

**AGENDA
HANOVER CITY COUNCIL
DECEMBER 1, 2015**

MAYOR

CHRIS KAUFFMAN

COUNCIL

JOHN VAJDA

DOUG HAMMERSENG

KEN WARPULA

JIM ZAJICEK

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of November 17, 2015 City Council Work Session Meeting (pg.4)
 - b. Approve Claims as Presented: (pg. 8)

➤ Claims	\$ 36,755.75
➤ Payroll	\$ 6,950.86
➤ P/R taxes & Exp	\$ 2,730.15
➤ Other Claims	<u>\$ 1,383.65</u>
➤ Total Claims	<u>\$ 47,820.41</u>
 - c. Res No 12-01-15-79 – Approving Purchase of Community Hall Tables (pg. 40)
 - d. Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee (pg. 42)
4. Citizen’s Forum:

To address the Council in the Citizen’s Forum, please complete the Citizen’s Forum sign-in sheet on the table near the entrance and give it to the Mayor or City Administrator.
5. Public Hearings
 - a. Truth in Taxation
6. Unfinished Business
 - a. Res No 12-01-15-80 – Approving Library Funding Agreement (pg. 43)
7. New Business
 - a. Memo from Fire Chief Malewicki (pg. 50)
 - b. Res No 12-01-15-81 – Approving the Hire of FD Members (pg. 51)
 - c. Settlers Park Ball Field Redesign
 - d. Res No 12-01-15-87 – Authorizing Plans and Specs for Hanover Hills Street Improvements (pg. 52)
 - e. Ordinance 2015-07– Amending Chapter 10, B-1 Downtown River Commercial District (pg. 61)
 - f. Res No 12-01-15-82 – Approving Purchase of Chop Saw (pg. 65)
 - g. Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter (pg. 67)
 - h. Res No 12-01-15-84 – Approving State of MN Joint Powers Agreement on behalf of Attorney (pg 71)
 - i. Res No 12-01-15-85 – Approving 2015 Annual Staff Reviews (pg. 89)
 - j. 2016 Final Budget Draft 1 (pg. 91)
8. Reports of Mayor and Council Members, Staff, Boards, and Committees
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: November 25, 2015
Re: Review of December 1, 2015 City Council Agenda

1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent packet.*
 - a. **Approve Minutes of November 17, 2015 City Council Work Session Meeting** (pg.4)
 - b. **Approve Claims as Presented:** (pg. 8)

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 - c. **Res No 12-01-15-79 – Approving Purchase of Community Hall Tables** (pg. 40)
 - d. **Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee** (pg. 42)
4. **Citizen’s Forum:**

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

A short presentation will be provided outlining proposed 2016 taxes. Guests present will also be provided an opportunity to ask questions.
6. **Unfinished Business**
 - a. **Res No 12-01-15-80 – Approving Library Funding Agreement** (pg. 43)

This agreement was placed in front of Council at a previous meeting. The agreement outlines a past motion that was approved committing Hanover to a portion of bond repayment for the Library. The agreement also commits Hanover to a portion of annual operating costs to be determined each year. 2016 projected operating costs are \$3,500.
7. **New Business**
 - a. **Memo from Fire Chief Malewicki** (pg. 50)

Enclosed is a memo from Chief Malewicki. The memo outlines two requests as well as two retirements. Council will need to vote on the purchase of turn-out gear at an approximate amount of \$12,000. The second request is outlined in Agenda Item 7.b.
 - b. **Res No 12-01-15-81 – Approving the Hire of FD Members** (pg. 51)

Chief Malewicki is requesting approval on the hiring of two Probationary Firefighters.

c. Settlers Park Ball Field Redesign

Tom Therrien has requested an opportunity to discuss with Council next steps of the partnership between the City, Youth Ball, and the Hanover Athletic Association.

d. Res No 12-01-15-87 – Authorizing Plans and Specs for Hanover Hills Street Improvements (pg. 52)

As discussed at the November 17 Work Session, enclosed is a resolution authorizing the plans and specs in preparation of bidding the Hanover Hills surface improvement project.

e. Ordinance 2015-07– Amending Chapter 10, B-1 Downtown River Commercial District (pg. 61)

Enclosed is a memo from Cindy Nash outlining an Ordinance Amendment. This amendment clears up language in the ordinances related to the B-1 Zoning District and allowing light industrial uses with a CUP.

f. Res No 12-01-15-82 – Approving Purchase of Chop Saw (pg. 65)

Enclosed is a resolution approving the purchase of a chop saw to be used by Public Works.

g. Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter (pg. 67)

Enclosed is an Engagement Letter provided by Northland Securities. This engagement letter allows Northland Securities to act as the 2016 Bond underwriter in conjunction with bonding for a future Public Works Facility and road improvement costs if needed.

h. Res No 12-01-15-84 – Approving State of MN Joint Powers Agreement on behalf of Attorney (pg 71)

This joint powers agreement allows Wright County Prosecuting Attorneys working on Hanover based court hearings to access information provided by the State of Minnesota.

i. Res No 12-01-15-85 – Approving 2015 Annual Staff Reviews (pg. 89)

Enclosed is a resolution approving the 2015 Annual Staff Reviews in accordance with the Personnel Policy.

j. 2016 Final Budget Draft 1 (pg. 91)

Enclosed are documents to discuss the first draft of the final 2016 budget.

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

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 17, 2015 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 17, 2015 to order at 6:00 p.m. Present were Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Councilor Vajda was absent. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, and City Engineer Justin Messner. Guests present were Grady Kinghorn, Pat Athmann, and Wright County Sheriff Nathan Brown.

Approval of Agenda

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

Consent Agenda

Hagen stated that there was an adjustment to the delinquent utilities. PID 108-015-002100 has since paid their utilities and can be removed, bringing the total amount to be assessed to \$1,657.73.

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

a. Approve Minutes of November 4, 2015 City Council Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 31,404.03
➤ Payroll	\$ 7,161.19
➤ P/R taxes & Exp	\$ 2,835.37
➤ Other Claims	<u>\$ 2,157.55</u>
➤ Total Claims	<u>\$ 43,558.44</u>

c. Res No 11-17-15-78 – Adopting Assessments on Delinquent Utilities

Motion carried unanimously.

Public Works Facility

Hagen gave a brief background on the proposed public works building, stating that the City now has a location selected. In past discussions there was talk of hiring an architect who would charge a percentage of the total project costs to draw detailed plans for the building. Hagen stated that while talking with Dayton's City Administrator, Bob Derus, Derus mentioned Dayton is using Grady Kinghorn to assist with the City of Dayton's new public works building. Hagen, Kauffman, and Vogel met with Kinghorn and asked him to present his business plan to the rest of Council.

Kinghorn stated Kinghorn Construction is a family business based out of Rogers; they have built between 400-500 buildings. They are a design to build company; they want their clients to have a complete list of needs and some wants before they start the planning process, this reduces/eliminates change orders. Kinghorn stated that he has been hired as a building consultant/manager for other cities to work with Council. The process starts with one to two planning sessions to determine the City's needs and wants; they also take into consideration future growth and plan for a Phase 2. This allows the base work to be completed at the beginning, which in turn reduces costs later in Phase 2. Around the third planning session an architect is brought in and everything is put into a plan and then moved around as needed. Kinghorn stated planning is very important to his company; he wants everyone on the same page and doesn't like surprises. The City would be responsible for the costs related to soil borings, survey work, and site plans. Kinghorn stated his company would then bid out the project and ensure the subcontractors have proper qualifications. Once the City accepts a bid the City enters into a contract with Kinghorn Construction.

Kauffman asked Kinghorn to explain his role in the process in more detail. Kinghorn stated he would be a consultant that assists in each step. Given his experience building he feels he brings a benefit to the City because he knows what materials cost. In regards to costs of service, he stated they charge a percentage of the project cost, but would not charge for work leading up to the acceptance of a bid. He further stated the goal is not make the project cost more; they assist cities in the surrounding area as a way to give back to the community.

Hagen asked if Kinghorn could describe the building style for the public works building in Dayton. Kinghorn stated there would be 8-10ft high poured concrete walls. If someone were to hit the wall with a piece of equipment, the wall would not get damaged like it would if the walls were made of steel. Then from the top of the concrete wall to the roof the wall would be steel. The roof would be a standing seam steel roof that typically lasts up to 75 years. Kauffman inquired on the cost difference between steel vs. concrete. Kinghorn stated steel buildings do cost less to build, however, they require more maintenance. Hagen inquired if there is a difference between bidding in January vs. July. Kinghorn stated that January is a better time to get bids, by July many contractors are booked and will bid higher. Hagen further inquired on the time needed before the City would be ready to build. Kinghorn stated that the plans could be ready by March, but that would mean starting meetings in December and having an aggressive timeline.

Council advised Hagen to move forward with Kinghorn. Hagen informed Council a public education meeting will be recommended in January to share with residents next year's projects of public works and road maintenance. Kauffman inquired about creating a subcommittee, Council agreed and both Kauffman and Warpula volunteered to be on the subcommittee.

Future Bond Review/2016 Road Projects

Kauffman started the discussion around the planned road projects on Pheasant Run and Hanover Hills. He stated he felt the costs provided may no longer be accurate, since they are older estimates. Messner agreed and stated that road costs have increased an average of 20% due to increased material costs and contractors readjusting to the market conditions. Hagen stated that there will be \$700,000 in the street capital fund for 2016. Crack filling is budgeted separately in the operating budget and those funds would cover crack filling the whole City. Vogel stated that the crack filling should go down each year after the large project completed this past summer. Kauffman stated that the road projects could be funded by incrementally assessing the neighborhoods affected each year or the City could have an overall tax increase City wide and fund through bonding.

Discussion took place around chip sealing, Messner stated that the roads should only be chip sealed every 3-5 years. If you do it too often it could actually damage the roads. It was discussed to set a budget and then select an area each year to chip seal. Warpula stated he would like to see a plan in place so that this process wouldn't have to be revisited if there is ever a Council or Staff turnover. Vogel and Messner stated that they are working on creating documentation process within the City GIS.

Kauffman inquired which road project would be worked on for 2016, Hanover Hills or Pheasant Run. Vogel stated Hanover Hills. Kauffman inquired as to why it would be done ahead of Pheasant Run. Hagen stated that Hanover Hills is now in similar condition of Pheasant Run. Hagen further inquired if Pheasant Run should be repaired now or wait until the sewer and storm water could be upgraded. The reasoning being why repair Pheasant Run if the road might need to be torn up a few years from now for sewer and storm water upgrades. Kauffman requested that Hagen update the Capital Improvement Plan to move Pheasant Run to 2018 and Hanover Hills to 2016. He also asked Hagen to update the costs by 20% to reflect current costs.

Board Appointments

Hagen stated that four board appointment terms end December 2015; Jim Schendel and Reid Rabon on Planning Commission, Arlee Anderson on Park Board, and Jim Hennessey on EDA. Hagen inquired if Council would like to advertise. Kauffman stated to reach out to each of the existing members whose terms are up to see if they are interested in reappointment and also to advertise.

Set Special Meeting – Fire Department Items

Hagen stated he would like to have a separate meeting with Chief Malewicki to go over items related to the Fire Department. A special meeting is requested due to the length our regular meetings tend to last. Hagen stated discussion would revolve around Fire Department Policies. Council agreed to December 9th at 6pm.

MOTION by Hammerseng to approve a special meeting to discuss Fire Department Policies on December 9th at 6 p.m., seconded by Zajicek. **Motion carried unanimously.**

Reports

Messner:

- Messner clarified it is not the decking that is holding up the Historic Bridge project, but the treated timbers and bearings that are needed for underneath the bridge. The bearings were \$2,300 of additional costs. The project is on track as we anticipated down time due to material ordering.
- The tuck pointing and abutments have been finished on the Historic Bridge.
- The Beebe Lake Trail project is officially closed out, the white line was painted and the State inspected the trail.

Hagen:

- WCAT Board discussed 2016 budget at the most recent meeting. The local share of Trailblazers 2016 budget was anticipating \$25,000 in funding from Wright County cities based on what they were requesting from MNDOT. MNDOT came back with a lower amount, so the Wright County share is now \$125,000. The Trailblazer Board will be expressing concern to MnDOT on the funding amount in an attempt to better match the requested amount. There should not be a large impact to Hanover because individual city's amount is based on ridership numbers. Hanover is on the lower end of that list. Trailblazers currently have 18 buses and the goal is to have 29 for next year. There is also a new bus shed being built in Buffalo.

Vogel

- Vogel presented information on a chop saw that he would like to purchase for the City, it would be approximately \$1,500. They would utilize it on smaller road projects, sidewalk projects, and cutting pipe if needed. Currently we have to rent the equipment.
- The wing for the plow truck is being repaired and reconfigured for the winter.

Warpula:

- Warpula stated he attended the WCAT meeting.
- Reminded everyone of the Fire Department Poultry Social on Friday, November 20, 2015 at 6pm and to come early to find a seat.

Kauffman:

- Kauffman stated he will be gone next week, but that Zajicek will attend the Joint Powers Water Board meeting for him. St. Michael Mayor Zachmann would like to have the water tower painted to reflect the STMA 2015 football state title. Kauffman was fine with that, but doesn't want Joint Powers Water to fund the costs

Adjournment

MOTION by Warpula to adjourn at 8:48 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

11/25/15 2:50 PM
Page 1

Current Period: December 2015

Batch Name 12/01/15 PAY						
Payment		Computer Dollar Amt	\$36,755.75	Posted		
Refer	1464 <u>AFLAC</u>		<u>Ck# 001450E 12/1/2015</u>			
Cash Payment	E 100-41400-151 Med/Dental Insurance		November Supplemental Insurance Account# G1V17			\$80.21
Invoice	700651 11/12/2015					
Cash Payment	E 100-43000-151 Med/Dental Insurance		November Supplemental Insurance Account# G1V17			\$53.95
Invoice	700651 11/12/2015					
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$134.16
Refer	1463 <u>ASSURANT EMPLOYEE BENEFITS</u>		-			
Cash Payment	G 100-21707 Life Ins		Premium - December			\$355.63
Invoice	11/16/2015					
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$355.63
Refer	1450 <u>BIFFS INC.</u>		<u>Ck# 001440E 12/1/2015</u>			
Cash Payment	E 100-45200-580 Other Equipment		Cardinal Circle Park			\$95.00
Invoice	W580939 11/11/2015					
Cash Payment	E 100-45200-580 Other Equipment		Mallard Park			\$95.00
Invoice	W580938 11/11/2015					
Cash Payment	E 100-45200-580 Other Equipment		Eagleview Park			\$95.00
Invoice	W580937 11/11/2015					
Cash Payment	E 100-45200-580 Other Equipment		Pheasant Run Park			\$95.00
Invoice	W580936 11/11/2015					
Transaction Date	11/13/2015	Due 0	Cash	10100	Total	\$380.00
Refer	1473 <u>CITY OF CORCORAN</u>		-			
Cash Payment	E 100-43100-215 Shop Supplies		HD Flail Knife/Blade Kit - Diamond Mowers inv# 0105118-IN			\$433.19
Invoice	11/18/2015					
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$433.19
Refer	1478 <u>COLLABORATIVE PLANNING LLC</u>		<u>Ck# 001454E 12/1/2015</u>			
Cash Payment	G 818-20200 Accounts Payable		Greenhouse			\$1,567.50
Invoice	2015-126 11/24/2015				Project 208217	
Cash Payment	E 100-41910-310 Other Professional Servi		General Planning			\$712.50
Invoice	2015-127 11/24/2015					
Transaction Date	11/24/2015	Due 0	Cash	10100	Total	\$2,280.00
Refer	1475 <u>COLONIAL LIFE</u>		-			
Cash Payment	G 100-21706 Medical/Dental Ins		Supplemental Insurance - December			\$30.26
Invoice	4475836-120194 11/23/2015					
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$30.26
Refer	1468 <u>COMMISSIONER OF REVENUE</u>		-			
Cash Payment	E 100-41110-437 Other Miscellaneous		Tax Forfeited Parcel Street Right of Way - 108-500-344400			\$250.00
Invoice	11/17/2015					
Cash Payment	E 100-41110-437 Other Miscellaneous		Tax Forfeited Parcel Future Trail Location - 108-042-000030			\$250.00
Invoice	11/17/2015					

HANOVER

11/25/15 2:50 PM

Page 2

Payments

Current Period: December 2015

Transaction Date	11/20/2015	Due 0	Cash	10100	Total	\$500.00
Refer	1474 <i>DELTA DENTAL</i>					
Cash Payment	G 100-21706 Medical/Dental Ins			Dental Premiums - December		\$119.10
Invoice	PF16586801	11/15/2015				
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$119.10
Refer	1460 <i>ECM PUBLISHERS, INC.</i>					
Cash Payment	E 100-41970-351 Legal Notices Publishing			PHN - Zoning Ordinance Annual Update		\$79.15
Invoice	276117	11/12/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$79.15
Refer	1470 <i>GUIDANCE POINT TECHNOLOGIE</i>					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE			Renewal of Subscription Services - 12/08-12/31/15		\$13.67
Invoice	9081	11/18/2015				
Cash Payment	G 100-15500 Prepaid Items			Renewal of Subscription Services - 01/01-12/07/16		\$150.33
Invoice	9081	11/18/2015				
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE			Remote access to Firewall to apply new license code		\$60.00
Invoice	9087	11/18/2015				
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE			Renewal of Annual Support - Nov-Dec 2015		\$74.10
Invoice	9087	11/18/2015				
Cash Payment	G 100-15500 Prepaid Items			Renewal of Annual Support - Jan - Oct 2016		\$370.90
Invoice	9087	11/18/2015				
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$669.00
Refer	1461 <i>HEALTH PARTNERS</i>					
Cash Payment	G 100-21706 Medical/Dental Ins			Ck# 001447E 12/1/2015 Medical Premium - December 2015		\$2,716.68
Invoice	62306522	11/9/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$2,716.68
Refer	1476 <i>J P BROOKS, INC</i>					
Cash Payment	E 815-48200-810 Refunds & Reimburseme			Landscape - 553 Kayla Ln		\$1,500.00
Invoice		11/17/2015				
Cash Payment	E 811-48200-810 Refunds & Reimburseme			Erosion - 553 Kayla Ln		\$750.00
Invoice		11/17/2015				
Cash Payment	E 817-48200-810 Refunds & Reimburseme			Infrastructure - 553 Kayla Ln		\$1,000.00
Invoice		11/17/2015				
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$3,250.00
Refer	1459 <i>LOFFLER COMPANIES, INC.</i>					
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE			Contract Overage Charge 10-17-15-11/16/15		\$51.45
Invoice	2107875	11/10/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$51.45
Refer	1448 <i>METRO WEST INSPECTION SERVI</i>					
Cash Payment	E 100-42101-310 Other Professional Servi			10483 6th		\$195.50
Invoice		11/10/2015				
Cash Payment	E 100-42101-310 Other Professional Servi			11059 Lamont		\$48.08
Invoice		11/10/2015				
Cash Payment	E 100-42101-310 Other Professional Servi			11220 River Rd		\$225.95
Invoice		11/10/2015				

