

**AGENDA  
HANOVER CITY COUNCIL  
NOVEMBER 21, 2017**

**MAYOR  
CHRIS KAUFFMAN**

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

- 1. Call to Order Regular City Council Work Session: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of November 8, 2017 City Council Meeting (4)**
  - b. Approve Minutes of November 17, 2017 Emergency City Council Meeting (7)**
  - c. Approve Claims as Presented: (8)**

➤ Claims	<b>\$ 31,261.43</b>
➤ Payroll	<b>\$ 8,591.66</b>
➤ P/R taxes & Exp	<b>\$ 3,365.07</b>
➤ Other Claims	<b><u>\$ 2,383.27</u></b>
➤ Total Claims	<b><u>\$ 45,601.43</u></b>
- 4. Hanover Cemetery Head Stone Adjustment**
- 5. Res No 11-21-17-115 – Approving 2018 Pavement Improvement Engineering Services (33)**
- 6. Res No 11-21-17-116 – Approving WCAT Joint Powers Agreement (42)**
- 7. Public Works Facility: Jib Crane, Fuel Barrel, Overhead Shelving**
- 8. Ordinance – 2018 Fee Schedule Draft 1 (47)**
- 9. Ordinance Amendment – Review of Chapters 1-9 (53)**
- 10. Hennepin County Law Enforcement Coverage Proposal (56)**
- 11. Reports**
- 12. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** November 17, 2017  
**Re:** Review of November 21, 2017 City Council Work Session Agenda

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**1. Call to Order Regular City Council Work Session: 6:00 p.m.**

**2. Approval of Agenda**

**3. Consent Agenda Items:** *See enclosed consent agenda.*

**a. Approve Minutes of November 8, 2017 City Council Meeting (4)**

**b. Approve Minutes of November 17, 2017 Emergency City Council Meeting (7)**

**c. Approve Claims as Presented: (8)**

➤ Claims	\$ 31,261.43
➤ Payroll	\$ 8,591.66
➤ P/R taxes & Exp	\$ 3,365.07
➤ Other Claims	\$ 2,383.27
➤ Total Claims	<u>\$ 45,601.43</u>

**4. Hanover Cemetery Head Stone Adjustment**

*John Magnussen purchased two cemetery plots. When a different party's plot was measured and staked for a burial there was an error and that person was buried in one of Magnussen's plots. Mr. Magnussen is upset about the situation and has requested that the City pay to have his headstone moved to two other plots within the Hanover Cemetery. Staff offered to move the headstone at the City's expense using City staff. Magnussen refuses to allow this to happen, and he has requested to speak to Council about the matter.*

**5. Res No 11-17-17-115 - Approving 2018 Pavement Improvement Engineering Services (33)**

*Enclosed is a resolution approving a proposal provided by WSB to provide services for the 2018 Pavement Improvement project. Included in the proposal are the services that would be provided as well as an opinion of costs for three proposed project locations. Justin will be present to answer any questions.*

**6. Res No 11-21-17-116 – Approving WCAT Joint Powers Agreement (42)**

*Enclosed is a resolution to approve a joint powers agreement for WCAT. This agreement would replace the existing by allowing Wright County to become a partner to WCAT. The purpose of this new agreement is to slowly turn over the management of public transportation to the county over the course of the next few years.*

**7. Public Works Facility: Jib Crane, Fuel Barrel, Overhead Shelving**

*Staff would like to discuss the three above facility improvements with Council. These items were not factored into the original project budget. I have already committed to a jib crane footing and paid for it via contingency dollars in order to prevent cutting a square out of the newly poured concrete floor at a later date. Hagen will bring recommended funding methods of these improvements and how these expenses affect other planned expenses.*

**8. Ordinance – 2018 Fee Schedule Draft 1 (47)**

Enclosed is a proposed fee schedule to adopt for the 2018 calendar year. Adjustments from 207 are identified in red.

**9. Ordinance Amendment – Review of Chapters 1-9 (53)**

*Enclosed is a memo outlining recommended changes to the City Code. Most changes are minor. The largest change would likely come in the City's gambling regulations. Further discussion will be held.*

**10. Hennepin County Law Enforcement Coverage Proposal (56)**

*Enclosed is a draft letter to be sent from Mayor Kauffman, on behalf of the City of Hanover, to the City of Greenfield City Council. The purpose of the letter is to support a proposed change to how Hennepin County manages the patrol service to our two communities, and in essence, the western portion of Hennepin County. The letter loosely explains the propose service change, and further details will be discussed. The ultimate goal of this letter is to show support of higher police presence in our area. This would be completed by Greenfield purchasing more coverage time as they are in need of more coverage due to crime events. This proposal would benefit Greenfield by not having to buy as much additional time as probably required. This would benefit Hanover by keeping law enforcement within a respectable response distance by pooling our purchase time into one shift.*

**11. Reports**

**12. Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
NOVEMBER 8, 2017 – DRAFT MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Wednesday, November 8, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant / Deputy Clerk Jackie Heinz, City Attorney Jay Squires and Public Works Supervisor Jason Doboszanski. Guests included Wright County Sheriff.

**Approval of Agenda:**

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

**Consent Agenda:**

Hammerseng stated the title for Resolution 11-08-17-112 is incorrect.

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

**1. Consent Agenda Items:**

- a. **Approve Minutes of October 17, 2017 City Council Meeting**
- b. **Approve Minutes of October 23, 2017 Joint City Council/Planning Commission Meeting**
- c. **Approve Claims as Presented:**
  - **Claims** \$ 745,790.92
  - **Payroll** \$ 8,276.29
  - **P/R taxes & Exp** \$ 3,229.50
  - **Other Claims** \$ 2,320.77
  - **Total Claims** \$ 759,617.48
- d. **Res No 11-08-17-106 – Designating City of Hanover Building Official**
- e. **Res No 11-08-17-107 – Approving Purchase of Fire Department Laptop**
- f. **Res No 11-08-17-108 – Certifying Assessments of Delinquent Utilities**
- g. **Res No 11-08-17-109 – Designating 2018 Election Polling Place**
- h. **Res No 11-08-17-110 – Approving Public Works Facility Construction Pay Voucher #2**
- i. **Res No 11-08-17-111 – Approving Donation of Unused Equipment to FYCC**
- j. **Res No 11-08-17-112 – Approving Release of Escrow Funds for Schendels Field Development**

**Motion carried unanimously.**

**Citizen’s Forum:**

None

**Public Hearings:**

None

**Unfinished Business:**

None

**New Business:**

**8<sup>th</sup> St. Industrial Park Road Surface Material**

Hagen explained a prospective business is interested in purchasing the parcel to store road signs. Our ordinance supports the outdoor storage if screened. The parcel would require the roadway be improved according to local regulations. Justin supports a gravel road versus an asphalt road, but staff is seeking council direction on the road surface material they want to enforce.

Kauffman asked if we maintain the road. Doboszinski stated Jim Schendel puts gravel down and grades, we apply dust control.

Kauffman asked if the road could continue to be a private drive within the right of way. Squires recommended an agreement stating the prospective business could use the right of way, be responsible for maintenance and also indemnify the City.

### **City Hall Roof Repair**

Doboszinski stated the contractor was impressed with the condition of the roof for the age of it. The contractor recommended to repair the roof, not replace. Hammerseng stated the cost seems minimal. Warpula asked if we could do the repairs ourselves, Doboszinski stated it's difficult to find the holes to be repaired.

**MOTION** by Hallstein to approve City Hall Roof Repair completed by Central Roofing for \$4,100.00, seconded by Hammerseng. **Motion carried unanimously.**

### **Res. No. 11-08-17-113 Phone System Upgrade**

Hagen explained the current phone system is aged, we are no longer able to purchase new phones but rather purchase previously used equipment. Hagen met with the City's IT consultant and discussed various options. The proposal we received is in the middle of the range. Included in the proposal is bringing an internet line to the new Public Works building and all new phones. We would still need 2 analog lines at the Public Works building for the sprinklers, 1 analog line at City Hall for faxes and 1 analog line at the Fire Station for calls.

Kauffman inquired why there is fiber to the Fire Station, Hagen stated for internet as well as City Hall's off site back up.

Kauffman suggested asking surrounding communities what service they have, there are cities which receive Comcast for free. Hagen stated the Comcast bill should be reduced by entering into a contract and bundling service, and increase for updated services creating a wash between the two. Kauffman suggested looking into Comcast phones to get voice over IP.

**MOTION** by Kauffman to table Res. No 11-08-17-113, seconded by Warpula. **Motion carried unanimously.**

### **2018 Final Budget – Draft 1**

Hagen stated no changes have been made since the adoption of the preliminary levy. Hagen requested Council review the budget and present suggested changes or questions. Hagen would also review the budget and finalize any estimates that exist as well as consider where budget lines are at for the 2017 year for comparison.

Kauffman noted that some of the 2017 budget line items are over budget. Hagen stated that some items did go over, but overall the City's budget is sitting healthy for 2017. Hagen noted a budget amendment would be presented prior to the annual audit to ensure we operated within our means.

### **Reports**

#### **Doboszinski**

- Removed the trees and awnings from the EDA owned house. Waiting on the asbestos results.
- Concrete is complete in Settlers Park.

#### **Heinz**

- Helped with the School Board election on Tuesday.

- At the October Park Board meeting, Marc Mattice from the Wright County Parks attended regarding Riverside Park. Ideas for the park were discussed. Mattice suggested writing a letter from the Hanover Park Board addressed to the Wright County Park Board with suggestions for improvements to the park.

**Hagen**

- Crow River Heights addition has dug the first house, concerns of extra fill and too much material on site, there will be an amendment to the grading plan for the entire addition. The engineer will prepare a new plan which takes driveway slope into effect.
- River Inn is no longer interested in purchasing the EDA owned house, Jodi withdrew her offer, back to demoing.

**Hallstein**

- Will be attending Land Use training.

**Kauffman**

- Hennepin County Assessors are predicting a double-digit increase in values next year.
- Met with Wayne Elam and Harris Duininck regarding the Duininck pit.

**Adjournment**

**MOTION** by Hammerseng to adjourn at 7:52 p.m., seconded by Hallstein. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

**CITY OF HANOVER  
EMERGENCY CITY COUNCIL MEETING  
NOVEMBER 17, 2017 – DRAFT MINUTES**

**Call to Order:**

Mayor Kauffman called the emergency meeting of Friday, November 17, 2017 to order at 7:30 a.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, and Hanover Fire Relief Association board members. Mayor Councilor Jim Zajicek was absent.

**Approval of Agenda:**

**MOTION** by Warpula to approve the agenda as presented, second by Hammerseng. **Motion carried unanimously.**

**Declaration of an Emergency Meeting**

Consensus of Council was that due to notice from the State Gambling Control Board of the requirement for the Hanover FRA to obtain an Excluded Bingo Permit coming three days prior to the scheduled event, an emergency meeting should be held to grant local approval of the permit as required.

**MOTION** by Warpula to declare this meeting an emergency due to restricted time allowed for permit approval, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 11-17-17-114 – Approving Hanover FRA Excluded Bingo Permit Application**

**MOTION** by Warpula to approve resolution 11-17-17-114, seconded by Hammerseng. **Motion carried unanimously.**

**Adjournment**

**MOTION** by Warpula to adjourn at 7:32 a.m., seconded by Kauffman. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

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Payments

Current Period: November 2017

Batch Name	11/21/17 PAY	Computer Dollar Amt	\$31,261.43	Posted	
Refer	2210 ALEJOS, ABIGAIL	Ck# 033016	11/21/2017		
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/11/17 Event			\$200.00
Invoice					
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b> \$200.00
Refer	2189 ALLINA HEALTH SYSTEM	Ck# 002187E	11/17/2017		
Cash Payment	E 100-42240-310 Other Professional Servi	Medical Directorship - 4th Quarter 2017			\$729.50
Invoice	II10022840	10/31/2017			
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b> \$729.50
Refer	2221 AMERICAN DOOR WORKS	Ck# 033017	11/21/2017		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Repair Opener on East Bay Door			\$144.00
Invoice	0187315-IN	10/31/2017			
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b> \$144.00
Refer	2194 B.K. AUTO	Ck# 033018	11/21/2017		
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	1999 Freightliner: Strobe Bulb, Flashlight Battery			\$250.37
Invoice		11/14/2017			
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b> \$250.37
Refer	2224 BIFFS INC.	Ck# 002180E	11/21/2017		
Cash Payment	E 100-45200-580 Other Equipment	Pheasant Run Park Mini Biff Svc. 10/11/17 - 11/07/17			\$95.00
Invoice	W658864	11/8/2017			
Cash Payment	E 100-45200-580 Other Equipment	Eagleview Park Mini Biff Svc. 10/11/17 - 11/07/17			\$95.00
Invoice	W658865	11/8/2017			
Cash Payment	E 100-45200-580 Other Equipment	Mallard Park Mini Biff Svc. 10/11/17 - 11/07/17			\$95.00
Invoice	W658866	11/8/2017			
Cash Payment	E 100-45200-580 Other Equipment	Cardinal Circle Park Mini Biff Svc. 10/11/17 - 11/07/17			\$95.00
Invoice	W658867	11/8/2017			
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b> \$380.00
Refer	2225 BLUE TARP FINANCIAL	Ck# 002181E	11/21/2017		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Light			\$129.02
Invoice	0193102772	11/6/2017			
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b> \$129.02
Refer	2218 CEMSTONE	Ck# 033019	11/21/2017		
Cash Payment	E 402-45200-400 Repairs & Maint Cont (G	13.5 cy Concrete for Settlers Park Border			\$1,774.53
Invoice	C1843264	10/18/2017			
Cash Payment	E 402-45200-400 Repairs & Maint Cont (G	12.5 cy Concrete for Settlers Park Border			\$1,625.00
Invoice	C1846724	10/24/2017			
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b> \$3,399.53
Refer	2205 CENTERPOINT ENERGY	Ck# 033020	11/21/2017		
Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utilities - 9/26/17 - 10/26/17			\$145.42
Invoice		10/30/2017			
Cash Payment	E 100-42280-383 Gas Utilities	Fire Station Gas Utilities - 9/26/17 - 10/26/17			\$34.71
Invoice		10/30/2017			

