

**AGENDA
HANOVER CITY COUNCIL
DECEMBER 15, 2015**

MAYOR

CHRIS KAUFFMAN

COUNCIL

JOHN VAJDA

DOUGLAS HAMMERSENG

KEN WARPULA

JIM ZAJICEK

- 1. Call to Order: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of December 1, 2015 City Council Meeting (pg. 4)**
 - b. Approve Claims as Presented: (pg. 9)**

➤ Claims	\$ 140,085.54
➤ Payroll	\$ 7,216.60
➤ P/R taxes & Exp	\$ 2,844.85
➤ Other Claims	<u>\$ 2,288.08</u>
➤ Total Claims	<u>\$ 152,435.07</u>
 - c. Res No 12-15-15-88 – Approving Bridge Rehabilitation Pay Request No. 1 (pg. 37)**
 - d. Res No 12-15-15-89 – Approving City Consultant Rates (pg. 42)**
 - e. Res No 12-15-15-90 – Approving 2015 Budgeted Transfers (pg. 55)**
- 4. Public Hearing – Ordinance 2015-08 - 2016 Fee Schedule (pg. 56)**
- 5. Mahler Mining Pit Update (pg. 65)**
- 6. Resolution 12-15-15-91 - Approving 2016 Final Budget and Levy (pg. 66)**
- 7. 5th Street Water Extension**
- 8. Ordinance 2015-07 – Amending Chapter 10, B-1 Downtown River Commercial District (pg. 81)**
- 9. Res No 12-01-15-80 – Approving Library Funding Agreement (pg. 85)**
- 10. Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter (pg. 100)**
- 11. Res No 12-15-15-92 – Approving Dissemination Agreement with Northland Securities (pg. 104)**
- 12. Res No 12-15-15-93 – Approving the Hire of Fire Department Member (pg. 112)**
- 13. Board Appointments (pg. 113)**
- 14. Reports**
- 15. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: December 11, 2015
Re: Review of December 15, 2015 City Council Agenda

1. **Call to Order: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: see attached consent agenda packet.**
 - a. **Approve Minutes of December 1, 2015 City Council Meeting (pg. 4)**
 - b. **Approve Claims as Presented: (pg. 9)**

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 - c. **Res No 12-15-15-88 – Approving Bridge Rehabilitation Pay Request No. 1 (pg. 37)**
 - d. **Res No 12-15-15-89 – Approving City Consultant Rates (pg. 42)**
 - e. **Res No 12-15-15-90 – Approving 2015 Budgeted Transfers (pg. 55)**
4. **Public Hearing – Ordinance 2015-08 – 2016 Fee Schedule (pg. 56)**

Enclosed is the proposed fee schedule for 2016. The City holds an annual public hearing to collect public comments. Changes to consider to the fee schedule include utility rates and escrow collection amounts.
5. **Mahler Mining Pit (pg. 65)**

This is an annual update, Carol Dixon will be present to provide the update and answer any questions.
6. **Resolution 12-15-15-91 – Approving 2016 Final Budget and Levy (pg. 66)**

Kelly Browning will be present from Veolia to discuss the 2016 budget for water and sewer services. Additionally, the City and EDA’s final budget and levy will be adopted. There were no changes to the levy amount from the preliminary budget. Minor changes were made to the revenue and expenditure break downs. Additionally, the capital fund deposits were separated out in order to

gain a better reflection of true operating costs, and to better solidify that capital funding amount each year.

7. 5th Street Water Extension

Justin will discuss options with Council. Council direction will determine what information is brought back to the January 5, 2016 meeting to authorize plans and specs for the project.

8. Ordinance 2015-07 – Amending Chapter 10, B-1 Downtown River Commercial District (pg 81)

This ordinance was tabled from the last meeting. In an interest of time in relationship to a property on the rental market in this district, this ordinance was brought back to this meeting for a vote. There is a change in language from the first draft Council saw at the December 1, 2015 meeting. This change would allow manufacturing and fabrication in this district as long as no noise or odor is present. This limited industrial use is subject to a CUP.

9. Res No 12-01-15-80 – Approving Library Funding Agreement (pg. 85)

This agreement was tabled at the last meeting. Additional information on actual operating expenses, as requested, is included in the packet. Prior to the resolution page is the previous agreement that was never approved by Hanover, as well as some email correspondence related to the voting.

10. Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter(pg100)

This engagement letter was tabled at the last meeting in order to determine Northland's expense to the City for the sale of the bond. The expense is determined by the total amount of the bond, however, the current 2016A bond estimate at \$1,500,000, Northland Securities would retain 1.96% of that amount.

11. Res No 12-15-15-92 – Approving Dissemination Agreement with Northland Securities (pg104)

This agreement is presented to the Council in order to allow Northland Securities to act as an agent of the City for the requirement to provide financial information on an annual basis to a national repository. If the annual information is not provided, the City will see a negative effect for future bonding.

12. Res No 12-15-15-93 – Approving the Hire of Fire Department Member (pg. 112)

Chief Malewicki is requesting approval on hiring another member. This approval would allow the three newest members of the department to maintain the same training schedule and growth within the department.

13. Board Appointments (pg. 113)

Discussion on board appointments will be held. I have included the 2015 appointment list for you reference. This discussion will assist in the preparation of the 2016 appointment list to be approved at the January 5, 2016 meeting.

14. Reports

15. Adjournment

**CITY OF HANOVER
CITY COUNCIL MEETING
DECEMBER 01, 2015 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, December 1, 2015 to order at 7:00 p.m. Present were Mayor Chris Kauffman, John Vajda, Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Liz Lindrud, Public Works Supervisor Scott Vogel, City Attorney Jay Squires, and City Engineer Justin Messner. Guests present included remaining City Staff Jason Doboszinski, Amy Biren, Doug Voerding from the Wright County Journal Press, Hennepin County Sheriff, Dan Gold, Randy and Sheila Vollbrecht, Bob Baxa, Todd and Jen Gilb, Pat Athmann and other guests.

Approval of Agenda:

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

Consent Agenda:

Warpula asked for item 3.d. Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee to be moved to New Business item k.

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

a. Approve Minutes of November 17, 2015 City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 36,755.75
➤ Payroll	\$ 6,950.86
➤ P/R taxes & Exp	\$ 2,730.15
➤ Other Claims	<u>\$ 1,383.65</u>
➤ Total Claims	<u>\$ 47,820.41</u>

c. Res No 12-01-15-79 – Approving Purchase of Community Hall Tables

d. Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee

Motion carried unanimously.

Citizen's Forum:

Randy Vollbrecht

Randy Vollbrecht stated he has lived in Hanover for 62 years, in 1988 he developed the Vollbrecht Estates and when the Bridges of Hanover was being developed he granted them the easement needed for road to the Bridges Development. Vollbrecht stated that the road was not meant to be a main entrance or exit for the Bridges and that their road, 109th Avenue N., is the main road with Settler's Lane being the side street. Vollbrecht stated that a stop sign should not be placed on 109th Avenue N. He further stated there was an agreement in place with past administration and Council that a stop sign would never go up on 109th Avenue N. Vollbrecht went on to state that drivers entering the Bridges Development do not yield to drivers exiting the 109th cul-de-sac.

Don Gold

Don Gold also came to the meeting to discuss the stop sign on 109th Avenue N. He stated there was no study conducted for the approval of the stop sign. He also stated that residents should have been given notice that a sign was being considered. He further stated that it was the lack of following process that he has issue with. He felt that the installation of stop signs should be supported by engineering studies. He also stated that the incorrect placement of stop signs can create more unsafe conditions. Gold stated that the traffic coming in and out of the Bridges should yield to them.

At this point City Engineer Justin Messner gave a presentation on the process that goes into determining if a stop sign should or should not be installed. He stated that you do not need a traffic study to install a stop sign, but they do look at a guideline for general safety. Messner stated a stop sign is recommended for a 3 legged intersection if any of the following are present; traffic from 6,000 vehicles a day, restricted view, or need to control left turn conflicts. He stated that vegetation growth near the intersection restricts the view of traffic on 109th Ave N and there are left turn conflicts as described by the residents who live on 109th. He stated they are looking to avoid major conflicts, such as t-bone accidents. Messner stated that if vegetation was removed to reduce visibility restrictions, then yield signs should be installed at a minimum.

Kauffman stated the City will notify the residents when any changes occur.

Public Hearings

MOTION by Warpula to open the Public Hearing at 7:35 p.m., seconded by Zajicek. **Motion carried unanimously.**

Truth In Taxation

Hagen provided the Truth in Taxation Presentation for the Proposed 2016 Budget. Hagen educated the audience on the factors that influence the tax levy and how the property tax system works. He stated that the levy will increase by \$102,018 from 2015 to 2016. The levy remained flat for several years but has increased the past two years. Hanover's tax capacity has increased, which has allowed the City to propose an increase to the levy while keeping a flat tax rate from the prior year. The tax rate went from 49.51% in 2015 to 49.50% for 2016. Hagen gave an example of proposed tax amounts of a median value home in both Hennepin and Wright County. Hennepin County median home value is approximately \$276,000, total tax is \$3,944.17, and the City portion is \$1,274.29. Wright County median home value is \$220,000, total tax is \$3,156, and the City portion is \$979.90.

The final budget and tax levy for 2016 is set to be adopted on December 15th, 2016 at 6:00 p.m at City Hall.

Kauffman asked if there were any questions from the public. There were none.

MOTION by Warpula to close the Public Hearing and re-open the Regular meeting at 7:47 p.m., seconded by Hammerseng. **Motion carried unanimously.**

Unfinished Business:

Res No 12-01-15-80 – Approving Library Funding Agreement

Hagen gave history that past council had made a motion to commit to a portion of the debt incurred by the City of St. Michael to build a joint library between Albertville, Hanover, and St. Michael. One of the items requested at the time was to fund a portion of the operating budget, Hanover did not agree. Hagen stated that Hanover has paid amounts that were committed to in the past, Hagen further feels that operating cost should be funded by Hanover as well. Kauffman inquired of the other cities paid a portion of the debt on the Hanover Fire Station, Hagen stated that yes, the Fire Station debt is included in the Fire Protection contract. Kauffman stated he would like more detail on the operating expenses and clarification on whether Great River Library would be responsible for staff costs, not the surrounding cities for the library funding.

MOTION by Kauffman to table Res No 12-01-15-80, seconded by Warpula. **Motion carried unanimously.**

New Business:

Memo from Fire Chief Malewicki

Hagen stated the memo from Fire Chief Malewicki is requesting approval to hire Ben Scherer and Justin Ray pending background checks and physical exams. He would also like approval to purchase 4 new sets of turn out gear. Malewicki also wanted to recognize two retiring members, Rodney Bechtold who served on the Fire Department for 35 years and Medical Captain Mike Trullinger who served for 18 years. Malewicki and

Hagen are working on a way for the City to recognize members for their many years of service. Hagen stated the City thanks both members for their service on the Fire Department.

MOTION by Vajda to approve the purchase of four sets of turnout gear, seconded by Hammerseng. **Motion carried unanimously.**

Res No 12-01-15-81 – Approving the Hire of FD Members

Hagen stated from the above memo that resolution approves the hiring of two new Probationary Fire Department members, Ben Scherer and Justin Ray.

MOTION by Warpula to approve Res No 12-01-15-81, seconded by Hammerseng. **Motion carried unanimously.**

Settlers Park Ball Field Design

Hagen stated that the Youth Ball member that was going to speak tonight had to miss the meeting due to personal event. Hagen stated that he did get an update from Youth Ball that they did apply for the grant and did hear feedback that they were one of the few groups that submitted a complete application and that the grant will be award on December 10th. Kauffman inquired on the plan for the ball field. Hagen stated it is his understanding that between Youth Ball and the Hanover Athletic Association, a field will be designed for that area. Hagen further stated that it is his understanding that Hanover Athletic Association would be covering any gap in funding. The City will require an agreement allowing the field to be built on City Property by Hanover Youth Ball and Hanover Athletic Association. Squires added that within the agreement there should also be an agreement on future improvements and insurance.

Res No 12-01-15-87 – Authorizing Plans and Specs of Hanover Hills Street Improvements

Messner stated the proposal for Hanover Hills is for pavement maintenance as defined in the pavement management plan. The estimated cost is \$830,000, this figure is reflective of current costs and included \$63,900 in engineering costs, and 15% contingency cost and 15% indirect costs. The advantages of this project are that it will create a new paved surface and reduce maintenance costs. Messner added they will also replace some culverts and repair drainage issues. Messner recommends moving forward and approve in plans and get bids in February, then open the bids in March. Messner also explained there is a fee for creating a standard set of City specs to use going forward for future projects and developments. Warpula inquired if we have the plans from when the roads in Hanover Hills were first put in, Messner replied no, but even if the City did, today's standards are different.

MOTION by Vajda to approve Res No 12-01-15-87, seconded by Warpula. **Motion carried unanimously.**

Ordinance 2015-07 – Amending Chapter 10, B-1 Downtown River Commercial District

Hagen stated PHS West is leaving Hanover and the City wants to be ready with information on whether a new business can or cannot move into the old PHS West location. In 2012 an ordinance was approved that allowed limited industrial uses in B-1 zoning. This language was not included in the larger recodification that happened in 2013. Discussion around what types of businesses could move in under this ordinance occurred. Questions around whether manufacturing or fabricating were brought up, as the Ordinance appears to not allow this type of activity, thus limiting the kind of business that could move into the space. Council supported this use, and would like clarification from the City Planner before approving the Ordinance.

MOTION by Hammerseng to table Ordinance 2015-07, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-82 – Approving the Purchase of a Chop Saw

Vogel explained this piece of equipment would be used when patching roads, sidewalks, roadside curbs, and water gate valves to name some examples. A quote for a new chop saw and cart was provided to the City reflecting a discounted rate for government organizations at a cost of \$1,368.25. Warpula inquired if this saw would be large enough for the City's projects. Vogel explained that it was because it is closely comparable to the one that is rented.

MOTION by Vajda to approve Res No 12-01-15-82, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-83 – Approving Northland Securities Underwriter Engagement Letter

Hagen stated the engagement letter allows Northland Securities to work as the underwriter for the sale of 2016A bond needed to cover costs of a Public Works Facility and funding for road improvement projects. It would include the capital improvement plan and public hearing. Hammerseng inquired if this would obligate the City to work with them on future bonds. Hagen stated the letter is for this bond and if the City were to need an additional bond in 2016 we could use a different provider. Hagen stated that the City has bonds with Northland currently and Tammy has always been helpful in answering questions. Discussion around how the fees are determined began. Squires stated there is not a rate schedule, that Northland charges a percentage of the bond. Squires further added that if the City were not to go ahead with the 2016A bond, Northland would bear all costs. Council would like clarification on the percentage amount that Northland would charge.

MOTION by Hammerseng to table Res No 12-01-15-83, seconded by Warpula. **Motion carried unanimously.**

Res No 12-01-15-84 – Approving State of MN Joint Powers Agreement on behalf of Attorney.

Squires stated that the State created a Joint Powers Agreement to allow local prosecutors to access the State's criminal justice database. Kauffman inquired on the section related to fees paid and for more clarification on what the fees are. Squires stated he did not have that answer, if there are fees they are mostly likely nominal. He further recommended to approve the agreement and have Staff bring back the cost information.

MOTION by Warpula to approve Res No 12-01-15-84, seconded by Zajicek. **Motion carried unanimously.**

Res No 12-01-15-85 – Approving 2015 Annual Staff Reviews

Hagen conducted reviews for Staff and provided them to Council for review and feedback. He stated he did not change any of the reviews based on feedback that he received. Kauffman requested that next year Council be given more time to review and Hammerseng stated that Council should see the reviews before they are presented to Staff. Hagen further stated he will add a self-evaluation next year for each Staff member to complete. Kauffman stated he would like to update Public Works Supervisor to an exempt position. Squires stated that would have to be explored, because whether a position is exempt or non-exempt is determined under the Fair Labor Act.

MOTION by Hammerseng to approve Res No 12-01-15-85, seconded by Vajda. **Motion carried unanimously.**

2016 Final Budget Draft 1

Hagen stated that the budget received minor changes from the approved preliminary budget. Hagen went through the revenue and expenses by department. Council was supportive of the levy amount and did not have changes. The final budget and levy will be presented at the December 15th, 2016 meeting for approval.

Res No 12-01-15-86 – Appointing Public Works Facility Subcommittee

Warpula stated he has been pushing for a new Public Works building, but after talking with residents he would like to know the actual costs before moving forward. Hagen stated that the subcommittee would explore those costs. Warpula was asked if he would still like to serve on the subcommittee and he stated yes.

MOTION by Hammerseng to approve Res No 12-01-15-86, seconded by Zajicek. **Motion carried unanimously.**

Reports

Messner

- Hennepin County 19 trail project is being finalized. The two driveways on Warpula's property were replaced. The contractor began work on the wrong driveway and those costs are being covered by the contractor.
- The bridge timbers will be ready for delivery in the next couple weeks. Messner asked that they hold off until the bearings and bearing timbers are in place. They are scheduled for delivery around the 2nd week in December.

Vogel

- Vogel detailed the work done on the wing of the plow. He and Doboszinski re-built the wing instead of buying it new.

Zajicek

- Park Board will be showing Big Hero 6 at City Hall on January 23rd.
- The revised Park Board survey was completed and sent to Staff.

Warpula

- Inquired if anyone had applied for the open board appointments.
 - Hagen stated that two people have applied for the Planning Commission. Hagen added that Abby Peterson also resigned from Park Board.
- Thanked everyone on behalf of the FRA for attending the Poultry Social.
- Stated that he felt the Staff Reviews were excellent.

Lindrud

- Completed training with Vicki at AEM on the year end process and began audit prep training.

Kauffman

- Reminded everyone to donate to the Caring for Kids Toy Donation box located in the City Hall entry.

Adjournment:

MOTION by Vajda to adjourn at 9:45 pm, seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

HANOVER

Payments

12/11/15 8:03 AM

Page 1

Current Period: December 2015

Batch Name	12/15/15 PAY	Payment	Computer Dollar Amt	\$140,085.54	Posted	
Refer	1513	ANDERSON, ARLEE	-			
Cash Payment	E 100-41330-111	Committee Wages/Meeti	Park Board Meetings - 2015			\$240.00
Invoice		12/9/2015				
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$240.00
Refer	1489	AT&T MOBILITY	-			
Cash Payment	E 100-43000-321	Telephone	PW Cell Phone 10/18/15-11/17/15			\$137.82
Invoice	X11252015	11/17/2015				
Transaction Date	11/30/2015	Due 0	Cash	10100	Total	\$137.82
Refer	1495	BANKWEST - ROCKFORD	-			
Cash Payment	E 407-46500-812	Tax Increment Financing	T.I.F. Payment #6			\$6,831.60
Invoice		12/2/2015				
Transaction Date	12/1/2015	Due 0	Cash	10100	Total	\$6,831.60
Refer	1535	BARTELS, TODD	-			
Cash Payment	E 100-41330-111	Committee Wages/Meeti	EDA Meetings - 2015			\$360.00
Invoice		12/10/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$360.00
Refer	1531	BLUE TARP FINANCIAL	-			
Cash Payment	E 100-43100-215	Shop Supplies	Welding Supplies			\$44.98
Invoice	1612365397	12/1/2015				
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE	Truck Repair Supplies			\$113.95
Invoice	192070741	12/1/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$158.93
Refer	1514	BOIE, MATHEW	-			
Cash Payment	E 100-41330-111	Committee Wages/Meeti	Park Board Meetings - 2015			\$360.00
Invoice		12/9/2015				
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$360.00
Refer	1507	BRIDGES AT HANOVER THA	-			
Cash Payment	E 100-48205-810	Refunds & Reimburseme	Damage Deposit Hall Rental - 12/03/15			\$250.00
Invoice		12/4/2015				
Transaction Date	12/4/2015	Due 0	Cash	10100	Total	\$250.00
Refer	1505	CARDMEMBER SRVC (CENTRAL B	-			
Cash Payment	E 100-42260-212	Motor Fuels	FD Fuel			\$8.50
Invoice		11/25/2015				
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$8.50
Refer	1490	CARSON, CLELLAND & SCHREDE	-			
Cash Payment	E 100-41610-304	Legal Fees	Legal Support/Work - November 2015			\$151.26
Invoice		11/25/2015				
Transaction Date	11/30/2015	Due 0	Cash	10100	Total	\$151.26
Refer	1509	CENTERPOINT ENERGY	-			
Cash Payment	E 100-42280-383	Gas Utilities	Fire Department - 10/28/15-11/27/15			\$89.88
Invoice		12/1/2015				

