRANT THE PERFORMANCE OF THE SYSTEM OR RELATED AND NECESSARY COMMUNICATIONS OR CONNECTIONS TO THE SYSTEM, THAT THE SYSTEM WILL BE UNINTERRUPTED OR ERROR FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE SYSTEM IS FREE OF HARMFUL CODE. USER fully understands and agrees that (i) the System is subject to errors, omissions, delays or interruptions; and (ii) COUNTY, by and through Pictometry and/or Sanborn, may modify or change the System in a manner that may impact or restrict USER's access. In any such event, the COUNTY will not be liable for the cost of such changes, damages or other liability which may be sustained by USER.

WITHOUT LIMITING THE FOREGOING, COUNTY DOES NOT WARRANT THE ACCURACY, COMPLETENESS OR TIMELINESS OF THE DELIVERED CONTENT NOR DOES COUNTY WARRANT THAT DEFECTS IN THE SAME WILL BE CORRECTED. USER fully understands and agrees that (i) the Delivered Content is provided by third-parties, including but not limited to Pictometry and/or Sanborn; and (ii) COUNTY does not directly control and is not responsible for the Delivered Content. USER fully understands and agrees that the Delivered Content is subject to errors, omissions, delay or interruptions, including but not limited to (i) delays, errors or omissions in the receipt of the Delivered Content, (ii) changes, adjustments, corrections or modifications of the Delivered Content and (iii) that COUNTY may make modifications, changes and/or adjustments to the Delivered Content at any time and without notice to USER.

At the point of initial contact with any Delivered Content provided to the public, USER shall include the disclaimer set forth in the preceding three paragraphs, in the same or substantially similar format with necessary adjustments for accuracy and applicability, including but not limited to defining "Delivered Content".

IN NO EVENT SHALL COUNTY BE LIABLE FOR ACTUAL, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT, LOSS OF BUSINESS OR ANY OTHER FINANCIAL LOSS OR ANY OTHER DAMAGES EVEN IF THE COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. COUNTY'S SOLE LIABILITY AND USER'S SOLE AND EXCLUSIVE REMEDY FOR ANY DAMAGES RELATED TO THIS HCUA OR FOR ANY BREACH OF THIS HCUA, INCLUDING BUT NOT LIMITED TO LIABILITY FOR SYSTEM OR DELIVERED CONTENT NONPERFORMANCE, ERRORS OR OMISSIONS, SHALL BE LIMITED TO RESTORING OR CORRECTING THE SYSTEM OR DELIVERED CONTENT TO THE EXTENT AND DEGREE COUNTY IS CAPABLE OF PERFORMING THE SAME AND AS IS REASONABLY POSSIBLE UNDER THE PERTINENT CIRCUMSTANCES.

4. Royalty Free License.

The License is royalty free. COUNTY is not providing any implementation, maintenance, support or other services hereunder and, as such, USER shall not pay COUNTY any amount for services pursuant to this HCUA.

5. Compliance with Applicable Law and Data.

USER and COUNTY shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.

Subject to the provisions set forth in Section 2 above, the parties, their officers, agents, owners, partners, employees, volunteers and subcontractors shall

abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality. USER shall promptly notify COUNTY if USER becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA.

6. Termination.

If COUNTY reasonably believes that USER is not complying with any terms of this HCUA, including but not limited to the license or related limitations, COUNTY may immediately terminate this HCUA and thereby terminate the License and USER's access to and use of the System and Delivered Content.

Either party may terminate this HCUA without cause at any time by upon thirty (30) day written notice to the other party.

Notwithstanding the term set forth herein, the parties expressly agree that COUNTY may (i) terminate the license granted herein for either the Pictometry Delivered Content or the Sanborn Delivered Content; or (ii) terminate this HCUA upon the expiration or termination, for any reason, of either or both the Pictometry Agreement and/or the Sanborn Agreement.

7. Liability.

USER agrees to defend, indemnify, and hold harmless the COUNTY, their officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from USER's use of or access to the System or Delivered Content, from USER's failure to comply with the terms of this HCUA or from failure to perform any duties and obligations required by applicable law and/or this HCUA.

As applicable, a party's liability shall be governed by the provisions of applicable law including but not limited to the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party. This paragraph shall not be construed to bar legal remedies one party may have for the other party's failure to fulfill its obligations under this HCUA. Nothing in this HCUA constitutes a waiver by the USER or COUNTY of any statutory or common law defenses, immunities, or limits on liability.

8. Miscellaneous Provisions.

The Hennepin County Geographic Information Systems Manager, or his/her designee, shall manage this HCUA on behalf of the COUNTY and perform the other duties expressly set forth herein.

Except as directed by COUNTY, USER shall not use the term “Hennepin County”, or any derivative thereof in USER’s advertising, external facing communication and/or marketing, including but not limited to advertisements of any type or form, promotional ads/literature, client lists and/or any other form of outreach, without the written approval of the Hennepin County Public Affairs/Communications Department, or their designees.

USER and COUNTY intend that this HCUA will not benefit or create any right or cause of action in or on behalf of any person or entity other than the parties.

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this HCUA and the legal relations between the parties and their performance.

The remainder of this page is blank.

COUNTY AUTHORIZATION

Reviewed by the County
Attorney's Office

Date: _____

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By: _____
Hennepin County Administrator

USER warrants that the person who executed this Agreement is authorized to do so on behalf of USER as required by applicable articles, bylaws, resolutions or ordinances.*

USER

By: _____

Printed Name: _____

Printed Title: _____

Date: _____

*USER shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time USER returns the Agreement to COUNTY. Documentation is not required for a sole proprietorship.

**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 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-113

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

WHEREAS, the City of Hanover recently paid for repairs to an ice machine that was purchased by the Hanover Lions Club and donated to the Hanover Golden Ages Club; and

WHEREAS, the Hanover Lions Club has donated \$587.36 to the City of Hanover to pay for the repairs.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the donation of \$587.36 from the Hanover Lions Club for the ice machine repairs.

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

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 11-14-18-109

A RESOLUTION APPROVING EDA MATCHING GRANT REQUEST

WHEREAS, Roy C. Inc. requested a \$7,500 loan and a \$7,500 grant towards parking lot improvements; and

WHEREAS, the Hanover Economic Development Authority reviewed and supports a Matching Grant Program application from Roy C. Inc. in the amount of \$7,500 loan and a \$3,750 grant.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the zero percent interest loan and the matching grant through the Hanover Economic Development Authority business incentive fund in the amount as supported by the Hanover EDA.

BE IT FURTHER RESOLVED, that the loan portion is contingent on entering into a Secured Promissory Note and the grant portion is subject proof of payment for work related the construction and installation of signage on the south gable and monument sign. The City Administrator is directed to execute the Secured Promissory Note.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Collaborative Planning, LLC

Memorandum

Date: November 8, 2018
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Comprehensive Plan

Attached is a draft of the 2040 Comprehensive Plan, reflecting the direction provided by the City Council and Planning Commission over 2017 and 2018.

A public hearing was held at the October Planning Commission meeting. There were numerous questions from the public and some concern from residents who live primarily in the area of CR 123. It was explained that the Comp Plan looks to the future, and that planning for future development of those areas leaves open additional possibilities for what their properties can be used for when sewer and water become available. It doesn't change what they are able to do with their properties today. A copy of the Planning Commission minutes is included in the packet.

Prior to the City Council meeting, a couple of changes related to formatting and additional pictures will likely be added to the plan.

Please review the plan and determine if additional changes should be made. Then a motion can be made per the following options:

1. Approve the plan.
2. Approve the plan, with specified changes. These changes would then be made to the plan, but the plan would not go back to the Council.
3. Request changes to be made and bring the plan back to the Council.

Attachments:

- 1) Comprehensive Plan
- 2) Planning Commission Minutes

**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 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 11-14-18-110

A RESOLUTION ADOPTING THE CITY OF HANOVER 2040 COMPREHENSIVE PLAN

WHEREAS, the City of Hanover adopted its existing Comprehensive Plan in July 2008 and amended it December 2011; and

WHEREAS, the City periodically reviews and updates its Comprehensive Plan; and

WHEREAS, the Planning Commission and City Council jointly prepared the Comprehensive Plan with input from the Park Board and Economic Development Authority; and

WHEREAS, a public hearing was held on October 22, 2018 before the Planning Commission; and

WHEREAS, at its meeting on October 22, 2018, the Planning Commission recommended approval of the Comprehensive Plan.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby adopts the attached City of Hanover 2040 Comprehensive Plan.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



© 2006 Peter J. Sieger

City of Hanover

2040 Comprehensive Plan



Acknowledgements



City Council:
Chris Kaufman, Mayor
MaryAnn Hallstein
Doug Hammerseng
Ken Warpula
Jim Zajicek

Planning Commission:
Stan Kolasa, Chair
Michelle Armstrong
Mike Christenson
Dean Kuitunen
Jim Schendel



Park Board:
Matt Boie
Jeff Grupp
Abby Peterson
Dani Vetrano
Scott Jamison

EDA:
Todd Bartels
Brian Dismang
Jessica Johnson
Tony Ross
Ted Zrust

Staff:
Brian Hagen, City Administrator
Jackie Heinz, Accountant/Deputy Clerk
Amy Biren, Administrative Assistant
Jason Doboszenski, Public Works Supervisor
Jason Ramthun, Public Works
Carl Olson, Public Works

Consultants:
Cindy Nash, City Planner, Collaborative Planning
Justin Messner, City Engineer, WSB

Hanover Planning Principles

The Hanover City Council and Planning Commission developed the following planning principles to shape the policies and development of the Comprehensive Plan:

1. Residents and businesses take pride in Hanover and are engaged in improving the community, volunteering, and supporting each other.
2. Downtown Hanover will be a vibrant community gathering place with thriving businesses leveraging the natural beauty of the Crow River and a walkable development pattern.
3. Expansion of commercial, office and light industrial uses are encouraged to diversify the tax base and expand service options to residents.
4. Housing development that provides a wide range of housing choices and styles are encouraged to meet the needs of a growing community and to enable existing residents to find housing that permits them to stay in Hanover.
5. Hanover will continue to collaborate with other agencies to achieve outcomes that improve the quality of life or the efficiency of service delivery.
6. Hanover will strive to minimize the tax burden on properties while maintaining a quality level of service. Development and redevelopment will have the largest impact on future tax rate, so development of types that provides a cost-effective balance between increased tax base and future cost of service provision is encouraged.
7. New development will be constructed in a manner that does not burden existing property owners with the associated costs.
8. The existing rural character and natural environment defined by open space and natural resources will be protected, enhanced and integrated as an amenity in the community.
9. Opportunities will be created to better connect the community through trails and sidewalks.

Goals and Policies

The Hanover City Council and Planning Commission developed goals and policies to guide decisions made in the development of the plan but also to refer to when considering implementation of decisions made by the City. These goals and policies were cross-referenced with the Planning Principles (the number in parentheses indicates which Planning Principles each goal supports).

Goal 1: Support the orderly growth of all urban development, including residential, commercial, and industrial areas within the corporate limits of the City. (P 2,3,4,5,7)

The City of Hanover will achieve this goal by implementing the following policies:

1. Work with the County and Rockford Township to facilitate orderly growth within the City and to direct development to the City's planned growth areas preferably through the use of orderly annexation agreements.
2. Explore the option of assuming jurisdiction of the planned growth areas surrounding Hanover.
3. Continue to guide residential growth in an orderly pattern so that new development can be effectively served by public facilities and so that the character of existing neighborhoods can be maintained and enhanced.

Goal 2: Plan land uses and implement standards to minimize land use conflicts. (P 2,3,4,5,7)

The City of Hanover will achieve this goal by implementing the following policies:

1. Improve communication and cooperation between the City, townships, and Wright and Hennepin Counties.
2. Recognize legitimate issues and concerns regarding jurisdictions and collaborate with the township and counties through joint planning and other cooperative measure to efficiently address community needs.
3. Prepare and adopt a land use plan that designates land use areas and guides development to appropriate areas in order to ensure desirable land use patterns and minimize conflicts.
4. Complete an update of the City's Official Zoning Map and Ordinances to ensure consistency with the Comprehensive Plan.
5. Require adequate transitions between different land uses through appropriate land use planning and zoning standards.
6. Encourage the location of commercial and industrial development in areas that avoid adverse impacts on residential areas. Design and locate industrial and commercial developments to avoid routing traffic through residential areas.
7. Prepare and implement design standards for commercial, industrial, institutional, and multi-family housing development.

Goal 3: Strengthen the distinction between the urban city and the rural countryside with well-planned and carefully coordinated services appropriate to the distinct needs of each. (P 2,3,4,5,7,8)

The City of Hanover will achieve this goal by implementing the following policies:

1. Work with Wright County and Rockford Township to maintain very low residential densities outside of the City's planned growth areas.

Goal 4: Enhance community character and identity. (1,2,5,8,9)

The City of Hanover will achieve this goal by implementing the following policies:

1. Work to strengthen and maintain the appearance of the Highway 19 corridor through design standards, trails, lighting, sidewalks, signage, and other tools.
2. Continue to plan for land uses in order to support and enhance Hanover's ability to attract quality development.
3. Explore and work with the school district to identify potential locations for new school facilities to enhance the educational opportunities in the community.
4. Ensure that high quality developments are well-planned and connected to existing development through the efficient use of streets, utilities, and infrastructure.
5. Ensure that all developments have more than one access point to provide transportation route options.
6. Ensure that the housing needs of all age groups of people are fulfilled in an efficient and cost-effective manner.

Goal 5: Provide and maintain a safe, convenient, functional and efficient local transportation system for the movement of people and goods. (3,5,7,9)

The City of Hanover will achieve this goal by implementing the following policies:

1. Explore the implementation of crosswalks and traffic control devices in strategic locations to cross county roads.
2. Utilize an access management program for properties adjacent to county roads with new residential, commercial, and industrial development.
3. Pursue safety measures at major intersections of county roads.
4. Encourage Wright and Hennepin Counties to increase patrol efforts in the community to enforce existing traffic laws.
5. Continue to cooperate with Wright and Hennepin Counties, Rockford Township, MnDOT, and other agencies involved in transportation planning to provide the safest and most efficient transportation system.

6. Consider the use of roundabouts, traffic circles and other alternative solutions to managing traffic flows at intersections.
7. Work with Wright County to address wetland and alignment issues to arrive at the best approach for connecting 8th Street with CSAH 34 with the fewest possible impacts.

Goal 6: Cooperatively utilize existing and new resources for economic growth in the Hanover area. (2,3,5,6,7,9)

The City of Hanover will achieve this goal by implementing the following policies:

1. Promote an on-going cooperative effort among Hanover, the surrounding townships, the Economic Development Partnership of Wright County, area Chambers of Commerce, state agencies, local builders, business owners, and residents to pursue a wide range of economic development opportunities.
2. Continue to support efforts to retain existing businesses and industry and to facilitate their expansion, in addition to recruiting new businesses.
3. Promote and market the area's characteristics to attract and expand diversified businesses as well as attract consumers, tourists, and new residents.
4. Recognize the need to upgrade and expand existing County and City infrastructure to support and promote continued development.
5. Encourage telecommunication providers to provide access to state-of-the-art telecommunications infrastructure in Hanover.

Goal 7: Maintain a favorable climate for ongoing business activities and continue the development of a strong, diversified and balanced economic base. (1,2,3,4,5,6,7)

The City of Hanover will achieve this goal by implementing the following policies:

1. Recognize and promote the goals of the Hanover area Economic Development section in the Comprehensive Plan.
2. Promote and market the Hanover area to attract commercial and industrial development and redevelopment within the City, including the use of financial incentives, with particular emphasis on attracting businesses that provide livable wage jobs.
3. Encourage investment in telecommunications infrastructure in order to provide businesses the support they need to be successful in an information-driven economy.
4. Encourage both public and private investment in facilities and infrastructure.
5. Recognize the fundamental linkage between housing and economic development and encourage developers to construct housing that matches the needs of the community's employers.

Goal 8: Recognize the need to upgrade and expand existing City infrastructure in order to promote and support continued residential, commercial, and industrial development. (7)

The City of Hanover will achieve this goal by implementing the following policies:

1. Encourage the County to give funding priority to City and County State Aid roads that serve commercial and industrial properties.
2. Develop and follow a Capital Improvements Plan to ensure improvement of the City's infrastructure in a timely and cost-effective manner.
3. Work with downtown businesses to prioritize needs for downtown infrastructure.

Goal 9: Support business development activities to enhance and complement the service and retail businesses already located in those areas. (2,3,4)

The City of Hanover will achieve this goal by implementing the following policies:

1. Promote an effective mix of businesses to increase retail trade.
2. Encourage the compact development of the downtown river district area to accommodate and encourage pedestrian traffic.
3. Assist businesses in finding financial aid from appropriate agencies to rehabilitate structures.