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Payments

Current Period: November 2017

Cash Payment	E 201-41330-310 Other Professional Servi	11234 River Road NE: 10/09 - 10/26/17 Gas Utilities				\$22.53
Invoice		10/30/2017				
Transaction Date	11/6/2017	Due 0	Cash	10100	<b>Total</b>	\$202.66
Refer	2190 CENTURY LINK				Ck# 033021 11/21/2017	
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 10/28/17 - 11/27/17				\$33.99
Invoice		10/28/2017				
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	\$33.99
Refer	2213 CITY OF ST. MICHAEL				Ck# 002178E 11/21/2017	
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fees - 9829 Jasmine Court				\$4,712.00
Invoice						
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$4,712.00
Refer	2223 COLLABORATIVE PLANNING LLC				Ck# 002179E 11/21/2017	
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning				\$2,954.25
Invoice 2017-142		11/5/2017				
Cash Payment	G 818-20200 Accounts Payable	GP Welding: E-Mails, Council Meeting, Phone Conference				\$555.50
Invoice 2017-143		11/5/2017			Project 208235	
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning				\$25.25
Invoice 2017-144		11/5/2017				
Cash Payment	G 823-20200 Accounts Payable	CRH West 3rd: Recorded Documents, Landscaping Req, Review Checklists, Mylars, Plat, Building Permits				\$378.75
Invoice 2017-145		11/5/2017				
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$3,913.75
Refer	2203 COTTENS, INC.				Ck# 033022 11/21/2017	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Oil Filter				\$9.69
Invoice 233-98491		10/26/2017				
Cash Payment	E 100-43000-215 Shop Supplies	5W30 Oil				\$62.97
Invoice 233-98491		10/26/2017				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Light				\$89.99
Invoice 233-99026		10/30/2017				
Transaction Date	11/6/2017	Due 0	Cash	10100	<b>Total</b>	\$162.65
Refer	2227 CROW RIVER FARM EQUIPMENT				Ck# 033023 11/21/2017	
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	4x4x0.25 Tube, 6x6x3/8 Tube for Hitch				\$41.07
Invoice 186425		10/30/2017				
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b>	\$41.07
Refer	2187 CUSTOMIZED FIRE RESCUE TRAI				Ck# 033024 11/21/2017	
Cash Payment	E 201-41330-437 Other Miscellaneous	11234 River Road NE: Asbestos Inspection of House and Garage				\$500.00
Invoice 1146		11/13/2017				
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	\$500.00
Refer	2192 DEHMER FIRE PROTECTION				Ck# 002188E 11/21/2017	
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Fire Extinguisher Maintenance on 10/17/17				\$26.25
Invoice 6197		10/30/2017				
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	\$26.25
Refer	2231 DELANO VARSITY HOCKEY				Ck# 033025 11/21/2017	

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Payments

Current Period: November 2017

Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 3/30/17 Event	\$200.00
Invoice	11/14/2017		
Transaction Date	11/14/2017	Due 0 Cash 10100	<b>Total</b> \$200.00
Refer	2222 DONALD SALVERDA & ASSOCIAT	Ck# 033026 11/21/2017	
Cash Payment	E 100-41110-437 Other Miscellaneous	2017 Leadership, Planning, Team Building Retreat	\$3,377.69
Invoice G-1702	11/1/2017		
Cash Payment	E 100-41400-208 Training and Instruction	Books for 2017 West Metro Area Public Sector Manager & Administrator Leadership Growth Group	\$50.00
Invoice P-1703-18B	11/1/2017		
Cash Payment	E 100-41400-208 Training and Instruction	Enrollment for Brian for 2 Sessions of 2017 Leadership Growth Group Program	\$200.00
Invoice P-1703-18	11/1/2017		
Transaction Date	11/13/2017	Due 0 Cash 10100	<b>Total</b> \$3,627.69
Refer	2191 FINKEN WATER SOLUTIONS	Ck# 033027 11/21/2017	
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 11/01/17 - 11/30/17	\$9.50
Invoice 4778942	11/1/2017		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler 11/01/17 - 11/30/17	\$9.50
Invoice 4778952	11/1/2017		
Transaction Date	11/15/2017	Due 0 Cash 10100	<b>Total</b> \$19.00
Refer	2193 FIRE SAFETY USA, INC.	Ck# 033028 11/21/2017	
Cash Payment	E 100-42220-260 Uniforms	19 Sets Titan Extrication Gloves, 14 Sets Pro-Tech Wildland Gloves	\$2,065.00
Invoice 104866	9/20/2017		
Transaction Date	11/15/2017	Due 0 Cash 10100	<b>Total</b> \$2,065.00
Refer	2204 HARDWARE HANK	Ck# 033029 11/21/2017	
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Coupling Merchant Galv - For Sprinkler Blow Outs	\$11.84
Invoice 1435641	10/2/2017		
Cash Payment	E 100-43000-215 Shop Supplies	Mouse Killer	\$29.99
Invoice 1436017	10/4/2017		
Cash Payment	E 100-43000-240 Small Tools and Minor E	Bit Drill Reduce Shank	\$17.09
Invoice 1436017	10/4/2017		
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Coupling, Adapter, Gate Valve, Elbow, Antifreeze	\$38.11
Invoice 1440731	10/27/2017		
Transaction Date	11/6/2017	Due 0 Cash 10100	<b>Total</b> \$97.03
Refer	2206 HEINS, DENICE	Ck# 002177E 11/21/2017	
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - December 2017	\$120.00
Invoice	11/6/2017		
Transaction Date	11/6/2017	Due 0 Cash 10100	<b>Total</b> \$120.00
Refer	2208 JOINT POWERS WATER BOARD	Ck# 033030 11/21/2017	
Cash Payment	E 201-41330-310 Other Professional Servi	11234 River Road NE: 10/1 - 10/31/17 Water and Sewer	\$43.59
Invoice	10/31/2017		
Transaction Date	11/6/2017	Due 0 Cash 10100	<b>Total</b> \$43.59
Refer	2214 JOINT POWERS WATER BOARD	Ck# 033031 11/21/2017	

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Payments

Current Period: November 2017

<b>Cash Payment</b>	E 601-49410-310 Other Professional Servi	WAC Fees - 9829 Jasmine Court				<b>\$2,001.00</b>
Invoice						
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$2,001.00</b>
Refer	2195 <u>KOTTKE, BRIAN</u>					
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	Mileage to SD on 10/9/17 - 565 Miles				<b>\$302.28</b>
Invoice	11/14/2017					
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	Mileage for Fire Prevention Trailer on 10/16/17 - 295 Miles				<b>\$157.83</b>
Invoice	11/14/2017					
<b>Cash Payment</b>	E 100-42260-240 Small Tools and Minor E	10 x 25 Clear Poly				<b>\$25.25</b>
Invoice	11/14/2017					
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	Mileage to Chief's Conference on 10/18/17 - 230 Miles				<b>\$123.05</b>
Invoice	11/14/2017					
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	Meal Per Diem at Chief's Conference - 3 Days				<b>\$180.00</b>
Invoice	11/14/2017					
<b>Cash Payment</b>	E 100-42240-331 Travel Expenses	Parking at Chief's Conference on 10/18/17				<b>\$34.60</b>
Invoice	11/14/2017					
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$823.01</b>
Refer	2207 <u>LANO EQUIPMENT - LORETTO</u>					
<b>Cash Payment</b>	E 603-43150-220 Repair/Maint Supply (GE	Excavator Rental for Miller's Ditch				<b>\$250.00</b>
Invoice 03-496739	11/1/2017					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	4 Tires for Kubota				<b>\$480.00</b>
Invoice 03-497990	11/7/2017					
Transaction Date	11/6/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$730.00</b>
Refer	2219 <u>MENARDS-BUFFALO</u>					
<b>Cash Payment</b>	E 100-42280-220 Repair/Maint Supply (GE	3 Sets of Blinds for Fire Dept. Meeting Room				<b>\$110.91</b>
Invoice 54883	11/6/2017					
<b>Cash Payment</b>	E 100-43000-240 Small Tools and Minor E	Knives				<b>\$18.67</b>
Invoice 54883	11/6/2017					
<b>Cash Payment</b>	E 100-43000-260 Uniforms	Amber Eyewear, Safety Glasses				<b>\$55.75</b>
Invoice 54629	11/3/2017					
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Driveway Markers, Gorilla Glue, 7" Flap Disk				<b>\$69.49</b>
Invoice 54629	11/3/2017					
<b>Cash Payment</b>	E 100-42280-220 Repair/Maint Supply (GE	Window Blind for Fire Station				<b>\$36.97</b>
Invoice 55168	11/9/2017					
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Concrete				<b>\$69.75</b>
Invoice 55168	11/9/2017					
<b>Cash Payment</b>	E 100-42280-220 Repair/Maint Supply (GE	Paint, Primer, Tape, Spackle for Fire Station				<b>\$93.06</b>
Invoice 55090	11/8/2017					
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Plastic				<b>\$14.99</b>
Invoice 55090	11/8/2017					
<b>Cash Payment</b>	E 100-42280-220 Repair/Maint Supply (GE	Oak Base, Tape				<b>\$91.05</b>
Invoice 55525	11/13/2017					
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies	Paint Trim Pad				<b>\$6.86</b>
Invoice 55525	11/13/2017					
<b>Cash Payment</b>	E 100-45200-220 Repair/Maint Supply (GE	4.5" Safety Hasp				<b>\$6.99</b>
Invoice 55525	11/13/2017					

CITY OF HANOVER

Payments

Current Period: November 2017

Cash Payment	E 100-45200-225 Landscaping Materials	Wood Mulch				\$24.90
Invoice	55525	11/13/2017				
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$599.39</b>
Refer	2209 NW HOMESCHOOL ATHLETIC CO	Ck# 033035	11/21/2017			
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/10/17 Event				\$200.00
Invoice						
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$200.00</b>
Refer	2220 OMANN BROTHERS INC	Ck# 033036	11/21/2017			
Cash Payment	E 603-43150-220 Repair/Maint Supply (GE	Asphalt for Miller's Ditch Repair				\$144.16
Invoice	13067	11/1/2017				
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$144.16</b>
Refer	2226 PTM DOCUMENT SYSTEMS	Ck# 033037	11/21/2017			
Cash Payment	E 100-41570-200 Office Supplies (GENER	W-2 (100) and 1099 (25) Year End Documents				\$110.38
Invoice	0064244	10/31/2017				
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$110.38</b>
Refer	2196 RUPP ANDERSON SQUIRES & WA	Ck# 033038	11/21/2017			
Cash Payment	G 818-20200 Accounts Payable	GP Welding: Phone Conference with City Planner				\$52.50
Invoice	6469	11/13/2017			Project 208235	
Cash Payment	E 100-41610-304 Legal Fees	Miscellaneous				\$605.00
Invoice	6469	11/13/2017				
Cash Payment	E 100-41610-304 Legal Fees	City Council & Board / Commission Meetings				\$300.00
Invoice	6469	11/13/2017				
Cash Payment	G 823-20200 Accounts Payable	Crow River Heights West 3rd Addition				\$287.00
Invoice	6469	11/13/2017				
Cash Payment	E 100-41610-304 Legal Fees	Photocopies				\$39.00
Invoice	6469	11/13/2017				
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,283.50</b>
Refer	2228 T&S TRUCKING OF BUFFALO INC	Ck# 033039	11/21/2017			
Cash Payment	E 100-43121-224 Street Maint Materials	Street Sweeping - 25 Hrs Fall 2017				\$1,900.00
Invoice	183	11/8/2017				
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$1,900.00</b>
Refer	2188 VERIZON	Ck# 033040	11/21/2017			
Cash Payment	E 100-42280-321 Telephone	iPad Data Plan - 10/03/17 - 11/02/17				\$50.84
Invoice	9795580775	11/2/2017				
Transaction Date	11/15/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$50.84</b>
Refer	2230 WESTSIDE WHOLESALE TIRE & S	Ck# 002182E	11/21/2017			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Disposal of 5 Old Tires				\$15.00
Invoice	801053	11/8/2017				
Transaction Date	11/14/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$15.00</b>
Refer	2212 WRIGHT COUNTY JOURNAL PRES	Ck# 033041	11/21/2017			
Cash Payment	G 100-15500 Prepaid Items	Annual Subscription - 2018				\$40.00
Invoice		11/9/2017				
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	<b>\$40.00</b>
Refer	2211 WRIGHT COUNTY TREASURER	Ck# 033042	11/21/2017			