HANOVER

12/11/15 8:03 AM

Page 2

Payments

Current Period: December 2015

Cash Payment	E 100-41940-383 Gas Utilities	City Hall - 10/28/15-11/27/15				\$285.73
Invoice	12/1/2015					
Transaction Date	12/7/2015	Due 0	Cash	10100	Total	\$375.61
Refer	1523 <i>CENTURY LINK</i>					
Cash Payment	E 100-42280-321 Telephone	Fire Hall Landline - 11/28/15-12/27/15				\$30.07
Invoice	11/28/2015					
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$30.07
Refer	1492 <i>CITY OF ST. MICHAEL</i>	<u>Ck# 001463E 12/15/2015</u>				
Cash Payment	E 602-43252-310 Other Professional Servi	Lift Station Flows - 4th Quarter 2015				\$27,194.50
Invoice 12012015-2	11/30/2015					
Cash Payment	E 100-43100-310 Other Professional Servi	Compost & Brush Facility Partnership - 4th Quarter 2015				\$1,250.00
Invoice 12012015-2	11/30/2015					
Cash Payment	E 100-45500-437 Other Miscellaneous	Library Bond Payment - 4th Quarter 2015				\$1,750.00
Invoice 12012015-2	11/30/2015					
Cash Payment	E 100-45186-437 Other Miscellaneous	Senior Center Operations - 4th Quarter 2015				\$1,936.49
Invoice 12012015-2	11/30/2015					
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Admin Costs - 2015				\$1,500.00
Invoice 12012015-1	11/30/2015					
Transaction Date	12/1/2015	Due 0	Cash	10100	Total	\$33,630.99
Refer	1536 <i>CLASSIC CLEANING COMPANY, LL</i>					
Cash Payment	E 100-41940-310 Other Professional Servi	Monthly Cleaning Fire Department - December 2015				\$155.00
Invoice 23090	12/9/2015					
Cash Payment	E 100-41910-310 Other Professional Servi	Monthly Cleaning City Hall - December 2015				\$325.00
Invoice 23089	12/9/2015					
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$480.00
Refer	1504 <i>COMCAST</i>					
Cash Payment	E 100-41940-321 Telephone	Digital Voice & Internet - December 2015				\$257.26
Invoice	11/25/2015					
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$257.26
Refer	1496 <i>COMMERCIAL DOOR SYSTEMS, IN</i>					
Cash Payment	E 100-41940-520 Buildings and Structures	Repair City Hall Front Door				\$115.50
Invoice 0117318-IN	11/30/2015					
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$115.50
Refer	1498 <i>COTTENS, INC.</i>					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Hose/fitting				\$6.92
Invoice 994904	11/5/2015					
Cash Payment	E 100-43100-215 Shop Supplies	Oil/pins				\$19.07
Invoice 996011	11/13/2015					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Ground wire/daytime running light bulb				\$12.76
Invoice 998305	11/30/2015					
Cash Payment	E 100-43100-215 Shop Supplies	Terminals				\$19.47
Invoice 997556	11/24/2015					
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$58.22
Refer	1511 <i>CROW RIVER FARM EQUIPMENT</i>					

HANOVER

12/11/15 8:03 AM

Page 3

Payments

Current Period: December 2015

Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Iron for Ball field drag				\$154.50
Invoice 175823	12/5/2015					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Iron for Plow fix				\$223.51
Invoice 175553	12/5/2015					
Transaction Date	12/7/2015	Due 0	Cash	10100	Total	\$378.01
Refer	1539 <i>DYNA SYSTEMS</i>					
Cash Payment	E 100-43100-215 Shop Supplies	Cap Screw Six Shooter/Washers/nuts/40 hole bin				\$521.93
Invoice 20964743	11/30/2015					
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$521.93
Refer	1510 <i>ECM PUBLISHERS, INC.</i>	Ck# 001466E 12/15/2015				
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - Proposed 2016 Fee Schedule Change				\$71.24
Invoice 282868	12/3/2015					
Transaction Date	12/7/2015	Due 0	Cash	10100	Total	\$71.24
Refer	1493 <i>FEHN, CHERYL & ROBERT</i>					
Cash Payment	E 100-48205-810 Refunds & Reimburseme	Damage Deposit Hall Rental - 11-26/15				\$200.00
Invoice	11/30/2015					
Transaction Date	12/1/2015	Due 0	Cash	10100	Total	\$200.00
Refer	1522 <i>FINKEN WATER SOLUTIONS</i>					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Drinking Water 5 gallon				\$12.40
Invoice 07025TE	11/17/2015					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Solar Salt 40#				\$18.50
Invoice 07025TE	11/17/2015					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - 12/01/15-12/31/15				\$9.50
Invoice 3843332	12/1/2015					
Cash Payment	E 100-42280-215 Shop Supplies	Cook & Cold Rental Cooler - 12/01/15-12/31/15				\$9.50
Invoice 3843342	12/1/2015					
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$49.90
Refer	1515 <i>GLEASON, TOM</i>					
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings - 2015				\$390.00
Invoice	12/9/2015					
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$390.00
Refer	1521 <i>GUIDANCE POINT TECHNOLOGIE</i>					
Cash Payment	E 100-41600-220 Repair/Maint Supply (GE	Review setup of Projectors				\$240.00
Invoice 9129	12/7/2015					
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$240.00
Refer	1502 <i>HANOVER FIRE RELIEF ASSOCIAT</i>					
Cash Payment	E 100-42290-124 Fire Pension Contributio	Fire Aid - 2015				\$28,854.78
Invoice	12/3/2015					
Cash Payment	E 100-42290-124 Fire Pension Contributio	Supplemental Fire Aid - 2015				\$7,059.99
Invoice	12/3/2015					
Cash Payment	E 100-42290-124 Fire Pension Contributio	City Contribution - 2015				\$4,500.00
Invoice	12/3/2015					
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$40,414.77
Refer	1533 <i>HANSON, MATT</i>					

HANOVER

12/11/15 8:03 AM

Page 4

Payments

Current Period: December 2015

Cash Payment	E 100-41330-111 Committee Wages/Meeti	EDA Meetings - 2015				\$270.00
Invoice	12/10/2015					
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$270.00
Refer	1501 <i>HARDWARE HANK</i>					
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Paint/Primer				\$22.46
Invoice	1277498	11/9/2015				
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Misc Hardware				\$5.92
Invoice	1278352	11/13/2015				
Cash Payment	E 100-43100-220 Repair/Maint Supply (GE	Misc Hardware				\$11.51
Invoice	1280414	11/23/2015				
Cash Payment	E 100-43100-215 Shop Supplies	Misc Hardware/Battery Watch				\$21.72
Invoice	1280626	11/24/2015				
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$61.61
Refer	1500 <i>HENNEPIN COUNTY TREASURER</i>					
Cash Payment	E 100-41570-322 Postage	Truth in Taxation Notices - 2016				\$54.32
Invoice		11/30/2015				
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$54.32
Refer	1532 <i>HENNESSEY, JAMES</i>					
Cash Payment	E 100-41330-111 Committee Wages/Meeti	EDA Meetings - 2015				\$480.00
Invoice		12/10/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$480.00
Refer	1520 <i>INITIATIVE FOUNDATION</i>					
Cash Payment	E 205-49300-318 EDA BIF: Matching Gran	Plug Technologies Draw # 10				\$28,016.92
Invoice		12/9/2015				
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$28,016.92
Refer	1508 <i>KAUL DESIGN GROUP, LLC</i>	<u>Ck# 001465E 12/15/2015</u>				
Cash Payment	E 201-41330-437 Other Miscellaneous	Priority Maintenance Package - December 2015				\$200.00
Invoice	15-170	12/4/2015				
Transaction Date	12/4/2015	Due 0	Cash	10100	Total	\$200.00
Refer	1527 <i>KOLASA, STAN</i>					
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2015				\$210.00
Invoice		11/3/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$210.00
Refer	1525 <i>KOTTKE, BRIAN</i>					
Cash Payment	E 100-42240-208 Training and Instruction	Hotel - MSFCA Conference				\$304.05
Invoice		10/24/2015				
Cash Payment	E 100-42240-208 Training and Instruction	MSFCA Conference Fee				\$250.00
Invoice		10/24/2015				
Cash Payment	E 100-42240-331 Travel Expenses	Per Diem - MSFCA Conference				\$90.00
Invoice		10/24/2015				
Cash Payment	E 100-42240-331 Travel Expenses	Parking - MSFCA Conference				\$15.00
Invoice		10/24/2015				
Cash Payment	E 100-42240-331 Travel Expenses	Mileagge - MSFCA Conference				\$209.88
Invoice		10/24/2015				
Cash Payment	E 100-42260-240 Small Tools and Minor E	Poly - 5 rolls				\$48.04
Invoice		11/13/2015				

HANOVER

12/11/15 8:03 AM

Page 6

Payments

Current Period: December 2015

Cash Payment	E 817-48200-810 Refunds & Reimburseme	Infrastructure - 783 Kayla Ln				\$1,000.00
Invoice		11/30/2015				
Cash Payment	E 811-48200-810 Refunds & Reimburseme	Erosion - 783 Kayla Ln				\$750.00
Invoice		11/30/2015				
Transaction Date	11/30/2015	Due 0	Cash	10100	Total	\$9,750.00
Refer	1526	RABON, REID	-			
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2015				\$210.00
Invoice		11/3/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$210.00
Refer	1518	RUPP ANDERSON SQUIRES & WA	-			
Cash Payment	E 100-41610-304 Legal Fees	Micesllaneous				\$626.00
Invoice 3614		12/4/2015				
Cash Payment	E 100-41610-304 Legal Fees	City Council and Board/Commission Meetings				\$300.00
Invoice 3614		12/4/2015				
Cash Payment	E 100-41610-304 Legal Fees	Greenhouse Land Purchase Agreement				\$400.00
Invoice 3614		12/4/2015			Project 208204	
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$1,326.00
Refer	1528	SCHENDEL, JIM	-			
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2015				\$210.00
Invoice		12/3/2004				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$210.00
Refer	1537	SCHULTES GREENHOUSE	-			
Cash Payment	E 100-45200-225 Landscaping Materials	Spruce Tops for Decorative Pots				\$83.97
Invoice 003447		12/9/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$83.97
Refer	1512	TRI-STATE BOBCAT	-			
Cash Payment	E 417-43000-540 Heavy Machinery	Skid Loader - Rearview Mirror				\$57.95
Invoice A18916		11/30/2015				
Transaction Date	12/7/2015	Due 0	Cash	10100	Total	\$57.95
Refer	1534	ULSTAD, KEITH	-			
Cash Payment	E 100-41330-111 Committee Wages/Meeti	EDA Meetings - 2015				\$240.00
Invoice		12/10/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$240.00
Refer	1524	VRIEZE, STEVE	-			
Cash Payment	E 100-42220-260 Uniforms	Eyeglasses for SCBA Mask				\$165.00
Invoice		11/18/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$165.00
Refer	1538	WHITCOMB, RANDY	-			
Cash Payment	E 100-41330-111 Committee Wages/Meeti	EDA Meetings - 2015				\$270.00
Invoice		12/10/2015				
Transaction Date	12/10/2015	Due 0	Cash	10100	Total	\$270.00
Refer	1494	WRIGHT COUNTY AUDITOR-TREA	-			
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - December 2015				\$7,847.50
Invoice		11/27/2015				
Transaction Date	12/1/2015	Due 0	Cash	10100	Total	\$7,847.50

HANOVER

Payments

12/11/15 8:03 AM

Page 7

Current Period: December 2015

Refer	1497 WSN CONSTRUCTION SERVICES -					
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE Caulking for Fire Station					\$348.25
Invoice	2015-251	11/25/2015				
Transaction Date	12/3/2015	Due 0	Cash	10100	Total	\$348.25
Refer	1519 XCEL ENERGY -					
Cash Payment	E 100-41940-381 Electric Utilities City Lights 11/03/15-12/02/15					\$1,956.56
Invoice	481459618	12/3/2015				
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$1,956.56
Refer	1517 ZAJICEK, DEE -					
Cash Payment	E 100-41330-111 Committee Wages/Meeti Park Board Meetings - 2015					\$420.00
Invoice		12/9/2015				
Transaction Date	12/9/2015	Due 0	Cash	10100	Total	\$420.00

Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$3,000.00
815 LANDSCAPE ESCROW FUND	\$4,500.00
811 EROSION CONTROL ESCROW FUND	\$2,250.00
602 SEWER ENTERPRISE FUND	\$28,694.50
417 EQUIPMENT CAPITAL FUND	\$57.95
407 TIF REDEV DIST #1	\$6,831.60
205 EDA BUSINESS INCENTIVE FUND	\$28,016.92
201 EDA SPECIAL REVENUE FUND	\$200.00
100 GENERAL FUND	\$66,534.57
	\$140,085.54

Pre-Written Check	\$33,920.23
Checks to be Generated by the Computer	\$106,165.31
Total	\$140,085.54

HANOVER

12/11/15 8:13 AM

Page 1

*Check Summary Register©

Cks 12/15/2015 - 12/15/2015

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001463E CITY OF ST. MICHAEL	12/15/2015	\$33,630.99	Lift Station Flows - 4th Quart
Paid Chk# 001464E MILLER TRUCKING & LANDSCAP	12/15/2015	\$18.00	Lion Head - Black Dirt
Paid Chk# 001465E KAUL DESIGN GROUP, LLC	12/15/2015	\$200.00	Priority Maintenance Package -
Paid Chk# 001466E ECM PUBLISHERS, INC.	12/15/2015	\$71.24	PHN - Proposed 2016 Fee Schedu
Paid Chk# 031470 ANDERSON, ARLEE	12/15/2015	\$240.00	Park Board Meetings - 2015
Paid Chk# 031471 AT&T MOBILITY	12/15/2015	\$137.82	PW Cell Phone 10/18/15-11/17/1
Paid Chk# 031472 BANKWEST - ROCKFORD	12/15/2015	\$6,831.60	T.I.F. Payment #6
Paid Chk# 031473 BARTELS, TODD	12/15/2015	\$360.00	EDA Meetings - 2015
Paid Chk# 031474 BLUE TARP FINANCIAL	12/15/2015	\$158.93	Welding Supplies
Paid Chk# 031475 BOIE, MATHEW	12/15/2015	\$360.00	Park Board Meetings - 2015
Paid Chk# 031476 BRIDGES AT HANOVER THA	12/15/2015	\$250.00	Damage Deposit Hall Rental - 1
Paid Chk# 031477 CARDMEMBER SERVICE	12/15/2015	\$8.50	FD Fuel
Paid Chk# 031478 CARSON, CLELLAND & SCHRED	12/15/2015	\$151.26	Legal Support/Work - November
Paid Chk# 031479 CENTERPOINT ENERGY	12/15/2015	\$375.61	Fire Department - 10/28/15-11/
Paid Chk# 031480 CENTURY LINK	12/15/2015	\$30.07	Fire Hall Landline - 11/28/15-
Paid Chk# 031481 CLASSIC CLEANING COMPANY	12/15/2015	\$480.00	Monthly Cleaning City Hall - D
Paid Chk# 031482 COMCAST	12/15/2015	\$257.26	Digital Voice & Internet - Dec
Paid Chk# 031483 COMMERCIAL DOOR SYSTEMS,	12/15/2015	\$115.50	Repair City Hall Front Door
Paid Chk# 031484 COTTENS, INC	12/15/2015	\$58.22	Oil/pins
Paid Chk# 031485 CROW RIVER FARM EQUIPMEN	12/15/2015	\$378.01	Iron for Ball field drag
Paid Chk# 031486 DYNA SYSTEMS	12/15/2015	\$521.93	Cap Screw Six Shooter/Washers/
Paid Chk# 031487 FEHN, CHERYL & ROBERT	12/15/2015	\$200.00	Damage Deposit Hall Rental - 1
Paid Chk# 031488 FINKEN WATER SOLUTIONS	12/15/2015	\$49.90	Drinking Water 5 gallon
Paid Chk# 031489 GLEASON, TOM	12/15/2015	\$390.00	Park Board Meetings - 2015
Paid Chk# 031490 Guidance Point Technologies	12/15/2015	\$240.00	Review setup of Projectors
Paid Chk# 031491 HANOVER FIRE RELIEF ASSOCI	12/15/2015	\$40,414.77	Supplemental Fire Aid - 2015
Paid Chk# 031492 HANSON, MATT	12/15/2015	\$270.00	EDA Meetings - 2015
Paid Chk# 031493 HARDWARE HANK	12/15/2015	\$61.61	Paint/Primer
Paid Chk# 031494 HENNEPIN COUNTY TREASURE	12/15/2015	\$54.32	Truth in Taxation Notices - 20
Paid Chk# 031495 HENNESSEY, JAMES	12/15/2015	\$480.00	EDA Meetings - 2015
Paid Chk# 031496 INITIATIVE FOUNDATION	12/15/2015	\$28,016.92	Plug Technologies Draw # 10
Paid Chk# 031497 KOLASA, STAN	12/15/2015	\$210.00	Planning Commission Meetings -
Paid Chk# 031498 KOTTKE, BRIAN	12/15/2015	\$1,482.05	Aluminum Wheel Chocks
Paid Chk# 031499 KUITUNEN, DEAN	12/15/2015	\$210.00	Planning Commission Meetings -
Paid Chk# 031500 OREILLY AUTO PARTS	12/15/2015	\$12.80	Drill Bit/Carbon Steel
Paid Chk# 031501 PETERSON, ABBY	12/15/2015	\$390.00	Park Board Meetings - 2015
Paid Chk# 031502 PLUNKETTS	12/15/2015	\$83.00	Pest Control
Paid Chk# 031503 PRICE CUSTOM HOMES	12/15/2015	\$9,750.00	Landscape - 1381 Oakwood Lane
Paid Chk# 031504 RABON, REID	12/15/2015	\$210.00	Planning Commission Meetings -
Paid Chk# 031505 Rupp Anderson Squires & Waldsp	12/15/2015	\$1,326.00	City Council and Board/Commiss
Paid Chk# 031506 SCHENDEL, JIM	12/15/2015	\$210.00	Planning Commission Meetings -
Paid Chk# 031507 SCHULTES GREENHOUSE	12/15/2015	\$83.97	Spruce Tops for Decorative Pot
Paid Chk# 031508 TRI-STATE BOBCAT	12/15/2015	\$57.95	Skid Loader - Rearview Mirror
Paid Chk# 031509 ULSTAD, KEITH	12/15/2015	\$240.00	EDA Meetings - 2015
Paid Chk# 031510 VRIEZE, STEVE	12/15/2015	\$165.00	Eyeglasses for SCBA Mask
Paid Chk# 031511 WHITCOMB, RANDY	12/15/2015	\$270.00	EDA Meetings - 2015

HANOVER

12/11/15 8:13 AM

Page 2

*Check Summary Register©

Cks 12/15/2015 - 12/15/2015

Name	Check Date	Check Amt	
Paid Chk# 031512 WRIGHT COUNTY AUDITOR-TRE	12/15/2015	\$7,847.50	WC Patrol Services - December
Paid Chk# 031513 WSN CONSTRUCTION SERVICE	12/15/2015	\$348.25	Caulking for Fire Station
Paid Chk# 031514 XCEL ENERGY	12/15/2015	\$1,956.56	City Lights 11/03/15-12/02/15
Paid Chk# 031515 ZAJICEK, DEE	12/15/2015	\$420.00	Park Board Meetings - 2015
	Total Checks	\$140,085.54	

FILTER: None



Carson, Clelland & Schreder

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

November 25, 2015

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

Professional Services

Table with columns for description and Amount. Includes entries for Criminal services, a subtotal with handwritten red notes '100-411610-304-15126', and a final balance due of \$151.26.