Goal 10: Support the continued growth of appropriate commercial and industrial areas outside of the downtown river district. (3)

The City of Hanover will achieve this goal by implementing the following policies:

1. Work to establish and maintain a fully serviced industrial park with suitable transportation access.
2. Identify a general commercial area to accommodate those commercial uses not suited to the downtown river district.
3. Identify a highway-related commercial area to accommodate those commercial uses which serve the traveling public or are not suited to the downtown river district.

Goal 11: Develop an integrated parks and recreation system with both new and existing parks connected to one another and to neighborhoods within the community. (9)

The City of Hanover will achieve this goal by implementing the following policies:

1. Pursue opportunities to create connectivity through strategic acquisitions and development of new trails and parks.
2. Work with the Three River Parks District in their efforts to connect regional parks in the northwestern metropolitan area with one another.
3. Work with neighboring jurisdictions to provide connections to parks in the local area.

Goal 12: Protect, conserve, and enhance natural resources and environmentally sensitive areas within and adjacent to the City for the community's long-term benefit. (1,8)

The City of Hanover will achieve this goal by implementing the following policies:

1. Perform stringent environmental review and work closely with the Environmental Quality Board when analyzing new developments.
2. Identify natural resources and strongly support the incorporation of woodlands, floodplains, poor soils, prairie lands, and other environmentally sensitive areas into amenity areas as an alternative to the development of these resources.
3. Maintain in a natural state slopes and areas of land susceptible to severe erosion and carefully manage areas of moderate erosion potential.
4. Preserve the quality and quantity of surface water and groundwater resources by the appropriate regulation of all development activities that have the potential to impact the water resources in the area.
5. Preserve natural drainage systems, wetlands, and groundwater recharge areas and mitigate the impact of development activities on the infiltration and runoff of water, and stormwater storage.
6. Discourage the clearing of wooded areas, encourage the reforestation of areas already cleared by development, and promote the establishment of flora in areas lacking it.
7. Encourage public and private recycling programs to serve the community and surrounding areas.
8. Discourage development in areas that are unsuitable or hazardous for urban uses due to topography, geology, soils, wetlands, flooding, or other natural conditions. Continue to monitor and inspect residential and commercial areas with on-site sewer systems to ensure that they function properly.
9. Continue to review and consider soil suitability in the placement of individual sewage treatment systems before the issuance of a permit.
10. Encourage the recycling of hazardous waste. Promote the proper use and application of chemicals in the recreational, agricultural, and natural areas throughout the area.

Goal 13: Encourage protection of historic community resources including districts, buildings, sites, or events. (1,8)

The City of Hanover will achieve this goal by implementing the following policies:

1. Encourage the preservation of historic sites where practical and economically feasible.
2. Encourage the revitalization of downtown, including infrastructure, buildings and surroundings, and streets and sidewalks, through renovation, expansion, replacement, and new development as necessary.
3. Protect scenic values by controlling billboards and regulating signs, auto junkyards, and other potentially unsightly land uses and practices.

Goal 14: Provide infrastructure and municipal services in the most cost-effective and efficient manner. (6,7)

The City of Hanover will achieve this goal by implementing the following policies:

1. To ensure that the costs of new development are not borne by current residents, the City will work with developers to assign the costs of municipal service provision to their particular development.
2. Enforce the City's policy regarding timeframes for connection to municipal water and sanitary sewer services.

Demographics

As the City of Hanover prepares for its future, it must consider where the community has been as well as what is happening outside of the community’s borders and how that might impact the community itself. The review and analysis of these figures ensures that the City is prepared to handle all potential future growth and development in a manner that maintains the core values and priorities of the community.

In order to plan for the future of a community, it is important to understand the past and track historical trends, as well as look at projections for how the City of Hanover is likely to change. In addition, as Hanover contemplates property annexation of a selected area of Rockford Township, it should consider growth trends both within and outside its borders to fully understand the implications of such a change.

The information presented in the tables, figures, and maps in the plan area is gathered from a variety of sources including the U. S. Census Bureau, the Minnesota Demographer’s Office, the City of Hanover, and other sources.

Population Change

Table 1 displays the population change for Hanover and the surrounding area from 1980 to 2010. From 1980 to the present, Hanover experienced rapid growth as the population increased by 434%. This trend is projected to continue and is largely influenced by the City’s location near the I-94 corridor just northwest of the seven-county Twin Cities Metropolitan Area.

This growth pattern puts Hanover among the fastest growing communities in Central Minnesota. By 2030, the City of Hanover is projected to have an expected population of about 5,585 residents.

The City of Hanover, being located in both Hennepin and Wright Counties, is influenced by overall regional trends in both counties. While Hennepin County has a much larger population than Wright County, it is Wright County that has been experiencing a surge in population in recent years which is evidenced in St. Michael, where the population has grown over 600% since 1990.

	1980	1990	2000	2010	2017	% Change 2010-2017
Hanover	647	787	1,355	2,938	3,456	18%
St. Michael	1,519	2,506	9,099	16,399	17,565	7%
Rockford	2,408	2,665	3,484	4,316	4,488	4%
Greenfield	1,391	1,450	2,544	2,777	2,992	8%
Hennepin County	941,411	1,032,431	1,116,200	1,152,425	1,252,024	9%
Wright County	58,681	68,710	89,986	124,700	134,286	8%

Source: Minnesota State Demographer, U.S. Census Bureau

Population Structure

While the overall population in the City of Hanover grew 126% from 2000 to 2016, the largest increase was of children under 5 and adults age 60 to 64. Large increases in actual numbers of children under and adults age 25 to 34 suggest that more families are moving to the City. Changes in population structure are important to note as the City moves forward in planning to serve the community. The increase in the number of children will have a significant impact on the local school system, as well as on the recreational resources available in the community. There has been a shift in recreational demand from passive opportunities to more active opportunities, such as playgrounds, bike trails, and ball fields. The City has actively worked to address these issues through the application of park dedication requirements for new proposed planned unit developments and standard subdivisions.

Interestingly, two segments of the population are not growing at the same pace as the other segments. Those segments are the young adults (20 to 24) and the 85 and older cohorts. The reasons for this lack of growth in these two cohorts is not specifically known. Those residents that are 85 and older may be having a difficult time remaining in Hanover for a variety of reasons potentially including lack of suitable housing to meet their current needs while others may be choosing to spend their retirement in other locations. The lack of young adults is similar to that experienced in other similar communities as they leave their family home for college and other opportunities.

The 2000 U.S. Census showed that the 45-54 age groups experienced the largest increases in population from 2000 to 2016. Their children are present in the school system, ranging in grades from Kindergarten to seniors in high school. People in these age groups tend to be active in the community and demand high quality of service for their children and families. In contrast, the 35 to 44 age cohort did not see as great of an increase in growth which may be related to the economic downturn of 2008 which impacted household formation nationwide. The high growth in the 25 to 34 age cohort may signify the relative affordability of living in

Table 2: Population Age Structure for Hanover, 2000 - 2016

Age	2000		2016		% Change 2000 - 2016
	Persons	%	Persons	%	
Under 5	104	8%	291	9%	180%
5 to 9	141	10%	306	10%	117%
10 to 14	138	10%	272	9%	97%
15 to 19	104	8%	208	7%	100%
20 to 24	64	5%	58	2%	-9%
25 to 34	163	12%	352	11%	116%
35 to 44	325	24%	477	16%	47%
45 to 54	180	13%	563	18%	213%
55 to 59	55	4%	135	4%	145%
60 to 64	18	1%	172	6%	856%
65 to 74	32	2%	172	6%	438%
75 to 84	25	2%	52	2%	108%
85+	6	0%	6	0%	0%
TOTAL	1355	1	3,064	100%	126%

Sources: US Census Bureau

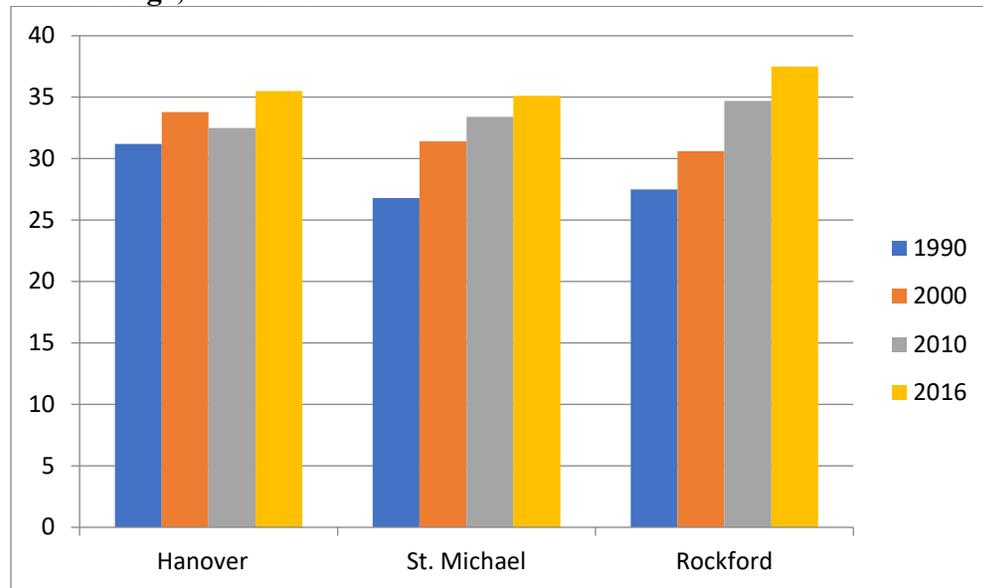
Hanover compared to locations within the seven-county metro area as those households were being formed, which is also reflected in a high growth rate for children under 5 years old.

Median Age

Median age is the age in a community in which half of the community's population is older than that age and half is younger than that age. Using the median age, rather than average age, allows the community to obtain a better picture of the population, as the median age is not skewed by a handful of outliers, as can happen when calculating the average age.

The comparison of the median age in the community from 1990 to 2016 can provide insight on how the population has been changing as a whole. The median age for Hanover has both increased and decreased over time, which is different from other communities and the state as a whole which has increased. Compared to the entire State of Minnesota, the City of Hanover is relatively young.

Median Age, 1990-2016



Source: U.S. Census

As discussed in the previous section on Population Structure, the City has experienced significant growth in the youth and young adult segments of the population, while maintaining a stable but generally not increasing rate of growth in the 75 and up age group. The relatively low median age may be attributed to not only the significant growth of young families, but also the tendency for the older age cohorts to not age-in-place in Hanover.

Hanover's median age is somewhat dissimilar to the age trends in neighboring communities. All of the other area communities have experienced an overall increase in median population age, while Hanover's median age has increased to a lesser degree. On the whole, the communities in the Hanover area are relatively young as compared to the State's median age, but the majority of these communities have all seen increases in median age as the statewide balance trends towards a higher median age.

As evidenced previously, these changes in median age show the City that it should be prepared to continue to provide service to a younger population as well as to a population of young families with children. The challenge for the City is to ensure that opportunities for housing across all stages of the life-cycle are available within the City.

Housing

The Hanover area has been established as a desirable place to live, boasting access to the core cities of the Twin Cities Metropolitan Area and beautiful natural resources set in an otherwise rural landscape. As discussed previously, Hanover, along with area communities, has experienced a growth in population over the last 30 years, and those new residents will continue to need housing to suit their needs.

According to the U.S. Census Bureau, a household includes all the persons who occupy a housing unit. While a housing unit is defined as a house, apartment, mobile homes, groups of rooms, or a single room that is occupied, or intended for occupation, as separate living quarters. Separate living quarters are those in which the occupants live and dine separately from any other persons in the building and which have direct access from the outside of the building or through a common hall, and so excludes buildings like dormitories on college campuses.

From 2000 to 2010, the City experienced a 108% increase in the number of housing units in the City. This rate of growth in the number of households closely followed the population growth rate, being slightly lower than the overall population growth rate of 118% for that same time period. Hanover's population growth rate was more similar to that of Wright County than Hennepin County for the time period between 2000 and 2016.

Table 3: Housing Units, 2000-2016

	2000	2010	2016	Growth Rate	
				2000-2010	2010-2016
Hanover	456	950	1,065	108%	12%
St. Michael	3,058	5,482	5,408	79%	-1%
Rockford	1,333	1,693	1,617	27%	-4%
Hennepin County	471,315	509,469	520,683	8%	2%
Wright County	34,355	49,000	49,949	43%	2%
Source: U.S. Census					

The difference between Hanover’s population growth rate and the household growth rate can be attributed to the increase in the number of people per household. In 2000, Hanover had an average of 3.08 people per household, but by 2016, the average number of people per household had increased to 3.25. This increase in household size is reflective of the burgeoning population of young families in the community.

Table 4: Household Size, 2000-2016

	2000	2010	2016
Hanover	3.08	3.17	3.25
St. Michael	3.09	3.13	3.25
Rockford	2.69	2.66	2.78
Hennepin County	2.39	2.37	2.40
Wright County	2.83	2.78	2.69
Source: U.S. Census			

The Hanover area will continue to draw new residents in the 25-44 age group from the nearby Metropolitan Area, being a mix of young families and single person households. The household size may increase or hold steady as these young families move into the community. From 2020-2030, the total household size will likely remain similar to the current average size as younger families continue to move into Hanover. Starting around 2030, the household size is anticipated to start decreasing as these households move into the empty nest stage where the children start to leave their family home.

Environment

The Hanover area is fortunate to have an abundance of natural beauty and environmentally valuable areas. Many times, these features will determine what kind of adjacent land use may occur and at what intensity a particular use should occur. The Hanover area is located in the Eastern Broadleaf Forest Province, acting as a transition area between the prairies that cover western and southwestern Minnesota and the coniferous forests that cover northeastern Minnesota. The section of the province in which Hanover is located was characterized by deciduous forest and woodlands present at the time of European settlement located on rolling terrain deposited by the last glacier.

While there is a substantial portion of the Hanover area that is inherently suitable for urban-style development, other areas are more valued for their natural features. These areas function best when left in a natural state, or when they are protected from urban development. Through responsible preservation, a high standard of living can be maintained for Hanover area residents.

Crow River

The centerpiece of Hanover's natural setting, the Crow River drains a 2,735 square mile basin in 10 counties of Central Minnesota. Of the 1.8 million acres in the watershed, 1.6 million acres are privately owned, with the primary land use being agriculture across the watershed. Land uses associated with urban development are more predominant in the eastern part of the watershed, with agricultural uses spreading to the west.

The Crow River has three branches or "forks": the North, the Middle, and the South. The Crow River flows through the City, acting as the boundary between Wright and Hennepin Counties, and continues to flow east into the Mississippi River at Dayton, Minnesota, in Hennepin County.

Water Quality Issues & the Crow River Organization of Water (C.R.O.W.)

The effects of rapid urban growth, new and expanding wastewater treatment facilities, and erosion from agricultural lands are common concerns in the Crow River watershed. In 1998, meetings were held to discuss how to manage the North and South Forks of the Crow River basin to improve water quality.

The Crow River Organization of Water (C.R.O.W.) was formed in 1999 as a result of the heightened interest in the Crow River. All ten of the counties with land in the watershed have signed a Joint Powers Agreement and formed a Joint Powers Board, consisting of one representative from each of the ten County Boards (Carver, Hennepin, Kandiyohi, McLeod, Meeker, Pope, Renville, Sibley, Stearns and Wright). The mission of the Board is to support and to facilitate the cooperation of local governments, agricultural communities, businesses, and citizens in the preservation and restoration of the Crow River.

Water Management in Hanover and Wright County

As noted above, the portion of the City of Hanover that is located in Wright County is in the watershed of the North Fork of the Crow River. The eastern portion of the City that is located east of the Crow River is in Hennepin County. The City of Hanover has permitting authority for water-related activities such as stormwater plans. The City works with the Wright County Soil and Water Conservation District for review of permit requests that involve wetlands and the Minnesota Wetland Conservation Act.

Wetlands and Water Resources

Wetlands and streams perform invaluable functions in watershed and overall environmental health. These resources provide habitat for a diversity of wildlife and fish species, control erosion, slow surface water run-off, filter pollutants and sediments, allow for groundwater recharge and discharge, minimize flood damage, and provide opportunities for recreation, economic development, and education.

Many residents and officials of the Hanover area recognize the fundamental role that wetlands play in filtering stormwater and controlling flooding, as well as the ecological benefits of providing habitat to various wildlife species. In the heart of the City lies a large wetland complex that is comprised of open water, shallow marshes, shrub swamps, and wooded swamps, covering more than 150 acres of land and connecting to the Crow River. In addition to this large complex, the City is dotted with wetlands among the rolling topography, ranging from seasonally flooded basins and open ponds to herbaceous and wooded swamps.

Several lakes lie to the west in Rockford Township, including Wagner, Martha, Charlotte, and Moore. The shorelines of Martha and Charlotte have largely been developed with single family homes and are currently served by sanitary sewer extended from the City of St. Michael to the north. The portions of Moore and Wagner that fall within the Township are mostly undeveloped, with their shorelines being lined with shallow marshes and swampy areas. Land uses near these two lakes are mostly undeveloped natural areas or agricultural.