HANOVER

Payments

11/25/15 2:50 PM
Page 3

Current Period: December 2015

Cash Payment	E 100-42101-310	Other Professional Servi	650 Kadler			\$174.85
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	735 Kadler			\$104.67
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	591 Kayla			\$1,263.95
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	1267 Irvine			\$104.67
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	707 Kayla			\$17.50
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	10156 4th			\$33.25
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	11220 River			\$72.33
Invoice					11/10/2015	
Cash Payment	E 100-42101-310	Other Professional Servi	11739 Riverview			\$31.19
Invoice					11/10/2015	
Transaction Date	11/13/2015	Due 0	Cash	10100		Total \$2,271.94
Refer	1456 MN DEPT OF LABOR AND INDUST		Ck# 001446E 12/1/2015			
Cash Payment	E 100-42401-310	Other Professional Servi	3rd Qtr Surcharge Fees - Confirmation #			\$664.91
Invoice			23651053085		11/16/2015	
Transaction Date	11/17/2015	Due 0	Cash	10100		Total \$664.91
Refer	1449 NW HENN LEAGUE MUNICIPALITI					
Cash Payment	G 100-15500	Prepaid Items	Annual Dues 2016			\$200.00
Invoice					11/13/2015	
Transaction Date	11/13/2015	Due 0	Cash	10100		Total \$200.00
Refer	1458 NW HOMESCHOOL ATHLETIC CO					
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Damage Deposit - Hall Rental 12/13/15			\$200.00
Invoice					11/16/2015	
Transaction Date	11/17/2015	Due 0	Cash	10100		Total \$200.00
Refer	1481 RANDYS ENVIRONMENTAL SERVI					
Cash Payment	E 100-43245-384	Refuse/Garbage Dispos	Recycling - November 2015			\$3,072.00
Invoice					11/19/2015	
Transaction Date	11/25/2015	Due 0	Cash	10100		Total \$3,072.00
Refer	1479 S E H					
Cash Payment	E 201-41330-310	Other Professional Servi	EDA Services			\$987.90
Invoice 307001					11/17/2015	
Transaction Date	11/24/2015	Due 0	Cash	10100		Total \$987.90
Refer	1472 T&S TRUCKING OF BUFFALO INC					
Cash Payment	E 100-43100-310	Other Professional Servi	Street Sweeping - 2.5 hrs 08/17/15			\$187.50
Invoice 124					11/17/2015	
Cash Payment	E 100-43100-310	Other Professional Servi	Street Sweeping - 2.5 hrs 09/18/15			\$187.50
Invoice 124					11/17/2015	
Cash Payment	E 100-43100-310	Other Professional Servi	Street Sweeping - 27.5 Fall 2015			\$2,062.50
Invoice 124					11/17/2015	
Transaction Date	11/23/2015	Due 0	Cash	10100		Total \$2,437.50
Refer	1457 TREBESCH DESIREE					

HANOVER

11/25/15 2:50 PM

Page 4

Payments

Current Period: December 2015

Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit - Hall Rental 11/14/15				\$200.00
Invoice		11/16/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$200.00
Refer	1471	VEOLIA WATER NORTH AMERICA	-			
Cash Payment	E 601-43252-310 Other Professional Servi	Water Services - December				\$2,812.75
Invoice 52621		11/15/2015				
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Services - December				\$3,849.83
Invoice 52621		11/15/2015				
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$6,662.58
Refer	1477	VISA - BANKWEST	-			
Cash Payment	E 100-41110-437 Other Miscellaneous	Pizza - Council Work Session				\$42.73
Invoice		11/18/2015				
Cash Payment	E 100-41435-306 Dues & Subscriptions	MSFT Online Exchange				\$28.00
Invoice		11/18/2015				
Cash Payment	E 100-43100-260 Uniforms	Jeans - Scott				\$79.96
Invoice		11/18/2015				
Cash Payment	E 100-43100-240 Small Tools and Minor E	Flashlight				\$24.29
Invoice		11/18/2015				
Cash Payment	E 100-43000-321 Telephone	Cell Phone Battery - Public Works				\$18.90
Invoice		11/18/2015				
Transaction Date	11/23/2015	Due 0	Cash	10100	Total	\$193.88
Refer	1462	WEX BANK	-			
Cash Payment	E 100-42260-212 Motor Fuels	FD Fuel				\$129.17
Invoice 43037200		11/15/2015				
Cash Payment	E 100-42260-212 Motor Fuels	FD Vehicle Wash				\$8.11
Invoice 43037200		11/15/2015				
Cash Payment	E 100-42260-212 Motor Fuels	FD Late Fee Refund				-\$39.00
Invoice 43037200		11/15/2015				
Cash Payment	E 100-43100-212 Motor Fuels	PW Fuel				\$317.19
Invoice 43038980		11/15/2015				
Cash Payment	E 100-43100-212 Motor Fuels	PW Vehicle Wash				\$4.98
Invoice 43038980		11/15/2015				
Cash Payment	E 100-43100-212 Motor Fuels	PW Late Fee Refund				-\$78.00
Invoice 43038980		11/15/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$342.45
Refer	1466	WRIGHT COUNTY AUDITOR-TREA	-			
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Street Right of Way - 108-500-344400				\$46.65
Invoice		11/17/2015				
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Failure to Convey - 108-039-000010				\$71.65
Invoice		11/17/2015				
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Future Trail Location - 108-042-000030				\$46.65
Invoice		11/17/2015				
Transaction Date	11/17/2015	Due 0	Cash	10100	Total	\$164.95
Refer	1465	WRIGHT COUNTY JOURNAL PRES	-			

HANOVER

Payments

Current Period: December 2015

Cash Payment	G 100-15500 Prepaid Items	Annual Subscription - 2016	\$39.00
Invoice	11/17/2015		
Transaction Date	11/17/2015	Due 0 Cash 10100	Total \$39.00
Refer	<u>1467 WRIGHT COUNTY RECORDER</u>		
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Street Right of Way - 105-500-344400	\$46.00
Invoice	11/17/2015		
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Failure to Convey - 108-039-000010	\$46.00
Invoice	11/17/2015		
Cash Payment	E 100-41110-437 Other Miscellaneous	Tax Forfeited Parcel Future Trail Location - 108-042-000030	\$46.00
Invoice	11/17/2015		
Transaction Date	11/20/2015	Due 0 Cash 10100	Total \$138.00
Refer	<u>1480 WRIGHT-HENNEPIN COOPERATIV Ck# 001455E 12/1/2015</u>		
Cash Payment	E 100-45200-381 Electric Utilities	Eagleview Park	\$74.02
Invoice	11/18/2015		
Transaction Date	11/24/2015	Due 0 Cash 10100	Total \$74.02
Refer	<u>1469 WSB & ASSOCIATES, INC. Ck# 001453E 12/1/2015</u>		
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering	\$5,238.50
Invoice	10/31/2015		
Cash Payment	G 818-20200 Accounts Payable	Greenhouse	\$475.50
Invoice	10/31/2015	Project 208217	
Cash Payment	E 404-46323-310 Other Professional Servi	Bridge 92366 Rehabilitation	\$2,394.00
Invoice	10/31/2015	Project 208205	
Transaction Date	11/23/2015	Due 0 Cash 10100	Total \$8,108.00

Fund Summary

	10100 Cash
818 MISC ESCROWS FUND	\$2,043.00
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
815 LANDSCAPE ESCROW FUND	\$1,500.00
811 EROSION CONTROL ESCROW FUND	\$750.00
602 SEWER ENTERPRISE FUND	\$3,849.83
601 WATER ENTERPRISE FUND	\$2,812.75
404 HISTORICAL CAPITAL PROJ FUND	\$2,394.00
201 EDA SPECIAL REVENUE FUND	\$987.90
100 GENERAL FUND	\$21,418.27
	\$36,755.75

Pre-Written Check	\$14,357.77
Checks to be Generated by the Computer	\$22,397.98
Total	\$36,755.75

HANOVER

11/25/15 3:06 PM

Page 1

***Check Detail Register©**

Cks 12/1/2015 - 12/1/2015

		Check Amt	Invoice	Comment
10100 Cash				
Paid Chk#	001440E	12/1/2015	BIFFS INC.	
E	100-45200-580	Other Equipment	\$95.00	W580936 Pheasant Run Park
E	100-45200-580	Other Equipment	\$95.00	W580937 Eagleview Park
E	100-45200-580	Other Equipment	\$95.00	W580938 Mallard Park
E	100-45200-580	Other Equipment	\$95.00	W580939 Cardinal Circle Park
		Total BIFFS INC.	\$380.00	
Paid Chk#	001446E	12/1/2015	MN DEPT OF LABOR AND INDUSTRY	
E	100-42401-310	Other Professional Services	\$664.91	3rd Qtr Surcharge Fees - Confirmation # 23651053085
		Total MN DEPT OF LABOR AND INDUSTRY	\$664.91	
Paid Chk#	001447E	12/1/2015	HEALTH PARTNERS	
G	100-21706	Medical/Dental Ins	\$2,716.68	62306522 Medical Premium - December 2015
		Total HEALTH PARTNERS	\$2,716.68	
Paid Chk#	001450E	12/1/2015	AFLAC	
E	100-41400-151	Med/Dental Insurance	\$80.21	700651 November Supplemental Insurance Account# G1V17
E	100-43000-151	Med/Dental Insurance	\$53.95	700651 November Supplemental Insurance Account# G1V17
		Total AFLAC	\$134.16	
Paid Chk#	001453E	12/1/2015	WSB & ASSOCIATES, INC.	
E	404-46323-310	Other Professional Services	\$2,394.00	Bridge 92366 Rehabilitation
G	818-20200	Accounts Payable	\$475.50	Greenhouse
E	100-41950-303	Engineering Fees	\$5,238.50	General Engineering
		Total WSB & ASSOCIATES, INC.	\$8,108.00	
Paid Chk#	001454E	12/1/2015	COLLABORATIVE PLANNING LLC	
G	818-20200	Accounts Payable	\$1,567.50	2015-126 Greenhouse
E	100-41910-310	Other Professional Services	\$712.50	2015-127 General Planning
		Total COLLABORATIVE PLANNING LLC	\$2,280.00	
Paid Chk#	001455E	12/1/2015	WRIGHT-HENNEPIN COOPERATIVE	
E	100-45200-381	Electric Utilities	\$74.02	Eagleview Park
		Total WRIGHT-HENNEPIN COOPERATIVE	\$74.02	
Paid Chk#	031448	12/1/2015	ASSURANT EMPLOYEE BENEFITS	
G	100-21707	Life Ins	\$355.63	Premium - December
		Total ASSURANT EMPLOYEE BENEFITS	\$355.63	
Paid Chk#	031449	12/1/2015	CITY OF CORCORAN	
E	100-43100-215	Shop Supplies	\$433.19	HD Flail Knife/Blade Kit - Diamond Mowers inv# 0105118-IN
		Total CITY OF CORCORAN	\$433.19	
Paid Chk#	031450	12/1/2015	COLONIAL LIFE	
G	100-21706	Medical/Dental Ins	\$30.26	4475836-1201 Supplemental Insurance - December
		Total COLONIAL LIFE	\$30.26	

HANOVER

11/25/15 3:06 PM

Page 2

***Check Detail Register©**

Cks 12/1/2015 - 12/1/2015

			Check Amt	Invoice	Comment
Paid Chk# 031451 12/1/2015 COMMISSIONER OF REVENUE					
E 100-41110-437	Other Miscellaneous		\$250.00		Tax Forfeited Parcel Street Right of Way - 108-500-344400
E 100-41110-437	Other Miscellaneous		\$250.00		Tax Forfeited Parcel Future Trail Location - 108-042-000030
Total COMMISSIONER OF REVENUE			\$500.00		
Paid Chk# 031452 12/1/2015 DELTA DENTAL					
G 100-21706	Medical/Dental Ins		\$119.10	PF16586801	Dental Premiums - December
Total DELTA DENTAL			\$119.10		
Paid Chk# 031453 12/1/2015 ECM PUBLISHERS, INC.					
E 100-41970-351	Legal Notices Publishing		\$79.15	276117	PHN - Zoning Ordinance Annual Update
Total ECM PUBLISHERS, INC.			\$79.15		
Paid Chk# 031454 12/1/2015 GUIDANCE POINT TECHNOLOGIES					
E 100-41600-220	Repair/Maint Supply (GENERAL)		\$13.67	9081	Renewal of Subscription Services - 12/08-12/31/15
G 100-15500	Prepaid Items		\$150.33	9081	Renewal of Subscription Services - 01/01-12/07/16
E 100-41600-220	Repair/Maint Supply (GENERAL)		\$60.00	9087	Remote access to Firewall to apply new license code
E 100-41600-220	Repair/Maint Supply (GENERAL)		\$74.10	9087	Renewal of Annual Support - Nov-Dec 2015
G 100-15500	Prepaid Items		\$370.90	9087	Renewal of Annual Support - Jan - Oct 2016
Total GUIDANCE POINT TECHNOLOGIES			\$669.00		
Paid Chk# 031455 12/1/2015 J P BROOKS, INC					
E 817-48200-810	Refunds & Reimbursements		\$1,000.00		Infrastructure - 553 Kayla Ln
E 811-48200-810	Refunds & Reimbursements		\$750.00		Erosion - 553 Kayla Ln
E 815-48200-810	Refunds & Reimbursements		\$1,500.00		Landscape - 553 Kayla Ln
Total J P BROOKS, INC			\$3,250.00		
Paid Chk# 031456 12/1/2015 LOFFLER COMPANIES, INC.					
E 100-41570-220	Repair/Maint Supply (GENERAL)		\$51.45	2107875	Contract Overage Charge 10-17-15-11/16/15
Total LOFFLER COMPANIES, INC.			\$51.45		
Paid Chk# 031457 12/1/2015 METRO WEST INSPECTION SERVICES					
E 100-42101-310	Other Professional Services		\$33.25		10156 4th
E 100-42101-310	Other Professional Services		\$31.19		11739 Riverview
E 100-42101-310	Other Professional Services		\$225.95		11220 River Rd
E 100-42101-310	Other Professional Services		\$1,263.95		591 Kayla
E 100-42101-310	Other Professional Services		\$104.67		735 Kadler
E 100-42101-310	Other Professional Services		\$174.85		650 Kadler
E 100-42101-310	Other Professional Services		\$195.50		10483 6th
E 100-42101-310	Other Professional Services		\$48.08		11059 Lamont
E 100-42101-310	Other Professional Services		\$72.33		11220 River
E 100-42101-310	Other Professional Services		\$104.67		1267 Irvine
E 100-42101-310	Other Professional Services		\$17.50		707 Kayla
Total METRO WEST INSPECTION SERVICES			\$2,271.94		
Paid Chk# 031458 12/1/2015 NW HENN LEAGUE MUNICIPALITIES					
G 100-15500	Prepaid Items		\$200.00		Annual Dues 2016

HANOVER

11/25/15 3:06 PM

Page 3

***Check Detail Register©**

Cks 12/1/2015 - 12/1/2015

			Check Amt	Invoice	Comment
Total NW HENN LEAGUE MUNICIPALITIES			\$200.00		
Paid Chk#	031459	12/1/2015	NW HOMESCHOOL ATHLETIC COOP		
E 100-48205-810	Refunds & Reimbursements		\$200.00		Damage Deposit - Hall Rental 12/13/15
Total NW HOMESCHOOL ATHLETIC COOP			\$200.00		
Paid Chk#	031460	12/1/2015	RANDYS ENVIRONMENTAL SERVICES		
E 100-43245-384	Refuse/Garbage Disposal		\$3,072.00		Recycling - November 2015
Total RANDYS ENVIRONMENTAL SERVICES			\$3,072.00		
Paid Chk#	031461	12/1/2015	S E H		
E 201-41330-310	Other Professional Services		\$987.90	307001	EDA Services
Total S E H			\$987.90		
Paid Chk#	031462	12/1/2015	T&S TRUCKING OF BUFFALO INC SW		
E 100-43100-310	Other Professional Services		\$2,062.50	124	Street Sweeping - 27.5 Fall 2015
E 100-43100-310	Other Professional Services		\$187.50	124	Street Sweeping - 2.5 hrs 09/18/15
E 100-43100-310	Other Professional Services		\$187.50	124	Street Sweeping - 2.5 hrs 08/17/15
Total T&S TRUCKING OF BUFFALO INC SW			\$2,437.50		
Paid Chk#	031463	12/1/2015	TREBESCH DESIREE		
E 100-48205-810	Refunds & Reimbursements		\$200.00		Damage Deposit - Hall Rental 11/14/15
Total TREBESCH DESIREE			\$200.00		
Paid Chk#	031464	12/1/2015	VEOLIA WATER NORTH AMERICA		
E 601-43252-310	Other Professional Services		\$2,812.75	52621	Water Services - December
E 602-43252-310	Other Professional Services		\$3,849.83	52621	Sewer Services - December
Total VEOLIA WATER NORTH AMERICA			\$6,662.58		
Paid Chk#	031465	12/1/2015	VISA - BANKWEST		
E 100-43000-321	Telephone		\$18.90		Cell Phone Battery - Public Works
E 100-41435-306	Dues & Subscriptions		\$28.00		MSFT Online Exchange
E 100-41110-437	Other Miscellaneous		\$42.73		Pizza - Council Work Session
E 100-43100-260	Uniforms		\$79.96		Jeans - Scott
E 100-43100-240	Small Tools and Minor Equip		\$24.29		Flashlight
Total VISA - BANKWEST			\$193.88		
Paid Chk#	031466	12/1/2015	WEX BANK		
E 100-42260-212	Motor Fuels		\$129.17	43037200	FD Fuel
E 100-42260-212	Motor Fuels		(\$39.00)	43037200	FD Late Fee Refund
E 100-42260-212	Motor Fuels		\$8.11	43037200	FD Vehicle Wash
E 100-43100-212	Motor Fuels		\$317.19	43038980	PW Fuel
E 100-43100-212	Motor Fuels		\$4.98	43038980	PW Vehicle Wash
E 100-43100-212	Motor Fuels		(\$78.00)	43038980	PW Late Fee Refund
Total WEX BANK			\$342.45		
Paid Chk#	031467	12/1/2015	WRIGHT COUNTY AUDITOR-TREASURE		
E 100-41110-437	Other Miscellaneous		\$46.65		Tax Forfeited Parcel Street Right of Way - 108-500-344400

