

**AGENDA
HANOVER CITY COUNCIL
DECEMBER 5, 2017**

**MAYOR
CHRIS KAUFFMAN**

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

1. Call to Order/Pledge of Allegiance: 7:00 p.m.
2. Approval of Agenda
3. Consent Agenda Items:
 - a. Approve Minutes of November 21, 2017 City Council Meeting (4)
 - b. Approve Claims as Presented: (7)

➤ Claims	\$ 55,069.81
➤ Payroll	\$ 8,410.25
➤ P/R taxes & Exp	\$ 3,291.12
➤ Other Claims	<u>\$ 2,269.03</u>
➤ Total Claims	<u>\$ 69,040.21</u>
 - c. Res No 12-05-17-117 – Approving Purchase of Jib Crane (29)
 - d. Res No 12-05-17-118 – Appointing Ryan Melchior to the Hanover Fire Department (33)
 - e. Res No 12-05-17-119 – Approving Purchase of Fire Department Turnout Gear (34)
4. Citizen’s Forum:
5. Public Hearings
 - a. Truth in Taxation
6. Unfinished Business
 - a. 2018 Final Budget Draft 2 (35)
7. New Business
 - a. Res No 12-05-17-120 – Accepting Annual Mahler Mining Report (49)
 - b. Res No 12-05-17-121 – Approving 2017 Staff Reviews (51)
 - c. Res No 12-05-17-122 – Approving Audit Preparation/Training Proposal (53)
8. Reports
9. Adjournment

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: December 1, 2017
Re: Review of December 5, 2017 City Council Agenda

1. Call to Order/Pledge of Allegiance: 7:00 p.m.

2. Approval of Agenda

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

a. Approve Minutes of November 21, 2017 City Council Meeting (4)

b. Approve Claims as Presented: (7)

➤ Claims	\$ 55,069.81
➤ Payroll	\$ 8,410.25
➤ P/R taxes & Exp	\$ 3,291.12
➤ Other Claims	\$ <u>2,269.03</u>
➤ Total Claims	\$ <u>69,040.21</u>

c. Res No 12-05-17-117 – Approving Purchase of Jib Crane (29)

d. Res No 12-05-17-118 – Appointing Ryan Melchior to the Hanover Fire Department (33)

e. Res No 12-05-17-119 – Approving Purchase of Fire Department Turnout Gear (34)

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 public hearing will be held to give a review of the budget and levy approval process, as well as to identify what the tax dollars are being allocated to. Any public comment regarding the 2018 tax levy would then be collected and taken into consideration.

6. Unfinished Business

a. 2018 Final Budget Draft 2 (35)

Enclosed is the second draft of the 2018 final budget. All items have been reviewed and final adjustments have been made. Once the Hanover EDA approves their budget at the December 14th meeting, I will bring the budget and levy back for final adoption at the December 19th Council Meeting.

7. New Business

a. Res No 12-05-17-120 – Accepting Annual Mahler Mining Report (49)

Enclosed is a resolution accepting the annual mining report submitted by Mahler Enterprises, LLC.

b. Res No 12-05-17-121 – Approving 2017 Staff Reviews (51)

Enclosed is a resolution approving the 2017 annual staff reviews and the merit increases per the personnel policy.

c. Res No 12-05-17-122 – Approving Audit Preparation/Training Proposal (53)

Enclosed is a proposal for AEM to provide training and audit preparation services. This is the same proposal as provided last year. The city spent approximately \$3,000 on this service in the past.

8. Reports

9. Adjournment

**CITY OF HANOVER
CITY COUNCIL WORK SESSION
NOVEMBER 21, 2017 – DRAFT MINUTES**

Call to Order

Mayor Kauffman called the Regular City Council Work Session Meeting of Tuesday, November 21, 2017, to order at 6:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, City Engineer Justin Messner, and Public Works Supervisor Jason Doboszenski. Guest present was Doug Voerding of the Wright County Journal Press.

Approval of Agenda

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

Consent Agenda

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

Motion carried unanimously.

- a. **Approve Minutes of November 8, 2017 City Council Meeting**
- b. **Approve Minutes of November 17, 2017 Emergency City Council Meeting**
- c. **Approve Claims as Presented:**
 - **Claims** **\$ 31,261.43**
 - **Payroll** **\$ 8,591.66**
 - **P/R taxes & Exp** **\$ 3,365.07**
 - **Other Claims** **\$ 2,383.27**
 - **Total Claims** **\$ 45,601.43**

Motion carried unanimously.

Hanover Cemetery Head Stone Adjustment

Hagen explained that there was an error in marking a cemetery plot. Unfortunately a person was buried in the wrong location. The plot did not have a headstone on it at the time, but was owned by someone else. The person who owned the plot also owns an adjacent plot. The plot owner has requested two adjacent cemetery plots, and has requested his headstone that currently sits on an empty plot be moved professionally to the new plots with the City paying for the costs.

Hagen stated Public Works is capable of moving the headstone without hiring it out, but brought the plot owners request to Council. Council consensus was to hire a company and pay for up to \$500 of the moving cost.

MOTION by Warpula to approve up to \$500 to move head stone, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-21-17-115 – Approving 2018 Pavement Improvement Engineering Services

Messner identified three areas of Hanover that needs pavement maintenance. The three areas include Pheasant Run development, a portion of River Rd NE, and 10th St. NE/Laddyslipper Ln NE. Engineers estimate of the three projects is \$1.04 million including engineering fees.

Warpula inquired what two areas were in most need given the City may not have cash funds available for all areas. Messner felt Pheasant Run and River Rd NE would be in most need of maintenance. Messner stated the City could prepare plans and specifications for all areas and send the project out for bid identifying all three areas, but only award contracts based on available funds. Consensus was to proceed with that plan.

MOTION by Hallstein to approve Res No 11-21-17-115, seconded by Hammerseng. **Motion carried unanimously.**

Res No 11-21-17-116 – Approving WCAT Joint Powers Agreement

Hagen stated this joint powers agreement would allow Wright County to become a member of WCAT. WCAT responsibilities would then transfer in full to the Wright County Board over the next coming years. The Wright County cities that currently form WCAT joint powers would then relinquish their involvement.

MOTION by Hammerseng to approve Res No 11-21-17-116, seconded by Hallstein. **Motion carried unanimously.**

Public Works Facility: Jib Crane, Fuel Barrel, Overhead Shelving

Hagen explained that a crane system, fuel barrels, or overhead shelving was not identified in the original project scope. Hagen previously informed Council of his decision to use contingency dollars in order to have a footing installed for the crane system. This decision was made in order to prevent the need to cut open a newly poured concrete floor in order to install the footing at a later date. The footing cost was approximately \$7,500 and the crane would be an additional \$20,000. Hagen would provide a specific quote for approval at the next meeting.

The fuel barrel system was always desired, however, Kinghorn Construction did not include any of the budget categories as they assumed the barrels and management system could be obtained for free from a fuel vendor. This is not the case as staff has held conversations with vendors. Because the City is not a large user of fuel, vendors would only be willing to supply tanks. The fuel management or card reader system would need to be purchased. The card reader would be approximately \$5,600.

The last item that would make the new facility functional would be some overhead shelving system to allow equipment to be parked under the shelf. This could likely be built in house and attached to the building frame and walls.

Hagen noted that the cost of these three items may still fall within the contingency budget line, but there are other items that have had to come from the contingency dollars as well. Council felt the shelving could be completed at any time and did not necessarily have to happen prior to moving into the building. Council did feel the crane and fuel barrels were important enough to be installed immediately.

Ordinance – 2018 Fee Schedule

Hagen reviewed the fee schedule draft 1 for 2018. Changes included the 45 increase to utility rates as well as two other minor changes. One change was identifying a case by case determination for non-residential escrows related to landscaping, erosion control, and infrastructure. The other would be to add a fee related to the Administrative Site Plan Amendment.

Council did note that the organizations that receive the hall rental at no charge should be leaving the area as they found it. They suggested reminding these users of the expectation.

Ordinance Amendment – Review of Chapters 1-9

Hagen outlined the memo included with the packet. He addressed several minor ordinance amendments that would ensure the ordinance matches city policies. He also asked questions related to amending ordinances in order to update Hanover's regulations with today's expectations of residents.

Hagen would bring the final version for review and approval at a later date.

Hennepin County Law Enforcement Coverage Proposal

Hagen explained a proposal from Greenfield Councilor Mike Erickson which would have Hennepin County pool the coverage hours of Greenfield and Hanover into one time slot. It would then provide a roving patrol of the two entities to allow for more policing coverage in the western part of Hennepin County. Hanover Council supported this proposal and a letter of support would be sent to Greenfield.

Reports

Hagen

- Noted that the annual staff reviews would be sent out for Council review. He would then bring the official approval to the December 5th meeting.

Doboszewski

- Public Works is looking to flood family ice rinks in two of our parks. This would not be to compete against the Hanover Athletic Association. Staff still intends to assist the Athletic Association where possible to flood their rink. Council suggested getting support from the Park Board.

Hallstein

- Attended the small cities comprehensive plan training. She found it beneficial and learned a lot about Hanover current plan as the trainers were the actual people that worked on it.

Warpula

- Stated he is hearing great things from the public regarding the accomplishments of public works.
- Also reminded everyone of the upcoming Turkey Bingo event.

Adjournment

MOTION by Hammerseng to adjourn at 8:39 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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Payments

Current Period: December 2017

Batch Name	12/05/17 PAY	Payment	Computer Dollar Amt	\$55,069.81	Posted
Refer	2215 A TOOL SHED RENTAL & SALES	Ck# 033046 12/5/2017			
Cash Payment	E 402-45200-310 Other Professional Servi	One Man Auger Rental on 9/28/17			\$90.50
Invoice	41008	9/28/2017			
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$90.50
Refer	2201 AFLAC	Ck# 033047 12/5/2017			
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - Missed Payments for Sept, Oct, Nov & Dec 2017			\$320.84
Invoice		11/29/2017			
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - January 2018			\$80.21
Invoice		11/29/2017			
Transaction Date	11/30/2017	Due 0	Cash	10100	Total \$401.05
Refer	2216 AT&T MOBILITY	Ck# 033048 12/5/2017			
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 10/18/17 - 11/17/17			\$306.68
Invoice	X11252017	11/27/2017			
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$306.68
Refer	2202 BLUE TARP FINANCIAL	Ck# 002190E 12/5/2017			
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	5500W Nstar Generator			\$1,099.99
Invoice	0191043131	11/14/2017			
Cash Payment	E 100-43000-215 Shop Supplies	4 Moving Blankets			\$51.96
Invoice	0191043171	11/15/2017			
Transaction Date	11/21/2017	Due 0	Cash	10100	Total \$1,151.95
Refer	2207 CANTUA, GABRIEL	Ck# 033049 12/5/2017			
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/25/17 Event			\$200.00
Invoice					
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$200.00
Refer	2199 CLASSIC CLEANING COMPANY, LL	Ck# 033050 12/5/2017			
Cash Payment	E 100-41940-310 Other Professional Servi	Fire Department Monthly Cleaning - November 2017			\$155.00
Invoice	25877	11/8/2017			
Transaction Date	11/30/2017	Due 0	Cash	10100	Total \$155.00
Refer	2205 FAMILY HERITAGE LIFE INSURAN	Ck# 002199E 12/5/2017			
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - November 2017			\$33.20
Invoice	663077	11/15/2017			
Transaction Date	11/30/2017	Due 0	Cash	10100	Total \$33.20
Refer	2203 FIRE SAFETY USA, INC.	Ck# 033051 12/5/2017			
Cash Payment	E 100-42220-260 Uniforms	Long Hood NoMask			\$295.00
Invoice	105323	11/13/2017			
Transaction Date	11/30/2017	Due 0	Cash	10100	Total \$295.00
Refer	2203 GUIDANCE POINT TECHNOLOGIE	Ck# 033052 12/5/2017			
Cash Payment	E 100-41600-310 Other Professional Servi	11/17/17 Remote Service: Scan Computer Hard Drive Full, Cleaned Up			\$67.50
Invoice	11386	11/17/2017			
Transaction Date	11/21/2017	Due 0	Cash	10100	Total \$67.50

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Payments

Current Period: December 2017

Refer	2200 HANOVER FIRE RELIEF ASSOCIAT	Ck# 033053	12/5/2017				
Cash Payment	E 100-42290-125 Other Retirement Contrib	Fire Contract Contribution - 2nd Half 2017					\$5,566.79
Invoice	11/29/2017						
Transaction Date	11/30/2017	Due 0	Cash	10100		Total	\$5,566.79
Refer	2200 HEALTH PARTNERS	Ck# 002189E	12/5/2017				
Cash Payment	G 100-21706 Medical/Dental Ins	Medical Premiums - December 2017					\$3,638.15
Invoice	76693898	11/9/2017					
Transaction Date	11/21/2017	Due 0	Cash	10100		Total	\$3,638.15
Refer	2206 HILLUKA, KEVIN	Ck# 033054	12/5/2017				
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/23/17 Event					\$200.00
Invoice							
Transaction Date	11/27/2017	Due 0	Cash	10100		Total	\$200.00
Refer	2199 MARCO TECHNOLOGIES, LLC	Ck# 033055	12/5/2017				
Cash Payment	E 100-41570-220 Repair/Maint Supply (GE	Contract Base Rate Charge for 11/20/17 - 12/19/17					\$176.05
Invoice	INV4770205	11/20/2017					
Transaction Date	11/21/2017	Due 0	Cash	10100		Total	\$176.05
Refer	2214 MENARDS-BUFFALO	Ck# 033056	12/5/2017				
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	Pipe Insulation, Fiber Glass Foil Face					\$24.24
Invoice							
Transaction Date	11/27/2017	Due 0	Cash	10100		Total	\$24.24
Refer	2198 METRO WEST INSPECTION SERVI	Ck# 033057	12/5/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 144-16 @ 703 Kalea Court					\$264.56
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 189-16 @ 11791 Riverview Road NE					\$61.25
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 19-17 @ 10116 Kaitlin Avenue					\$231.79
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 22-17 @ 10026 4th Street NE					\$35.00
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 47-17 @ 631 Kayla Lane					\$1,215.27
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 64-17 @ 11265 Lambert Court					\$1,509.48
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 76-17 @ 10110 3rd Street NE					\$96.59
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 81-17 @ 1038 Emerald Street NE					\$14.63
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 86-17 @ 12265 Lambert Court					\$26.95
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 87-17 @ 10026 4th Street NE					\$503.80
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 92-17 @ 10620 Prairie Lane					\$33.25
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 99-17 @ 10580 106th Avenue North					\$112.76
Invoice	1307	11/29/2017					
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 108-17 @ 9888 Jasmine Avenue					\$33.25
Invoice	1307	11/29/2017					

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Payments

Current Period: December 2017

Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 118-17 @ 1274 Rolling Oaks Drive			\$33.25
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 120-17 @ 263 River Road			\$70.00
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 121-17 @ 263 River Road			\$87.50
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 123-17 @ 260 Jansen Avenue NE			\$33.25
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 132-17 @ 11310 Lambert Court			\$240.56
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 134-17 @ 10267 3rd Street NE			\$29.75
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 137-17 @11884 Riverview Road			\$33.25
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 139-17 @ 29491 109th Avenue North			\$47.25
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 140-17 @ 1247 Irvine Drive			\$282.61
Invoice 1307	11/29/2017				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 141-17 @ 1401 Oakwood Lane			\$17.50
Invoice 1307	11/29/2017				
Transaction Date	11/30/2017	Due 0	Cash	10100	Total \$5,013.50
Refer	2211 MONTICELLO ANIMAL CONTROL		Ck# 033058	12/5/2017	
Cash Payment	E 100-42700-310 Other Professional Servi	9/15/17 Set Live Trap & Removal of Feral Cat @ 1055 Ladyslipper Lane			\$125.00
Invoice 886	11/19/2017				
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$125.00
Refer	2205 PLUNKETTS		Ck# 033059	12/5/2017	
Cash Payment	E 100-41940-310 Other Professional Servi	General Pest Control			\$84.24
Invoice 5812470	11/15/2017				
Transaction Date	11/21/2017	Due 0	Cash	10100	Total \$84.24
Refer	2210 RANDYS ENVIRONMENTAL SERVI		Ck# 002191E	12/5/2017	
Cash Payment	E 100-43245-384 Refuse/Garbage Dispos	Recycling - November 2017			\$3,266.10
Invoice	11/17/2017				
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$3,266.10
Refer	2212 RANDYS ENVIRONMENTAL SERVI		Ck# 002192E	12/5/2017	
Cash Payment	E 100-41940-384 Refuse/Garbage Dispos	General Trash - City Hall - December 2017			\$214.64
Invoice	11/17/2017				
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$214.64
Refer	2208 STREHLOW, SHERI		Ck# 033060	12/5/2017	
Cash Payment	G 100-22000 Deposits	Hall Damage Deposit Release - 11/26/17 Event			\$200.00
Invoice					
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$200.00
Refer	2209 SUN LIFE FINANCIAL		Ck# 033061	12/5/2017	
Cash Payment	G 100-21707 Life Ins	Life Insurance - December 2017			\$367.30
Invoice	11/16/2017				
Transaction Date	11/27/2017	Due 0	Cash	10100	Total \$367.30
Refer	2208 VISA - BANKWEST		Ck# 033062	12/5/2017	

