

## **NOTICE TO PUBLIC ATTENDEES**

Due to the temporary format change of the Hanover City Council meeting we first and foremost want to ensure that public comments are received and addressed by either the city council or staff. Please refer to the instructions that can be found on the Hanover City Council Agendas webpage or on the following page of this packet for how to attend and interact during the meeting.

We feel it's best to email your comments to staff ahead of the meeting and during the meeting. Staff will read aloud those comments. Any public body joining the meeting will have their microphone muted in order to reduce background noise from those in attendance.

If you would like to speak during citizen's forum please email your comments or questions to [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us) and [jackieh@ci.hanover.mn.us](mailto:jackieh@ci.hanover.mn.us). Please include your name, address and a form of contact information so staff can provide follow-up if needed.

**Zoom Meeting Instructions**  
***For Public Attendees***  
***City Council Meeting December 15, 2020***

1. Tap or click the below link to join the meeting from your phone, tablet or computer. Use the other audio and meeting ID numbers as necessary.
  - No Zoom account is needed.
  - Using your phone or tablet will allow both the video and microphone connection to occur through Zoom.
  - Using a desktop computer will allow you to view the video connection but may require you to use your phone for the microphone connection. Some laptop computers may have a built-in microphone that would allow for the microphone connection.
  - You may only call into the Zoom audio number but you will not have access to the video content.

***Zoom Meeting Link:***

<https://us02web.zoom.us/j/81541920608?pwd=T09hYUIOVUhuQVZkNWcrZUsxNmVkUT09>

***Zoom Audio Number:*** 1-312-626-6799

***Zoom Meeting ID:*** 815 4192 0608

***Zoom Meeting Password:*** 837438

2. Points of information:
  - City Council, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting.
  - Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For the virtual meetings we will request public comment be submitted prior to the start of the meeting. This will include citizen's forum. Staff will present the comments on the public's behalf. Should the public want to ask a question during the meeting for a point of clarification, they will be encouraged to submit the question via email to staff. Should the board want the opportunity to have an open dialogue with a public attendee, we can unmute resident's line and have the discussion.
  - Please email comments to [brianh@ci.hanover.mn.us](mailto:brianh@ci.hanover.mn.us) and [jackieh@ci.hanover.mn.us](mailto:jackieh@ci.hanover.mn.us)
  - The agenda packet and any presentations that will be shown on the screen during the Zoom Meeting will also be available on our website for download.

**AGENDA  
HANOVER CITY COUNCIL  
DECEMBER 15, 2020**

**MAYOR**

**CHRIS KAUFFMAN**

**COUNCIL**

**DOUGLAS HAMMERSENG**

**KEN WARPULA**

**JIM ZAJICEK**

**MARYANN HALLSTEIN**

- 1. Call to Order Regular City Council Work Session: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
  - a. Approve Minutes of December 1, 2020 City Council Meeting (3)**
  - b. Approve Claims as Presented: (6)**

➤ Claims	<b>\$ 114,482.86</b>
➤ Payroll	<b>\$ 9,502.83</b>
➤ P/R taxes & Exp.	<b>\$ 3,814.91</b>
➤ Other Claims	<b>\$ 2,644.28</b>
➤ Total Claims	<b><u>\$ 130,444.88</u></b>
  - c. Res No 12-15-20-110 – Designating 2021 Polling Place Location (38)**
  - d. Res No 12-15-20-111 – Approving 2021 Concert in the Park Contract (39)**
  - e. Res No 12-15-20-112 – Approving Hennepin County Assessor Contract (41)**
  - f. Res No 12-15-20-113 – Approving Wright County Assessor Contract (53)**
  - g. Ord. 2020-05 – Adopting 2021 Fee Schedule (60)**
- 4. Res No 12-15-20-114 – Approving 2021 Pvmt. Mgmt. Engineering Services Proposal (68)**
- 5. Res No 12-15-20-115 – Adopting Historic Bridge Lighting Policy (75)**
- 6. Review: 2021 Annual Appointments (80)**
- 7. Reports**
- 8. Adjournment**