HANOVER

11/25/15 3:06 PM

Page 4

***Check Detail Register©**

Cks 12/1/2015 - 12/1/2015

			Check Amt	Invoice	Comment
E 100-41110-437	Other Miscellaneous		\$71.65		Tax Forfeited Parcel Failure to Convey - 108-039-000010
E 100-41110-437	Other Miscellaneous		\$46.65		Tax Forfeited Parcel Future Trail Location - 108-042-000030
tal WRIGHT COUNTY AUDITOR-TREASURE			\$164.95		
<hr/>					
Paid Chk# 031468	12/1/2015	WRIGHT COUNTY JOURNAL PRESS			
G 100-15500	Prepaid Items		\$39.00		Annual Subscription - 2016
Total WRIGHT COUNTY JOURNAL PRESS			\$39.00		
<hr/>					
Paid Chk# 031469	12/1/2015	WRIGHT COUNTY RECORDER			
E 100-41110-437	Other Miscellaneous		\$46.00		Tax Forfeited Parcel Street Right of Way - 105-500-344400
E 100-41110-437	Other Miscellaneous		\$46.00		Tax Forfeited Parcel Future Trail Location - 108-042-000030
E 100-41110-437	Other Miscellaneous		\$46.00		Tax Forfeited Parcel Failure to Convey - 108-039-000010
Total WRIGHT COUNTY RECORDER			\$138.00		
10100 Cash			\$36,755.75		

Fund Summary

10100 Cash		
100 GENERAL FUND		\$21,418.27
201 EDA SPECIAL REVENUE FUND		\$987.90
404 HISTORICAL CAPITAL PROJ FUND		\$2,394.00
601 WATER ENTERPRISE FUND		\$2,812.75
602 SEWER ENTERPRISE FUND		\$3,849.83
811 EROSION CONTROL ESCROW FUND		\$750.00
815 LANDSCAPE ESCROW FUND		\$1,500.00
817 INFRASTRUCTURE ESCROW FUND		\$1,000.00
818 MISC ESCROWS FUND		\$2,043.00
		\$36,755.75

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

November 24, 2015

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

**Reference to: City of Hanover -- Greenhouse
Invoice # 2015-126**

Date	Task	Hours	Amount
10/1/2015	Phone conference with Amy, prepping public hearing notice.	0.5	47.50
10/5/2015	Draft public hearing notice.	0.25	23.75
10/6/2015	Various emails.	0.25	23.75
10/7/2015	Edit public hearing notice, email to newspaper.	0.25	23.75
10/12/2015	Phone conference with Brian.	0.25	23.75
10/16/2015	Phone conference with Brian, various emails.	0.25	23.75
10/19/2015	Phone conference with Amy.	0.25	23.75
10/22/2015	Prep for PC packets, email to developer.	3.25	308.75
10/26/2015	Prep for meeting, attend PC meeting.	5.25	498.75
10/27/2015	Various emails re: items needed. Phone conference with Jay, phone conference with Paul Otto.	2.5	237.50
10/28/2015	Emails re: trail, PA.	0.25	23.75
10/29/2015	Draft resolutions, draft updated memo, prep for council packets, various emails.	2.5	237.50
10/30/2015	Various emails.	0.75	71.25
		16.5	\$1,567.50

Additional Charges		\$0.00
Total Amount of this Invoice	818-20200 1567.50	\$1,567.50
Previous Balance	CJL	\$593.75
Payments Received		\$593.75
Balance Due		\$1,567.50

City of Hanover
Greenhouse

November 24, 2015
Page 1

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

November 24, 2015

City of Hanover
PO Box 278
Hanover, MN 55341

Reference to: City of Hanover -- General Planning
Invoice # 2015-127

Date	Task	Hours	Amount
10/1/2015	Review various items, phone conference with Amy.	0.75	71.25
10/4/2015	Review Council packet.	0.25	23.75
10/6/2015	Various re: PHS West, Outlot E. Phone conference with Brian.	0.5	47.50
10/12/2015	Various re: wetlands, large lots, Stewart. Phone conference with Brian.	1.25	118.75
10/15/2015	Various re: subdivision.	0.25	23.75
10/16/2015	Various emails, phone conference with Brian.	0.5	47.50
10/19/2015	Phone conference with Amy re: Bridges townhomes, phone conference with Amy. Various emails.	0.75	71.25
10/20/2015	Phone conference with Amy re: townhomes, review info. Phone conference with Brian re: various.	1.5	142.50
10/22/2015	Phone conference with Brian re: various.	0.5	47.50
10/26/2015	Phone conference with Amy, phone conference with Amy. Phone conference with Amy, reviewing septic rules. Various emails.	0.5	47.50
10/28/2015			
10/30/2015	Various emails, review packet.	0.25	23.75
		7.5	\$712.50

Additional Charges		\$0.00
Total Amount of this Invoice	100-41910-310 - 712.50 JTB	\$712.50
Previous Balance		\$593.75
Payments Received		\$593.75
Balance Due		\$712.50



Invoice

Invoice Number: **307001**

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 1 of 2

BILL TO:

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

Pay This Amount \$987.90

Due Date	17-DEC-15
Invoice Date	17-NOV-15
Bill Through Date	31-OCT-15
Terms	30 NET
SEH Client #	13874
Client Project #	
Agreement / PO #	130741

REMIT TO:

Short Elliott Hendrickson, Inc.
NW6262
PO Box 1450
Minneapolis, MN 55485-6262

Project Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Client Service Manager / Email / Phone
Heidi Peper / hpeper@sehinc.com / 320.229.4300
Accounting Representative / Email / Phone
Mary Graff / mgraff@sehinc.com / 720.540.6800

Project #	Project Name	Project Description
130741	HANOV Hanover 2015 EDA Serv	HANOV Hanover 2015 EDA Services

Project Billing Summary

	Current	Prior	To Date
Totals	\$987.90	\$5,802.14	\$6,790.04

Notes:

201-41330-310 - 987.90

NOV 24 2015



Invoice

Invoice Number: 307001

FEIN: 41-1251208 | 651.490.2000 | 800.325.2055

Page 2 of 2

Direct

Personnel	Hours	Rate	Amount	
Graff, Mary A	0.25	90.00	\$22.50	
Peper, Heidi L	6.50	138.00	\$897.00	
	<u>6.75</u>			\$919.50

Reimbursed - Expenses

Expenditure Type	Amount	
Mileage	\$68.40	
		\$68.40

Invoice total \$987.90

WMSB City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2015	Billed to Date October 31, 2015
1020-561	Utility Permit Reviews			\$4,637.75
1272-210	General Engineering Services (2012) -\$6.50 Credit			\$16,829.25
1272-330	Bridges at Hanover Plat Changes			\$780.00
1272-390	Hanover Bicycle & Pedestrian Trail			\$146,423.70
1272-420	Storm Water Utility Justification			\$14,069.25
1272-430	Wetter Property Development Review			\$9,937.00
1272-460	School Sidewalk - CR 19			\$1,005.00
1272-470	Public Works Site Grading Plan			\$12,593.50
1272-480	CR 34 Bike Trail Fed. Enhancement Grant			\$6,728.50
1272-500	2010-2014 Street Maintenance Report			\$335.00
1272-520	Hennepin CR 19 Trail Project		\$86,225.25	\$243,949.79
1272-530	Beebe Lake Regional Trail - CR 34		\$1,670.75	\$244,396.00
1272-540	Drainage Analysis for Future PW Site			\$4,327.50
1272-550	2012 Seal Coat / Road Rehabilitation			\$11,499.50
1272-560	PHS West Site Plan Review 2012			\$428.00
1272-570	CR 19 at CR 34 Signal			\$23,081.25
1272-580	Jonquil Lane Ditch Grading			\$2,399.25
1272-590	Lamont Avenue Extension 2012			\$86,667.64
1272-600	Pingree Drainage			\$10,656.25
2082-000	Pheasant Run Street and Sewer Extension			\$17,951.50
2082-010	2013 General Engineering Services			\$15,877.00
2082-011	2014 General Engineering Services			\$19,612.75
2082-012	2015 General Engineering Services	\$5,238.50	\$17,066.50	\$17,066.50
2082-020	GIS Services			\$11,920.50
2082-030	Pavement Management Plan			\$13,548.50
2082-040	Bridges of Hanover Assisted Living Project	\$475.50	\$3,498.71	\$3,498.71
2082-050	Bridge 92366 Rehabilitation Report			\$2,272.00
2082-070	CSAH 19 Sidewalk Extension			\$4,640.50
2082-080	Greenhouse Geotechnical Investigation			\$5,978.20
2931-000	Bridge 92366 Rehabilitation	\$2,394.00	\$34,428.25	\$34,428.25
	Current Invoice Total	\$8,108.00	\$148,867.66	

EA

100-41950-803
818-20200
404-46388-810



November 17, 2015

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

NOV 20 2015

Re: October, 2015 Invoices

Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Justin Messner", is written over a horizontal line.

Justin Messner
Associate

Enclosures

kc



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

November 17, 2015
Project No: 02082-012
Invoice No: 10

2015 General Engineering Services

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

Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Ekdorn, Dane	10/29/2015	1.00	78.00	78.00
Drawing spec trail detail				
Messner, Justin	10/19/2015	1.00	133.00	133.00
Greenhouse Plan Review				
Messner, Justin	10/20/2015	.50	133.00	66.50
Engineering Update				
Messner, Justin	10/22/2015	2.00	133.00	266.00
Staff Meeting				
Michniewicz, Jeffrey	10/26/2015	3.00	153.00	459.00
CSAH 19 Trail Federal Audit				
Michniewicz, Jeffrey	10/28/2015	2.00	153.00	306.00
CSAH 19 Trail Federal Audit				
Perkey, Benjamin	10/1/2015	2.00	83.00	166.00
CSAH 19 Trail Federal Audit				
Perkey, Benjamin	10/27/2015	2.00	83.00	166.00
Chip Seal Map				
Ramlo, Scott	10/21/2015	.50	87.00	43.50
CSAH 19 Trail Federal Audit				
Ramlo, Scott	10/23/2015	1.00	87.00	87.00
CSAH 19 Trail Federal Audit				
Ramlo, Scott	10/26/2015	5.00	87.00	435.00
CSAH 19 Trail Federal Audit				
Ramlo, Scott	10/27/2015	9.00	87.00	783.00
CSAH 19 Trail Federal Audit				
Ramlo, Scott	10/28/2015	8.00	87.00	696.00
CSAH 19 Trail Federal Audit				
Ramlo, Scott	10/29/2015	2.50	87.00	217.50
CSAH 19 Trail Federal Audit				
Meetings				
Messner, Justin	10/8/2015	3.00	133.00	399.00
Staff Meeting				
Messner, Justin	10/15/2015	2.00	133.00	266.00
MS4 & Staff Meeting				
Base Mapping				
Reutiman, Anita	10/30/2015	.50	86.00	43.00
Seal Coat Map				
Construction Observation				
Eggert, Jeffrey	10/28/2015	4.00	98.00	392.00

Project	02082-012	HANO - 2015 General Engineering Services		Invoice	10
	CSAH 19 Trail Federal Audit				
	Eggert, Jeffrey	10/30/2015	2.00	98.00	196.00
	CSAH 19 Trail Federal Audit				
	Totals		51.00		5,198.50
	Total Labor				5,198.50
Field Services Billing					
Council Mtg and/or Planning Commission					
			1.0 Meeting @ 40.00		40.00
	Total Field Services				40.00
	Total this Invoice				\$5,238.50

Billings to Date

	Current	Prior	Total
Labor	5,198.50	10,908.00	16,106.50
Field Services	40.00	920.00	960.00
Totals	5,238.50	11,828.00	17,066.50

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner



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

November 17, 2015
Project No: 02082-040
Invoice No: 8

Bridges of Hanover Assisted Living Project
Professional Services from October 01, 2015 to October 31, 2015

Professional Personnel

	Hours	Rate	Amount	
Project Management/Coordination				
Brotzler, Andrew	10/29/2015	.50	153.00	76.50
Plan review.				
Messner, Justin	10/26/2015	3.00	133.00	399.00
Planning Commission Meeting				
Totals		3.50		475.50
Total Labor				475.50
			Total this Invoice	\$475.50

Billings to Date

	Current	Prior	Total
Labor	475.50	2,565.50	3,041.00
Expense	0.00	10.71	10.71
Field Services	0.00	447.00	447.00
Totals	475.50	3,023.21	3,498.71

Comments:

Approved by:

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

November 17, 2015
Project No: 02931-000
Invoice No: 9

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

Phase 1 Inspection

Professional Personnel

	Hours	Rate	Amount
Research/Data Collection			
Messner, Justin	3.00	133.00	399.00
Preconstruction Meeting			
Totals	3.00		399.00
Total Labor			399.00
		Total this Phase	\$399.00

Phase 3 Plans & Specifications

Professional Personnel

	Hours	Rate	Amount
Bridge Design			
Pederson, Karla	.50	73.00	36.50
Prepare letter to City for Contracts			
Specifications			
Messner, Justin	1.00	133.00	133.00
Preconstruction Meeting scheduling and contract review			
Osberg, Carl	1.00	153.00	153.00
Bearing Review			
Osberg, Carl	1.00	153.00	153.00
BRidge conversation with Contractor on jacking and bearings			
Osberg, Carl	2.00	153.00	306.00
Hanover shop drawing Review - jacking plans and calcs			
Osberg, Carl	1.00	153.00	153.00
Hanover shop drawing Review			
Osberg, Carl	1.00	153.00	153.00
Shop Drawing REview - should be a construction number - Justin Messner to provide			
Pederson, Karla	1.00	73.00	73.00
Send Bid Proposals to city and return bid bonds to contractors			
Totals	8.50		1,160.50
Total Labor			1,160.50
		Total this Phase	\$1,160.50

Phase 5 Construction

Professional Personnel

	Hours	Rate	Amount	
Project Management/Coordination				
Messner, Justin	6.00	133.00	798.00	
Project Management				
Pederson, Karla	.50	73.00	36.50	
Mail Bid Bonds to Contractors				
Totals	6.50		834.50	
Total Labor				834.50
				Total this Phase
				\$834.50

Billing Limits	Current	Prior	To-Date	
Total Billings	2,394.00	32,034.25	34,428.25	
Limit			57,382.00	
Remaining			22,953.75	
				Total this Invoice
				\$2,394.00

Comments: _____

Approved by: 

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

HANOVER
Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500369	000000003	Hagen, Brian S.	24	Bi-Weekly	\$1,797.13	11/20/2015	Outstanding
500368	000000008	Doboszinski, Jason	24	Bi-Weekly	\$1,306.98	11/20/2015	Outstanding
500367	000000011	Biren, Amy	24	Bi-Weekly	\$1,063.44	11/20/2015	Outstanding
500371	000000005	Vogel, Scott F.	24	Bi-Weekly	\$1,608.78	11/20/2015	Outstanding
500370	000000060	Lindrud, Elizabeth	24	Bi-Weekly	\$1,174.53	11/20/2015	Outstanding
					<hr/>		
					\$6,950.86		

HANOVER

11/17/15 8:55 AM

Page 1

Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(24)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$186.10	
	000000008 Doboszinski, Jason	\$137.99	
	000000003 Hagen, Brian S.	\$242.45	
	000000060 Lindrud, Elizabeth	\$140.17	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$878.40
005 State Tax - MN	000000011 Biren, Amy	\$79.41	
	000000008 Doboszinski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000060 Lindrud, Elizabeth	\$62.65	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$384.49
049 Medicare	000000011 Biren, Amy	\$22.45	
	000000008 Doboszinski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000060 Lindrud, Elizabeth	\$23.59	
	000000005 Vogel, Scott F.	\$31.32	
	<i>Medicare</i>		\$139.06
051 Social Security	000000011 Biren, Amy	\$95.98	
	000000008 Doboszinski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000060 Lindrud, Elizabeth	\$100.85	
	000000005 Vogel, Scott F.	\$133.92	
	<i>Social Security</i>		\$594.57
501 Social Security Benefit	000000011 Biren, Amy		\$95.98
	000000008 Doboszinski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000060 Lindrud, Elizabeth		\$100.85
	000000005 Vogel, Scott F.		\$133.92
	<i>Social Security Benefit</i>		\$594.57
502 Medicare Benefit	000000011 Biren, Amy		\$22.45
	000000008 Doboszinski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000060 Lindrud, Elizabeth		\$23.59

HANOVER

11/17/15 8:55 AM

Page 2

Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(24)

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

HANOVER

11/17/15 8:56 AM

Page 1

Deduction/Benefit Register

Pay Groups:

Pay Periods: 2015(24)

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

HANOVER
Cash Balances
December 2015

11/25/15 3:08 PM
Page 1

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$642,824.26	\$117.00	\$21,535.27	\$621,405.99
107 FIRE DEPT DONATIONS FUND	\$34,410.84	\$0.00	\$0.00	\$34,410.84
201 EDA SPECIAL REVENUE FUND	\$97,282.72	\$0.00	\$987.90	\$96,294.82
205 EDA BUSINESS INCENTIVE FUND	\$213,703.07	\$0.00	\$0.00	\$213,703.07
311 2008A GO CIP REFUNDING BOND	\$52,715.61	\$0.00	\$0.00	\$52,715.61
312 2009A GO IMP REFUNDING BOND	-\$108,203.15	\$0.00	\$0.00	-\$108,203.15
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$0.00	\$0.00	-\$19,042.42
314 2011A GO IMP CROSSOVER REF BD	\$447,396.91	\$0.00	\$0.00	\$447,396.91
401 GENERAL CAPITAL PROJECTS	\$775,898.82	\$0.00	\$0.00	\$775,898.82
402 PARKS CAPITAL PROJECTS	\$234,393.79	\$0.00	\$0.00	\$234,393.79
403 FIRE DEPT CAPITAL FUND	\$139,949.21	\$0.00	\$0.00	\$139,949.21
404 HISTORICAL CAPITAL PROJ FUND	\$42,567.63	\$0.00	\$2,394.00	\$40,173.63
407 TIF REDEV DIST #1	\$8,634.13	\$0.00	\$0.00	\$8,634.13
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$55,585.32	\$0.00	\$0.00	\$55,585.32
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$51,873.12	\$0.00	\$0.00	\$51,873.12
418 STREET CAPITAL PROJ FUND	\$505,027.20	\$0.00	\$0.00	\$505,027.20
601 WATER ENTERPRISE FUND	\$735,451.67	\$0.00	\$2,812.75	\$732,638.92
602 SEWER ENTERPRISE FUND	\$224,214.60	\$0.00	\$3,849.83	\$220,364.77
603 STORM WATER ENTERPRISE FUND	\$123,490.78	\$0.00	\$0.00	\$123,490.78
611 WATER CAPITAL IMP FUND	\$404,450.82	\$0.00	\$0.00	\$404,450.82
612 SEWER CAPITAL IMP FUND	\$1,706,710.37	\$0.00	\$0.00	\$1,706,710.37
613 STORM WATER CAPITAL IMP FUND	\$548,591.17	\$0.00	\$0.00	\$548,591.17
804 SCHENDELS FIELD ESC FUND	\$145,926.71	\$0.00	\$0.00	\$145,926.71
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,000.00	\$0.00	\$750.00	\$30,250.00
815 LANDSCAPE ESCROW FUND	\$39,500.00	\$0.00	\$1,500.00	\$38,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$0.00	\$1,000.00	\$15,000.00
818 MISC ESCROWS FUND	\$5,510.36	\$0.00	\$2,043.00	\$3,467.36
820 BRIDGES TOWNHOMES ESC FUND	\$3,543.63	\$0.00	\$0.00	\$3,543.63
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,782.28	\$0.00	\$0.00	\$11,782.28
900 INTEREST	\$3,683.41	\$0.00	\$0.00	\$3,683.41
	\$7,161,396.36	\$117.00	\$36,872.75	\$7,124,640.61