The largest of these lakes, Lake Charlotte has the clearest water, ranging up to 12 feet of clarity depth. Charlotte is considered an oligotrophic lake, with clear waters that support a healthy fishery. Martha, being smaller and shallower, is considered eutrophic, having poor water clarity, heavy sedimentation and significant amounts of aquatic vegetation. Martha generally supports rougher fish species, as oxygen levels tend to be too poor to support larger game fish. Wagner and Moore are also classified as eutrophic, having the similar characteristics as Martha, but tending to have more aquatic vegetation and swampy and marshy areas along the shoreline.

Soils

The Hanover area is situated on soils that are dominantly loam ranging to clay loam depending on the location. These soils were deposited during the last glacial period, and largely till deposits, characterized by their hummocky formation, featuring circular, level

topped hills with smooth side slopes. This type of formation limits the formation of streams and drainage outlets, but is laden with wetlands and lakes.

The majority of the City of Hanover contains well-drained soils, interspersed with poorly drained soils, typically where wetlands and streams are located. In the eastern portion of the current City limits, soils are somewhat excessively drained. Development would be most suitable on properties with well drained soils, while care should be taken to prevent groundwater contamination in areas that are excessively drained.

Because of the presence of wetlands and the nature of the soils, many areas in the township area and in the western portion of the current City limits contain hydric or partially hydric soils. This type of soil means that the area is either regularly saturated with surface water, as in the case of wetlands and streams, or has a high water table, or both.

The Hanover area also contains several areas with highly erodible soils. These areas are often typified by slopes exceeding 10% in slope and can be found bordering the water resources in the area: along the Crow River, along the lake shorelines, and adjacent to wetland depressions. Most of the area contains soils that are not susceptible to erosion, but there are areas in the southeast portion of the annexation area and between Moore and Charlotte lakes that have concentrations of these soil types.

The soils types present in the area have direct implications for development. Hydric soils present a serious limitation for development as wetlands and water features may be present. These soils are often organic, consisting of peat or muck, and are not suitable in their natural state for construction. Partially hydric soils may contain similar issues but are not as limited in their nature for development purposes. Some drainage facilities may be required to support buildings and roads in order to ensure that buildings are kept free from flooding and other related wet soil conditions. Soils with high erosion potential should be avoided for development, with care taken to prevent erosion on potentially highly erodible lands.

Land Use

The purpose of a land use inventory is to quantify and to analyze existing development in the City and the surrounding area. An examination of current land uses should reveal development patterns densities, and other land use scenarios that can provide direction for future development and redevelopment. This inventory, combined with other information contained in this Plan, is used to suggest where, at what density, and, in some cases, when growth should occur. The inventory can also help to classify areas that should remain undeveloped or preserved. The kind of development and how that development is allowed to progress should be a reflection of the community's needs and desires.

Hanover's urban amenities and small-town character, along with its direct access to Highway 19 and Interstate 94, make the community an attractive place to live and work. Hanover is home to distinct recreational amenities, being located near numerous lakes and being adjacent to the Crow River, which flows to the Mississippi. The Hanover area has experienced steady growth over the past several decades. As such, the City needs to take careful consideration of the City's future land use, especially since this growth is projected to continue.

Hanover has a number of larger-lot residential neighborhoods served by well and septic systems as well as more typical suburban style single-family neighborhoods on municipal services. Very little of the existing development pattern consists of townhouses, apartments, or other higher density housing types. Due to the cost associated with the extension of municipal water and sewer to various portions of the community that were previously developed on individual well and septic, it is recommended that portions of the community remain as rural development in the future.

Continued growth in the City will pose many land use challenges. Although the area surrounding the City is predominantly agricultural or forested, as vacant developable land in the City decreases, urban land uses will continue to extend into the neighboring townships, putting development pressure on the surrounding areas. These areas are planned to be served with municipal services in the future following annexation.

FUTURE LAND USE

Future land uses are identified by the City to guide the decision-making process on development and subdivision proposals and annexation actions. This is different from a zoning map, which is intended to implement the City's planned future land uses. For any given parcel, the zoning district assigned to it on the zoning map should be consistent with the future land use guidance.

A primary function of the future land use map is to help the Planning Commission and City Council make decisions to approve or deny rezoning and subdivision proposals. Without a future land use map, rezoning and subdivision requests may lead to development patterns that are not compatible with the goals of the Comprehensive Plan.

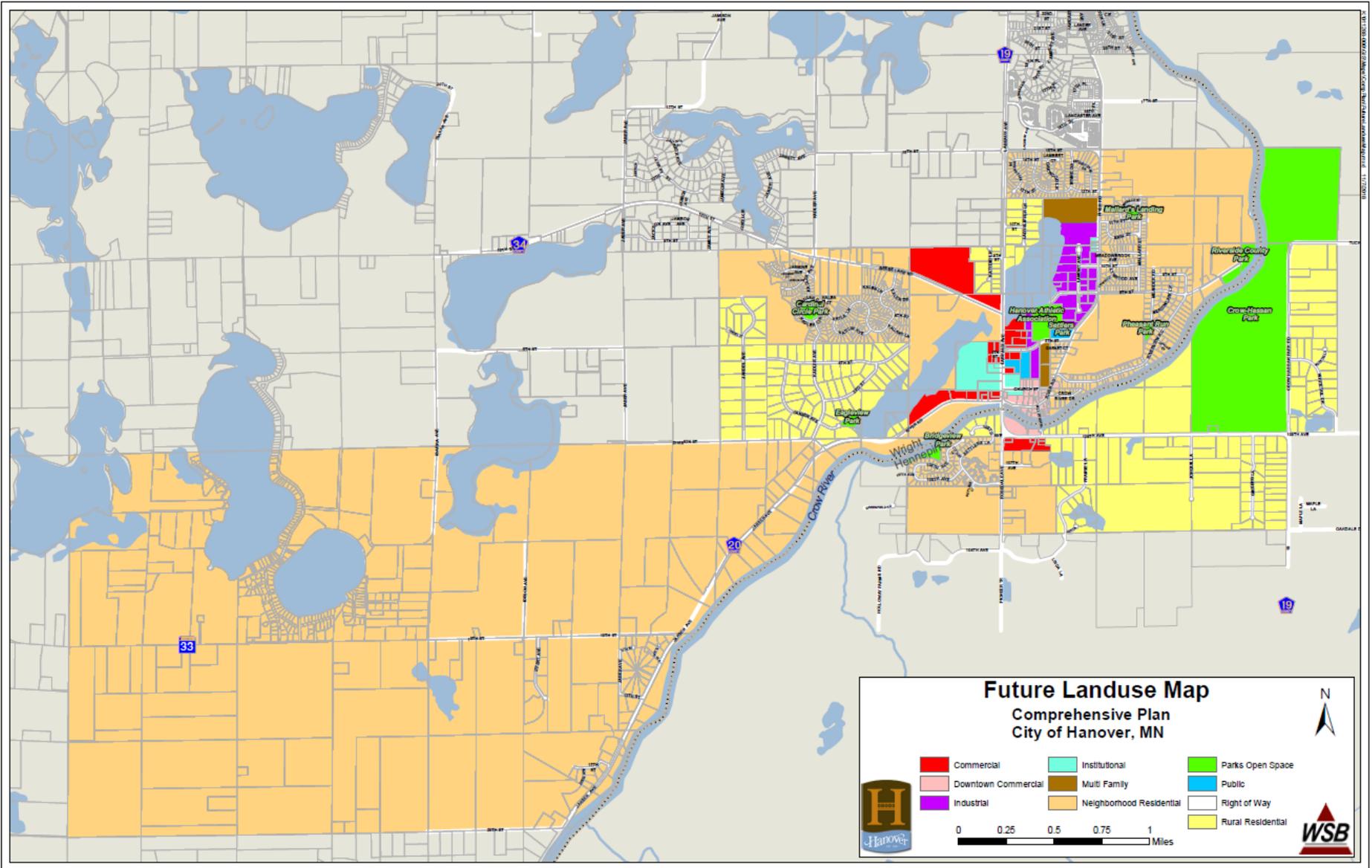
Future Land Use Categories

Land use districts in this Plan have been created to accommodate the existing and desired land uses in the City. Goals and policies developed by the participants in the planning process have been used to determine the types of land uses that should continue and/or that should be developed in the future. Locations for the future land uses are shown on the Future Land Use Map.

Each of the categories below describes the types of uses that are desirable in each category. Uses are described as they relate to the City of Hanover, with "high density" or "high intensity" describing uses that are considered "high" in Hanover (such as the average density in the Downtown Transition category), and vice versa.

- 1) **Parks and Open Space** - A designation for the preservation of publicly-owned lands, parks, environmentally sensitive lands, wetlands, unique resources, historic sites, privately owned/maintained open spaces, and land set aside as part of the development process.
- 2) **Rural Residential** - A designation for properties that are have developed, or are suitable to be developed, to preserve the rural character of the area. Lot sizes would be greater than Neighborhood Residential, typically with an average lot size of 2.5 acres. Uses in this zoning district are also not planned to be served with municipal water and sewer in the future. This designation is intended to allow space for very low-density residential and hobby farm living typically without full provision of municipal services. Schools, parks, playgrounds, and other similar uses would be permitted within this district. This area is also intended to prevent the establishment of various commercial, industrial, and higher density residential developments that will conflict with the character of the area. Prior to development for residential uses, this area may have agricultural uses and would be zoned as agricultural until such time as the property was proposed to be developed.

- 3) **Neighborhood Residential** – A designation for properties that have developed, or are suitable to be developed, in a moderate-density residential neighborhood with full provision of necessary urban services. Net density (land area excluding collector road right of way, ponding, wetlands, bluff, and permanently protected environmental resources) shall be between 2 and 4 units per acre. This area is also intended to prevent the establishment of various commercial, industrial, and higher density residential developments that will conflict with the character of the area. Prior to development for residential uses, this area may have agricultural uses and would be zoned as agricultural until such time as the property was proposed to be developed.
- 4) **Multi-Family Residential** – This designation consists of properties that have developed, or are suitable to be developed, in a higher-density residential neighborhood with full provision of urban services. Typical housing styles would be apartments and townhomes. Net density (land area excluding collector road right of way, ponding, wetlands, bluff, and permanently protected environmental resources) shall be greater than four units per acre and less than twelve units per acre. Prior to development for residential uses, this area may have agricultural uses and would be zoned as agricultural until such time as the property was proposed to be developed.
- 5) **Commercial** – A designation for property that is best suited for auto-oriented commercial development requiring access to infrastructure services. Types of uses in this area can include offices, trucking businesses, light manufacturing, grocery stores, and other similar uses. Prior to development for commercial uses, this area may have agricultural uses and would be zoned as agricultural until such time as the property was proposed to be developed.
- 6) **Downtown River District Commercial** – The purpose of this category is to identify portions of Hanover that contain businesses arranged in a pattern that is pedestrian oriented. Businesses in this area do not have their own parking lots, but rather is characterized by the presence of on-street parking, or municipal lots, sidewalks, and trails. The majority of the uses are commercial in nature, but some residential uses, such as an apartment above a storefront, may be mixed into the fabric.
- 7) **Industrial** – A designation for property that is best suited for light industrial uses, with and without outdoor storage. These uses have good access to infrastructure services. Prior to development for industrial uses, this area may have agricultural uses and would be zoned as agricultural until such time as the property was proposed to be developed.
- 8) **Public** – A designation for those properties that are owned by the City of Hanover, but that are not parks.
- 9) **Institutional** – This designation contains uses that are public or non-profit but that are not owned by the City of Hanover. Typical uses are schools and churches.



Annexation and Planning

Providing additional land within the City boundaries for residential, commercial, and industrial development may be necessary to ensure orderly growth in the area, to reduce the cost of public services, and to protect the environmental resources in the area. Due to topographical and environmental challenges of the landscape within the current City limits, there are limited opportunities to meet the demand for growth in the community.

Prior to the economic downturn of the late 2000's, the City of Hanover had received requests for annexation from property owners in Rockford Township and had initiated the drafting of an orderly annexation agreement with Rockford Township. Those prior annexation efforts were abandoned due to the economic downturn but could be proposed again in the future.

Wright County has designated the eastern half of the previous orderly annexation study area as a "Transition Area". In this area, the County encouraging cities and townships to work together on orderly annexation agreements. The County states their support for the orderly annexation process, agreeing that cooperation is necessary in the planning for areas that are adjacent to existing cities.

State statute provides various methods for annexing property from one jurisdiction to another. In the event that property is proposed for development that is not currently within the City of Hanover corporate boundaries, annexation would need to be completed under one of the methods available prior to the City having jurisdiction to approve development plans. However, the future land use map does identify the planned land use that would be associated with any given property to assist with future planning by property owners and the City.

Transportation

A city's transportation system is one of its most important elements as the street network influences land use configurations and relationships, the movement of goods and services, and the movement of pedestrians and automobiles to various destinations. The City of Hanover and Wright County in general are seeing rapid development which is beginning to stress the existing transportation network.

Providing for the needs of both automobiles and pedestrians is a challenge facing many communities. Due to land uses and access points throughout the community both north and south of the river, Hanover also faces the challenge of ensuring safety for pedestrians. Few areas contain sidewalks and pedestrians often travel along the shoulder of roadways within the City, a growing concern amid trends of increased walking and running for health purposes.

The City's transportation system consists of the network of local streets, County Roads, and a County State Aid Highway (CSAH) designed to accommodate vehicular and pedestrian movements within the City limits and the surrounding townships. The City of Hanover's transportation system serves the needs of two types of traffic:

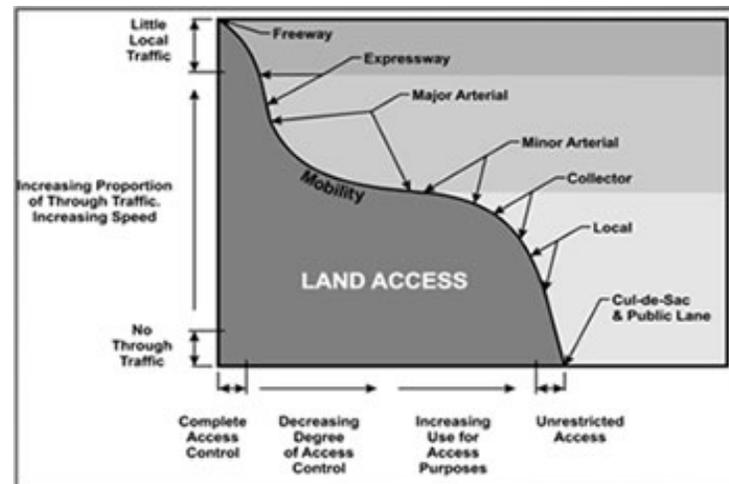
- 1) **Through-Traffic:** This is traffic that has its origin and destination outside the community and merely travels through the community.
- 2) **Local Traffic:** This is traffic that has its origin and destinations inside the community and uses the local street system.

Functional Classification System

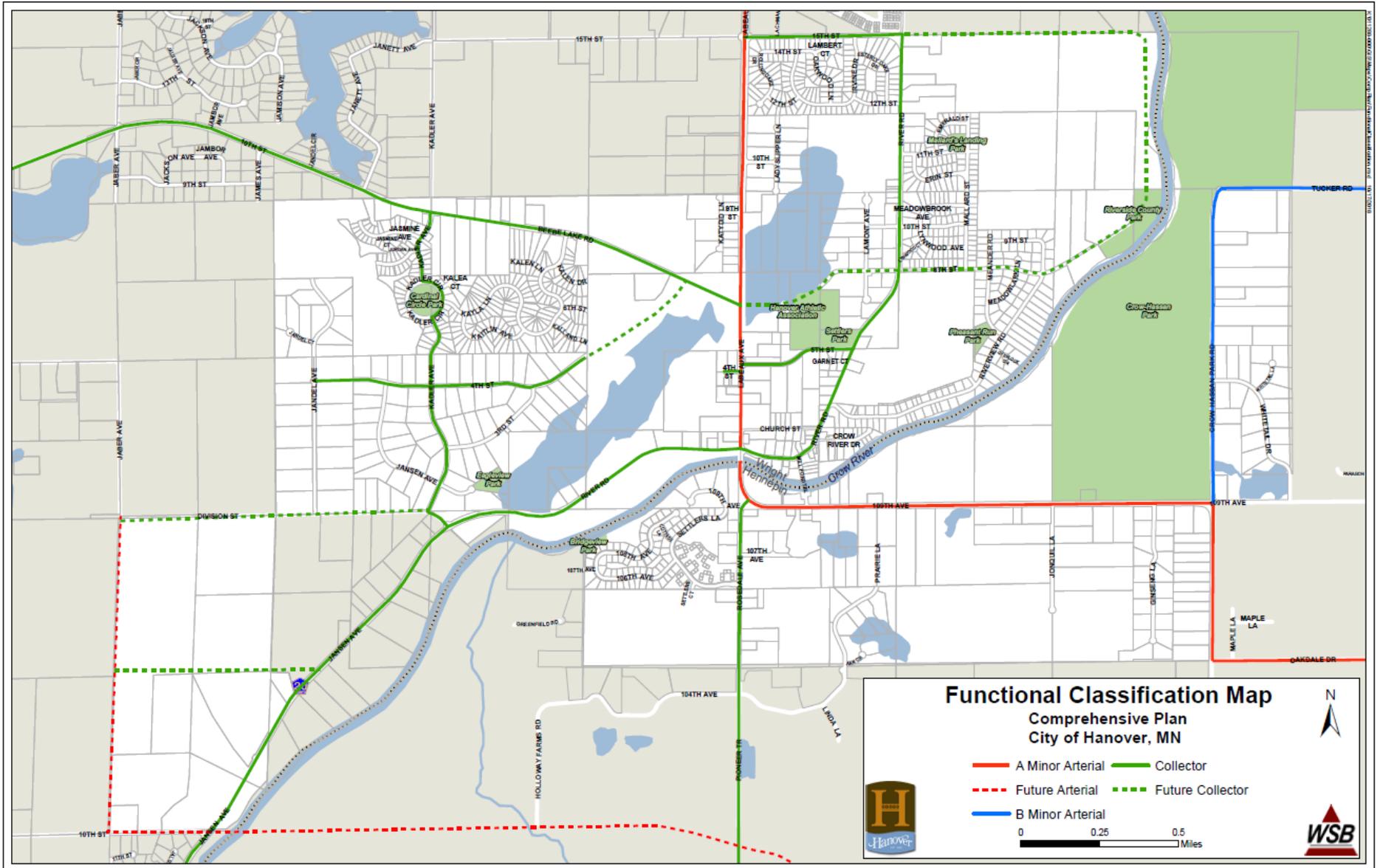
A roadway network typically consists of a hierarchy of streets and highways that are defined through functional classification. This classification identifies the relationship between access and mobility depending on the type of road as shown in the diagram to the right.