**To:** Mayor Kauffman & Members of the Hanover City Council  
**From:** Brian Hagen, City Administrator  
**Date:** December 10, 2020  
**Re:** Review of December 15, 2020 City Council Agenda

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1. **Call to Order/Pledge of Allegiance: 7:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items: *See enclosed consent agenda.***
  - a. **Approve Minutes of December 1, 2020 City Council Meeting (3)**
  - b. **Approve Claims as Presented: (6)**

➤ Claims	\$ 114,482.86
➤ Payroll	\$ 9,502.83
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  - c. **Res No 12-15-20-110 – Designating 2021 Polling Place Location (38)**
  - d. **Res No 12-15-20-111 – Approving 2021 Concert in the Park Contract (39)**
  - e. **Res No 12-15-20-112 – Approving Hennepin County Assessor Contract (41)**
  - f. **Res No 12-15-20-113 – Approving Wright County Assessor Contract (53)**
  - g. **Ord. 2020-05 – Adopting 2021 Fee Schedule (60)**
4. **Res No 12-15-20-114 – Approving 2021 Pvmt. Mgmt. Engineering Services Proposal (68)**  
*Enclosed is a resolution approving engineering services for the 2021 pavement management project.*
5. **Res No 12-15-20-115 – Adopting Historic Bridge Lighting Policy (75)**  
*Enclosed is a resolution and policy adopting a historic bridge lighting schedule and criteria to adjust the bridge lights for certain occasions.*
6. **Review: 2021 Annual Appointments (80)**  
*Enclosed for review and discussion is a list for the 2021 Annual Appointments.*
7. **Reports**
8. **Adjournment**

**CITY OF HANOVER  
CITY COUNCIL MEETING  
DECEMBER 1, 2020 – DRAFT MINUTES**

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

Mayor Chris Kauffman called the regular meeting of Tuesday, December 1, 2020 to order at 7:09 p.m. Present were Councilors Ken Warpula, Doug Hammerseng, Jim Zajicek and MaryAnn Hallstein. Also present was City Attorney Jay Squires, City Administrator Brian Hagen, Public Works Supervisor Jason Doboszanski, and Accountant Jackie Heinz. Guests included Chad Brink and Tom Douglas.

**Approval of Agenda:**

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

**Consent Agenda:**

Hagen added Res No 12-01-20-109 – Appointing Tyler Gearin to Fire Department  
Warpula thanked Brian Gronsberg for his 18 Years of Service to the Fire Department

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

- a. **Approve Minutes of November 13, 2020 Special City Council Meeting**
- b. **Approve Minutes of November 17, 2020 City Council Work Session Meeting**
- c. **Approve Claims as Presented:**
  - **Claims**                   **\$ 810,554.97**
  - **Payroll**                   **\$ 9,789.36**
  - **P/R taxes & Exp**       **\$ 3,904.52**
  - **Other Claims**           **\$ 2,665.06**
  - **Total Claims**           **\$ 826,913.91**
- d. **Res No 12-01-20-106 – Recognizing Brian Gronsberg Resignation**
- e. **Res No 12-01-20-109 – Appointing Tyler Gearin to Fire Department**

**Motion carried unanimously.**

**Citizen’s Forum:**

None

**Public Hearings:**

**2020 Truth in Taxation Presentation and Public Comment**

Hagen conducted the annual Truth in Taxation presentation to provide education to the residents on the City Budget and to offer an opportunity for public comment and questions.

Tom Douglas – Hanover Resident

Douglas stated his value keeps increasing, however no improvements have been made to the property. Hagen stated to contact the Wright County Assessor and attend the Local Board of Appeals Meeting during the council meeting on the first Tuesday in April.

**Unfinished Business:**

None

**New Business:**

**Res No 12-01-20-107 - Approving Variance for 10940 4<sup>th</sup> Street NE**

Hagen stated the request is for Big Bore BBQ and Chad is in attendance this evening. Hagen further stated a memo is provided by Cindy, the variance was reviewed by the Planning Commission and approved. The variance is for a roof over the outdoor cooker, the lots will be combined, and the outdoor seating is not

included in this variance. Kauffman inquired the variance is for 4', Hagen stated yes. Kauffman stated the variance is conditional upon the lot combination, Hagen stated yes, we do have the property descriptions and the new roof will follow the existing roof line. Hammerseng asked Brink to discuss the finished product. Brink stated the beams will be wood with a steel, low sloping roof to carry the water to the west, the new portion will look the same as the existing. Hagen stated no new impervious surface is being added.