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Payments

Current Period: December 2017

Cash Payment	E 100-41570-200 Office Supplies (GENER	Batteries, Pens, Label Maker Tape, Markers, File Folders, Post Its				\$112.38
Invoice	11/19/2017					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Scissors				\$4.12
Invoice	972358059-001 11/19/2017					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Thermal Paper				\$17.49
Invoice	973713530-001 11/19/2017					
Cash Payment	E 100-41110-208 Training and Instruction	M. Hallstein - 2017 Land Use & Education Program				\$250.00
Invoice	11/19/2017					
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange				\$104.00
Invoice	11/19/2017					
Transaction Date	11/30/2017	Due 0	Cash	10100	Total	\$487.99
Refer	2202 WESTAIR					<u>Ck# 033063 12/5/2017</u>
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Check & Clean All Heaters at Fire Department				\$400.00
Invoice	2017-1875 11/17/2017					
Transaction Date	11/30/2017	Due 0	Cash	10100	Total	\$400.00
Refer	2197 WEX BANK - FD					<u>Ck# 033064 12/5/2017</u>
Cash Payment	E 100-42260-212 Motor Fuels	Fire Dept. Fuel				\$232.57
Invoice	52065439 11/15/2017					
Transaction Date	11/20/2017	Due 0	Cash	10100	Total	\$232.57
Refer	2198 WEX BANK-PW					<u>Ck# 033065 12/5/2017</u>
Cash Payment	E 100-43000-212 Motor Fuels	Public Works - Fuel				\$341.55
Invoice	52066919 11/15/2017					
Cash Payment	E 100-45200-212 Motor Fuels	Parks - Fuel				\$18.17
Invoice	52066919 11/15/2017					
Transaction Date	11/20/2017	Due 0	Cash	10100	Total	\$359.72
Refer	2207 WRIGHT COUNTY AUDITOR-TREA					<u>Ck# 033066 12/5/2017</u>
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - December 2017				\$8,455.83
Invoice	December17 11/20/2017					
Transaction Date	11/30/2017	Due 0	Cash	10100	Total	\$8,455.83
Refer	2206 WRIGHT-HENNEPIN COOPERATIV					<u>Ck# 002200E 12/5/2017</u>
Cash Payment	E 100-45200-381 Electric Utilities	Jansen Siren - May to October 2017				\$20.16
Invoice	35025994500 11/16/2017					
Cash Payment	E 100-45200-381 Electric Utilities	EagleView Park				\$55.62
Invoice	35025994500 11/16/2017					
Transaction Date	11/30/2017	Due 0	Cash	10100	Total	\$75.78
Refer	2197 WSB & ASSOCIATES, INC.					<u>Ck# 002197E 12/5/2017</u>
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services - October 2017				\$3,859.25
Invoice	10 - 11/29/17 11/29/2017					
Cash Payment	G 823-20200 Accounts Payable	Crow River Heights West 3rd Addition - Construction Phase - October 2017				\$17,840.75
Invoice	6 - 11/29/17 11/29/2017					
Cash Payment	E 613-41910-310 Other Professional Servi	MS4 Services - October 2017				\$568.50
Invoice	2 - 11/29/17 11/29/2017					
Transaction Date	11/30/2017	Due 0	Cash	10100	Total	\$22,268.50
Refer	2201 XCEL ENERGY					<u>Ck# 033067 12/5/2017</u>

Payments

Current Period: December 2017

Cash Payment Invoice	E 100-42280-381 Electric Utilities	Fire Station 10/04/17 - 11/03/17			\$278.58
Cash Payment Invoice	E 100-41940-381 Electric Utilities	City Hall 10/04/17 - 11/03/17			\$507.05
Cash Payment Invoice	E 100-45200-381 Electric Utilities	Historic Bridge Lighting 10/04/17 - 11/02/17			\$73.27
Cash Payment Invoice	E 100-43160-381 Electric Utilities	209 LaBeaux Avenue NE 10/04/17 - 11/02/17			\$31.51
Cash Payment Invoice	E 100-45200-381 Electric Utilities	Cardinal Circle Park 10/05/17 - 11/05/17			\$14.21
Cash Payment Invoice	E 100-45200-381 Electric Utilities	1033 Mallard Street NE 10/05/17 - 11/05/17			\$10.81
Cash Payment Invoice	E 100-45200-381 Electric Utilities	751 LaBeaux Avenue NE 10/05/17 - 11/05/17			\$82.13
Transaction Date	11/21/2017	Due 0 Cash	10100	Total	\$997.56
Refer	2213 ZEP SALES & SERVICE	Ck# 033068	12/5/2017		
Cash Payment Invoice	E 100-41940-220 Repair/Maint Supply (GE	3 Cases of Toilet Paper			\$214.97
Transaction Date	11/27/2017	Due 0 Cash	10100	Total	\$214.97

Fund Summary

	10100 Cash	
823 CROW RVR HTS WEST 3RD / BACKES	\$17,840.75	
613 STORM WATER CAPITAL IMP FUND	\$568.50	
402 PARKS CAPITAL PROJECTS	\$90.50	
100 GENERAL FUND	\$36,570.06	
	<u>\$55,069.81</u>	

Pre-Written Check	\$55,069.81
Checks to be Generated by the Computer	\$0.00
Total	\$55,069.81

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*Check Summary Register©

Cks 12/5/2017 - 12/5/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 002189E HEALTH PARTNERS	12/5/2017	\$3,638.15	Medical Premiums - December 20
Paid Chk# 002190E BLUE TARP FINANCIAL	12/5/2017	\$1,151.95	5500W Nstar Generator
Paid Chk# 002191E Randy's Environmental Services	12/5/2017	\$3,266.10	Recycling - Novemnber 2017
Paid Chk# 002192E Randy's Environmental Services	12/5/2017	\$214.64	General Trash - City Hall - De
Paid Chk# 002197E WSB & ASSOCIATES, INC.	12/5/2017	\$22,268.50	General Engineering Services -
Paid Chk# 002199E FAMILY HERITAGE LIFE INSURA	12/5/2017	\$33.20	Supplemental Insurance - Novem
Paid Chk# 002200E Wright-Hennepin Coop Electric	12/5/2017	\$75.78	Jansen Siren - May to October
Paid Chk# 033046 A TOOL SHED RENTAL & SALES	12/5/2017	\$90.50	One Man Auger Rental on 9/28/1
Paid Chk# 033047 AFLAC	12/5/2017	\$401.05	Supplemental Insurance - Janua
Paid Chk# 033048 AT&T MOBILITY	12/5/2017	\$306.68	PW Cell Phones - 10/18/17 - 11
Paid Chk# 033049 CANTUA, GABRIEL	12/5/2017	\$200.00	Hall Damge Deposit Release - 1
Paid Chk# 033050 CLASSIC CLEANING COMPANY	12/5/2017	\$155.00	Fire Department Monthly Cleani
Paid Chk# 033051 FIRE SAFETY USA, INC.	12/5/2017	\$295.00	Long Hood NoMask
Paid Chk# 033052 Guidance Point Technologies	12/5/2017	\$67.50	11/17/17 Remote Service: Scan
Paid Chk# 033053 HANOVER FIRE RELIEF ASSOCI	12/5/2017	\$5,566.79	Fire Contract Contribution - 2
Paid Chk# 033054 HILLUKA, KEVIN	12/5/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033055 MARCO TECHNOLOGIES, LLC	12/5/2017	\$176.05	Contract Base Rate Charge for
Paid Chk# 033056 MENARDS-BUFFALO	12/5/2017	\$24.24	Pipe Insulation, Fiber Glass F
Paid Chk# 033057 METRO WEST INSPECTION SER	12/5/2017	\$5,013.50	Pmt 47-17 @ 631 Kayla Lane
Paid Chk# 033058 MONTICELLO ANIMAL CONTROL	12/5/2017	\$125.00	9/15/17 Set Live Trap & Remova
Paid Chk# 033059 PLUNKETTS	12/5/2017	\$84.24	General Pest Control
Paid Chk# 033060 STREHLOW, SHERI	12/5/2017	\$200.00	Hall Damage Deposit Release -
Paid Chk# 033061 Sun Life Financial	12/5/2017	\$367.30	Life Insurance - December 2017
Paid Chk# 033062 VISA	12/5/2017	\$487.99	Thermal Paper
Paid Chk# 033063 WESTAIR	12/5/2017	\$400.00	Check & Clean All Heaters at F
Paid Chk# 033064 WEX BANK - FD	12/5/2017	\$232.57	Fire Dept. Fuel
Paid Chk# 033065 WEX BANK	12/5/2017	\$359.72	Parks - Fuel
Paid Chk# 033066 WRIGHT COUNTY AUDITOR-TRE	12/5/2017	\$8,455.83	WC Patrol Services - December
Paid Chk# 033067 XCEL ENERGY	12/5/2017	\$997.56	209 LaBeaux Avenue NE 10/04/17
Paid Chk# 033068 Acuity Specialty Products, Inc	12/5/2017	\$214.97	3 Cases of Toilet Paper
	Total Checks	\$55,069.81	

FILTER: None



2197

701 Xenia Avenue South | Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

November 29, 2017

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

Re: October 2017 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.

for

Justin Messner
Associate

Enclosures

nf

WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2017	Billed to Date October 31, 2017
2082-014	2017 General Engineering Services	\$3,859.25	\$17,107.25	\$17,107.25
R-010287-000	Crow River Heights West 3rd Addition	\$17,840.75	\$40,071.75	\$40,071.75
R-011009-000	2018 MS4 Services	\$568.50	\$1,767.50	\$1,767.50
	Current Invoice Total	\$22,268.50	\$82,431.96	

gm



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

November 29, 2017
 Project No: 0-002082-014
 Invoice No: 10 - 11/29/17

2017 General Engineering Services
Professional Services from October 1, 2017 to October 31, 2017

Phase 000 2017 General Engineering Services
 Project Mgmt

			Hours	Rate	Amount	
Johnson, Paul	10/10/2017	Bridges of Hanover Erosion Control	1.50	109.00	163.50	
Johnson, Paul	10/11/2017	Bridges of Hanover Erosion Control	1.50	109.00	163.50	
Johnson, Paul	10/17/2017	Bridges for Hanover Erosion Control	2.00	109.00	218.00	
Johnson, Paul	10/18/2017	Bridges for Hanover Erosion Control	2.00	109.00	218.00	
Johnson, Paul	10/24/2017	Bridges for Hanover Erosion Control	2.00	109.00	218.00	
Johnson, Paul	10/25/2017	Bridges at Hanover ESC Plan Review and Report	2.50	109.00	272.50	
Johnson, Paul	10/31/2017	Bridges at Hanover Erosion Control	1.00	109.00	109.00	
Preisler, Nicholas	10/26/2017	Inquiry for site plan deviations & erosion control inspctions	.75	109.00	81.75	
Totals			13.25		1,444.25	
Total Labor						1,444.25
					Total this Task	\$1,444.25

Meetings

			Hours	Rate	Amount
Christensen, Jonathan	10/20/2017	Sanitary sewer capacity analysis	2.50	95.00	237.50
Christensen, Jonathan	10/24/2017	Southwest sewer capacity analysis	4.00	95.00	380.00
Christensen, Jonathan	10/25/2017	Southwest sewer capacity analysis	.50	95.00	47.50
Christensen, Jonathan	10/27/2017	Southwest sewer capacity analysis	2.00	95.00	190.00
Messner, Justin	10/5/2017	Engineering meeting and site visit	3.00	152.00	456.00
Messner, Justin	10/12/2017	GIS Meeting	3.00	152.00	456.00

Project	0-002082-014	HANO - 2017 General Engineering Services		Invoice	10
	Messner, Justin	10/31/2017	4.00	152.00	608.00
	Meeting with Bob Ronning and Staff Memo				
	Totals		19.00		2,375.00
	Total Labor				2,375.00
				Total this Task	\$2,375.00

Council Meetings
Field Services Billing

Council Mtg and/or Planning Commission					
		1.0 Meeting @ 40.00		40.00	
	Total Field Services			40.00	40.00
				Total this Task	\$40.00
				Total this Phase	\$3,859.25
				Total this Invoice	\$3,859.25

Billings to Date

	Current	Prior	Total
Labor	3,819.25	11,507.00	15,326.25
Field Services	40.00	1,741.00	1,781.00
Totals	3,859.25	13,248.00	17,107.25

Comments: _____

Approved by: Nalle Jung

Reviewed by: Andrew Brotzler
 Project Manager: Justin Messner

E # 100-41950-303
 Engineer
 ↳ Engineering Fees



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

November 29, 2017
Project No: R-010287-000
Invoice No: 6 - 11/29/17

Crow River Heights West 3rd Addition
Professional Services from October 1, 2017 to October 31, 2017

Phase 002 **Construction**
Project Management

		Hours	Rate	Amount	
Messner, Justin	10/5/2017	1.00	152.00	152.00	
Project Management					
Messner, Justin	10/6/2017	1.00	152.00	152.00	
Project Management					
Messner, Justin	10/10/2017	1.50	152.00	228.00	
Project Management					
Messner, Justin	10/12/2017	1.00	152.00	152.00	
Project Management					
Messner, Justin	10/26/2017	2.00	152.00	304.00	
Project Management					
Totals		6.50		988.00	
Total Labor					988.00
			Total this Task		\$988.00

Construction Observation

		Hours	Rate	Amount
Johnson, Paul	10/12/2017	2.50	109.00	272.50
Erosion Control				
Johnson, Paul	10/18/2017	4.00	109.00	436.00
Erosion Control				
Johnson, Paul	10/25/2017	3.00	109.00	327.00
Erosion Control and onsite meeting				
Johnson, Paul	10/26/2017	2.00	109.00	218.00
Erosion Control				
Johnson, Paul	10/31/2017	1.50	109.00	163.50
Erosion Control				
Neal, Stefanie	10/16/2017	7.25	109.00	790.25
Cover for Rich				
Neal, Stefanie	10/17/2017	10.00	109.00	1,090.00
Contractor Hours, cover for Rich				
Neal, Stefanie	10/18/2017	4.50	109.00	490.50
cover for Rich				
Neal, Stefanie	10/20/2017	2.00	109.00	218.00
Cover for Rich				