Hanover's road system is classified as per the Functional Classification Map on the following page. This map shows both existing and planned future roads. The location for planned future roads is conceptual only and would require additional planning and design prior to construction.

Schematic Relationship Between Access and Mobility



Source: FHWA.dot.gov



The features and characteristics of each classification are briefly described below.

Principal Arterials

Generally, principal arterials serve long distance travel between major communities. They are characterized by an emphasis on mobility with strictly controlled access allowed only at designated interchanges or intersections. There are no existing principal arterial roadways located in Hanover. The nearest principal arterial is Interstate 94.

Minor Arterials

Minor arterials primarily carry traffic flows between cities and other significant activity centers. These roadways place a higher emphasis on mobility than access, with direct access to abutting properties being discouraged. The only minor arterial in Hanover is CSAH 19, which is also the only crossing point over the Crow River. The nearest alternative river crossings are several miles away to either the north or the south.

Collectors

Collectors typically serve short to medium distance trips, providing intercity and intercommunity traffic movement. They link local streets to the arterial system and may be owned by either the county or Hanover. Mobility and land access have equal precedence on these facilities. River Road, County Road 123, Beebe Lake Road, and 5th Street are examples of collector streets.

Local Streets

Local streets are characterized by a total emphasis on land access. They usually connect to other local streets and collectors and carry relatively low traffic volumes at low speeds.

Existing Roadway System

All roadways within Hanover fall under the jurisdictional responsibility of Wright and Hennepin Counties or Hanover. There are no state owned or maintained facilities within the community. Roadways within Hanover under either Wright or Hennepin County jurisdiction are:

- CSAH 19 (LaBeaux Avenue in Wright County and 109th in Hennepin County)
- County Road 34 (Beebe Lake Road)
- County Road 20 (River Road NE – west of CSAH 19)
- County Road 123 (Rosedale Avenue)
- County Road 117 (109th Avenue)
- County Road 203 (Crow Hassan Park Road)

Hanover has jurisdiction over all other public roadways within the City.

Access Management Guidelines

Access guidelines are important because they define a starting point for balancing property access, safety, and mobility concerns. Cities and counties regularly receive requests for additional access (e.g., new public streets, commercial driveways, residential and field accesses), which are evaluated by numerous agencies and committees. Because of the number of individuals and agencies involved, it is easy to have inconsistent application of access policies. This can result in confusion between agencies, developers, and property owners, as well as long-term safety and mobility problems. Standard access guidelines can be used to improve communication, enhance safety, and maintain the capacity and mobility of important transportation corridors. In addition, access guidelines may be used to respond to access requests and to promote good access practices such as:

- Aligning access with other existing access points.
- Providing adequate spacing to separate and reduce conflicts.
- Encouraging indirect access rather than direct access on high-speed, high volume arterial routes.

Providing access management in some form, whether it is through grade-separated crossings, frontage roads, or right-in/right-out access, reduces the number of conflicts resulting in improved safety. Hanover, Wright and Hennepin Counties may exercise authority in limiting access through its development rules and regulations. Land use authorities can require:

- Dedication of public rights-of-way.
- Construction of public roadways.
- Mitigation measures of traffic and/or other impacts.
- Changes in and/or development of new access points.

The road network exhibits an interjurisdictional network of county and local roadways. Since Wright and Hennepin Counties retain access management authority over their particular roadway system, it is important to coordinate with the counties related to access management during the development review process.

Parks & Recreation

The City of Hanover is situated straddling the Crow River with the eastern portion of the City covered by a portion of the Crow-Hassan Park Reserve. Hanover contains numerous recreational opportunities, including small neighborhood playgrounds as well as larger regional parks. The number of acres devoted to park and recreation facilities should grow as the City's population grows to ensure that all residents have their recreational needs met. As the demand on park spaces increases, so shall the pressure to offer additional recreational facilities and a wider range of facilities in the area.

If the community wishes to meet public recreational demands, accomplish its desired recreational goals, and reverse unwanted negative park trends, a park and recreation plan is an essential tool. The City maintains a park dedication study that reviews existing and planned park improvements as well as funding to determine whether the City is adequately provided for existing and future expected park demands.

Having developed a parks study, Hanover can be prepared for the allocation of resources to meet the desired recreation goals most appropriately for the population. In addition, Hanover can have a leading park system that provides excellent facilities in a rural, small town atmosphere.

PARK CLASSIFICATIONS

Parks are classified according to factors including size, use, service area, location and site improvements. Generally accepted park classifications include the following:

Mini Park. Mini parks are intended to provide specialized facilities that serve a concentrated or limited population or specific group such as tots or senior citizens. These parks have an area of two acres or less, are typically located within neighborhoods and serve people living within less than ¼ mile of the Mini Park.

Neighborhood Park. Neighborhood parks are intended to provide areas for intense recreational activities such as field games, courts, apparatus areas, skating, etc. These parks are intended to serve a population of 1,000 to 2,500 people with a service area range from ¼ to ½ mile. The existing Hanover city parks are all neighborhood parks with the exception of Settlers Park.

Linear Park. Linear parks are typically developed for one or more varying modes of recreational travel such as hiking, biking, skiing, canoeing, etc. Certain trails can be considered linear parks.

Special Use Park. Special use parks are generally areas established to provide specialized or single purpose recreational activities such as a golf course, nature center, marina, zoo, display gardens, etc.

Community Parks. Community parks are generally intended to provide areas of natural or ornamental quality for outdoor recreation activities including walking, picnicking, fields and court athletic activities. Settlers Park is a community park.

Regional Park. Regional parks are areas of natural or ornamental quality for nature oriented outdoor recreation including swimming, picnicking, hiking, fishing, boating, camping and trail use. These parks are designed to serve three to five communities and typically include 200 to 500 acres of land (100 acres minimum).



Photo Credit: City of Hanover

Regional Park Reserve. Regional park reserves are areas of natural quality for nature/outdoor recreation including viewing and studying nature, wildlife habitat, conservation, swimming, picnicking, hiking, fishing, boating, camping and trail use. These parks are designed to serve one or several counties and typically include 1,000 or more acres of land.

Open Space. Open space is defined as area set aside for the preservation of natural open spaces to counteract the effects of urban congestion and monotony.

EXISTING PARKS WITHIN THE CITY OF HANOVER

Several parks currently comprise the existing Hanover park system. The majority of these parks are classified as neighborhood parks. Settlers Park, when considered together with the Hanover Athletic Association Complex, serves the function of community park. Hanover also has a county park (Riverside County Park) and a portion of a regional park reserve (Crow-Hassan Park Reserve) within its corporate limits.

Eagle View Park

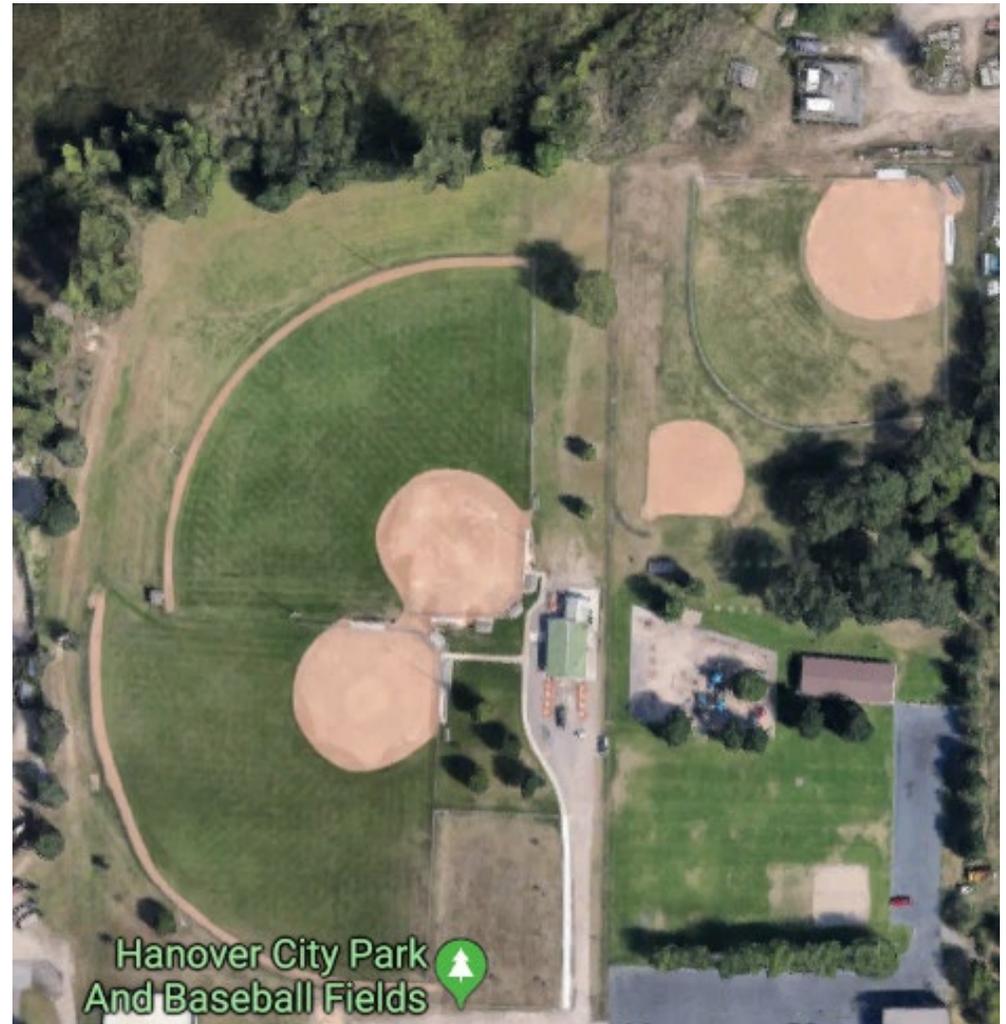
Eagle View Park is a neighborhood park located on the southern side of the Hanover Hills Development overlooking the Crow River. Eagle View Park consists of approximately 3.68 acres and primarily serves the residents of Hanover Hills, White Tail Preserve and other nearby residents. In addition to the playground and gazebo, this park offers a popular sliding hill in the winter months.

Pheasant Run Park

Pheasant Run Park is a neighborhood park located in the Pheasant Run neighborhood east of downtown Hanover. Pheasant Run Park consists of 2.01 acres and primarily serves residents located on the eastern side of downtown Hanover.

Settler's Park

Settler's Park serves community park functions in conjunction with the adjacent Hanover Athletic Association Complex. Settler's Park itself consists of 4.99 acres and serves as a neighborhood park to the downtown Hanover area and surrounding neighborhoods. This park is the site of larger community events and gatherings. There is a shelter with a small kitchen area and restrooms available. Several fields are located between this and the Athletic Association Complex.



Cardinal Circle Park

Cardinal Circle Park is located in the Crow River Heights neighborhood and contains approximately five acres. This park contains more extensive facilities than other neighborhood parks in Hanover but is also within the service area for future developments to the west. Additional development of this park is needed as new development occurs.

Mallards Landing Park

This park is slightly smaller than two acres and primarily serves residents in the Schendel's Fields neighborhood in the northeastern side of Hanover. The park contains a gazebo, playground, and basketball court.

Bridgeview Park

Bridgeview Park is a mini-park located on land owned by the Bridges at Hanover homeowner's association that is leased to the City. This small park contains playground equipment.

Riverside County Park

Riverside County Park is small regional park located in the northeast quadrant of Hanover. Riverside County Park, maintained by the Wright County Parks Department, consists of 17 acres with 1/4 mile of river frontage, a picnic area, a canoe and camping site, and toilets. Wright County Parks are open to everyone, free of charge and Wright County does not permit pets or alcohol within Wright County Parks.

Crow-Hassan Park Reserve

Crow-Hassan Park Reserve is a regional park reserve located along the eastern boundary of the City of Hanover. The Crow-Hassan Park Reserve, maintained by Hennepin County Parks Department, consists of 2,600 acres and offers nature-oriented outdoor recreation.

TRAIL SYSTEM

In the past decade, the City of Hanover added miles of trails to its existing trail system creating linkages throughout the City. The City of Hanover Park and Recreation Board Park and Trail Map includes the addition of a trail system that would connect the various parks and recreation facilities together. In addition to the trails shown in the map, there are also anticipated to be linking trails and sidewalks that connect from the neighborhoods to the circulation trails that would be constructed coincident with new development.

FUTURE PARKS ANTICIPATED BY THE CITY OF HANOVER

Following is a summary of the future parks planned by the City Hanover Park Board. The Park and Trails map shows the future parks and trails. Each future park is a general search area and may be located on a different parcel than the symbol on the map.

Future Park 1 – Neighborhood Park (East Hanover)

There is an anticipated need for a neighborhood park (3 acres) in eastern Hanover to serve primarily future developments. It is anticipated that this park can be constructed adjacent to Riverside Park, as a way of expanding the opportunities already available there but also providing for more typical neighborhood park needs. However, it could also be located within future residential development planned for the area to the northwest of Riverside Park.

Future Park 2 Special Use Park (Southwest Hanover)

There is an anticipated need for a park (3 acres) located west of downtown Hanover and adjacent to the north side of the Crow River to provide access to the river. This will be a special use facility to provide nature-based recreation and access to the river. The location, commonly known as “the tube”, is susceptible to spring floods and is a popular fishing site for residents and visitors. The property itself is sandwiched between the river on the south and County Road 20 on the north with around 60-100 feet of land separating the two.

Future Park 3 – Special Use Park (Downtown Riverfront)

This is a special use park located adjacent to the historic bridge over the Crow River that serves as a specialty riverside park embracing the community’s heritage with the Crow River. The park will have trail access and will be a community focal point and gathering location.

Future Park 4 – Community Park (Southeast Hanover with School District)

There is an anticipated need for a community park (20 acres) located in the southeast side of Hanover in conjunction with a future school. Improvements of the site will be for active recreation uses typical of an athletic complex. It is anticipated that the school district will participate in the construction costs with a value of approximately 50% of the costs being paid for by the school district. This, however, would be subject to negotiation between the City and the school district and is represented here as a number to assist with planning.