**MOTION** by Hammerseng to approve Res No 12-01-20-107, seconded by Hallstein. **Motion carried unanimously.**

### **Res No 12-01-20-108 – Adopting 2021 Final Budget & Levy**

Hagen stated there were no changes from the last version. Hammerseng inquired about the new firetruck being purchased. Hagen stated that purchase will be coming out of capital and thanked Hammerseng for the idea of prepaying as it is saving the city \$22,000.00.

**MOTION** by Hallstein to approve Res No 12-01-20-108, seconded by Warpula. **Motion carried unanimously.**

### **Review: 2021 Fee Schedule**

Hagen stated included in the packet if the first draft of the 2021 fee schedule, items in red are proposed changes or need to be discussed. The first item being sanitization fees due to COVID-19. Kauffman stated hopefully it is not a permanent charge, suggested naming it a pandemic fee. Hallstein suggested a sanitization fee so it is not specific to one thing. Hagen stated before COVID-19 the city paid for cleanings after events, post pandemic the city is being charged \$130.00 per special cleaning and this is being split with the renter, for the future do we pass off the full cost to the renter. Zajicek stated COVID-19 is not going away, the sanitization fee should be left on. Hammerseng agreed with Hallstein to call it a sanitization fee, Warpula also agreed. Kauffman inquired if every rental will be charged or as required. Hagen stated currently every rental is being charged, if there is one event booked per week, the weekly city hall cleaning would cover the event cleaning, but if two events in a row, who pays for the special cleaning.

Hagen inquired about groups with monthly meetings in the hall. Zajicek inquired about having the groups clean after they are done. Hagen stated he is not sure all groups would do the cleaning and do it well. Hallstein stated it varies per group, the city has saved for a few months, not a big cost for the city to absorb and pay back to the community groups. Hagen stated there will be no more deputy fees and inquired about organization exempt from rental fees. Hammerseng stated to not list the exempt organizations on the fee schedule.

Hagen inquired about a funeral rate for the shelter, the current rate for a funeral in the hall with no alcohol is \$100.00. Hagen further stated due to COVID-19 a lot of people opted to use the shelter over the summer for funerals. Hammerseng inquired if the renters used only the shelter portion or the kitchen as well. Hagen stated they rented the full facility including the kitchen for the full normal fee. Kauffman suggested charging \$75.00 for the shelter. Hammerseng inquired the difference between renting the hall and the shelter, Hagen stated the hall has a far better kitchen with tables and chairs versus picnic tables.

Hagen stated septic system authority has been moved to the county and staff has decided to revamp the escrow fees by combining three into one, now all the money can be used for any of the three categories. Hagen further stated St. Michael is increasing their connection fees by 2%, we typically do the same. Hallstein stated we aren't collecting enough based on depreciation. Hagen stated correct, we typically fall behind and should have more money in the bank to minimize bonding. Hallstein suggested looking at the

sewer and water connection fees closer in the future and suggested a slight increase on our end to start capturing money now.

Hagen stated utility rates in St. Michael and Albertville are increasing about 2%. Kauffman stated to follow their lead. Hagen stated under planning and zoning the non-used or not needed fees were eliminated and escrows are being combined for simplicity. Hagen further stated Wright County added liquor license fees and those will be paid directly to Wright County.

**FD Officer Interview Format**

Hagen stated last year Mayor Kauffman and Councilor Hammerseng sat in on the interviews, wondering if full council wants to participate which now becomes a public meeting. Kauffman inquired if it could be a closed public meeting, Squires stated it is public, and must be open. Kauffman stated that may be awkward, then candidates could sit in and watch other candidates’ interviews. Hallstein stated she is okay with 2 council members and have them pass the information on. Hammerseng inquired when the interviews would take place, Hagen stated ideally before Christmas, officers would then be appointed at the first meeting in January. Hallstein inquired if the interviews would take place via zoom, Hagen stated yes. Kauffman suggested council members Hammerseng and Hallstein to conduct the interviews.