Revenue Budget by Source

Source Alt Code	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$572,600.36	\$995,728.00	\$423,127.64	57.51%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$47,812.00	\$95,624.00	\$47,812.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$9,672.71	\$10,000.00	\$327.29	96.73%
Source Alt Code TAXES		\$0.00	\$630,085.07	\$1,101,352.00	\$471,266.93	57.21%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$7,790.00	\$5,000.00	-\$2,790.00	155.80%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$450.00	\$300.00	-\$150.00	150.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,196.55	\$2,000.00	-\$196.55	109.83%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$14.00	\$80.00	\$66.00	17.50%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$66,511.30	\$106,964.00	\$40,452.70	62.18%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,627.60	\$6,000.00	\$372.40	93.79%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,805.21	\$2,000.00	-\$805.21	140.26%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$0.00	\$87,344.66	\$124,344.00	\$36,999.34	70.24%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,964.80	\$0.00	-\$7,964.80	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$11,792.03	\$0.00	-\$11,792.03	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$6,057.29	\$1,000.00	-\$5,057.29	605.73%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$2,731.46	\$7,000.00	\$4,268.54	39.02%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$4,345.00	\$0.00	-\$4,345.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$10,100.00	\$7,000.00	-\$3,100.00	144.29%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$62.62	\$0.00	-\$62.62	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$43,053.20	\$21,000.00	-\$22,053.20	205.02%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$262.00	\$100.00	-\$162.00	262.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$122,802.23	\$120,000.00	-\$2,802.23	102.34%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$200.00	\$100.00	-\$100.00	200.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$41.00	\$50.00	\$9.00	82.00%
Source Alt Code LIC PERM		\$0.00	\$134,175.23	\$132,350.00	-\$1,825.23	101.38%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$19,377.50	\$38,755.00	\$19,377.50	50.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$52,929.50	\$105,859.00	\$52,929.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$37,914.77	\$24,000.00	-\$13,914.77	157.98%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,565.62	\$4,600.00	-\$965.62	120.99%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$13,341.50	\$1,500.00	-\$11,841.50	889.43%
Source Alt Code INTGOVT		\$0.00	\$129,298.39	\$175,053.00	\$45,754.61	73.86%
FINES	R 100-35100 Court Fines	\$0.00	\$2,389.30	\$1,500.00	-\$889.30	159.29%
Source Alt Code FINES		\$0.00	\$2,389.30	\$1,500.00	-\$889.30	159.29%
Fund 100 GENERAL FUND		\$0.00	\$1,026,345.85	\$1,555,599.00	\$529,253.15	65.98%

HANOVER

Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,025.82	\$10,500.00	\$5,474.18	47.86%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$330.64	\$651.00	\$320.36	50.79%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$73.00	\$152.00	\$79.00	48.03%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$52.39	\$75.00	\$22.61	69.85%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$365.00	\$450.00	\$85.00	81.11%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$6,488.34	\$7,000.00	\$511.66	92.69%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$61.24	\$1,000.00	\$938.76	6.12%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$845.68	\$3,085.52	\$5,000.00	\$1,914.48	61.71%
Dept 41110 Council		\$845.68	\$15,481.95	\$24,828.00	\$9,346.05	62.36%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
BRDCOMM	E 100-41330-150 Worker s Comp (GENE	\$0.00	\$95.16	\$160.00	\$64.84	59.48%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$21.06	\$100.00	\$78.94	21.06%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$116.22	\$6,010.00	\$5,893.78	1.93%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$0.00	\$67,033.30	\$72,588.00	\$5,554.70	92.35%
CITYADM	E 100-41400-121 PERA	\$0.00	\$5,307.02	\$5,400.00	\$92.98	98.28%
CITYADM	E 100-41400-122 FICA	\$0.00	\$4,387.13	\$4,500.00	\$112.87	97.49%
CITYADM	E 100-41400-123 Medicare	\$0.00	\$1,026.02	\$1,100.00	\$73.98	93.27%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$0.00	\$3,316.46	\$3,360.00	\$43.54	98.70%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$383.55	\$360.00	-\$23.55	106.54%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$80.21	\$4,818.85	\$3,600.00	-\$1,218.85	133.86%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,309.80	\$1,000.00	-\$309.80	130.98%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$256.16	\$500.00	\$243.84	51.23%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$80.21	\$88,036.37	\$92,758.00	\$4,721.63	94.91%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$0.00	\$47,931.19	\$54,043.00	\$6,111.81	88.69%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$0.00	\$3,449.52	\$4,100.00	\$650.48	84.13%
CLERICAL	E 100-41430-122 FICA	\$0.00	\$3,426.70	\$3,400.00	-\$26.70	100.79%
CLERICAL	E 100-41430-123 Medicare	\$0.00	\$801.38	\$800.00	-\$1.38	100.17%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$0.00	\$2,314.99	\$2,580.00	\$265.01	89.73%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$1,492.68	\$700.00	-\$792.68	213.24%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$357.00	\$1,428.00	\$1,071.00	25.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$0.00	\$124.29	\$250.00	\$125.71	49.72%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$7,366.73	\$5,412.00	-\$1,954.73	136.12%
Dept 41430 Clerical Staff		\$0.00	\$67,264.48	\$72,713.00	\$5,448.52	92.51%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$770.00	\$1,500.00	\$730.00	51.33%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$455.95	\$300.00	-\$155.95	151.98%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$787.25	\$1,000.00	\$212.75	78.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$1,276.96	\$1,500.00	\$223.04	85.13%
Dept 41435 Staff Expenses		\$28.00	\$3,290.16	\$4,600.00	\$1,309.84	71.53%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$0.00	\$18,240.00	\$24,960.00	\$6,720.00	73.08%
ACCTING	E 100-41530-121 PERA	\$0.00	\$1,368.00	\$1,900.00	\$532.00	72.00%
ACCTING	E 100-41530-122 FICA	\$0.00	\$1,094.50	\$1,500.00	\$405.50	72.97%
ACCTING	E 100-41530-123 Medicare	\$0.00	\$255.98	\$400.00	\$144.02	64.00%
ACCTING	E 100-41530-132 Employer Paid HSA	\$0.00	\$656.31	\$0.00	-\$656.31	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$266.19	\$0.00	-\$266.19	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,657.78	\$2,000.00	-\$657.78	132.89%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$35,032.78	\$38,500.00	\$3,467.22	90.99%
Dept 41530 Accounting		\$0.00	\$59,769.62	\$69,610.00	\$9,840.38	85.86%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41540 Auditing		\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41550 Assessing		\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$2,670.02	\$4,900.00	\$2,229.98	54.49%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$17.75	\$100.00	\$82.25	17.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,092.05	\$2,500.00	-\$592.05	123.68%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$51.45	\$2,117.26	\$6,800.00	\$4,682.74	31.14%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,911.28	\$1,500.00	-\$411.28	127.42%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$209.98	\$4,000.00	\$3,790.02	5.25%
Dept 41570 Purchasing		\$51.45	\$10,018.34	\$19,800.00	\$9,781.66	50.60%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$147.77	\$3,392.75	\$4,000.00	\$607.25	84.82%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$147.77	\$3,392.75	\$4,000.00	\$607.25	84.82%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$14,153.68	\$21,152.00	\$6,998.32	66.91%
Dept 41610 City Attorney		\$0.00	\$14,153.68	\$21,152.00	\$6,998.32	66.91%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$712.50	\$17,045.70	\$17,000.00	-\$45.70	100.27%
Dept 41910 Planning and Zoning		\$712.50	\$17,045.70	\$17,000.00	-\$45.70	100.27%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$3,834.36	\$10,000.00	\$6,165.64	38.34%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$5,778.24	\$8,400.00	\$2,621.76	68.79%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$3,024.87	\$5,500.00	\$2,475.13	55.00%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$8,768.81	\$9,000.00	\$231.19	97.43%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,873.94	\$5,000.00	\$2,126.06	57.48%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$2,133.27	\$2,400.00	\$266.73	88.89%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$5,230.60	\$5,000.00	-\$230.60	104.61%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$215.60	\$2,500.00	\$2,284.40	8.62%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$1,262.78	\$1,000.00	-\$262.78	126.28%
Dept 41940 General Govt Buildings/Plant		\$0.00	\$34,330.09	\$61,600.00	\$27,269.91	55.73%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$5,238.50	\$16,135.50	\$25,000.00	\$8,864.50	64.54%
Dept 41950 Engineer		\$5,238.50	\$16,135.50	\$25,000.00	\$8,864.50	64.54%
Dept 41960 Insurance						
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$259.37	\$250.00	-\$9.37	103.75%
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	\$24,785.33	\$25,200.00	\$414.67	98.35%
Dept 41960 Insurance		\$0.00	\$25,044.70	\$25,450.00	\$405.30	98.41%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$435.42	\$500.00	\$64.58	87.08%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$79.15	\$451.17	\$2,000.00	\$1,548.83	22.56%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$79.15	\$886.59	\$3,250.00	\$2,363.41	27.28%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$2,271.94	\$69,516.06	\$69,335.00	-\$181.06	100.26%
Dept 42101 Hennepin County Sheriff		\$2,271.94	\$69,516.06	\$69,335.00	-\$181.06	100.26%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$0.00	\$88,052.59	\$94,170.00	\$6,117.41	93.50%
Dept 42102 Wright County Sheriff		\$0.00	\$88,052.59	\$94,170.00	\$6,117.41	93.50%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-125 Other Retirement Contr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$22.21	\$0.00	-\$22.21	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$7,136.87	\$10,000.00	\$2,863.13	71.37%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$131.40	\$200.00	\$68.60	65.70%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$4,037.50	\$4,000.00	-\$37.50	100.94%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$572.29	\$950.00	\$377.71	60.24%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,370.08	\$0.00	-\$2,370.08	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$88.50	\$10,000.00	\$9,911.50	0.89%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$0.00	\$14,358.85	\$62,134.00	\$47,775.15	23.11%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$1,007.78	\$5,500.00	\$4,492.22	18.32%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$782.14	\$1,500.00	\$717.86	52.14%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIREEQUIP	E 100-42220-260 Uniforms	\$0.00	\$5,800.74	\$4,500.00	-\$1,300.74	128.91%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$855.79	\$5,000.00	\$4,144.21	17.12%
Dept 42220	Fire Dept Equipment	\$0.00	\$8,446.45	\$17,350.00	\$8,903.55	48.68%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$3,973.01	\$7,500.00	\$3,526.99	52.97%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$447.61	\$1,500.00	\$1,052.39	29.84%
Dept 42240	Fire Dept Training	\$0.00	\$4,420.62	\$9,000.00	\$4,579.38	49.12%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$98.28	\$2,990.22	\$5,000.00	\$2,009.78	59.80%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$6,028.54	\$9,000.00	\$2,971.46	66.98%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$5,035.47	\$7,465.00	\$2,429.53	67.45%
Dept 42260	Fire Vehicles	\$98.28	\$14,054.23	\$23,465.00	\$9,410.77	59.89%
Dept 42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$179.65	\$1,650.00	\$1,470.35	10.89%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$0.00	\$12,521.97	\$3,500.00	-\$9,021.97	357.77%
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$320.59	\$800.00	\$479.41	40.07%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$0.00	\$3,096.31	\$5,000.00	\$1,903.69	61.93%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$2,476.64	\$2,600.00	\$123.36	95.26%
Dept 42280	Fire Stations and Bldgs	\$0.00	\$18,595.16	\$13,725.00	-\$4,870.16	135.48%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$2,000.00	\$29,500.00	\$27,500.00	6.78%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,580.00	\$6,000.00	-\$580.00	109.67%
Dept 42290	Fire Relief Association	\$0.00	\$8,580.00	\$35,500.00	\$26,920.00	24.17%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$664.91	\$30,191.08	\$50,000.00	\$19,808.92	60.38%
Dept 42401	Building Inspection Admin	\$664.91	\$30,191.08	\$50,000.00	\$19,808.92	60.38%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42700	Animal Control	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42800	Cemetery					
CEMTERY	E 100-42800-310 Other Professional Serv	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 42800	Cemetery	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$0.00	\$85,008.05	\$98,000.00	\$12,991.95	86.74%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$603.56	\$0.00	-\$603.56	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$4,554.75	\$5,500.00	\$945.25	82.81%
PUBWRKS	E 100-43000-121 PERA	\$0.00	\$6,849.04	\$7,400.00	\$550.96	92.55%
PUBWRKS	E 100-43000-122 FICA	\$0.00	\$5,881.96	\$6,400.00	\$518.04	91.91%
PUBWRKS	E 100-43000-123 Medicare	\$0.00	\$1,375.61	\$1,500.00	\$124.39	91.71%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$0.00	\$2,937.87	\$2,717.00	-\$220.87	108.13%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,573.88	\$1,532.00	-\$41.88	102.73%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$238.10	\$300.00	\$61.90	79.37%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$7,551.60	\$7,500.00	-\$51.60	100.69%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$53.95	\$14,418.70	\$14,664.00	\$245.30	98.33%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$997.40	\$1,500.00	\$502.60	66.49%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-321 Telephone	\$18.90	\$1,508.69	\$2,000.00	\$491.31	75.43%
Dept 43000	Public Works (GENERAL)	\$72.85	\$133,499.21	\$149,013.00	\$15,513.79	89.59%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$244.17	\$5,470.33	\$10,000.00	\$4,529.67	54.70%
HWYROAD	E 100-43100-215 Shop Supplies	\$433.19	\$1,456.74	\$5,000.00	\$3,543.26	29.13%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$5,026.64	\$6,000.00	\$973.36	83.78%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$24.29	\$2,013.39	\$2,500.00	\$486.61	80.54%
HWYROAD	E 100-43100-260 Uniforms	\$79.96	\$582.42	\$2,000.00	\$1,417.58	29.12%
HWYROAD	E 100-43100-310 Other Professional Serv	\$2,437.50	\$10,713.50	\$3,000.00	-\$7,713.50	357.12%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100	Hwys, Streets, & Roads	\$3,219.11	\$25,302.02	\$28,700.00	\$3,397.98	88.16%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$71,521.54	\$71,000.00	-\$521.54	100.73%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$0.00	\$4,065.33	\$7,000.00	\$2,934.67	58.08%
Dept 43121	Paved Streets	\$0.00	\$75,586.87	\$78,000.00	\$2,413.13	96.91%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$9,712.82	\$12,500.00	\$2,787.18	77.70%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
UNPAVSTS	E 100-43122-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$9,712.82	\$13,000.00	\$3,287.18	74.71%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$0.00	\$19,233.67	\$27,000.00	\$7,766.33	71.24%
Dept 43160	Street Lighting	\$0.00	\$19,233.67	\$27,000.00	\$7,766.33	71.24%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,072.00	\$33,015.64	\$35,000.00	\$1,984.36	94.33%
Dept 43245	Recycling: Refuse	\$3,072.00	\$33,015.64	\$35,000.00	\$1,984.36	94.33%
Dept 43260	Weed Control					
WEEDCTRL	E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WEEDCTRL	E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260	Weed Control	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$3,393.51	\$7,250.00	\$3,856.49	46.81%
Dept 45186	Senior Center	\$0.00	\$3,393.51	\$7,250.00	\$3,856.49	46.81%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-111 Committee Wages/Mee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-160 Liability Insurance Emp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$4,160.25	\$5,000.00	\$839.75	83.21%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$2,540.76	\$3,300.00	\$759.24	76.99%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$74.02	\$1,725.50	\$1,100.00	-\$625.50	156.86%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$2,231.16	\$6,000.00	\$3,768.84	37.19%

HANOVER
Expenditure Budget Report

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PARKS	E 100-45200-440 Programs	\$0.00	\$9,041.16	\$9,000.00	-\$41.16	100.46%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$179.49	\$1,000.00	\$820.51	17.95%
PARKS	E 100-45200-580 Other Equipment	\$380.00	\$6,400.32	\$7,000.00	\$599.68	91.43%
Dept 45200 Parks (GENERAL)		\$454.02	\$26,278.64	\$32,400.00	\$6,121.36	81.11%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 45500 Libraries (GENERAL)		\$0.00	\$3,500.00	\$7,000.00	\$3,500.00	50.00%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$400.00	\$9,128.59	\$5,000.00	-\$4,128.59	182.57%
Dept 48205 Damage Deposit Refunds		\$400.00	\$9,128.59	\$5,000.00	-\$4,128.59	182.57%
Dept 49360 Transfers Out						
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49360 Transfers Out		\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49800 Transit (GENERAL)						
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800 Transit (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100 GENERAL FUND		\$17,436.37	\$1,215,161.05	\$1,537,063.00	\$321,901.95	79.06%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-79

A RESOLUTION APPROVING PURCHASE OF COMMUNITY HALL TABLES

WHEREAS, the City supplies tables for Community Hall rentals; and

WHEREAS, as the tables age they become damaged from repetitive use; and

WHEREAS, in an attempt to reduce the impact of a large purchase of tables, the City wishes to replace six tables in 2015; and

WHEREAS, staff received a quote from Mity Lite who supplied the tables in the past.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of six tables in the amount of \$1,477.99 from Mity Lite.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

QUOTE ACKNOWLEDGMENT



Sales Quote Number: QUO-14586-C9Z7V5
 Customer Number: 138619

INVOICE TO	SHIP TO
City Of Hanover 11250 5TH N.E. P.O. BOX 278 HANOVER, MN 55341 Attn: Scott Vogel	City Of Hanover 11250 5TH N.E. P.O. BOX 278 HANOVER, MN 55341 Attn: Scott Vogel

QUOTE DATE	SALES REP	TERMS
11/24/2015	Andrew Dawes	NET30

QTY	ID	ITEM	UNIT PRICE	TOTAL PRICE
6	RT3096BRN1	30 IN X 8 FT BROWN RECT TBL;29" TALL WITH BROWN TRIM;BROWN, WISHBONE LEGS 08	\$223.20	\$1,339.20
1		Freight	\$138.79	\$138.79
			SUBTOTAL	\$1,477.99
			FREIGHT AMOUNT	
			SALES TAX	\$0.00
			QUOTE TOTAL (USD)	\$1,477.99

Quote Notes:

Mity-Lite, Inc. 1301 West 400 North, Orem, UT 84057 USA Phone 801-224-0589 Fax 801-224-6191

Signature _____ Date _____

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

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-86

A RESOLUTION APPOINTING PUBLIC WORKS SUBCOMMITTEE

WHEREAS, the City has chosen to work with Grady Kinghorn, of Kinghorn Construction in the design/build of a public works facility; and

WHEREAS, with an intent to bid the project in March of 2016, a subcommittee was recommended in order to utilize time more efficiently when designing the facility; and

WHEREAS, Mayor Kauffman and Councilor Warpula stated they would serve on that committee; and

WHEREAS, the two Council members along with staff will meet with Grady Kinghorn to design a Public Works Facility in preparation of bids.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby appoints Mayor Kauffman and Councilor Warpula to serve on a subcommittee with staff to design a Public Works Facility.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-80

A RESOLUTION APPROVING LIBRARY FUNDING AGREEMENT

WHEREAS, the City of Hanover passed a Motion in 2009 committing to funding requirements of a Library to serve Albertville, St. Michael, and Hanover; and

WHEREAS, St. Michael provided a Funding Agreement outlining the terms of Hanover's commitment; and

WHEREAS, the City of Hanover at the time felt a Motion was sufficient; and

WHEREAS, the City of Hanover has met the previously approved commitment; and

WHEREAS, the current City Council of the City of Hanover feels an executed Funding Agreement is beneficial to both parties.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached Funding Agreement between the Cities of Hanover and St. Michael outlining the funding commitment for the joint library serving the communities of Albertville, St. Michael, and Hanover.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are authorized to sign and execute the attached Funding Agreement.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

JOINT AGREEMENT

**Between
the cities of St. Michael and Hanover
for Construction of a New Branch Library**

This agreement will provide a framework for construction of a new Great River Regional Library System branch library ("Library") at the northeast corner of Town Center Drive NE and Landmark Drive NE in the City of St. Michael. The Library will include:

- approximately 10,000 square feet of floor area space dedicated for adult, teen and children's services, service counter, staff work space and a flexible meeting room; and
- approximately 2,800 square feet for lobby, bathrooms, storage, and mechanical space, which is the library's pro rata portion of these areas based on the overall building size;

I. Purpose

The purpose of this agreement is to define the roles and responsibilities of the City of St. Michael ("St. Michael") and City of Hanover ("Hanover") in a cooperative working relationship to fund the initial construction of a new branch Library.