Future Park 5 – Neighborhood (West Hanover)

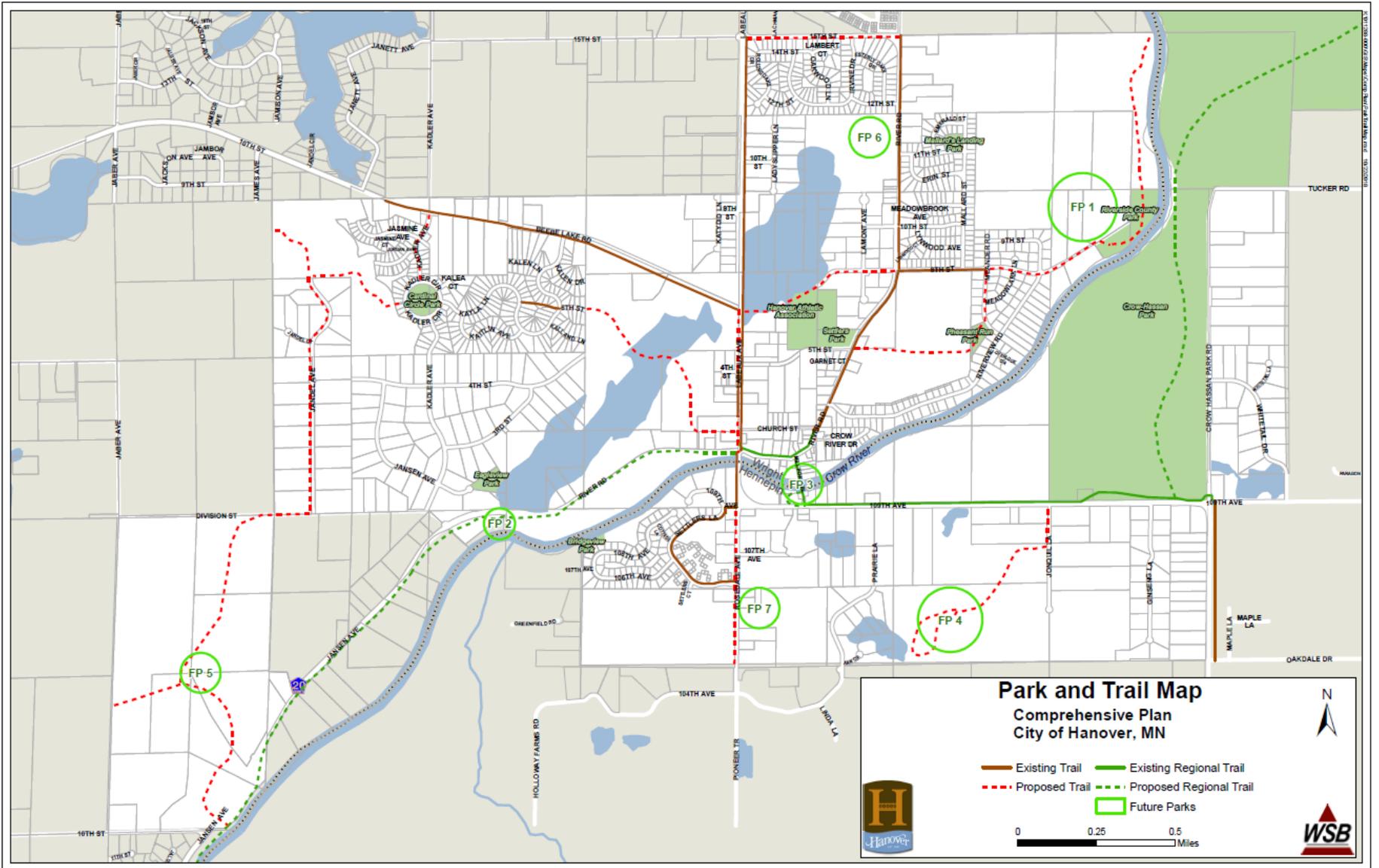
There is an anticipated need for a park (3 acres) located in the recently annexed areas west of CR 20 as development progresses. It is envisioned that this park would have some amenities as a neighborhood park to serve the new residences, but that it will also be used as a special use nature park.

Future Park 6 – Neighborhood (North Hanover)

There is an anticipated need for a park (3 acres) located in the northern portion of the community near areas planned for higher density housing.

Future Park 7 – Neighborhood (South Hanover)

There is an anticipated need for a park (3 acres) located in the southern portion of the community near areas planned for neighborhood residential development.



**CITY OF HANOVER
PLANNING COMMISSION MEETING
OCTOBER 22, 2018
DRAFT MINUTES**

Call to Order/Pledge of Allegiance

Stan Kolasa called the October 22, 2018, Planning Commission Meeting to order at 7:00 pm. Members present were Stan Kolasa, Jim Schendel, Michelle Armstrong, Dean Kuitunen and Mike Christenson. Also present City Planner Cindy Nash and Administrative Assistant Amy Biren. Absent: Council Liaison Doug Hammerseng. Several guests were present.

Approval of Agenda

MOTION by Schendel to approve the agenda, seconded by Armstrong.
Motion carried unanimously.

Approval of Minutes from the September 24, 2018 Regular Meeting

MOTION by Armstrong to approve the September 24, 2018, minutes, seconded by Kuitunen.
Motion carried unanimously.

Citizen's Forum

None

Public Hearing

Comprehensive Plan Review and Public Comment

Kolasa closed the Planning Commission meeting at 7:02 pm and opened the Public Hearing for the Comprehensive Plan 2040 review and to receive public comment.

Nash directed the Board's attention to the draft section of the packet and reviewed the information. She pointed out the goals established and the planning principles that corresponded with each goal.

At the Land Use section of the draft, Nash stated that this section looks out 20 years with some portions of the map looking further into the future in order to plan ahead for potential development. She went on to focus on several of the land use categories:

Rural Residential: Properties included in this category tend to be rural in nature with the intent to further subdivide them into categories of those anticipating having water and sewer extended to them and others which are more agricultural in nature that would remain on well and septic and have larger lots of 2.5 acres or more.

Neighborhood Residential: Properties that may or may not be developed into moderately-dense residential uses dependent on location to services. Some properties may need to wait until water and sewer is provided to properties located before them and as services move outward.

Multi-family Residential: Properties that will have a higher density than those located in the single family home areas. This would allow apartments, twin homes, or quads. Typically, this category includes dwellings of four or more.

Commercial: Properties are more vehicle related, meaning that a person has to drive to them, and are typically located near a main thoroughfare.

Downtown River District Commercial: Properties that are more mixed use in nature with the intent of being pedestrian-friendly.

The land use map guides how properties can be zoned and indicated on the zoning map. For example, some properties may be guided a certain way, but will not be zoned differently from what they are currently

zoned. Nash gave the example of a farm that is zoned Residential Agriculture, but guided as Neighborhood Residential. If the farm land is sold to a developer, the developer would need to apply to rezone the land in order to develop it. The zoning map is a current document and deals with what is allowed within each zoning district.

In the Transportation portion of the Comprehensive Plan, Nash showed the classification of the roads within the Hanover city limits along with proposed roads. This portion of the plan is the same as what was presented for the 2030 Plan.

Nash showed the proposed parks and trails indicating that the proposed parks are for a general area, not a specific location. She also pointed out the proposed Crow River Regional Trail system. Nash reminded the members that some of the trails are sidewalk connections or share-the-road portions.

Kolasa asked for public comments.

Nash read an email from Greg Willhite, 10528 Rosedale Avenue North, stating he is opposed to the rezoning of his property. Nash responded that in the current zoning map, his property is zoned Residential Agriculture and in the proposed land use map, it is guided as Neighborhood Residential. This does not mean that any changes for the use of the property is planned. The land use map allows the property owner the opportunity to develop in the future if they choose to do so.

MaryAnn Hallstein, 339 Jandel Avenue NE: I am speaking for my parents, the Willhites, who are not in favor of the density that is being proposed for their property. They would like it to remain rural in nature and have larger lot development.

Nick Bovee-Gazett, 780 Kayla Lane: He had a prepared statement that is included as part of the minutes (see attached) and can be summarized as follows: Bovee-Gazett is running for one of the open Council seats in November and recently moved to Hanover. He believes that a development such as the Hanover Cove could do a better job in following the Comprehensive Plan and mentions the EAW and the traffic study and that the density planned needs to be lowered. More businesses need to be encouraged and the trail/park system needs expansion.

Claudia Pingree, 11711 Riverview Road: She doesn't see much for mixed use in the Comprehensive Plan draft. The City needs to increase businesses and the tax base. She thinks that Hanover Cove would be a great place for mixed use, such as two-story building that has housing on the top floor and a business on the first floor. There needs to be something for seniors and mentioned a proposed development in St. Michael that would have "carriage homes".

Jim Zajicek, 10595 Prairie Lane: He just came from a Joint Powers Meeting (as Council representative) and had talked to the St. Michael mayor about this development. The proposed development is very similar to what the patio homes will be like in the Hanover Cove.

Joyce Paullin, 10620 Rosedale Avenue North: She had called City Hall and asked about how taxes would be affected by the proposed land use changes. Nash replied that the assessor sets how a property is taxed and it is based on its use, not how it is guided. Paullin explained that her house is about a quarter of a mile off of Rosedale and that it would a long way for water and sewer to be installed. Their property is also farmed. Nash responded that she did not see why the County would change how it is taxed.

Paullin continued with a concern about the amount of traffic on CSAH 19 and how it has become a through route for many people that do not live in Hanover. Nash said that both counties are looking at their long-

range transportation plans and are aware of the traffic issues in Hanover. Unfortunately, changes in transportation routes often happen after development occurs and the people are living in the area.

DeAnne Jarvis, 10584 Rosedale Avenue North: She is a realtor and is selling her house and would like to know how to disclose this information to a potential buyer. Nash responded that it can be difficult to anticipate housing trends and that a good way to disclose this information would be to state that it is proposed to be guided as Neighborhood Residential, it is zoned Residential Agriculture and that there are no plans at this time to develop the area.

Sara Bechtold, 10560 Rosedale Avenue North: My husband and I farm the Bechtold Farm. I realize that the land use map is just a guide, but it feels like there is an expiration date on the property and that we can only farm it so long. With the land use map determining the zoning map, there is concern about the impact will be on the property. Nash referred to the text part of the Comprehensive Plan draft where it states that this area may have agricultural uses and would be zoned as such until a time when the property would be proposed to be developed. Nash went on to say that the land use map also helps guide the engineer when determining the size of pipes for water and sewer—while the services may not reach a far southern parcel in Hanover, planning ahead for future services will save time and money. She also said that a city cannot stop you from farming the land.

Bovee-Gazett restated Nash's comment about transportation routes being improved after people live in the new developments and asked if there was a way to move up a timeline for improvements. Nash said that every city experiences that lag between road improvements and development. There really is no way to move up a road improvement timeline unless a city pays for it themselves.

Zajicek commented that there is competing development going on in neighboring cities and that traffic increases will not happen all at one time, but gradually.

Paullin commented that she is worried about where all of the added children will go to school. Hallstein responded that she has been working with the Buffalo Hanover Montrose School District and asked that same question, particularly about Hanover Elementary. She said that about 140 more students can be added to the school.

Rob Pruess, 11702 8th Street NE: The traffic is already here and then asked about the referendum that is on the ballot for those in the BHM school district. Hallstein stated that is a funding issue and not a space issue.

Bovee-Gazett asked about diversifying and what kind of risk does the City take with residential development versus commercial? Nash pointed out the area to the far west on the land use map that is currently Rockford Township and stated that area is guided for annexation into the City. She also showed where the added commercial areas are along Beebe Lake Road and River Road/CSAH 20 and the industrial area north of the current Industrial Park. Bovee-Gazett clarified his question with the risk of another housing market crisis. Nash said that cities with infrastructure extended farther out tended to have a more difficult time and were affected more than cities that had not practiced that policy.

Hallstein asked Nash to speak to the Downtown River Commercial District. Nash explained that this area is meant to be a downtown commercial space of mixed business, retail and even housing.

Kolasa closed the Public Hearing at 7:55 pm and reopened the Planning Commission.

Armstrong asked for clarification about a point listed on page 3, Goal 5, Number 2: "Utilize an access management program for properties adjacent to county roads with new residential, commercial and industrial development. Nash explained that the county will not allow new connections to the county roads

and gave the example of LaBeaux Avenue/CSAH 19 where there is a residential driveway, two access points for Tom Thumb and then access to the Hanover Fire Hall. This would not be configured this way today. She also spoke of how the new Hanover Dental has an address on LaBeaux Avenue, but the access to the property is off of Fifth Street. Connections to the county roads will have to have minimal impact from now on.

Kuitunen thanked the members of the audience for coming and giving their feedback. He stated that their comments were the same ones that were discussed during the meetings.

MOTION by Kuitunen to send the 2040 Comprehensive Plan Draft forward to the City Council for approval and to include the comments that were received, seconded by Armstrong.

Motion carried unanimously.

Unfinished Business

Allowing Home Occupations in Accessory Buildings

Nash reviewed the current Home Occupation ordinance with the Board. She then directed them to a draft of an addition that would allow home occupations not meeting this standard to operate under the use of an interim use permit (IUP). The home occupation would have to be in the Residential Agricultural zoning district and be 2.5 acres or greater. Commercial vehicles would not be allowed and she drafted the traffic flow and parking requirements to be the same as what it is currently. Nash explained that she drafted two options for outdoor storage: one that did not allow outdoor storage and another that would allow outdoor storage based on screening. Allowing the building to be used for displaying goods or storage of equipment or materials was added.

Nash said that the Planning Commission members can make suggestions, but cautioned that each will have a different impact or impacts on what is allowed. Conditions will need to be worded to control what is allowed.

Members brought up that the acreage drafted would not include the property in question, and that it needed to be reduced to two acres in size.

Armstrong asked about having only one additional car being allowed and if the employee's car would then be that car. Nash said that was correct and asked if the members wanted to allow for more cars keeping in mind that this would apply to anyone that applied for and was granted an IUP. Armstrong said that it didn't make sense to allow just one car and would be comfortable with two cars being allowed.

Schendel said that if more cars are allowed, how many will actually follow it and only have two cars? Christenson added his comment about who would enforce this provision?

Christenson asked how long is an IUP good? Nash responded that an IUP has a set time limit and will sunset. It will not run with the land as a conditional use permit does.

Kuitunen said that it appears that Nash went back to the previous ordinance that allowed such home occupations before it was changed a couple of years ago. Nash affirmed that.

Elroy Grambart, 10467 Beebe Lake Road: He wanted to make it known that the property had been a farm in the past and there would have been farm equipment and vehicles stored outdoors and sitting around.

Hallstein asked if the outdoor storage can be a site condition rather than be part of the ordinance. Nash replied that the limitation is outlined in the ordinance and the IUP will call out specifics to a particular property.

Ganfield asked if it was possible to make it a one-year term and if issues arise, then change it at that time. Nash replied that if there is something negative about the use, it might not be possible for the business to meet the terms imposed after a year and then keep operating. Enforcement after the fact is very difficult. Biren also pointed out that in the past, home occupations with an IUP or special use permit had to come before Council yearly to get a renewal.

Christenson would like to limit it to a reasonable use, but no go to big so that the neighborhood surrounding it is negatively impacted.

Ganfield asked is that not what is happening here—the person is being penalized for running a business that was there before the neighborhood was?

Schendel replied that this is incorrect and that the neighborhood was in place prior to the business being started. Kolasa added that the person chose to start a business when it wasn't allowed at that location.

Christenson said that he would be fine with two cars being allowed and that hours of operation need to be defined.

Kolasa asked what the acreage of the property in question actually was. Nash replied that the County has it listed as 2.24 acres with 1.91 being deemed usable, so it may fall under the two acre requirement depending on how the acreage is determined.

Christenson added that outdoor storage does need to be limited. Armstrong asked how most cities break down the amount of outdoor storage allowed. Nash replied that most cities do not allow outdoor storage even in their industrial parks and definitely not for home occupations. She went on to say that if this was desired, language would have to be crafted so that outdoor storage would be fair to both the business and the neighbors and that it would apply to any property meeting the requirements of the ordinance.

Kuitunen said that the size requirement is even less than it was in the prior ordinance allowing this type of home occupation and the buffer between properties would not be there as in the past.

Schendel stated that he would prefer not to have any home occupations such as this as there is a place for such business and it is not in the neighborhoods. It is also unfair that the business gets taxed at a residential rate when similar businesses located in a nonresidential zoning district are taxed differently.

Kolasa said that the more development happens, the more the residents will not like what is going on around them and that cities write ordinances to be followed. He did say that not all businesses are like Joel's and if the next person that doesn't follow the ordinance will have to appear before Planning Commission.

Schendel responded than there should be a roomful of people at every meeting that are not following ordinances.

Armstrong asked if a variance can be given. Nash replied that she would have to consult with the city attorney, but did not think that was possible because it would be a use variance and that is not allowed under Minnesota State statute.

Armstrong went on to inquire if Hanover is a haven for this type of business and do we want to be such a haven? She is sympathetic to the situation.

Kolasa said that the members need to take into consideration Schendel's comments.

Armstrong wanted to know if taxes would increase if there was a home occupation on the property. Nash said they would not increase and the person would be taxed as a residential property. Kolasa said that there was a property in St. Michael located in a residential area that was taxed as a business, but didn't know the particulars.

Hallstein asked Armstrong what people are looking for when buying property and what would be the impact of having a business on the property. Armstrong said that she has seen properties in which home occupations were allowed where it was junky looking and others that were not junky looking. She currently has a client that is looking for a property where he can work on cars more as a hobby than a business, but still do some business, and that it is very difficult to find as it is not allowed in most cities.

Kuitunen asked whether all home occupations would have to follow this process of having an IUP. Nash responded that it would be a dual process and a home occupation would either follow the typical home occupation section (as it does currently) or it would have to have an IUP. If the home occupation follows the IUP tract, they would need to apply for the IUP and submit all of the required materials as well as pay the fees and escrows involved. The property in question would still have to apply for an IUP and would not be considered grandfathered. Each IUP would have a list of conditions that would need to be met with possible staff inspections and investigations of any complaints.