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

NOV 30 2015



Jeffrey A. Carson, City Attorney

Disbursement Request Form
 Small Cities Economic Development Set-Aside Program
 State of Minnesota



A. 1. Grantee Name/Payment Address		2. Grant Number CDAP-12-0012-H-FY13		5. Period Covered:		6. Name: Heidi Peper	
City of Hanover		3. Request Number		From: 7/19/2014		Title: EDA Director	
11250-5th Street NE		10		To: 11/19/2015		Phone: 320.229.4386	
Hanover, MN 55341						e-mail: hpeper@sehinc.com	
						Sign/Date: Heidi Peper 11/19/2015	

B.		3. CPS Number	4. Fiscal Year	5. IDIS Activity Number	6. Budgeted Amount	7. Balance	8. Amount This Draw	9. Less Program Income	10. Net Draw	11. New Balance	12. Voucher Number (DEED Use Only)
1. Fed	2. Activity Title										
	LMJ Direct ED assistance to private for-profits.				\$192,000	28,016.92	28,016.92	0.00	28,016.92	\$0.00	
Totals					\$192,000	28,016.92	28,016.92	0.00	28,016.92	\$0.00	

FOR DEED USE ONLY

Fax signed and completed forms to:
651-296-5287

Questions? Call your Sr. Loan Officer

Sr. Loan Officer Signature & Date

Director, Business Finance Unit

I hereby certify that the goods or material covered by this claim have been inspected and received or the services have been performed and are in accordance with specification and are in proper form, kind, amount and quantity, and payment is therefore recommended

205-49300-818 - \$28,016.92
 EDA



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

527 Marquette Avenue South, Suite 1200
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 10/31/2015
Statement Date: 12/4/2015
Statement No. 3614

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

4011(1)-0001: Miscellaneous	626.00
4011(1)-0004: City Council and Board/Commission Meetings	300.00
4011(1)-0065: Senior Center Land Purchase Agreement	400.00

Total Fees and Expenses:	\$1,326.00
Previous Balance:	-
Total Now Due:	\$1,326.00

100-41610-304
WA

DEC 7 2015



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

527 Marquette Avenue South, Suite 1200
Minneapolis, MN 55402
Office (612) 436-4300 Fax (612) 436-4340
www.raswlaw.com

Federal Tax ID 46-1641135

Statement as of: 10/31/2015
Statement Date: 12/4/2015
Statement No. 3614

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

4011(1)-0001: Miscellaneous

		Hours	Rate	Amount
10/01/2015	JPE Telephone conference and e-mail correspondence with Brian Hagen regarding issues associated with potential sale of land by City.	0.30	160.00	48.00
10/02/2015	JTS Brian e-mail regarding Stewart purchase agreement; Reply.	0.30	170.00	51.00
10/05/2015	JTS Amy Biren e-mail regarding Bridges assessment; Reply.	0.30	170.00	51.00
10/06/2015	JTS Review agenda packet and prepare for meeting.	0.50	170.00	85.00
10/15/2015	JTS Brian e-mails regarding easement and rfp questions; Reply.	0.20	170.00	34.00
10/19/2015	JTS Telephone conference with Brian regarding summons and complaint and motorcycle accident.	0.30	170.00	51.00
10/22/2015	JTS Review development agreements regarding Bridges; E-mail Amy regarding trunk fees on Bridges lots.	0.90	170.00	153.00
10/27/2015	JTS Office conference with John Edison regarding purchase agreements; E-mail Brian; Telephone conference with Cindy regarding Greenhouse agreements.	0.90	170.00	153.00
			Sub-total Fees:	<u>\$626.00</u>

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

		Hours	Rate	Amount
10/06/2015	JTS Council meeting.	5.00	170.00	300.00
			Sub-total Fees:	<u>\$300.00</u>

4011(1)-0065: Senior Center Land Purchase Agreement

		Hours	Rate	Amount
10/27/2015	JPE Receive and begin review of file.	0.20	160.00	32.00
10/28/2015	JPE Continue review and analysis of file; Begin updating purchase agreement.	0.90	160.00	144.00

10/29/2015 JPE	Prepare for and participate in telephone conference with Brian Hagen regarding purchase agreement issues.	0.40	160.00	64.00
10/30/2015 JPE	Revise draft purchase agreement; E-mail correspondence with Cindy Nash and Brian Hagen regarding same.	1.00	160.00	160.00
			Sub-total Fees:	\$400.00

Rate Summary

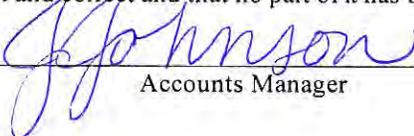
Jay T. Squires	8.40 hours at \$170.00/hr	878.00
John P. Edison	2.80 hours at \$160.00/hr	448.00
Total hours:	11.20	1,326.00

Total Fees and Expenses: \$1,326.00

Previous Balance: -

Total Now Due: \$1,326.00

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


 Accounts Manager

HANOVER
Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500376	000000003	Hagen, Brian S.	25	Bi-Weekly	\$1,797.13	12/4/2015	Outstanding
500375	000000008	Doboszinski, Jason	25	Bi-Weekly	\$1,306.98	12/4/2015	Outstanding
500373	000000011	Biren, Amy	25	Bi-Weekly	\$1,063.44	12/4/2015	Outstanding
500378	000000005	Vogel, Scott F.	25	Bi-Weekly	\$1,608.78	12/4/2015	Outstanding
500377	000000060	Lindrud, Elizabeth	25	Bi-Weekly	\$1,384.86	12/4/2015	Outstanding
500374	000000061	Dalchow, Larry	25	Bi-Weekly	\$55.41	12/4/2015	Outstanding
					<hr/>		
					\$7,216.60		

HANOVER

11/30/15 11:40 AM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(25)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
001 Federal	000000011 Biren, Amy	\$186.10	
	000000008 Doboszanski, Jason	\$137.99	
	000000003 Hagen, Brian S.	\$242.45	
	000000060 Lindrud, Elizabeth	\$184.18	
	000000005 Vogel, Scott F.	\$171.69	
	<i>Federal</i>		\$922.41
005 State Tax - MN	000000011 Biren, Amy	\$79.41	
	000000008 Doboszanski, Jason	\$61.87	
	000000003 Hagen, Brian S.	\$106.67	
	000000060 Lindrud, Elizabeth	\$79.28	
	000000005 Vogel, Scott F.	\$73.89	
	<i>State Tax - MN</i>		\$401.12
049 Medicare	000000011 Biren, Amy	\$22.45	
	000000061 Dalchow, Larry	\$0.87	
	000000008 Doboszanski, Jason	\$25.45	
	000000003 Hagen, Brian S.	\$36.25	
	000000060 Lindrud, Elizabeth	\$27.84	
	000000005 Vogel, Scott F.	\$31.32	
<i>Medicare</i>		\$144.18	
051 Social Security	000000011 Biren, Amy	\$95.98	
	000000061 Dalchow, Larry	\$3.72	
	000000008 Doboszanski, Jason	\$108.82	
	000000003 Hagen, Brian S.	\$155.00	
	000000060 Lindrud, Elizabeth	\$119.04	
	000000005 Vogel, Scott F.	\$133.92	
<i>Social Security</i>		\$616.48	
501 Social Security Benefit	000000011 Biren, Amy		\$95.98
	000000061 Dalchow, Larry		\$3.72
	000000008 Doboszanski, Jason		\$108.82
	000000003 Hagen, Brian S.		\$155.00
	000000060 Lindrud, Elizabeth		\$119.04
	000000005 Vogel, Scott F.		\$133.92
<i>Social Security Benefit</i>			\$616.48
502 Medicare Benefit	000000011 Biren, Amy		\$22.45

HANOVER

11/30/15 11:40 AM

Page 2

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(25)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
502 Medicare Benefit	000000061 Dalchow, Larry		\$0.87
	000000008 Doboszenski, Jason		\$25.45
	000000003 Hagen, Brian S.		\$36.25
	000000060 Lindrud, Elizabeth		\$27.84
	000000005 Vogel, Scott F.		\$31.32
	<i>Medicare Benefit</i>		\$144.18
	<i>Grand Total</i>	\$2,084.19	\$760.66

HANOVER

11/30/15 11:40 AM

Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(25)

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

HANOVER

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Page 1

Deduction/Benefit Register

Pay Group: 01 Bi-Weekly

Pay Periods: 2015(25)

Deduction/Benefit Code & Description	Employee Number & Name	Deduction Amount	Benefit Amount
505 HSA Contribution - Employer	000000011 Biren, Amy		\$222.80
	000000008 Doboszinski, Jason		\$129.11
	000000003 Hagen, Brian S.		\$279.16
	000000005 Vogel, Scott F.		\$273.36
	<i>HSA Contribution - Employer</i>		\$904.43
<hr/>			
	<i>Grand Total</i>		\$904.43

HANOVER
Cash Balances
December 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$643,952.67	\$507,952.36	\$100,731.95	\$1,051,173.08
107 FIRE DEPT DONATIONS FUND	\$34,410.84	\$0.00	\$4,175.00	\$30,235.84
201 EDA SPECIAL REVENUE FUND	\$97,315.53	\$22,652.11	\$1,187.90	\$118,779.74
205 EDA BUSINESS INCENTIVE FUND	\$213,703.07	\$28,663.03	\$28,016.92	\$214,349.18
311 2008A GO CIP REFUNDING BOND	\$52,715.61	\$19,885.00	\$0.00	\$72,600.61
312 2009A GO IMP REFUNDING BOND	-\$108,203.15	\$148,609.53	\$0.00	\$40,406.38
313 2010 GO EQUIPMENT CERTIFICATES	-\$19,042.42	\$24,649.00	\$0.00	\$5,606.58
314 2011A GO IMP CROSSOVER REF BD	\$447,396.91	\$79,977.16	\$136,637.50	\$390,736.57
401 GENERAL CAPITAL PROJECTS	\$775,898.82	\$5,927.29	\$0.00	\$781,826.11
402 PARKS CAPITAL PROJECTS	\$234,393.79	\$0.00	\$0.00	\$234,393.79
403 FIRE DEPT CAPITAL FUND	\$139,949.21	\$0.00	\$0.00	\$139,949.21
404 HISTORICAL CAPITAL PROJ FUND	\$42,567.63	\$0.00	\$2,394.00	\$40,173.63
407 TIF REDEV DIST #1	\$8,634.13	\$3,795.34	\$6,831.60	\$5,597.87
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$55,585.32	\$0.00	\$0.00	\$55,585.32
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$51,873.12	\$0.00	\$57.95	\$51,815.17
418 STREET CAPITAL PROJ FUND	\$505,027.20	\$0.00	\$0.00	\$505,027.20
601 WATER ENTERPRISE FUND	\$735,451.67	\$11,296.09	\$2,812.75	\$743,935.01
602 SEWER ENTERPRISE FUND	\$224,214.60	\$27,757.79	\$32,544.33	\$219,428.06
603 STORM WATER ENTERPRISE FUND	\$123,490.78	\$4,191.82	\$0.00	\$127,682.60
611 WATER CAPITAL IMP FUND	\$404,450.82	\$0.00	\$0.00	\$404,450.82
612 SEWER CAPITAL IMP FUND	\$1,706,710.37	\$20,591.49	\$0.00	\$1,727,301.86
613 STORM WATER CAPITAL IMP FUND	\$548,591.17	\$0.00	\$0.00	\$548,591.17
804 SCHENDELS FIELD ESC FUND	\$145,926.71	\$0.00	\$0.00	\$145,926.71
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$31,000.00	\$750.00	\$3,000.00	\$28,750.00
815 LANDSCAPE ESCROW FUND	\$39,500.00	\$1,500.00	\$6,000.00	\$35,000.00
817 INFRASTRUCTURE ESCROW FUND	\$16,000.00	\$1,000.00	\$5,000.00	\$12,000.00
818 MISC ESCROWS FUND	\$5,510.36	\$1,300.00	\$2,438.00	\$4,372.36
820 BRIDGES TOWNHOMES ESC FUND	\$3,543.63	\$0.00	\$0.00	\$3,543.63
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,782.28	\$0.00	\$0.00	\$11,782.28
900 INTEREST	\$3,683.41	\$0.00	\$0.00	\$3,683.41
	\$7,162,557.58	\$910,498.01	\$331,827.90	\$7,741,227.69

Revenue Budget by Source

Source Alt Code	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$449,534.27	\$1,022,134.63	\$995,728.00	-\$26,406.63	102.65%
TAXES	R 100-31020 Property Taxes - Fire	\$47,812.00	\$95,624.00	\$95,624.00	\$0.00	100.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$9,672.71	\$10,000.00	\$327.29	96.73%
Source Alt Code TAXES		\$497,346.27	\$1,127,431.34	\$1,101,352.00	-\$26,079.34	102.37%
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	\$725.00	\$8,515.00	\$5,000.00	-\$3,515.00	170.30%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$475.00	\$300.00	-\$175.00	158.33%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$2,196.55	\$2,000.00	-\$196.55	109.83%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$14.00	\$80.00	\$66.00	17.50%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$66,511.30	\$106,964.00	\$40,452.70	62.18%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,627.60	\$6,000.00	\$372.40	93.79%
SERVICE	R 100-34740 Park & Rec Concessions	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,805.21	\$2,000.00	-\$805.21	140.26%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$1,950.00	\$2,000.00	\$50.00	97.50%
Source Alt Code SERVICE		\$750.00	\$88,094.66	\$124,344.00	\$36,249.34	70.85%
MISC	R 100-36100 Special Assessments	\$0.00	\$7,964.80	\$0.00	-\$7,964.80	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$11,792.03	\$0.00	-\$11,792.03	0.00%
MISC	R 100-36210 Interest Earnings	-\$12.58	\$6,044.71	\$1,000.00	-\$5,044.71	604.47%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$2,731.46	\$7,000.00	\$4,268.54	39.02%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$4,345.00	\$0.00	-\$4,345.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$800.00	\$10,900.00	\$7,000.00	-\$3,900.00	155.71%
MISC	R 100-36260 Refunds or Reimbursements	\$426.00	\$488.62	\$0.00	-\$488.62	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$1,213.42	\$44,266.62	\$21,000.00	-\$23,266.62	210.79%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,370.00	\$10,300.00	-\$70.00	100.68%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$262.00	\$100.00	-\$162.00	262.00%
LIC PERM	R 100-32210 Building Permits	\$3,883.09	\$126,685.32	\$120,000.00	-\$6,685.32	105.57%
LIC PERM	R 100-32240 Animal Licenses	\$60.00	\$260.00	\$100.00	-\$160.00	260.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$500.00	\$1,500.00	\$1,000.00	33.33%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$41.00	\$50.00	\$9.00	82.00%
Source Alt Code LIC PERM		\$3,943.09	\$138,118.32	\$132,350.00	-\$5,768.32	104.36%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$19,377.50	\$38,755.00	\$19,377.50	50.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$52,929.50	\$105,859.00	\$52,929.50	50.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$874.83	\$0.00	-\$874.83	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$169.50	\$339.00	\$169.50	50.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$37,914.77	\$24,000.00	-\$13,914.77	157.98%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,565.62	\$4,600.00	-\$965.62	120.99%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$13,341.50	\$1,500.00	-\$11,841.50	889.43%
Source Alt Code INTGOVT		\$0.00	\$130,173.22	\$175,053.00	\$44,879.78	74.36%
FINES	R 100-35100 Court Fines	\$0.00	\$2,642.88	\$1,500.00	-\$1,142.88	176.19%
Source Alt Code FINES		\$0.00	\$2,642.88	\$1,500.00	-\$1,142.88	176.19%
Fund 100 GENERAL FUND		\$503,252.78	\$1,530,727.04	\$1,555,599.00	\$24,871.96	98.40%

Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$5,025.82	\$10,500.00	\$5,474.18	47.86%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$330.64	\$651.00	\$320.36	50.79%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$73.00	\$152.00	\$79.00	48.03%
COUNCIL	E 100-41110-150 Worker s Comp (GENE	\$0.00	\$52.39	\$75.00	\$22.61	69.85%
COUNCIL	E 100-41110-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$365.00	\$450.00	\$85.00	81.11%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$6,488.34	\$7,000.00	\$511.66	92.69%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$61.24	\$1,000.00	\$938.76	6.12%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$845.68	\$3,085.52	\$5,000.00	\$1,914.48	61.71%
Dept 41110 Council		\$845.68	\$15,481.95	\$24,828.00	\$9,346.05	62.36%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$4,260.00	\$4,260.00	\$5,500.00	\$1,240.00	77.45%
BRDCOMM	E 100-41330-150 Worker s Comp (GENE	\$0.00	\$95.16	\$160.00	\$64.84	59.48%
BRDCOMM	E 100-41330-160 Liability Insurance Emp	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$21.06	\$100.00	\$78.94	21.06%
BRDCOMM	E 100-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41330 Boards and Commissions		\$4,260.00	\$4,376.22	\$6,010.00	\$1,633.78	72.82%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,500.00	\$69,533.30	\$72,588.00	\$3,054.70	95.79%
CITYADM	E 100-41400-121 PERA	\$187.50	\$5,494.52	\$5,400.00	-\$94.52	101.75%
CITYADM	E 100-41400-122 FICA	\$155.00	\$4,542.13	\$4,500.00	-\$42.13	100.94%
CITYADM	E 100-41400-123 Medicare	\$36.25	\$1,062.27	\$1,100.00	\$37.73	96.57%
CITYADM	E 100-41400-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CITYADM	E 100-41400-132 Employer Paid HSA	\$279.16	\$3,595.62	\$3,360.00	-\$235.62	107.01%
CITYADM	E 100-41400-134 Employer Paid Life	\$0.00	\$383.55	\$360.00	-\$23.55	106.54%
CITYADM	E 100-41400-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$80.21	\$4,818.85	\$3,600.00	-\$1,218.85	133.86%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$1,309.80	\$1,000.00	-\$309.80	130.98%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$256.16	\$500.00	\$243.84	51.23%
CITYADM	E 100-41400-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41400 City Administrator		\$3,238.12	\$91,194.28	\$92,758.00	\$1,563.72	98.31%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41410 Elections		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,548.00	\$49,479.19	\$54,043.00	\$4,563.81	91.56%
CLERICAL	E 100-41430-102 Full-Time Employees O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-121 PERA	\$116.10	\$3,565.62	\$4,100.00	\$534.38	86.97%
CLERICAL	E 100-41430-122 FICA	\$95.98	\$3,522.68	\$3,400.00	-\$122.68	103.61%
CLERICAL	E 100-41430-123 Medicare	\$22.45	\$823.83	\$800.00	-\$23.83	102.98%
CLERICAL	E 100-41430-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-132 Employer Paid HSA	\$222.80	\$2,537.79	\$2,580.00	\$42.21	98.36%
CLERICAL	E 100-41430-134 Employer Paid Life	\$0.00	\$1,492.68	\$700.00	-\$792.68	213.24%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$357.00	\$1,428.00	\$1,071.00	25.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
CLERICAL	E 100-41430-150 Worker s Comp (GENE	\$0.00	\$124.29	\$250.00	\$125.71	49.72%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$0.00	\$7,366.73	\$5,412.00	-\$1,954.73	136.12%
Dept 41430 Clerical Staff		\$2,005.33	\$69,269.81	\$72,713.00	\$3,443.19	95.26%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-208 Training and Instructio	\$0.00	\$770.00	\$1,500.00	\$730.00	51.33%
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$28.00	\$455.95	\$300.00	-\$155.95	151.98%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$787.25	\$1,000.00	\$212.75	78.73%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$1,276.96	\$1,500.00	\$223.04	85.13%
Dept 41435 Staff Expenses		\$28.00	\$3,290.16	\$4,600.00	\$1,309.84	71.53%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$1,920.00	\$20,160.00	\$24,960.00	\$4,800.00	80.77%
ACCTING	E 100-41530-121 PERA	\$144.00	\$1,512.00	\$1,900.00	\$388.00	79.58%
ACCTING	E 100-41530-122 FICA	\$119.04	\$1,213.54	\$1,500.00	\$286.46	80.90%
ACCTING	E 100-41530-123 Medicare	\$27.84	\$283.82	\$400.00	\$116.18	70.96%
ACCTING	E 100-41530-132 Employer Paid HSA	\$0.00	\$656.31	\$0.00	-\$656.31	0.00%
ACCTING	E 100-41530-134 Employer Paid Life	\$0.00	\$266.19	\$0.00	-\$266.19	0.00%
ACCTING	E 100-41530-150 Worker s Comp (GENE	\$0.00	\$198.08	\$350.00	\$151.92	56.59%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$0.00	\$2,657.78	\$2,000.00	-\$657.78	132.89%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$35,032.78	\$38,500.00	\$3,467.22	90.99%
Dept 41530 Accounting		\$2,210.88	\$61,980.50	\$69,610.00	\$7,629.50	89.04%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41540 Auditing		\$0.00	\$23,400.00	\$27,000.00	\$3,600.00	86.67%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41550 Assessing		\$0.00	\$17,609.96	\$17,600.00	-\$9.96	100.06%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$2,670.02	\$4,900.00	\$2,229.98	54.49%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$17.75	\$100.00	\$82.25	17.75%
PURCHASE	E 100-41570-207 Computer Supplies	\$0.00	\$3,092.05	\$2,500.00	-\$592.05	123.68%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$51.45	\$2,117.26	\$6,800.00	\$4,682.74	31.14%
PURCHASE	E 100-41570-322 Postage	\$54.32	\$1,965.60	\$1,500.00	-\$465.60	131.04%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$209.98	\$4,000.00	\$3,790.02	5.25%
Dept 41570 Purchasing		\$105.77	\$10,072.66	\$19,800.00	\$9,727.34	50.87%
Dept 41600 Computer						
COMPUTER	E 100-41600-220 Repair/Maint Supply (G	\$387.77	\$3,632.75	\$4,000.00	\$367.25	90.82%
COMPUTER	E 100-41600-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Computer		\$387.77	\$3,632.75	\$4,000.00	\$367.25	90.82%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$1,477.26	\$15,630.94	\$21,152.00	\$5,521.06	73.90%
Dept 41610 City Attorney		\$1,477.26	\$15,630.94	\$21,152.00	\$5,521.06	73.90%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$942.50	\$17,275.70	\$17,000.00	-\$275.70	101.62%
Dept 41910 Planning and Zoning		\$942.50	\$17,275.70	\$17,000.00	-\$275.70	101.62%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$617.12	\$5,000.00	\$4,382.88	12.34%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$3,834.36	\$10,000.00	\$6,165.64	38.34%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$238.00	\$6,016.24	\$8,400.00	\$2,383.76	71.62%
GOVTBLDG	E 100-41940-321 Telephone	\$257.26	\$3,282.13	\$5,500.00	\$2,217.87	59.68%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$220.00	\$7,000.00	\$6,780.00	3.14%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$1,956.56	\$10,725.37	\$9,000.00	-\$1,725.37	119.17%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$285.73	\$3,159.67	\$5,000.00	\$1,840.33	63.19%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$2,133.27	\$2,400.00	\$266.73	88.89%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$120.50	\$500.00	\$379.50	24.10%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$115.50	\$5,346.10	\$5,000.00	-\$346.10	106.92%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$215.60	\$2,500.00	\$2,284.40	8.62%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$1,262.78	\$1,000.00	-\$262.78	126.28%
Dept 41940 General Govt Buildings/Plant		\$2,853.05	\$37,183.14	\$61,600.00	\$24,416.86	60.36%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$5,238.50	\$16,135.50	\$25,000.00	\$8,864.50	64.54%
Dept 41950 Engineer		\$5,238.50	\$16,135.50	\$25,000.00	\$8,864.50	64.54%
Dept 41960 Insurance						
INSURANCE	E 100-41960-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$259.37	\$250.00	-\$9.37	103.75%
INSURANCE	E 100-41960-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE	E 100-41960-361 General Liability Ins	\$0.00	\$24,785.33	\$25,200.00	\$414.67	98.35%
Dept 41960 Insurance		\$0.00	\$25,044.70	\$25,450.00	\$405.30	98.41%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$435.42	\$500.00	\$64.58	87.08%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$150.39	\$522.41	\$2,000.00	\$1,477.59	26.12%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$150.39	\$957.83	\$3,250.00	\$2,292.17	29.47%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$2,271.94	\$69,516.06	\$69,335.00	-\$181.06	100.26%
Dept 42101 Hennepin County Sheriff		\$2,271.94	\$69,516.06	\$69,335.00	-\$181.06	100.26%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$7,847.50	\$95,900.09	\$94,170.00	-\$1,730.09	101.84%
Dept 42102 Wright County Sheriff		\$7,847.50	\$95,900.09	\$94,170.00	-\$1,730.09	101.84%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$34,340.00	\$34,340.00	0.00%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$0.00	\$2,129.00	\$2,129.00	0.00%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$0.00	\$515.00	\$515.00	0.00%
FIREADMIN	E 100-42210-125 Other Retirement Contr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$22.21	\$0.00	-\$22.21	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$7,136.87	\$10,000.00	\$2,863.13	71.37%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$131.40	\$200.00	\$68.60	65.70%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$4,037.50	\$4,000.00	-\$37.50	100.94%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$572.29	\$950.00	\$377.71	60.24%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$2,370.08	\$0.00	-\$2,370.08	0.00%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$88.50	\$10,000.00	\$9,911.50	0.89%
FIREADMIN	E 100-42210-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$0.00	\$14,358.85	\$62,134.00	\$47,775.15	23.11%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$47.99	\$1,055.77	\$5,500.00	\$4,444.23	19.20%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$782.14	\$1,500.00	\$717.86	52.14%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
FIREEQUIP	E 100-42220-260 Uniforms	-3,702.05	\$2,098.69	\$4,500.00	\$2,401.31	46.64%
FIREEQUIP	E 100-42220-580 Other Equipment	\$0.00	\$855.79	\$5,000.00	\$4,144.21	17.12%
Dept 42220	Fire Dept Equipment	-3,654.06	\$4,792.39	\$17,350.00	\$12,557.61	27.62%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$576.49	\$4,549.50	\$7,500.00	\$2,950.50	60.66%
FIRETRNG	E 100-42240-331 Travel Expenses	\$314.88	\$762.49	\$1,500.00	\$737.51	50.83%
Dept 42240	Fire Dept Training	\$891.37	\$5,311.99	\$9,000.00	\$3,688.01	59.02%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$143.48	\$3,035.42	\$5,000.00	\$1,964.58	60.71%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$6,028.54	\$9,000.00	\$2,971.46	66.98%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$198.04	\$198.04	\$2,000.00	\$1,801.96	9.90%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$5,035.47	\$7,465.00	\$2,429.53	67.45%
Dept 42260	Fire Vehicles	\$341.52	\$14,297.47	\$23,465.00	\$9,167.53	60.93%
Dept 42280	Fire Stations and Bldgs					
FIREBLDG	E 100-42280-215 Shop Supplies	\$9.50	\$189.15	\$1,650.00	\$1,460.85	11.46%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$388.65	\$12,910.62	\$3,500.00	-\$9,410.62	368.87%
FIREBLDG	E 100-42280-321 Telephone	\$30.07	\$350.66	\$800.00	\$449.34	43.83%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$0.00	\$3,096.31	\$5,000.00	\$1,903.69	61.93%
FIREBLDG	E 100-42280-383 Gas Utilities	\$89.88	\$2,566.52	\$2,600.00	\$33.48	98.71%
Dept 42280	Fire Stations and Bldgs	\$518.10	\$19,113.26	\$13,725.00	-\$5,388.26	139.26%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$40,414.77	\$42,414.77	\$29,500.00	-\$12,914.77	143.78%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,580.00	\$6,000.00	-\$580.00	109.67%
Dept 42290	Fire Relief Association	\$40,414.77	\$48,994.77	\$35,500.00	-\$13,494.77	138.01%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$664.91	\$30,191.08	\$50,000.00	\$19,808.92	60.38%
Dept 42401	Building Inspection Admin	\$664.91	\$30,191.08	\$50,000.00	\$19,808.92	60.38%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-210 Operating Supplies (GE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42700	Animal Control	\$0.00	\$185.00	\$500.00	\$315.00	37.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 42800	Cemetery	\$0.00	\$50.00	\$150.00	\$100.00	33.33%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$3,915.20	\$88,923.25	\$98,000.00	\$9,076.75	90.74%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$603.56	\$0.00	-\$603.56	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$60.00	\$4,614.75	\$5,500.00	\$885.25	83.90%
PUBWRKS	E 100-43000-121 PERA	\$293.64	\$7,142.68	\$7,400.00	\$257.32	96.52%
PUBWRKS	E 100-43000-122 FICA	\$246.46	\$6,128.42	\$6,400.00	\$271.58	95.76%
PUBWRKS	E 100-43000-123 Medicare	\$57.64	\$1,433.25	\$1,500.00	\$66.75	95.55%
PUBWRKS	E 100-43000-132 Employer Paid HSA	\$402.47	\$3,340.34	\$2,717.00	-\$623.34	122.94%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$0.00	\$1,573.88	\$1,532.00	-\$41.88	102.73%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$238.10	\$300.00	\$61.90	79.37%
PUBWRKS	E 100-43000-150 Worker s Comp (GENE	\$0.00	\$7,551.60	\$7,500.00	-\$51.60	100.69%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$53.95	\$14,418.70	\$14,664.00	\$245.30	98.33%
PUBWRKS	E 100-43000-152 Worker s Comp Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$997.40	\$1,500.00	\$502.60	66.49%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PUBWRKS	E 100-43000-321 Telephone	\$156.72	\$1,646.51	\$2,000.00	\$353.49	82.33%
Dept 43000	Public Works (GENERAL)	\$5,186.08	\$138,612.44	\$149,013.00	\$10,400.56	93.02%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-212 Motor Fuels	\$244.17	\$5,470.33	\$10,000.00	\$4,529.67	54.70%
HWYROAD	E 100-43100-215 Shop Supplies	\$1,073.16	\$2,096.71	\$5,000.00	\$2,903.29	41.93%
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$283.08	\$5,309.72	\$6,000.00	\$690.28	88.50%
HWYROAD	E 100-43100-240 Small Tools and Minor	\$24.29	\$2,013.39	\$2,500.00	\$486.61	80.54%
HWYROAD	E 100-43100-260 Uniforms	\$79.96	\$582.42	\$2,000.00	\$1,417.58	29.12%
HWYROAD	E 100-43100-310 Other Professional Serv	\$3,687.50	\$11,963.50	\$3,000.00	-\$8,963.50	398.78%
HWYROAD	E 100-43100-325 Taxes	\$0.00	\$39.00	\$200.00	\$161.00	19.50%
Dept 43100	Hwys, Streets, & Roads	\$5,392.16	\$27,475.07	\$28,700.00	\$1,224.93	95.73%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$71,521.54	\$71,000.00	-\$521.54	100.73%
PAVSTRTS	E 100-43121-226 Sign Repair Materials	\$0.00	\$4,065.33	\$7,000.00	\$2,934.67	58.08%
Dept 43121	Paved Streets	\$0.00	\$75,586.87	\$78,000.00	\$2,413.13	96.91%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$9,712.82	\$12,500.00	\$2,787.18	77.70%
UNPAVSTS	E 100-43122-226 Sign Repair Materials	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
UNPAVSTS	E 100-43122-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$9,712.82	\$13,000.00	\$3,287.18	74.71%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$14,999.93	\$15,000.00	\$0.07	100.00%
Dept 43160	Street Lighting					
STLGHTG	E 100-43160-381 Electric Utilities	\$0.00	\$19,233.67	\$27,000.00	\$7,766.33	71.24%
Dept 43160	Street Lighting	\$0.00	\$19,233.67	\$27,000.00	\$7,766.33	71.24%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$1,784.00	\$2,000.00	\$216.00	89.20%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,072.00	\$33,015.64	\$35,000.00	\$1,984.36	94.33%
Dept 43245	Recycling: Refuse	\$3,072.00	\$33,015.64	\$35,000.00	\$1,984.36	94.33%
Dept 43260	Weed Control					
WEEDCTRL	E 100-43260-215 Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WEEDCTRL	E 100-43260-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43260	Weed Control	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$1,936.49	\$5,330.00	\$7,250.00	\$1,920.00	73.52%
Dept 45186	Senior Center	\$1,936.49	\$5,330.00	\$7,250.00	\$1,920.00	73.52%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-111 Committee Wages/Mee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-160 Liability Insurance Emp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$268.45	\$4,428.70	\$5,000.00	\$571.30	88.57%
PARKS	E 100-45200-225 Landscaping Materials	\$83.97	\$2,624.73	\$3,300.00	\$675.27	79.54%
PARKS	E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-381 Electric Utilities	\$74.02	\$1,725.50	\$1,100.00	-\$625.50	156.86%
PARKS	E 100-45200-400 Repairs & Maint Cont (\$18.00	\$2,249.16	\$6,000.00	\$3,750.84	37.49%

HANOVER
Expenditure Budget Report

Dept Abbrev	Account Descr	December 2015 Amt	2015 YTD Amt	2015 YTD Budget	2015 YTD Balance	%YTD Budget
PARKS	E 100-45200-440 Programs	\$0.00	\$9,041.16	\$9,000.00	-\$41.16	100.46%
PARKS	E 100-45200-441 Community Garden	\$0.00	\$179.49	\$1,000.00	\$820.51	17.95%
PARKS	E 100-45200-580 Other Equipment	\$380.00	\$6,400.32	\$7,000.00	\$599.68	91.43%
Dept 45200 Parks (GENERAL)		\$824.44	\$26,649.06	\$32,400.00	\$5,750.94	82.25%
Dept 45500 Libraries (GENERAL)						
LIBRARY	E 100-45500-437 Other Miscellaneous	\$1,750.00	\$5,250.00	\$7,000.00	\$1,750.00	75.00%
Dept 45500 Libraries (GENERAL)		\$1,750.00	\$5,250.00	\$7,000.00	\$1,750.00	75.00%
Dept 48205 Damage Deposit Refunds						
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$850.00	\$9,578.59	\$5,000.00	-\$4,578.59	191.57%
Dept 48205 Damage Deposit Refunds		\$850.00	\$9,578.59	\$5,000.00	-\$4,578.59	191.57%
Dept 49360 Transfers Out						
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49360 Transfers Out		\$0.00	\$207,300.00	\$269,000.00	\$61,700.00	77.06%
Dept 49800 Transit (GENERAL)						
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800 Transit (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 100 GENERAL FUND		\$92,050.47	\$1,289,775.15	\$1,537,063.00	\$247,287.85	83.91%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December 2015.

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

The following Council Members were absent: None.

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

.....
**RESOLUTION NO 12-15-15-88
APPROVING BRIDGE REHABILITATION PAY REQUEST #1**

WHEREAS, the City Engineer of the City of Hanover has reviewed quantities of materials submitted for payment of work completed by LS Black Constructors, Inc. for work completed on the Bridge Rehabilitation Project previously authorized by Council; and

WHEREAS, Staff recommends to make payment as per the attached Pay Request #1, in the amount of \$ 42,156.63.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves Pay Request #1, as per the attachment.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 15th day of December, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator



December 2, 2015

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

Re: Construction Pay Voucher No. 1
Hanover Historic Bridge Rehabilitation Project
City of Hanover, MN
WSB Project No. 02931-00

Dear Mr. Hagen:

Please find enclosed Construction Pay Voucher No. 1 for the above referenced project in the amount of \$42,156.63. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Hanover approve Construction Pay Voucher No. 1 for LS Black Constructors, Inc.

The amount indicated above reflects work certified to date through December 2, 2015, with a 5% retainage applied. Please include one executed copy with the payment to LS Black Constructors, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at (651) 286-8465. Thank you.
Sincerely,

WSB & Associates, Inc.

Justin Messner, PE
Hanover City Engineer/Associate

Enclosures

cc: Jamie Redding - LS Black Constructors, Inc.



Owner: City of Hanover
 11250 5th Street NE
 Hanover, MN 55341-0278

Date: 12/2/2015

For Period: 10/19/2015 to 12/2/2015
 Contractor: LS Black Constructors, Inc.
 1959 Sloan Place
 St. Paul, MN 55117

Request No.: 1

Pay Voucher

HANO - Hanover Bridge 92366 Rehabilitation
 Client Contract No.:
 Project No.: 02931-00
 Client Project No.:

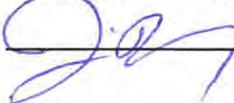
Project Summary			
1	Original Contract Amount		\$139,242.00
2	Contract Changes - Addition	\$0.00	
3	Contract Changes - Deduction	\$0.00	
4	Revised Contract Amount		\$139,242.00
5	Value Completed to Date		\$44,375.40
6	Material on Hand		\$0.00
7	Amount Earned		\$44,375.40
8	Less Retainage 5%		\$2,218.77
9	Subtotal		\$42,156.63
10	Less Amount Paid Previously		\$0.00
11	Liquidated Damages		\$0.00
12	AMOUNT DUE THIS PAY VOUCHER NO. 1		\$42,156.63

THIS IS TO CERTIFY THAT THE ITEMS OF WORK SHOWN IN THIS CERTIFICATE OF PARTIAL PAYMENT HAVE BEEN ACTUALLY FINISHED FOR THE WORK COMPRISING THE ABOVE MENTIONED PROJECTS IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS HERETOFORE APPROVED.

Recommended for Approval by:
WSB & Associates, Inc.



Approved by Contractor:
LS Black Constructors, Inc.



Specified Contract Completion Date:
5/1/2016

Comment:

Construction Observer:



Approved by Owner:
City of Hanover

Date:

Project Material Status

Item No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity to Date	Current Quantity	Amount to Date
SCHEDULE A - BRIDGE REHABILITATION								
1	2021.501	MOBILIZATION	LS	\$26,400.00	1	0.2841	0.2841	\$7,500.24
2	2403.502	TREATED TIMBER (ABUTMENT/PIER CAP)	MBM	\$66,000.00	0.516	0.0864	0.0864	\$5,702.40
3	2403.622	INSTALL TIMBER BRIDGE DECK (CITY SUPPLIED)	S F	\$7.20	3700	0	0	\$0.00
4	2433.602	GREASE EXP BEARING ASSEMBLIES	EACH	\$10,200.00	2	0.0638	0.0638	\$650.76
5	2541.618	TUCKPOINT HISTORIC STRUCTURE	S F	\$52.80	330	330	330	\$17,424.00
6	2564.531	SIGN PANELS TYPE C	S F	\$102.00	12	0	0	\$0.00
Totals For Section SCHEDULE A - BRIDGE REHABILITATION:								\$31,277.40
ALTERNATE #2								
8	2433.505	REMOVE & DISPOSE TIMBER BRIDGE DECK	S F	\$3.54	3700	3700	3700	\$13,098.00
Totals For ALTERNATE #2:								\$13,098.00
Project Totals:								\$44,375.40

Project Payment Status

Owner: City of Hanover
Client Project No.:
Client Contract No.:
Project No.: 02931-00
Contractor: LS Black Constructors, Inc.

Contract Changes

No.	Type	Date	Description	Amount
Change Order Totals:				\$0.00

Payment Summary

No.	From Date	To Date	Payment	Total Payment	Retainage Per Payment	Total Retainage	Total Payment + Retainage	Work Certified Per Payment	Total Work Certified
1	10/19/2015	12/2/2015	\$42,156.63	\$42,156.63	\$2,218.77	\$2,218.77	\$44,375.40	\$44,375.40	\$44,375.40
Payment Totals:			\$42,156.63			\$2,218.77	\$44,375.40		\$44,375.40

Project Summary

Material On Hand:	\$0.00		
Total Payment to Date:	\$42,156.63	Original Contract:	\$139,242.00
Total Retainage:	\$2,218.77	Contract Changes:	\$0.00
Total Amount Earned:	\$44,375.40	Revised Contract:	\$139,242.00

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December 2015.

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

The following Council Members were absent: None.

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

.....
**RESOLUTION NO 12-15-15-89
APPROVING CITY CONSULTANT RATES**

WHEREAS, the City Attorney, City Engineer, City Planner, and EDA Consultant are contracted personnel; and

WHEREAS, the consultants have a budget amount outlined in the City's budget; and

WHEREAS, annually the City Council approves the rates of these consultants; and

WHEREAS, the following are the proposed 2016 rates:

- City Attorney \$175/hr.
- City Engineer 2.4% increase for the company rate table
- City Planner \$98/hr.
- EDA Consultant \$140/hr.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the consultant rates as described above.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 15th day of December, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

SHORT ELLIOTT HENDRICKSON INC.
Agreement for Professional Services

This Agreement is effective as of January 1, 2016, between City of Hanover, Minnesota (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2015 EDA Services.

Client's Authorized Representative: Brian Hagen
Address: 11250 5th Street NE
Hanover, MN 55341-4101
Telephone: 763.497.3777 **e-mail:** brianh@ci.hanover.mn.us

Project Manager: Heidi Peper
Address: PO Box 1717
St. Cloud, MN 56302-1717
Telephone: 320.229.4386 **e-mail:** hpeper@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 08.03.11), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Project Goals and Objectives

The overall project goal is to work with the Hanover EDA to further economic development efforts within the City. SEH is proposing to work for the Hanover EDA, at its direction, for an hourly fee. Some of the activities that could be performed at the EDA's direction include, but are not limited to:

Marketing/Studies

- Continue to coordinate and work with senior housing developers in the City of Hanover.
- Continue to coordinate and work with existing businesses' expansions and new business developments in the City of Hanover.
- Work with site locators and commercial/industrial realtors regarding Hanover opportunities.
- Identify and promote industrial uses complementary to existing uses.
- Update the State of Minnesota MNPRO's website (contains profiles for all cities).
- Maintain inventory of available land and buildings.
- Monthly reimbursement requests and annual reporting on Minnesota Investment Fund grant for Plug Technologies, Inc.
- Update to Business Retention and Expansion visits and report.

Grant Writing

- Research grant and low-interest loans to finance projects related to economic development. This could be funds to offer businesses directly or funds for the City for community facilities/ redevelopment/etc.
- Write grant and loan applications as directed by the EDA.

Business Development

- Coordinate and complete the new business deal as they arise.
- Meet with existing businesses regarding growth plans.
- Explore redevelopment opportunities.
- Assist with new business leads.

Financing/Management

- Keep EDA apprised of new and existing business development financing tools.
- Update City’s criteria and materials related to existing financial incentive programs.
- Provide financial packaging assistance to new and expanding businesses.
- Maintain progress on the EDA’s workplan.

Miscellaneous Activities as Directed by the EDA.

Payment:

SEH proposes to provide the services outlined above at an hourly rates. The cumulative annual amount is estimated to be \$25,000, including reimbursables. Rates in effect through 2016 shall be:

Sr. Community Development Specialist	\$140
Administrative Technician	\$90

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None

p:\fj\h\hanov\common\2015 letter agreement 120514.docx

Short Elliott Hendrickson Inc.

City of Hanover, Minnesota

By: 
 Heidi Peper
 Title: Principal

By: _____
 Title: _____

Exhibit A-1
to Agreement for Professional Services
Between City of Hanover (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2016

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment. Current billing rates shall be the Rate Table Method of Personnel Method as indicated in the Agreement.

1. **Rate Table Method** - Current billing rates for employees shall be those listed on a standard rate table submitted and approved as part of this Agreement. The employee rates in the approved rate tables shall include the cost of computers and cellular phones. The cost of other expenses and equipment shall be paid for as reimbursable expenses as identified in Paragraphs B and C of this Exhibit.

The rates in effect through 2016 shall be:

Community Development Manager	\$140/per hour
Administrative Technician	\$90/per hour

Prior to any increase in rate, SEH shall submit written notice to the Owner of such increase. SEH shall not be authorized to perform additional work or incur additional costs or expenses at any increased rate until such time as approved by the Owner in writing. Upon receipt of SEH's notice of a rate increase, the Owner shall have the right to accept or reject such increase and terminate this Agreement.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the Rate Table Method is conditioned on completion of the work within the effective period of the rate table. Should the time required to complete the work be extended beyond this period, the rates in the Rate Table shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.

10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement (“Basic Services”). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant’s services under this Agreement are being performed solely for the Client’s benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant’s obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant’s services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant’s control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant’s effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant’s standard rates.

D. Suspension and Termination

1. If Consultant’s services are delayed or suspended in whole or in part by Client, or if Consultant’s services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days’ written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client’s requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant’s services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant’s services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client’s Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant’s reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney’s fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant’s agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices in small claims court or through the American Arbitration Association Construction Industry Rules without the necessity of any mediation proceedings and the Client agrees to be bound by such venue.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed one million dollars (\$1,000,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional million dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed

and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



November 19, 2015

NOV 23 2015

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

Re: WSB & Associates, Inc. 2016 Rate Schedule

Dear Mr. Hagen:

WSB is grateful for our relationship with your team and community, and we look forward to continuing to build our relationship and support you as you deliver the long-range community vision. We appreciate the opportunity to present you with our 2016 rate schedule.