Project	R-010287-000	HANO- Crow River Heights West 3rd Additi	Invoice	6
Neal, Stefanie	10/25/2017	1.00	109.00	109.00
Cover for Rich.				
Neal, Stefanie	10/26/2017	3.00	109.00	327.00
Cover for Rich, tollerance and asphalt.				
Sturtz, Richard	10/2/2017	4.00	126.00	504.00
Construction Insp				
Sturtz, Richard	10/4/2017	8.00	126.00	1,008.00
Update Qty's				
Sturtz, Richard	10/5/2017	12.00	126.00	1,512.00
Construction Insp				
Sturtz, Richard	10/6/2017	4.00	126.00	504.00
Const Insp				
Sturtz, Richard	10/9/2017	11.00	126.00	1,386.00
Const Insp				
Sturtz, Richard	10/10/2017	11.00	126.00	1,386.00
Const Insp				
Sturtz, Richard	10/11/2017	12.00	126.00	1,512.00
Const Insp				
Sturtz, Richard	10/12/2017	12.00	126.00	1,512.00
Const Insp				
Sturtz, Richard	10/13/2017	9.50	126.00	1,197.00
Const Insp				
Sturtz, Richard	10/30/2017	6.00	126.00	756.00
Const Insp				
Sturtz, Richard	10/31/2017	9.00	126.00	1,134.00
Const Insp				
Totals		139.25		16,852.75

Total Labor

16,852.75

G # 823-20200
 CRHW3A Escrow
 ↳ A/P

Total this Task \$16,852.75

Total this Phase \$17,840.75

Total this Invoice \$17,840.75

Billings to Date

	Current	Prior	Total
Labor	17,840.75	22,231.00	40,071.75
Totals	17,840.75	22,231.00	40,071.75

JP

Comments:

Approved by:

Nalle Jany

Reviewed by: Andrew Brotzler

Project Manager: Justin Messner



701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416 | (763) 541-4800

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

November 29, 2017
Project No: R-011009-000
Invoice No: 2 - 11/29/17

2018 MS4 Services

Professional Services from October 1, 2017 to October 31, 2017

Phase 001 2018 MS4 Services
Project Management

		Hours	Rate	Amount	
Harrington, Jean	10/27/2017	.25	94.00	23.50	
Project Planning and Scheduling					
Johnson, Paul	10/3/2017	1.50	109.00	163.50	
Council Meeting at Hanover MS4					
Johnson, Paul	10/5/2017	1.50	109.00	163.50	
Erosion inspection at Bridges of Hanover					
Johnson, Paul	10/6/2017	2.00	109.00	218.00	
Inspection reporting					
Totals		5.25		568.50	
Total Labor					568.50
				Total this Task	\$568.50
				Total this Phase	\$568.50

Billing Limits	Current	Prior	To-Date
Total Billings	568.50	1,199.00	1,767.50
Limit			7,700.00
Remaining			5,932.50
Total this Invoice			\$568.50

Comments: _____

Approved by:

Wally Jany

Reviewed by: Justin Messner
Project Manager: Jennifer Hildebrand

E# 613-41910-310

Storm Water Cap. Imp Fund

↳ Planning + Zoning
↳ Other Prof. Svcs.

CITY OF HANOVER

Cash Balances

December 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$453,730.16	\$0.00	\$50,540.46	\$403,189.70
107 FIRE DEPT DONATIONS FUND	\$17,411.92	\$0.00	\$0.00	\$17,411.92
201 EDA SPECIAL REVENUE FUND	\$48,940.09	\$0.00	\$0.00	\$48,940.09
205 EDA BUSINESS INCENTIVE FUND	\$245,814.20	\$0.00	\$0.00	\$245,814.20
311 2008A GO CIP REFUNDING BOND	\$56,930.08	\$0.00	\$0.00	\$56,930.08
312 2009A GO IMP REFUNDING BOND	\$2,762.81	\$0.00	\$0.00	\$2,762.81
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$355,467.98	\$0.00	\$0.00	\$355,467.98
315 2016A GO CIP BOND	\$30,833.69	\$0.00	\$0.00	\$30,833.69
401 GENERAL CAPITAL PROJECTS	\$1,340,807.19	\$0.00	\$0.00	\$1,340,807.19
402 PARKS CAPITAL PROJECTS	\$51,849.39	\$0.00	\$90.50	\$51,758.89
403 FIRE DEPT CAPITAL FUND	\$191,971.23	\$0.00	\$0.00	\$191,971.23
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,693.47	\$0.00	\$0.00	\$9,693.47
409 MAHLER PIT - 15TH ST IMP FUND	\$658.47	\$0.00	\$0.00	\$658.47
411 FACILITIES CAPITAL PROJ FUND	\$144,972.04	\$0.00	\$0.00	\$144,972.04
417 EQUIPMENT CAPITAL FUND	\$133,567.85	\$0.00	\$0.00	\$133,567.85
418 STREET CAPITAL PROJ FUND	\$516,969.07	\$0.00	\$0.00	\$516,969.07
601 WATER ENTERPRISE FUND	\$849,708.79	\$0.00	\$0.00	\$849,708.79
602 SEWER ENTERPRISE FUND	\$307,659.51	\$0.00	\$0.00	\$307,659.51
603 STORM WATER ENTERPRISE FUND	\$205,629.86	\$0.00	\$0.00	\$205,629.86
611 WATER CAPITAL IMP FUND	\$156,764.07	\$0.00	\$0.00	\$156,764.07
612 SEWER CAPITAL IMP FUND	\$1,834,726.57	\$0.00	\$0.00	\$1,834,726.57
613 STORM WATER CAPITAL IMP FUND	\$543,235.36	\$0.00	\$568.50	\$542,666.86
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$23,000.00	\$0.00	\$0.00	\$23,000.00
815 LANDSCAPE ESCROW FUND	\$22,000.00	\$0.00	\$0.00	\$22,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$0.00	\$0.00	\$14,000.00
818 MISC ESCROWS FUND	\$7,609.47	\$0.00	\$0.00	\$7,609.47
820 BRIDGES TOWNHOMES ESC FUND	\$3,608.60	\$0.00	\$0.00	\$3,608.60
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$181,329.04	\$0.00	\$17,840.75	\$163,488.29
900 INTEREST	\$18,621.87	\$0.00	\$0.00	\$18,621.87
	\$7,771,642.78	\$0.00	\$69,040.21	\$7,702,602.57

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$458,692.08	\$830,523.52	\$371,831.44	55.23%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$55,600.00	\$111,200.00	\$55,600.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$11,766.34	\$12,000.00	\$233.66	98.05%
Source Alt Code TAXES		\$0.00	\$526,058.42	\$953,723.52	\$427,665.10	55.16%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$10,230.00	\$9,175.00	-\$1,055.00	111.50%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$600.00	\$400.00	-\$200.00	150.00%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$3,000.00	\$1,500.00	-\$1,500.00	200.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$26.00	\$50.00	\$24.00	52.00%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$250.00	\$0.00	-\$250.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$84,303.16	\$114,324.87	\$30,021.71	73.74%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,681.90	\$6,000.00	\$318.10	94.70%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,220.26	\$3,000.00	\$779.74	74.01%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$6,050.00	\$2,000.00	-\$4,050.00	302.50%
Source Alt Code SERVICE		\$0.00	\$112,361.32	\$136,449.87	\$24,088.55	82.35%
MISC	R 100-36100 Special Assessments	\$0.00	\$428.08	\$740.00	\$311.92	57.85%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$1,115.52	\$900.00	-\$215.52	123.95%
MISC	R 100-36210 Interest Earnings	\$0.00	\$4,213.25	\$3,000.00	-\$1,213.25	140.44%
MISC	R 100-36215 Investment Income/Loss	\$0.00	-\$935.67	\$6,000.00	\$6,935.67	-15.59%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$2,425.00	\$3,600.00	\$1,175.00	67.36%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$169.39	\$0.00	-\$169.39	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$773.40	\$0.00	-\$773.40	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$8,188.97	\$22,240.00	\$14,051.03	36.82%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,370.00	-\$50.00	100.48%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$2,770.00	\$100.00	-\$2,670.00	2770.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$76,288.38	\$50,000.00	-\$26,288.38	152.58%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$100.00	\$100.00	\$0.00	100.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$90.00	\$0.00	-\$90.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$63.00	\$50.00	-\$13.00	126.00%
Source Alt Code LIC PERM		\$0.00	\$91,231.38	\$62,120.00	-\$29,111.38	146.86%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$12,591.00	\$0.00	-\$12,591.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$54,084.50	\$108,169.00	\$54,084.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$791.77	\$0.00	-\$791.77	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$43,018.26	\$36,000.00	-\$7,018.26	119.50%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,910.92	\$5,500.00	-\$410.92	107.47%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$116,565.95	\$150,008.00	\$33,442.05	77.71%
FINES	R 100-35100 Court Fines	\$0.00	\$3,915.10	\$2,000.00	-\$1,915.10	195.76%
Source Alt Code FINES		\$0.00	\$3,915.10	\$2,000.00	-\$1,915.10	195.76%
Fund 100 GENERAL FUND		\$0.00	\$858,321.14	\$1,326,541.39	\$468,220.25	64.70%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$0.00	\$858,321.14	\$1,326,541.39	\$468,220.25	64.70%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$6,442.35	\$11,000.00	\$4,557.65	58.57%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$397.73	\$682.00	\$284.27	58.32%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$93.02	\$159.50	\$66.48	58.32%
COUNCIL	E 100-41110-208 Training and Instructio	\$250.00	\$575.00	\$400.00	-\$175.00	143.75%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$6,506.82	\$7,500.00	\$993.18	86.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$92.02	\$500.00	\$407.98	18.40%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$4,681.88	\$3,000.00	-\$1,681.88	156.06%
Dept 41110 Council		\$250.00	\$18,788.82	\$23,241.50	\$4,452.68	80.84%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,677.07	\$62,689.41	\$69,629.63	\$6,940.22	90.03%
CITYADM	E 100-41400-121 PERA	\$200.78	\$4,815.37	\$5,222.22	\$406.85	92.21%
CITYADM	E 100-41400-122 FICA	\$165.98	\$3,980.75	\$4,317.04	\$336.29	92.21%
CITYADM	E 100-41400-123 Medicare	\$38.82	\$931.03	\$1,009.63	\$78.60	92.21%
CITYADM	E 100-41400-134 Employer Paid Life	\$15.69	\$355.16	\$384.00	\$28.84	92.49%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$350.01	\$8,050.01	\$8,400.00	\$349.99	95.83%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$681.00	\$1,500.00	\$819.00	45.40%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$253.80	\$500.00	\$246.20	50.76%
Dept 41400 City Administrator		\$3,448.35	\$81,756.53	\$90,962.52	\$9,205.99	89.88%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$0.00	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,682.40	\$39,454.89	\$43,739.90	\$4,285.01	90.20%
CLERICAL	E 100-41430-121 PERA	\$126.18	\$3,030.37	\$3,280.49	\$250.12	92.38%
CLERICAL	E 100-41430-122 FICA	\$104.31	\$2,505.13	\$2,711.87	\$206.74	92.38%
CLERICAL	E 100-41430-123 Medicare	\$24.39	\$585.78	\$634.23	\$48.45	92.36%
CLERICAL	E 100-41430-134 Employer Paid Life	\$60.74	\$1,405.94	\$1,440.00	\$34.06	97.63%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$350.01	\$8,050.01	\$8,400.00	\$349.99	95.83%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$2,348.03	\$55,049.62	\$60,956.49	\$5,906.87	90.31%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$373.25	\$500.00	\$126.75	74.65%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$750.26	\$2,000.00	\$1,249.74	37.51%
Dept 41435 Staff Expenses		\$0.00	\$1,123.51	\$2,800.00	\$1,676.49	40.13%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,000.00	\$45,999.76	\$52,954.72	\$6,954.96	86.87%
ACCTING	E 100-41530-121 PERA	\$150.00	\$3,184.45	\$3,971.60	\$787.15	80.18%

CITY OF HANOVER
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Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$124.00	\$2,843.07	\$3,283.19	\$440.12	86.59%
ACCTING	E 100-41530-123 Medicare	\$29.00	\$664.88	\$767.84	\$102.96	86.59%
ACCTING	E 100-41530-134 Employer Paid Life	\$43.18	\$777.02	\$996.00	\$218.98	78.01%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$350.00	\$8,150.00	\$10,800.00	\$2,650.00	75.46%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$285.00	\$1,000.00	\$715.00	28.50%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$122.86	\$250.00	\$127.14	49.14%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$5,776.00	\$0.00	-\$5,776.00	0.00%
Dept 41530 Accounting		\$2,696.18	\$67,803.04	\$74,023.35	\$6,220.31	91.60%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41540 Auditing		\$0.00	\$24,065.00	\$24,300.00	\$235.00	99.03%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41550 Assessing		\$0.00	\$18,784.85	\$18,000.00	-\$784.85	104.36%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$133.99	\$2,484.65	\$3,500.00	\$1,015.35	70.99%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$215.75	\$100.00	-\$115.75	215.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$11,452.54	\$12,000.00	\$547.46	95.44%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$2,750.97	\$4,000.00	\$1,249.03	68.77%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,958.38	\$2,000.00	\$41.62	97.92%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$9,610.80	\$0.00	-\$9,610.80	0.00%
Dept 41570 Purchasing		\$310.04	\$28,473.09	\$21,600.00	-\$6,873.09	131.82%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$171.50	\$4,512.07	\$4,000.00	-\$512.07	112.80%
Dept 41600 Computer		\$171.50	\$4,512.07	\$4,000.00	-\$512.07	112.80%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$17,802.94	\$22,440.16	\$4,637.22	79.34%
Dept 41610 City Attorney		\$0.00	\$17,802.94	\$22,440.16	\$4,637.22	79.34%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$19,482.74	\$29,500.00	\$10,017.26	66.04%
Dept 41910 Planning and Zoning		\$0.00	\$19,482.74	\$29,500.00	\$10,017.26	66.04%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,080.07	\$1,500.00	\$419.93	72.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$239.21	\$5,899.56	\$7,000.00	\$1,100.44	84.28%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$239.24	\$5,929.07	\$1,000.00	-\$4,929.07	592.91%
GOVTBLDG	E 100-41940-321 Telephone	\$0.00	\$3,853.12	\$3,500.00	-\$353.12	110.09%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$349.03	\$250.00	-\$99.03	139.61%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$507.05	\$6,980.91	\$11,250.00	\$4,269.09	62.05%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$2,804.82	\$6,250.00	\$3,445.18	44.88%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$214.64	\$2,936.51	\$3,250.00	\$313.49	90.35%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$1,611.70	\$4,500.00	\$2,888.30	35.82%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$116.99	\$2,500.00	\$2,383.01	4.68%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$1,200.14	\$31,811.78	\$42,300.00	\$10,488.22	75.21%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$3,859.25	\$14,892.75	\$32,500.00	\$17,607.25	45.82%
Dept 41950 Engineer		\$3,859.25	\$14,892.75	\$32,500.00	\$17,607.25	45.82%

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Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$9,375.76	\$8,799.31	-\$576.45	106.55%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$21,536.22	\$18,860.19	-\$2,676.03	114.19%
Dept 41960 Insurance		\$0.00	\$30,911.98	\$27,659.50	-\$3,252.48	111.76%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$362.16	\$300.00	-\$62.16	120.72%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$104.00	\$50.00	-\$54.00	208.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$312.99	\$2,000.00	\$1,687.01	15.65%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$52.65	\$500.00	\$447.35	10.53%
Dept 41970 Legal Publications		\$0.00	\$831.80	\$2,850.00	\$2,018.20	29.19%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$59,047.89	\$78,730.52	\$19,682.63	75.00%
Dept 42101 Hennepin County Sheriff		\$0.00	\$59,047.89	\$78,730.52	\$19,682.63	75.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,455.83	\$103,919.90	\$101,748.00	-\$2,171.90	102.13%
Dept 42102 Wright County Sheriff		\$8,455.83	\$103,919.90	\$101,748.00	-\$2,171.90	102.13%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$23,926.50	\$55,000.00	\$31,073.50	43.50%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$1,483.43	\$3,410.00	\$1,926.57	43.50%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$346.96	\$797.50	\$450.54	43.51%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$274.90	\$0.00	-\$274.90	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$8,225.25	\$8,344.11	\$118.86	98.58%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$493.52	\$200.00	-\$293.52	246.76%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$2,644.25	\$4,000.00	\$1,355.75	66.11%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$1,889.00	\$950.00	-\$939.00	198.84%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$5,247.97	\$4,553.35	-\$694.62	115.26%
Dept 42210 Fire Dept Administration		\$0.00	\$44,531.78	\$77,254.96	\$32,723.18	57.64%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$4,368.15	\$13,500.00	\$9,131.85	32.36%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
FIREEQUIP	E 100-42220-260 Uniforms	\$295.00	\$5,486.40	\$4,500.00	-\$986.40	121.92%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$605.35	\$5,000.00	\$4,394.65	12.11%
Dept 42220 Fire Dept Equipment		\$295.00	\$10,459.90	\$25,350.00	\$14,890.10	41.26%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$6,077.62	\$12,500.00	\$6,422.38	48.62%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$3,022.71	\$3,000.00	-\$22.71	100.76%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$2,450.64	\$1,500.00	-\$950.64	163.38%
Dept 42240 Fire Dept Training		\$0.00	\$11,550.97	\$17,000.00	\$5,449.03	67.95%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$232.57	\$1,925.73	\$4,500.00	\$2,574.27	42.79%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$1,099.99	\$7,567.60	\$9,000.00	\$1,432.40	84.08%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$25.25	\$2,000.00	\$1,974.75	1.26%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$3,439.00	\$7,465.00	\$4,026.00	46.07%
Dept 42260 Fire Vehicles		\$1,332.56	\$12,957.58	\$22,965.00	\$10,007.42	56.42%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$0.00	\$176.90	\$1,650.00	\$1,473.10	10.72%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$400.00	\$1,316.49	\$3,500.00	\$2,183.51	37.61%