**Reports**

Doboszinski

- Inquired if it was okay to put the Christmas Decorations on the poles, council consensus yes
- Inquired is it was okay to have ice rinks this winter, council consensus yes
- Two repairs have been made to 15<sup>th</sup> street, the asphalt blew out and we should anticipate more problems. Kauffman inquired the cause of the problems, Doboszinski stated compaction was not good, too much rain after grading and Knife River not waiting. Hagen stated there is a 2-year warranty from when we accept. Doboszinski stated the bike trail is good.

Zajicek

- Inquired about installation of a handrail along the trail from the Historical Bridge, south to 19. Doboszinski stated it wouldn’t be easy to do and there are no steps and now it not the time of year for installation.

Hagen

- The preliminary review will be at the next meeting for appointments and will finalize at the 1-19-2021 meeting.
- An application for Bill’s Superette and G-Will Liquors concept plan was submitted, included is a concept plan and traffic study regarding site access. Hallstein inquired if Hennepin County gave feedback on tax abatement. Hagen stated the applicant has sat at the site and stated access is needed and is proposing more than normal, they will apply for tax abatement.

**Adjournment**

**MOTION** by Warpula to adjourn at 8:23 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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

ATTEST:

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

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**Payments**



**Current Period: December 2020**

**Payments Batch 12-15-20 Claims**

**\$114,482.86**

Refer	3155 <i>ADVANTAGE SIGNS &amp; GRAPHICS</i>		-			
Cash Payment	E 100-43000-226 Sign Repair Materials	Trail Crossing Sign - Qty 3, Diagonal Downward Arrow Left - Qty 3, No Parking Here to Corner - Qty 2				\$358.30
Invoice	00044889	12/2/2020				
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	\$358.30
Refer	3162 <i>AT&amp;T MOBILITY</i>		-			
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 9/26/2020 - 10/25/2020				-\$50.42
Invoice	X11032020	10/25/2020				
Cash Payment	E 100-43000-321 Telephone	PW Cell Phones - 10/26/2020 - 11/25/2020				\$149.58
Invoice	X12032020	11/25/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$99.16
Refer	3164 <i>B &amp; D PLUMBING, HEATING &amp; AIR</i>		-			
Cash Payment	E 100-41940-220 Repair/Maint Supply (GE	City Hall: 1 Box of Pleated Filters 12" x 24" x 2"				\$67.70
Invoice	182787	11/25/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$67.70
Refer	3165 <i>BANKWEST - ROCKFORD</i>		-			
Cash Payment	E 407-46500-812 Tax Increment Financing	T.I.F. Payment #11				\$5,645.82
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$5,645.82
Refer	3168 <i>BARRETT, GRETCHEN</i>		-			
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2020				\$270.00
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	\$270.00
Refer	3161 <i>BARTELS, TODD</i>		-			
Cash Payment	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2020				\$150.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$150.00
Refer	3184 <i>BLUE TARP FINANCIAL</i>		-			
Cash Payment	E 100-43000-240 Small Tools and Minor E	10 Ton Porta Power Kit				\$369.99
Invoice	0191134100	11/25/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$369.99
Refer	3181 <i>BURSCHVILLE CONSTRUCTION</i>		-			
Cash Payment	E 100-43122-224 Street Maint Materials	10/13/2020: Grading of Gravel Roads				\$565.00
Invoice	4692	12/4/2020				
Cash Payment	E 100-43122-224 Street Maint Materials	11/19/2020: Grading of Gravel Roads				\$565.00
Invoice	4692	12/4/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$1,130.00
Refer	3171 <i>CARDMEMBER SRVC (CENTRAL B</i>		-			
Cash Payment	E 100-42260-212 Motor Fuels	Non-Oxy Fuel - 2.674 Gallons				\$7.48
Invoice	183830	10/27/2020				
Cash Payment	E 100-42280-215 Shop Supplies	Disinfectant Spray				\$25.29
Invoice		11/22/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$32.77