Kuitunen said that it then becomes a police action for the Council.

Nash asked members what needs to be included in the draft for the next meeting and they responded:

- Size of property needs to be lowered to two acres.
- Two vehicles would be allowed. Nash said that others can be inside out of site.
- No outdoor storage allowed. Members did not want to compute the size or area of storage allowed since that could get into height, items, etc. The alternate language will be stricken.
- The section on sewage and solid waste is fine. There was some discussion regarding whether or not dumpsters were allowed versus regular garbage carts. MS4 regulations prohibiting leaking dumpsters was mentioned.
- Allowing operations, display of goods and equipment storage was acceptable.
- Definition of commercial vehicle needed to be included. Nash did mention that there is a trucking business that does have semis and trailers.

Nash said that the next steps would be to draft the amendment, advertise for a public hearing that would take place at the November meeting, and bring it to the November meeting.

New Business

December Meeting Date

Biren reminded the members that the December meeting falls on December 24th which is Christmas Eve. Members decided that December 17th would be a suitable alternate date for the meeting.

Reports and Announcements

Nash said that she has received a partial preliminary plat from Paxmar, but that there are other items still incomplete so there is a very slim chance it will be at the November meeting. Paxmar would have to satisfactorily submit the items by the end of the week.

Biren said that Regency Homes has officially joined the builders in Crow River Heights West Third Addition.

Schedel said that the downtown parking lot has been completed.

Adjournment

MOTION by Schedel to adjourn, seconded by Armstrong.

Motion carried unanimously.

Meeting adjourned at 9:04 pm.

ATTEST:

Amy L. Biren
Administrative Assistant

DRAFT

Public comments are attached as a separate pdf.

**Final Levy Certification
2019 Revenue Budget**

Account	Description	Category	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	06-31-18 Actual	2018 Budget	% of Budget	2019 Budget	% Change	Comments
100-31000	Property Taxes - City	TAXES	981,814	940,618	1,026,640	783,871	842,144	281,151.68	881,449		1,019,659		
100-31020	Property Taxes - Fire Dept	TAXES	95,882	99,864	95,624	112,838	111,200	64,952.00	129,904		101,578		
100-31800	Franchise Fees	TAXES	14,452	12,194	13,150	14,500	15,759	3,738.97	15,000		15,000		
	Total Taxes		1,092,148	1,052,676	1,135,414	911,209	969,103	349,843	1,026,353	34%	1,136,237	11%	
100-32110	Alcoholic Beverages	LIC PERM	10,305	10,370	10,370	10,420	10,420	7,020	10,370		10,370		5 Liquor License Renewals
100-32180	Other Bus. Lic. & Permits	LIC PERM	1,561	700	362	482	2,870	1,415	400		1,000		Utility Permits/Solicitors License
100-32210	Building Permits	LIC PERM	190,003	154,881	139,675	180,198	82,122	39,768	140,000		100,000		
100-32240	Animal Licenses	LIC PERM	340	120	260	200	100	-	100		0		
100-32260	Solid Waste Hauler Licenses	LIC PERM	3,000	1,000	500	1,500	1,500	1,250	1,500		1,500		
100-32270	Rental Dwelling Licenses	LIC PERM	-	1,050	-	1,215	90	130	800		0		No permits due for renewal '19
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	74	37	45	55	66	14	50		50		Burn Permits
	Total Lic Perm		205,283	168,158	151,212	194,070	97,168	49,597	153,220	32%	112,920	-26%	
100-33400	State Grants and Aid	INTGOVT	-	2,915	38,757	-	30,772	-	-		-		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,203	100,494	105,859	107,496	108,169	-	117,651		118,253		2019 estimate
100-33410	MV Credit	INTGOVT	-	1,297	1,866	1,697	1,583	-	-		-		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	-	339		339		
100-33422	State Fire Aid	INTGOVT	34,204	36,371	42,219	39,121	37,428	-	39,000		39,000		estimate
100-33426	State Police Aid	INTGOVT	5,057	5,265	5,566	5,729	5,911	-	5,500		5,500		estimate
100-33610	County Grants/Aid for Roads	INTGOVT	-	14,488	13,342	-	-	-	-		-		
	Total Intgovt		102,803	161,169	207,947	154,382	184,202	-	162,490	0%	163,092	0%	
100-34000	Charges for Service	SERVICE	-	16,643	-	-	-	3,759	-		3,500		Cleanup Day
100-34101	City Hall Rentals	SERVICE	4,800	6,700	8,915	8,315	10,698	5,474	10,000		10,000		
100-34107	Assessment Searches	SERVICE	725	350	475	400	750	450	400		600		
100-34108	Administrative Fees	SERVICE	1,402	2,710	2,447	2,433	3,300	3,600	2,000		3,000		
100-34109	Copies/Faxes	SERVICE	76	83	15	127	35	29	75		50		
100-34206	Other Public Safety Charges	SERVICE	-	-	-	-	250	300	-		-		Fire Emergency Services Fees
100-34207	Fire Protection	SERVICE	102,210	105,899	107,464	104,785	114,825	52,337	140,661		110,755		reflects only operating portion
100-34403	Recycling Rev/Reimb	SERVICE	8,264	26	6,902	6,372	6,928	1,112	6,000		6,000		
100-34780	Park Shelter Rental Fees	SERVICE	2,351	3,013	2,805	2,687	2,220	1,675	3,000		2,500		
100-34940	Cemetery Revenues	SERVICE	-	2,950	1,950	3,700	6,050	1,500	2,000		2,000		
	Total Service		119,827	138,374	130,973	128,819	145,057	70,236	164,136	43%	134,905	-18%	
100-35100	Court Fines	FINES	1,420	315	2,643	2,254	5,167	3,935	2,000		3,000		
	Total Fines		1,420	315	2,643	2,254	5,167	3,935	2,000	197%	3,000	50%	
100-36100	Special Assessments	MISC	951	54	429	2,013	856	-	500		-		Lawn Mowing assessed
100-36200	Misc Revenues	MISC	67,479	2,592	13,012	10,454	1,733	(4,416)	900		100		Compost Card Replacements
100-36210	Interest Earnings	MISC	4,476	(528)	36,318	16,286	19,127	3,254	3,000		-		
100-36215	Investment Income/Loss	MISC	-	7,518	(100)	(1,872)	(2,872)	(3,491)	6,000		-		
100-36218	Grants	MISC	1,205	-	6,280	-	-	-	-		-		
100-36230	Contributions & Donations	MISC	2,742	2,075	8,597	6,000	2,425	375	2,000		400		HAA no longer due to 10% req.
100-36235	Insurance Dividends	MISC	7,094	5,123	11,500	12,801	3,109	-	8,000		4,000		
100-36250	Damage Deposits	MISC	6,291	7,441	6,501	100	-	-	-		-		Moved to GL
100-36260	Refunds or Reimbursements	MISC	-	-	-	4	181	61	-		-		

100-36291	Sale of Vehicles/Equipment	MISC	1,300	100	-	1,702	773	-	-		
100-39101	Sales of General Fixed Assets	MISC				120,917	-	-	-		
100-39203	Transfers from Other Funds	MISC		-	-	19,200	-	-	-		
Total Misc			91,538	24,375	82,538	187,606	25,334	(4,218)	20,400	-21%	4,500 -78%
Total Revenue			1,613,019	1,545,068	1,710,727	1,578,339	1,426,030	469,392	1,528,599	31%	1,554,654 1.70%

**Final Levy Certification
2019 Expenditure Budget**

Account	Description	Category	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	06-31-2018 Actual	2018 Budget	% of Budget	2019 Budget	% Change	Dollar Change	Comments
General Government														
100-41110-111	Committe Wages	COUNCIL	12,176	9,359	9,881	10,692	11,967	-	13,000		13,000		0	
100-41110-122	FICA	COUNCIL	755	572	632	658	740	-	806		806		0	
100-41110-123	Medicare	COUNCIL	177	134	143	154	173	-	189		189		0	
100-41110-208	Training & Instruction	COUNCIL	398	-	365	-	575	300	400		1,000		600	
100-41110-306	Dues & Subscriptions	COUNCIL	670	2,912	6,488	7,856	6,507	2,654	7,500		7,500		0	
100-41110-331	Travel Expenses	COUNCIL	158	160	76	-	138	-	500		1,000		500	
100-41110-437	Discretionary Miscellaneous	COUNCIL	3,586	5,701	3,128	11,287	6,035	1,114	17,503		20,000		2,497	
	Total Council		17,967	18,888	20,766	30,646	26,136	4,067	39,898	10%	43,495	9%	3,597	
100-41330-111	Committe Wages	BRDS & COMM	2,280	2,820	2,820	3,270	4,380	-	4,000		5,000		1,000	
100-41330-208	Training & Instruction	BRDS & COMM	-	-	-	-	-	-	500				(500)	
100-41330-331	Travel Expenses	BRDS & COMM	374	18	21	-	-	-	100				(100)	
	Total Brds & Comm		2,654	2,838	2,936	3,270	4,380	-	4,600	0%	5,000	9%	400	
100-41400-101	Full-Time Wages	CITY ADMIN	12,433	63,612	75,707	67,580	69,612	34,404	72,040		75,642		3,602	
100-41400-121	PERA	CITY ADMIN	-	4,553	5,870	5,043	5,217	2,698	5,403		5,673		270	
100-41400-122	FICA	CITY ADMIN	590	3,894	4,852	4,169	4,313	2,230	4,466		4,690		223	
100-41400-123	Medicare	CITY ADMIN	138	911	1,135	975	1,009	522	1,045		1,097		52	
100-41400-132	Employer Paid Life	CITY ADMIN	-	1,073	414	368	380	188	400		385		(15)	estimate
100-41400-151	Health Insurance Premium	CITY ADMIN	-	5,676	5,237	8,372	8,401	4,148	8,400		8,400		0	reflects monthly allotment
100-41400-208	Training & Instruction	CITY ADMIN	464	561	1,310	410	681	1,161	1,500		1,500		0	
100-41400-306	Dues & Subscriptions	CITY ADMIN	-	445	256	267	254	92	500		250		(250)	
	Total City Admin		57,941	82,640	98,574	87,184	89,866	45,443	93,754	48%	97,637	4%	3,883	
100-41410-200	Office Supplies	ELECTION	-	3,005	-	1,631	64	-	5,000		100		(4,900)	Supplies and minor equipment upgrades
100-41410-310	Other Professional Services	ELECTION	-	5,317	79	4,016	-	32	5,000				(5,000)	Judge Wages
100-41410-351	Legal Notices Publishing	ELECTION	-	279	-	174	-	-	300				(300)	
100-41410-400	Repairs & Maintenance Cont	ELECTION	762	-	-	1,014	1,652	-	1,500		2,000		500	
	Total Election		762	8,601	79	6,835	1,716	32	11,800	0%	2,100	-82%	(9,700)	
100-41430-101	Full-Time Wages	CLERICAL	43,120	80,994	53,307	42,267	43,842	21,908	45,718		48,004		2,286	
100-41430-121	PERA	CLERICAL	1,832	5,711	3,798	3,154	3,285	1,717	3,429		3,600		171	
100-41430-122	FICA	CLERICAL	2,544	5,607	3,715	2,607	2,716	1,420	2,835		2,976		142	
100-41430-123	Medicare	CLERICAL	595	1,311	869	610	635	332	663		696		33	
100-41430-134	Employer Paid Life	CLERICAL	-	(3,996)	1,581	1,309	1,402	755	1,600		1,540		(60)	estimate
100-41430-151	Health Insurance Premium	CLERICAL	17,319	10,443	7,844	8,400	8,401	4,200	8,400		8,400		0	reflects monthly allotment
100-41430-208	Training & Instruction	CLERICAL	-	-	-	255	-	-	500		500		0	
100-41430-306	Dues & Subscriptions	CLERICAL	-	-	-	-	18	23	250		100		(150)	
	Total Clerical		65,410	115,462	74,280	58,602	60,298	30,355	63,395	48%	65,817	4%	2,422	
100-41435-260	Uniforms	STAFF EXP	-	224	-	-	-	200	300		300		0	
100-41435-310	Other Professional Services	STAFF EXP	5,763	578	787	1,157	373	240	500		500		0	
100-41435-331	Travel Expenses	STAFF EXP	368	561	1,277	589	750	383	2,000		2,000		0	
	Total Staff Exp		14,017	2,620	3,290	1,746	1,124	823	2,800	29%	2,800	0%	0	
100-41530-101	Full-Time Wages	ACCNT	78,673	-	24,895	51,158	51,257	25,345	53,040		55,692		2,652	
100-41530-121	PERA	ACCNT	5,869	-	1,800	3,818	3,491	1,989	3,978		4,177		199	
100-41530-122	FICA	ACCNT	5,019	-	1,446	2,941	3,096	1,636	3,288		3,453		164	
100-41530-123	Medicare	ACCNT	1,174	-	338	688	724	383	769		808		38	
100-41530-134	Employer Paid Life	ACCNT	-	-	348	980	820	518	1,100		1,060		(40)	estimate
100-41530-151	Health Insurance Premium	ACCNT	9,149	-	3,322	10,800	8,500	4,200	8,400		8,400		0	reflects monthly allotment
100-41530-208	Training & Instruction	ACCNT	-	-	-	690	285	-	1,000		1,000		0	
100-41530-306	Dues & Subscriptions	ACCNT	-	-	-	235	123	42	250		250		0	
100-41530-310	Other Professional Services	ACCNT	-	-	35,468	2,457	6,211	2,816	5,000		2,500		(2,500)	Audit Review by AEM
	Total Accnt		99,885	-	68,471	73,767	74,507	36,929	76,826	48%	77,339	1%	514	
100-41540-301	Auditing & Accounting	AUDITING	22,740	27,812	23,400	29,243	24,065	21,050	21,050		22,000		950	Audit Costs
	Total Auditing & Accounting		22,740	27,812	23,400	29,243	24,065	21,050	21,050	100%	22,000	5%	950	
100-41550-310	Other Professional Services	ASSESSING	16,889	17,328	17,772	17,828	18,942	12,767	20,000		21,000		1,000	