II. Initial Construction

- A. The Library design will be substantially similar to the plans attached as Exhibit A ("Plans").
- B. St. Michael is responsible to bid, contract, finance, and carry to completion the construction of the Library.
- C. St. Michael has the right to make such adjustments to the Plans throughout the initial construction period as St. Michael deems necessary to complete construction and manage costs.

III. Hanover Payment

A. Hanover agrees to make the following payments to the City of St. Michael:

Year	Due Date	Payment Amount	Year	Due Date	Payment Amount
2011	January 20	\$3,500	2021	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2012	January 20	\$3,500	2022	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2013	January 20	\$3,500	2023	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2014	January 20	\$3,500	2024	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2015	January 20	\$3,500	2025	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2016	January 20	\$3,500	2026	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2017	January 20	\$3,500	2027	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2018	January 20	\$3,500	2028	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2019	January 20	\$3,500	2029	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2020	January 20	\$3,500	2030	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500

IV. Operations and Use

- A. Should St. Michael establish policies for the use of the Flexible Meeting space, identified as Room 116 on Exhibit A, residents of Hanover shall receive the same status as St. Michael residents. It is understood by all parties that Library functions get priority for this space. St. Michael has the sole right to establish policies for the use of other portions of the building, excluding the Library (i.e. Senior Center, multi-purpose room, conference rooms).
- B. Each city shall pay its share of the annual cleaning, operations and utility costs (“Annual Operations Costs”) for the Library based on a Population/Market Value Formula, as shown in Exhibit C. St. Michael shall invoice Hanover quarterly for operations costs. A final reconciliation invoice will be sent at the end of January or after final bills for the year are received. Hanover shall make payment within 30 days of receipt of each invoice.
- C. For those services where it is not possible to determine the actual costs attributable to the Library (i.e. natural gas and electricity), a pro rata portion will be allocated to the Annual Operations Costs based on the size of the Library in relation to the size of the entire building. The Library currently represents 36.7% of the total building space as calculated in Exhibit D. St. Michael shall make its best effort to notify Hanover by June 30th of each year what the Annual Operations Costs will be for the following year.

V. Miscellaneous

- A. Hanover waives any objection to St. Michael establishing a lease-purchase agreement with the Economic Development Authority of St. Michael as a vehicle to finance Library and related building project.

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- B. Signage on site shall recognize the participation of Hanover in the Library.
- C. This agreement only applies to initial construction costs of the Library and does not state, imply, or infer whether Hanover is or is not responsible for any maintenance and operational expenses related to the Library. St. Michael reserves the right to request from Hanover in the future a contribution toward Library operational and maintenance costs incurred by St. Michael.
- D. Unless otherwise agreed to by both parties in writing, or unless GRRL either discontinues funding of library services or in the reasonable opinion of St. Michael substantially decreases funding of library services, the Library shall be located and operated as shown on the Plans for a minimum of 25 years from the date of this agreement.
- E. The parties shall endeavor to resolve all disputes through mediation before commencing legal action.

DRAFT

AUTHORIZATIONS

CITY OF ST. MICHAEL

Mayor, City of St. Michael

Date

Administrator, City of St. Michael

Date

CITY OF HANOVER

Mayor, City of Hanover

Date

Administrator, City of Hanover

Date

DRAFT

EXHIBIT A

Building/Library Plans

EXHIBIT B

Bond Schedule

EXHIBIT C

Funding Formula Example

EXHIBIT D

Library to Total Building Space Calculation

DRAFT

**ALLOCATION OF LIBRARY OPERATIONS BUDGET
2016**

Population Estimates 2013 (State Demographer)			Market Value (St. Michael assessor, Pay 2015)		
Albertville	7,211	27.29%	Albertville	551,438,300	27.33%
Hanover *	2,410	9.12%	Hanover	178,551,200	8.85%
St. Michael	<u>16,801</u>	<u>63.59%</u>	St. Michael	<u>1,287,946,600</u>	<u>63.82%</u>
Total	26,422	100.00%	Total	2,017,936,100	100.00%

Average Population and Market Value	
Albertville	27.31%
Hanover	8.98%
St. Michael	<u>63.71%</u>
Total	100.00%

* Hanover figures are Wright County only

Library Operations Computation

Library Budget for operations		38,175.00
Albertville	27.31%	10,425.59
Hanover	8.98%	3,428.12
St. Michael	63.71%	24,321.29

TOTAL 38,175.00

Quarterly Amount	
Albertville	<u>2,606.40</u>
Hanover	<u>857.03</u>

To: Mayor Kauffmann, Councilors, and Staff.

11/12/2015

From: Fire Chief Malewicki

I am looking for your support for the following items:

1. I would like approval to hire two new members onto the department pending a full background check and a complete physical exam.
 - A. Ben Scherer
 - B. Justin Ray
2. I would like approval to purchase 4 sets of turn-out gear. Each sets cost about \$3000.00
3. I would also like to inform the city at after 35 years of dedicated service Mr. Rodney Bechtold decided to retire the end of October 2015.I would ask that maybe the city would give him so kind of thank-you or recognition.
4. I also have an 18 year member retiring the on December 31, 2015 Our outstanding Medical Captain Mr. Mike Trullinger

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-81

A RESOLUTION APPROVING HIRE OF PROBATIONARY FIREFIGHTERS

WHEREAS, the Hanover Fire Department currently has vacancies due to resignations in 2015; and

WHEREAS, the Hanover Fire Department recommends hiring Ben Scherer and Justin Ray as a Probationary Firefighter, subject to the passing of a criminal background check, a physical examination, and an agility test.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Ben Scherer and Justin Ray as Probationary Firefighters, subject to the conditions listed above, and in accordance with the rules specified in the Fire Department's by-laws.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



City of Hanover Staff Report

Prepared By: Justin Messner, PE - City Engineer
Date: December 1, 2015
Subject: Authorize Plans and Specifications
Hanover Hill Surface Improvement Project

Background Information:

The proposed Hanover Hills Surface Improvement Project consists of the full depth pavement replacement of 3rd Street NE and the portion of 4th Street NE east of 3rd Street NE. The project also includes an asphalt overlay on Jansen Avenue NE, Kadler Avenue NE and the remainder of 4th Street NE within Hanover Hills neighborhood.

These streets currently exists as a 28-foot wide, asphalt paved, rural-section roadway. The existing pavement is badly deteriorated and public works has been spending a large amount of time and money to repairs sections of the pavement.

➤ ***Advantages***

The proposed improvements to the Hanover Hills neighborhood would provide for a new asphalt-driving surface, which would improve safety, reduce maintenance cost and minimize long-term maintenance.

➤ ***Disadvantages***

There are costs associated with improving the roadway as proposed.

Financial/Budget Impacts:

The estimated project cost is **\$830,000**

➤ ***Funding Sources***

Potential funding sources for the project are the City's Roadway Fund and the municipal bonds.

➤ ***Long-Term & Short-Term Costs***

Paved road maintenance costs.

Deadline:

Authorizing the preparation of plan and specifications now would allow for topographic survey to be completed prior to major snowfall. It is anticipated that plans be completed and receive authorization for advertisement of bids at the February 16, 2016 Council Meeting with bids received in March 2016 for a construction start date of June 2016.

Requested Action:

Authorize the preparation of plans and specifications for the Hanover Hills Surface Improvement Project.

Staff Recommendation:

Staff is recommending the City Council authorize the preparation of plans and specifications for the Hanover Hills Surface Improvement Project.

Voting Requirements:

A simple majority of the Council Members present is required to take action on the matter.

Attachments:

1. Resolution ordering the preparation of plans and specifications for the Hanover Hills Surface Improvement Project.
2. Engineer's estimate of project costs.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....
RESOLUTION NO 12-01-15-87

**A RESOLUTION AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS
FOR THE HANOVER HILLS SURFACE IMPROVEMENT PROJECT**

WHEREAS, the City proposes to make road surface improvements to the following streets within the Hanover Hills neighborhood:

- 3rd Street NE
- 4th Street NE
- Jansen Avenue NE
- Kadler Avenue NE

WHEREAS, the proposed improvements are identified in the City's Pavement Management Plan.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves that:

1. Said improvements are necessary, cost-effective, and feasible as identified in the City Pavement Management Plan.
2. The consulting engineers, WSB & Associates, Inc. are hereby directed to prepare plans and specifications for said improvements and perform construction services detailed in their proposal, as attached, at an estimated cost of \$63,900.
3. Project costs for the Hanover Hills Surface Improvement Project, City Project No. 2016-01, are estimated at \$830,000 which includes 15% contingency and 15% for indirect costs.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



December 1, 2015

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
Hanover Hills Surface 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 Hanover Hills Surface 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 3rd Street NE, 4th Street NE, Jansen Avenue NE and Kadler Avenue NE within Hanover Hills neighborhood.

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 neighborhood meeting
- 1 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, hydrants, valves, service heads, castings, 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.....	December 2015
Approve plans/authorize advertisement for bid	February 16, 2016
Receive Bids/award project	March 2016
Begin Construction.....	May/June 2016
Final completion of construction	July/August 2016

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:

TASK	DESCRIPTION	FEE
1	TOPOGRAPHIC SURVEY	\$3,800
2	FINAL DESIGN	\$31,400
3	CONSTRUCTION STAKING	\$5,200
4	CONSTRUCTION INSPECTION/ADMINISTRATION	\$23,500
TOTAL PROPOSED FEE		\$63,900

We propose to complete Tasks 1 through 4 as indicated on an hourly not-to-exceed fee of \$63,900.

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 2016 Fee Schedule, which has been attached for your reference.

Honorable Mayor and City Council

December 1, 2015

Page 2

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
HANOVER HILLS STREET IMPROVEMENT PROJECT
 PROJECT NO.
 HANOVER, MN

Reconstruct 3rd Street NE & North 1/4 of 4th Street NE

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS						
1	2021.501	MOBILIZATION	LUMP SUM	\$10,000.00	1	\$10,000.00
2	2104.505	RECLAIM BITUMINOUS PAVEMENT	SQ YD	\$2.50	9,840	\$24,600.00
3	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$120.00	10	\$1,200.00
4	2211.501	AGGREGATE SHOULDERING	TON	\$18.00	480	\$8,640.00
5	2350.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$78.00	920	\$71,760.00
6	2350.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$78.00	1,530	\$119,340.00
7	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.00	500	\$1,500.00
8	2563.601	TRAFFIC CONTROL	LUMP SUM	\$2,500.00	1	\$2,500.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$239,540.00
+ 15% CONTINGENCIES						\$35,931.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$275,471.00
+ 15% ADMINISTRATIVE, LEGAL, ETC.						\$41,320.65
TOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$316,791.65

Mill & Overlay Jansen Ave NE, 4th Street NE, Kadler Ave NE

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS						
1	2021.501	MOBILIZATION	LUMP SUM	\$15,000.00	1	\$15,000.00
2	2104.505	MILL BITUMINOUS PAVEMENT	SQ YD	\$1.50	31,065	\$46,597.50
3	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$120.00	25	\$3,000.00
4	2211.501	AGGREGATE SHOULDERING	TON	\$18.00	750	\$13,500.00
5	2350.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$76.00	3,860	\$293,360.00
6	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.00	3,100	\$9,300.00
7	2563.601	TRAFFIC CONTROL	LUMP SUM	\$5,000.00	1	\$5,000.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$385,757.50
+ 15% CONTINGENCIES						\$57,863.63
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$443,621.13
+ 15% ADMINISTRATIVE, LEGAL, ETC.						\$66,543.17
TOTAL SCHEDULE A - SURFACE IMPROVEMENTS						\$510,164.29
TOTAL HANOVER HILLS - SURFACE IMPROVEMENTS						\$826,955.94

Collaborative Planning, LLC

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

Memorandum

Date: November 24, 2015
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Ordinance Amendment related to B-1 Zoning District

The City had adopted an ordinance amendment in 2012 related to allowing Limited Industrial uses as a permitted use in the B-1 zoning district. A copy of the staff memo relating to that previous ordinance amendment and explaining the rationale for the amendment is attached.

When the City updated and recodified the zoning ordinance in 2013, this amendment was not included. Staff is requesting that the ordinance be amended at this time to incorporate that change to the uses in the B-1 district from 2012.

The Planning Commission held a public hearing at their meeting on November 23rd, and recommended approval of the ordinance amendment.

Attachments:

1. Ordinance
2. Memo dated January 2012

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

ORDINANCE NO. 2015-07

**AN ORDINANCE AMENDING CHAPTER 10 RELATED TO THE B-1, DOWNTOWN
RIVER COMMERCIAL DISTRICT**

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

Section 1. Section 10.27 of Chapter 10 of the Hanover City Code is hereby amended to add a new use entitled “Limited Industrial” as a Conditional Use in the B-1 zoning district with the qualifier “subject to conditions listed following table”.

Section 2. A new Section 10.27 B. is hereby added as follows.

B. Conditions Related to Uses Subject to Conditional Use Permit

Limited Industrial. Certain types of Limited Industrial use may be permitted by Conditional Use Permit in the B-1 zoning district provided that:

1. The Limited Industrial uses that may be permitted are limited to office, wholesale, retail trade, warehousing, display of goods or products and limited processing. Manufacturing and fabricating may not be permitted in this district.
2. Street Access. The site and related parking and service entrances are served by a street of sufficient capacity to accommodate the type of traffic that will be generated.
3. The total square footage of the buildings on the property subject to the Conditional Use Permit shall not exceed 10,000 square feet.
4. The Limited Industrial uses must not operate later than 9:00 p.m. nor earlier than 6:00 a.m.
5. No outside storage is permitted.
6. The use must be contained inside the building.
7. Hazardous materials may not be used on the premises.

Section 2. This Ordinance shall be effective following its passage and publication. Publication may be made in summary form.

Adopted by the Hanover City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Collaborative Planning, LLC

821 Meander Court
Medina, MN 55340
763-473-0569

Memorandum

Date: January 12, 2012
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Ordinance Amending Article 52

Attached please find for your consideration an ordinance amending Article 52 pertaining to the B-1 Zoning District.

The B-1 Zoning District contains buildings and existing businesses that are most closely associated with a limited industrial use. This type of use is not permitted under the B-1 Zoning District. Existing properties may be grandfathered in for this type of use, depending on when they started operating with a limited industrial use. Expansions and new limited industrial uses may not currently be permitted.

This ordinance amendment is proposed to allow for both expansion and new limited industrial uses under a Conditional Use Permit.

The Planning Commission considered this ordinance and held a public hearing on January 9, 2012. A representative from PHS West was present but did not provide comments on the ordinance. No other members of the public were present. The Planning Commission had significant discussion and recommended approval of the ordinance amendment on a 3-2 vote. Dissenting members of the Planning Commission were of the opinion that the vision for the downtown and B-1 district was to have retail/service uses rather than any limited industrial uses.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-82

A RESOLUTION APPROVING PURCHASE OF CHOP SAW

WHEREAS, staff received a quote for a Stihl Chop Saw and operating cart; and

WHEREAS, the chop will be utilized on projects completed by Public Works.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of a Stihl Chop Saw and operating cart in the amount of \$1,368.25.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Q U O T A T I O N

A-1 OUTDOOR POWER, INC.
 7630 Commerce Street
 www.a1outdoorpower.com
 Corcoran, MN 55340
 Phone #: (763)420-2748
 Fax #: (763)420-2448

PHONE #: (763)497-3777
 CELL #:
 ALT. #:
 P.O.#: **SCOTT V**
 TERMS: **Net 30**
 SALES TYPE: **Quote**

DATE: **11/17/2015**
 ORDER #: **1133214**
 CUSTOMER #: **16936**
 CP: **Tony M**
 LOCATION: **1**
 STATUS: **Active**

BILL TO 16936

CITY OF HANOVER
 11250 5TH ST NE
 HANOVER, MN 55341

SHIP TO

CITY OF HANOVER
 11250 5TH ST NE
 HANOVER, MN 55341

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
STI	TS420	66.7CC, X2 A/F, 14" WHEEL & GUARD	1	\$1,099.95	\$918.75	\$918.75
A1	100	SET-UP & SERVICED	1	\$0.00	\$0.00	\$0.00
STI	4224 710 1402	FW 20 (TS CART) ONLY - INCLUDES DEPTH WH	1	\$349.95	\$314.75	\$314.75
STI	4250 790 0700	TS 410/420 MOUNTING KIT-;USE W/4224-710-	1	\$149.95	\$134.75	\$134.75
A1	135	IN THE BOX PRICING	1	\$0.00	\$0.00	\$0.00
A1	130	NON PROFIT BID \$'S	1	\$0.00	\$0.00	\$0.00

SPECIAL NON-PROFIT BID PRICING APPLIED.

THANK YOU, TONY !!

All returns subject to A-1's posted policies - Quotes valid for 30 days

THANK YOU FOR YOUR BUSINESS !!!