We are continuing to develop and grow our services in the areas of engineering, planning, environmental, urban design, and construction services, so that we can better serve you in the years ahead. With our proactive approach and investment in technology, quality staff, and education, we have been successful in improving our efficiencies, and have thus been able to offset the ever-increasing industry costs related to staff, benefits, and insurance. As a result, we are able to propose an increase of 2.4% for our 2016 rates which is less than what we are experiencing from market pressures and competition for quality staff.

In 2016, we will be diligently working to create additional value for your projects and your community, and we are certain that you will recognize our focus on continuous process improvement and customer satisfaction. The following key points confirm your choice to have WSB serve you and your community:

Improved Project Delivery

Effective project management is a key to successful project delivery. Whether the project is large or small, managing the project's scope, budget, schedule, risk, and changes is critical. We are investing in staff resources and innovative software solutions that will enhance the performance of our team in this area. Our goal is to be the industry leader in the area of project controls.

Expanded Capabilities

The phrase "a picture is worth a thousand words" is often used to describe a visualization exercise. Similar to our investment in enhanced project management, WSB will be investing in staff and software resources that will result in improved visualization tools to support you as you implement projects in the community. We are confident that providing project stakeholders with improved visualization exhibits will result in better clarity of information and a more engaged process.

Mr. Brian Hagen
November 19, 2015
Page 2

In 2015, WSB launched a new geotechnical services group, which will provide a one-stop-shop for many projects and will create unparalleled efficiency in project delivery for both design and construction-related projects. As a frequent component to delivering our existing services, we believe that bringing the geotechnical services in-house will benefit a broad range of clients in both cost and schedule.

Investing in our Culture – *The WSB Way*

Through the continued growth of our industry-leading educational program at WSB University, promoting innovative ideas from our talented staff, and our direct efforts fostering meaningful mentorships, for the third year in a row WSB was recognized as a Top Workplace by the StarTribune. We are confident that by investing in our team and our firm's culture, this will result in valuable innovation and customer focus for our clients.

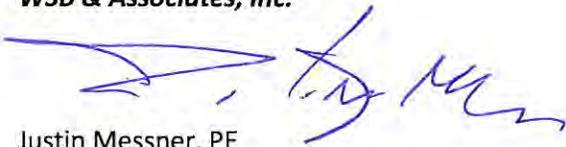
Our Commitment to You

We value our relationship with you and your team, and appreciate your feedback related to our service. Together we can contribute to building a legacy for your community. We believe that our investments related to improved project delivery and expanded capabilities will do just that!

Thank you again for the opportunity to serve you. I would be happy to answer any questions regarding our requested rate schedule changes. Please contact me any time at 763-541-4800.

Sincerely,

WSB & Associates, Inc.



Justin Messner, PE
Associate

Attachment

srb

	<i>Billing Rate/Hour</i>
Principal	\$158
Associate / Senior Project Manager	\$137 \$147 \$158
Project Manager	\$121 \$127 \$133
Project Engineer	\$104 \$112 \$121 \$127 \$133
Graduate Engineer	\$80 \$85 \$92 \$98
Sr Landscape Architect / Sr Planner / Sr GIS Specialist	\$109 \$118 \$125 \$133 \$138
Landscape Architect / Planner / GIS Specialist	\$66 \$74 \$81 \$89 \$99 \$104
Engineering Specialist / Senior Environmental Scientist	\$90 \$98 \$105 \$112 \$121 \$130
Engineering Technician / Environmental Scientist	\$52 \$60 \$67 \$74 \$79 \$85
Construction Observer	\$87 \$94 \$99 \$105 \$110
Coring Crew	
One-Person Crew	\$162
Two-Person Crew	\$238
Survey Crew	
One-Person Crew	\$132
Two-Person Crew	\$164
Three-Person Crew	\$184
Underwater Inspection Dive Team	\$460
Office Technician	\$42 \$65 \$75 \$85

Costs associated with word processing, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates. Vehicle mileage is normally included in our billing rates, but can be charged separately if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.

Rate Schedule is adjusted annually.

Multiple rates illustrate the varying levels of experience within each category.



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

December 10, 2015

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

Re: City of Hanover Planning Services – 2016

Dear Brian:

Thank you for the opportunity to continue to serve Hanover in 2016. It has been a pleasure to work with so many people who are dedicated to making Hanover a great place to live and work.

A copy of the 2016 rate schedule is attached to this letter along with General Provisions which set forth terms and conditions that apply to my provision of services to the City.

If you are in agreement with the terms and rate schedule, please confirm your acceptance by signing the bottom of this letter and returning to me. Upon your acceptance, the terms and rates will apply retroactively to January 1, 2016.

With Warmest Regards,



Cynthia M. Nash, AICP

The City of Hanover acknowledges and agrees to the General Provisions and Rate Schedule. The City appoints Cynthia Nash and Collaborative Planning as the City Planner.

Brian Hagen
City Administrator

GENERAL PROVISIONS

The following provisions will apply to all services performed by Collaborative Planning, LLC for our clients:

1. **Compensation for Services.** The time for which our services will be charged will include but not be limited to telephone and office conferences; drafting and preparation of documents; attendance at public meetings on behalf of client; travel and waiting time; responding to requests to provide information; research and data preparation; review and respond to correspondence. All time shall be invoiced in 15-minute increments.
2. **Reimbursables.** In addition to our fees, any direct costs that are incurred in performing services shall be submitted for reimbursement, including but not limited to costs for items such as outside printing, messenger and delivery service, and filing fees. Such costs will be itemized on the invoices provided and will include documentation of the expenses incurred.
3. **Invoices.** Invoices shall be submitted monthly.
4. **Abandoned or Suspended Work.** If any work performed is abandoned or suspended in whole or in part by the City, we shall be paid for any services performed prior to receipt of written notice from the City of such abandonment or suspension.
5. **Independent Consultant.** At all times and for all purposes herein, we are an independent contractor and not an employee of the client.
6. **Subcontractor.** We shall not enter into subcontracts for services provided under this Agreement without the express written consent of the client. We shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of our receipt of payment by the client for undisputed services provided by the subcontractor.
7. **Termination by Client.** This Agreement may be terminated by the client upon written notice for any reason. Such termination does not relieve the client of the obligation to pay for all services rendered prior to the date of termination.
8. **Termination by Collaborative Planning.** We reserve the right to terminate this Agreement for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts invoiced in a timely manner, or any fact or circumstance that would impair an effective relationship between us and the client.
9. **Severability.** The provisions of the Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

2016 HANOVER CITY PLANNER RATE SCHEDULE

We will provide the following types of services for the rate indicated.

Billing Rates. The billing rate for Ms. Nash for 2016 is as follows:

Planning Services: \$98 per hour

Direct Expenses. In addition to the billing rates listed above, any direct expenses that are incurred in performing services shall be submitted for reimbursement, including but not limited to costs for items such as outside printing, messenger and delivery service, and filing fees. Such costs will be itemized on the invoices provided and will include documentation of the expenses incurred.

Mileage, photocopies and faxes. These charges will not be invoiced to the City.

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December 2015.

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

The following Council Members were absent: None.

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

.....
**RESOLUTION NO 12-15-15-90
APPROVING 2015 BUDGETED TRANSFERS**

WHEREAS, the City Council has budgeted the following amounts for transfer to Capital Funds in 2015:

- Fire Department Capital \$24,000
- Equipment Capital \$55,000
- Street Capital \$190,000

WHEREAS, the Hanover Economic Development Authority passed a motion at their December 10, 2015 meeting to transfer a budgeted amount of \$15,000 to the Business Incentive Fund.

WHEREAS, the City Administrator estimates a surplus of operating funds for both budgets at the end of the year.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the budgeted 2015 transfer of funds for the City and the Hanover EDA.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 15th day of December, 2015.

Approved By:

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

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

ORDINANCE NO 2015-08

An Ordinance Adopting the 2016 City of Hanover Fee Schedule

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

Section 1. The City of Hanover Fee Schedule, as attached, is hereby adopted.

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

Adopted by the Hanover City Council this 15th day of December 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



City of Hanover 2016 Fee Schedule

CITY HALL RENTAL FEES:

Community Room: No Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 100.00	\$ 125.00

Community Room: With Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 275.00	\$ 325.00
Set Up Fee	\$ 100.00	\$ 100.00
Deputy Fee	\$ 220.00	\$ 220.00

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

Conference Room: No Alcohol

Rental Fee	\$ 25.00
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Civic & Non-Profit Organizations

Meet Occasionally with kitchen	\$ 50.00 per meeting
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Benefits/Fundraisers

No Liquor	\$ 100.00
Liquor/Dance	\$ 125.00 + \$200 deputy fee
Kitchen only	\$ 35.00
Funeral Receptions	\$ 55.00
Conference Room Only	\$ 25.00

Organizations Exempt from Rental Fees

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

SETTLERS PARK SHELTER RENTAL FEES:

Damage Deposit	\$ 100.00
<i>If same group is also renting City Hall, damage deposit for shelter is waived</i>	
Rental Fee	\$ 133.59 Includes MN Sales Tax

2016 Fee Schedule

MISCELLANEOUS FEES:

Cemetery Lots

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

Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Return/NSF Checks	\$ 30.00
Special Assessment Search	\$ 25.00 Per PID#

**Administrative Citation Fees are itemized in Resolution 04-12-04 and are incorporated herin.*

Staff Billing Rates

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

OTHER PERMITS/LICENSES:

Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Erosion Control Escrow
Grading Permit (no building permit)	Will handle on case by case basis
Erosion Control Plan Security	Will handle on case by case basis
Utility Permit	\$ 100.00 Fee + \$75 per bore hole

Election Recount	\$ 1,000.00 escrow
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(Discretionary - candidate responsible for actual costs)

Rental Housing License (2 year)	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00 (one time)
Peddler, Solicitor, Transient Merchant License	\$ 50.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 5,000.00 per year + Investigation fee (not to exceed \$5,000)
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee (not to exceed \$5,000)

Cat or Dog License - Lifetime	\$ 20.00
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Cat or Dog License - Replacement Dog Tag	\$ 10.00
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Cat or Dog Impound Fees As billed by Animal Shelter

Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)

2016 Fee Schedule

BUILDING PERMITS:

Building Permit Fees	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee		plus 25% of 1997 UBC Fee Schedule
ISTS Site Review Fee	\$ 100.00	
Septic Permit Fee	\$ 175.00	
Re-inspection Fee (2nd Inspect)	\$ 50.00	
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00	plus \$5 current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00	plus current State surcharge
Residential Fireplace Permits		
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule	
Gas Fired Mechanical	\$ 85.00	plus \$5 current State surcharge
Residential Furnace/AC/Softner	\$ 50.00	per unit plus \$5 current State surcharge
Residential Water Heater	\$ 50.00	plus \$5 current State surcharge
Irrigation System Permit	\$ 50.00	plus \$5 current State surcharge
Plumbing Permit		
Residential	\$ 50.00	base fee plus \$9.00 per fixture
Commercial	1997 UBC Fee Schedule	
Mechanical Permit (Commercial)	1997 UBC Fee Schedule	
Fire Suppression System Permit	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
Fire Alarm System Permit	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
Sign Permit		
Permanent Signs	1997 UBC Fee Schedule	
Temporary Signs	\$ 50.00	plus \$100.00 escrow
Moving Permit	\$ 50.00	plus \$5,000.00 escrow/letter of credit
Demolition Permit	\$ 100.00	residential
	\$ 200.00	commercial
Fence Permit		
Over 6'	1997 UBC Fee Schedule	
Under 6'	Administrative Permit	
Landscape Escrow	\$ 1,500.00	per unit
Erosion Control Escrow	\$ 750.00	per unit (<20,000 sf lot)
	\$ 1,125.00	per unit (≥ 20,000 sf to ≤ 1 acre lot)
	\$ 2,250.00	per unit (>1 acre)
Infrastructure Escrow:	\$ 1,000.00	per unit
Escrow Inspection Fee	\$ 50.00	per re-inspection required after initial request

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

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

2016 Fee Schedule

DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$ 2,270.00	per unit	for Zone A As Determined by City Engineer for Zone B
Water Trunk Fee	\$ 903.00	per unit	for Zone A As Determined by City Engineer for Zone B
Storm Sewer Trunk Fee	\$ 0.08	per square foot	
Park Dedication Fee	\$ 2,786.00	per unit	against state lot fee
Storm Warning Siren Fee	\$ 68.63	per acre	
Connection Permit Charges:			
Sewer Permit Fee	\$ 125.00		
Sewer Connection Fee (SAC)			
Existing Parcel Unit	\$ 2,145.00	per SAC unit	
New Parcel Unit	\$ 5,212.00	per SAC unit	
Water Permit Fee	\$ 125.00		
Water Connection Fee (WAC)	\$ 2,241.00	per WAC unit	
Water Meter Fee	\$ 400.00		Increase to cover replacement costs?

Utility Rates

Water Distribution Rates (City Portion)	\$ 1.35	base fee per month
	\$ 0.97	Per 1,000 gallons
Sewer Rates	\$ 29.66	minimum per month (up to 7,000 gallons)
	\$ 5.89	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$ 102.00	per REF per year, capped at 2 acres

Examples of Storm Water Fee on Various Parcels:

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

Late Fee	Per Joint Powers 2016 fee schedule	
Water Shut-off/Turn-on Fee	\$ 25.00	\$35.00

2016 Fee Schedule

ECONOMIC DEVELOPMENT:

Tax Increment Financing Fee Schedule

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

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

Tax Abatement Fee Schedule

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

Liquor Licenses

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

2016 Fee Schedule

PLANNING AND ZONING:

2016 Fee Schedule	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 250.00	\$ 500.00
Comprehensive Plan Amendment	\$ 300.00	\$ 500.00
Flood Use Permit	\$ 300.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
PUD Concept Plan	\$ 300.00	\$ 1,000.00
PUD General Plan	\$ 300.00	\$ 2,000.00
PUD Final Plan	\$ 300.00	\$ 1,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee & escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 750.00
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 1,000.00
Interim Use Permit	\$ 300.00	\$ 1,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
Preliminary Plat - Residential		
(up to 50 lots)	\$ 400.00	\$ 15,000.00
(51-100 lots)	\$ 400.00	\$ 15,000.00 plus \$250/lot > 50
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
Preliminary Plat - Commercial/Industrial		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Mitigation	\$ 300.00	\$ 2,000.00

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

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

Type of Escrow	Hanover	Albertville	St. Michael
Landscape	\$1,500	\$2500 for sod \$500 for two trees \$100 admin fee (nonrefundable)	\$1,000 for boulevard sod \$2,500 trees and sod \$25 per sf retaining wall
Infrastructure	\$1,000		\$2,000
Erosion Control			\$1,000
Under 20,000 sf	\$750		
20,000 to under 1 acre	\$1,125		
Over 1 acre	\$2,250		
Example of single family residential new home	\$3,250	\$3,100	\$6,500

Year	Meter Cost	Water Base Fee (Monthly)	% Increase	Water Fee per 1,000 gal.	% Increase	Sewer Rate (Monthly Minimum)	% Increase	Sewer Rate (per 1,000 after 7,000)	% Increase	Storm Water Rate (per REF per year)
2011	N/A	\$1.24		\$0.89		\$25.59		\$5.12		\$102.00
		\$0.03	2.30%	\$0.02	2.30%	\$1.28	5.00%	\$0.26	5.00%	
2012	N/A	\$1.27		\$0.91		\$26.87		\$5.38		\$102.00
		\$0.00	0.00%	\$0.00	0.00%	\$0.48	1.77%	\$0.14	2.60%	
2013	\$400.00	\$1.27		\$0.91		\$27.35		\$5.52		\$102.00
		\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0%	\$0.00	0.00%	
2014	\$400.00	\$1.27		\$0.91		\$27.35		\$5.52		\$102.00
		\$0.04	3.05%	\$0.03	3.05%	\$1.13	4.14%	\$0.18	3.26%	
2015	\$400.00	\$1.31		\$0.94		\$28.48		\$5.70		\$102.00
		\$0.04	3.05%	\$0.04	3.05%	\$1.18	4.14%	\$0.19	3.26%	
2016	\$400.00	\$1.35		\$0.97		\$29.66		\$5.89		\$102.00
Proposed										

City of Albertville

Water Base Fees

2014	\$4.38
2015	\$5.38
2016	\$6.38
2017	\$7.38

Sewer Base Fees

2014	\$18.71
2015	\$19.71
2016	\$20.71
2017	\$21.71

Water Fee per gallons unit

0-3,333	\$3.38
3,334-6,667	\$0.77 per 1,000 over 3,333
6,668-11,667	\$0.82 per 1,000 over 6,667
over 11,668	\$0.84 per 1,000 over 11,667

Sewer Monthly Rates

0-5,000	\$17.71
over 5,000	\$3.90 per 1,000 gal

Resolution 2012-056

Resolution 2012-057

City of St. Michael

Water Base Rate

2015	\$4.88
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Sewer Rate

0-19,000	\$17.70
monthly	
each 1,000	\$2.83
after that	

Water Fee per gallons unit

0-3,500	\$3.21
3,501-6,500	\$3.48
6,501-11,500	\$3.70
11,501-16,500	\$3.97
each 1,000	\$4.30
after that	

Sewer, no water hook up
\$17.70
quarterly

MAHLER ENTERPRISES, LLC

MINING PIT REPORT

November 2, 2015

Month	Total Yards	# Trucks
October 2014	487	19
November 2014	139	6
December 2014	0	
January 2015	0	
February 2015	0	
March 2015	0	
April 2015	0	
May 2015	15,355	590
June 2015	10,213	392
July 2015	1865	72
August 2015	2771	106
September 2015	12,575	484
TOTAL	43,405	1,669
Prior years total	441,959	23,569
Grand total	485,364	25,238

Approximately 32% 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 Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December, 2015.

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

The following Council Members were absent:

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

.....

RESOLUTION NO 12-15-15-91

A RESOLUTION ADOPTING 2016 FINAL BUDGET AND LEVY

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hanover, Minnesota, hereby adopts the 2016 Final Budget as follows:

- City of Hanover General Fund Expenditures
 - General Government - \$514,763.90
 - Public Safety - \$396,319.94
 - Public Works - \$342,738.69
 - Culture and Recreation - \$50,800
 - Transit - \$1,000.00
 - Total General Fund Expenditures - \$1,305,622.53
- Hanover EDA Expenditures - \$50,200
- Joint Powers Water Board Expenditures - \$82,411

BE IT FURTHER RESOLVED, that the City Council of the City of Hanover hereby levies the following sums of money, collectible in 2016, upon the taxable property in the City of Hanover as follows:

- City of Hanover Levy - \$1,410,972
- Hanover EDA Levy - \$49,000

BE IT FURTHER RESOLVED, that the City Administrator is hereby instructed to transmit a certified copy of this Resolution to the Wright County Auditor.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 15th day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

15071 <i>Hanover, MN Water</i> 2016 Proposed Budget	2015 Budget CONSOL	2016 Budget CONSOL	Variance To Budget CONSOL	15071 <i>Hanover, MN Wastewater</i> 2016 Proposed Budget	2015 Budget CONSOL	2016 Budget CONSOL	Variance To Budget CONSOL
SALARIES & WAGES	15557	16335	778	SALARIES & WAGES	15557	16335	778
FRINGE BENEFITS	3205	3334	128	FRINGE BENEFITS	3205	3334	128
TRAVEL/Training	50	50	0	TRAVEL/Training	150	150	0
VEHICLE EXPENSE	2350	2350	0	VEHICLE EXPENSE	2415	2415	0
OFFICE SUPPLIES & EQUIP EXI	985	985	0	OFFICE SUPPLIES & EQUIP E	985	985	0
DELIVERY / POSTAGE	1835	2010	175	DELIVERY / POSTAGE	1835	2010	175
Prof Fees/PR	175	175	0	PROMOTIONAL/ ADVERTISIN	175	175	0
DUES & SUBSCRIPTIONS	275	275	0	DUES & SUBSCRIPTIONS	275	275	0
Provisions/Bus Insurance	765	765	0	BUSINESS INSURANCE	765	765	0
TELEPHONE	1290	1358	68	TELEPHONE	2850	3080	230
OUTSIDE SERVICES	160	160	0	OUTSIDE SERVICES	160	160	0
LABORATORY / SAFETY SUPPL	190	190	0	LABORATORY / SAFETY SUP	410	410	0
CHEMICALS	0	0	0	CHEMICALS	0	0	0
REPAIR / MAINTENANCE	1000	1000	0	REPAIR / MAINTENANCE	7000	7000	0
UTILITIES	0	0	0	UTILITIES	4500	4500	0
DEPRECIATION / AMORTIZATIC	0	0	0	DEPRECIATION / AMORTIZAT	0	0	0
OTHER EXPENSES	500	500	0	OTHER EXPENSES	500	500	0
TECH SUPP/QAQC/PROJ SUPP	5416	5416	0	TECH SUPP/QAQC/PROJ SUF	5416	5416	0
TOTAL COSTS	\$33,753	\$34,902	(\$1,149) 3.40%		\$46,198	\$47,509	(\$1,311) 2.84%