CITY OF HANOVER

Payments

Current Period: November 2017

Cash Payment	E 201-41330-310 Other Professional Servi	11234 River Road NE - 2nd Half of Property Taxes 2017				\$378.60
Invoice			11/1/2017			
Cash Payment	E 201-41330-310 Other Professional Servi	11234 River Road NE - Special Assessments Due				\$166.40
Invoice			11/1/2017			
Cash Payment	E 201-41330-310 Other Professional Servi	11234 River Road NE - Penalty				\$32.70
Invoice			11/1/2017			
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$577.70
Refer	2217 WRIGHT COUNTY TREASURER	Ck# 033043	11/21/2017			
Cash Payment	E 100-41940-325 Taxes	Spruce Tree Terrace Outlot A - 2nd Half Property Taxes 2017				\$26.00
Invoice			11/3/2017			
Cash Payment	E 100-41940-325 Taxes	Penalty				\$3.12
Invoice			11/3/2017			
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$29.12
Refer	2215 XCEL ENERGY	Ck# 033044	11/21/2017			
Cash Payment	E 201-41330-437 Other Miscellaneous	EDA Property - Electric Service 10/04/17 - 11/02/17				\$15.54
Invoice						
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$15.54
Refer	2216 XCEL ENERGY	Ck# 033045	11/21/2017			
Cash Payment	E 100-43160-381 Electric Utilities	City Owned Street Lights 10/03/17 - 11/02/17				\$931.33
Invoice						
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 10/03/17 - 11/02/17				\$813.36
Invoice	568309150		11/3/2017			
Transaction Date	11/13/2017	Due 0	Cash	10100	<b>Total</b>	\$1,744.69

Fund Summary

	10100 Cash
823 CROW RVR HTS WEST 3RD / BACKES	\$665.75
818 MISC ESCROWS FUND	\$608.00
603 STORM WATER ENTERPRISE FUND	\$394.16
602 SEWER ENTERPRISE FUND	\$4,712.00
601 WATER ENTERPRISE FUND	\$2,001.00
402 PARKS CAPITAL PROJECTS	\$3,399.53
201 EDA SPECIAL REVENUE FUND	\$1,159.36
100 GENERAL FUND	\$18,321.63
	<u>\$31,261.43</u>

Pre-Written Check	\$31,261.43
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$31,261.43</u>

CITY OF HANOVER

11/17/17 1:25 PM

Page 1

\*Check Summary Register©

Cks 11/21/2017 - 11/21/2017

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
Paid Chk# 002177E Heins, Denice	11/21/2017	\$120.00	Storage - December 2017
Paid Chk# 002178E CITY OF ST. MICHAEL	11/21/2017	\$4,712.00	SAC Fees - 9829 Jasmine Court
Paid Chk# 002179E Collaborative Planning LLC	11/21/2017	\$3,913.75	General Planning
Paid Chk# 002180E BIFFS INC.	11/21/2017	\$380.00	Pheasant Run Park Mini Biff Sv
Paid Chk# 002181E BLUE TARP FINANCIAL	11/21/2017	\$129.02	Plow Light
Paid Chk# 002182E WESTSIDE WHOLESALE TIRE &	11/21/2017	\$15.00	Disposal of 5 Old Tires
Paid Chk# 002188E DEHMER FIRE PROTECTION	11/21/2017	\$26.25	Fire Extinguisher Maintenance
Paid Chk# 033016 ALEJOS, ABIGAIL	11/21/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033017 AMERICAN DOOR WORKS	11/21/2017	\$144.00	Repair Opener on East Bay Door
Paid Chk# 033018 B.K. AUTO	11/21/2017	\$250.37	1999 Freightliner: Strobe Bulb
Paid Chk# 033019 CEMSTONE PRODUCTS COMPA	11/21/2017	\$3,399.53	12.5 cy Concrete for Settlers
Paid Chk# 033020 CENTERPOINT ENERGY	11/21/2017	\$202.66	City Hall Gas Utilities - 9/26
Paid Chk# 033021 CENTURY LINK	11/21/2017	\$33.99	Fire Station Landline - 10/28/
Paid Chk# 033022 COTTENS, INC	11/21/2017	\$162.65	Plow Light
Paid Chk# 033023 CROW RIVER FARM EQUIPMEN	11/21/2017	\$41.07	4x4x0.25 Tube, 6x6x3/8 Tube fo
Paid Chk# 033024 CUSTOMIZED FIRE RESCUE TR	11/21/2017	\$500.00	11234 River Road NE: Asbestos
Paid Chk# 033025 DELANO VARSITY HOCKEY	11/21/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033026 DONALD SALVERDA & ASSOCIA	11/21/2017	\$3,627.69	Books for 2017 West Metro Area
Paid Chk# 033027 FINKEN WATER SOLUTIONS	11/21/2017	\$19.00	Cook & Cold Rental Cooler 11/
Paid Chk# 033028 FIRE SAFETY USA, INC.	11/21/2017	\$2,065.00	19 Sets Titan Extrication Glov
Paid Chk# 033029 HARDWARE HANK	11/21/2017	\$97.03	Mouse Killer
Paid Chk# 033030 JOINT POWERS WATER BOARD	11/21/2017	\$43.59	11234 River Road NE: 10/1 - 10
Paid Chk# 033031 JOINT POWERS WATER BOARD	11/21/2017	\$2,001.00	WAC Fees - 9829 Jasmine Court
Paid Chk# 033032 KOTTKE, BRIAN	11/21/2017	\$823.01	Parking at Chief's Conference
Paid Chk# 033033 LANO EQUIPMENT - LORETTO	11/21/2017	\$730.00	4 Tires for Kubota
Paid Chk# 033034 MENARDS-BUFFALO	11/21/2017	\$599.39	Driveway Markers, Gorilla Glue
Paid Chk# 033035 NW HOMESCHOOL ATHLETIC C	11/21/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033036 OMANN BROTHERS INC	11/21/2017	\$144.16	Asphalt for Miller's Ditch Rep
Paid Chk# 033037 PTM DOCUMENT SYSTEMS	11/21/2017	\$110.38	W-2 (100) and 1099 (25) Year E
Paid Chk# 033038 Rupp Anderson Squires & Waldsp	11/21/2017	\$1,283.50	City Council & Board / Commiss
Paid Chk# 033039 T&S TRUCKING OF BUFFALO IN	11/21/2017	\$1,900.00	Street Sweeping - 25 Hrs Fall
Paid Chk# 033040 Verizon Wireless	11/21/2017	\$50.84	iPad Data Plan - 10/03/17 - 11
Paid Chk# 033041 WRIGHT COUNTY JOURNAL PR	11/21/2017	\$40.00	Annual Subscription - 2018
Paid Chk# 033042 WRIGHT COUNTY TREASURER	11/21/2017	\$577.70	11234 River Road NE - Penalty
Paid Chk# 033043 WRIGHT COUNTY TREASURER	11/21/2017	\$29.12	Penalty
Paid Chk# 033044 XCEL ENERGY	11/21/2017	\$15.54	EDA Property - Electric Servic
Paid Chk# 033045 XCEL ENERGY	11/21/2017	\$1,744.69	City Owned Street Lights 10/03
	<b>Total Checks</b>	<b>\$30,531.93</b>	

FILTER: None

**Collaborative Planning, LLC**

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

# 2179

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE # 2017-142**

**DATE 11/05/2017**

**PROJECT**

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
10/11/2017	Balance Forward	\$1,212.00
	Payments and credits between 10/11/2017 and 11/05/2017	-1,212.00
	New charges (details below)	2,954.25
	Total Amount Due	\$2,954.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan</b>			
	<b>Billable Time</b>			
10/13/2017	Editing.	2:00	101.00	202.00
10/16/2017	Editing.	1:30	101.00	151.50
10/23/2017	Preparing future land use map. Attend Joint Council/PC meeting.	7:15	101.00	732.25
10/26/2017	Emails re: FLU and EDA.	0:15	101.00	25.25
10/27/2017	Various re: FLU map.	0:15	101.00	25.25
10/31/2017	Phone conference with Brian.	0:15	101.00	25.25
	<b>Subtotal: Billable Time</b>			1,161.50
	<b>SUBTOTAL - City of Hanover:Hanover General Planning:2040 Hanover Comprehensive Plan</b>			1,161.50

City of Hanover:Hanover  
General Planning:Hanover  
General Planning  
Billable Time

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/02/2017	Phone conference with owner re: extension to Katydid. Email re: dental clinic, phone conference with staff. Reviewing requirements for zoning for dental. Phone conference with Mayor. Emails re: residential developer, phone conference with Brian.	2:15	101.00	227.25
10/03/2017	Phone call with Brian.	0:15	101.00	25.25
10/04/2017	Phone conference with Brian re: various.	0:30	101.00	50.50
10/05/2017	Emails with architect re: dental site. Review Bridges information re: outlots and storm ponds, phone conference with Brian.	1:30	101.00	151.50
10/06/2017	Phone conference with Brian and council member.	0:30	101.00	50.50
10/07/2017	Emails with Brian re: Comp Plan GTS class.	0:15	101.00	25.25
10/09/2017	Review ordinances re: train business. Emails re: housing subdivision.	0:15	101.00	25.25
10/10/2017	Emails with Amy re: CRH lot. Emails re: subdivision. Phone conference with Brian.	0:30	101.00	50.50
10/11/2017	Meeting with potential developer. Review items with Amy and Brian.	3:30	101.00	353.50
10/13/2017	Review Council packet.	0:15	101.00	25.25
10/16/2017	Email re: church lot split, phone conference with Brian re: various.	0:30	101.00	50.50
10/18/2017	Emails re: church lot split. Review wetland for Duinick pit. PC with Brian.	1:00	101.00	101.00
10/19/2017	Emails with builder. Phone conference with builder/developer re: townhomes, phone conference with Brian, various emails.	1:15	101.00	126.25
10/23/2017	Phone conference with developer, various emails. Phone conference with Brian.	1:00	101.00	101.00
10/24/2017	Meeting with builder re: bank owned property on river.	2:00	101.00	202.00
10/26/2017	Emails re: tomahawk parcel.	0:15	101.00	25.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/27/2017	Emails re: church split. Phone conference with Amy, emails re: as built. Emails re: mining.	1:00	101.00	101.00
10/30/2017	Various re: tomahawk parcel, phone conference with Brian. Various re: Hilltop bar, 11238 River Road.	0:45	101.00	75.75
10/31/2017	Email re: Miller.	0:15	101.00	25.25
	<b>Subtotal:</b>			1,792.75
	<b>SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning</b>			1,792.75

TOTAL OF NEW CHARGES  
BALANCE DUE

2,954.25

**\$2,954.25**

*JP*

E# 100-41910-310

Planning + Zoning

↳ Other Prof. Svcs.

**Collaborative Planning, LLC**

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

# 2179

**INVOICE**

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE # 2017-143**

**DATE 11/05/2017**

**PROJECT**  
Welding CUP

GP Welding

DATE	ACCOUNT SUMMARY	AMOUNT
10/11/2017	Balance Forward	\$833.25
	Payments and credits between 10/11/2017 and 11/05/2017	-833.25
	New charges (details below)	555.50
	Total Amount Due	\$555.50

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/02/2017	Various emails re: revised plans.	0:15	101.00	25.25
10/03/2017	Prepare for and attend City Council meeting.	4:15	101.00	429.25
10/04/2017	Phone conference with applicant, phone conference with administrator. Phone conference with realtor. Phone conference with attorney.	1:00	101.00	101.00

TOTAL OF NEW CHARGES 555.50  
BALANCE DUE

GH

**\$555.50**

G# 818-20200

Misc. Escrow

↳ A/P

Project # 208235

Collaborative Planning, LLC

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

# 2179

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

INVOICE # 2017-144

DATE 11/05/2017

**PROJECT**

8th Street Industrial

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
09/13/2017	Balance Forward	\$378.75
	Payments and credits between 09/13/2017 and 11/05/2017	-378.75
	New charges (details below)	25.25
	Total Amount Due	\$25.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/31/2017	Phone conference with Brian.	0:15	101.00	25.25

TOTAL OF NEW CHARGES 25.25  
BALANCE DUE

GH

**\$25.25**

E # 100-41910-310

Planning + Zoning

↳ Other Prof. Sves.