VISIT OUR WEBSITE www.a1outdoorpower.com FOR CURRENT HOURS, LINKS, USED & NON-CURRENT EQUIPMENT SPECIALS

PARTS LOOK UP

I AGREE TO THIS TRANSACTION x_____

SUBTOTAL:	\$1,368.25
TAX:	\$0.00
ORDER TOTAL:	<u>\$1,368.25</u>

Authorized By: _____

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-83

A RESOLUTION APPROVING NORTHLAND SECURITIES ENGAGEMENT LETTER

WHEREAS, the City of Hanover intends to bond money for the purpose of a Public Works Facility; and

WHEREAS, Northland Securities has provided assistance in projecting future expenses and financial status for the City related to capital expenses; and

WHEREAS, Northland Securities provides underwriting services in the event a city issues a bond; and

WHEREAS, the City has been satisfied with the services provided to date by Northland Securities; and

WHEREAS, the City wishes to work with Northland Securities in the City's 2016 bond issuance needs.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves Engagement Letter as attached from Northland Securities to act as the City's underwriter for the issuance of the 2016 bonding.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

NORTHLAND SECURITIES

November 19, 2015

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

RE: Engagement of Northland Securities as Underwriter

Dear Brian:

In recent years, Congress has enacted legislation seeking to reform financial markets in the wake of the Great Recession. One of the most prominent pieces of legislation is the Dodd-Frank Wall Street Reform and Consumer Protection Act. The implementation of Dodd-Frank has led to a series of regulatory changes governing municipal securities. One objective of the regulations is to promote a clear understanding between issuers and the parties from which they receive advice on the issuance of municipal securities. Federal securities regulations now require you to affirmatively engage Northland before we can provide you with advice on the issuance of municipal securities acting in the capacity of underwriter. This letter establishes this engagement.

The City of Hanover, Minnesota (the "City") seeks to engage Northland Securities to serve as underwriter for the issuance of General Obligation Bonds, Series 2016A (the "Issue"). The City desires Northland to provide all of the services needed to create and execute a plan to underwrite the Issue, including:

1. Advice regarding the structure, timing, terms, and other similar matters (including actions needed to authorize the issuance) of the Issue.
2. Preparation of rating strategies and presentations related to the Issue.
3. Assistance in the preparation of the preliminary and final official statements.
4. Assistance with the closing of the Issue, including negotiation and discussion with respect to all documents, certificates, and opinions needed for such closing.
5. Coordination with respect to obtaining CUSIP numbers and the registration of the Issue with the book-entry only system of the Depository Trust Company.
6. Preparation of post-sale reports for such municipal securities.

This engagement applies solely to the Issue. The engagement is nonbinding. The City is under no obligation to undertake the Issue. The Issuer may determine not to undertake a negotiated financing and to engage Northland in a role other than an underwriter.

In acting as underwriter, Northland has a duty under rules of the Municipal Securities Rulemaking Board (MSRB) to make certain disclosures to the City concerning its role, its

compensation, and actual or potential material conflicts of interest. In engaging Northland in this capacity, the Issuer should be aware of the following:

1. Acting as underwriter for the Issue, Northland will provide advice to the City with respect to the structure, timing, terms, and other similar matters concerning the Issue. The City is responsible for understanding and assessing the implications of the Issue.
2. Northland will purchase, or arrange for the placement of, the Issue in an arm's-length commercial transaction with the City. In this process, Northland is required to deal fairly at all times with both the City and investors. Northland has a duty to purchase the Issue from the City at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable.
3. Under federal securities laws Northland does not have a legal fiduciary duty to the City (unlike a municipal advisor) and is, therefore, not required by federal law to act in the best interests of the City without regard to its own financial or other interests. Northland has financial and other interests that differ from those of the Issuer.
4. Northland will coordinate the issuance process including closing and delivery of proceeds. Northland will review the official statement for the Issue in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.
5. Northland will disclose any potential or actual material conflicts related to this engagement.
6. Northland's compensation is based on the size of the Issue and is contingent on the closing of the Issue (see below). The MSRB has identified this means of compensation as presenting a conflict of interest, because it may cause Northland to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.

For serving as underwriter with respect to the Issue, Northland shall be paid an underwriter's discount based on a percentage of the total par amount of the Issue. A "not to exceed" percentage for underwriter's discount will be determined when the actual terms of the Issue have been set. The compensation due to Northland shall be deducted from proceeds at closing.

Northland agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Preparation of the bond transcript.

The City agrees to pay for all other expenses related to the processing of the Issue including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- City staff expenses.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the City under the terms of this engagement to undertake the Issue. If not issued, Northland agrees to pay its own expenses and receive no fee for any services it has rendered.

To engage Northland Securities as underwriter for the Issue as described in this letter, please sign and return this letter. In signing this letter, the City acknowledges and accepts the representations made in this letter. We look forward to working with you on this Issue. I would be happy to discuss this letter, our relationship with the City for the Issue, or other aspects of applicable federal securities regulations.

Sincerely,



Tammy Omdal
Senior Vice President

Engagement of Northland Securities as underwriter and receipt of related disclosures acknowledged by the City of Hanover, MN.

Date: _____

Name: _____

Title: _____

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....
RESOLUTION NO 12-01-15-84

**A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH
THE CITY OF HANOVER ON BEHALF OF ITS CITY ATTORNEY**

WHEREAS, the City of Hanover on behalf of its Prosecuting Attorney desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible; and

WHEREAS, the Joint Powers Agreement and the corresponding Court Data Services Amendment further provides the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Hanover on behalf of its Prosecuting Attorney, is hereby approved.
2. That the State of Minnesota Court Data Services Subscriber Amendment by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension, the City of Hanover on behalf of its Prosecuting Attorney, and by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office is hereby approved.
3. That Wright County Attorney Tom Kelly or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That the Mayor and the City Administrator are authorized to sign the State of Minnesota Joint Powers Agreement and the corresponding Court Data Services Amendment on behalf of the City of Hanover.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Hanover (Wright County) on behalf of its Prosecuting Attorney ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

1.1 Effective date: This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.

1.2 Expiration date: This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. Direct access occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. Indirect access occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. Computer-to-computer system interface occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://app.dps.mn.gov/cjdn>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency understands there is a cost for access to the criminal justice data communications network described in Minn. Stat. § 299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

Agency will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Agency will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Tom Kelly, County Attorney, 10 2nd Street NW, Room 400, Buffalo, MN 55313-1189, (763) 682-7340, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a

collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of Hanover (Wright County) on behalf of its Prosecuting Attorney (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 102353, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. “**Rules of Public Access**” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. Activation. Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. Rejection. Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. Requests for Termination of One or More Authorized Court Data Services. The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of

Subscriber's duties required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to

any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be

governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices

Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA

shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Name: _____
(PRINTED)

Signed: _____

Date: _____

SWIFT Contract No. _____

2. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

4. COMMISSIONER OF ADMINISTRATION

delegated to Materials Management Division

By: _____

Date: _____

5. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 1st day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-85

A RESOLUTION APPROVING ANNUAL STAFF REVIEWS

WHEREAS, the City Administrator has conducted annual performance reviews with City staff; and

WHEREAS, in accordance with the Personnel Policy and based on those reviews, the City Administrator is recommending merit pay increases to be effective January 1, 2016 as per the attached recommendation memo.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the merit increases per the attached recommendation memo effective January 1, 2016.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 1st day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: November 24, 2014
Re: Annual Staff Reviews

Annual Performance Evaluations were conducted for staff, excluding Liz Lindrud as she was employed by the City July of 2015. Per the hiring resolution for Lindrud, a six month review was conducted. Below are recommendations for salary increases based on the results of those reviews, in accordance with the Personnel Policy and salary ranges previously approved by the City Council. All approved merit increases will be effective January 1, 2016.

Brian Hagen – City Administrator/Clerk/Treasurer

The annual review was approved by Resolution Number 10-06-15-65. The salary increase is 3.5%. Current salary is \$65,000/annually. The new salary, effective January 1, 2016 is \$67,275/annually. The salary range for this position is \$62,108.80 - \$84,552.00/annually.

Scott Vogel – Public Works Supervisor

Recommended increase is 4.5%. Current salary is \$27.00/hour. The new proposed salary would be \$28.22/hour. The wage range for this position is \$22.38 - \$29.73/hour.

Jason Doboszinski – Public Works Maintenance Worker

Recommended increase is 5%. Current salary is \$21.94/hour. The new proposed salary would be \$23.04/hour. The wage range for this position is \$16.51 - \$24.52/hour.

Amy Biren – Administrative Assistant

Recommended increase is 4.5%. Current salary is \$19.35/hour. The new proposed salary would be \$20.22/hour. The wage range for this position is \$18.78 - \$24.69/hour.

Liz Lindrud – Accountant/Deputy Clerk

Recommended increase is 2%. Current salary is \$49,920/annually. The new proposed salary would be \$50,918.40/annually. The salary range for this position is \$41,600 - \$63,918.40/annually.

**City of Hanover
2016 Revenue Budget**

Account	Description	Category						2015 Actual		% of Budget	2016 Budget	% Change	Comments
			2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	7/31/15	2015 Budget				
Revenue Accounts													
100-31000	Property Taxes - City	TAXES	949,730	947,465	957,722	981,814	940,618	572,600	995,728		1,081,014.33		
100-31020	Property Taxes - Fire Dept	TAXES	93,603	94,892	96,217	95,882	99,864	47,812	95,624		112,838.38		
100-31800	Franchise Fees	TAXES	9,577	10,334	8,096	14,452	12,194	6,320	10,000		12,000.00		
		TOTAL TAXES	1,052,909	1,052,691	1,062,035	1,092,148	1,052,676	626,732	1,101,352	57%	1,205,852.71	9%	
100-32110	Alcoholic Beverages	LIC PERM	10,270	10,295	10,387	10,305	10,370	10,370	10,300		10,300.00		
100-32180	Other Bus. Lic. & Permits	LIC PERM	100	568	650	1,561	700	262	100		100.00		
100-32210	Building Permits	LIC PERM	39,857	47,327	77,849	190,003	154,881	75,970	120,000		100,000.00	decrease for dwindling empty lots	
100-32240	Animal Licenses	LIC PERM	175	230	240	340	120	120	100		100.00		
100-32260	Solid Waste Hauler Licenses	LIC PERM	1,200	1,600	400	3,000	1000	500	1,500		1,500.00		
100-32270	Rental Dwelling Licenses	LIC PERM	225	125	1,105	0	1050	0	300		150.00	two properties	
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	45	36	374	74	37	10	50		50.00		
		TOTAL LIC PERM	51,872	60,181	91,005	205,283	168,158	87,232	132,350	66%	112,200.00	-15%	
100-33400	State Grants and Aid	INTGOVT	0	0	0	0	2,915	0	38755		0.00		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,204	63,614	63,203	63,203	100,494	0	105,859		107,496.00	certified amount	
100-33410	MV Credit	INTGOVT	1,579	1,475	0	0	1,297	0	0		0.00		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	0	339		339.00		
100-33422	State Fire Aid	INTGOVT	21,786	24,422	24,521	34,204	36,371	2,000	24,000		36,000.00		
100-33426	State Police Aid	INTGOVT	4,681	4,668	4,542	5,057	5,265	0	4,600		5,500.00		
100-33610	County Grants/Aid for Roads	INTGOVT	0	0	0	0	14,488	0	1500		0.00		
		TOTAL INTGOVT	91,589	94,517	92,605	102,803	161,169	2,000	175,053	1%	149,335.00	-15%	
100-34000	Chargers for Service	SERVICE					16,643				0.00		
100-34101	City Hall Rentals	SERVICE	6,120	4,758	5,050	4,800	6,700	6,100	5,000		8,000.00		
100-34105	Sales of Maps & Publications	SERVICE	6	3	9	0	0	0	0		0.00		
100-34107	Assessment Searches	SERVICE	225	175	375	725	350	275	300		400.00		
100-34108	Administrative Fees	SERVICE	2,367	2,675	1,346	1,402	2,710	1,347	2,000		2,000.00		
100-34109	Copies/Faxes	SERVICE	61	60	104	76	82.5	7.25	80		50.00		
100-34207	Fire Protection	SERVICE	100,812	102,116	102,210	102,210	105,899	53,982	106,964		104,284.82	payments from Corcoran, Greenfield, Rockford Township	
100-34403	Recycling Rev/Reimb	SERVICE	6,034	5,246	3,494	8,264	26	2,131	6,000		6,000.00		
100-34780	Park Shelter Rental Fees	SERVICE	2,000	1,825	2,571	2,351	3,013	2,672	2,000		3,000.00		
100-34940	Cemetery Revenues	SERVICE	3,000	2,500	2,000	0	2,950	1,950	2,000		2,000.00		
		TOTAL SERVICE	120,624	119,356	117,159	119,827	138,374	68,464	124,344	55%	125,734.82	1%	
100-35100	Court Fines	FINES	4,385	4,298	861	1,420	315	1723	1,500		1,500.00		
		TOTAL FINES	4,385	4,298	861	1,420	315	1723	1,500	115%	1,500.00	0%	
100-36100	Special Assessments	MISC	5,908	400	0	951	53.98	7914.8	0		0.00		
100-36200	Misc Revenues	MISC	7,042	9,009	5,355	67,479	2,592	11,252	0		0.00		
100-36210	Interest Earnings	MISC	13,996	13,708	9,074	4,476	-528	4,407	1,000		1,000.00		
100-36215	Investment Income/Loss	MISC	0	0	0	0	7,518	3,125	7000		6,000.00		
100-36218	Grants	MISC	2,377	1,000	2,799	1,205			0		0.00		
100-36230	Contributions & Donations	MISC	2,450	5,500	5,096	2,742	2,075	4,345	0		0.00		
100-36235	Insurance Dividends	MISC	4,800	5,976	10,241	7,094	5123	0	6,000		6,000.00		
100-36250	Damage Deposits	MISC	6,350	5,700	6,934	6,291	7,441	7,400	7,000		8,000.00		
100-36291	Sale of Vehicles/Equipment	MISC	0	0	3,300	1,300	100	0	0		0.00		
100-39203	Transfers from Other Funds	MISC	0	0	0	0	0	0	0		0.00		
		TOTAL MISC	42,923	41,294	42,798	91,538	24,375	38,444	21,000	183%	21,000.00	0%	
		TOTAL REVENUE	1,364,303	1,372,337	1,406,462	1,613,019	1,545,068	824,595	1,555,599	53%	1,615,622.53	3.86%	

City of Hanover
2016 Expenditure Budget

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual 7/31/15	2015 Budget	% of Budget	2016 Budget	% Change	Dollar Change	Comments
Expenditure Accounts												
General Government												
100-41110-111	COUNCIL: COMMITTEE WAGES	11,680	12,786	12,176	9,359	5,026	10,500		12,000.00		1,500	
100-41110-122	COUNCIL: FICA	724	793	755	572	312	651		744.00		93	
100-41110-123	COUNCIL: MEDICARE	169	185	177	134	73	152		174.00		22	
100-41110-150	COUNCIL: WORKERS COMP PREM	44	44	48	50	74	75		0.00		(75)	
100-41110-208	COUNCIL: TRAINING & INSTRUCTION	992	1,109	398	0	315	450		450.00		0	
100-41110-306	COUNCIL: DUES & SUBSCRIPTIONS	1,520	2,552	670	2,912	6,292	7,000		7,000.00		0	
100-41110-331	COUNCIL: TRAVEL EXPENSES	1,080	801	158	160	61	1,000		1,000.00		0	
100-41110-437	COUNCIL: DISCRETIONARY MISC	3,486	3,396	3,586	5,701	2,056	5,000		12,500.00		7,500	Added \$7,500 for 125th Anniversary
Total Council		19,696	21,667	17,967	18,888	14,209	24,828	57%	33,868.00	36%	9,040	
100-41330-111	BRDS & COMM: COMMITTEE WAGES	3,300	2,850	2,280	2,820	0	5,500		4,000.00		(1,500)	
100-41330-150	BRDS & COMM: WORKERS COMP PREM					159	160		0.00		(160)	
100-41330-160	BRDS & COMM: LIAB INSUR PREMIUM	0	0	0	0	0	100		0.00		(100)	
100-41330-208	BRDS & COMM: TRAINING & INSTRUC	0	110	0	0	0	150		150.00		0	
100-41330-331	BRDS & COMM: TRAVEL EXPENSES	0	0	374	18	0	100		100.00		0	
100-41330-437	BRDS & COMM: OTHER MISC					21			0.00			
Total Brds & Comm		3,300	2,960	2,654	2,838	180	6,010	3%	4,250.00	-29%	(1,760)	
100-41400-101	CITY ADMIN: FULL-TIME WAGES	80,829	72,582	12,433	63,612	47,033	72,588		67,275.00		(5,313)	
100-41400-121	CITY ADMIN: PERA	5,856	4,377	0	4,553	3,807	5,400		5,045.63		(354)	
100-41400-122	CITY ADMIN: FICA	4,830	4,278	590	3,894	3,147	4,500		4,171.05		(329)	
100-41400-123	CITY ADMIN: MEDICARE	1,130	1,001	138	911	736	1,100		975.49		(125)	
100-41400-132	CITY ADMIN: EMPLOYER PAID HSA.				1,623	5,088	3,360		0.00		(3,360)	covered in health premiums
100-41400-134	CITY ADMIN: EMPLOYER PAID LIFE				1,073	325	360		384.00		24	additional to health insurance
100-41400-150	CITY ADMIN: WORKERS COMP PREM					330	350		0.00		(350)	
100-41400-151	CITY ADMIN: HEALTH INSUR PREM	9,135	6,238	0	5,676	3,725	3,600		8,400.00		4,800	reflects monthly allotment
100-41400-208	CITY ADMIN: TRAINING & INSTRUC	250	465	464	561	824	1,000		1,500.00		500	
100-41400-306	CITY ADMIN: DUES & SUBSCRIPTIONS				445	185	500		500.00		0	
100-41400-310	CITYADMIN: OTHER PROF SERVICES	0	27,467	44,317	292	0	0		0.00		0	
Total City Admin		102,030	116,408	57,941	82,640	65,200	92,758	70%	88,251.16	-5%	(4,506)	
100-41410-200	ELECT: OFFICE SUPPLIES	0	1,162	0	3,005	0	0		2,000.00		2,000	
100-41410-310	ELECT: OTHER PROF SVCS	0	3,660	0	5,317	0	0		5,000.00		5,000	
100-41410-351	ELECT: LEGAL NOTICES PUBLISHING	0	0	0	279	0	0		300.00		300	
100-41410-400	ELECT: REPAIRS & MAINT CONTR	751	0	762	0	0	1,000		1,000.00		0	
Total Elect		751	4,822	762	8,601	0	1,000	0%	8,300.00	730%	7,300	
100-41430-101	CLERICAL: FULL-TIME WAGES	37,550	39,200	43,120	80,994	35,547	54,043		42,059.16		(11,983)	
100-41430-103	CLERICAL: PART-TIME WAGES	1,005		0	13,031	0	0		0.00		0	
100-41430-121	CLERICAL: PERA	2,788	2,827	1,832	5,711	2,521	4,100		3,154.44		(946)	
100-41430-122	CLERICAL: FICA	2,384	2,417	2,544	5,607	2,657	3,400		2,607.67		(792)	
100-41430-123	CLERICAL: MEDICARE	558	565	595	1,311	622	800		609.86		(190)	
100-41430-132	CLERICAL: EMPLOYER PAID HSA.				1,870	1,510	2,580		0.00		(2,580)	covered in health premiums
100-41430-134	CLERICAL: EMPLOYER PAID LIFE				(3,996)	1,885	700		1,080.00		380	additional to health insurance
100-41430-142	CLERICAL: UNEMPLOYMENT BENEFIT				491	357	1,428		0.00		(1,428)	
100-41430-150	CLERICAL: WORKERS COMP PREM					207	250		0.00		(250)	
100-41430-151	CLERICAL: HEALTH INSUR PREM	8,984	8,946	17,319	10,443	5,402	5,412		8,400.00		2,988	reflects monthly allotment
100-41430-208	CLERICAL: TRAINING & INSTRUC								500.00		500	
100-41430-306	CLERICAL: DUES & SUBSCRIPTIONS								250.00		250	
Total Clerical		53,269	53,956	65,410	115,462	50,708	72,713	70%	58,661.12	-19%	(14,051)	
100-41435-208	STAFF EXP: TRAINING & INSTRUCTION	1,745	494	920	1,060	135	1,500		0.00		(1,500)	moved to department level
100-41435-260	STAFF EXP: UNIFORMS	0	80	0	224	0	300		300.00		0	
100-41435-306	STAFF EXP: DUES & SUBSCRIPTIONS	5,537	5,625	6,967	197	165	300		0.00		(300)	moved to department level
100-41435-310	STAFF EXP: OTHER PROF SVCS	0	9,845	5,763	578	355	1,000		1,000.00		0	
100-41435-331	STAFF EXP: TRAVEL EXPENSES	1,539	1,101	368	561	166	1,500		2,000.00		500	
Total Staff		8,821	17,144	14,017	2,620	821	4,600	18%	3,300.00	-28%	(1,300)	
100-41530-101	ACCNT: FULL-TIME WAGES	59,367	59,281	78,673	0	2,880	24,960		50,918.40		25,958	
100-41530-121	ACCNT: PERA	4,301	3,464	5,869	0	216	1,900		3,818.88		1,919	