	Total Assesing		16,889	17,328	17,772	17,828	18,942	12,767	20,000	64%	21,000	5%	1,000	
100-41570-200	Office Supplies	PURCHASING	5,587	1,128	3,146	3,077	2,581	1,918	3,500		3,500		0	
100-41570-205	Bank Fees	PURCHASING	124	74	49	187	387	(95)	200		200		0	
100-41570-207	Computer Supplies	PURCHASING	4,472	4,284	3,092	5,876	11,453	3,732	8,000		6,000		(2,000)	
100-41570-220	Repair/Maintenance Supply	PURCHASING	8,425	1,939	2,367	3,670	2,751	1,896	4,000		4,000		0	
100-41570-322	Postage	PURCHASING	458	951	2,463	2,840	2,267	416	2,500		2,500		0	
100-41570-570	Office Equipment/Furniture	PURCHASING	1,305	120	210	-	9,611	1,122	6,000		3,000		(3,000)	Upgrade Conf. Chairs & PW Conf. Chairs
	Total Purchasing		20,370	8,496	11,326	15,650	29,049	8,989	24,200	37%	19,200	-21%	(5,000)	
100-41600-310	Other Professional Services	COMPUTER			-	2,542	4,616	5,690	8,500		5,000		(3,500)	Increase for PW setup
	Total Computer		-	4,693	3,693	2,542	4,616	5,690	8,500	67%	5,000	-41%	(3,500)	
100-41610-304	Legal Fees	ATTORNEY	19,286	20,536	18,947	25,247	21,223	5,472	23,500		23,500		0	
	Total Attorney		19,286	20,536	18,947	25,247	21,223	5,472	23,500	23%	23,500	0%	0	
100-41910-310	Other Professional Services	PLANNING & ZONING	24,092	26,511	19,945	24,771	25,492	8,333	25,000		25,000		0	
	Total Planning & Zoning		24,092	26,511	19,945	24,771	25,492	8,333	25,000	33%	25,000	0%	0	
100-41940-210	Operating Supplies	BLDG & GRNDS	4,454	2,494	617	1,567	1,080	-	1,500		2,000		500	cleaning suplies, garbage bags, etc.
100-41940-220	Repair/Maintenance Supply	BLDG & GRNDS	10,195	(3,187)	9,461	10,286	7,361	1,506	7,000		7,000		0	
100-41940-306	Dues & Subscriptions	BLDG & GRNDS		250	250	250	250	620	250		525		275	Liquor License, Drug Tests, Fuel Card
100-41940-310	Other Professional Services	BLDG & GRNDS	6,508	6,998	6,016	7,208	7,214	3,090	9,000		7,500		(1,500)	cleaning contract and pest control
100-41940-321	Telephone	BLDG & GRNDS	5,851	4,476	3,282	3,139	4,204	3,518	4,200		6,400		2,200	Comcast
100-41940-325	Taxes	BLDG & GRNDS	6,439	258	220	214	349	262	300		500		200	sales and use tax
100-41940-381	Electric Utilities	BLDG & GRNDS	10,328	8,927	14,122	8,917	8,793	5,243	14,000		9,600		(4,400)	City Hall
100-41940-383	Gas Utilities	BLDG & GRNDS	4,799	6,698	3,642	3,047	5,100	6,452	8,000		5,000		(3,000)	City Hall
100-41940-384	Refuse/Garbage Disposal	BLDG & GRNDS	5,313	(502)	2,540	2,552	2,937	1,402	3,500		3,500		0	City Hall, PW, FD
100-41940-415	Other Equipment Rental	BLDG & GRNDS	-	-	121	-	-	-	500		-		(500)	
100-41940-520	Buildings & Structures	BLDG & GRNDS	637	5,591	5,346	3,402	2,112	471	4,500		4,000		(500)	
100-41940-560	Furniture & Fixtures	BLDG & GRNDS	3,149	535	1,961	242	2,069	1,450	2,500		2,000		(500)	
100-41940-580	Other Equipment	BLDG & GRNDS	352	308	1,263	226	-	-	500		-		(500)	
	Total Bldg & Grnds		106,016	32,848	48,842	41,048	41,468	24,015	55,750	43%	48,025	-14%	(7,725)	
100-41950-303	Engineering Fee	ENGINEERING	22,511	19,613	23,493	25,659	16,135	3,449	25,000		20,000		(5,000)	No Comp. Plan
	Total Engineering		22,511	19,613	23,493	25,659	16,135	3,449	25,000	14%	20,000	-20%	(5,000)	
100-41960-150	Workers Comp Premium	INSURANCE	2,086	845	259	8,543	9,376	7,867	9,500		18,000		8,500	entire City less Fire Department estimate
100-41960-361	General Liability Insurance	INSURANCE	21,946	24,476	24,785	19,245	21,536	13,522	22,000		25,000		3,000	entire City less Fire Department estimate
	Total Insur		24,032	27,982	25,045	27,788	30,912	21,389	31,500	68%	43,000	37%	11,500	
100-41970-341	Employment	LEGAL PUB	231	235	435	274	362	-	300		300		0	
100-41970-343	Other Advertising	LEGAL PUB	-	38	-	39	104	-	50		100		50	WC Journal Subscription
100-41970-351	Legal Notices Publishing	LEGAL PUB	1,925	1,621	768	1,814	337	141	2,000		1,000		(1,000)	Election Year
100-41970-354	Recording Fees	LEGAL PUB	128	441	-	-	53	166	500		250		(250)	
	Total Legal Pub		2,284	2,336	1,203	2,127	856	307	2,850	11%	1,650	-42%	(1,200)	
100-48205-810	Refunds & Reimbursements	DAMAGE DEPOSIT	7,720	7,554	11,079	3,416	-	-	-		-		0	Moved to GL
	Total Damage Deposit		7,720	7,554	11,079	3,416	-	-	-		#DIV/0!		0	
	Total General Gov't		524,577	426,758	473,140	477,369	470,784	229,109	530,422	43%	522,562	-1%	(7,859)	
Public Safety														
100-42101-310	Other Professional Services	HC SHERIFF	65,503	75,078	69,333	71,405	78,731	20,274	81,096		82,716		1,620	contract price
	Total HC Sheriff		65,503	75,078	69,333	71,405	78,731	20,274	81,096	25%	82,716	2%	1,620	
100-42102-310	Other Professional Services	WC SHERIFF	88,330	83,726	95,900	99,168	105,708	54,366	105,120		108,770		3,650	contract price
	Total WC Sheriff		88,330	83,726	95,900	99,168	105,708	54,366	105,120	52%	108,770	3%	3,650	
100-42210-103	Part-Time Wages	FIRE ADMIN	29,404	28,116	27,804	31,640	47,144	29,841	59,000		61,000		2,000	straight hourly pay/increased calls
100-42210-122	FICA	FIRE ADMIN	1,823	1,743	1,714	1,943	1,483	3,271	3,658		3,782		124	
100-42210-123	Medicare	FIRE ADMIN	426	408	401	454	347	765	856		885		29	
100-42210-142	Unemployment Benefits	FIRE ADMIN	-	-	22	-	275	168			300		300	
100-42210-150	Workers Comp Premium	FIRE ADMIN	7,042	6,679	7,137	7,947	8,225	5,040	8,500		9,000		500	estimate
100-42210-200	Office Supplies	FIRE ADMIN	359	167	131	241	560	-	350		350		0	
100-42210-305	Medical/Physical Fees	FIRE ADMIN	3,975	1,260	4,735	4,567	2,644	1,249	4,000		4,000		0	
100-42210-306	Dues & Subscriptions	FIRE ADMIN	884	562	572	605	1,889	100	1,000		1,500		500	
100-42210-361	General Liability Insurance	FIRE ADMIN	6,875	5,869	2,370	4,743	5,248	2,004	5,000		5,000		0	estimate
	Total Fire Admin		50,788	45,975	45,125	52,140	67,816	42,438	82,364	52%	85,817	4%	3,453	

100-42220-221	Equipment Parts	FIRE EQUIP	3,665	6,025	1,056	2,791	6,579	3,363	15,500	15,500	0		
100-42220-228	Medical Supplies	FIRE EQUIP	-	-	782	370	-	842	1,500	1,500	0		
100-42220-240	Small Tools/Equipment	FIRE EQUIP	718	132	-	537	-	239	850	1,000	150		
100-42220-260	Uniforms	FIRE EQUIP	8,599	780	10,864	7,559	12,699	3,056	28,500	28,500	0	Purchase extra to incorporate 2 sets each	
100-42220-580	Other Equipment	FIRE EQUIP	4,315	2,056	856	1,081	730	1,916	5,000	5,000	0		
	Total Fire Equip		17,296	8,993	13,557	12,338	20,009	9,416	51,350	18%	51,500	0%	150
100-42240-208	Training & Instruction	FIRE TRG	3,401	7,517	8,869	4,162	6,078	974	12,500	12,500	0		
100-42240-310	Other Professional Services	FIRE TRG	-	-	-	2,939	3,055	1,585	3,210	3,210	0	Contracted cost	
100-42240-331	Travel Expenses	FIRE TRG	1,099	852	792	2,137	3,754	1,397	1,500	1,500	0		
	Total Fire Trg		4,500	8,369	9,661	9,238	12,886	3,957	17,210	23%	17,210	0%	0
100-42260-212	Motor Fuels	FIRE VEHICLE	5,428	3,780	3,146	2,362	2,302	1,521	4,500	4,500	0		
100-42260-220	Repair/Maintenance Supply	FIRE VEHICLE	7,438	14,342	7,855	11,402	9,144	893	9,000	9,000	0		
100-42260-240	Small Tools/Equipment	FIRE VEHICLE	2,335	1,860	198	322	25	147	2,000	1,000	(1,000)		
100-42260-323	Radio Units	FIRE VEHICLE	1,107	2,661	5,035	8,481	3,439	3,673	7,805	7,805	0	add additional radios	
	Total Fire Vehicle		16,307	22,643	16,235	22,567	14,911	6,234	23,305	27%	22,305	-4%	(1,000)
100-42280-215	Shop Supplies	FIRE BLDG	1,121	741	189	416	177	113	1,650	1,650	0		
100-42280-220	Repair/Maintenance Supply	FIRE BLDG	-	522	14,969	2,827	1,364	1,832	7,500	7,500	0	increase for hose testing	
100-42280-321	Telephone	FIRE BLDG	1,002	430	351	371	1,857	464	1,000	1,000	0		
100-42280-325	Taxes	FIRE BLDG	138	-	-	-	-	-	175	-	(175)		
100-42280-381	Electric Utilities	FIRE BLDG	4,696	3,722	3,636	3,861	3,859	1,181	4,500	4,500	0		
100-42280-383	Gas Utilities	FIRE BLDG	2,569	3,673	2,855	1,935	2,298	2,005	3,000	3,000	0		
100-42280-520	Buildings & Structures	FIRE BLDG	-	-	-	-	-	932	-	-	0		
	Total Fire Bldg		9,526	9,088	21,999	9,410	9,555	6,528	17,825	37%	17,650	-1%	(175)
100-42290-124	State Aid Pensions	FRA	41,704	37,871	42,415	38,746	37,428	-	39,000	39,000	0	pass through fund	
100-42290-125	Other Retirement Contributions	FRA	-	-	-	11,134	11,134	-	12,011	11,602	(409)	31% of two year's prior state aid amount	
100-42290-301	Auditing & Accounting	FRA	10,683	5,800	6,580	6,100	6,200	-	6,500	6,250	(250)	billed hourly, this is estimated amount	
	Total FRA		52,387	43,671	48,995	55,980	54,762	-	57,511	0%	56,852	-1%	(659)
100-42401-310	Other Professional Services	BLDG INSP	72,360	32,860	53,391	54,669	39,212	19,144	50,000	50,000	0		
	Total Bldg Insp		72,360	32,860	53,391	54,669	39,212	19,144	50,000	38%	50,000	0%	0
100-42700-310	Other Professional Services	ANIMAL CTRL	189	180	185	250	577	561	500	1,000	500		
	Total Animal Ctrl		189	180	185	250	577	561	500	112%	1,000	100%	500
100-42800-310	Other Professional Services	CEMETERY	-	-	50	2,174	-	-	-	-	0		
	Total Cemetery		-	-	50	2,174	-	-	-	#DIV/0!	-	#DIV/0!	0
	Total Public Safety		377,186	330,584	374,432	389,338	404,167	162,918	486,281	34%	493,820	2%	7,539

Public Works

100-43000-101	Full-Time Wages - Reg	PUBLIC WORKS	61,257	74,389	98,608	107,097	111,190	73,056	131,192	138,997	7,804	3 FTE - with \$25k paid from Storm H2O
100-43000-102	Full-Time Wages - OT	PUBLIC WORKS	-	1,340	604	1,386	526	583	2,000	2,000	0	
100-43000-103	Part-Time Wages	PUBLIC WORKS	4,010	14,370	5,170	13,080	11,292	5,300	13,740	14,580	840	1 Summer help and 1 temp. snow plow driver
100-43000-121	PERA	PUBLIC WORKS	3,462	5,168	7,730	8,095	8,059	5,781	11,714	12,300	585	
100-43000-122	FICA	PUBLIC WORKS	3,846	5,688	6,637	7,482	7,411	4,899	10,536	11,072	536	
100-43000-123	Medicare	PUBLIC WORKS	899	1,274	1,552	1,750	1,733	1,146	2,464	2,589	125	
100-43000-134	Employer Paid Life	PUBLIC WORKS	-	1,107	1,729	1,862	1,374	1,120	2,100	2,535	435	estimate
100-43000-142	Unemployment Benefits	PUBLIC WORKS	-	369	264	28	1,865	5,200	250	-	(250)	
100-43000-151	Health Insurance Premiums	PUBLIC WORKS	5,537	10,892	15,616	19,200	20,701	15,444	30,000	32,400	2,400	2 family & 1 single
100-43000-208	Training & Instruction	PUBLIC WORKS	-	225	997	1,379	166	2,163	2,500	2,500	0	to reflect additional worker
100-43000-212	Motor Fuels	PUBLIC WORKS	10,110	8,790	-	5,218	5,085	5,916	7,000	7,000	0	plow, loader, bobcat, pickups
100-43000-215	Shop Supplies	PUBLIC WORKS	4,608	3,569	-	2,658	3,524	5,793	5,500	7,500	2,000	added for fuel storage
100-43000-220	Repair/Maintenance Supply	PUBLIC WORKS	7,116	8,726	378	11,725	7,134	6,854	9,000	12,000	3,000	
100-43000-226	Sign Repair Materials	PUBLIC WORKS	-	-	-	1,252	943	-	1,500	1,500	0	consolidated all street sign resources here
100-43000-240	Small Tools/Equipment	PUBLIC WORKS	1,986	4,432	-	2,576	6,505	1,276	5,000	5,000	0	
100-43000-260	Uniforms	PUBLIC WORKS	907	1,974	-	1,316	2,225	585	3,000	3,000	0	to reflect additional worker
100-43000-310	Other Professional Services	PUBLIC WORKS	6,708	5,174	-	18,696	13,075	1,250	17,000	10,000	(7,000)	Compost, street sweepings
100-43000-321	Telephone	PUBLIC WORKS	-	555	1,929	1,880	2,820	1,544	2,800	4,200	1,400	Cell Phones, Comcast Internet/Phones
100-43000-325	Taxes	PUBLIC WORKS	-	119	-	120	38	118	200	200	0	
100-43000-381	Electric Utilities	PUBLIC WORKS	-	-	-	-	-	-	-	6,000	6,000	
100-43000-383	Gas Utilities	PUBLIC WORKS	-	-	-	-	-	-	-	5,000	5,000	

	Total Public Works		113,432	155,840	152,107	206,800	205,666	138,028	257,497	54%	280,372	9%	22,876	
100-43121-224	Street Maintenance Materials	PAVED STREETS	5,636	13,661	71,522	32,250	16,992	1,812	100,000		100,000		0	increase to pay for annual chip seal
	Total Paved Streets		6,225	14,625	75,755	32,250	16,992	1,812	100,000	2%	100,000	0%	0	
100-43122-224	Street Maintenance Materials	UNPAVED STREETS	2,240	7,094	10,403	11,179	12,639	-	15,000		15,000		0	
	Total Unpaved Streets		6,400	7,094	10,403	11,179	12,639	-	15,000	0%	15,000	0%	0	
100-43125-224	Street Maintenance Materials	SNOW/ICE	600	11,926	15,000	9,453	19,171	6,624	15,000		20,000		5,000	
	Total Snow/Ice		600	11,926	15,000	9,453	19,171	6,624	15,000	44%	20,000	33%	5,000	
100-43160-381	Electric Utilities	STREET LIGHTS	27,036	25,125	19,475	26,424	23,876	9,624	25,000		25,000		0	
	Total Street Lights		27,036	25,125	19,475	26,424	23,876	9,624	25,000	38%	25,000	0%	0	
100-43240-384	Refuse/Garbage Disposal	CITY CLEAN UP	828	887	1,784	2,073	-	1,935	-		1,000		1,000	\$0 cost last two years ('16 received donation)
	Total City Clean Up		828	887	1,784	2,073	-	1,935	-	#DIV/0!	1,000	#DIV/0!	1,000	
100-43245-384	Refuse/Garbage Disposal	RECYCLING	25,354	33,931	36,112	37,745	38,298	16,818	38,500		40,000		1,500	residential recycling service addt. houses
	Total Recycling		25,354	33,931	36,112	37,745	38,298	16,818	38,500	44%	40,000	4%	1,500	
	Total Public Works		180,693	249,428	341,883	325,925	316,643	174,841	450,997	39%	481,372	7%	30,376	

Culture & Recreation

100-45186-437	Senior Center Contribution	SENIOR CENTER	1,250	7,654	5,330	7,016	7,905	1,887	8,700		8,700		0	provided by St. Michael
	Total Senior Center Contribution		1,250	7,654	5,330	7,016	7,905	1,887	8,700	22%	8,700	0%	0	
100-45200-212	Motor Fuels	PARKS		1,958	-	1,478	1,214	699	2,000		2,000		0	lawn mower fuel
100-45200-220	Repair/Maintenance Supply	PARKS	3,801	4,477	4,513	4,599	3,428	1,257	5,000		5,000		0	mower repairs, park maintenance equipment
100-45200-225	Landscaping Materials	PARKS	4,055	1,788	2,625	4,356	4,638	231	8,000		8,000		0	wood chips, seed, soil, fertilizer, etc.
100-45200-310	Other Professional Services	PARKS			-	6,280	6,500	6,800	6,800		7,000		200	FYCC Costs
100-45200-381	Electric Utilities	PARKS	2,729	1,932	2,054	2,265	2,981	876	2,200		2,200		0	
100-45200-400	Repairs & Maintenance Contract	PARKS	4,489	4,469	2,249	1,939	112	-	1,500		1,500		0	
100-45200-440	Programs	PARKS	5,171	4,992	9,041	2,216	1,945	2,467	2,200		3,000		800	city hosted events
100-45200-580	Other Equipment	PARKS	1,182	2,711	7,190	7,606	4,070	409	8,000		8,000		0	added Biff @ school
	Total Parks		24,199	22,610	27,852	30,739	24,887	12,740	35,700	36%	36,700	3%	1,000	
100-45500-437	Contribution & Operation	ROY SIMMS LIBRARY	7,000	7,000	5,250	10,428	11,240	4,188	11,500		11,500		0	\$7K bond plus \$4,500 operation
	Total Roy Simms Library		7,000	7,000	5,250	10,428	11,240	4,188	11,500	36%	11,500	0%	0	
	Total Culture & Rec		32,449	37,264	38,432	48,183	44,032	18,815	55,900	34%	56,900	2%	1,000	