3.08% Total Increase

**City of Hanover
2016 Revenue Budget**

Account	Description	Category						2015 Actual		% of Budget	2016 Budget	% Change	Comments
			2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	7/31/15	2015 Budget				
Revenue Accounts													
100-31000	Property Taxes - City	TAXES	949,730	947,465	957,722	981,814	940,618	572,600	995,728		771,014.33		
100-31020	Property Taxes - Fire Dept	TAXES	93,603	94,892	96,217	95,882	99,864	47,812	95,624		112,838.38		
100-31800	Franchise Fees	TAXES	9,577	10,334	8,096	14,452	12,194	6,320	10,000		12,000.00		
		TOTAL TAXES	1,052,909	1,052,691	1,062,035	1,092,148	1,052,676	626,732	1,101,352	57%	895,852.71	-19%	
100-32110	Alcoholic Beverages	LIC PERM	10,270	10,295	10,387	10,305	10,370	10,370	10,300		10,300.00		
100-32180	Other Bus. Lic. & Permits	LIC PERM	100	568	650	1,561	700	262	100		100.00		
100-32210	Building Permits	LIC PERM	39,857	47,327	77,849	190,003	154,881	75,970	120,000		100,000.00		decrease for dwindling empty lots
100-32240	Animal Licenses	LIC PERM	175	230	240	340	120	120	100		100.00		
100-32260	Solid Waste Hauler Licenses	LIC PERM	1,200	1,600	400	3,000	1000	500	1,500		1,500.00		
100-32270	Rental Dwelling Licenses	LIC PERM	225	125	1,105	0	1050	0	300		150.00		two properties
100-32280	Other Non-Bus. Lic. & Permits	LIC PERM	45	36	374	74	37	10	50		50.00		
		TOTAL LIC PERM	51,872	60,181	91,005	205,283	168,158	87,232	132,350	66%	112,200.00	-15%	
100-33400	State Grants and Aid	INTGOVT	0	0	0	0	2,915	0	38755		0.00		
100-33401	Local Gov't Aid (LGA)	INTGOVT	63,204	63,614	63,203	63,203	100,494	0	105,859		107,496.00		certified amount
100-33410	MV Credit	INTGOVT	1,579	1,475	0	0	1,297	0	0		0.00		
100-33420	PERA Aid	INTGOVT	339	339	339	339	339	0	339		339.00		
100-33422	State Fire Aid	INTGOVT	21,786	24,422	24,521	34,204	36,371	2,000	24,000		36,000.00		
100-33426	State Police Aid	INTGOVT	4,681	4,668	4,542	5,057	5,265	0	4,600		5,500.00		
100-33610	County Grants/Aid for Roads	INTGOVT	0	0	0	0	14,488	0	1500		0.00		
		TOTAL INTGOVT	91,589	94,517	92,605	102,803	161,169	2,000	175,053	1%	149,335.00	-15%	
100-34000	Chargers for Service	SERVICE					16,643				0.00		
100-34101	City Hall Rentals	SERVICE	6,120	4,758	5,050	4,800	6,700	6,100	5,000		8,000.00		
100-34105	Sales of Maps & Publications	SERVICE	6	3	9	0	0	0	0		0.00		
100-34107	Assessment Searches	SERVICE	225	175	375	725	350	275	300		400.00		
100-34108	Administrative Fees	SERVICE	2,367	2,675	1,346	1,402	2,710	1,347	2,000		2,000.00		
100-34109	Copies/Faxes	SERVICE	61	60	104	76	82.5	7.25	80		50.00		
100-34207	Fire Protection	SERVICE	100,812	102,116	102,210	102,210	105,899	53,982	106,964		104,284.82		service contract payments
100-34403	Recycling Rev/Reimb	SERVICE	6,034	5,246	3,494	8,264	26	2,131	6,000		6,000.00		
100-34780	Park Shelter Rental Fees	SERVICE	2,000	1,825	2,571	2,351	3,013	2,672	2,000		3,000.00		
100-34940	Cemetery Revenues	SERVICE	3,000	2,500	2,000	0	2,950	1,950	2,000		2,000.00		
		TOTAL SERVICE	120,624	119,356	117,159	119,827	138,374	68,464	124,344	55%	125,734.82	1%	
100-35100	Court Fines	FINES	4,385	4,298	861	1,420	315	1723	1,500		1,500.00		
		TOTAL FINES	4,385	4,298	861	1,420	315	1723	1,500	115%	1,500.00	0%	
100-36100	Special Assessments	MISC	5,908	400	0	951	53.98	7914.8	0		0.00		
100-36200	Misc Revenues	MISC	7,042	9,009	5,355	67,479	2,592	11,252	0		0.00		
100-36210	Interest Earnings	MISC	13,996	13,708	9,074	4,476	-528	4,407	1,000		1,000.00		
100-36215	Investment Income/Loss	MISC	0	0	0	0	7,518	3,125	7000		6,000.00		
100-36218	Grants	MISC	2,377	1,000	2,799	1,205			0		0.00		
100-36230	Contributions & Donations	MISC	2,450	5,500	5,096	2,742	2,075	4,345	0		0.00		
100-36235	Insurance Dividends	MISC	4,800	5,976	10,241	7,094	5123	0	6,000		6,000.00		
100-36250	Damage Deposits	MISC	6,350	5,700	6,934	6,291	7,441	7,400	7,000		8,000.00		
100-36291	Sale of Vehicles/Equipment	MISC	0	0	3,300	1,300	100	0	0		0.00		
100-39203	Transfers from Other Funds	MISC	0	0	0	0	0	0	0		0.00		
		TOTAL MISC	42,923	41,294	42,798	91,538	24,375	38,444	21,000	183%	21,000.00	0%	
		TOTAL REVENUE	1,364,303	1,372,337	1,406,462	1,613,019	1,545,068	824,595	1,555,599	53%	1,305,622.53	-16.07%	

City of Hanover
2016 Expenditure Budget

Account	Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual 7/31/15	2015 Budget	% of Budget	2016 Budget	% Change	Dollar Change	Comments
Expenditure Accounts												
General Government												
100-41110-111	COUNCIL: COMMITTEE WAGES	11,680	12,786	12,176	9,359	5,026	10,500		12,000.00		1,500	
100-41110-122	COUNCIL: FICA	724	793	755	572	312	651		744.00		93	
100-41110-123	COUNCIL: MEDICARE	169	185	177	134	73	152		174.00		22	
100-41110-150	COUNCIL: WORKERS COMP PREM	44	44	48	50	74	75		0.00		(75)	
100-41110-208	COUNCIL: TRAINING & INSTRUCTION	992	1,109	398	0	315	450		450.00		0	
100-41110-306	COUNCIL: DUES & SUBSCRIPTIONS	1,520	2,552	670	2,912	6,292	7,000		7,000.00		0	
100-41110-331	COUNCIL: TRAVEL EXPENSES	1,080	801	158	160	61	1,000		1,000.00		0	
100-41110-437	COUNCIL: DISCRETIONARY MISC	3,486	3,396	3,586	5,701	2,056	5,000		25,202.92		20,203	\$7,500 for 125th Celebration
Total Council		19,696	21,667	17,967	18,888	14,209	24,828	57%	46,570.92	88%	21,743	
100-41330-111	BRDS & COMM: COMMITTEE WAGES	3,300	2,850	2,280	2,820	0	5,500		4,000.00		(1,500)	
100-41330-150	BRDS & COMM: WORKERS COMP PREM					159	160		0.00		(160)	
100-41330-160	BRDS & COMM: LIAB INSUR PREMIUM	0	0	0	0	0	100		0.00		(100)	
100-41330-208	BRDS & COMM: TRAINING & INSTRUC	0	110	0	0	0	150		150.00		0	
100-41330-331	BRDS & COMM: TRAVEL EXPENSES	0	0	374	18	0	100		100.00		0	
100-41330-437	BRDS & COMM: OTHER MISC					21			0.00			
Total Brds & Comm		3,300	2,960	2,654	2,838	180	6,010	3%	4,250.00	-29%	(1,760)	
100-41400-101	CITY ADMIN: FULL-TIME WAGES	80,829	72,582	12,433	63,612	47,033	72,588		67,275.00		(5,313)	
100-41400-121	CITY ADMIN: PERA	5,856	4,377	0	4,553	3,807	5,400		5,045.63		(354)	
100-41400-122	CITY ADMIN: FICA	4,830	4,278	590	3,894	3,147	4,500		4,171.05		(329)	
100-41400-123	CITY ADMIN: MEDICARE	1,130	1,001	138	911	736	1,100		975.49		(125)	
100-41400-132	CITY ADMIN: EMPLOYER PAID HSA.				1,623	5,088	3,360		0.00		(3,360)	covered in health premiums
100-41400-134	CITY ADMIN: EMPLOYER PAID LIFE				1,073	325	360		384.00		24	additional to health insurance
100-41400-150	CITY ADMIN: WORKERS COMP PREM					330	350		0.00		(350)	
100-41400-151	CITY ADMIN: HEALTH INSUR PREM	9,135	6,238	0	5,676	3,725	3,600		8,400.00		4,800	reflects monthly allotment
100-41400-208	CITY ADMIN: TRAINING & INSTRUC	250	465	464	561	824	1,000		1,500.00		500	
100-41400-306	CITY ADMIN: DUES & SUBSCRIPTIONS				445	185	500		500.00		0	
100-41400-310	CITYADMIN: OTHER PROF SERVICES	0	27,467	44,317	292	0	0		0.00		0	
Total City Admin		102,030	116,408	57,941	82,640	65,200	92,758	70%	88,251.16	-5%	(4,506)	
100-41410-200	ELECT: OFFICE SUPPLIES	0	1,162	0	3,005	0	0		2,000.00		2,000	
100-41410-310	ELECT: OTHER PROF SVCS	0	3,660	0	5,317	0	0		5,000.00		5,000	
100-41410-351	ELECT: LEGAL NOTICES PUBLISHING	0	0	0	279	0	0		300.00		300	
100-41410-400	ELECT: REPAIRS & MAINT CONTR	751	0	762	0	0	1,000		1,000.00		0	
Total Elect		751	4,822	762	8,601	0	1,000	0%	8,300.00	730%	7,300	
100-41430-101	CLERICAL: FULL-TIME WAGES	37,550	39,200	43,120	80,994	35,547	54,043		42,059.16		(11,983)	
100-41430-103	CLERICAL: PART-TIME WAGES	1,005		0	13,031	0	0		0.00		0	
100-41430-121	CLERICAL: PERA	2,788	2,827	1,832	5,711	2,521	4,100		3,154.44		(946)	
100-41430-122	CLERICAL: FICA	2,384	2,417	2,544	5,607	2,657	3,400		2,607.67		(792)	
100-41430-123	CLERICAL: MEDICARE	558	565	595	1,311	622	800		609.86		(190)	
100-41430-132	CLERICAL: EMPLOYER PAID HSA.				1,870	1,510	2,580		0.00		(2,580)	covered in health premiums
100-41430-134	CLERICAL: EMPLOYER PAID LIFE				(3,996)	1,885	700		1,080.00		380	additional to health insurance
100-41430-142	CLERICAL: UNEMPLOYMENT BENEFIT				491	357	1,428		0.00		(1,428)	
100-41430-150	CLERICAL: WORKERS COMP PREM					207	250		0.00		(250)	
100-41430-151	CLERICAL: HEALTH INSUR PREM	8,984	8,946	17,319	10,443	5,402	5,412		8,400.00		2,988	reflects monthly allotment
100-41430-208	CLERICAL: TRAINING & INSTRUC								500.00		500	
100-41430-306	CLERICAL: DUES & SUBSCRIPTIONS								250.00		250	
Total Clerical		53,269	53,956	65,410	115,462	50,708	72,713	70%	58,661.12	-19%	(14,051)	
100-41435-208	STAFF EXP: TRAINING & INSTRUCTION	1,745	494	920	1,060	135	1,500		0.00		(1,500)	moved to department level
100-41435-260	STAFF EXP: UNIFORMS	0	80	0	224	0	300		300.00		0	
100-41435-306	STAFF EXP: DUES & SUBSCRIPTIONS	5,537	5,625	6,967	197	165	300		0.00		(300)	moved to department level
100-41435-310	STAFF EXP: OTHER PROF SVCS	0	9,845	5,763	578	355	1,000		1,000.00		0	
100-41435-331	STAFF EXP: TRAVEL EXPENSES	1,539	1,101	368	561	166	1,500		2,000.00		500	
Total Staff		8,821	17,144	14,017	2,620	821	4,600	18%	3,300.00	-28%	(1,300)	
100-41530-101	ACCNT: FULL-TIME WAGES	59,367	59,281	78,673	0	2,880	24,960		50,918.40		25,958	
100-41530-121	ACCNT: PERA	4,301	3,464	5,869	0	216	1,900		3,818.88		1,919	

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

Total Damage Deposit	5,200	6,205	7,720	7,554	5,900	5,000	9,000.00	80%	4,000	
Total General Gov't	500,081.58	513,634.00	524,576.71	426,758.12	301,700	498,370	61%	514,763.90	3%	16,394

Public Safety

100-42101-310	HC SHERIFF: OTHER PROF SVCS	63,443	64,977	65,503	75,078	17,333	69,335	71,404.96	2,070		
	Total HC Sheriff	63,443	64,977	65,503	75,078	17,333	69,335	25%	71,404.96	3%	2,070
100-42102-310	WC SHERIFF: OTHER PROF SVCS	86,140	87,474	88,330	83,726	55,316	94,170	98,088.00	3,918		
	Total WC Sheriff	86,140	87,474	88,330	83,726	55,316	94,170	59%	98,088.00	4%	3,918
100-42210-103	FIRE ADMIN: PART-TIME WAGES	20,068	18,420	29,404	28,116	0	34,340	34,340.00	0		
100-42210-122	FIRE ADMIN: FICA	1,244	1,142	1,823	1,743	0	2,129	2,129.00	0		
100-42210-123	FIRE ADMIN: MEDICARE	291	267	426	408	0	515	515.00	0		
100-42210-142	FIRE ADMIN: UNEMPLOYMENT BENEFITS	0	0	0	0	22	0	0.00	0		
100-42210-150	FIRE ADMIN: WORKERS COMP	5,556	6,731	7,042	6,679	10,071	10,000	10,000.00	0		
100-42210-200	FIRE ADMIN: OFFICE SUPPLIES	301	0	359	167	0	200	200.00	0		
100-42210-305	FIREADMIN: MEDICAL/PHYSICAL FEE	1,917	363	3,975	1,260	430	4,000	4,000.00	0		
100-42210-306	FIRE ADMIN: DUES/SUBSCRIPTIONS	2,961	1,042	884	562	572	950	950.00	0		
100-42210-361	FIRE ADMIN: GENERAL LIABILITY INSURANCE	6,747	10,108	6,875	5,869	2,370	0	6,119.40	6,119	projected increase of approx 5%	
100-42210-437	FIRE ADMIN: OTHER MISCELLANEOUS	0	0	0	1,172	89	10,000	0.00	(10,000)		
100-42210-700	FIRE ADMIN: TRANSFERS TO OTHER FUNDS	0	0	0	0	0	0	0.00	0		
	Total Fire	39,086	38,073	50,788	45,975	13,554	62,134	22%	58,253.40	-6%	(3,881)
100-42220-221	FIRE EQUIP: EQUIPMENT PARTS	5,424	7,812	3,665	6,025	802	5,500	15,500.00	10,000	added amount subtracted from other misc.	
100-42220-228	FIRE EQUIP: MEDICAL SUPPLIES	0	0	0	0	233	1,500	1,500.00	0		
100-42220-240	FIRE EQUIP: SMALL TOOLS/EQUIPMENT	765	581	718	132	0	850	850.00	0		
100-42220-260	FIRE EQUIP: UNIFORMS	11,315	7,551	8,599	780	5,801	4,500	4,500.00	0		
100-42220-580	FIRE EQUIP: OTHER EQUIPMENT	5,942	4,959	4,315	2,056	836	5,000	5,000.00	0		
	Total Fire Equip	23,446	20,903	17,296	8,993	7,672	17,350	44%	27,350.00	58%	10,000
100-42240-208	FIRE TRAINING: TRAINING/INSTRUCTION	5,400	3,558	3,401	7,517	7,814	7,500	7,500.00	0		
100-42240-310	FIRE TRAINING: OTHER PROF SVCS							3,000.00		Allina Medical Direction Contract	
100-42240-331	FIRE TRAINING: TRAVEL EXPENSES	1,101	1,468	1,099	852	448	1,500	1,500.00	0		
	Total Fire TRG	6,501	5,025	4,500	8,369	8,262	9,000	92%	12,000.00	33%	3,000
100-42260-212	FIRE VEH: MOTOR FUELS	4,365	4,243	5,428	3,780	1,907	5,000	5,000.00	0		
100-42260-220	FIRE VEH: REPAIRS/MAINT SUPPLIES	3,071	4,985	7,438	14,342	3,632	9,000	9,000.00	0		
100-42260-240	FIRE VEH: SMALL TOOLS/EQUIPMENT	386	1,845	2,335	1,860	0	2,000	2,000.00	0		
100-42260-323	FIRE VEH: RADIO UNITS	2,025	2,250	1,107	2,661	5,035	7,465	7,465.00	0		
	Total Fire Veh	9,847	13,324	16,307	22,643	10,574	23,465	45%	23,465.00	0%	0
100-42280-215	FIRE BLDG: SHOP SUPPLIES	402	1,220	1,121	741	180	1,650	1,650.00	0		
100-42280-220	FIRE BLDG: REPAIRS/MAINT SUPPLIES	3,163	4,958	0	522	1,767	3,500	3,500.00	0		
100-42280-321	FIRE BLDG: TELEPHONE	490	458	1,002	430	200	800	800.00	0		
100-42280-325	FIRE BLDG: REAL ESTATE TAXES	172	165	138	0	0	175	175.00	0		
100-42280-381	FIRE BLDG: ELECTRIC UTILITIES	5,207	4,450	4,696	3,722	1,537	5,000	5,000.00	0		
100-42280-383	FIRE BLDG: GAS UTILITIES	2,298	1,483	2,569	3,673	3,516	2,600	3,000.00	400		
	Total Fire Bldg	11,732	12,733	9,526	9,088	7,200	13,725	52%	14,125.00	3%	400
100-42290-124	FRA: STATE AID PENSIONS	27,922	27,621	41,704	37,871	2,000	29,500	36,000.00	6,500	pass through fund	
100-42290-125	FRA: OTHER RETIREMENT CONTRIBUTIONS							11,133.58	11,134	31% of prior year's state aid paid by City	
100-42290-301	FRA: AUDITING & ACCTG FEES	4,475	0	10,683	5,800	6,500	6,000	6,500.00	500	billed hourly, this is estimated amount	
	Total FRA	32,397	27,621	52,387	43,671	8,500	35,500	24%	53,633.58	51%	18,134
100-42401-310	BLDG INSP: OTHER PROF SVCS	17,719	17,271	72,360	32,860	25,873	50,000	35,000.00	(15,000)		
	Total Bldg Insp	17,719	17,271	72,360	32,860	25,873	50,000	52%	35,000.00	-30%	(15,000)
100-42700-310	ANIMAL CTRL: OTHER PROF SVCS	688	0	189	180	50	500	500.00	0		
	Total Animal Ctrl	688	0	189	180	50	500	10%	500.00	0%	0
100-42800-310	CEMETERY: CONTRACTED SERVICES	0	0	0	0	0	150	2,500.00	2,350	Contract to organize cemetery records	
	Total Cemetery	0	0	0	0	0	150	0%	2,500.00	1567%	2,350
	Total Public Safety	290,998	287,401	377,186	330,583	154,334	375,329	41%	396,319.94	6%	20,991

Public Works

100-43000-101	PW: FULL-TIME WAGES - REG	43,250	45,643	61,257	74,389	53,994	98,000	106,604.16	8,604	
100-43000-102	PW: FULL-TIME WAGES - OT				1,340	296	0	1,000.00	1,000	
100-43000-103	PW: PART-TIME WAGES	2,551	8,615	4,010	14,370	3,155	5,500	15,000.00	9,500	6 month summer help and snow plow drivers
100-43000-121	PW: PERA	3,133	3,498	3,462	5,168	4,500	7,400	7,995.31	595	
100-43000-122	PW: FICA	2,679	3,274	3,846	5,688	3,915	6,400	6,609.46	209	
100-43000-123	PW: MEDICARE	945	765	899	1,274	916	1,500	1,545.76	46	