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Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$0.00	\$1,721.76	\$800.00	-\$921.76	215.22%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$278.58	\$3,208.42	\$4,500.00	\$1,291.58	71.30%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$1,499.51	\$3,000.00	\$1,500.49	49.98%
Dept 42280 Fire Stations and Bldgs		\$678.58	\$7,923.08	\$13,625.00	\$5,701.92	58.15%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$37,428.26	\$36,000.00	-\$1,428.26	103.97%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$5,566.79	\$11,133.58	\$11,133.58	\$0.00	100.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,200.00	\$6,500.00	\$300.00	95.38%
Dept 42290 Fire Relief Association		\$5,566.79	\$54,761.84	\$53,633.58	-\$1,128.26	102.10%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$5,013.50	\$35,801.99	\$17,500.00	-\$18,301.99	204.58%
Dept 42401 Building Inspection Admin		\$5,013.50	\$35,801.99	\$17,500.00	-\$18,301.99	204.58%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$125.00	\$375.00	\$500.00	\$125.00	75.00%
Dept 42700 Animal Control		\$125.00	\$375.00	\$500.00	\$125.00	75.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$5,533.37	\$96,136.95	\$116,803.34	\$20,666.39	82.31%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$525.78	\$1,050.00	\$524.22	50.07%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$11,152.00	\$15,000.00	\$3,848.00	74.35%
PUBWRKS	E 100-43000-121 PERA	\$415.00	\$7,187.17	\$10,279.11	\$3,091.94	69.92%
PUBWRKS	E 100-43000-122 FICA	\$324.17	\$6,701.62	\$8,250.88	\$1,549.26	81.22%
PUBWRKS	E 100-43000-123 Medicare	\$75.81	\$1,567.25	\$2,285.25	\$718.00	68.58%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$64.06	\$1,310.16	\$2,832.00	\$1,521.84	46.26%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$7.32	\$500.00	\$492.68	1.46%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,250.01	\$19,472.30	\$27,600.00	\$8,127.70	70.55%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,651.95	\$2,500.00	\$848.05	66.08%
PUBWRKS	E 100-43000-212 Motor Fuels	\$341.55	\$4,156.53	\$7,000.00	\$2,843.47	59.38%
PUBWRKS	E 100-43000-215 Shop Supplies	\$51.96	\$3,337.91	\$2,500.00	-\$837.91	133.52%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$0.00	\$7,044.11	\$6,000.00	-\$1,044.11	117.40%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$943.20	\$1,500.00	\$556.80	62.88%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$6,504.90	\$5,000.00	-\$1,504.90	130.10%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$1,765.60	\$3,000.00	\$1,234.40	58.85%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$11,824.91	\$19,000.00	\$7,175.09	62.24%
PUBWRKS	E 100-43000-321 Telephone	\$306.68	\$2,819.94	\$2,800.00	-\$19.94	100.71%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000 Public Works (GENERAL)		\$8,362.61	\$184,147.60	\$234,100.58	\$49,952.98	78.66%
Dept 43121 Paved Streets						
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$16,791.96	\$50,000.00	\$33,208.04	33.58%
Dept 43121 Paved Streets		\$0.00	\$16,791.96	\$50,000.00	\$33,208.04	33.58%
Dept 43122 Unpaved Streets						
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43122 Unpaved Streets		\$0.00	\$11,844.10	\$10,000.00	-\$1,844.10	118.44%
Dept 43125 Ice & Snow Removal						
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%
Dept 43125 Ice & Snow Removal		\$0.00	\$9,816.42	\$15,000.00	\$5,183.58	65.44%

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Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$31.51	\$19,425.74	\$25,000.00	\$5,574.26	77.70%
Dept 43160	Street Lighting	\$31.51	\$19,425.74	\$25,000.00	\$5,574.26	77.70%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,266.10	\$34,969.84	\$36,000.00	\$1,030.16	97.14%
Dept 43245	Recycling: Refuse	\$3,266.10	\$34,969.84	\$36,000.00	\$1,030.16	97.14%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45186	Senior Center	\$0.00	\$5,874.57	\$8,000.00	\$2,125.43	73.43%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$18.17	\$1,213.88	\$2,000.00	\$786.12	60.69%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$3,427.95	\$5,000.00	\$1,572.05	68.56%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$4,353.50	\$10,000.00	\$5,646.50	43.54%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$6,500.00	\$6,800.00	\$300.00	95.59%
PARKS	E 100-45200-381 Electric Utilities	\$256.20	\$2,619.29	\$2,000.00	-\$619.29	130.96%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$0.00	\$111.80	\$1,500.00	\$1,388.20	7.45%
PARKS	E 100-45200-440 Programs	\$0.00	\$1,945.00	\$2,200.00	\$255.00	88.41%
PARKS	E 100-45200-580 Other Equipment	\$0.00	\$4,028.89	\$7,000.00	\$2,971.11	57.56%
Dept 45200	Parks (GENERAL)	\$274.37	\$24,200.31	\$36,500.00	\$12,299.69	66.30%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 45500	Libraries (GENERAL)	\$0.00	\$10,259.66	\$10,500.00	\$240.34	97.71%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimbursen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Dept 49800	Transit (GENERAL)	\$0.00	\$186.73	\$250.00	\$63.27	74.69%
Fund 100	GENERAL FUND	\$47,685.34	\$1,076,138.98	\$1,326,541.16	\$250,402.18	81.12%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$47,685.34	\$1,076,138.98	\$1,326,541.16	\$250,402.18	81.12%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 12-05-17-117

A RESOLUTION APPROVING THE PURCHASE OF A JIB CRANE

WHEREAS, the City of Hanover previously approved the construction of a Public Works Facility; and

WHEREAS, staff recommends purchasing a Jib Crane system to be installed during construction of the facility.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of a jib crane in the amount of \$19,949.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

To: Kinghorn Construction

Date: 9/26/2017

Attention: John Studer

Proposal Number: 1007-1

Phone: 763-286-9711

From Andrew Zabel

Fax:

Email: johns@kinghornco.com

Project: Hanover Public Works

We appreciate your time and interest in Skarnes Incorporated. We are pleased to provide the following quotation.

Qty	Description	Price
1	AllLift Free Standing Jib Crane with Manual Rotation	\$10,287.00
	<ul style="list-style-type: none"> • FS300-30-W24 • Color: Yellow • Capacity: 3 Tons • Tagline: Included • Hook Height: 17'-0" • Flange Width: 9" • Travel: 17'-5 1/4" 	<i>*See Alternatives*</i>
1	3 Ton Harrington Hoist	\$4,578.00
	<ul style="list-style-type: none"> • Voltage is 115V – 1ph – 60Hz • Capacity is 3 Ton • Lifting Height of 17'-0" • Push Button Cord 14'-0" • 29.3" From Bottom of Beam to Bottom of hook • 17'-0" Lifting height • Trolley to fit W24 x 84 • Power Supply Cord Length • Hoist weighs #272.7 	
1	Install	\$2,300.00
	<ul style="list-style-type: none"> • Travel • Equipment • Labor 	
1	Load Test	\$1,000.00
	<ul style="list-style-type: none"> • Load Test 	
	Sub Total	\$18,165.00
	Freight	500.00
	Tax	1,284.00
	Total	\$19,949.00



2100 Niagara Ln N Plymouth MN 55447
 Phone: 763-231-3600 • Fax: 763-231-3610 • Toll free: 800-752-7637
 Web: www.skarnes.com • e-mail: azabel@skarnes.com



Qty	Description	Price
	<p style="text-align: center;"><u>Important Notes</u></p> <ul style="list-style-type: none"> ▪ Crane will be completely wired and no-load tested prior to arrival. ▪ Electrical panels are not “UL listed” panels unless specified in the proposal ▪ We require signed approval drawings prior fabrication. ▪ “Touch-Up” painting has not been included. ▪ Does not include unloading of freight. ▪ Installation is during 1st shift business hours and assumes a clear area for installation equipment. ▪ Lead times stated are approximate only. ▪ All new systems are required by OSHA to be load tested. This has not been included in this proposal. ▪ Warranty is 1 year on parts only., Labor not included ▪ Permits or other applicable licenses are not included and responsibility of Kinghorn Construction ▪ All dimensions are subject to verification at the time order is received. ▪ All prices are quoted NET cost, FOB factories via truck collect and are firm for a period of 30 days. ▪ Payment terms are 30% upon receipt of order, 40% upon receipt of material and 30% Net 30 days ▪ All equipment is subject to any federal, state or local sales taxes or permits, which may apply and have not been included in this proposal. ▪ Skarnes Inc. is not responsible for shipments delayed by the freight carriers. ▪ This quote in no way implies that Skarnes Inc. has done any studies to determine if the building structures at Kinghorn Construction have the ability to support the required load of the above system or its components. It is the sole responsibility of Kinghorn Construction to make this determination. ▪ Credit card transactions subject to 3% adder per statute 325G.051 SURCHARGES ON CREDIT CARDS <p>Skarnes Incorporated reserves the right to assess additional charges for costs related to “unseen obstacles” such as, but not limited to: equipment (unrelated to our equipment) added after our site visit, uneven/non-uniform floors or ceilings, electrical conduit, water, or sewer lines, etc. Furthermore, Skarnes Incorporated reserves the right to stop or delay work until solutions to problems related to said “unseen obstacles” are effected.</p>	

NOTE: EFFECTIVE 1-1-02 FREIGHT CHARGES & INSTALLATION CHARGES ARE NOW TAXABLE IN THE STATE OF MINNESOTA

Prices are subject to change without notice and do not include Federal, State or City Taxes which may apply. All agreements contingent upon strikes, fire or delays beyond our control

SUBMITTED BY: _____

Andrew Zabel
SALES REPRESENTATIVE
DIRECT DIAL # 763-231-3634

TERMS, CONDITIONS AND LIMITATIONS

1. Purchaser is responsible for assuring that the equipment, its installation and operation comply with all laws and regulations, all building, insurance, industrial, safety, elevator and other codes, and all lease or other restrictions, and Purchaser shall obtain and comply with all necessary licenses, building or other permits or approvals and governmental inspections, including installing devices or equipment or making modifications necessary for compliance. Seller makes no representations as to any compliance, and Purchaser shall defend, indemnify and hold harmless Seller against all claims, losses or liabilities asserted to failure to comply.
 2. The equipment is sold f.o.b. factory and all freight, unloading, cartage, and demurrage shall be paid by Purchaser. The equipment is at Purchaser's risk on and after delivery to carrier at the factory and remains at Purchaser's risk upon arrival at Purchaser's plant and during and after installation, regardless of whether Purchaser has accepted Seller's performance.
 3. In addition to all other charges specified in this Contract, Purchaser agrees to pay or reimburse Seller for all present and future federal state, or local taxes, including sales, use, excise, occupational, real property, personal property, privilege, gross receipts and gross income taxes based on this Contract, the charges in this Contract, or the equipment and services or their use.
 4. SELLER'S OBLIGATION WITH RESPECT TO EQUIPMENT SOLD BY SELLER BUT MANUFACTURED BY OTHERS IS LIMITED TO ASSIGNMENT TO PURCHASER OF ANY WARRANTY MADE BY THE MANUFACTURER. WITH RESPECT TO THE EQUIPMENT DESCRIBED HEREIN, THE MANUFACTURER MAKES THE WARRANTY ATTACHED HERETO AS EXHIBIT A, WHICH WILL BE ASSIGNED TO PURCHASER UPON DELIVERY OF THE EQUIPMENT, SELLER MAKES NO REPRESENTATION AS TO THE EXISTENCE OR ASSIGNABILITY OF ANY OTHER WARRANTY.
 5. The following limitations are applicable to the warranty and assignment in paragraph 4 above and to all of Seller's obligations under this Contract:
 - (a) Purchaser acknowledges that it has full responsibility for installation of all equipment sold Purchaser and for preventive and other maintenance for the equipment and for its repair, except repair pursuant to the above warranty.
 - (b) No claims for shortage or error will be considered by Seller unless made in writing immediately upon receipt of shipment. Under no conditions may any equipment or parts be returned to Seller without its prior written consent.
 - (c) Seller makes no representation whatsoever that any equipment sold Purchaser, its use or operation or any installation activities will comply with the federal Occupational Safety and Health Act or similar or related state and local laws or plans, or rules, standards, regulations and orders relating thereto. Compliance therewith is the sole and exclusive responsibility of Purchaser and Purchaser shall defend, indemnify and hold harmless Seller against all claims, losses or liabilities asserted for failure to comply as to employees of Purchaser or any other party other than Seller. Safety devices, if any, furnished by Seller are listed on the reverse side and reference to Purchaser's drawings, specifications, schedules or descriptions does not imply that any other devices will be furnished. Any additional devices requested by Purchaser from Seller will be furnished only if available from Seller and at an additional charge.
 - (d) SELLER SHALL NOT BE LIABLE FOR ANY DAMAGES CAUSED BY DELAY IN FURNISHING EQUIPEMNT OR ANY OTHER PERFORMANCE UNDER THIS CONTRACT, WHETHER SUCH DELAY IS DUE TO CAUSES BEYOND SELLER'S CONTROLS SUCH AS, WITHOUT LIMITATION, SHORTAGE OF SUPPLY, STRIKE, RIOT, FIRE OR INSURRECTION, OR DUE TO ANY CAUSE WITHIN SELLER'S CONTROL. THE WARRANTY AND ASSIGNMENT IN PARAGRAPH 4 ABOVE IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR OF MERCHANTABILITY. THE SOLE REMEDY FOR SELLER'S LIABILITY OF ANY KIND, INCLUDING LIABILITY FOR NEGLIGENCE, WITH RESPECT TO ALL EQUIPMENT FURNISHED UNDER THIS CONTACT AND ALL OTHER PERFORMANCE BY SELLER UNDER OR PURSUANT TO THIS CONTRACT SHALL BE LIMITED TO THE REMEDY PROVIDED IN PARAGRAPH 4 ABOVE AND SHALL IN NO EVENT INCLUDE ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.
 6. To the best of Seller's knowledge, the equipment sold Purchaser pursuant to this Contract does not infringe the patent or other industrial property rights of any third person. It is agreed between Seller and Purchaser, however, that Seller does not warrant that the equipment shall be delivered free of the rightful claim of any third person by way of infringement of the life. Seller's obligation shall be limited to assignment to Purchaser of any patent infringement protection afforded by the manufacturer of the equipment, and unless set forth as a special term of this contact, Seller may not represent as to the existence of assignability of any such protection. Purchaser shall defend, indemnify and hold harmless Seller against any such claim arising out of specifications furnished by Purchaser.
 7. None of the equipment sold under this Contract is suitable for transporting any person in any manner. Purchaser shall defend, indemnify and hold harmless Seller against all claims, losses or liabilities for personal injury or property damage arising out of the equipment or its operation, including without limiting the foregoing, claims for injury occurring to any person riding or attempting to ride the equipment.
 8. Seller has the right to correct all typographical or clerical errors present in the prices or specifications in this Contract.
 9. Seller has the right to change design or material without Purchaser's consent and without altering the price charged Purchaser if the changes do not adversely affect the equipment, its operation or the time of completion of Seller's performance.
 10. In addition to all other remedies available to Seller in law or equity or under this Contract, to secure all indebtedness owed at any time by Purchaser to Seller, Purchaser grants Seller a security interest in all equipment sold by Seller to Purchaser, the security interest to continue following any installation of the equipment until Seller has been fully paid. Purchaser agrees to sign and furnish to Seller financing statements and any other documents and agrees to obtain any consents from other parties required to assure Seller a security interest prior to any other interests or claims in the equipment.
 11. Unless signed by Purchaser on or before fifteen days from date, this proposal submitted by the sales representative indicated on Proposal shall be void. If signed by Purchaser within said time period; this shall be considered a proposal by Purchaser for a contract subject to acceptance or rejection of Seller at Minneapolis, Minnesota. This Contract shall become effective (and not subject to cancellation by Purchaser) upon the date accepted by Seller by execution at Minneapolis, Minnesota, and shall constitute the entire agreement and understanding of the parties. All previous communications, either verbal or written, not contained in this Contract, are withdrawn and annulled. No agent of Seller is authorized to assume any liability for Seller or make warranties except that contained in this Contact. No modifications or amendments shall be effective unless in writing and signed by authorized representatives of both parties.