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

#2179

# INVOICE

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

**INVOICE #** 2017-145  
**DATE** 11/05/2017

**PROJECT**

Crow River Heights West 3rd Addition

DATE	ACCOUNT SUMMARY	AMOUNT
10/11/2017	Balance Forward	\$1,313.00
	Payments and credits between 10/11/2017 and 11/05/2017	-1,313.00
	New charges (details below)	378.75
	<b>Total Amount Due</b>	<b>\$378.75</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/10/2017	Emails with attorney re: landscaping requirements.	0:15	101.00	25.25
10/11/2017	Emails with Amy.	0:15	101.00	25.25
10/12/2017	Phone conference with Todd, email to Todd.	0:15	101.00	25.25
10/18/2017	Review pay request, review DA and escrow agreement, various emails.	0:45	101.00	75.75
10/19/2017	Phone conference with Roy, phone conference with Brian, draft letter, email to Brian. Emails re: recorded documents.	0:45	101.00	75.75
10/23/2017	Various emails re: recorded docs, etc.	0:15	101.00	25.25
10/24/2017	Review checklists, phone conference with Amy.	0:30	101.00	50.50
10/26/2017	Emails with Amy re: mylars/plat/building permits.	0:45	101.00	75.75

G# 823-20200  
 CRHW3A Escrow  
 ↳ AIP

TOTAL OF NEW CHARGES 378.75  
 BALANCE DUE

JH **\$378.75**



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

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

Federal Tax ID 46-1641135

Statement as of: 9/30/2017  
Statement Date: 11/13/2017  
Statement No. 6469

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

4011(1)-0001: Miscellaneous	696.50
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(3)-0016: Crow River Heights 3rd Addition Development Agreement	287.00

Total Fees and Expenses: \$1,283.50

Previous Balance: \_\_\_\_\_

Total Now Due: \$1,283.50 *gh*

NOV 15 2017



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

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

Federal Tax ID 46-1641135

Statement as of: 9/30/2017  
Statement Date: 11/13/2017  
Statement No. 6469

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

### 4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
09/18/2017	JTS Brian e-mail regarding lease preparation; reply.	0.10	175.00	17.50
09/18/2017	ZJC Receive project from Jay Squires regarding drafting of lease for property owned by the City.	0.10	165.00	16.50
09/19/2017	JTS Chris Kaufmann e-mail regarding pay equity study and reporting; review law; reply.	0.30	175.00	52.50
09/20/2017	JTS Brian e-mail regarding transfer of liquor license; review state law; e-mail Brian.	0.70	175.00	122.50
09/26/2017	JTS Telephone conference with Cindy Nash regarding upcoming CUP issue. <i>GP Welding G# 818-20200 Misc. Escrow -&gt; A/P</i>	0.30	175.00	52.50
09/26/2017	ZJC Review and analyze lease provided by Brian Hagen; Begin making revisions to lease; Telephone conference with Brian Hagen regarding the same.	1.30	165.00	214.50
09/27/2017	ZJC Research regarding notice to applicants that city will be conducting background checks.	0.60	165.00	99.00
09/28/2017	ZJC Telephone conference with Brian Hagen regarding lease; Finish revising the same and send to Brian; Read and respond to e-mails from Brian regarding the same.	0.50	165.00	82.50
		Sub-total Fees: <i>gh</i>		<i>605.00</i>
				\$657.50

*E# 100-41610-304  
City Attorney -> Legal Fees*

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

		Hours	Rate	Amount
09/05/2017	JTS Council meeting.	5.00	175.00	300.00
		Sub-total Fees: <i>gh</i>		<i>300.00</i>
				\$300.00

*E# 100-41610-304  
City Attorney  
-> Legal Fees*

G# 823-20200

CRHW3A

L -> A/P

4011(3)-0016: Crow River Heights 3rd Addition Development Agreement

		Hours	Rate	Amount
09/05/2017	JTS Review e-mail from Backes attorney; Cindy e-mail; revise DA and Escrow agreement; e-mail to Cindy and Brian.	0.60	205.00	123.00
09/06/2017	JTS Varied e-mails regarding letter of instruction documents; signed documents; etc.	0.60	205.00	123.00
09/07/2017	JTS E-mails regarding notice to proceed; completion of submittal process.	0.20	205.00	41.00
Sub-total Fees:				<u>\$287.00</u>

**Rate Summary**

Jay T. Squires	6.40 hours at \$175.00/hr	545.00
Jay T. Squires	1.40 hours at \$205.00/hr	287.00
Zachary J. Cronen	2.50 hours at \$165.00/hr	412.50
<b>Total hours:</b>	<u>10.30</u>	<u>1,244.50</u>

**Expenses**

09/29/2017 Photocopies.

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

	Units	Price	Amount
09/29/2017 Photocopies.	195.00	0.20	39.00
<b>Sub-total Expenses:</b>			<u>\$39.00</u>
<b>Total Fees and Expenses:</b>			\$1,283.50
<b>Previous Balance:</b>			-
<b>Total Now Due:</b>			<u>\$1,283.50</u>

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

Erica A. Anderson  
Accounts Manager

CITY OF HANOVER

Cash Balances

November 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$552,441.78	\$3,586.83	\$129,373.92	\$426,654.69
107 FIRE DEPT DONATIONS FUND	\$17,411.92	\$0.00	\$0.00	\$17,411.92
201 EDA SPECIAL REVENUE FUND	\$50,073.38	\$0.00	\$1,159.36	\$48,914.02
205 EDA BUSINESS INCENTIVE FUND	\$244,608.97	\$449.23	\$0.00	\$245,058.20
311 2008A GO CIP REFUNDING BOND	\$56,930.08	\$0.00	\$0.00	\$56,930.08
312 2009A GO IMP REFUNDING BOND	\$2,762.81	\$0.00	\$0.00	\$2,762.81
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$504,455.48	\$0.00	\$148,987.50	\$355,467.98
315 2016A GO CIP BOND	\$30,833.69	\$0.00	\$0.00	\$30,833.69
401 GENERAL CAPITAL PROJECTS	\$1,340,807.19	\$0.00	\$0.00	\$1,340,807.19
402 PARKS CAPITAL PROJECTS	\$57,248.92	\$97.65	\$5,497.18	\$51,849.39
403 FIRE DEPT CAPITAL FUND	\$191,971.23	\$0.00	\$0.00	\$191,971.23
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,693.47	\$0.00	\$0.00	\$9,693.47
409 MAHLER PIT - 15TH ST IMP FUND	\$658.47	\$0.00	\$0.00	\$658.47
411 FACILITIES CAPITAL PROJ FUND	\$476,329.80	\$0.00	\$331,357.76	\$144,972.04
417 EQUIPMENT CAPITAL FUND	\$133,567.85	\$0.00	\$0.00	\$133,567.85
418 STREET CAPITAL PROJ FUND	\$516,969.07	\$0.00	\$0.00	\$516,969.07
601 WATER ENTERPRISE FUND	\$828,676.68	\$10,781.63	\$4,949.02	\$834,509.29
602 SEWER ENTERPRISE FUND	\$254,958.04	\$25,037.77	\$8,783.06	\$271,212.75
603 STORM WATER ENTERPRISE FUND	\$199,896.86	\$2,973.85	\$394.16	\$202,476.55
611 WATER CAPITAL IMP FUND	\$156,764.07	\$0.00	\$0.00	\$156,764.07
612 SEWER CAPITAL IMP FUND	\$1,834,726.57	\$0.00	\$0.00	\$1,834,726.57
613 STORM WATER CAPITAL IMP FUND	\$544,943.66	\$0.00	\$1,708.30	\$543,235.36
804 SCHENDELS FIELD ESC FUND	\$148,784.30	\$0.00	\$148,784.30	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$21,000.00	\$0.00	\$2,000.00	\$19,000.00
815 LANDSCAPE ESCROW FUND	\$20,000.00	\$0.00	\$2,000.00	\$18,000.00
817 INFRASTRUCTURE ESCROW FUND	\$13,000.00	\$0.00	\$1,000.00	\$12,000.00
818 MISC ESCROWS FUND	\$7,631.22	\$0.00	\$608.00	\$7,023.22
820 BRIDGES TOWNHOMES ESC FUND	\$3,608.60	\$0.00	\$0.00	\$3,608.60
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$200,078.04	\$0.00	\$18,749.00	\$181,329.04
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	\$8,422,202.15	\$42,926.96	\$805,351.56	\$7,659,777.55

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$458,692.08	\$830,523.52	\$371,831.44	55.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$55,600.00	\$111,200.00	\$55,600.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$11,766.34	\$12,000.00	\$233.66	98.05%
Source Alt Code TAXES		\$0.00	\$526,058.42	\$953,723.52	\$427,665.10	55.16%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$600.00	\$9,205.00	\$9,175.00	-\$30.00	100.33%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$475.00	\$400.00	-\$75.00	118.75%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$3,000.00	\$1,500.00	-\$1,500.00	200.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$23.00	\$50.00	\$27.00	46.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$250.00	\$0.00	-\$250.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$70,982.80	\$114,324.87	\$43,342.07	62.09%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,681.90	\$6,000.00	\$318.10	94.70%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,220.26	\$3,000.00	\$779.74	74.01%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$6,050.00	\$2,000.00	-\$4,050.00	302.50%
Source Alt Code SERVICE		\$600.00	\$97,887.96	\$136,449.87	\$38,561.91	71.74%
MISC	R 100-36100 Special Assessments	\$0.00	\$428.08	\$740.00	\$311.92	57.85%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$1,115.03	\$900.00	-\$215.03	123.89%
MISC	R 100-36210 Interest Earnings	\$0.00	\$4,213.25	\$3,000.00	-\$1,213.25	140.44%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$935.67	\$6,000.00	\$6,935.67	-15.59%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$2,425.00	\$3,600.00	\$1,175.00	67.36%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$169.39	\$0.00	-\$169.39	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$773.40	\$0.00	-\$773.40	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$8,188.48	\$22,240.00	\$14,051.52	36.82%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,370.00	-\$50.00	100.48%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$2,670.00	\$100.00	-\$2,570.00	2670.00%
LIC PERM	R 100-32210 Building Permits	\$1,951.83	\$66,393.51	\$50,000.00	-\$16,393.51	132.79%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$100.00	\$100.00	\$0.00	100.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$41.00	\$50.00	\$9.00	82.00%
Source Alt Code LIC PERM		\$1,951.83	\$81,214.51	\$62,120.00	-\$19,094.51	130.74%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,591.00	\$0.00	-\$12,591.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$54,084.50	\$108,169.00	\$54,084.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$43,018.26	\$36,000.00	-\$7,018.26	119.50%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,910.92	\$5,500.00	-\$410.92	107.47%
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	\$115,774.18	\$150,008.00	\$34,233.82	77.18%
FINES	R 100-35100 Court Fines	\$0.00	\$3,319.12	\$2,000.00	-\$1,319.12	165.96%
Source Alt Code FINES		\$0.00	\$3,319.12	\$2,000.00	-\$1,319.12	165.96%
<b>Fund 100 GENERAL FUND</b>		<b>\$2,551.83</b>	<b>\$832,442.67</b>	<b>\$1,326,541.39</b>	<b>\$494,098.72</b>	<b>62.75%</b>

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$2,551.83	\$832,442.67	\$1,326,541.39	\$494,098.72	62.75%

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

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$6,442.35	\$11,000.00	\$4,557.65	58.57%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$397.73	\$682.00	\$284.27	58.32%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$93.02	\$159.50	\$66.48	58.32%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$6,506.82	\$7,500.00	\$993.18	86.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$92.02	\$500.00	\$407.98	18.40%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$3,427.69	\$4,681.88	\$3,000.00	-\$1,681.88	156.06%
Dept 41110 Council		\$3,427.69	\$18,538.82	\$23,241.50	\$4,702.68	79.77%
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	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$5,354.14	\$60,012.34	\$69,629.63	\$9,617.29	86.19%
CITYADM	E 100-41400-121 PERA	\$401.56	\$4,614.59	\$5,222.22	\$607.63	88.36%
CITYADM	E 100-41400-122 FICA	\$331.96	\$3,814.77	\$4,317.04	\$502.27	88.37%
CITYADM	E 100-41400-123 Medicare	\$77.64	\$892.21	\$1,009.63	\$117.42	88.37%
CITYADM	E 100-41400-134 Employer Paid Life	\$29.39	\$339.47	\$384.00	\$44.53	88.40%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$669.62	\$7,700.00	\$8,400.00	\$700.00	91.67%
CITYADM	E 100-41400-208 Training and Instructio	\$250.00	\$681.00	\$1,500.00	\$819.00	45.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$253.80	\$500.00	\$246.20	50.76%
Dept 41400 City Administrator		\$7,114.31	\$78,308.18	\$90,962.52	\$12,654.34	86.09%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$3,401.68	\$37,772.49	\$43,739.90	\$5,967.41	86.36%
CLERICAL	E 100-41430-121 PERA	\$255.13	\$2,904.19	\$3,280.49	\$376.30	88.53%
CLERICAL	E 100-41430-122 FICA	\$210.91	\$2,400.82	\$2,711.87	\$311.05	88.53%
CLERICAL	E 100-41430-123 Medicare	\$49.32	\$561.39	\$634.23	\$72.84	88.52%
CLERICAL	E 100-41430-134 Employer Paid Life	\$114.04	\$1,345.20	\$1,440.00	\$94.80	93.42%
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	\$669.62	\$7,700.00	\$8,400.00	\$700.00	91.67%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$4,700.70	\$52,701.59	\$60,956.49	\$8,254.90	86.46%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$373.25	\$500.00	\$126.75	74.65%
STAFFEXP	E 100-41435-331 Travel Expenses	\$534.86	\$750.26	\$2,000.00	\$1,249.74	37.51%
Dept 41435 Staff Expenses		\$534.86	\$1,123.51	\$2,800.00	\$1,676.49	40.13%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$4,000.00	\$43,999.76	\$52,954.72	\$8,954.96	83.09%
ACCTING	E 100-41530-121 PERA	\$300.00	\$3,034.45	\$3,971.60	\$937.15	76.40%