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## Payments

Current Period: December 2020

Refer	3168 CARSON, CLELLAND & SCHREDE					
Cash Payment	E 100-41610-304 Legal Fees	Legal Support / Work - November 2020				\$162.50
Invoice	11/30/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$162.50
Refer	3178 CENTERPOINT ENERGY	Ck# 003153E 12/15/2020				
Cash Payment	E 100-42280-383 Gas Utilities	Fire Station Gas Utilities: 10/28/2020 - 11/27/2020				\$198.65
Invoice	12/1/2020					
Cash Payment	E 100-41940-383 Gas Utilities	City Hall Gas Utilities: 10/28/2020 - 11/27/2020				\$310.59
Invoice	12/1/2020					
Cash Payment	E 100-43000-383 Gas Utilities	PW Building Gas Utilities: 10/28/2020 - 11/27/2020				\$472.81
Invoice	12/1/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$982.05
Refer	3162 CENTURY LINK					
Cash Payment	E 100-42280-321 Telephone	Fire Station Landline - 11/28/2020 - 12/27/2020				\$45.08
Invoice	11/28/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	\$45.08
Refer	3169 CHRISTENSON, MIKE	Ck# 003162E 12/15/2020				
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2020				\$300.00
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	\$300.00
Refer	3180 CITY OF ST. MICHAEL	Ck# 003154E 12/15/2020				
Cash Payment	E 602-49455-310 Other Professional Servi	SAC Fee - 10791 Settlers Lane North				\$5,136.00
Invoice						
Cash Payment	E 602-43252-310 Other Professional Servi	Lift Station Flows - 4th Quarter 2020				\$32,236.16
Invoice	12012020-5 12/1/2020					
Cash Payment	E 100-43000-310 Other Professional Servi	Compost & Brush Facility Partnership - 4th Quarter 2020				\$1,250.00
Invoice	12012020-5 12/1/2020					
Cash Payment	E 602-43252-310 Other Professional Servi	Sewer Administration Costs - 2020				\$1,500.00
Invoice	12012020-5 12/1/2020					
Cash Payment	E 602-43252-310 Other Professional Servi	Vactor Rental for Hanover Jetting on 11/10/2020 for 8 Hours				\$1,000.00
Invoice	12012020-7 12/1/2020					
Cash Payment	E 602-43252-310 Other Professional Servi	Vactor Rental for Hanover Jetting on 11/12/2020 for 8 Hours				\$1,000.00
Invoice	12012020-7 12/1/2020					
Cash Payment	E 602-43252-310 Other Professional Servi	Vactor Rental for Hanover Jetting on 12/01/2020 for 7 Hours				\$875.00
Invoice	12012020-7 12/1/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$42,997.16
Refer	3182 CLASSIC CLEANING COMPANY, LL					
Cash Payment	E 100-41940-310 Other Professional Servi	Hall Special Cleaning: 11/4/2020 - After Election				\$130.00
Invoice	30540 11/30/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$130.00
Refer	3143 COLLABORATIVE PLANNING LLC	Ck# 003143E 12/15/2020				
Cash Payment	E 100-41910-310 Other Professional Servi	General Planning: November 2020				\$892.50
Invoice	2020-215 12/6/2020					