The terms and conditions in this Contract will govern to the exclusion of any terms in any acceptance, order or other forms submitted by Purchaser and any additional or different terms submitted by Purchaser will be of no effect and are hereby rejected unless expressly and separately agreed to in writing by Seller.

All information in this Contract is confidential. Transmission by Purchaser of all or any parts of this information to others or use of it by Purchaser for purposes other than purchase of equipment from Seller is unauthorized without Seller's written consent. The specifications and any drawings accompanying them submitted by Seller are its property and subject to recall at any time.
- This Contract shall be governed by the laws of the State of Minnesota.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 12-05-17-118

A RESOLUTION APPOINTING PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

WHEREAS, Fire Chief Dave Malewicki recommends appointing Ryan Melchior as a Probationary Firefighter, subject to passing of criminal background check, physical examination, and agility test.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Dylan Freund as a Probationary Firefighter, subject to the conditions listed above and applicable City policies.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 12-05-17-119

A RESOLUTION APPROVING PURCHASE OF FIRE DEPARTMENT TURNOUT GEAR

WHEREAS, the Fire Department is requesting to purchase three sets of turnout gear as part of an annual rotation.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby approves the purchase of three sets of fire department turnout gear.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**Final Levy Certification
2018 Revenue Budget**

Account	Description	Category	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	06-31-17		% of Budget	2018 Budget	% Change	Comments
								Actual	2017 Budget				
100-31000	Property Taxes - City	TAXES	957,722	981,814	940,618	1,026,640	783,871	458,692.08	830,524		881,449		
100-31020	Property Taxes - Fire Dept	TAXES	96,217	95,882	99,864	95,624	112,838	55,600.00	111,200		129,904		
100-31800	Franchise Fees	TAXES	8,096	14,452	12,194	13,150	14,500	11,766.34	12,000		15,000		
	Total Taxes		1,062,035	1,092,148	1,052,676	1,135,414	911,209	526,058	953,724	55%	1,026,353	8%	
100-32110	Alcoholic Beverages	LIC PERM	10,387	10,305	10,370	10,370	10,420	10,420	10,370		10,370		5 Liquor License Renewals
100-32180	Other Bus. Lic. & Permits	LIC PERM	650	1,561	700	362	482	2,670	100		400		Utility Permits/Solicitors License
100-32210	Building Permits	LIC PERM	77,849	190,003	154,881	139,675	180,198	64,442	50,000		140,000		
100-32240	Animal Licenses	LIC PERM	240	340	120	260	200	100	100		100		
100-32260	Solid Waste Hauler Licenses	LIC PERM	400	3,000	1,000	500	1,500	1,500	1,500		1,500		
100-32270	Rental Dwelling Licenses	LIC PERM	1,105	-	1,050	-	1,215	90	0		800		
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	374	74	37	45	55	41	50		50		Burn Permits
	Total Lic Perm		91,005	205,283	168,158	151,212	194,070	79,263	62,120	128%	153,220	147%	
100-33400	State Grants and Aid	INTGOVT	-	-	2,915	38,757	-	12,591	-		-		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,203	63,203	100,494	105,859	107,496	54,085	108,169		117,651		estimate
100-33410	MV Credit	INTGOVT	-	-	1,297	1,866	1,697	792	-		-		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	170	339		339		
100-33422	State Fire Aid	INTGOVT	24,521	34,204	36,371	42,219	39,121	43,018	36,000		39,000		estimate
100-33426	State Police Aid	INTGOVT	4,542	5,057	5,265	5,566	5,729	5,911	5,500		5,500		estimate
100-33610	County Grants/Aid for Roads	INTGOVT	-	-	14,488	13,342	-	-	-		-		
	Total Intgovt		92,605	102,803	161,169	207,947	154,382	116,566	150,008	78%	162,490	8%	
100-34000	Charges for Service	SERVICE	-	-	16,643	-	-	-	-		-		
100-34101	City Hall Rentals	SERVICE	5,050	4,800	6,700	8,915	8,315	8,605	9,175		10,000		
100-34107	Assessment Searches	SERVICE	375	725	350	475	400	475	400		400		
100-34108	Administrative Fees	SERVICE	1,346	1,402	2,710	2,447	2,433	3,000	1,500		2,000		
100-34109	Copies/Faxes	SERVICE	104	76	83	15	127	23	50		75		
100-34206	Other Public Safety Charges	SERVICE	-	-	-	-	-	250	-		-		Fire Emergency Services Fees
100-34207	Fire Protection	SERVICE	102,210	102,210	105,899	107,464	104,785	70,983	114,325		140,661		
100-34403	Recycling Rev/Reimb	SERVICE	3,494	8,264	26	6,902	6,372	5,682	6,000		6,000		
100-34780	Park Shelter Rental Fees	SERVICE	2,571	2,351	3,013	2,805	2,687	2,220	3,000		3,000		
100-34940	Cemetery Revenues	SERVICE	2,000	-	2,950	1,950	3,700	6,050	2,000		2,000		
	Total Service		117,159	119,827	138,374	130,973	128,819	97,288	136,450	71%	164,136	20%	
100-35100	Court Fines	FINES	861	1,420	315	2,643	2,254	3,915	2,000		2,000		
	Total Fines		861	1,420	315	2,643	2,254	3,915	2,000	196%	2,000	0%	
100-36100	Special Assessments	MISC	-	951	54	429	2,013	428	740		500		Lawn Mowing assessed
100-36200	Misc Revenues	MISC	5,355	67,479	2,592	13,012	10,454	1,115	900		900		Payment from Corcoran for FD assist for triathlon/supplies for HHF
100-36210	Interest Earnings	MISC	9,074	4,476	(528)	36,318	16,286	4,213	3,000		3,000		
100-36215	Investment Income/Loss	MISC	-	-	7,518	(100)	(1,872)	(936)	6,000		6,000		
100-36218	Grants	MISC	2,799	1,205	-	6,280	-	-	-		-		
100-36230	Contributions & Donations	MISC	5,096	2,742	2,075	8,597	6,000	2,425	3,600		2,000		Park Board Events
100-36235	Insurance Dividends	MISC	10,241	7,094	5,123	11,500	12,801	-	8,000		8,000		
100-36250	Damage Deposits	MISC	6,934	6,291	7,441	6,501	100	-	-		-		Moved to GL
100-36260	Refunds or Reimbursements	MISC	-	-	-	-	4	169	-		-		
100-36291	Sale of Vehicles/Equipment	MISC	3,300	1,300	100	-	1,702	773	-		-		
100-39101	Sales of General Fixed Assets	MISC	-	-	-	-	120,917	-	-		-		
100-39203	Transfers from Other Funds	MISC	-	-	-	-	19,200	-	-		-		
	Total Misc		42,798	91,538	24,375	82,538	187,606	8,188	22,240	37%	20,400	-8%	
	Total Revenue		1,406,462	1,613,019	1,545,068	1,710,727	1,578,339	831,279	1,326,541	63%	1,528,599	15.23%	

**Final Levy Certification
2018 Expenditure Budget**

Account	Description	Category	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	06-31-2017		% of Budget	2018 Budget	% Change	Dollar Change	Comments
								Actual	2017 Budget					
General Government														
100-41110-111	Committe Wages	COUNCIL	12,786	12,176	9,359	9,881	10,692	6,442	11,000		13,000		2,000	
100-41110-122	FICA	COUNCIL	793	755	572	632	658	398	682		806		124	
100-41110-123	Medicare	COUNCIL	185	177	134	143	154	93	160		189		29	
100-41110-208	Training & Instruction	COUNCIL	1,109	398	-	365	-	325	400		400		0	
100-41110-306	Dues & Subscriptions	COUNCIL	2,552	670	2,912	6,488	7,856	6,507	7,500		7,500		0	
100-41110-331	Travel Expenses	COUNCIL	801	158	160	76	-	92	500		500		0	
100-41110-437	Discretionary Miscellaneous	COUNCIL	3,396	3,586	5,701	3,128	11,287	1,254	3,000		19,000		16,000	
Total Council			21,667	17,967	18,888	20,766	30,646	15,111	23,242	65%	41,395	78%	18,153	
100-41330-111	Committe Wages	BRDS & COMM	2,850	2,280	2,820	2,820	3,270	-	4,000		4,000		0	
100-41330-208	Training & Instruction	BRDS & COMM	110	-	-	-	-	-	1,300		500		(800)	
100-41330-331	Travel Expenses	BRDS & COMM	-	374	18	21	-	-	100		100		0	
Total Brds & Comm			2,960	2,654	2,838	2,936	3,270	-	5,400	0%	4,600	-15%	(800)	
100-41400-101	Full-Time Wages	CITY ADMIN	72,582	12,433	63,612	75,707	67,580	54,658	69,630		73,084		3,454	
100-41400-121	PERA	CITY ADMIN	4,377	-	4,553	5,870	5,043	4,213	5,222		5,481		259	
100-41400-122	FICA	CITY ADMIN	4,278	590	3,894	4,852	4,169	3,483	4,317		4,531		214	
100-41400-123	Medicare	CITY ADMIN	1,001	138	911	1,135	975	815	1,010		1,060		50	
100-41400-132	Employer Paid Life	CITY ADMIN	-	-	1,073	414	368	310	384		400		16	estimate
100-41400-151	Health Insurance Premium	CITY ADMIN	6,238	-	5,676	5,237	8,372	7,030	8,400		8,400		0	reflects monthly allotment
100-41400-208	Training & Instruction	CITY ADMIN	465	464	561	1,310	410	431	1,500		1,500		0	
100-41400-306	Dues & Subscriptions	CITY ADMIN	-	-	445	256	267	254	500		500		0	
Total City Admin			116,408	57,941	82,640	98,574	87,184	71,194	90,963	78%	94,956	4%	3,994	
100-41410-200	Office Supplies	ELECTION	1,162	-	3,005	-	1,631	-	7,000		5,000		(2,000)	Supplies and minor equipment upgrades
100-41410-310	Other Professional Services	ELECTION	3,660	-	5,317	79	4,016	-	-		5,000		5,000	Judge Wages
100-41410-351	Legal Notices Publishing	ELECTION	-	-	279	-	174	-	-		300		300	
100-41410-400	Repairs & Maintenance Cont	ELECTION	-	762	-	-	1,014	1,202	1,300		1,500		200	
Total Election			4,822	762	8,601	79	6,835	1,202	8,300	14%	11,800	42%	3,500	
100-41430-101	Full-Time Wages	CLERICAL	39,200	43,120	80,994	53,307	42,267	34,371	43,740		45,930		2,190	
100-41430-121	PERA	CLERICAL	2,827	1,832	5,711	3,798	3,154	2,649	3,280		3,445		164	
100-41430-122	FICA	CLERICAL	2,417	2,544	5,607	3,715	2,607	2,190	2,712		2,848		136	
100-41430-123	Medicare	CLERICAL	565	595	1,311	869	610	512	634		666		32	
100-41430-134	Employer Paid Life	CLERICAL	-	-	(3,996)	1,581	1,309	1,231	1,440		1,600		160	estimate
100-41430-151	Health Insurance Premium	CLERICAL	8,946	17,319	10,443	7,844	8,400	7,030	8,400		8,400		0	reflects monthly allotment
100-41430-208	Training & Instruction	CLERICAL	-	-	-	-	255	-	500		500		0	
100-41430-306	Dues & Subscriptions	CLERICAL	-	-	-	-	-	18	250		250		0	
Total Clerical			53,956	65,410	115,462	74,280	58,602	48,001	60,956	79%	63,638	4%	2,681	
100-41435-260	Uniforms	STAFF EXP	80	-	224	-	-	-	300		300		0	
100-41435-310	Other Professional Services	STAFF EXP	9,845	5,763	578	787	1,157	373	500		500		0	
100-41435-331	Travel Expenses	STAFF EXP	1,101	368	561	1,277	589	215	2,000		2,000		0	
Total Staff Exp			17,144	14,017	2,620	3,290	1,746	589	2,800	21%	2,800	0%	0	
100-41530-101	Full-Time Wages	ACCNT	59,281	78,673	-	24,895	51,158	40,000	52,955		53,040		85	
100-41530-121	PERA	ACCNT	3,464	5,869	-	1,800	3,818	2,734	3,975		3,978		3	
100-41530-122	FICA	ACCNT	3,676	5,019	-	1,446	2,941	2,471	3,283		3,288		5	
100-41530-123	Medicare	ACCNT	860	1,174	-	338	688	578	768		769		1	
100-41530-134	Employer Paid Life	ACCNT	-	-	-	348	980	626	996		1,100		104	estimate
100-41530-151	Health Insurance Premium	ACCNT	6,021	9,149	-	3,322	10,800	7,100	10,800		8,400		(2,400)	reflects monthly allotment
100-41530-208	Training & Instruction	ACCNT	-	-	-	690	285	1,000	1,000		1,000		0	
100-41530-306	Dues & Subscriptions	ACCNT	-	-	-	235	123	250	250		250		0	
100-41530-310	Other Professional Services	ACCNT	-	-	-	35,468	2,457	5,776	-		5,000		5,000	Audit Training/Prep estimate
Total Accnt			73,301	99,885	-	68,471	73,767	59,693	74,026	81%	76,826	4%	2,799	
100-41540-301	Auditing & Accounting	AUDITING	19,840	22,740	27,812	23,400	29,243	24,065	24,300		21,050		(3,250)	Audit Costs
Total Auditing & Accounting			19,840	22,740	27,812	23,400	29,243	24,065	24,300	99%	21,050	-13%	(3,250)	
100-41550-310	Other Professional Services	ASSESSING	16,316	16,889	17,328	17,772	17,828	18,785	18,000		20,000		2,000	Increase due to new plat
Total Assesing			16,316	16,889	17,328	17,772	17,828	18,785	18,000	104%	20,000	11%	2,000	
100-41570-200	Office Supplies	PURCHASING	6,172	5,587	1,128	3,146	3,077	2,066	3,500		3,500		0	
100-41570-205	Bank Fees	PURCHASING	212	124	74	49	187	248	100		200		100	
100-41570-207	Computer Supplies	PURCHASING	1,268	4,472	4,284	3,092	5,876	11,453	12,000		8,000		(4,000)	
100-41570-220	Repair/Maintenance Supply	PURCHASING	6,724	8,425	1,939	2,367	3,670	2,399	4,000		4,000		0	
100-41570-322	Postage	PURCHASING	1,222	458	951	2,463	2,840	1,439	2,000		2,500		500	
100-41570-570	Office Equipment/Furniture	PURCHASING	2,501	1,305	120	210	-	9,611	-		6,000		6,000	Upgrade Conf. Chairs & PW Conf. Chairs
Total Purchasing			18,099	20,370	8,496	11,326	15,650	27,215	21,600	126%	24,200	12%	2,600	
100-41600-310	Other Professional Services	COMPUTER	-	-	-	-	2,542	4,034	4,000		8,500		4,500	Increase for PW setup
Total Computer			-	-	4,693	3,693	2,542	4,034	4,000	101%	8,500	113%	4,500	
100-41610-304	Legal Fees	ATTORNEY	13,799	19,286	20,536	18,947	25,247	16,705	22,440		23,500		1,060	