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

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$248.00	\$2,719.07	\$3,283.19	\$564.12	82.82%
ACCTING	E 100-41530-123 Medicare	\$58.00	\$635.88	\$767.84	\$131.96	82.81%
ACCTING	E 100-41530-134 Employer Paid Life	\$107.61	\$733.84	\$996.00	\$262.16	73.68%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$700.00	\$7,800.00	\$10,800.00	\$3,000.00	72.22%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$285.00	\$1,000.00	\$715.00	28.50%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$122.86	\$250.00	\$127.14	49.14%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$5,776.00	\$0.00	-\$5,776.00	0.00%
Dept 41530 Accounting		\$5,413.61	\$65,106.86	\$74,023.35	\$8,916.49	87.95%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41540 Auditing		\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41550 Assessing		\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$284.36	\$2,350.66	\$3,500.00	\$1,149.34	67.16%
PURCHASE	E 100-41570-205 Bank Fees	-\$35.00	\$212.75	\$100.00	-\$112.75	212.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$11,452.54	\$12,000.00	\$547.46	95.44%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$2,574.92	\$4,000.00	\$1,425.08	64.37%
PURCHASE	E 100-41570-322 Postage	\$519.81	\$1,958.38	\$2,000.00	\$41.62	97.92%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$9,610.80	\$0.00	-\$9,610.80	0.00%
Dept 41570 Purchasing		\$945.22	\$28,160.05	\$21,600.00	-\$6,560.05	130.37%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$306.50	\$4,340.57	\$4,000.00	-\$340.57	108.51%
Dept 41600 Computer		\$306.50	\$4,340.57	\$4,000.00	-\$340.57	108.51%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,097.84	\$17,802.94	\$22,440.16	\$4,637.22	79.34%
Dept 41610 City Attorney		\$1,097.84	\$17,802.94	\$22,440.16	\$4,637.22	79.34%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$2,994.50	\$19,482.74	\$29,500.00	\$10,017.26	66.04%
Dept 41910 Planning and Zoning		\$2,994.50	\$19,482.74	\$29,500.00	\$10,017.26	66.04%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,080.07	\$1,500.00	\$419.93	72.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$5,660.35	\$7,000.00	\$1,339.65	80.86%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$5,689.83	\$1,000.00	-\$4,689.83	568.98%
GOVTBLDG	E 100-41940-321 Telephone	\$346.00	\$3,853.12	\$3,500.00	-\$353.12	110.09%
GOVTBLDG	E 100-41940-325 Taxes	\$29.12	\$349.03	\$250.00	-\$99.03	139.61%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$691.24	\$6,473.86	\$11,250.00	\$4,776.14	57.55%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$145.42	\$2,804.82	\$6,250.00	\$3,445.18	44.88%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$212.94	\$2,721.87	\$3,250.00	\$528.13	83.75%
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	\$120.00	\$1,611.70	\$4,500.00	\$2,888.30	35.82%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$1,544.72	\$30,611.64	\$42,300.00	\$11,688.36	72.37%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$200.00	\$11,033.50	\$32,500.00	\$21,466.50	33.95%
Dept 41950 Engineer		\$200.00	\$11,033.50	\$32,500.00	\$21,466.50	33.95%

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

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$9,375.76	\$8,799.31	-\$576.45	106.55%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$21,536.22	\$18,860.19	-\$2,676.03	114.19%
Dept 41960 Insurance		\$0.00	\$30,911.98	\$27,659.50	-\$3,252.48	111.76%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$362.16	\$300.00	-\$62.16	120.72%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$104.00	\$50.00	-\$54.00	208.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$312.99	\$2,000.00	\$1,687.01	15.65%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$52.65	\$500.00	\$447.35	10.53%
Dept 41970 Legal Publications		\$0.00	\$831.80	\$2,850.00	\$2,018.20	29.19%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$19,682.63	\$59,047.89	\$78,730.52	\$19,682.63	75.00%
Dept 42101 Hennepin County Sheriff		\$19,682.63	\$59,047.89	\$78,730.52	\$19,682.63	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,455.83	\$95,464.07	\$101,748.00	\$6,283.93	93.82%
Dept 42102 Wright County Sheriff		\$8,455.83	\$95,464.07	\$101,748.00	\$6,283.93	93.82%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,926.50	\$55,000.00	\$31,073.50	43.50%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,483.43	\$3,410.00	\$1,926.57	43.50%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$346.96	\$797.50	\$450.54	43.51%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$274.90	\$0.00	-\$274.90	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$8,225.25	\$8,344.11	\$118.86	98.58%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$493.52	\$200.00	-\$293.52	246.76%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$735.00	\$2,644.25	\$4,000.00	\$1,355.75	66.11%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$1,889.00	\$950.00	-\$939.00	198.84%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$5,247.97	\$4,553.35	-\$694.62	115.26%
Dept 42210 Fire Dept Administration		\$735.00	\$44,531.78	\$77,254.96	\$32,723.18	57.64%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$4,368.15	\$13,500.00	\$9,131.85	32.36%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$2,065.00	\$5,191.40	\$4,500.00	-\$691.40	115.36%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$605.35	\$5,000.00	\$4,394.65	12.11%
Dept 42220 Fire Dept Equipment		\$2,065.00	\$10,164.90	\$25,350.00	\$15,185.10	40.10%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$340.00	\$6,077.62	\$12,500.00	\$6,422.38	48.62%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$729.50	\$3,022.71	\$3,000.00	-\$22.71	100.76%
FIRETRNG	E 100-42240-331 Travel Expenses	\$1,354.01	\$2,450.64	\$1,500.00	-\$950.64	163.38%
Dept 42240 Fire Dept Training		\$2,423.51	\$11,550.97	\$17,000.00	\$5,449.03	67.95%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$229.19	\$1,693.16	\$4,500.00	\$2,806.84	37.63%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$2,684.05	\$6,467.61	\$9,000.00	\$2,532.39	71.86%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$25.25	\$25.25	\$2,000.00	\$1,974.75	1.26%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,439.00	\$7,465.00	\$4,026.00	46.07%
Dept 42260 Fire Vehicles		\$2,938.49	\$11,625.02	\$22,965.00	\$11,339.98	50.62%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$176.90	\$1,650.00	\$1,473.10	10.72%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$377.24	\$916.49	\$3,500.00	\$2,583.51	26.19%

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

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$84.83	\$1,721.76	\$800.00	-\$921.76	215.22%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$353.61	\$2,929.84	\$4,500.00	\$1,570.16	65.11%
FIREBLDG	E 100-42280-383 Gas Utilities	\$34.71	\$1,499.51	\$3,000.00	\$1,500.49	49.98%
Dept 42280	Fire Stations and Bldgs	\$850.39	\$7,244.50	\$13,625.00	\$6,380.50	53.17%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$37,428.26	\$37,428.26	\$36,000.00	-\$1,428.26	103.97%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$5,566.79	\$11,133.58	\$5,566.79	50.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,200.00	\$6,500.00	\$300.00	95.38%
Dept 42290	Fire Relief Association	\$37,428.26	\$49,195.05	\$53,633.58	\$4,438.53	91.72%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$2,382.95	\$30,788.49	\$17,500.00	-\$13,288.49	175.93%
Dept 42401	Building Inspection Admin	\$2,382.95	\$30,788.49	\$17,500.00	-\$13,288.49	175.93%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$10,730.45	\$90,603.58	\$116,803.34	\$26,199.76	77.57%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$11,152.00	\$15,000.00	\$3,848.00	74.35%
PUBWRKS	E 100-43000-121 PERA	\$804.77	\$6,772.17	\$10,279.11	\$3,506.94	65.88%
PUBWRKS	E 100-43000-122 FICA	\$628.29	\$6,377.45	\$8,250.88	\$1,873.43	77.29%
PUBWRKS	E 100-43000-123 Medicare	\$146.93	\$1,491.44	\$2,285.25	\$793.81	65.26%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$135.38	\$1,246.10	\$2,832.00	\$1,585.90	44.00%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7.32	\$500.00	\$492.68	1.46%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$2,632.85	\$18,222.29	\$27,600.00	\$9,377.71	66.02%
PUBWRKS	E 100-43000-208 Training and Instructio	\$75.00	\$1,651.95	\$2,500.00	\$848.05	66.08%
PUBWRKS	E 100-43000-212 Motor Fuels	\$308.28	\$3,814.98	\$7,000.00	\$3,185.02	54.50%
PUBWRKS	E 100-43000-215 Shop Supplies	\$480.96	\$3,285.95	\$2,500.00	-\$785.95	131.44%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$908.77	\$7,044.11	\$6,000.00	-\$1,044.11	117.40%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$943.20	\$1,500.00	\$556.80	62.88%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$143.48	\$6,504.90	\$5,000.00	-\$1,504.90	130.10%
PUBWRKS	E 100-43000-260 Uniforms	\$358.80	\$1,765.60	\$3,000.00	\$1,234.40	58.85%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$11,824.91	\$19,000.00	\$7,175.09	62.24%
PUBWRKS	E 100-43000-321 Telephone	\$306.68	\$2,513.26	\$2,800.00	\$286.74	89.76%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$17,660.64	\$175,784.99	\$234,100.58	\$58,315.59	75.09%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$2,183.96	\$16,791.96	\$50,000.00	\$33,208.04	33.58%
Dept 43121	Paved Streets	\$2,183.96	\$16,791.96	\$50,000.00	\$33,208.04	33.58%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43122	Unpaved Streets	\$0.00	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%
Dept 43125	Ice & Snow Removal	\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%

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

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$1,781.52	\$19,394.23	\$25,000.00	\$5,605.77	77.58%
Dept 43160	Street Lighting	\$1,781.52	\$19,394.23	\$25,000.00	\$5,605.77	77.58%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,215.04	\$31,703.74	\$36,000.00	\$4,296.26	88.07%
Dept 43245	Recycling: Refuse	\$3,215.04	\$31,703.74	\$36,000.00	\$4,296.26	88.07%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45186	Senior Center	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$139.81	\$1,195.71	\$2,000.00	\$804.29	59.79%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$56.94	\$3,427.95	\$5,000.00	\$1,572.05	68.56%
PARKS	E 100-45200-225 Landscaping Materials	\$24.90	\$4,353.50	\$10,000.00	\$5,646.50	43.54%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,500.00	\$6,800.00	\$300.00	95.59%
PARKS	E 100-45200-381 Electric Utilities	\$243.83	\$2,363.09	\$2,000.00	-\$363.09	118.15%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$0.00	\$1,945.00	\$2,200.00	\$255.00	88.41%
PARKS	E 100-45200-580 Other Equipment	\$835.59	\$4,028.89	\$7,000.00	\$2,971.11	57.56%
Dept 45200	Parks (GENERAL)	\$1,301.07	\$23,925.94	\$36,500.00	\$12,574.06	65.55%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 45500	Libraries (GENERAL)	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimbursen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Dept 49800	Transit (GENERAL)	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Fund 100	GENERAL FUND	\$131,384.24	\$1,028,450.64	\$1,326,541.16	\$298,090.52	77.53%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	November 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$131,384.24	\$1,028,450.64	\$1,326,541.16	\$298,090.52	77.53%

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 21<sup>st</sup> day of November, 2017.

The following Council Members were present:

The following Council Members were absent:

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



**RESOLUTION NO 11-21-17-115**

**A RESOLUTION APPROVING A PROPOSAL FROM WSB & ASSOCIATES TO  
PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE  
2018 PAVEMENT IMPROVEMENT PROJECT**

**WHEREAS**, the City Engineer has submitted a proposal to provide engineering services for the 2018 pavement improvement project; and

**WHEREAS**, the attached proposal outlines services to be provided.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal in a not to exceed amount of \$94,600.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 21<sup>st</sup> day of November, 2017.

APPROVED BY:

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

ATTEST:

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



November 15, 2017

Honorable Mayor and City Council  
c/o, Brian Hagen, City Administrator  
City of Hanover  
11250 5th Street NE  
Hanover, MN 55341

Re: Proposal to Provide Professional Engineering Services for the  
2018 Pavement Improvement Project  
City of Hanover, MN

Dear Mayor and Council:

WSB & Associates, Inc. (WSB) is pleased to present this proposal to the City of Hanover to provide professional engineering services as they relate to the 2018 Pavement Improvement Project. Our scope of work includes the following project tasks:

- existing condition data collection
- topographic survey
- meetings
- final design
- permits
- project bidding
- construction administration
- construction staking
- record plans

The proposed scope of services presented in this proposal is based on site visits, discussions with City Staff, and review of maps and record drawings.

### **PROJECT UNDERSTANDING**

The City of Hanover wishes to improve the deteriorating bituminous asphalt road surface on the following areas:

#### **Area 1 - River Road NE**

- River Road NE from 8<sup>th</sup> Street NE to 15<sup>th</sup> Street NE

#### **Area 2 - Schendels Woodland Hills Neighborhood**

- Lady Slipper Lane NE
- 10<sup>th</sup> Street NE

Area 3 - Pheasant Run Neighborhood

- Riverview Road NE
- Overlook Circle
- Meander Road
- Meadowlark Lane
- 8<sup>th</sup> Street NE
- 9<sup>th</sup> Street NE

**PROJECT APPROACH/SCOPE OF SERVICES**

WSB's project scope and proposed tasks are based on our understanding of the project and we propose the following scope of services:

**1. Project Management**

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

**2. Data Collection**

This task involves gathering physical data, as well as record information, regarding the project area. Information and tasks to be completed under this item will include the following:

- Private Utility Information – WSB will order a Gopher State One Call design locate and from that, identify all private utilities in the area. WSB will contact the identified utilities to obtain facility mapping along with establishing a contact person to discuss the proposed improvements. Based on the preliminary layout, utility conflicts will be identified and design measures will be considered to accommodate these conflicts.

**3. Meetings**

WSB will attend and assist in facilitating the following meetings as listed below:

- 1-2 neighborhood meeting
- 2 meetings with City staff to discuss final design
- Attend bid opening
- City Council meeting for accept plans/specs and authorize ad for bid
- Public hearing
- City Council meeting to review bids and award contract for construction

**4. Topographic Survey**

WSB will perform a topographic survey of the project area. Elements collected in the survey will include streets, driveways, mailboxes, manholes/catch basins/culverts, private utilities, grades within right-of-way areas and any other pertinent information. In addition to information collected during the topographic survey, as-built drawings shall be reviewed and utilized.