100-43000-132	PW: EMPLOYER PAID HSA			1,710	1,539	2,717		0.00		(2,717)	covered in health premiums
100-43000-134	PW: EMPLOYER PAID LIFE			1,107	1,592	1,532		1,584.00		52	
100-43000-142	PW: UNEMPLOYMENT BENE	0	0	0	369	238		500.00		200	
100-43000-150	PW: WORKERS COMP PREM	3,316	3,084	2,985	5,969	10,673		7,500		(7,500)	
100-43000-151	PW: HEALTH INS PREM	5,615	5,378	5,537	10,892	9,131		14,664		4,536	
100-43000-152	PW: WORKERS COMP BENE	0	0	0	0	0		0.00		0	
100-43000-208	PW: TRAINING & INSTRUCTION	95	1,140	0	225	950		1,500		0	
100-43000-212	PW: MOTOR FUELS	8,257	9,113	10,110	8,790			7,000.00		7,000	plow, loader, bobcat, pickups
100-43000-215	PW: SHOP SUPPLIES	1,980	929	4,608	3,569			2,500.00		2,500	
100-43000-220	PW: REPAIR/MAINT SUPPLY (GENERAL)	4,347	5,806	7,116	8,726			6,000.00		6,000	
100-43000-226	PW: SIGN REPAIR MATERIALS							1,500.00		1,500	consolidated all street sign resources here
100-43000-240	PW: SMALL TOOLS/EQUIP	1,374	2,022	1,986	4,432			5,000.00		5,000	
100-43000-260	PW: UNIFORMS	552	830	907	1,974			2,000.00		2,000	
100-43000-310	PW: OTHER PROFESSIONAL SERVICES	5,000	7,775	6,708	5,174			16,000.00		16,000	Compost, street sweepings
100-43000-321	PW: TELEPHONE				555	930		2,000.00		0	
100-43000-325	PW: TAXES	0	0	0	119			200.00		200	
Total Public Works		83,094	97,872	113,432	155,840	91,829	149,014	62%	203,738.69	37%	54,725
100-43100-212	HWYS & ROADS: MOTOR FUELS					3,796	10,000			(10,000)	moved to 43000 fund number
100-43100-215	HWYS & ROADS: SHOP SUPPLIES					607	5,000			(5,000)	moved to 43000 fund number
100-43100-220	HWYS & ROADS: REPAIR/MAINT SUPPLY					2,702	6,000			(6,000)	moved to 43000 fund number
100-43100-240	HWYS & ROADS: SMALL TOOLS/EQUIP					638	2,500			(2,500)	moved to 43000 fund number
100-43100-260	HWYS & ROADS: UNIFORMS					180	2,000			(2,000)	moved to 43000 fund number
100-43100-310	HWYS & ROADS: OTHER PROF SVCS					2,143	3,000			(3,000)	moved to 43000 fund number
100-43100-325	HWYS & ROADS: TAXES					39	200			(200)	moved to 43000 fund number
Total Public Works		0	0	0	0	10,105	28,700	35%	0.00	-100%	(28,700)
100-43121-224	PAVED STRS: STREET MAINT MTLs	283	811	5,636	13,661	71,059	71,000		50,000.00	(21,000)	approx. 25,000 for annual crack fill
100-43121-226	PAVED STRS: SIGN REPAIR MTLs	6,136	6,643	589	963	3,930	7,000		0.00	(7,000)	
Total Paved Streets		6,419	7,454	6,225	14,625	74,989	78,000	96%	50,000.00	-36%	(28,000)
100-43122-224	UNPAVED STRS: STREET MAINT MTLs	2,909	2,655	2,240	7,094	3,679	12,500		10,000.00	(2,500)	
100-43122-226	UNPAVED STR: SIGN REPAIR MTLs	10,175	2,312	4,160	0	0	500		0.00	(500)	
Total Unpaved Streets		13,083	4,967	6,400	7,094	3,679	13,000	28%	10,000.00	-23%	(3,000)
100-43125-224	SNOW/ICE: STREET MAINT MTLs	12,786	2,246	600	11,926	16,000	15,000		15,000.00	0	
Total Snow/Ice		12,786	2,246	600	11,926	16,000	15,000	107%	15,000.00	0%	0
100-43160-381	STR LTG: ELECTRICITY	29,063	26,483	27,036	25,125	12,719	27,000		27,000.00	0	
Total Street Lights		29,063	26,483	27,036	25,125	12,719	27,000	47%	27,000.00	0%	0
100-43240-384	CITY CLEAN UP: REFUSE	0	487	828	887	1,784	2,000		2,000.00	0	
Total City Clean Up		0	487	828	887	1,784	2,000	89%	2,000.00	0%	0
100-43245-384	RECYCLING: REFUSE DISPOSAL	14,540	18,637	25,354	33,931	17,664	35,000		35,000.00	0	
Total Recycling		14,540	18,637	25,354	33,931	17,664	35,000	50%	35,000.00	0%	0
100-43260-310	WEED CTRL: OTHER PROF SVCS	374	1,087	818	0	0	0		0.00	0	
Total Weed Control		374	1,087	818	0	0	0	#DIV/0!	0.00	#DIV/0!	0
Total Public Works		159,359	159,233	180,693	249,428	228,768	347,714	66%	342,738.69	-1%	(4,975)
Culture & Recreation											
100-45186-437	SENIOR CENTER CONTRIBUTION	1,250	625	1,250	7,654	1,457	7,250		8,000.00	750	
Total Senior Center Contribution		1,250	625	1,250	7,654	1,457	7,250	20%	8,000.00	10%	750
100-45200-208	PARKS: MOWING SERVICES CONTRACT	5,266	0	0	0	0	0		0.00	0	
100-45200-212	PARKS: MOTOR FUELS				1,958	82			3,000.00	3,000	lawn mower fuel
100-45200-220	PARKS: REPAIRS/MAINT SUPPLIES	2,031	6,508	3,801	4,477	2,967	5,000		6,000.00	1,000	mower repairs, park maintenance equipment
100-45200-225	PARKS: LANDSCAPING MATLS	1,572	2,352	4,055	1,788	1,793	3,300		7,000.00	3,700	playground rock, seed, soil, fertilizer, etc.
100-45200-310	PARKS: OTHER PROF SVCS								6,800.00		FYCC Costs
100-45200-381	PARKS: ELECTRIC UTILITIES	817	825	2,729	1,932	972	1,100		2,000.00	900	
100-45200-400	PARKS: MAINTENANCE CONTRACT	3,579	2,704	4,489	4,469	622	6,000		3,000.00	(3,000)	
100-45200-440	PARKS: PROGRAMS	2,676	2,957	5,171	4,992	8,589	9,000		1,000.00	(8,000)	city hosted events
100-45200-441	PARKS: COMMUNITY GARDEN	4,516	3,467	2,772	283	179	1,000		0.00	(1,000)	
100-45200-580	PARKS: OTHER EQUIPMENT	6,696	2,484	1,182	2,711	4,216	7,000		7,000.00	0	portable toilets
Total Parks		27,153	21,298	24,199	22,610	19,421	32,400	60%	35,800.00	10%	3,400
100-45500-437	ROY SIMMS LIBRARY: CONTRIB	7,000	7,000	7,000	7,000	1,750	7,000		7,000.00	0	
???	ROY SIMMS LIBRARY: OPERATION								3,500.00		
Total Roy Simms Library		7,000	7,000	7,000	7,000	1,750	7,000	25%	7,000.00	0%	0
Total Culture & Rec		35,403	28,923	32,449	37,264	22,628	46,650	49%	50,800.00	9%	4,150

Transfers Out

100-49360-700	TRANSFER OUT: GENERAL CAPITAL	336,140	145,203	221,307	100,000	0	0			0	eliminated as an operating expense
100-49360-700	TRANSFER OUT: PARKS CAPITAL	0	0	0	0	0	0			0	eliminated as an operating expense
100-49360-700	TRANSFER OUT: FIRE DEPT CAPITAL	4,694	0	0	20,000	0	24,000			(24,000)	eliminated as an operating expense
100-49360-700	TRANSFER OUT: HISTORICAL FUND	10,000	10,000	10,000	10,000	0	0			0	eliminated as an operating expense
100-49360-700	TRANSFER OUT: CITY HALL FUND	30,000	100,000	30,000	30,000	0	0			0	eliminated as an operating expense
100-49360-700	TRANSFER OUT: EQUIPMENT FUND	32,500	20,000	32,500	32,500	0	55,000			(55,000)	eliminated as an operating expense
100-49360-700	TRANSFER OUT: STREET CAPITAL	53,000	100,000	275,000	100,000	0	190,000			(190,000)	eliminated as an operating expense
Total Transfers Out		466,334	375,203	568,807	292,500	0	269,000	0%	0.00	-100%	(269,000)

Transit

100-49800-310	TRANSIT: OTHER PROFESSIONAL SERVICES				1,107	0	0		1,000.00		1,000
Total Transit					1,107	0	0	#DIV/0!	1,000.00	#DIV/0!	1,000
Total Fund Expend.		1,452,175	1,364,394	1,683,711	1,337,640	707,430	1,537,063	46%	1,305,622.53	-15.06%	(231,441)
Total Revenue Over Expenditures		(79,838)	42,068	(70,692)	207,428	117,165	18,536		(0.00)		

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

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

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

2016 Budget:

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

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

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

***2015 Payment Per City:**

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

2016 Payment Per City:

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

*2015 contract costs based solely on market values

**City of Hanover
Debt Services**

2008A GO CIP Refunding Bond Fund

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

**City of Hanover
Debt Services**

2009A GO Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									
312-31000	PROPERTY TAXES-CITY	21,420	15,400	15,000	19,765	19,929	18,291	22,982.25	
312-33410	MV CREDIT	32	21	0	0		0	0.00	
312-36100	SPECIAL ASSESSMENTS	9,216	10,517	8,236	7,919	10,205	6,900	6,017.23	
312-36210	INTEREST EARNINGS	154	419	235	189	29	50	50.00	
312-36215	INVESTMENT INCOME/LOSS	0	0	0	0	229	300	300.00	
312-39100	BOND PROCEEDS	11,835	0	0	0		0	0.00	
312-39200	TRANSFERS IN	0	0	0	0		0	0.00	
Total Revenue		42,657	26,357	23,471	27,873	30,392	25,541	29,349.48	15%

Expenditure Accounts

312-47000-601	DS: PRINCIPAL	0	15,000	17,000	21,000	21,000	19,000	19,000.00	
312-47000-611	DS: INTEREST	5,738	7,556	7,108	6,576	5,988	5,134	4,868.00	
312-47000-620	DS: FISCAL AGENT FEES	425	425	0	425	425	500	425.00	
Total Expenditures		6,163	22,981	24,108	28,001	27,413	24,634	24,293.00	-1%
Total Revenue Over Expenditures		36,494	3,376	(637)	(128)	2,979	907	5,056.48	457%

**City of Hanover
Debt Services**

2010 GO CIP Equipment Certificates Bond Fund

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

**City of Hanover
Debt Services**

2011 GO Improvement Crossover Refunding Bond Fund

Acct No.	Account Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget	% Change
<u>Revenue Accounts</u>									

314-31000	PROPERTY TAXES-CITY	0	74,516	75,000	34,403	74,174	110,245	125,400.22	
314-33410	MV CREDIT	0	106	0	0		0	0.00	
314-36100	SPECIAL ASSESSMENTS	0	0	0	79,169	93,196	61,100	57,160.87	
314-36210	INTEREST EARNINGS	-1	-480	100	2,756	417.14	300	300.00	
314-36215	INVESTMENT INCOME/LOSS					4,553	4,000	4,000.00	
314-39100	BOND PROCEEDS	350,920	0	0	0		0	0.00	
314-39200	TRANSFERS IN	0	0	0	0		0	0.00	
Revenue Accounts		350,919	74,141	75,100	116,328	172,341	175,645	186,861.09	6%
<i>Expenditure Accounts</i>									
314-47000-601	DS: PRINCIPAL	342,547	58,487	62,619	80,000	125,000	125,000	140,000.00	
314-47000-611	DS: INTEREST	2,229	13,853	9,722	27,375	25,775	22,025	20,775.00	
314-47000-620	DS: FISCAL AGENT FEES	6,216	0	0	425	495	500	495.00	
	BALANCING (Fund 309 residuals)						32,144	0.00	
Total Expenditures		350,992	72,340	72,341	107,800	151,270	179,669	161,270.00	-10%
Total Revenue Over Expenditures		(73)	1,801	2,759	8,528	21,071	(4,024)	25,591.09	-736%

City of Hanover
Debt Services

Minnesota PFA Loan

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

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

Final Levy Certification

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

Return by: December 28, 2015
City Taxes Voted

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

2016 Preliminary

2016 Final

2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Tax Levy	# Fund	2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Certified Levy
1,360,658	107,496	171,889	1,081,273	5 Rev	1,052,499.33	107,496.00	173,989.00	771,014.33
246,102		133,522	112,580	7 Fire Prot.	253,123.20	36,000.00	104,284.82	112,838.38
258,793		41,674	217,119	19 Debt Services	258,793.22		41,673.93	217,119.29
				26 Capital Improv.	310,000.00			310,000.00
1,865,553	107,496	347,085	1,410,972	Total	1,874,415.75	143,496.00	319,947.75	1,410,972.00

Dated this _____ day of _____, 2015.

Brian Hagen, City Administrator

**Hanover Economic Development Authority
Special Revenue Fund**

Account	Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual 7/31/15	2015 Budget	% of Budget	2016 Budget	% Change
<u>Revenue Accounts</u>											
201-31000	PROPERTY TAXES	50,060	47,548	47,083	45,296	43,767	27,046	49,000		49,000	
201-31010	TAX ABATEMENT	3,766	4,054	4,117	4,022	4,000	0	0		0	
201-36210	INTEREST EARNINGS	1,173	949	1,078	652	102	565	100		100	
201-36215	INVESTMENT INCOME/LOSS	0	0	0	0	1,074	323	1,100		1,100	
201-33410	MV CREDIT					46					
Total Revenue		54,998	52,552	52,277	49,970	48,989	27,934	50,200	56%	50,200	0%
<u>Expenditure Accounts</u>											
201-41330-111	COMMITTEE WAGES/MEETINGS	2,283	2,783	720	1,860	2,010	0	3,000		3,000	
201-41330-306	DUES & SUBSCRIPTIONS	0	0	0	250	1,198	487	1,000		1,000	
201-41330-310	OTHER PROFESSIONAL SERVICES	8,523	12,077	18,794	19,111	23,850	7,417	25,000		25,000	
201-41330-437	OTHER MISCELLANEOUS	5,140	2,167	10,263	2,000	4,537	3,562	7,500		5,200	
201-41570-210	PURCH: SUPPLIES	1,038	1,015	1,000	500	0	0	2,100		1,000	
201-46500-811	ABATEMENT: TREEHOUSE/REIMB	3,193	3,304	3,469	4,988	0	0	0		0	
201-49360-700	TRANSFER OUT: BUSINESS INCENTIVE	40,000	10,000	15,000	15,000	15,000	0	15,000		15,000	
Total Expenditures		60,177	31,346	49,247	43,708	46,595	11,466	53,600	21%	50,200	-6%
Total Revenue Over Expenditures		(5,178)	21,206	3,031	6,261	2,394	16,468	(3,400)		0	

**Hanover Economic Development Authority
Business Incentive Fund**

Account	Description	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual 7/31/15	2015 Budget	% of Budget	2016 Budget	% Change
<u>Revenue Accounts</u>											
205-33400	STATE GRANTS & AIDS	0	0	0	120,115	43,911	0	50,000		50,000	
205-36200	MISC REVENUES	0	0	0	0	100	0	0		0	
205-36210	INTEREST EARNINGS	3,035	3,329	3,321	2,950	1,693	1,941	1,000		2,000	
205-36215	INVESTMENT INCOME/LOSS	0	0	0	0	1,733	778	3,000		2,000	
205-36230	CONTRIBUTIONS & DONATIONS	0	0	0	0	0	0	0		0	
205-39203	TRANSFERS FROM OTHER FUNDS	40,000	10,000	15,000	15,000	15,000	0	15,000		15,000	
Total Revenue		43,035	13,329	18,321	138,065	62,437	2,719	69,000	4%	69,000	0%
<u>Expenditure Accounts</u>											
205-46500-810	EDA BIF: RENT REIMBURSEMENT	0	0	9,591	4,800	0	0	7,200		7,200	
205-47100-601	LOAN PRINCIPAL PAYMENTS	0	0	0	0	0	0	0		0	
205-47100-611	LOAN INTEREST PAYMENTS	0	0	0	0	0	0	0		0	
205-49300-318	EDA BIF: MATCHING GRANT	0	0	1,000	143,616	22,367	0	50,000		50,000	
205-49300-319	EDA: LOANS	0	0	0	0	0	0	0		0	
Total Expenditures		0	0	10,591	148,416	22,367	0	57,200	0%	57,200	0%
Total Revenue Over Expenditures		43,035	13,329	7,730	(10,351)	40,070	2,719	11,800		11,800	

Final Levy Certification

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

Return by: December 28, 2015
District Taxes Voted

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

2016 Preliminary

2016 Final

2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Tax Levy	# Fund	2016 Budget Requirement	2016 LGA	2016 Other Resources	2016 Certified Levy
50,200.00		1,200.00	49,000.00	5 Administration	50,200.00		1,200.00	49,000.00
50,200	0	1,200	49,000	Total	50,200	0	1,200	49,000

Dated this _____ day of _____, 2015.

Brian Hagen, City Administrator

Collaborative Planning, LLC

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

Memorandum

Date: December 10, 2015
To: Honorable Mayor and Council
From: Cindy Nash, City Planner
RE: Ordinance Amendment related to B-1 Zoning District

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

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

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

At the December 1, 2015 Council meeting, councilmembers had questions regarding whether PHS West would have been allowed with the proposed amendment. At the time that the original amendment was approved in 2012, PHS West was seeking to expand on their own property. All fabrication of materials was completed off-site, and the on-site production consisted of assembly of pre-fabricated components into a finished product. As such, the amendment would have permitted the expansion of the PHS West operations.

However, to address council concerns discussed at the meeting, the section of the ordinance amendment that outlines the types of uses permitted has been expanded in the draft ordinance attached to include: “*Manufacturing and fabricating may only be permitted in this district if the use does not produce odors or noise.*”

Attachments:

1. Ordinance
2. Memo dated January 2012

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

ORDINANCE NO. _____

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

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

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

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

B. Conditions Related to Uses Subject to Conditional Use Permit

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

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

Section 2. This Ordinance shall be effective following its passage and publication.

Adopted by the Hanover City Council this ____th day of _____, 2015.

CITY OF HANOVER

Chris Kauffman, Mayor

Attest:

Brian Hagen, City Administrator

C:\Users\Cynthia\Dropbox\Hanover\Ordinance Amendments\2015\2015\ordinanceamend b1CUP draft2.docx
Second Draft 12/10/2015

Collaborative Planning, LLC

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

Memorandum

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

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

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

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

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

JOINT AGREEMENT

U.S.
not signed
or approved by
Hanover

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

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

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

I. Purpose

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

II. Initial Construction

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

III. Hanover Payment

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

Year	Due Date	Payment Amount	Year	Due Date	Payment Amount
2010	January 20	\$3,500	2020	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2011	January 20	\$3,500	2021	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2012	January 20	\$3,500	2022	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2013	January 20	\$3,500	2023	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2014	January 20	\$3,500	2024	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2015	January 20	\$3,500	2025	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2016	January 20	\$3,500	2026	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2017	January 20	\$3,500	2027	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2018	January 20	\$3,500	2028	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500
2019	January 20	\$3,500	2029	January 20	\$5,500
	July 20	\$3,500		July 20	\$5,500

IV. Miscellaneous

- A. ~~Hanover waives any objection to~~ ~~No party objects to~~ St. Michael establishing a lease-purchase agreement with the Economic Development Authority of St. Michael as a vehicle to finance ~~Library and related building~~ the project.
- B. A prominent sign at the entrance into the Library portion of the building shall recognize the participation of Hanover in the Library.
- C. This agreement only applies to initial construction costs of the Library and does not state, imply, or infer whether Hanover is or is not responsible for any maintenance and operational expenses related to the Library. St. Michael reserves the right to request from Hanover in the future a contribution toward Library operational and maintenance costs incurred by St. Michael.
- D. ~~Unless otherwise agreed to by both parties in writing or unless a library does not existing in St. Michael or Hanover,~~ the Library shall be located and operated as shown on the Plans for a minimum of 25 years from the date of this agreement.
- E. The parties shall endeavor to resolve all disputes through mediation before commencing legal action.

Disputes: All parties hereby agree that all disputes shall be resolved to each party's satisfaction.

AUTHORIZATIONS

CITY OF ST. MICHAEL

Mayor, City of St. Michael

Date

Administrator, City of St. Michael

Date

CITY OF HANOVER

Mayor, City of Hanover

Date

Administrator, City of Hanover

Date

DRAFT

EXHIBIT B

Cost Sharing Example

Library for St. Michael, Albertville, Hanover

Preliminary Cost Estimate

Construction (12,800 s.f.)	\$	2,321,697
Non-Construction (Furnish, Equip, Soft costs)	\$	487,110
Land (owned by St. Michael)	\$	-
Total Project Cost	\$	2,808,807
Less State Grant	\$	400,000
Local Project Cost	\$	2,408,807

Site Benefit

Site Benefit Cost - 25% (paid by St. Michael)	\$	602,202
Project Cost Based on Formula	\$	1,806,605

Cost Sharing

	<i>2008 State Demographer's Est.</i>		<i>Market Value (State Board of Equalization, Spring 2008)</i>			<i>Average</i>
Albertville	6,103	26%	\$	706,145,501	27%	26%
Hanover (Wright County portion)	2,109	9%	\$	234,441,569	9%	9%
St. Michael	15,110	65%	\$	1,705,702,268	64%	65%
Total	23,322	100%	\$	2,646,289,338	100%	100%

Current Cost Share

	Formula Benefit	Site Benefit	Total Contribution
Albertville	\$ 477,421		\$ 477,421
Hanover	\$ 161,711		\$ 161,711
St. Michael	\$ 1,167,473	\$ 602,202	\$ 1,769,675
TOTAL Project Cost (less grant)			\$ 2,408,807

Estimated Annual Debt Service

	Formula Benefit*	Site Benefit	Annual Debt Service
Amount	\$ 1,806,605	\$ 602,202	\$200,000
Annual payment	\$150,000	\$50,000	\$ 200,000
Albertville	\$39,640	NA	\$39,640
Hanover	\$13,427	NA	\$13,427
St. Michael	\$96,934	\$50,000	\$146,934

* Annual contribution amounts will be adjusted annually based on revised population estimates and market values over the anticipated 20 year pay back period.