	Total Attorney		13,799	19,286	20,536	18,947	25,247	16,705	22,440	74%	23,500	5%	1,060	
100-41910-310	Other Professional Services	PLANNING & ZONING	11,489	24,092	26,511	19,945	24,771	16,488	29,500		25,000		(4,500)	Finish 2017 Comp Plan Update
	Total Planning & Zoning		11,489	24,092	26,511	19,945	24,771	16,488	29,500	56%	25,000	-15%	(4,500)	
100-41940-210	Operating Supplies	BLDG & GRNDS	3,484	4,454	2,494	617	1,567	1,080	1,500		1,500		0	cleaning suplies, garbage bags, etc.
100-41940-220	Repair/Maintenance Supply	BLDG & GRNDS	4,943	10,195	(3,187)	9,461	10,286	5,660	7,000		7,000		0	
100-41940-306	Dues & Subscriptions	BLDG & GRNDS			250	250	250	250	300		250		(50)	Liquor License
100-41940-310	Other Professional Services	BLDG & GRNDS	432	6,508	6,998	6,016	7,208	5,690	1,000		9,000		8,000	cleaning contract and pest control
100-41940-321	Telephone	BLDG & GRNDS	4,851	5,851	4,476	3,282	3,139	3,507	3,500		4,200		700	Comcast
100-41940-325	Taxes	BLDG & GRNDS	6,723	6,439	258	220	214	320	250		300		50	sales and use tax
100-41940-381	Electric Utility	BLDG & GRNDS	6,964	10,328	8,927	14,122	8,917	5,783	11,250		14,000		2,750	City Hall & PW
100-41940-383	Gas Utilities	BLDG & GRNDS	3,382	4,799	6,698	3,642	3,047	2,659	6,250		8,000		1,750	City Hall & PW
100-41940-384	Refuse/Garbage Disposal	BLDG & GRNDS	1,862	5,313	(502)	2,540	2,552	2,509	3,250		3,500		250	City Hall & PW
100-41940-415	Other Equipment Rental	BLDG & GRNDS	499	-	-	121	-	-	500		500		0	
100-41940-520	Buildings & Structures	BLDG & GRNDS	-	637	5,591	5,346	3,402	1,492	4,500		4,500		0	
100-41940-560	Furniture & Fixtures	BLDG & GRNDS	-	3,149	535	1,961	242	117	2,500		2,500		0	
100-41940-580	Other Equipment	BLDG & GRNDS	160	352	308	1,263	226	-	500		500		0	
	Total Bldg & Grnds		97,170	106,016	32,848	48,842	41,048	29,067	42,300	69%	55,750	32%	13,450	
100-41950-303	Engineering Fee	ENGINEERING	14,114	22,511	19,613	23,493	25,659	10,834	32,500		25,000		(7,500)	No Comp. Plan
	Total Engineering		14,114	22,511	19,613	23,493	25,659	10,834	32,500	33%	25,000	-23%	(7,500)	
100-41960-150	Workers Comp Premium	INSURANCE	1,730	2,086	845	259	8,543	9,376	8,799		9,500		701	entire City less Fire Department estimate
100-41960-361	General Liability Insurance	INSURANCE	22,340	21,946	24,476	24,785	19,245	21,536	18,860		22,000		3,140	entire City less Fire Department estimate
	Total Insur		24,070	24,032	27,982	25,045	27,788	30,912	27,659	112%	31,500	14%	3,841	
100-41970-341	Employment	LEGAL PUB	636	231	235	435	274	362	300		300		0	
100-41970-343	Other Advertising	LEGAL PUB	-	-	38	-	39	104	50		50		0	WC Journal Subscription
100-41970-351	Legal Notices Publishing	LEGAL PUB	985	1,925	1,621	768	1,814	313	2,000		2,000		0	Election Year
100-41970-354	Recording Fees	LEGAL PUB	654	128	441	-	-	53	500		500		0	
	Total Legal Pub		2,274	2,284	2,336	1,203	2,127	832	2,850	29%	2,850	0%	0	
100-48205-810	Refunds & Reimbursements	DAMAGE DEPOSIT	6,205	7,720	7,554	11,079	3,416	-	-		-		#DIV/0!	Moved to GL
	Total Damage Deposit		6,205	7,720	7,554	11,079	3,416	-	-		-		0	
	Total General Gov't		513,634	524,577	426,758	473,140	477,369	374,726	490,836	76%	533,364	9%	42,528	
Public Safety														
100-42101-310	Other Professional Services	HC SHERIFF	64,977	65,503	75,078	69,333	71,405	39,365	78,731		81,096		2,365	contract price
	Total HC Sheriff		64,977	65,503	75,078	69,333	71,405	39,365	78,731	50%	81,096	3%	2,365	
100-42102-310	Other Professional Services	WC SHERIFF	87,474	88,330	83,726	95,900	99,168	87,008	101,748		105,120		3,372	contract price
	Total WC Sheriff		87,474	88,330	83,726	95,900	99,168	87,008	101,748	86%	105,120	3%	3,372	
100-42210-103	Part-Time Wages	FIRE ADMIN	18,420	29,404	28,116	27,804	31,640	23,927	55,000		59,000		4,000	straight hourly pay/increased calls
100-42210-122	FICA	FIRE ADMIN	1,142	1,823	1,743	1,714	1,943	1,483	3,410		3,658		248	
100-42210-123	Medicare	FIRE ADMIN	267	426	408	401	454	347	798		856		58	
100-42210-142	Unemployment Benefits	FIRE ADMIN	-	-	-	22	-	275	-		-		0	
100-42210-150	Workers Comp Premium	FIRE ADMIN	6,731	7,042	6,679	7,137	7,947	8,225	8,344		8,500		156	estimate
100-42210-200	Office Supplies	FIRE ADMIN	-	359	167	131	241	494	200		350		150	
100-42210-305	Medical/Physical Fees	FIRE ADMIN	363	3,975	1,260	4,735	4,567	1,909	4,000		4,000		0	
100-42210-306	Dues & Subscriptions	FIRE ADMIN	1,042	884	562	572	605	1,889	950		1,000		50	
100-42210-361	General Liability Insurance	FIRE ADMIN	10,108	6,875	5,869	2,370	4,743	5,248	4,553		5,000		447	estimate
	Total Fire Admin		38,073	50,788	45,975	45,125	52,140	43,797	77,255	57%	82,364	7%	5,108	
100-42220-221	Equipment Parts	FIRE EQUIP	7,812	3,665	6,025	1,056	2,791	4,368	15,500		15,500		0	
100-42220-228	Medical Supplies	FIRE EQUIP	-	-	-	782	370	-	1,500		1,500		0	
100-42220-240	Small Tools/Equipment	FIRE EQUIP	581	718	132	-	537	-	850		850		0	
100-42220-260	Uniforms	FIRE EQUIP	7,551	8,599	780	10,864	7,559	3,126	4,500		28,500		24,000	Purchase extra to incorporate 2 sets each
100-42220-580	Other Equipment	FIRE EQUIP	4,959	4,315	2,056	856	1,081	605	5,000		5,000		0	
	Total Fire Equip		20,903	17,296	8,993	13,557	12,338	8,100	27,350	30%	51,350	88%	24,000	
100-42240-208	Training & Instruction	FIRE TRG	3,558	3,401	7,517	8,869	4,162	5,738	12,500		12,500		0	
100-42240-310	Other Professional Services	FIRE TRG	-	-	-	-	2,939	2,293	3,000		3,210		210	Contracted cost
100-42240-331	Travel Expenses	FIRE TRG	1,468	1,099	852	792	2,137	1,097	1,500		1,500		0	
	Total Fire Trg		5,025	4,500	8,369	9,661	9,238	9,127	17,000	54%	17,210	1%	210	
100-42260-212	Motor Fuels	FIRE VEHICLE	4,243	5,428	3,780	3,146	2,362	1,464	4,500		4,500		0	
100-42260-220	Repair/Maintenance Supply	FIRE VEHICLE	4,985	7,438	14,342	7,855	11,402	3,784	9,000		9,000		0	
100-42260-240	Small Tools/Equipment	FIRE VEHICLE	1,845	2,335	1,860	198	322	-	2,000		2,000		0	
100-42260-323	Radio Units	FIRE VEHICLE	2,250	1,107	2,661	5,035	8,481	3,439	7,465		7,805		340	add additional radios
	Total Fire Vehicle		13,324	16,307	22,643	16,235	22,567	8,687	22,965	38%	23,305	1%	340	
100-42280-215	Shop Supplies	FIRE BLDG	1,220	1,121	741	189	416	177	1,650		1,650		0	
100-42280-220	Repair/Maintenance Supply	FIRE BLDG	4,958	-	522	14,969	2,827	539	3,500		7,500		4,000	increase for hose testing
100-42280-321	Telephone	FIRE BLDG	458	1,002	430	351	371	1,637	800		1,000		200	
100-42280-325	Taxes	FIRE BLDG	165	138	-	-	-	-	175		175		0	
100-42280-381	Electric Utilities	FIRE BLDG	4,450	4,696	3,722	3,636	3,861	2,576	4,500		4,500		0	
100-42280-383	Gas Utilities	FIRE BLDG	1,483	2,569	3,673	2,855	1,935	1,465	3,000		3,000		0	
	Total Fire Bldg		12,733	9,526	9,088	21,999	9,410	6,394	13,625	47%	17,825	31%	4,200	

100-42290-124	State Aid Pensions	FRA	27,621	41,704	37,871	42,415	38,746	-	36,000	39,000	3,000	pass through fund
100-42290-125	Other Retirement Contributions	FRA	-	-	-	-	11,134	5,567	11,134	12,011	877	31% of two year's prior state aid paid by City for it
100-42290-301	Auditing & Accounting	FRA	-	10,683	5,800	6,580	6,100	6,200	6,500	6,500	0	billed hourly, this is estimated amount
Total FRA			27,621	52,387	43,671	48,995	55,980	11,767	53,634	57,511	7%	3,877
100-42401-310	Other Professional Services	BLDG INSP	17,271	72,360	32,860	53,391	54,669	28,406	17,500	50,000	32,500	new plat
Total Bldg Insp			17,271	72,360	32,860	53,391	54,669	28,406	17,500	50,000	162%	32,500
100-42700-310	Other Professional Services	ANIMAL CTRL	-	189	180	185	250	250	500	500	0	
Total Animal Ctrl			-	189	180	185	250	250	500	500	50%	0
100-42800-310	Other Professional Services	CEMETERY	-	-	-	50	2,174	-	50	-	(50)	
Total Cemetery			-	-	-	50	2,174	-	50	0%	(50)	
Total Public Safety			287,401	377,186	330,583	374,432	389,338	242,901	410,358	486,280	19%	75,922

Public Works

100-43000-101	Full-Time Wages - Reg	PUBLIC WORKS	45,643	61,257	74,389	98,608	107,097	79,873	116,803	131,926	15,123	3 FTE - with \$25k paid from Storm H2O
100-43000-102	Full-Time Wages - OT	PUBLIC WORKS	-	-	1,340	604	1,386	526	1,050	2,000	950	
100-43000-103	Part-Time Wages	PUBLIC WORKS	8,615	4,010	14,370	5,170	13,080	11,152	15,000	13,740	(1,260)	1 Summer help and 1 temp. snow plow driver
100-43000-121	PERA	PUBLIC WORKS	3,498	3,462	5,168	7,730	8,095	5,967	10,279	9,894	(385)	
100-43000-122	FICA	PUBLIC WORKS	3,274	3,846	5,688	6,637	7,482	5,749	8,251	9,031	780	
100-43000-123	Medicare	PUBLIC WORKS	765	899	1,274	1,552	1,750	1,345	2,285	2,112	(173)	
100-43000-134	Employer Paid Life	PUBLIC WORKS	-	-	1,107	1,729	1,862	1,111	2,832	2,100	(732)	estimate
100-43000-142	Unemployment Benefits	PUBLIC WORKS	-	-	369	264	28	7	500	250	(250)	
100-43000-151	Health Insurance Premiums	PUBLIC WORKS	5,378	5,537	10,892	15,616	19,200	15,589	27,600	30,000	2,400	2 family & 1 single
100-43000-208	Training & Instruction	PUBLIC WORKS	1,140	-	225	997	1,379	1,577	2,500	2,500	0	to reflect additional worker
100-43000-212	Motor Fuels	PUBLIC WORKS	9,113	10,110	8,790	-	5,218	3,507	7,000	7,000	0	plow, loader, bobcat, pickups
100-43000-215	Shop Supplies	PUBLIC WORKS	929	4,608	3,569	-	2,658	2,805	2,500	5,500	3,000	
100-43000-220	Repair/Maintenance Supply	PUBLIC WORKS	5,806	7,116	8,726	378	11,725	6,135	6,000	9,000	3,000	
100-43000-226	Sign Repair Materials	PUBLIC WORKS	-	-	-	-	1,252	943	1,500	1,500	0	consolidated all street sign resources here
100-43000-240	Small Tools/Equipment	PUBLIC WORKS	2,022	1,986	4,432	-	2,576	6,361	5,000	5,000	0	
100-43000-260	Uniforms	PUBLIC WORKS	830	907	1,974	-	1,316	1,407	3,000	3,000	0	to reflect additional worker
100-43000-310	Other Professional Services	PUBLIC WORKS	7,775	6,708	5,174	-	18,696	11,825	19,000	17,000	(2,000)	Compost, street sweepings
100-43000-321	Telephone	PUBLIC WORKS	-	-	555	1,929	1,880	2,207	2,800	2,800	0	to reflect additional worker
100-43000-325	Taxes	PUBLIC WORKS	-	-	119	-	120	38	200	200	0	
Total Public Works			97,872	113,432	155,840	152,107	206,800	158,124	234,100	254,554	9%	20,454
100-43121-224	Street Maintenance Materials	PAVED STREETS	811	5,636	13,661	71,522	32,250	14,608	50,000	100,000	50,000	increase to pay for annual chip seal
Total Paved Streets			7,454	6,225	14,625	75,755	32,250	14,608	50,000	100,000	100%	50,000
100-43122-224	Street Maintenance Materials	UNPAVED STREETS	2,655	2,240	7,094	10,403	11,179	11,844	10,000	15,000	5,000	
Total Unpaved Streets			4,967	6,400	7,094	10,403	11,179	11,844	10,000	15,000	50%	5,000
100-43125-224	Street Maintenance Materials	SNOW/ICE	2,246	600	11,926	15,000	9,453	9,816	15,000	15,000	0	
Total Snow/Ice			2,246	600	11,926	15,000	9,453	9,816	15,000	15,000	65%	0
100-43160-381	Electric Utilities	STREET LIGHTS	26,483	27,036	25,125	19,475	26,424	17,613	25,000	25,000	0	
Total Street Lights			26,483	27,036	25,125	19,475	26,424	17,613	25,000	25,000	0%	0
100-43240-384	Refuse/Garbage Disposal	CITY CLEAN UP	487	828	887	1,784	2,073	-	2,000	-	(2,000)	\$0 cost last two years (16 received donation)
Total City Clean Up			487	828	887	1,784	2,073	-	2,000	-	-100%	(2,000)
100-43245-384	Refuse/Garbage Disposal	RECYCLING	18,637	25,354	33,931	36,112	37,745	28,489	36,000	38,500	2,500	additional houses
Total Recycling			18,637	25,354	33,931	36,112	37,745	28,489	36,000	38,500	7%	2,500
Total Public Works			159,233	180,693	249,428	341,883	325,925	240,494	372,100	448,054	20%	75,954