Transfers Out

100-49360-700	Transfer Out	GENERAL CAPITAL	221,307	100,000		250,000			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	PARKS CAPITAL	-	-		148,570			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	FIRE DEPT CAPITAL	-	20,000	52,300	31,000	74,151		-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	HISTORICAL FUND	10,000	10,000					-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	CITY HALL FUND	30,000	30,000		74,093			-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	EQUIPMENT FUND	32,500	32,500	55,000				-		-		0	eliminated as an operating expense
100-49360-700	Transfer Out	STREET CAPITAL	275,000	100,000	369,000		150,000		-		-		0	eliminated as an operating expense
	Total Transfers Out		568,807	292,500	476,300	503,663	224,151	-	-	#DIV/0!	-	#DIV/0!	0	

Transit

100-49800-310	Other Professional Services	TRANSIT		1,107		250	187	489	5,000		-		(5,000)	annual cost, capital debt repayment
	Total Transit			1,107	-	250	187	489	5,000	10%	-	-100%	(5,000)	

Total Fund Expend.	1,683,711	1,337,641	1,704,187	1,744,728	1,459,964	586,172	1,528,599	38%	1,554,654	1.70%	26,055
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Total Revenue Over Expenditures	(70,692)	207,427	6,540	(166,390)	(33,934)	(116,780)	(0)	(0)
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Fire Department Cost for Services Calculation

2019 Estimated Market Values	HC	WC	TOTAL	
City of Corcoran	\$205,397,200		\$205,397,200	25.09%
City of Greenfield	\$140,036,400		\$140,036,400	17.11%
City of Hanover	\$88,457,900	\$281,896,000	\$370,353,900	45.25%
Rockford Township		\$102,762,700	\$102,762,700	12.55%
	<hr/>	<hr/>	<hr/>	<hr/>
	\$433,891,500	\$384,658,700	\$818,550,200	100.00%

Total Calls by Year	2013	2014	2015	2016	2017	Total	Average	
City of Corcoran	24	34	34	50	43	185	37	22.87%
City of Greenfield	13	12	12	42	24	103	20.6	12.73%
City of Hanover	77	73	73	103	82	408	81.6	50.43%
Rockford Township	22	28	28	22	13	113	22.6	13.97%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	136	147	147	217	162	809	161.8	100.00%

2019 Budget: 311,333.50 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
 (39,000.00) State FRA Pension Contribution
\$272,333.50 Amount to be allocated

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

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	25.09%	34,168.06	22.87%	31,138.26	65,306.31
City of Greenfield	17.11%	23,295.21	12.73%	17,336.43	40,631.65
City of Hanover	45.25%	61,608.79	50.43%	68,672.48	130,281.27
	12.55%	17,094.69	13.97%	19,019.58	36,114.27
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	100.00%	136,166.75	100.00%	136,166.75	272,333.50
		136,166.75		136,166.75	

2018 Payment Per City:		2019 Payment Per City:	% Change
City of Corcoran	\$64,116.39	City of Corcoran	\$65,306.31 2%
City of Greenfield	\$39,557.64	City of Greenfield	\$40,631.65 3%
City of Hanover	\$129,903.70	City of Hanover	\$130,281.27 0%
Rockford Township	\$36,986.77	Rockford Township	\$36,114.27 -2%
	<hr/>		<hr/>
	\$270,564.50		\$272,333.50

Capital Improvement Fund Levy Revenue

Fund No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change	Comments
401	General	221,307	100,000							
402	Parks					25,000	25,000	25,000		
403	Fire Department		20,000	24,000	30,000	104,151	60,000	60,000		
404	Historical Projects	10,000	10,000							
407	TIF Redev. Dist #1									
408	8th St. Project									
411	Facilities	30,000	30,000			-				
417	Equipment	32,500	32,500	55,000	65,000	52,348	15,000	20,000		
418	Street Project	275,000	100,000	190,000	215,000	310,000	152,880	169,806		
Total Revenue		568,807	292,500	269,000	310,000	491,499	252,880	274,806	83%	

City of Hanover
Debt Services

2008A GO CIP Refunding Bond Fund

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
311-31000	PROPERTY TAXES-CITY	79,457	40,934	39,770	38,604	42,688	41,255	39,821	
311-33410	MV CREDIT								
311-36210	INTEREST EARNINGS	504	50	400	344	688	200	0	
311-36215	INVESTMENT INCOME/LOSS		413	(92)	289	(284)	200	0	
311-39100	BOND PROCEEDS								
311-39200	TRANSFERS IN								
Total Revenue		79,961	41,397	40,079	39,238	43,092	41,655	39,821	10%
<u>Expenditure Accounts</u>									
311-47000-601	DS: PRINCIPAL	70,000	70,000	25,000	30,000	30,000	30,000	35,000	
311-47000-611	DS: INTEREST	13,270	11,030	9,448	8,338	7,320	6,210	4,973	
311-47000-620	DS: FISCAL AGENT FEES	495	495	495	425	495	495	495	
Total Expenditures		83,765	81,525	34,943	38,763	37,815	36,705	40,468	-2%
Total Revenue Over Expenditure		(3,804)	(40,128)	5,136	475	5,277	4,950	(646)	-112%

*Last payment made in 2022

**City of Hanover
Debt Services**

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
314-31000	PROPERTY TAXES-CITY	34,403	74,174	110,246	125,400	124,490	134,080	132,803	
314-33410	MV CREDIT								
314-36100	SPECIAL ASSESSMENTS	79,169	93,196	71,146	62,387	43,450			
314-36210	INTEREST EARNINGS	2,756	417	3,965	5,559	5,717			
314-36215	INVESTMENT INCOME/LOSS		4,553	(299)	(270)	(2,168)			
314-39100	BOND PROCEEDS								
314-39200	TRANSFERS IN								
Revenue Accounts		116,328	172,341	185,058	193,076	171,489	134,080	132,803	-11%
<u>Expenditure Accounts</u>									
314-47000-601	DS: PRINCIPAL	80,000	125,000	125,000	140,000	140,000	150,000	150,000	
314-47000-611	DS: INTEREST	27,375	25,775	23,275	20,775	17,975	15,175	12,025	
314-47000-620	DS: FISCAL AGENT FEES	425	495	495	495	495	495	495	
	BALANCING (Fund 309 residuals)								
Total Expenditures		107,800	151,270	148,770	161,270	158,470	165,670	162,520	-2%
Total Revenue Over Expenditure		8,528	21,071	36,288	31,806	13,019	(31,590)	(29,717)	-59%

*Last payment made in 2021

City of Hanover
Debt Services

2016 GO Public Works Building Bond

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Revenue Accounts</u>									
315-31000	PROPERTY TAXES-CITY					110,036	105,236	109,636	
315-36210	INTEREST EARNINGS					358			
315-36215	INVESTMENT INCOME/LOSS					(175)			
315-39100	BOND PROCEEDS								
315-39200	TRANSFERS IN								
Revenue Accounts		-	-	-	\$ -	\$ 110,219	\$ 105,236	\$ 109,636	#DIV/0!
<u>Expenditure Accounts</u>									
315-47000-601	DS: PRINCIPAL					0	60,000	60,000	
315-47000-611	DS: INTEREST					24,249	40,630	39,820	
315-47000-620	DS: FISCAL AGENT FEES						495	495	
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ 24,249	\$ 101,125	\$ 100,315	#DIV/0!
Total Revenue Over Expenditures		-	-	-	\$ -	\$ 85,970	\$ 4,111	\$ 9,321	#DIV/0!

**City of Hanover
Debt Services**

Minnesota PFA Loan

Acct No.	Account Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	% Change
<u>Expenditure Accounts</u>									
602-47000-601	PRINCIPAL				95,000	98,000	100,000	102,000	
602-47000-611	INTEREST			12,463	11,221	9,046	6,801	4,511	
Total Expenditures				12,463	106,221	107,046		106,511	1%

**last payment made in 2020*

Total Debt Services Expenditures	196,176	306,254	327,580	409,814	25%
Total Debt Services Tax Revenues	150,016	164,004	277,214	282,260	2%
Total Debt Services Non-Tax Revenues	75,120	68,309	47,587	0	-100%
Total Debt Expenditures Paid by Levy Dollars	183,713	200,033	220,534	303,303	38%

FINAL LEVY CERTIFIED

Bond Register/Debt Levy Supplement

Bond Issues	Original Principal	Date Issued	Paid by Levy Dollars (Y/N)	Debt Levy per Issued Bond for Pay 2019	Reductions to Levied Amount	Certified Debt Levy 2019
GO Wastewater Treatment Note - Mn PFA	\$1,909,275	1999	N	\$0.00	\$0.00	\$0.00
GO Improvement Plan Refunding	\$660,000	2008	Y	\$39,821.25	\$0.00	\$39,821.25
GO Improvement Crossover Refunding	\$1,225,000	2011	Y	\$132,803.11	\$0.00	\$132,803.11
GO Bond Capital Improvement	\$1,535,000	2016	Y	\$109,635.75	\$0.00	\$109,635.75
Total	\$3,420,000			\$282,260	\$0.00	\$282,260.11

I hereby certify that the above schedule of bond levies to be spread on payable 2019 tax rolls agrees with your records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Dated this _____ day of December, 2018.

Brian Hagen, City Administrator

FINAL LEVY CERTIFIED

**STATE of MINNESOTA
COUNTY of WRIGHT
CITY OF HANOVER**

Return by: _____, 2018
City Taxes Voted

To the Auditor of Wright County: I hereby certify that the Council for the City of Hanover, County of Wright, Minnesota, did at a meeting on December ____, 2018 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2019.

2019 Preliminary

2019 Final

2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Tax Levy	# Fund	2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Certified Levy
1,303,321	118,253	165,409	1,019,659	5 Rev	1,303,321	118,253	165,409	1,019,659
251,333	39,000	110,755	101,578	7 Fire Prot.	251,334	39,000	110,755	101,578
303,302		21,042	282,260	19 Debt Services	303,303		21,042	282,260
274,806		31,297	243,509	26 Capital Improv.	274,806		31,297	243,509
2,132,762	157,253	328,503	1,647,006	Total	2,132,763	157,253	328,504	1,647,006

Dated this ____ day of December, 2018.

Brian Hagen, City Administrator

FINAL LEVY CERTIFIED

**STATE of MINNESOTA
COUNTY of WRIGHT
HANOVER EDA**

Return by: _____, 2018
District Taxes Voted

To the Auditor of Wright County: I hereby certify that the Hanover City Council, on behalf of the **Board for the Hanover EDA**, County of Wright, Minnesota, did at a meeting on December ____, 2018 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2019.

2019 Preliminary

2019 Final

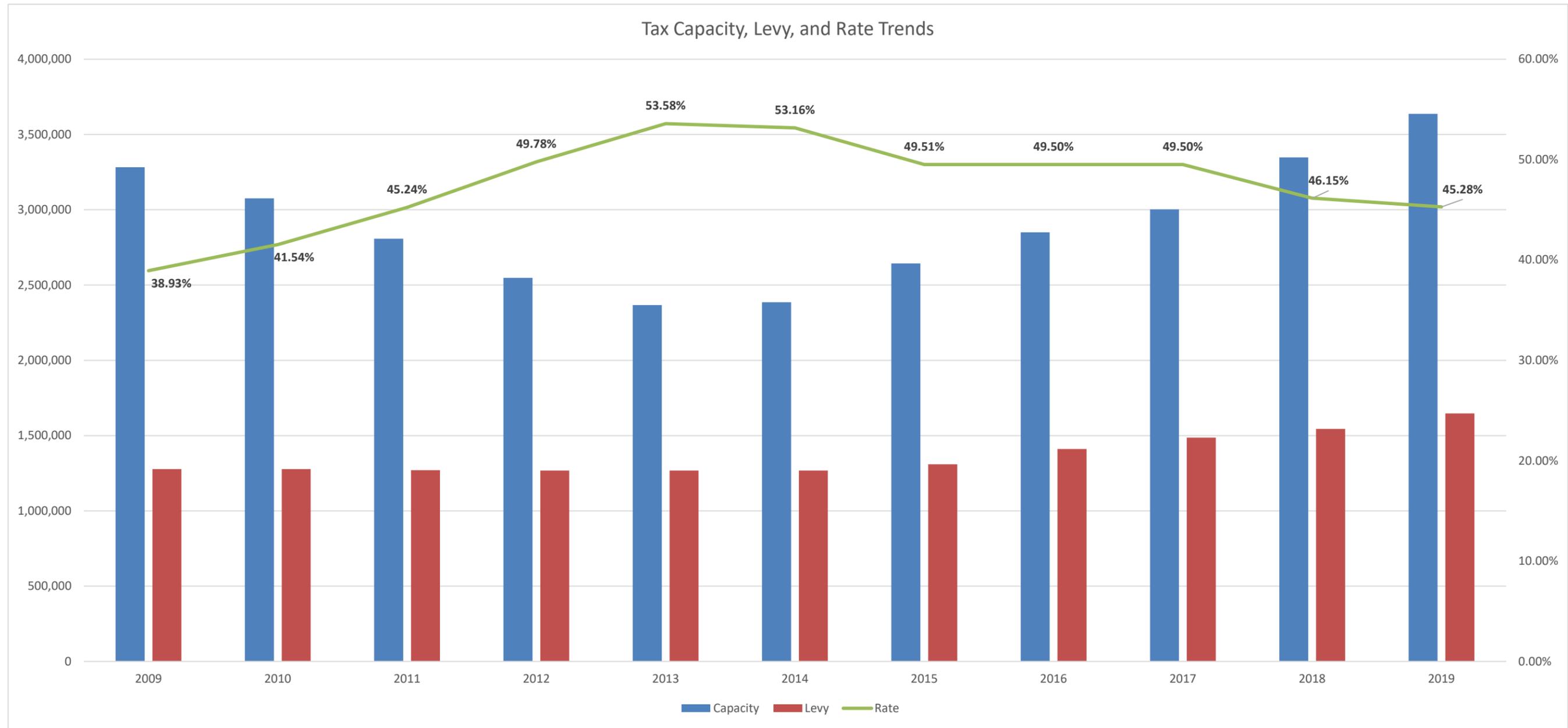
2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Tax Levy	# Fund	2019 Budget Requirement	2019 LGA	2019 Other Resources	2019 Certified Levy
49,000			49,000	5 Administration	49,000			49,000
49,000	0	0	49,000	Total	49,000	0	0	49,000

Dated this ____ day of December, 2018.

Brian Hagen, City Administrator

Preliminary Levy Certification	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Capacity	3,282,608	3,076,226	2,808,041	2,547,684	2,367,113	2,385,758	2,644,071	2,850,350	3,002,592	3,347,361	3,637,226
Levy	1,277,851	1,277,851	1,270,270	1,268,303	1,268,286	1,268,280	1,308,954	1,410,972	1,486,286	1,544,804	1,647,006
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%	49.50%	46.15%	45.28%

Tax Capacity:
 HC 891,707
 WC 2,745,519



**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 14th day of November, 2018.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 11-14-18-109

**A RESOLUTION APPROVING CHANGE ORDER FOR THE
SETTLERS PARK BALLFIELD LIGHTING PROJECT**

WHEREAS, Starry Electric has submitted a quote to complete the Settlers Park Ballfield Lighting Project; and

WHEREAS, the change order is due to a change in policy from Excel Energy.

WHEREAS, the amount is \$3,800.00 per the attached quote.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the quote to complete the remaining electrical work for the project.

BE IT FURTHER RESOLVED, the City Council authorizes its City Administrator to execute the quote.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 14th day of November, 2018.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Starry Electric, Inc

11999 105th Ave. NE

Foley, MN 56329

Phone:(320) 387-3023

Fax: (320) 387-3563

Starryelectricinc@gmail.com

Estimate

To: City of Hanover
Attn: Brian Hagen

November 8, 2018

Project: Ballfield lighting service equipment upgrade
Scope of Work:

Provide material labor and inspection fees to include the following:
Install cabinet mounted 600 amp CT cabinet, refeed 3 service panels, install riser conduit and overhead conductors to power pole.

Price: \$3,800.00

NOTE: Power company charges not included in estimate. (non expected)

It is understood and agreed that Starry Electric, Inc. shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from Starry Electric, Inc.'s suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to national emergencies, war, or other causes beyond the reasonable control of Starry Electric, Inc., whether of like or different character, or other causes beyond Starry Electric, Inc.'s control. Price quoted is based upon present prices and upon the condition that the quoted price will be accepted within thirty (30) days and subject to the general conditions which are standard for specialty contractors in the construction industry. **Terms:** Payment to be made as follows: 50 % of the quoted price paid no later than ten (10) days after 50% of the work is completed and an invoice is submitted, and the remaining 50% of the quoted price paid no later than fifteen (15) days after 100 % of the work is completed and an invoice is submitted. Interest at the rate of 12 % will accrue on any balance not paid by pursuant to these terms. In addition, _____ will be responsible for all of Starry Electric, Inc.'s costs of collecting any balance that is not paid pursuant these terms, which costs of collection include but are not limited to attorneys' fees.

THIS AGREEMENT IS SUBMITTED IN DUPLICATE. YOUR SIGNATURE BELOW SHALL CONSTITUTE AN ACCEPTANCE OF THIS AGREEMENT.

Dated: _____

By: _____