## 5. Final Design

The final design shall be based on the preliminary design option accepted in the feasibility report.

- A. **Title Sheet/Index Map** – Plan title sheet with index and location map. The sheet shall identify the general project area to be reconstructed.
- B. **General Layout** – Overall layout of project area.
- C. **Construction Notes and Details** – City of Hanover standard details shall be used and any standard City notes. If there is no existing detail or note for a given situation, WSB shall provide the information for City review and approval. Typical street sections shall be included in these sheets.
- D. **Traffic Control / Staging Plan** – A traffic control plan and staging plan, noting detours and construction stage necessary during construction, shall be developed and coordinated with the City.
- E. **Removal/Demolition Plan** – Plan sheets shall be based on information gathered during the topographic survey. Items to be removed, demolished, or salvaged shall be identified on this plan.
- F. **Street and Utility Plan / Profile** – Plans shall indicate all new street widths, right-of-way width, driveway replacements, utility alignments and profiles. Any signage that needs to be added or replaced on this project shall be identified in these plan sheets.
- G. **Storm Water Pollution Prevention Plan (SWPPP)** – Plan sheets containing erosion and sedimentation control strategies and notes for construction operations. SWPPP is required per the Minnesota Pollution Control Agency (MPCA) NPDES Storm Water Permit.
- H. **Project Manual** – The project manual shall contain all project documents pertinent to construction including: advertisement for bids, bidding instructions, bid proposal form, bonding documents, contract agreements, insurance certificates, general conditions, technical specifications, appendices and any other information required by the City of Hanover. The specifications shall be written to conform to the City of Hanover's standards and format.

**6. Permitting**

It is anticipated that the following permits will be needed for the projects:

- NPDES Storm Water Permit (MPCA)

Permit applications for these permits will be prepared and submitted to the permitting agencies. It is assumed the City will pay for any permit fees. These tasks include time for follow-up with the agencies to obtain the permits.

**7. Project Bidding**

WSB will complete the bidding process including providing the bidding documents to the contractor. WSB will provide the City with a plan holders list. WSB will prepare the advertisement for bids, respond to bidders questions, issue addenda (if required), attend bid opening and tabulate results, prepare a letter of award recommendation to the City, prepare notice of award and contract agreement, and forward to the contractor.

**8. Construction Staking**

WSB will provide location and offset stakes for project roads and infrastructure during construction. One (1) set of stakes will be provided per project component and location.

**9. Construction Inspection and Administration**

WSB will provide on-site construction inspection on a full-time basis or as necessary during construction activities. In addition, we will perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications. WSB will track material quantities and prepare construction pay vouchers for the City's approval.

**10. Record Plans**

WSB will perform a post-construction survey of structures and other pertinent information. We will then use construction data, along with the survey, to create record drawings.

**SCHEDULE**

We are available to start the project immediately upon your approval.

Topographic survey .....	November 2017
Approve plans/authorize advertisement for bid .....	February 20, 2018
Receive Bids/award project .....	March 2018
Begin Construction.....	May/June 2018
Final completion of construction .....	July/August 2018

**PROPOSED FEE**

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar type projects. A summary of the costs for each phase of the projects are as follows:

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
1	TOPOGRAPHIC SURVEY	\$13,600
2	PAVEMENT ANALYSIS/CORING	\$2,500
3	FINAL DESIGN	\$33,300
4	CONSTRUCTION STAKING	\$8,500
5	MATERIAL TESTING	\$5,200
6	CONSTRUCTION INSPECTION/ADMINISTRATION	\$31,500
<b>TOTAL PROPOSED FEE</b>		<b>\$94,600</b>

We propose to complete Tasks 1 through 6 as indicated on an hourly not-to-exceed fee of \$94,600.

If additional work outside of the above-described scope, it will proceed only after City approval. WSB would work with the City to define the scope of any additional work for City approval. This additional work would be billed on an hourly basis in accordance with WSB's 2018 Fee Schedule, which has been attached for your reference.

The proposed scope and fee, presented herein, represents our complete understanding of the project. If you are in agreement with our proposal, please sign two copies and return one copy to our office.

If you have any questions or concerns, please feel free to contact me at (651)286-8465. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

**WSB & Associates, Inc.**



Justin Messner, PE  
City Engineer

Enclosure

**ACCEPTED BY:**

**City of Hanover**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**OPINION OF PROBABLE COSTS**  
**2018 SURFACE IMPROVEMENT PROJECT**  
**PROJECT NO. 02082-014**  
**HANOVER, MN**  
**11/15/2017**

Area 1 - River Road						
NO.	MNDOT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	2021.501	MOBILIZATION	LS	1	\$8,500.00	\$8,500.00
2	2104.509	REMOVE SIGN	EACH	15	\$30.00	\$450.00
3	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	180	\$3.00	\$540.00
4	2105.501	COMMON EXCAVATION	C Y	300	\$17.00	\$5,100.00
5	2105.507	SUBGRADE EXCAVATION	C Y	300	\$17.00	\$5,100.00
6	2105.522	SELECT GRANULAR BORROW (LV)	C Y	420	\$17.00	\$7,140.00
7	2105.526	SELECT TOPSOIL BORROW (LV)	CU YD	600	\$26.00	\$15,600.00
8	2105.603	DITCH CLEANING	L F	500	\$5.00	\$2,500.00
9	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	10	\$180.00	\$1,800.00
10	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED)	TON	1200	\$18.00	\$21,600.00
11	2215.501	FULL DEPTH RECLAMATION	S Y	9655	\$2.00	\$19,310.00
12	2221.501	AGGREGATE SHOULDERING CLASS 2	TON	600	\$28.00	\$16,800.00
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	480	\$3.00	\$1,440.00
14	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	940	\$65.00	\$61,100.00
15	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	1570	\$65.00	\$102,050.00
16	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
17	2564.531	SIGN PANELS TYPE C	S F	45.0	\$50.00	\$2,250.00
18	2564.531	SIGN PANELS TYPE D	S F	22.5	\$60.00	\$1,350.00
19	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	2	\$1,000.00	\$2,000.00
20	2575.605	BLOWN COMPOST SEEDING	S Y	4000	\$3.50	\$14,000.00
21	2582.502	24" SOLID LINE WHITE-EPOXY	L F	24	\$10.00	\$240.00
22	2582.502	4" DOUBLE SOLID LINE YELLOW-EPOXY	L F	3600	\$1.20	\$4,320.00
21	2582.502	4" SOLID LINE WHITE - EPOXY	L F	7200	\$0.60	\$4,320.00
					<b>SUBTOTAL AREA 1 =</b>	<b>\$307,510.00</b>
					<b>10% CONTINGENCY =</b>	<b>\$30,800.00</b>
					<b>SUBTOTAL =</b>	<b>\$338,310.00</b>
					<b>10% ENGINEERING, ADMIN, ETC. =</b>	<b>\$33,900.00</b>
					<b>TOTAL AREA 1 =</b>	<b>\$372,210.00</b>

**OPINION OF PROBABLE COSTS**  
**2018 SURFACE IMPROVEMENT PROJECT**  
**PROJECT NO. 02082-014**  
**HANOVER, MN**  
**11/15/2017**

Area 2 - LadySlipper						
NO.	MNDOT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	2021.501	MOBILIZATION	LUMP SUM	1	\$4,500.00	\$4,500.00
2	2104.501	REMOVE PIPE CULVERTS	L F	60	\$12.00	\$720.00
3	2104.509	REMOVE SIGN	EACH	3	\$30.00	\$90.00
4	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	140	\$3.00	\$420.00
5	2105.501	COMMON EXCAVATION	CU YD	100	\$17.00	\$1,700.00
6	2105.507	SUBGRADE EXCAVATION	CU YD	100	\$17.00	\$1,700.00
7	2105.526	SELECT TOPSOIL BORROW (LV)	CU YD	140	\$26.00	\$3,640.00
8	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10	\$180.00	\$1,800.00
9	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED)	TON	700	\$18.00	\$12,600.00
10	2215.501	FULL DEPTH RECLAMATION	SQ YD	260	\$2.00	\$520.00
11	2221.501	AGGREGATE SHOULDERING CLASS 2	TON	430	\$28.00	\$12,040.00
12	2232.501	MILL BITUMINOUS SURFACE (0.5")	SQ YD	2300	\$1.20	\$2,760.00
13	2332.604	EDGE MILL BITUMINOUS SURFACE 7' WIDE (0.5" TO 1.75")	SQ YD	3450	\$1.50	\$5,175.00
14	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	570	\$3.00	\$1,710.00
15	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	780	\$65.00	\$50,700.00
16	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	45	\$65.00	\$2,925.00
17	2501.511	18" RC PIPE CULVERT CLASS V	LIN FT	60	\$70.00	\$4,200.00
18	2501.515	18" RC PIPE APRON WITH TRASH GUARD	EACH	4	\$1,500.00	\$6,000.00
19	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	20	\$100.00	\$2,000.00
20	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,500.00	\$1,500.00
21	2564.531	SIGN PANELS TYPE C	SQ FT	27.0	\$50.00	\$1,350.00
22	2564.531	SIGN PANELS TYPE D	SQ FT	9.0	\$60.00	\$540.00
23	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1	\$1,000.00	\$1,000.00
24	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	180	\$4.00	\$720.00
25	2575.605	BLOWN COMPOST SEEDING	SQ YD	1800	\$3.50	\$6,300.00
26	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	12	\$10.00	\$120.00
					<b>SUBTOTAL AREA 2 =</b>	<b>\$126,730.00</b>
					<b>10% CONTINGENCY =</b>	<b>\$12,700.00</b>
					<b>SUBTOTAL =</b>	<b>\$139,430.00</b>
					<b>10% ENGINEERING, ADMIN, ETC. =</b>	<b>\$14,000.00</b>
					<b>TOTAL AREA 2 =</b>	<b>\$153,430.00</b>

**OPINION OF PROBABLE COSTS**  
**2018 SURFACE IMPROVEMENT PROJECT**  
**PROJECT NO. 02082-014**  
**HANOVER, MN**  
**11/15/2017**

Area 3 - Pheasant Run						
NO.	MNDOT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	2021.501	MOBILIZATION	LUMP SUM	1	\$15,000.00	\$15,000.00
2	2104.501	REMOVE PIPE CULVERTS	LIN FT	160	\$10.00	\$1,600.00
3	2104.509	REMOVE SIGN	EACH	10	\$30.00	\$300.00
4	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	2,200	\$8.00	\$17,600.00
5	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	200	\$3.00	\$600.00
6	2105.501	COMMON EXCAVATION (P)	CU YD	650	\$17.00	\$11,050.00
7	2105.507	SUBGRADE EXCAVATION	CU YD	800	\$17.00	\$13,600.00
8	2105.522	SELECT GRANULAR BORROW (CV)	CU YD	1,120	\$26.00	\$29,120.00
9	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10	\$180.00	\$1,800.00
10	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED)	TON	500	\$16.00	\$8,000.00
11	2221.501	AGGREGATE SHOULDERING CLASS 2	TON	400	\$22.00	\$8,800.00
12	2232.501	MILL BITUMINOUS SURFACE (0.5")	SQ YD	10,500	\$1.20	\$12,600.00
13	2232.604	EDGE MILL BITUMINOUS SURFACE 7' WIDE (0.5" TO 1.75")	SQ YD	14,000	\$1.50	\$21,000.00
14	2350.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	3,200	\$65.00	\$208,000.00
15	2350.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	280	\$65.00	\$18,200.00
16	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	2,600	\$3.50	\$9,100.00
17	2501.511	15" RC PIPE SEWER CLASS V	LIN FT	110	\$35.00	\$3,850.00
18	2501.511	18" RC PIPE SEWER CLASS V	LIN FT	50	\$45.00	\$2,250.00
19	2501.515	15" RC PIPE APRON	EACH	4	\$450.00	\$1,800.00
20	2501.515	18" RC PIPE APRONS	EACH	2	\$550.00	\$1,100.00
21	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	4	\$1,500.00	\$6,000.00
22	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	2	\$1,500.00	\$3,000.00
23	2505.601	UTILITY COORDINATION	LUMP SUM	1	\$1,000.00	\$1,000.00
24	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00
25	2574.525	COMMON TOPSOIL BORROW	CU YD	400	\$30.00	\$12,000.00
26	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00
27	2564.531	SIGN PANELS TYPE C	SQ FT	40.0	\$50.00	\$2,000.00
28	2564.531	SIGN PANELS TYPE D	SQ FT	21.0	\$60.00	\$1,260.00
29	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1	\$1,000.00	\$1,000.00
30	2575.605	BLOWN COMPOST SEEDING	SQ YD	1800	\$3.50	\$6,300.00
31	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	48	\$10.00	\$480.00
<b>SUBTOTAL AREA 3 =</b>					<b>\$424,410.00</b>	<b>\$858,650.00</b>
<b>10% CONTINGENCY =</b>					<b>\$42,500.00</b>	<b>\$86,000.00</b>
<b>SUBTOTAL =</b>					<b>\$466,910.00</b>	<b>\$944,650.00</b>
<b>10% ENGINEERING, ADMIN, ETC. =</b>					<b>\$46,700.00</b>	<b>\$94,600.00</b>
<b>TOTAL AREA 3 =</b>					<b>\$513,610.00</b>	<b>\$1,039,250.00</b>

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 21<sup>st</sup> day of November, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

**RESOLUTION NO 11-21-17-116**

**A RESOLUTION APPROVING A JOINT POWERS AGREEMENT FOR  
WRIGHT COUNTY AREA TRANSPORTATION**

**WHEREAS**, the City of Hanover finds it beneficial to its residents to enter into a Joint Powers Agreement for the purpose of providing affordable public transportation in the communities of Wright County.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached Joint Powers Agreement for Wright County Area Transportation.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 21<sup>st</sup> day of November, 2017.