Culture & Recreation

100-45186-437	Senior Center Contribution	SENIOR CENTER	625	1,250	7,654	5,330	7,016	5,875	8,000	8,700	700	provided by St. Michael
Total Senior Center Contribution			625	1,250	7,654	5,330	7,016	5,875	8,000	8,700	9%	700
100-45200-212	Motor Fuels	PARKS	-	-	1,958	-	1,478	1,056	2,000	2,000	0	lawn mower fuel
100-45200-220	Repair/Maintenance Supply	PARKS	6,508	3,801	4,477	4,513	4,599	3,371	5,000	5,000	0	mower repairs, park maintenance equipment
100-45200-225	Landscape Materials	PARKS	2,352	4,055	1,788	2,625	4,356	4,329	10,000	8,000	(2,000)	wood chips, seed, soil, fertilizer, etc.
100-45200-310	Other Professional Services	PARKS	-	-	-	-	6,280	6,500	6,800	6,800	0	FYCC Costs
100-45200-381	Electric Utilities	PARKS	825	2,729	1,932	2,054	2,265	2,119	2,000	2,200	200	
100-45200-400	Repairs & Maintenance Cont	PARKS	2,704	4,489	4,469	2,249	1,939	112	1,500	1,500	0	
100-45200-440	Programs	PARKS	2,957	5,171	4,992	9,041	2,216	1,945	2,200	2,200	0	city hosted events (offset by donations)
100-45200-580	Other Equipment	PARKS	2,484	1,182	2,711	7,190	7,606	3,193	7,000	8,000	1,000	added Biff @ school
Total Parks			21,298	24,199	22,610	27,852	30,739	22,625	36,500	35,700	-2%	(800)
100-45500-437	Contribution & Operation	ROY SIMMS LIBRARY	7,000	7,000	7,000	5,250	10,428	10,260	10,500	11,500	1,000	\$7K bond plus \$4,500 operation
Total Roy Simms Library			7,000	7,000	7,000	5,250	10,428	10,260	10,500	11,500	10%	1,000
Total Culture & Rec			28,923	32,449	37,264	38,432	48,183	38,759	55,000	55,900	2%	900

Transfers Out

100-49360-700	Transfer Out	GENERAL CAPITAL	145,203	221,307	100,000	-	250,000	-	-	-	0	eliminated as an operating expense
100-49360-700	Transfer Out	PARKS CAPITAL	-	-	-	-	148,570	-	-	-	0	eliminated as an operating expense
100-49360-700	Transfer Out	FIRE DEPT CAPITAL	-	-	20,000	52,300	31,000	-	-	-	0	eliminated as an operating expense
100-49360-700	Transfer Out	HISTORICAL FUND	10,000	10,000	10,000	-	-	-	-	-	0	eliminated as an operating expense

100-49360-700	Transfer Out	CITY HALL FUND	100,000	30,000	30,000	74,093	-	-	0	eliminated as an operating expense		
100-49360-700	Transfer Out	EQUIPMENT FUND	20,000	32,500	32,500	55,000	-	-	0	eliminated as an operating expense		
100-49360-700	Transfer Out	STREET CAPITAL	100,000	275,000	100,000	369,000	-	-	0	eliminated as an operating expense		
Total Transfers Out			375,203	568,807	292,500	476,300	503,663	-	-	#DIV/0!	#DIV/0!	0

Transit

100-49800-310	Other Professional Services	TRANSIT			1,107	250	187	250	5,000	4,750	annual cost, capital debt repayment		
Total Transit			1,107	-	250	187	250	75%	5,000	1900%	4,750		
Total Fund Expend.			1,364,394	1,683,711	1,337,640	1,704,187	1,744,728	897,066	1,328,544	68%	1,528,598	15.06%	200,054
Total Revenue Over Expenditures			42,068	(70,692)	207,428	6,540	(166,390)	(65,788)	(2,003)	1			

Fire Department Cost for Services Calculation

2018 Estimated Market Values	HC	WC	TOTAL	
City of Corcoran	\$198,284,200		\$198,284,200	25.71%
City of Greenfield	\$133,387,300		\$133,387,300	17.29%
City of Hanover	\$80,926,200	\$262,059,200	\$342,985,400	44.47%
Rockford Township		\$96,690,300	\$96,690,300	12.54%
	<hr/>	<hr/>	<hr/>	<hr/>
	\$412,597,700	\$358,749,500	\$771,347,200	100.00%

Total Calls by Year	2012	2013	2014	2015	2016 Total	Average		
City of Corcoran	25	24	34	34	50	167	33.4	21.69%
City of Greenfield	13	13	12	12	42	92	18.4	11.95%
City of Hanover	71	77	73	73	103	397	79.4	51.56%
Rockford Township	14	22	28	28	22	114	22.8	14.81%
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	123	136	147	147	217	770	154	100.00%

2018 Budget: 309,564.50 Total Budgeted Expenditures (General Fund, Bonds, Capital Transfer)
 (39,000.00) State FRA Pension Contribution
\$270,564.50 Amount to be allocated

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

	MV %	MV Pymt.	CH %	CH Pymt.	Payment
City of Corcoran	25.71%	34,775.95	21.69%	29,340.44	64,116.39
City of Greenfield	17.29%	23,394.05	11.95%	16,163.59	39,557.64
City of Hanover	44.47%	60,154.28	51.56%	69,749.42	129,903.70
	12.54%	16,957.97	14.81%	20,028.80	36,986.77
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	100.00%	135,282.25	100.00%	135,282.25	270,564.50
		135,282.25		135,282.25	

*2017 Payment Per City:		2018 Payment Per City:	% Change
City of Corcoran	\$53,281.44	City of Corcoran	\$64,116.39 20%
City of Greenfield	\$29,756.79	City of Greenfield	\$39,557.64 33%
City of Hanover	\$111,199.77 (Includes \$5,000)	City of Hanover	\$129,903.70 17%
Rockford Township	\$31,286.64	Rockford Township	\$36,986.77 18%
	<hr/>		<hr/>
	\$225,524.64		\$270,564.50

Capital Improvement Fund Levy Revenue

Fund No.	Account Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% Change	Comments
401	General	145,203	221,307	100,000						
402	Parks						25,000	25,000		
403	Fire Department			20,000	24,000	30,000	30,000	60,000		added 2010 equip. certif. amount
404	Historical Projects	10,000	10,000	10,000						
407	TIF Redev. Dist #1									
408	8th St. Project									
411	Facilities	100,000	30,000	30,000			-			
417	Equipment	20,000	32,500	32,500	55,000	65,000	52,348	15,000		
418	Street Project	100,000	275,000	100,000	190,000	215,000	160,000	152,880		
Total Revenue		375,203	568,807	292,500	269,000	310,000	267,348	252,880	-1%	

City of Hanover
Debt Services
2008A GO CIP Refunding Bond Fund

Acct No.	Account Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% Change
<u>Revenue Accounts</u>									
311-31000	PROPERTY TAXES-CITY	79,197	79,457	40,934	39,770	38,604	41,255	41,255	
311-33410	MV CREDIT								
311-36210	INTEREST EARNINGS	1,340	504	50	400	344	100	200	
311-36215	INVESTMENT INCOME/LOSS			413	(92)	289	400	200	
311-39100	BOND PROCEEDS								
311-39200	TRANSFERS IN								
Total Revenue		80,537	79,961	41,397	40,079	39,238	41,755	41,655	6%
<u>Expenditure Accounts</u>									
311-47000-601	DS: PRINCIPAL	70,000	70,000	70,000	25,000	30,000	30,000	30,000	
311-47000-611	DS: INTEREST	15,370	13,270	11,030	9,448	8,338	7,320	6,210	
311-47000-620	DS: FISCAL AGENT FEES	425	495	495	495	425	495	495	
Total Expenditures		85,795	83,765	81,525	34,943	38,763	37,815	36,705	-2%
Total Revenue Over Expenditures		(5,258)	(3,804)	(40,128)	5,136	475	3,940	4,950	26%

*Last payment made in 2022

**City of Hanover
Debt Services**

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% Change
<u>Revenue Accounts</u>									
314-31000	PROPERTY TAXES-CITY	75,000	34,403	74,174	110,246	125,400	134,080	134,080	
314-33410	MV CREDIT								
314-36100	SPECIAL ASSESSMENTS		79,169	93,196	71,146	62,387	54,531		
314-36210	INTEREST EARNINGS	100	2,756	417	3,965	5,559	300		
314-36215	INVESTMENT INCOME/LOSS			4,553	(299)	(270)	4,000		
314-39100	BOND PROCEEDS								
314-39200	TRANSFERS IN								
Revenue Accounts		75,100	116,328	172,341	185,058	193,076	192,911	134,080	0%
<u>Expenditure Accounts</u>									
314-47000-601	DS: PRINCIPAL	62,619	80,000	125,000	125,000	140,000	140,000	150,000	
314-47000-611	DS: INTEREST	9,722	27,375	25,775	23,275	20,775	17,975	15,175	
314-47000-620	DS: FISCAL AGENT FEES		425	495	495	495	495	495	
BALANCING (Fund 309 residuals)									
Total Expenditures		72,341	107,800	151,270	148,770	161,270	158,470	165,670	-2%
Total Revenue Over Expenditures		2,759	8,528	21,071	36,288	31,806	34,441	(31,590)	8%

*Last payment made in 2021

City of Hanover
Debt Services

2016 GO Public Works Building Bond

Acct No.	Account Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget	2018 Budget	% Change
<u>Revenue Accounts</u>									
315-31000	PROPERTY TAXES-CITY							105,236	
315-36210	INTEREST EARNINGS								
315-36215	INVESTMENT INCOME/LOSS								
315-39100	BOND PROCEEDS								
315-39200	TRANSFERS IN								
Revenue Accounts		-	-	-	-	\$ -	\$ -	\$ 105,236	#DIV/0!
<u>Expenditure Accounts</u>									
315-47000-601	DS: PRINCIPAL						60,000	60,000	
315-47000-611	DS: INTEREST						24,279	40,630	
315-47000-620	DS: FISCAL AGENT FEES							495	
Total Expenditures		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,279	\$ 101,125 #DIV/0!
Total Revenue Over Expenditure		-	-	-	-	\$ -	\$ -	\$ (84,279)	#DIV/0!

**City of Hanover
Debt Services**

Minnesota PFA Loan

Acct No.	Account Description	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% Change
<u>Expenditure Accounts</u>									
602-47000-601	PRINCIPAL					95,000	98,000	100,000	
602-47000-611	INTEREST				12,463	11,221	9,046	6,801	
Total Expenditures					12,463	106,221	107,046	106,801	1%

**last payment made in 2020*

Total Debt Services Expenditures	196,176	306,254	387,610	410,301	6%
Total Debt Services Tax Revenues	150,016	164,004	175,335	280,571	60%
Total Debt Services Non-Tax Revenues	75,120	68,309	59,331	400	-99%
Total Debt Expenditures Paid by Levy Dollars	183,713	200,033	280,564	303,500	8%

Final Levy Certification

Bond Register/Debt Levy Supplement

Bond Issues	Original Principal	Date Issued	Paid by Levy Dollars (Y/N)	Debt Levy per Issued Bond for Pay 2018	Reductions to Levied Amount	Certified Debt Levy 2018
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	\$41,254.50	\$0.00	\$41,254.50
GO Improvement Refunding	\$231,000	2009	Y	\$0.00	\$0.00	Paid off Early
GO Equipment Certificates of Indebtedness	\$350,920	2010	Y	\$0.00	\$0.00	Paid off Early
GO Improvement Crossover Refunding	\$1,225,000	2011	Y	\$134,080.48	\$0.00	\$134,080.48
GO Bond	\$1,535,000	2016	Y	\$105,236.25	\$0.00	\$105,236.25
Total	\$4,001,920			\$280,571	\$0.00	\$280,571.23

* 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 2018 tax rolls agrees with your records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Dated this _____ day of December, 2017.

Brian Hagen, City Administrator

Final Levy Certification

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

Return by: December ____, 2017
City Taxes Voted

To the Auditor of Wright County: I hereby certify that the Council for the City of Hanover, County of Wright, Minnesota, did at a meeting on December ____, 2017 levy the following amount to be raised by taxation for the City of Hanover for the payable year 2018.

2018 Preliminary

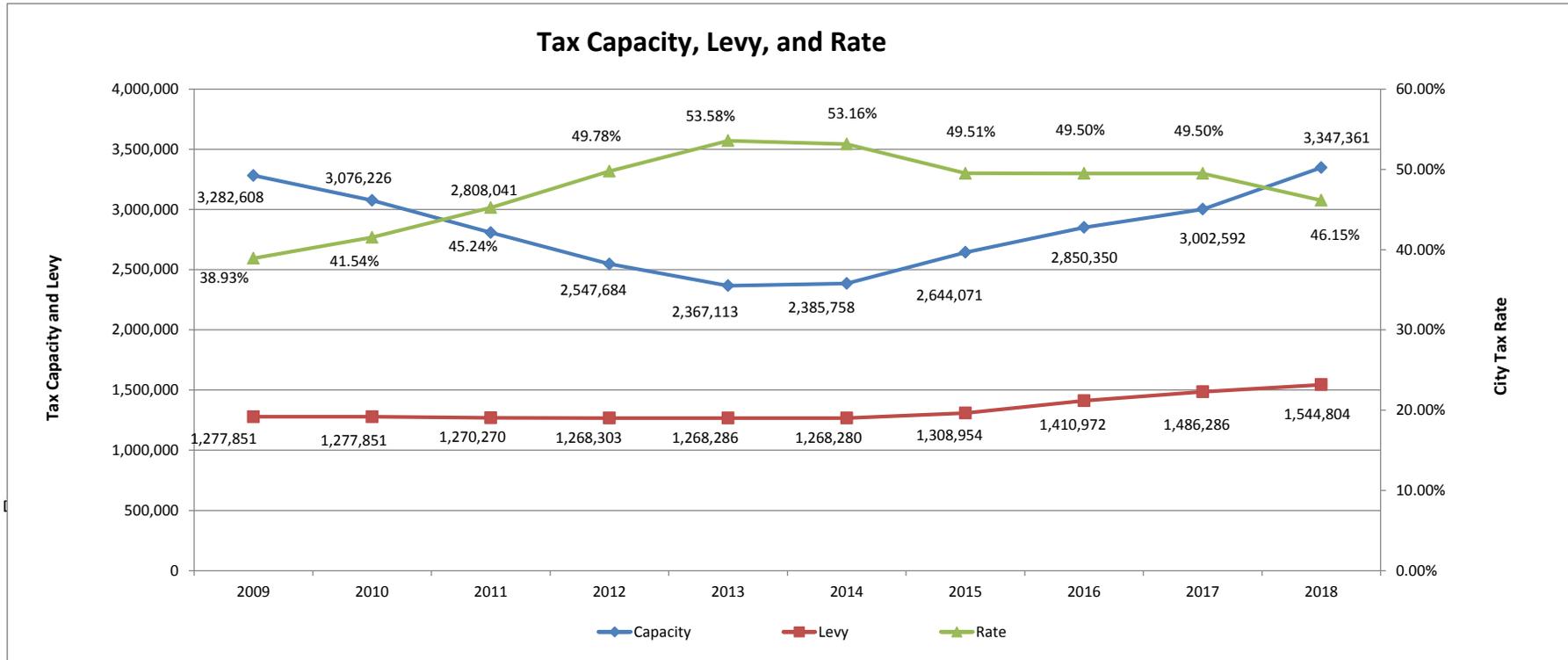
2018 Final

2017 Budget Requirement	2017 LGA	2017 Other Resources	2017 Tax Levy	# Fund	2018 Budget Requirement	2018 LGA	2018 Other Resources	2018 Certified Levy
1,219,047	117,651	219,934	881,462	5 Rev	1,219,034	117,651	219,934	881,449
309,565	39,000	140,661	129,904	7 Fire Prot.	309,565	39,000	140,661	129,904
303,500		22,929	280,571	19 Debt Services	303,500		22,929	280,571
252,880			252,880	26 Capital Improv.	252,880			252,880
2,084,992	156,651	383,524	1,544,817	Total	2,084,978	156,651	383,524	1,544,804

Dated this ____ day of December, 2017.