100-41530-122	ACCNT: FICA	3,678	3,676	5,019	0	179	1,500	3,156.94	1,657		
100-41530-123	ACCNT: MEDICARE	860	860	1,174	0	42	400	738.32	338		
100-41530-134	ACCNT: LIFE					50		504.00	504	additional to health insurance	
100-41530-150	ACCNT: WORKERS COMP PREM				0	330	350	0.00	(350)		
100-41530-151	ACCNT: HEALTH INSUR PREM	8,481	6,021	9,149	0	0	2,000	10,800.00	8,800	reflects monthly allotment	
100-41530-208	ACCNT: TRAINING & INSTRUC							1,000.00	1,000		
100-41530-306	ACCNT: DUES & SUBSCRIPTIONS							500.00	500		
100-41530-310	ACCNT: OTHER PROF SVCS				0	33,250	38,500	3,000.00	(35,500)	audit prep. training	
	Total Acctnt	76,687	73,301	99,885	0	36,947	69,610	53%	74,436.54	7%	4,827
100-41540-301	AUDITING: AUDITING & ACCOUNTING	19,075	19,840	22,740	27,812	23,400	27,000	27,400.00	400	cost of audit (20,900) and audit prep. (6,500)	
	Total Auditing & Accounting	19,075	19,840	22,740	27,812	23,400	27,000	87%	27,400.00	1%	400
100-41550-310	ASSESSING: OTHER PROF SVCS	16,378	16,316	16,889	17,328	17,523	17,600	18,000.00	400		
	Total Assessing	16,378	16,316	16,889	17,328	17,523	17,600	100%	18,000.00	2%	400
100-41570-200	PURCH: OFFICE SUPPLIES	2,898	6,172	5,587	1,128	1,504	4,900	4,000.00	(900)		
100-41570-205	PURCH: BANK FEES	159	212	124	74	7	100	100.00	0		
100-41570-207	PURCH: COMPUTER SUPPLIES	1,425	1,268	4,472	4,284	3,444	2,500	3,500.00	1,000		
100-41570-220	PURCH: REPAIRS/MAINTENANCE	4,728	6,724	8,425	1,939	1,240	6,800	5,800.00	(1,000)		
100-41570-322	PURCH: POSTAGE	2,049	1,222	458	951	1,136	1,500	1,500.00	0		
100-41570-570	PURCH: OFFICE EQUIP/FURNISH	2,599	2,501	1,305	120	0	4,000	4,000.00	0		
	Total Purch	13,859	18,099	20,370	8,496	7,330	19,800	37%	18,900.00	-5%	(900)
100-41600-220	COMPUTER: REPAIR/MAINT SUPPLY				4,693	1,645	4,000	0.00	(4,000)		
100-41600-310	COMPUTER: OTHER PROF SVCS					0	0	4,000.00	4,000		
	Total Computer	0	0	0	4,693	1,645	4,000	41%	4,000.00	0%	0
100-41610-304	ATTORNEY: LEGAL FEES	21,767	13,799	19,286	20,536	5,404	21,152	21,786.56	635	increase of 3%	
	Total Attorney	21,767	13,799	19,286	20,536	5,404	21,152	26%	21,786.56	3%	635
100-41910-310	PLANNING & ZONING: OTH PROF SVCS	22,022	11,489	24,092	26,511	7,814	17,000	17,000.00	0		
	Total Planning & Zoning	22,022	11,489	24,092	26,511	7,814	17,000	46%	17,000.00	0%	0
100-41940-101	BLDG/GRDS: FULL-TIME WAGES	43,783	46,834	34,845	0	0	0	0.00	0		
100-41940-121	BLDG/GRDS: PERA	3,174	3,382	755	0	0	0	0.00	0		
100-41940-122	BLDG/GRDS: FICA	2,820	2,893	2,283	0	0	0	0.00	0		
100-41940-123	BLDG/GRDS: MEDICARE	659	677	534	0	0	0	0.00	0		
100-41940-150	BLDG/GRDS: WORKERS COMP	1,478	1,664	1,649	0	0	0	0.00	0		
100-41940-151	BLDG/GRDS: INSURANCE PREMIUM	8,447	8,420	7,924	0	0	0	0.00	0		
100-41940-210	BLDG/GRDS: OPERATING SUPPLIES	3,579	3,484	4,454	2,494	617	5,000	5,000.00	0	cleaning suplies, garbage bags, etc.	
100-41940-220	BLDG/GRDS: REPAIR/MAINT SUPPLY	7,109	4,943	10,195	(3,187)	3,157	10,000	10,000.00	0		
100-41940-306	BLDG/GRDS: DUES & SUBSCRIPTIONS				250	250	300	300.00	0	Liquor License	
100-41940-310	BLDG/GRDS: OTHER PROF SVCS	430	432	6,508	6,998	3,377	8,400	8,400.00	0	cleaning contract, pest control, etc	
100-41940-321	BLDG/GRDS: TELEPHONE	5,020	4,851	5,851	4,476	1,822	5,500	3,500.00	(2,000)		
100-41940-325	BLDG/GRDS: REAL ESTATE TAXES	6,988	6,723	6,439	258	220	7,000	250.00	(6,750)	sales and use tax	
100-41940-361	BLDG/GRDS: GENERAL LIABILITY INSUR							0.00	0		
100-41940-381	BLDG/GRDS: ELECTRIC UTILITY	6,196	6,964	10,328	8,927	3,453	9,000	9,000.00	0		
100-41940-383	BLDG/GRDS: GAS UTILITY	4,252	3,382	4,799	6,698	1,458	5,000	5,000.00	0		
100-41940-384	BLDG/GRDS: REFUSE/GARBAGE DISP	1,871	1,862	5,313	(502)	1,166	2,400	2,400.00	0		
100-41940-415	BLDG/GRDS: OTHER EQUIP RENTAL	0	499	0	0	121	500	500.00	0		
100-41940-520	BLDG/GRDS: BLDGS & STRUCTURES	0	0	637	5,591	2,784	5,000	5,000.00	0	storage lease	
100-41940-560	BLDG/GRDS: FURNITURE & FIXTURES	1,634	0	3,149	535	0	2,500	2,500.00	0		
100-41940-580	BLDG/GRDS: OTHER EQUIPMENT	0	160	352	308	1,263	1,000	1,000.00	0		
	Total Bldg	97,440	97,170	106,016	32,848	19,687	61,600	32%	52,850.00	-14%	(8,750)
100-41950-303	ENG: ENGINEERING FEE	13,193	14,114	22,511	19,613	5,337	25,000	25,000.00	0		
	Total Bldg	13,193	14,114	22,511	19,613	5,337	25,000	21%	25,000.00	0%	0
100-41960-142	INSUR: UNEMPLOYMENT BENEFIT				2,661	0	0	0.00	0		
100-41960-150	INSUR: WORKERS COMP PREM	1,893	1,730	2,086	845	29,738	250	9,317.50	9,068	entire City less Fire Department	
100-41960-152	INSUR: WORKERS COMP BENE	0	0	0	0	0	0	0.00	0		
100-41960-361	INSUR: GENERAL LIABILITY INS	23,061	22,340	21,946	24,476	9,154	25,200	24,740.10	(460)	entire City less Fire Department	
	Total Insur	24,954	24,070	24,032	27,982	38,892	25,450	153%	34,057.60	34%	8,608
100-41970-341	LEGAL PUB: EMPLOYMENT	0	636	231	235	435	500	250.00	(250)		
100-41970-343	LEGAL PUB: OTHER ADVERTISING	0	0	0	38	0	250	250.00	0		
100-41970-351	LEGAL PUB: LEGAL NOTICES	1,642	985	1,925	1,621	269	2,000	2,000.00	0		
100-41970-354	LEGAL PUB: RECORDING FEES	0	654	128	441	0	500	500.00	0		
	Total Legal Pub	1,642	2,274	2,284	2,336	705	3,250	22%	3,000.00	-8%	(250)
100-48205-810	DAMAGE DEPOSIT: REFUNDS/REIMB	5,200	6,205	7,720	7,554	5,900	5,000	9,000.00	4,000	this is a pass through account	

Total Damage Deposit	5,200	6,205	7,720	7,554	5,900	5,000	9,000.00	80%	4,000	
Total General Gov't	500,081.58	513,634.00	524,576.71	426,758.12	301,700	498,370	61%	502,060.98	1%	3,691

Public Safety

100-42101-310	HC SHERIFF: OTHER PROF SVCS	63,443	64,977	65,503	75,078	17,333	69,335	71,404.96		2,070	
	Total HC Sheriff	63,443	64,977	65,503	75,078	17,333	69,335	25%	71,404.96	3%	2,070
100-42102-310	WC SHERIFF: OTHER PROF SVCS	86,140	87,474	88,330	83,726	55,316	94,170	98,088.00		3,918	
	Total WC Sheriff	86,140	87,474	88,330	83,726	55,316	94,170	59%	98,088.00	4%	3,918
100-42210-103	FIRE ADMIN: PART-TIME WAGES	20,068	18,420	29,404	28,116	0	34,340	34,340.00		0	
100-42210-122	FIRE ADMIN: FICA	1,244	1,142	1,823	1,743	0	2,129	2,129.00		0	
100-42210-123	FIRE ADMIN: MEDICARE	291	267	426	408	0	515	515.00		0	
100-42210-142	FIRE ADMIN: UNEMPLOYMENT BENEFITS	0	0	0	0	22	0	0.00		0	
100-42210-150	FIRE ADMIN: WORKERS COMP	5,556	6,731	7,042	6,679	10,071	10,000	10,000.00		0	
100-42210-200	FIRE ADMIN: OFFICE SUPPLIES	301	0	359	167	0	200	200.00		0	
100-42210-305	FIREADMIN: MEDICAL/PHYSICAL FEE	1,917	363	3,975	1,260	430	4,000	4,000.00		0	
100-42210-306	FIRE ADMIN: DUES/SUBSCRIPTIONS	2,961	1,042	884	562	572	950	950.00		0	
100-42210-361	FIRE ADMIN: GENERAL LIABILITY INSURANCE	6,747	10,108	6,875	5,869	2,370	0	6,119.40		6,119	
100-42210-437	FIRE ADMIN: OTHER MISCELLANEOUS	0	0	0	1,172	89	10,000	0.00		(10,000)	
100-42210-700	FIRE ADMIN: TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0	0.00		0	
	Total Fire	39,086	38,073	50,788	45,975	13,554	62,134	22%	58,253.40	-6%	(3,881)
100-42220-221	FIRE EQUIP: EQUIPMENT PARTS	5,424	7,812	3,665	6,025	802	5,500	15,500.00		10,000	
100-42220-228	FIRE EQUIP: MEDICAL SUPPLIES	0	0	0	0	233	1,500	1,500.00		0	
100-42220-240	FIRE EQUIP: SMALL TOOLS/EQUIPMENT	765	581	718	132	0	850	850.00		0	
100-42220-260	FIRE EQUIP: UNIFORMS	11,315	7,551	8,599	780	5,801	4,500	4,500.00		0	
100-42220-580	FIRE EQUIP: OTHER EQUIPMENT	5,942	4,959	4,315	2,056	836	5,000	5,000.00		0	
	Total Fire Equip	23,446	20,903	17,296	8,993	7,672	17,350	44%	27,350.00	58%	10,000
100-42240-208	FIRE TRAINING: TRAINING/INSTRUCTION	5,400	3,558	3,401	7,517	7,814	7,500	7,500.00		0	
100-42240-310	FIRE TRAINING: OTHER PROF SVCS							3,000.00		0	
100-42240-331	FIRE TRAINING: TRAVEL EXPENSES	1,101	1,468	1,099	852	448	1,500	1,500.00		0	
	Total Fire TRG	6,501	5,025	4,500	8,369	8,262	9,000	92%	12,000.00	33%	3,000
100-42260-212	FIRE VEH: MOTOR FUELS	4,365	4,243	5,428	3,780	1,907	5,000	5,000.00		0	
100-42260-220	FIRE VEH: REPAIRS/MAINT SUPPLIES	3,071	4,985	7,438	14,342	3,632	9,000	9,000.00		0	
100-42260-240	FIRE VEH: SMALL TOOLS/EQUIPMENT	386	1,845	2,335	1,860	0	2,000	2,000.00		0	
100-42260-323	FIRE VEH: RADIO UNITS	2,025	2,250	1,107	2,661	5,035	7,465	7,465.00		0	
	Total Fire Veh	9,847	13,324	16,307	22,643	10,574	23,465	45%	23,465.00	0%	0
100-42280-215	FIRE BLDG: SHOP SUPPLIES	402	1,220	1,121	741	180	1,650	1,650.00		0	
100-42280-220	FIRE BLDG: REPAIRS/MAINT SUPPLIES	3,163	4,958	0	522	1,767	3,500	3,500.00		0	
100-42280-321	FIRE BLDG: TELEPHONE	490	458	1,002	430	200	800	800.00		0	
100-42280-325	FIRE BLDG: REAL ESTATE TAXES	172	165	138	0	0	175	175.00		0	
100-42280-381	FIRE BLDG: ELECTRIC UTILITIES	5,207	4,450	4,696	3,722	1,537	5,000	5,000.00		0	
100-42280-383	FIRE BLDG: GAS UTILITIES	2,298	1,483	2,569	3,673	3,516	2,600	3,000.00		400	
	Total Fire Bldg	11,732	12,733	9,526	9,088	7,200	13,725	52%	14,125.00	3%	400
100-42290-124	FRA: STATE AID PENSIONS	27,922	27,621	41,704	37,871	2,000	29,500	36,000.00		6,500	
100-42290-125	FRA: OTHER RETIREMENT CONTRIBUTIONS							11,133.58		11,134	
100-42290-301	FRA: AUDITING & ACCTG FEES	4,475	0	10,683	5,800	6,500	6,000	6,500.00		500	
	Total FRA	32,397	27,621	52,387	43,671	8,500	35,500	24%	53,633.58	51%	18,134
100-42401-310	BLDG INSP: OTHER PROF SVCS	17,719	17,271	72,360	32,860	25,873	50,000	35,000.00		(15,000)	
	Total Bldg Insp	17,719	17,271	72,360	32,860	25,873	50,000	52%	35,000.00	-30%	(15,000)
100-42700-310	ANIMAL CTRL: OTHER PROF SVCS	688	0	189	180	50	500	500.00		0	
	Total Animal Ctrl	688	0	189	180	50	500	10%	500.00	0%	0
100-42800-310	CEMETERY: CONTRACTED SERVICES	0	0	0	0	0	150	2,500.00		2,350	
	Total Cemetery	0	0	0	0	0	150	0%	2,500.00	1567%	2,350
	Total Public Safety	290,998	287,401	377,186	330,583	154,334	375,329	41%	396,319.94	6%	20,991

projected increase of approx 5%

added amount subtracted from other misc.