APPROVED BY:

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

ATTEST:

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

**WRIGHT COUNTY AREA TRANSPORTATION  
JOINT POWERS AGREEMENT**

The parties to this Agreement are municipal corporations under the laws of the State of Minnesota and located in Wright County, Minnesota (the parties to this Agreement are hereafter referred to individually as a “City” or “Wright County” and collectively as the “Cities” or as “governmental units”).

**RECITALS**

WHEREAS, Minnesota Statute §471.59 authorizes the joint and cooperative exercise of powers common to the governmental units; and

WHEREAS, the governmental units desire to provide for an agreement between and among them to establish a joint powers board for Transportation for the purpose of providing a coordinated service delivery and funding source for public transportation; and

WHEREAS, each governmental unit has adopted a Resolution finding that it is in the best interests of the citizens of each governmental unit to enter into this Agreement.

**NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD AS FOLLOWS:**

1. General Purpose. Pursuant to the authority of the Joint Powers Act, the governmental units desire and intend to provide affordable Public Transportation to their communities. The goal of the governmental units is to provide people in their communities with mobility and access to employment, community resources, medical care and recreational opportunities, while reducing the impact of road congestion, travel times, air pollution, the cost of road maintenance and repair, and energy and oil consumption for their communities.
2. Joinder of Wright County Political Subdivisions. The undersigned governmental units hereby agree to join together for the purpose of coordinating the delivery of public transportation services and establishing a joint funding source for said services through establishment of a Wright County Area Transportation Joint Powers Board (“WCAT Board”). Any governmental unit seeking to join the WCAT Authority after January 1, 2018, shall do so only on an affirmative vote of a majority of the WCAT Board members. The WCAT Board shall determine voting authority and contribution requirements for any governmental units joining after January 1, 2018.
3. WCAT Board Composition. Each governmental unit shall appoint annually a representative to the WCAT Board. Each governmental unit may appoint an alternate representative who may act in the place and stead of an absent representative from that governmental unit. Members to the board may be appointed or removed at the pleasure of the governmental unit, with each member serving until their successor is appointed and qualified as provided by each governmental unit. Each member shall serve without compensation, health or medical benefits provided by the WCAT Board.
4. Funding. The WCAT Board is authorized to procure such State and Federal funding as is available toward financing the costs of providing public transportation services for the governmental units.

- a. Wright County shall provide the funding necessary for the WCAT Board share of the Trailblazer Transit operating capital balance. For calendar year 2018, this amount is \$600,000. Said amount shall be held in a reserve account by Trailblazer Transit and shall be released from the reserve account only in accordance with the voting and other requirements of the Trailblazer Joint Powers Agreement.
- b. Wright County shall pay 50% of the WCAT Board's unfunded local share (operating expenses and capital expenditures) in 2018. For 2019, Wright County shall pay 60% of the WCAT Board's unfunded local share (operating expenses and capital expenditures). For 2020, Wright County shall pay 70% of the WCAT Board's unfunded local share (operating expenses and capital expenditures). For 2021, Wright County shall pay 80% of the WCAT Board's unfunded local share (operating expenses and capital expenditures). For 2022, Wright County shall pay 90% of the WCAT Board's unfunded local share (operating expenses and capital expenditures). For each year, each City agrees to pay a proportionate share (the "Pro Rata Share") of the WCAT Board's remaining unfunded operating expenses and capital expenditures, with a cap of \$100,000 for the cities' contribution towards operating expenses and a cap of \$100,000 for the cities' contribution towards capital expenditures for each year. The pro rata share for each City shall be based upon the number of rides originating in the City during the prior year as compared to the total number of rides originating in all of the Cities during the prior year (the "Ride Share").

5. Meetings. The WCAT Board shall meet at least annually on a schedule determined by the WCAT Board. All meetings of the WCAT Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, Minn. Stat. §13D.01, et. seq., as amended. Special meetings may be called by the WCAT Board Chair or upon written request of three (3) or more members of the WCAT Board. Written notice of any special meetings shall be sent to all WCAT Board members and to the City Clerk or County Coordinator of each governmental unit to comply with posting requirements.

6. Powers and Duties. The powers and duties of the WCAT Board include, but are not limited to, expending funds for the purpose of establishing, funding, coordinating, administering and operating a public transportation service including:

- a. Apply for, receive and expend State and Federal funds available for said purpose, as well as funds from other lawful sources, including fares, donations or gifts for the purpose of providing public transportation services and such supplemental services deemed advisable by the WCAT Board.
- b. Approve an annual budget.
- c. Adopt and implement a management plan to carry out the WCAT Board's purpose.
- d. Enter into contracts with public or private entities as the WCAT Board deems necessary to accomplish the purpose for which the WCAT Board is organized, including, but not limited to, the hiring of any consultants.
- e. Obtain such insurance as the Board deems necessary for the protection of the WCAT Board, members of the WCAT Board, member cities, and its property.

f. Exercise all other lawful powers necessary and incidental to the implementation of public transportation services and the purposes and powers set forth herein.

h. The WCAT Board has no authority to obtain or operate an independent transit service without the express approval of a majority of the Parties.

i. The WCAT Board has no authority to levy taxes or issue debt for operating capital or debt service purposes unless approved in writing by the governing body of all governmental units.

j. The WCAT Board has no authority to issue debt that exceeds the term of this Agreement.

7. Voting. Wright County shall be entitled to 50% of the weighted voting power for the WCAT Board. The remaining 50% of the weighted voting power for the WCAT Board shall be apportioned among the Cities as follows: Each City shall be entitled to one vote plus one additional vote per each 3,000 rides originating in that City during the previous year. Prior to the first meeting in March the Secretary of the WCAT Board shall determine the number of votes for each Party in accordance with this section and certify the results to the Chair. A quorum shall consist of a simple majority (51%) of representatives from the governmental units. A simple majority vote, on a weighted basis, of the WCAT Board members present at the meeting with a valid quorum shall be required by the WCAT Board to take action unless otherwise provided in this Agreement or by law.

WCAT currently has two seats on the Trailblazer Transit Board. One of these seats shall be filled by a representative appointed by Wright County.

8. Officers. There shall be a chair, a vice chair, and a secretary elected from the members of the WCAT Board at the initial meeting of each year. The officers shall be elected from different member governmental units. The WCAT Board may elect or appoint such other officers as it deems necessary to conduct its meetings and affairs.

9. Effective Date/Termination. This Agreement shall become effective as of January 1, 2018 and shall continue in effect through December 31, 2022. This Agreement shall remain in effect for each respective governmental unit until that governmental unit hereto gives notice to the WCAT Board of its intention to withdraw. Notice of withdrawal must be given by April 1 of a given year. If notice of withdrawal is given after April 1 of a given year the withdrawal shall be effective on December 31 of the following year. A withdrawing governmental unit shall be responsible for its respective share of any debts or liabilities outstanding as of the effective date of withdrawal. Termination will be effective at the conclusion of the fiscal year. This Agreement shall remain in effect as to the remaining members provided that there are three or more members who desire to continue operating the WCAT Board. The withdrawing member shall not be entitled to compensation or distribution of any assets of the WCAT Board. In the event of dissolution of the WCAT Board, any property owned or held by the WCAT Board shall be sold for fair market value. All remaining funds after satisfaction of all WCAT Board debt, payments and other financial obligations shall be returned to the governmental units in the same manner in which the governmental units contributed funding to the WCAT Board in the last full calendar year prior to dissolution.

10. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any governmental unit, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

11. Severability. If any section, subdivision or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or provision shall not invalidate or render unenforceable any of the remaining provisions.

12. Amendment. Any amendments to this Agreement must be in writing, signed by all of the governmental units, following approval of their respective governing bodies.

13. Governing Law. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota.

14. Liability and Insurance. Each governmental unit shall be liable for its torts and the torts of its employees, agents and consultants in undertaking its respective individual responsibilities as described in this Joint Powers Agreement. Notwithstanding any language to the contrary, the governmental units agree that liability arising out of the activities of the WCAT Board and the governmental units shall be subject to the requirements of Minnesota Statutes §471.59, Subdivision 1a. (b), as it may be amended. The governmental units intend that the WCAT Board shall obtain insurance coverage for its tort liability and general liability as a Joint Powers Board. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to any governmental unit, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

15. Default. The failure by any governmental unit to observe or timely perform any covenant, condition, obligation or agreement herein shall constitute Default of the Agreement. Whenever a Default occurs, the WCAT Board shall provide thirty (30) days written notice to the defaulting governmental unit of the default which notice includes the nature of the Default and the manner in which the Default may be cured. If the Default is not timely cured, the WCAT Board may take any action available, including legal, equitable or administrative action, to enforce this Agreement.

16. Disputes. The governmental units agree that they will submit any disputes under this Agreement to mediation prior to resorting to an action in Court.

By signing this Agreement, the governmental units certify that the same has been approved by their respective governing bodies.

By \_\_\_\_\_  
Chair, County Board

By \_\_\_\_\_  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
County Coordinator

\_\_\_\_\_  
City Administrator



# City of Hanover 2018 Fee Schedule

## **CITY HALL RENTAL FEES:**

### Community Room: No Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 125.00	\$ 150.00

### Community Room: With Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 300.00	\$ 350.00
Set Up Fee	\$ 100.00	\$ 100.00
Deputy Fee	Current Rate	Current Rate

*\*required if liquor & dance: Deputy on duty (4 hrs)*

*\*Deputy fee is determined by the Wright County Sheriff's Department and may be subject to change without notice.*

### Civic & Non-Profit Organizations

Meet Occasionally with kitchen \$ 50.00 per meeting

### Other Rental Options

Benefit/Fundraiser: No Liquor	\$ 100.00
Benefit/Fundraiser: Liquor/Dance	\$ 125.00 + deputy fee
Kitchen use only	\$ 50.00
Funeral Receptions: No Alcohol	\$ 75.00
Conference Room Only: No Alcohol	\$ 25.00

### Organizations Exempt from Rental Fees

City of Hanover	Hanover Fire Department	Hanover Historical Society
Crow River Lions	Hanover Golden Age Club	Hanover Lions
Hanover Athletic Association	Hanover Harvest Festival	Hanover Youth Ball

## **SETTLERS PARK SHELTER RENTAL FEES:**

Damage Deposit	\$ 100.00
Rental Fee	\$ 134.21 Includes Tax

*\*If same group is also renting City Hall, damage deposit for shelter is waived.*

# 2017 Fee Schedule

## MISCELLANEOUS FEES:

### Cemetery Lots

Resident	\$ 750.00
Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee	\$ 50.00 per trip

### Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Compost Site Replacement Key Fob	\$ 5.00
Return/NSF Checks	\$ 30.00
Special Assessment Search	\$ 25.00 Per PID#
Administrative Citation of Code Offense	\$ 100.00 First Occurance
Administrative Citation Appeal Hearing to Officer	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow

*(Discretionary - candidate responsible for actual costs)*

### Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
City Administrator	\$ 80.00 per hour
City Planner	current rate schedule
City Engineer	current rate schedule
City Attorney	current rate schedule
Special City Council/Board/Commission meeting	\$ 250.00 plus staff/consultant costs

## OTHER PERMITS/LICENSES:

Cat or Dog License - Lifetime	\$ 20.00
Cat or Dog License - Replacement Tag	\$ 10.00
Cat or Dog Impound Fees	As billed by Animal Shelter
Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)
Utility Permit	\$ 100.00 Fee + \$75 per bore hole
Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Erosion Control Escrow
Grading Permit (no building permit)	Will handle on case by case basis
Erosion Control Plan Security	Will handle on case by case basis
Rental Housing License (2 year)	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00
Peddler, Solicitor, Transient Merchant License	\$ 50.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 5,000.00 per year + Investigation fee
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee

# 2017 Fee Schedule

## BUILDING PERMITS:

Building Permit Fees	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee	plus 25% of 1997 UBC Fee Schedule
ISTS Site Review Fee	\$ 100.00
Septic Permit Fee	\$ 175.00
Re-inspection Fee (2nd Inspect)	\$ 50.00
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00 plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00 plus current State surcharge
Residential Fireplace Permits	
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule
Gas Fired Mechanical	\$ 85.00 plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00 per unit plus current State surcharge
Residential Water Heater	\$ 50.00 plus current State surcharge
Irrigation System Permit	\$ 50.00 plus current State surcharge
Plumbing Permit	
Residential	\$ 50.00 base fee plus \$9.00 per fixture
Commercial	1997 UBC Fee Schedule
Mechanical Permit (Commercial)	1997 UBC Fee Schedule
Fire Suppression System Permit	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
Fire Alarm System Permit	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
Sign Permit	
Permanent Signs	1997 UBC Fee Schedule
Demolition Permit	\$ 100.00 residential
	\$ 200.00 commercial
Fence Permit	
Over 6'	1997 UBC Fee Schedule
Under 6'	Administrative Permit
Residential Landscape Escrow	\$ 2,000.00 per unit
Residential Erosion Control Escrow	\$ 2,000.00 per unit
Residential Infrastructure Escrow	\$ 1,000.00 per unit
Non-Residential Landscape Escrow	Will handle on case by case basis
Non-Residential Infrastructure Escrow	Will handle on case by case basis
Non-Residential Erosion Control Escrow	Will handle on case by case basis
Escrow Inspection Fee	\$ 50.00 per re-inspection required after initial request