Marc Weigle

From: martyinminn@cs.com
Sent: Tuesday, September 29, 2009 1:18 PM
To: Marc Weigle
Cc: daniel-hanover@comcast.net
Subject: Re: Library

Marc -

I feel that the library is an important opportunity for our communities. Being the smallest city with the smallest budget, our availability to fully fund was viewed by the other councilors as too challenging of a budgetary concern. A compromise approach was finally voted and approved after a very lengthy discussion. I am hopeful that our resolution fits within a modified partnership agreement. One of the issues that faces our city is the loss of the St. Michael fire contract funding. We are fully absorbing that item which compounds the impact of the library proposal.

With that said I remain hopeful that the St. Michael-Albertville-Hanover Library will open in 2010 or early 2011.

Mayor Waters

-----Original Message-----

From: Marc Weigle <mweigle@ci.st-michael.mn.us>
To: daniel-hanover@comcast.net; martyinminn@cs.com
Cc: Bob Derus <bderus@ci.st-michael.mn.us>
Sent: Tue, Sep 29, 2009 8:16 am
Subject: Library

Mayor Waters and Dan,

Thanks for the time and effort you put into St. Michael's request for funding support of the library portion of the building. Obviously, I was disappointed that the proposed method of determining how to share the costs was not approved. However, I am hopeful that there was a consensus reached last night on some number that I could forward to the St. Michael Council for consideration tomorrow evening. Thanks again and let me know the end result of last night's meeting.

Marc

Marc Weigle

Community Development Director
763-497-2041 X102 (office)
763-286-6380 (cell)
mweigle@ci.st-michael.mn.us

City of St. Michael
3150 Lander Avenue NE
St. Michael, MN 55376

Marc Weigle

From: Daniel Buchholtz <daniel-hanover@comcast.net>
Sent: Tuesday, September 29, 2009 4:24 PM
To: Marc Weigle
Cc: 'Dave Malewicki'; 'Wendy Pinor'; kolasa.stan@yahoo.com; 'JOHN VAJDA'; JTS@ratwiklaw.com; martyinminn@cs.com
Subject: RE: Library

Marc,

The City Council spent a significant amount of time discussing the library project. With the difficult economic times, the City Council struggled with the issue of entering into a long term partnership on the library and adding to the tax levy. The City is facing declines in nearly every revenue category for 2010, including the loss of a significant portion of the fire contract revenue. A majority of the Council was also concerned about language in the memorandum of understanding that provided no cap on the maintenance costs on the facility. In the end, the City Council could not agree to the proposed funding formula presented by St. Michael.

However, the City Council voted to make a commitment to support the library on the following terms: for years 1-10, the City of Hanover intends to contribute \$7,000 per year. For years 11-20, the City intends to contribute \$11,000 per year. These contributions would be the City's total contribution over the 20 year period. Any funding after this 20 year period would be decided by the City Council at that time. The City Council, in its motion, required recognition for this contribution (in total \$180,000) through the naming of the "St. Michael-Albertville-Hanover Regional Library," as was earlier discussed. The Council has no expectation of representation on the "Ad-Hoc Committee" that was envisioned in the MOU.

While this is not what was originally requested by the City of St. Michael, the City Council believes this is a significant contribution and is the best that they can commit in this current economic environment. If you have any questions regarding the City Council's motion, please don't hesitate to contact me.

Thanks!

Daniel

Daniel R. Buchholtz, CMC
City Administrator
City of Hanover
PO Box 278
Hanover, MN 55341
763-497-3777 (phone)
763-497-1873 (fax)

From: Marc Weigle [mailto:mweigle@ci.st-michael.mn.us]
Sent: Tuesday, September 29, 2009 8:16 AM
To: daniel-hanover@comcast.net; martyinminn@cs.com
Cc: Bob Derus
Subject: Library

Mayor Waters and Dan,

Marc Weigle

From: Marc Weigle
Sent: Tuesday, September 29, 2009 4:31 PM
To: jerry@jzacinc.com; 'Dean Eggert'; Joe Hagerty (Joe.Hagerty@co.wright.mn.us); 'Kevin Kasel'; 'Cindy Weston'
Cc: Bob Derus; Diana Berning; Steven Bot; Tom Zander
Subject: Hanover - Library Update
Attachments: RE: Library

Mayor and Council,

Last night I attended the special Hanover Council Meeting to discuss the proposed agreement for the new library. St. Michael was requesting approximately \$14,000/year to help retire the debt and \$2,200/year for operating expenses (based on current population and market values that would adjust over time). The agreement also stipulated that the 3 parties would share in costs for future repairs/maintenance (painting, roof, etc.).

I have attached Dan Buchholtz' email, but essentially the Hanover Council did not support this request. In summary, they agreed to:

- \$7,000 per year for the first 10 years
- \$11,000 per year for the second 10 years
- future Council would re-evaluate payments for Year 21 and beyond
- no participation in operating/maintenance costs (cleaning, utilities, etc.) (we could still petition them each year for payment of their share, with no guarantee)
- no sharing of future repair/maintenance expenses (again, we could approach them on a case by case basis for these items, with no guarantee)
- Hanover would still be on name on exterior of the building/monument sign

I have calculated the present value of Hanover's proposed payments to be approximately \$122,000, or 75% of their \$162,000 debt portion based on the formula. Note this excludes any operation/maintenance costs.

I did speak with Mayor Klecker yesterday and he indicated that there was strong support at the last meeting and expects Albertville to support the project. My understanding is that they are also meeting following the joint school board meeting tomorrow night.

That is all the information for now. Thanks and see you tomorrow night.

Marc Weigle

Community Development Director
763-497-2041 X102 (office)
763-286-6380 (cell)
mweigle@ci.st-michael.mn.us

City of St. Michael
3150 Lander Avenue NE
St. Michael, MN 55376

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

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

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-80

A RESOLUTION APPROVING LIBRARY FUNDING AGREEMENT

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

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

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

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

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

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

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

Council members voting in favor:

Opposed or abstained:

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

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

JOINT AGREEMENT

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

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

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

I. Purpose

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

II. Initial Construction

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

III. Hanover Payment

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

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

IV. Operations and Use

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

V. Miscellaneous

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

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

DRAFT

AUTHORIZATIONS

CITY OF ST. MICHAEL

Mayor, City of St. Michael

Date

Administrator, City of St. Michael

Date

CITY OF HANOVER

Mayor, City of Hanover

Date

Administrator, City of Hanover

Date

DRAFT

EXHIBIT A

Building/Library Plans

EXHIBIT B

Bond Schedule

EXHIBIT C

Funding Formula Example

EXHIBIT D

Library to Total Building Space Calculation

DRAFT

**ALLOCATION OF LIBRARY OPERATIONS BUDGET
2016**

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

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

* Hanover figures are Wright County only

Library Operations Computation

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

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

DEPARTMENT BUDGET WORKSHEET
2016

45186 Sr. Citizen Center

CODE	DESCRIPTION	Actual 2013	Actual 2014	YTD 2015	Estimated 2015	Budgeted 2015	Requested 2016	Explanation (if over 3% increase)
200	Supplies	0.00	266.51	0.00	200.00	200.00	200.00	
208	Training	165.00	0.00	0.00	175.00	175.00	175.00	food safety training 4 kitchen
300	Professional Services	13,050.51	11,805.32	6,538.66	11,203.00	12,325.00	12,325.00	Clean=703/mo snow=600 web
310	Contract Agreement	70,955.00	71,451.00	36,162.00	72,324.00	72,880.00	73,770.00	contract Senior Services 2% inc
321	Phone/Cell/Radio	388.83	304.22	131.60	320.00	350.00	350.00	\$30/mo in new bldg
381	Electrical Utilities	16,534.81	14,719.12	4,797.93	15,750.00	15,750.00	16,000.00	YTD = 5 months
383	Gas Utilities	6,886.49	8,217.26	3,596.94	10,000.00	11,750.00	11,500.00	YTD = 5 months
400	Repairs/Maintenance	534.71	127.00	142.00	550.00	575.00	550.00	semi annual kitchen inspection req
433	Dues/Subscriptn	594.44	576.00	0.00	600.00	750.00	700.00	Dept of Health/food mgr cert
	TOTAL BUDGET	109,109.79	107,466.43	51,369.13	111,122.00	114,755.00	115,570.00	

45500 BRANCH LIBRARIES

CODE	DESCRIPTION	Actual 2013	Actual 2014	YTD 2015	Estimated 2015	Budgeted 2015	Requested 2016	Explanation (if over 3% increase)
200	Supplies	0.00	0.00	0.00	100.00	200.00	200.00	
300	Professional Services	10862.24	10,338.52	5,546.59	8,500.00	10,000.00	10,000.00	Clean 524.25/mo snow=700/mo
321	Phones	138.25	-144.54	0.59	0.00	0.00	0.00	library pays portion
381	Electrical Utilities	17939.67	16,947.02	5,563.50	17,075.00	17,075.00	17,500.00	avg = 1495/mo & 1413/mo 13/14
383	Gas Utilities	7570.84	9,528.45	4,170.85	11,000.00	11,300.00	11,500.00	avg=795/mo inc 26% over 2013
400	Repairs/Maint	97.50	0.00	0.00	200.00	600.00	500.00	
	TOTAL BUDGET	36,608.50	36,669.45	15,281.53	36,875.00	39,175.00	39,700.00	

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

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

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-01-15-83

A RESOLUTION APPROVING NORTHLAND SECURITIES ENGAGEMENT LETTER

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

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

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

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

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

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

Council members voting in favor:

Opposed or abstained:

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

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



November 19, 2015

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

RE: Engagement of Northland Securities as Underwriter

Dear Brian:

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

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

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

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

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

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

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

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

Northland agrees to pay the following expenses from its fee:

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

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

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

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

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

Sincerely,



Tammy Omdal
Senior Vice President

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

Date: _____

Name: _____

Title: _____

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Chris Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-15-15-92

A RESOLUTION APPROVING DISSEMINATION AGREEMENT

WHEREAS, the City of Hanover has issued debt which required a Continuing Disclosure Agreement; and

WHEREAS, the Continuing Disclosure Agreement requires annual financial information to be submitted to a National Repository; and

WHEREAS, the City of Hanover wishes to enter into a Dissemination Agent Agreement to allow Northland Securities to submit annual financial information to a National Repository on behalf of the City.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves Dissemination Agent Agreement between the City of Hanover and Northland Securities as attached.

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 15th day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

**LIMITED DISCLOSURE
DISSEMINATION AGENT AGREEMENT**

THIS DISSEMINATION AGENT AGREEMENT (the "Dissemination Agreement"), dated as of _____, by and between the City of Hanover, Minnesota, 11250 – 5th Street NE, Hanover, MN 55341, (the "Issuer") and Northland Securities, Inc., 45 - South 7th Street, Suite 2000, Minneapolis, MN 55402 ("the Dissemination Agent") in connection with bond issues of the Issuer (the "Bond Issues") identified in Exhibit A which is attached to and by reference made a part of this Dissemination Agreement:

The Issuer and the Dissemination Agent covenant and agree as follows with respect to the Bond Issues:

SECTION 1. Definitions. the following capitalized terms shall have the following meanings:

"Annual Report" shall mean the document or documents filed by the Dissemination Agent with a National Repository or State repository pursuant to this Dissemination Agreement, in an electronic format as prescribed by the Municipal Securities Rulemaking Board ("MSRB").

"Annual Report Data" shall mean the Issuer's audited financial statements, and such other financial information and operating data for each Bond Issue as is customarily prepared by the Issuer and publicly available, as requested by the Dissemination Agent to compile the Annual Report.

"Continuing Disclosure Agreement" shall mean that certain agreement or undertaking executed by the Issuer at the time of issuance of the bond issues listed in Exhibit A.

"Disclosure Representative" shall mean the City Administrator of the Issuer or his or her designee, or such other officer or employee as the Issuer shall designate in writing to the Dissemination Agent from time to time.

"Listed Events" shall mean any of the material events listed in Section 5(a) of this Dissemination Agreement.

"National Repository" shall mean any Nationally Recognized Municipal Securities Information Repository for purposes of the Rule. Attached to and by reference made a part of this Dissemination Agreement is Exhibit B, a current list of National Repositories. Notwithstanding anything to the contrary contained herein, Exhibit B may be amended from time to time by the Dissemination Agent, following the designation of additional National Repositories or loss of such status by an existing National Repository, by delivering a notice of amendment and an amended Exhibit B to the Issuer.

"Rule" shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"SEC" shall mean the Securities and Exchange Commission or any successor to its functions governing state and municipal securities disclosure.

"State" shall mean the State of Minnesota.

"State Repository" shall mean any public or private repository or entity designated by the State as a state repository for the purpose of the Rule. As of the date of this Agreement, there is no State Repository.

SECTION 2. Purpose of the Dissemination Agreement. This Dissemination Agreement is being entered into by the Issuer and the Dissemination Agent in order to assist the Issuer in complying with the Rule.

SECTION 3. Provision of Annual Reports.

(a) On an annual basis, the Issuer shall provide the Annual Report Data to the Dissemination Agent in a timely manner. The Dissemination Agent shall compile and provide to the Repository by December 31 of each year, commencing December 31, 2015, the Annual Report for each Bond Issue in a format consistent with the Rule.

(b) If the Dissemination Agent has not received a copy of the Annual Report Data in a timely manner, the Dissemination Agent shall contact the Issuer to determine the status of information and whether the Issuer will remain in compliance with the Annual Report due date referenced in subsection (a).

(c) The Dissemination Agent shall:

(i) determine each year prior to the deadline due for the Annual Report, the name and address of each National Repository and each State Repository, if any; and

(ii) file a report with the Issuer and the Trustee (if applicable) certifying that the Annual Report has been provided pursuant to this Dissemination Agreement, stating the date it was provided and listing all the Repositories to which it was provided.

SECTION 4. Content of Annual Reports. The Annual Report prepared by the Dissemination Agent for each Bond Issue shall contain or incorporate by reference the financial information and operating data customarily prepared by the Issuer and publicly available, which shall be the information specified in the applicable Continuing Disclosure Agreement or continuing disclosure provisions of any applicable Resolution, Indenture, Loan Agreement or Lease Agreement, relating to bond issues listed in Exhibit A.

SECTION 5. Reporting of Significant Events.

(a) This Section 5 shall govern the giving of notices of the occurrence of any of the Events listed below or in the Issuer's Continuing Disclosure Agreement or in the applicable Resolution, Indenture, Loan Agreement or Lease Agreement:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
7. Modifications to rights of security holders, if material;
8. Bond calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the securities, if material;
11. Rating changes;
12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
13. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
14. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) The Issuer shall promptly notify the Dissemination Agent in writing of the occurrence of any of the listed Events, and such notification must be within ten (10) business days of the occurrence of the event. Such notice shall instruct the Dissemination Agent to report the occurrence pursuant to subsection (c).

(c) If the Dissemination Agent has been instructed by the Issuer to report the occurrence of a Listed Event, the Dissemination Agent shall file a notice of such occurrence with the Municipal Securities Rulemaking Board promptly, but within ten (10) business days of the occurrence of the Event, to the extent the Issuer has met the requirements in Section 5(b).

SECTION 6. Dissemination Agent. The Issuer has engaged the Dissemination Agent to assist it in carrying out its obligations under this Dissemination Agreement and may discharge any such Dissemination Agent, with or without appointing a successor or Dissemination Agent. The Dissemination Agent may terminate its duties hereunder upon fifteen (15) days written notice to the Issuer. For its services hereunder, the Dissemination Agent shall be paid an annual fee of \$435 for up to three Bond Issues or \$645 for four or more Bond Issues listed in Exhibit A that are required by the Rule to file a limited Annual Report and to provide notification of Significant Events.

SECTION 7. Amendment, Waiver. Notwithstanding any other provision of this Dissemination Agreement, the Issuer and the Dissemination Agent may amend this Dissemination Agreement, and any provision of this Dissemination Agreement may be waived, in writing, as agreed to by the parties thereto.

SECTION 8. Additional Information. Nothing in this Dissemination Agreement shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Dissemination Agreement or any other means of communication.

SECTION 9. Duties, Immunities and Liabilities of Trustee and Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Dissemination Agreement, and the Issuer agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's gross negligence or willful misconduct.

SECTION 10. Beneficiaries. This Dissemination Agreement shall inure solely to the benefit of the Issuer and the Dissemination Agent, and shall create no rights in any other person or entity.

SECTION 11. Counterparts. This Dissemination Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the CITY OF HANOVER, MINNESOTA and
NORTHLAND SECURITIES, INC. have caused this Dissemination Agreement to be executed
in their respective names, all as of the date first written above.

CITY OF HANOVER, MINNESOTA

NORTHLAND SECURITIES, INC.

By _____
Its City Administrator

By *Catherine Winkelhake*
Its Sr. Vice President

EXHIBIT A

BOND ISSUES SUBJECT TO LIMITED CONTINUING DISCLOSURE

CITY OF HANOVER, MINNESOTA

ISSUE PAR	ISSUE	DATED DATE	FIRST REPORT DUE	FINAL MATURE DATE	LAST REPORT DUE
\$1,225,000	G.O. Improvement Crossover Refunding Bonds, Series 2011A	8/1/11	12/31/15	12/1/21	12/31/20

EXHIBIT B

LIST OF NATIONAL REPOSITORIES

Municipal Securities Rulemaking Board (MSRB)

<http://emma.msrb.org>

(filing only in an electronic format as prescribed by the MSRB)

**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 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 15th day of December, 2015.

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

The following Council Members were absent: None

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

.....

RESOLUTION NO 12-15-15-93

A RESOLUTION APPROVING HIRE OF PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

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

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

Council members voting in favor:

Opposed or abstained:

Adopted by the City Council this 15th day of December, 2015.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

CITY OF HANOVER
ANNUAL APPOINTMENTS
JANUARY 2015

Mayor:	Chris Kauffman	4 Year Term 2013-2016
Council:	John Vajda	4 Year Term 2013-2016
	Doug Hammerseng	4 Year Term 2013-2016
	Ken Warpula	4 Year Term 2015-2018
	Jim Zajicek	4 Year Term 2015-2018

APPOINTMENTS

Vice-Mayor: John Vajda 2015

Planning Commission: (3 Year Terms)

Jim Schendel	2013-2015
Reid Rabon	2013-2015
Stan Kolasa	2014-2016
Michelle Armstrong	2014-2016
Dean Kuitunen	2015-2017

Council Liaison: Doug Hammerseng 2015

Park Board: (3 Year Terms)

Arlee Anderson	2013-2015
Dee Zajicek	2014-2016
Matthew Boie	2014-2016
Tom Gleason	2015-2017
Abby Peterson	2015-2017

Council Liaison: Jim Zajicek 2015

Economic Development Authority: (Terms-6 years except for council, whose terms coincide with their terms of election)

Jim Hennessey	2011-2015 (finishing Kauffman term 2010-2015)
Matt Hanson	2015-2016 (finishing Kaul term 2011-2016)
Randy Whitcomb	2012-2017
Todd Bartels	2012-2017
Keith Ulstad	2012-2017
Ken Warpula	2015-2018 (Council Member)
John Vajda	2013-2016 (Council Member)

Joint Powers Water Board:

Mayor Chris Kauffman and Councilor John Vajda

Wright County Area Transportation (WCAT) Board:

Ken Warpula (primary)
City Administrator (alternate)

Safety Committee:

City Hall Staff

NW Hennepin League: (These meetings are open to any council member)

Vacant

NW Hennepin Human Services:

Vacant	Executive Board	2015 (1 Year Term)
Vacant	Advisory Committee	2015-2016 (2 Year Term)

Fire Department: (Made by the Dept. and ratified by council)

Fire Chief:	Dave Malewicki
Chief 2:	Brian Kottke
Captain 1	Toby Heinz
Captain 2	Ken Warpula
Captain 3	Adam Lange
Captain 4	Mike Trullinger
Lieutenant 3	Tim Brown
Lieutenant 4	Steve Vrieze

Fire Relief Association:

President:	Jim Schendel
Vice President:	Rod Bechtold
Secretary:	Steve Vrieze
Treasurer:	Dave Pinor
Ex-Officio:	Fire Chief
Ex-Officio:	Mayor
Ex-Officio:	City Administrator

Weed Inspectors:

Mayor (statutory)
City Administrator (assistant)
Public Works Supervisor (assistant)

Financial Advisors:

UBS Financial (Investments) and Springsted (Bonds and Other)

Official Depositories:

BankWest, Central Bank, Financial Security Bank, First National Bank of Elk River, UBS Financial

Official Newspaper:

Crow River News

Animal Control:

Monticello Impound

Official Radio Station:

WCCO-830 AM

City Engineer, City Attorney, City Planner, City Assessor, Sheriff Services, EDA Consultant, and Building Inspection Services are all under contract with the City.