Brian Hagen, City Administrator

Preliminary Levy Certification	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Tax Capacity:
Capacity	3,282,608	3,076,226	2,808,041	2,547,684	2,367,113	2,385,758	2,644,071	2,850,350	3,002,592	3,347,361	HC - 804124
Levy	1,277,851	1,277,851	1,270,270	1,268,303	1,268,286	1,268,280	1,308,954	1,410,972	1,486,286	1,544,804	WC - 2543237
Rate	38.93%	41.54%	45.24%	49.78%	53.58%	53.16%	49.51%	49.50%	49.50%	46.15%	



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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 7:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 12-05-17-120

A RESOLUTION ACCEPTING THE ANNUAL MAHLER PIT REPORT

WHEREAS, an IUP was issued, as approved in Resolution No. 42-10-11, to Mahler Enterprises, LLC for the purpose of conducting mining operations on a 37 acre parcel within Hanover; and

WHEREAS, the permit requires an annual report be submitted to the City Council.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby accepts the annual report submitted for the mining operations conducted in what is known as the Mahler Pit.

BE IT FURTHER RESOLVED, that the IUP expires on December 31, 2018.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

MAHLER ENTERPRISES, LLC

MINING PIT REPORT

November 13, 2017

Month	Total Yards	# Trucks
October 2016	12,871	495
November 2016	9,551	367
December 2016	11,408	439
January 2017	7,326	282
February 2017	657	25
March 2017	6,292	242
April 2017	3,610	139
May 2017	15,021	578
June 2017	5,234	201
July 2017	3,904	150
August 2017	3,056	118
September 2017	6,294	242
TOTAL	85,224	3,278
Prior years total	547,683	27,634
Grand total	632,907	30,912

Approximately 42% of the total project is done.

**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 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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

.....

RESOLUTION NO 12-05-17-121

A RESOLUTION APPROVING ANNUAL STAFF REVIEWS

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

WHEREAS, a 360 degree review was conducted on the City Administrator; 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, 2018 per the attached recommendation.

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, 2018.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017.

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: December 1, 2017
Re: Annual Staff Reviews

Annual Performance Evaluations were conducted for staff. 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. With the exception of Jackie Heinz, all approved merit increases will be effective January 1, 2017.

Brian Hagen – City Administrator/Clerk/Treasurer

Recommended increase is 3.5%. Current salary is \$69,603.75/annually. The new proposed salary would be \$72,039.88. The salary range for this position is \$62,108.80 - \$84,552.00/annually.

Jackie Heinz – Accountant/Deputy Clerk

Recommended increase is 50 cents/hour per the hiring resolution. This increase is retroactive to her six month anniversary date of November 18, 2017. Current salary is \$52,000/annually. The new proposed salary would be \$53,040/annually. The salary range for this position is \$41,600 - \$63,918.40/annually.

Amy Biren – Administrative Assistant

Recommended increase is 4.5%. Current wage is \$21.03/hour. The new proposed wage would be \$21.98/hour. The wage range for this position is \$18.78 - \$24.69/hour.

Jason Doboszinski – Public Works Supervisor

Recommended increase is 4.5%. Current salary is \$26.50/hour. The new proposed salary would be \$27.69/hour. The wage range for this position is \$22.38 - \$29.73/hour.

Jason Ramthun – Public Works Maintenance Worker

Recommended increase is 4%. Current salary is \$22.00/hour. The new proposed salary would be \$22.88/hour. The wage range for this position is \$16.51 - \$24.52/hour.

**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 5th day of December, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 12-05-17-122

A RESOLUTION APPROVING PROPOSAL FOR AUDIT SERVICES

WHEREAS, the City has received a proposal from AEM Financial Solutions to provide audit services in the capacity to review documents and assist where needed in preparing documents for the 2017 Annual Audit; and

WHEREAS, the Accountant is solely overseeing the City’s audit for the first time since being hired; and

WHEREAS, a final review of the audit documents prior to sending them to the independent auditor would be beneficial.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal submitted by AEM Financial Solutions.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 5th day of December, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

Proposal for Audit Services

City of Hanover

Hanover, Minnesota

Submitted

November 28, 2017

AEM Financial Solutions, LLC

Grandview Square

5201 Eden Avenue, Suite 250

Edina, Minnesota 55436

952.835.9090

Contact Persons

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Jean D. McGann, CPA

952.715.3059

jean.mcgann@aemfinancialsolutions.com



AEM Financial Solutions™

People
+ Process®
Going
Beyond the
Numbers

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LETTER OF TRANSMITTAL

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

Dear Brian,

Thank you for the opportunity to submit this proposal to the City of Hanover, Minnesota (the City) for audit preparation services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through AEM Financial Solutions, LLC (AEMFS) would provide the City with excellent audit preparation services.

We believe our solution will continue to result in the City receiving high level information, continual improvement of processes and allow the City to keep overall costs stable. Our proposal is based on the past work we have done, the needs of the City, and the experiences we have had working with other cities. The proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from December 15, 2017 through May 31, 2018.

An AEMFS representative will be in the City offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely as necessary.

Investment by the City for services is indicated in the financial page.

AEMFS would like to thank the City for the opportunity. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

AEM Financial Solutions, LLC
an Abdo, Eick & Meyers, LLP Company

Steven R. McDonald, CPA
CEO

Jean D. McGann, CPA
President, AEM Financial Solutions, LLC
Partner, Abdo, Eick & Meyers, LLP

Welcome to ABDO, EICK & MEYERS, LLP

“The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable.”

Steve McDonald - Managing Partner



**People
+ Process**[®]
Going
Beyond the
Numbers

People

Hire

We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train

We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward

We focus on client results and reward our team based on specific goals, not hours billed.



Process

Listen

Our process begins with listening. We invest time to better understand your goals and challenges.

Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Going Beyond the Numbers

FIRM QUALIFICATIONS AND EXPERIENCE

For over 50 years, we've helped local governments throughout Minnesota serve their communities more efficiently. As the leading governmental auditing firm in the state, we provide accounting, financial, and audit services to over 200 governmental entities. In 2009, we established AEM Financial Solutions, LLC (AEMFS) a company dedicated to providing day-to-day accounting and financial management services for local governments. The success of AEMFS stems from having over 17 years of government finance and audit experience, six years of Big Four accounting Firm, and over 50 years of providing governmental services in Minnesota.

As an integral part of your team, we work with you to deliver one-of-a-kind solutions for improving best practices in your entire organization. You can expect to work with our partners and managers to resolve issues ranging from operational effectiveness to long term planning and workflow.

AEMFS is a division of Abdo, Eick & Meyers, LLP (the Firm). Overall the Firm has a professional staff of more than 160 in its Edina and Mankato offices. AEMFS specializes in the governmental industry. The following summarizes the type of services we provide.

Governmental Client Services

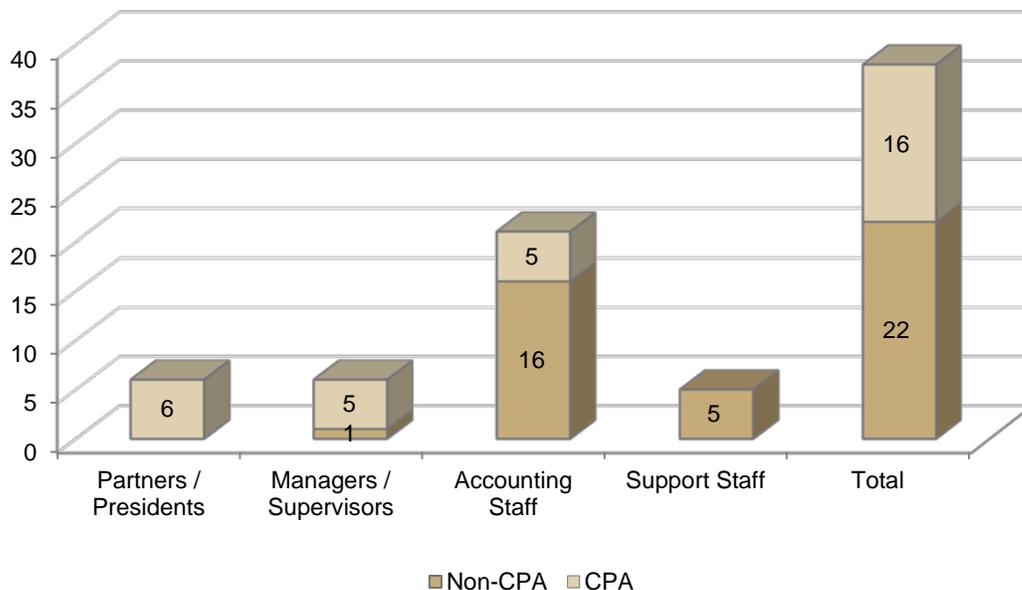
Our governmental client base is composed of cities, municipalities and other public entities. They are as follows:

- Finance director services for approximately 17 cities.
 - 3 municipal clients receive the GFOA's certificate of achievement for excellence in financial reporting
- Process evaluation studies and recommendations
- Operational effectiveness
- Work flow implementation
- Request for proposal development
- Project feasibility analysis
- Rate studies, long term strategic planning and capital improvement planning
- Budget development and analysis

Personnel

AEMFS has a tremendous level of expertise and experience in providing Governmental services. Detailed biographies can be found in Appendix A. This detail will demonstrate that when combined, we have over 55 years of providing solutions to governmental entities along with over 25 years of private sector experience.

Our substantial governmental client base and commitment of staff to governmental services has provided our firm with the competence to serve your professionally and efficiently.



AGREEMENT FOR FINANCIAL SERVICES

THIS AGREEMENT, is made and entered into on November 28, 2017 by and between the City of Hanover, Minnesota (hereinafter referred to as the "City"), and AEM Financial Solutions LLC (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the City is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the City for the performance of any services or to obligate the City. The Contractor is not an agent, servant, or employee of the City and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the City during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the City at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

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

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide City with proof of liability insurance coverage under this Agreement in writing upon request by the City.

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until May 31, 2018 unless earlier terminated as provided in Sections 2 and 3.

Section 2 City's Termination Rights: City may terminate this Agreement upon sixty (60) days written notice in the event the City determines in its sole discretion that it is not in the City's best interest to continue using Contractor's services. The City may terminate on ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to City in the event City does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by City. In the event of non-payment within thirty (30) days, Contractor shall give City an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the City's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than ninety (90) days prior to the expiration of this Agreement, the City may provide written notice of intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on May 31, 2018.

ARTICLE V

GENERAL

Section 1 Authorized City Agent: The City's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the City, and any such data and materials shall be remitted to the City by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local. Further, Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the City. The City shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The City agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the City's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the City, as requested by the City.

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE V - CONTINUED

GENERAL - CONTINUED

Section 5 Entire Agreement: This Agreement is the entire agreement between the City and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the City with timely and accurate financial recommendations and information that allows City Council the ability to make final financial decisions. Contractor will provide final financial recommendations, but is not responsible for the final decisions made regarding financial matters.

Section 8 City Employment of Contractors Employees; Should the City desire to employ the Contractors employee that is assigned to the City during the term of this Agreement, it must have the written consent of the Contractor to enter into a City employee contract with the Contractors employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this agreement.

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated in Table 1 and under the attached scope of services. Additional fees will not be incurred without prior approval of the City.

Table 1

<u>Contractor's Employee</u>	<u>Hourly Rate</u>
Liz Lindrud, Client Services Senior Accountant	\$ 155
Other accounting staff, as needed	135-335

Initial invoice will be sent within 10 days of the execution of this agreement. Monthly fees will be invoiced throughout the remainder of this contract.

Section 10 Additional Services: Should the City request additional services in addition to the Contracted Services, the Contractor will provide the City with proposed fees for the services to be provided. The City shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

SCOPE OF SERVICES

Contract Task	City Responsibility	Planned Time Frame
Audit Preparation		
Provide training for Accountant throughout the Audit Preparation process, including review of work papers prepared by Accountant	Cooperation in location supporting documentation as needed	12/15/2017 - 5/31/2018
Prepare work papers, not prepared by City Accountant, and gather support for the annual audit of the financial statements	Cooperation in location supporting documentation as needed	12/15/2017 - 5/31/2018
Review the Management Discussion and Analysis for the audit report, as prepared by the Accountant	City Administrator to review and approve	12/15/2017 - 5/31/2018
Provide assistance during audit fieldwork	City to provide fieldwork dates	12/15/2017 - 5/31/2018

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

We have long-term relationships with many cities in Minnesota and have provided a sample of references of those we serve as their Finance Director. Additional references are available upon request.

City of New Hope

Kirk McDonald | 763.531.5112
Engagement Partner - Jean McGann

City of Forest Lake

Aaron Parrish | 651.209.9750
Engagement Partner - Jean McGann

City of Le Sueur

Jasper Kruggel | 507.593.8312
Engagement Partner - Jean McGann

City Oak Grove

Loren Wickham | 763.404.7075
Engagement Partner - Jean McGann

City of Dayton

Tina Goodroad | 763.427.4589
Engagement Partner - Steve McDonald

City of Crystal

Anne Norris | 763.531.1140
Engagement Partner - Jean McGann

AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES

CITY OF HANOVER, MINNESOTA

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Hanover
11250 5th Street NE
Hanover, MN 55341

Name _____

Title _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name Steve McDonald

Title CEO

Date November 28, 2017

Appendix A



Jean McGann, CPA

Mrs. McGann joined the Firm in 2013. She is licensed to practice as a CPA in Minnesota. Jean leads the Financial Solutions group providing financial management services, day-to-day accounting and customized solutions for local governments, nonprofit agencies and professional service firms.

When she's not contributing her time or expertise, Jean can be found spending time with family and friends, biking and reading. She resides in the Twin Cities with her husband and their children.

Partner, Abdo, Eick & Meyers, LLP

President, AEM Financial Solutions, LLC

Direct line 952.715.3059

jean.mcgann@aemfinancialsolutions.com

Qualifications

- 19 years of experience in government finance and auditing
- Over 7 years of experience in operations management
- Highly skilled in strategic planning and financial forecasting
- Experienced in identifying and implementing cost containment processes, efficiencies and streamlining processes
- Policy development, internal control evaluation and project management experience
- MSRB Municipal Advisor Qualified Representative (Series 50)
- Mentor for the Business Program at the Minnesota Center for Advanced Professional Studies (MNCAPS)

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States and Canada

Education

- Bachelor of Arts, Buena Vista University, Storm Lake, Iowa
- Continuing professional education as required by AICPA and Government Accountability Office



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Beyond the
Numbers[®]

Elizabeth Lindrud

Elizabeth joined the firm in 2017 as a Client Services Accountant after working as an Accountant – Deputy Clerk. Elizabeth previously worked in the private sector with experience in the areas of payroll, accounts payable, revenue budgeting, and expense auditing

When not working, Elizabeth enjoys traveling and spending time with her husband and two daughters at the cabin.

Client Services Senior Accountant

Direct line 952.939.3215

liz.lindrud@aemfinancialsolutions.com

Qualifications

- Experience in payroll and compensation, reporting, and local government finance.
- Works extensively with Accounts Payable, Payroll, and Budgeting.

Professional Memberships

- Minnesota Government Finance Officers Association (MNGFOA)

Education

- Bachelor of Science in Business, St. Cloud State University
- Master of Business Administration, St. Cloud State University
- Continuing professional education



People
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Going
Beyond the
Numbers⁶⁷

Appendix B

PROPOSER WARRANTIES

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an "errors and omissions" insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Hanover located in Hanover, Minnesota.
4. Proposer warrants that all information provided in this proposal is true and accurate.

Signature of
Official:

Steven R. McDonald

Signature of
Official:

Jean D. McGann

Name (typed):

Steven R. McDonald, CPA

Name (typed):

Jean D. McGann, CPA

Title:

CEO

Title:

President and Partner

Firm:

AEM Financial Solutions, LLC

Firm:

AEM Financial Solutions, LLC

Date:

November 28, 2017

Date:

November 28, 2017