*\*All full-size plan sheets submitted must be provided both in paper and electronically.*

*Failure to provide an electronic version will result in a \$50 increase to the permit fee for scanning.*

# 2017 Fee Schedule

## DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$ 2,270.00	per unit
Water Trunk Fee	\$ 903.00	per unit
Storm Sewer Trunk Fee	\$ 0.08	per square foot
Park Dedication Fee	\$ 2,786.00	per unit
Storm Warning Siren Fee	\$ 68.63	per acre
<b>Connection Permit Charges:</b>		
Sewer Permit Fee	\$ 125.00	
Sewer Connection Fee (SAC)	\$ 5,212.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$ 2,241.00	per WAC unit
Water Meter Fee	\$ 500.00	

### Utility Rates

Water Distribution Rates (City Portion)	\$ 1.41	base fee per month
	\$ 1.01	Per 1,000 gallons
Sewer Rates	\$ 30.85	minimum per month (up to 7,000 gallons)
	\$ 6.13	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$ 102.00	per REF per year, capped at 2 acres

#### *Examples of Storm Water Fee on Various Parcels:*

Neighborhood Residential	\$ 34.00	Per lot
Rural Residential	\$ 34.00	Per lot
Commercial/Downtown commercial	\$ 173.40	Per acre
Industrial	\$ 193.80	Per acre
Public/Institutional	\$ 102.00	Per acre
Parks/Open Space	\$ 30.60	Per acre
Agricultural	\$ 30.60	Per acre

Late Fee	Per Joint Powers 2016 fee schedule
Water Shut-off/Turn-on Fee	\$35.00

## FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos
		Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
Engine	Up to 4 Personnel	\$ 275.00 per hour
Ladder/Aerial	Up to 4 Personnel	\$ 275.00 per hour
Water Tender	Up to 2 Personnel	\$ 200.00 per hour
Heavy Rescue/Rescue/Ambulance	Up to 2 Personnel	\$ 185.00 per hour
Command Vehicle/Utility Truck/Grass Truck	Up to 2 Personnel	\$ 85.00 per hour
ATV/UTV with Water Tank	Up to 2 Personnel	\$ 50.00 per hour
Extra Personnel		\$ 15.00 per hour
County Special Response Unit		\$ 500.00 per hour
County Fire Investigation Team		\$ 300.00 per hour

# 2017 Fee Schedule

## ECONOMIC DEVELOPMENT:

### Tax Increment Financing Fee Schedule

Pre-Application	No fee
Final Application	\$12,000 with funds placed in an escrow and any portion remaining following payment for a fiscal advisor, legal and economic development consulting, remainder to be returned to applicant.
Annual Fee	Depending on size of the district, the City will generally retain up to 10% of the annual tax increment for administration of the TIF district. This includes annual reports to the county, school district, official newspaper and State Auditor's Office.

**Note:** TIF application fees generally range from \$5,000 to \$12,000 in cities. Fees cover the fiscal analysis, creation of the district, filing of the TIF plan with the State, and legal fees for preparation of the Development Agreement.

### Tax Abatement Fee Schedule

Pre-Application	No fee
Final Application	\$6,500 with funds placed in an escrow and any portion remaining following payment for fiscal advisor, legal and economic development consulting; remainder to be returned to applicant.

### Liquor Licenses

Intoxicating Liquor Off-Sale License	\$	100.00
Intoxicating Liquor On-Sale License	\$	3,100.00
Intoxicating Liquor Sunday License	\$	200.00
Intoxicating Liquor Temporary License	\$	50.00 plus any state fees
3.2% Malt Liquor Off-Sale License	\$	110.00
3.2% Malt Liquor On-Sale License	\$	35.00
3.2% Malt Liquor Temporary License	\$	25.00
Wine License On-Sale	\$	1,550.00
Investigation Fee	\$	300.00
Surety Bond	\$	3,000.00
Duplicate License	\$	10.00

# 2017 Fee Schedule

## PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 250.00	\$ 500.00
Comprehensive Plan Amendment	\$ 300.00	\$ 500.00
Flood Use Permit	\$ 300.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
PUD Concept Plan	\$ 300.00	\$ 1,000.00
PUD General Plan	\$ 300.00	\$ 2,000.00
PUD Final Plan	\$ 300.00	\$ 1,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee &amp; escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 750.00
<b>Administrative Site Plan Amendment</b>	<b>\$ 100.00</b>	<b>??????????</b>
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 1,000.00
Interim Use Permit	\$ 300.00	\$ 1,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(up to 50 lots)	\$ 400.00	\$ 15,000.00
(51-100 lots)	\$ 400.00	\$ 15,000.00 plus \$250/lot > 50
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
<b>Preliminary Plat - Commercial/Industrial</b>		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Mitigation	\$ 300.00	\$ 2,000.00

A 10% Administration Fee will be charged at the time of development agreement for subdivisions.

- 1) Posted escrows shall be used to cover City expenses associated with the review of applications, including staff and consulting staff (Attorney, Engineer, Planner, and/or Others).
- 2) Actual costs not fully paid or reimbursed from the base fee shall be paid or reimbursed from the escrow deposit.
- 3) All escrows shown above represent funds sufficient for a typical review of an application. City staff, after reviewing the application, may require a higher escrow based on the complexity of an application. Staff will provide a justification for the higher escrow requirement to the applicant.
- 4) Failure to pay an outstanding escrow may result in the City certifying the outstanding escrow to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property.
- 5) It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.
- 6) Applicants for Special Meetings are responsible for consulting staff fees associated with meeting attendance.
- 7) All full-size sheets submitted must be provided both in paper and electronically. Failure to provide an electronic version will result in a \$50.00 charge to the escrow for scanning.

**To: Mayor Kauffman & Members of the Hanover City Council**  
**From: Brian Hagen, City Administrator**  
**Re: Review of Chapters 1-9 of the City Code**  
**Date: November 16, 2017**

After conducting a review of the Hanover City Code, I am bringing certain sections forward for discussion/review. Below is an outline of current language and my thoughts regarding the section and potential changes.

#### SEC 1.01 COST RECOVERY

Subpara. C. identifies payments made via the escrow deposit for land use applications, etc.

##### Current Language

In the event that the escrow deposit is exceeded, a statement will be mailed on a monthly basis to the applicant and if payment is not made within thirty (30) days of mailing, all processing of the request will be halted until said payment is received.

##### Proposed Language

A statement will be mailed on a monthly basis to the applicant identifying costs incurred. The applicant shall submit payment in the amount identified on the statement in order for the escrow account to remain in good standing. Should the applicant not submit proper payment as directed, all processing of the request will be halted until said payment is received.

#### SEC. 2.04 MEETINGS

Subpara. A. establishes regular meeting dates for Council. As we know the second meeting of the month is designated as a “Work Session.” This simply meaning a time for in-depth discussion, with the only business decisions being made are related to claims. When preparing the agenda I attempt to keep other approvals off of the Work Session. As everyone has seen, this rarely happens.

Thoughts for consideration, do we revert back to the true intent of the Work Session or do we recognize the second meeting of the month as a regular meeting. We can leave the meeting times as established or we could adjust the meeting times.

Subpara. B. establishes protocol for special meetings. Requirements identified include notifying the official newspaper and radio station. I propose the language is amended to reflect state statute requirements which do not require a notice to the newspaper or radio station.

#### SEC. 2.07 ORDER OF BUSINESS

Subpara. A. identifies order of business. In the past it was asked if Citizen's Forum be moved to the end of the meeting. If this is desired, we can amend this section to do so.

#### SEC. 2.14 FIRE DEPARTMENT

##### Current Language

There is hereby established in the City a volunteer fire department consisting of a Chief and four (4) Fire Captains, one who will serve as Assistant Chief. The total membership shall not be fewer than 22 nor more than 30 firefighters.

##### Proposed Language

There is hereby established in the City a paid on-call fire department. The department shall consist of a total number of members the Council deems necessary for adequate fire protection of the Hanover Fire Service Area.

#### SEC. 2.15 APPOINTMENT

##### Current Language

The Chief, Assistant Chief, the Fire Captains, and Firefighters shall be appointed by the Council. In making such appointments, the Council shall take into consideration recommendations of the members of the department. The Fire Department shall select from its own members a President, Vice President, Secretary, and Treasurer to conduct the internal business of the department.

##### Proposed Language

The Council shall appoint a Chief 1, Chief 2, (4) four Captains, (2) two Lieutenants, and the Firefighters. The department shall elect from its own members a President, Vice President, Secretary, and Treasurer to conduct the internal business of the department.

#### SEC 4.14 DEFINITIONS

Subpara. B. defines the "Hanover Trade Area" when regulating charitable gambling. This area is directly correlated to the service area of the Hanover Fire Department. The current definition includes St. Michael, whereas, St. Michael is not serviced by the Hanover Fire Department. I propose St. Michael is removed from the definition.

#### SEC. 4.16 GAMBLING OPERATIONS

Subpara. B. limits one organization per premise. This prevents special fundraising events to conduct these events at a local business which has a premise permit already issued for the use by a different organization. I.e. HAA having pull tabs at a bar and a Ducks Unlimited Banquet at the same location.

#### SEC. 4.17 DONATIONS REQUIRED

Subpara. A. requires 50% of net proceeds to be donated back to the Hanover Trade Area. This may limit some organizations from conducting fundraising events within Hanover due to their internal rules or the purpose of the fundraiser. Does Council want to consider a change in regulations on what organizations or events are required to meet the 50% donation requirement?

#### SEC. 5.03 TRAFFIC AND PARKING CONTROL

Subpara. D. regulates overnight parking to be restricted from 2 a.m. to 6 a.m. every day from November 1 to April 1. This is to allow effective snow removal without the obstacles of parked vehicles. Due to changing times of snow removal, staff recommends restricting all street parking in residential districts from November 1 to April 1. This would effective snow removal at any time of day.

#### SEC. 6.08 ALL-TERRAIN VEHICLE (ATV) REGULATIONS

Subpara. A.1. is the definition of an ATV. This definition does not include dirt bikes. We have had complaints regarding dirt bikes and the sheriff departments limit their involvement on the complaints due to our ordinances not identifying dirt bikes. Staff recommends identifying dirt bikes as an ATV.

#### SEC. 8.03 DANGEROUS WEAPONS AND ARTICLES

Subpara. C. regulates firearms. Hanover ordinances do not address archery activities. Does Council want to incorporate clear guidelines on archery activities? I.e. archery practice on personal property?

#### SEC. 8.04 ANIMAL LICENSING

Does Council want to continue to require dog and cat licenses? Currently Hanover issues lifetime licenses with the requirement of the pet owner to provide updated vaccination records. Staff does not review vaccination records, nor do owners proactively provide updated records.

#### SEC. 8.17 RESTRICTIONS ON CERTAIN OPERATIONS

Subpara. D. Regulates construction activities to be allowed between 7 a.m. and 10 p.m. every day of the week. Does Council want to further restrict when these activities can happen? There are a few complaints that staff receives each year regarding when contractors or home improvement projects are conducting the work. Typically later at night or early on weekends. Development projects are not allowed to conduct work on Sundays, and have limited hours on Saturdays.

**To: Mayor Johnson and the Greenfield City Council**  
**From: Mayor Kauffman, City of Hanover**  
**Re: Hennepin County Law Enforcement Coverage**  
**Date: November 21, 2017**

Mayor Johnson,

Recently I met with Greenfield Councilor Mike Erickson, Hennepin County Sheriff Lieutenant Tait, and Hanover City Administrator Brian Hagen. During this time we discussed a change in the scope of law enforcement coverage our two entities are receiving.

Currently our entities are provided policing coverage from the County for a certain number of hours each day. We were informed that due to the limited number of hours purchased, the County provides this coverage as it best fits into their employee's patrols and other response needs. This is felt to be ineffective coverage by Councilor Erickson, Lieutenant Tait, and myself.

Councilor Erickson is recommending that Hanover and Greenfield, along with support from the County, adjust our law enforcement coverage to allow a patrol vehicle to cover the Hanover and Greenfield area collectively. This would be done via an increased amount of coverage time and an adjustment to how the county staffs this patrol coverage. Councilor Erickson further explained that Greenfield has preliminarily approved an increase of coverage hours to six hours per day.

After speaking with Lieutenant Tait, it is felt that by combing our coverage hours Hennepin County would be able to provide a dedicated patrol car to our areas. The benefit of this would largely come in emergency response time on the western boundary of Hennepin County where we are located. The patrol car would then be able to serve our area for a consistent period of time rather than the random times as we currently receive.

I send this letter, on behalf of the City Council and the residents of Hanover, to express support of Councilor Erickson's proposal. We feel that the benefit received from this change in coverage would be felt by both entities. We would expect that the coverage time in our entities would continue to reflect the amount of hours purchased by each of us, but instead, allow freedom to rove between the two communities. Should you have any questions, please feel free to contact me.

Sincerely,

Mayor Kauffman