Allina Medical Direction Contract

pass through fund

31% of prior year's state aid paid by City

billed hourly, this is estimated amount

Contract to organize cemetery records

Public Works

100-43000-101	PW: FULL-TIME WAGES - REG	43,250	45,643	61,257	74,389	53,994	98,000	106,604.16		8,604
100-43000-102	PW: FULL-TIME WAGES - OT				1,340	296	0	1,000.00		1,000
100-43000-103	PW: PART-TIME WAGES	2,551	8,615	4,010	14,370	3,155	5,500	14,000.00		8,500
100-43000-121	PW: PERA	3,133	3,498	3,462	5,168	4,500	7,400	7,995.31		595
100-43000-122	PW: FICA	2,679	3,274	3,846	5,688	3,915	6,400	6,609.46		209
100-43000-123	PW: MEDICARE	945	765	899	1,274	916	1,500	1,545.76		46

6 month summer help and snow plow drivers

100-43000-132	PW: EMPLOYER PAID HSA			1,710	1,539	2,717		0.00		(2,717)	covered in health premiums
100-43000-134	PW: EMPLOYER PAID LIFE			1,107	1,592	1,532		1,584.00		52	
100-43000-142	PW: UNEMPLOYMENT BENE	0	0	0	369	238		500.00		200	
100-43000-150	PW: WORKERS COMP PREM	3,316	3,084	2,985	5,969	10,673		7,500		(7,500)	
100-43000-151	PW: HEALTH INS PREM	5,615	5,378	5,537	10,892	9,131		14,664		4,536	
100-43000-152	PW: WORKERS COMP BENE	0	0	0	0	0		0.00		0	
100-43000-208	PW: TRAINING & INSTRUCTION	95	1,140	0	225	950		1,500		0	
100-43000-212	PW: MOTOR FUELS	8,257	9,113	10,110	8,790			7,000.00		7,000	plow, loader, bobcat, pickups
100-43000-215	PW: SHOP SUPPLIES	1,980	929	4,608	3,569			2,500.00		2,500	
100-43000-220	PW: REPAIR/MAINT SUPPLY (GENERAL)	4,347	5,806	7,116	8,726			6,000.00		6,000	
100-43000-226	PW: SIGN REPAIR MATERIALS							1,500.00		1,500	consolidated all street sign resources here
100-43000-240	PW: SMALL TOOLS/EQUIP	1,374	2,022	1,986	4,432			5,000.00		5,000	
100-43000-260	PW: UNIFORMS	552	830	907	1,974			2,000.00		2,000	
100-43000-310	PW: OTHER PROFESSIONAL SERVICES	5,000	7,775	6,708	5,174			15,000.00		15,000	Compost (5,000) sweepings (3X @ 3,000 ea.)
100-43000-321	PW: TELEPHONE				555	930		2,000.00		0	
100-43000-325	PW: TAXES	0	0	0	119			200.00		200	
	Total Public Works	83,094	97,872	113,432	155,840	91,829	149,014	62%	201,738.69	35%	52,725
100-43100-212	HWYS & ROADS: MOTOR FUELS					3,796	10,000			(10,000)	moved to 43000 fund number
100-43100-215	HWYS & ROADS: SHOP SUPPLIES					607	5,000			(5,000)	moved to 43000 fund number
100-43100-220	HWYS & ROADS: REPAIR/MAINT SUPPLY					2,702	6,000			(6,000)	moved to 43000 fund number
100-43100-240	HWYS & ROADS: SMALL TOOLS/EQUIP					638	2,500			(2,500)	moved to 43000 fund number
100-43100-260	HWYS & ROADS: UNIFORMS					180	2,000			(2,000)	moved to 43000 fund number
100-43100-310	HWYS & ROADS: OTHER PROF SVCS					2,143	3,000			(3,000)	moved to 43000 fund number
100-43100-325	HWYS & ROADS: TAXES					39	200			(200)	moved to 43000 fund number
	Total Public Works	0	0	0	0	10,105	28,700	35%	0.00	-100%	(28,700)
100-43121-224	PAVED STRS: STREET MAINT MTLs	283	811	5,636	13,661	71,059	71,000		50,000.00	(21,000)	approx. 25,000 for annual crack fill
100-43121-226	PAVED STRS: SIGN REPAIR MTLs	6,136	6,643	589	963	3,930	7,000		0.00	(7,000)	
	Total Paved Streets	6,419	7,454	6,225	14,625	74,989	78,000	96%	50,000.00	-36%	(28,000)
100-43122-224	UNPAVED STRS: STREET MAINT MTLs	2,909	2,655	2,240	7,094	3,679	12,500		10,000.00	(2,500)	
100-43122-226	UNPAVED STR: SIGN REPAIR MTLs	10,175	2,312	4,160	0	0	500		0.00	(500)	
	Total Unpaved Streets	13,083	4,967	6,400	7,094	3,679	13,000	28%	10,000.00	-23%	(3,000)
100-43125-224	SNOW/ICE: STREET MAINT MTLs	12,786	2,246	600	11,926	16,000	15,000		15,000.00	0	
	Total Snow/Ice	12,786	2,246	600	11,926	16,000	15,000	107%	15,000.00	0%	0
100-43160-381	STR LTG: ELECTRICITY	29,063	26,483	27,036	25,125	12,719	27,000		27,000.00	0	
	Total Street Lights	29,063	26,483	27,036	25,125	12,719	27,000	47%	27,000.00	0%	0
100-43240-384	CITY CLEAN UP: REFUSE	0	487	828	887	1,784	2,000		2,000.00	0	
	Total City Clean Up	0	487	828	887	1,784	2,000	89%	2,000.00	0%	0
100-43245-384	RECYCLING: REFUSE DISPOSAL	14,540	18,637	25,354	33,931	17,664	35,000		35,000.00	0	
	Total Recycling	14,540	18,637	25,354	33,931	17,664	35,000	50%	35,000.00	0%	0
100-43260-310	WEED CTRL: OTHER PROF SVCS	374	1,087	818	0	0	0		0.00	0	
	Total Weed Control	374	1,087	818	0	0	0	#DIV/0!	0.00	#DIV/0!	0
	Total Public Works	159,359	159,233	180,693	249,428	228,768	347,714	66%	340,738.69	-2%	(6,975)
Culture & Recreation											
100-45186-437	SENIOR CENTER CONTRIBUTION	1,250	625	1,250	7,654	1,457	7,250		8,000.00	750	
	Total Senior Center Contribution	1,250	625	1,250	7,654	1,457	7,250	20%	8,000.00	10%	750
100-45200-208	PARKS: MOWING SERVICES CONTRACT	5,266	0	0	0	0	0		0.00	0	
100-45200-212	PARKS: MOTOR FUELS				1,958	82			3,000.00	3,000	lawn mowers
100-45200-220	PARKS: REPAIRS/MAINT SUPPLIES	2,031	6,508	3,801	4,477	2,967	5,000		5,000.00	0	mower repairs, park maintenance equipment
100-45200-225	PARKS: LANDSCAPING MATLS	1,572	2,352	4,055	1,788	1,793	3,300		6,500.00	3,200	playground rock, seed, soil, fertilizer, etc.
100-45200-310	PARKS: OTHER PROF SVCS								6,800.00		FYCC Costs
100-45200-381	PARKS: ELECTRIC UTILITIES	817	825	2,729	1,932	972	1,100		2,000.00	900	
100-45200-400	PARKS: MAINTENANCE CONTRACT	3,579	2,704	4,489	4,469	622	6,000		1,000.00	(5,000)	
100-45200-440	PARKS: PROGRAMS	2,676	2,957	5,171	4,992	8,589	9,000		1,000.00	(8,000)	other events
100-45200-441	PARKS: COMMUNITY GARDEN	4,516	3,467	2,772	283	179	1,000		0.00	(1,000)	
100-45200-580	PARKS: OTHER EQUIPMENT	6,696	2,484	1,182	2,711	4,216	7,000		7,000.00	0	porta toilets
	Total Parks	27,153	21,298	24,199	22,610	19,421	32,400	60%	32,300.00	0%	(100)
100-45500-437	ROY SIMMS LIBRARY: CONTRIB	7,000	7,000	7,000	7,000	1,750	7,000		7,000.00	0	
???	ROY SIMMS LIBRARY: OPERATION								3,500.00		
	Total Roy Simms Library	7,000	7,000	7,000	7,000	1,750	7,000	25%	7,000.00	0%	0
	Total Culture & Rec	35,403	28,923	32,449	37,264	22,628	46,650	49%	47,300.00	1%	650

Transfers Out

100-49360-700	TRANSFER OUT: GENERAL CAPITAL	336,140	145,203	221,307	100,000	0	0			0	
100-49360-700	TRANSFER OUT: PARKS CAPITAL	0	0	0	0	0	0			0	
100-49360-700	TRANSFER OUT: FIRE DEPT CAPITAL	4,694	0	0	20,000	0	24,000	30,000.00		6,000	
100-49360-700	TRANSFER OUT: HISTORICAL FUND	10,000	10,000	10,000	10,000	0	0			0	
100-49360-700	TRANSFER OUT: CITY HALL FUND	30,000	100,000	30,000	30,000	0	0			0	
100-49360-700	TRANSFER OUT: EQUIPMENT FUND	32,500	20,000	32,500	32,500	0	55,000	65,000.00		10,000	
100-49360-700	TRANSFER OUT: STREET CAPITAL	53,000	100,000	275,000	100,000	0	190,000	215,000.00		25,000	
Total Transfers Out		466,334	375,203	568,807	292,500	0	269,000	0%	310,000.00	15%	41,000

Transit

100-49800-310	TRANSIT: OTHER PROFESSIONAL SERVICES				1,107	0	0	1,000.00		1,000	
Total Transit					1,107	0	0	#DIV/0!	1,000.00	#DIV/0!	1,000
Total Fund Expend.		1,452,175	1,364,394	1,683,711	1,337,640	707,430	1,537,063	46%	1,597,419.61	3.93%	60,356
Total Revenue Over Expenditures		(79,838)	42,068	(70,692)	207,428	117,165	18,536		18,202.92		

**City of Hanover
Fire Department Cost for Services Calculation**

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

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

2016 Budget:

253,123.20 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
 (36,000.00) State FRA Pension Contribution
 (10,000.00) Hanover's assumption of St. Michael's share
\$207,123.20 Amount to be allocated

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

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	26.86%	27,813.66	21.09%	21,843.80	49,657.46
City of Greenfield	17.27%	17,885.45	10.47%	10,843.32	28,728.77
City of Hanover	43.31%	44,850.17	55.99%	57,988.21	102,838.38
Rockford Township	12.56%	13,012.32	12.44%	12,886.27	25,898.59
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	100.00%	103,561.60	100.00%	103,561.60	207,123.20
		103,561.60		103,561.60	

***2015 Payment Per City:**

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

2016 Payment Per City:

City of Corcoran	\$49,657.46	
City of Greenfield	\$28,728.77	
City of Hanover	\$112,838.38	(Includes \$10,000)
Rockford Township	\$25,898.59	
	<hr/>	
	\$217,123.20	

*2015 contract costs based solely on market values

**City of Hanover
Capital Improvement Plan By Year**

<u>Fund</u>	<u>Est. Balance</u>	<u>Project</u>	<u>Estimated Cost</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
City Hall	55,000	Public Works Facility	1,250,000	1,250,000				
City Hall		City Hall Remodel of Old Public Works	???	???				
			1,250,000	1,250,000	0	0	0	0
Equipment	107,000	Skid Loader/Bobcat S630 (2015)	30,000	2,500	2,500	2,500	2,500	2,500
Equipment		Lawnmower - zero-turn (2005)	15,000			15,000		
Equipment		Plow Truck (2007 Freightliner)	225,000		225,000			
Equipment		1-ton truck chassis replace/box refurb (2003)	35,000			35,000		
Equipment		Mini-Excuvater	35,000					
Equipment		Lawnmower - winged (2008)	50,000					
			390,000	2,500	227,500	52,500	2,500	2,500
Street	695,000	Hanover Hills Phase I	317,000	317,000				
Street		Hanover Hills Phase II	510,000	510,000				
Street		Pheasant Run	418,000			418,000		
Street		River Road Overlay (8th St - 15th St)	276,000				276,000	
Street		Whitetail Overlay	201,000				201,000	
Street		Prairie Ln Overlay	232,000					232,000
Street		Schendel's Field Overlay	182,000					182,000
Street		Ladyslipper/10th St Overlay	124,000					124,000
Street		8th Street Extension	1,750,000					
			4,010,000	827,000	0	418,000	477,000	538,000
Historical	40,000	Historic Bridge		Finish in 2016				
			0	0	0	0	0	0
Parks	234,000	Sidewalk - Bridges to Cty Rd 19 Vehicle Bridge	100,000	100,000				
Parks		Bandshell						
			100,000	100,000	0	0	0	0
Fire Dept	164,000	Long List						
			0	0	0	0	0	0
General	775,000	None current						
			0	0	0	0	0	0
			2,070,000	5,895,000	4,359,000	455,000	941,000	959,000
								1,081,000

**City of Hanover
Debt Services**

2008A GO CIP Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
311-31000	PROPERTY TAXES-CITY	74,585	80,380	79,197	79,457	40,934	39,769	38,603.25	
311-33410	MV CREDIT	111	112	0	0		0		
311-36210	INTEREST EARNINGS	1,197	1,121	1,340	504	50	100	100.00	
311-36215	INVESTMENT INCOME/LOSS	0	0	0	0	413	400	400.00	
311-39100	BOND PROCEEDS	0	0	0	0		0		
311-39200	TRANSFERS IN	0	0	0	0		0		
Total Revenue		75,892	81,613	80,537	79,962	41,397	40,269	39,103.25	-3%
<u>Expenditure Accounts</u>									
311-47000-601	DS: PRINCIPAL	60,000	65,000	70,000	70,000	70,000	30,000	30,000.00	
311-47000-611	DS: INTEREST	18,920	17,260	15,370	13,270	11,030	8,985	8,430.00	
311-47000-620	DS: FISCAL AGENT FEES	425	425	425	495	495	550	495.00	
Total Expenditures		79,345	82,685	85,795	83,765	81,525	39,535	38,925.00	-2%
Total Revenue Over Expenditures		(3,453)	(1,072)	(5,258)	(3,803)	(40,128)	734	178.25	-76%

**City of Hanover
Debt Services**

2009A GO Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
312-31000	PROPERTY TAXES-CITY	21,420	15,400	15,000	19,765	19,929	18,291	22,982.25	
312-33410	MV CREDIT	32	21	0	0		0	0.00	
312-36100	SPECIAL ASSESSMENTS	9,216	10,517	8,236	7,919	10,205	6,900	6,017.23	
312-36210	INTEREST EARNINGS	154	419	235	189	29	50	50.00	
312-36215	INVESTMENT INCOME/LOSS	0	0	0	0	229	300	300.00	
312-39100	BOND PROCEEDS	11,835	0	0	0		0	0.00	
312-39200	TRANSFERS IN	0	0	0	0		0	0.00	
Total Revenue		42,657	26,357	23,471	27,873	30,392	25,541	29,349.48	15%
<u>Expenditure Accounts</u>									
312-47000-601	DS: PRINCIPAL	0	15,000	17,000	21,000	21,000	19,000	19,000.00	
312-47000-611	DS: INTEREST	5,738	7,556	7,108	6,576	5,988	5,134	4,868.00	
312-47000-620	DS: FISCAL AGENT FEES	425	425	0	425	425	500	425.00	
Total Expenditures		6,163	22,981	24,108	28,001	27,413	24,634	24,293.00	-1%
Total Revenue Over Expenditures		36,494	3,376	(637)	(128)	2,979	907	5,056.48	457%

**City of Hanover
Debt Services**

2010 GO CIP Equipment Certificates Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
313-31000	PROPERTY TAXES-CITY	0	74,516	75,000	74,940	62,653	49,297	30,133.57	
313-33410	MV CREDIT	0	106	0	0		0	0.00	
313-36210	INTEREST EARNINGS	-1	-480	100	-245	-29	0	0.00	
313-36215	INVESTMENT INCOME/LOSS	0	0	0	0	-349.04	0	0.00	
313-39100	BOND PROCEEDS	350,920	0	0	0		0	0.00	
313-39200	TRANSFERS IN	0	0	0	0	5000	0	0.00	
Revenue Accounts		350,919	74,141	75,100	74,696	67,275	49,297	30,133.57	-39%
<u>Expenditure Accounts</u>									
313-47000-601	DS: PRINCIPAL	342,547	58,487	62,619	64,855	67,145	44,642	32,804.85	
313-47000-611	DS: INTEREST	2,229	13,853	9,722	7,486	5,196	2,272	1,500.37	
313-47000-620	DS: FISCAL AGENT FEES	6,216	0	0	0	0	0		
Total Expenditures		350,992	72,340	72,341	72,341	72,341	46,914	34,305.22	-27%
Total Revenue Over Expenditures		(73)	1,801	2,759	2,355	(5,066)	2,383	(4,171.65)	-275%

**City of Hanover
Debt Services**

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	%
<u>Revenue Accounts</u>									
314-31000	PROPERTY TAXES-CITY	0	74,516	75,000	34,403	74,174	110,245	125,400.22	
314-33410	MV CREDIT	0	106	0	0		0	0.00	
314-36100	SPECIAL ASSESSMENTS	0	0	0	79,169	93,196	61,100	57,160.87	
314-36210	INTEREST EARNINGS	-1	-480	100	2,756	417.14	300	300.00	
314-36215	INVESTMENT INCOME/LOSS					4,553	4,000	4,000.00	
314-39100	BOND PROCEEDS	350,920	0	0	0		0	0.00	
314-39200	TRANSFERS IN	0	0	0	0		0	0.00	
Revenue Accounts		350,919	74,141	75,100	116,328	172,341	175,645	186,861.09	6%
<u>Expenditure Accounts</u>									
314-47000-601	DS: PRINCIPAL	342,547	58,487	62,619	80,000	125,000	125,000	140,000.00	
314-47000-611	DS: INTEREST	2,229	13,853	9,722	27,375	25,775	22,025	20,775.00	
314-47000-620	DS: FISCAL AGENT FEES	6,216	0	0	425	495	500	495.00	
	BALANCING (Fund 309 residuals)						32,144	0.00	
Total Expenditures		350,992	72,340	72,341	107,800	151,270	179,669	161,270.00	-10%
Total Revenue Over Expenditures		(73)	1,801	2,759	8,528	21,071	(4,024)	25,591.09	-736%

**City of Hanover
Debt Services**

Minnesota PFA Loan

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Expenditure Accounts</u>									
602-47000-601	PRINCIPAL						93,000	95,000.00	
602-47000-611	INTEREST						13,351	11,221.00	
Total Expenditures							106,351	106,221.00	0%

Total Debt Services Tax Revenue	217,602	217,119.29	0%
Total Debt Services Revenues	290,752	285,447.39	-2%
Total Debt Services Expenditures	397,103	365,014.22	-8%

City of Hanover

Bond Register/Debt Levy Supplement

Bond Issues	Original Principal	Date Issued	Paid by Levy Dollars (Y/N)	Debt Levy per Issued Bond for Pay 2016	Reductions to Levied Amount	Certified Debt Levy 2016
GO Wastewater Treatment Note - Mn PFA	\$1,909,275	1999	N	\$0.00	\$0.00	\$0.00
GO Improvement Plan Refunding	\$660,000	2008	Y	\$38,603.25	\$0.00	\$38,603.25
GO Improvement Refunding	\$231,000	2009	Y	\$22,982.25	\$0.00	\$22,982.25
GO Equipment Certificates of Indebtedness	\$350,920	2010	Y	\$30,133.57	\$0.00	\$30,133.57
GO Improvement Crossover Refunding	\$1,225,000	2011	Y	\$125,400.22	\$0.00	\$125,400.22
Total	\$2,466,920			\$217,119.29	\$0.00	\$217,119.29

* Reductions include assessments still being received under the 2006A bond, which was paid off through this refunding bond. Those assessments are being applied here.

I hereby certify that the above schedule of bond levies to be spread on payable 2016 tax rolls agrees with your records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Dated this _____ day of _____, 2016.

Brian Hagen, City Administrator

Final Levy Certification

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

Return by: December 28, 2015
City Taxes Voted

To the Auditor of Wright County: I hereby certify that the Council for the City of Hanover, County of Wright, Minnesota, did at a meeting on _____ levy the following amount to be raised by taxation for the City of Hanover for the payable year 2016.

2016 Preliminary

2016 Final

2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Tax Levy	# Fund	2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Certified Levy
1,360,658	107,496	171,889	1,081,273	5 Rev	1,362,758.00	107,496.00	174,247.67	1,081,014.33
246,102		133,522	112,580	7 Fire Prot.	253,123.20		140,284.82	112,838.38
258,793		41,674	217,119	19 Debt Services	258,793.22		41,673.93	217,119.29
1,865,553	107,496	347,085	1,410,972	Total	1,874,674.42	107,496.00	356,206.42	1,410,972.00

Market Value Based Referendum Levy \$ _____

* Do not include any Disparity Reduction Aid or Fiscal Disparity taxes.

Dated this _____ day of _____, 2015. _____
Brian Hagen, City Administrator

	2009	2010	2011	2012	2013	2014	2015	2016
Capacity	3,282,608	3,076,226	2,808,041	2,547,684	2,367,113	2,385,758	2,644,071	2,850,350
Levy	1,277,851	1,277,851	1,270,270	1,268,303	1,268,286	1,268,280	1,308,954	1,410,972
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%