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Payments

Current Period: December 2020

Cash Payment	E 818-41910-310 Other Professional Servi	JP Brooks / Rivers Edge - PUD & Preliminary Plat				\$761.25
Invoice 2020-216	12/6/2020				Project 208287	
Cash Payment	E 818-41910-310 Other Professional Servi	Bill's Superette: November 2020				\$210.00
Invoice 2020-217	12/6/2020				Project 208278	
Cash Payment	E 818-41910-310 Other Professional Servi	Big Bore BBQ - Site & Building Plan, Variance, Lot Combo: November 2020				\$341.25
Invoice 2020-218	12/6/2020				Project 208290	
Cash Payment	E 828-41910-310 Other Professional Servi	CRHW 4th Addition - Developers Agreement: November 2020				\$78.75
Invoice 2020-219	12/6/2020					
Cash Payment	E 818-41910-310 Other Professional Servi	Hilltop Coffee - Site & Building Plan: November 2020				\$183.75
Invoice 2020-220	12/6/2020				Project 208281	
Cash Payment	E 818-41910-310 Other Professional Servi	River Town Villas - Final Plat: November 2020				\$131.25
Invoice 2020-221	12/6/2020				Project 208258	
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$2,598.75
Refer	3170 COMCAST					
Cash Payment	E 100-41940-321 Telephone	CH: Digital Voice & Internet - December 2020				\$154.11
Invoice	11/25/2020					
Cash Payment	E 100-43000-321 Telephone	PW: Digital Voice & Internet - December 2020				\$165.06
Invoice	11/18/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	Total	\$319.17
Refer	3156 Compass Minerals America Inc.					
Cash Payment	E 100-43125-224 Street Maint Materials	Ice Control Salt - 149.36 Ton @ 71.10 per Ton				\$10,619.50
Invoice 714024	11/23/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$10,619.50
Refer	3148 COTTENS, INC.					
Cash Payment	E 100-43000-215 Shop Supplies	Prem. TR Hyd O				\$120.98
Invoice 238510	11/9/2020					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Metal Clam and Split Poly for Laser				\$20.56
Invoice 238634	11/10/2020					
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Plow Truck: Fuse				\$11.45
Invoice 239062	11/13/2020					
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Rescue 11: Retainers				\$5.99
Invoice 240218	11/24/2020					
Cash Payment	E 100-43000-215 Shop Supplies	Adapter, FT Chuck				\$7.38
Invoice 240668	11/30/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$166.36
Refer	3151 CROW RIVER FARM EQUIPMENT					
Cash Payment	E 100-43000-240 Small Tools and Minor E	PosiLock 104 Puller, Torx Screwdriver Set, 3/8 Drive Ratchet, SAE Nut Driver Set, Metric Nut Driver Set, SMP Ring Set, Hair Pin Set, Large Cotter Pin Set, Cotter Pin Set, Roll Pin Set				\$464.92
Invoice 198957	11/17/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$464.92
Refer	3160 DISMANG, BRIAN					
Cash Payment	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2020				\$150.00
Invoice						

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Payments

Current Period: December 2020

Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$150.00</b>	
Refer	3161 <i>Eagle Engraving, Inc.</i>						
Cash Payment	E 100-42240-208 Training and Instruction	Par Tags with Velcro Backing					\$280.10
Invoice	2020-5405	12/6/2020					
Cash Payment	E 100-42240-208 Training and Instruction	Accountability Board					\$291.95
Invoice	2020-5447	12/8/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	<b>\$572.05</b>	
Refer	3152 <i>FASTENAL COMPANY</i>		Ck# 003146E 12/15/2020				
Cash Payment	E 100-43000-240 Small Tools and Minor E	Wood Chipper: Taps					\$33.02
Invoice	MNTC4163786	11/25/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$33.02</b>	
Refer	3163 <i>FINKEN WATER SOLUTIONS</i>		Ck# 003160E 12/15/2020				
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Cook & Cold Rental Cooler - December 2020					\$9.50
Invoice	1234618	12/1/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	<b>\$9.50</b>	
Refer	3153 <i>GRAINGER</i>		Ck# 003147E 12/15/2020				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Christmas Decorations: Fuses					\$46.60
Invoice	9735272222	12/3/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$46.60</b>	
Refer	3158 <i>GRUPP, JEFF</i>						
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings & Events - 2020					\$300.00
Invoice							
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$300.00</b>	
Refer	3146 <i>GUIDANCE POINT TECHNOLOGIE</i>						
Cash Payment	E 100-41570-207 Computer Supplies	10/13/2020 - 11/24/2020 On-Site Service: Fire Hall Cable Plant and Network					\$1,944.84
Invoice	14805	12/4/2020					
Cash Payment	E 100-41570-207 Computer Supplies	11/17/2020 - 11/24/2020 On-Site Service: Fiber Cable Install at City Hall					\$494.98
Invoice	14806	12/4/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$2,439.82</b>	
Refer	3167 <i>HANOVER FIRE RELIEF ASSOCIAT</i>						
Cash Payment	E 100-42290-125 Other Retirement Contrib	Fire Contract Contribution - 2nd Half 2020					\$6,048.00
Invoice							
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$6,048.00</b>	
Refer	3149 <i>HARDWARE HANK</i>						
Cash Payment	E 100-43000-240 Small Tools and Minor E	1/4" Drill Bit					\$8.09
Invoice	1681258	11/10/2020					
Cash Payment	E 100-43000-215 Shop Supplies	Misc. Builders Hardware					\$6.82
Invoice	1683999	11/25/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$14.91</b>	
Refer	3176 <i>HENNEPIN COUNTY TREASURER</i>						
Cash Payment	E 100-41550-310 Other Professional Servi	Assessment Contract Services for 8/01/2019 - 9/31/2020					\$8,000.00
Invoice	1000152397	7/20/2020					
Transaction Date	12/10/2020	Due 1/9/2021	Cash	10100	<b>Total</b>	<b>\$8,000.00</b>	

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Refer	3159 <i>Holslin, Alexander</i>	-				
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings & Events - 2020				\$330.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	Total	\$330.00
Refer	3177 <i>JAMISON, SCOTT</i>	-				
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings & Events - 2020				\$300.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	Total	\$300.00
Refer	3174 <i>JOHNSON, JESSICA</i>	-				
Cash Payment	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2020				\$180.00
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$180.00
Refer	3179 <i>JOINT POWERS WATER BOARD</i>	-				
Cash Payment	E 601-49410-310 Other Professional Servi	WAC Fee - 10791 Settlers Lane North				\$2,001.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	Total	\$2,001.00
Refer	3165 <i>KOLASA, STAN</i>	-				
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2020				\$300.00
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$300.00
Refer	3167 <i>KUITUNEN, DEAN</i>	<u>Ck# 003161E 12/15/2020</u>				
Cash Payment	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2020				\$300.00
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$300.00
Refer	3172 <i>LANO EQUIPMENT - LORETTO</i>	-				
Cash Payment	E 100-43121-224 Street Maint Materials	Bobcat Stump Grinder Rental for Tree Clean-Up Around the City				\$400.00
Invoice	03-800523	12/9/2020				
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$400.00
Refer	3150 <i>MENARDS - BUFFALO</i>	-				
Cash Payment	E 100-43000-215 Shop Supplies	Driveway Markers, Paper Towels, 32 Gallon Trash Can. Filters				\$162.30
Invoice	31917	11/30/2020				
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$162.30
Refer	3163 <i>METRO WEST INSPECTION SERVI</i>	-				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 32-20 @ 11059 Lamont Avenue NE				\$145.10
Invoice	2647	12/2/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 96-20 @ 10218 Kaitlin Avenue				\$83.11
Invoice	2647	12/2/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 108-20 @ 11831 Whitetail Drive North				\$33.25
Invoice	2647	12/2/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 139-20 @ 11106 River Road				\$33.25
Invoice	2647	12/2/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 149-20 @ 11599 11th Street NE				\$33.25
Invoice	2647	12/2/2020				
Cash Payment	E 100-42401-310 Other Professional Servi	Pmt 157-20 @ 10167 Kaitlin Avenue				\$33.25
Invoice	2647	12/2/2020				

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Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 164-20 @ 10565 Crow Hassan Park Road	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 171-20 @ 11980 Riverview Road NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 178-20 @ 10680 108th Avenue North	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 179-20 @ 10682 106th Avenue North	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 183-20 @ 528 Overlook Circle	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 185-20 @ 10626 108th Avenue North	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 222-20 @ 11616 Riverview Road NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 223-20 @ 30294 109th Avenue North	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 225-20 @ 11419 12th Street NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 232-20 @ 29940 109th Avenue North	\$17.09
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 235-20 @ 1343 River Road NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 236-20 @ 11402 Crow River Drive NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 237-20 @ 10575 Prairie Lane	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 238-20 @ 10685 108th Avenue North	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 245-20 @ 11585 Riverview Road NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 246-20 @ 798 Mallard Street NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 252-20 @ 10940 4th Street NE	\$70.00
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 253-20 @ 1208 Irvine Drive	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 262-20 @ 11651 10th Street NE	\$17.50
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 268-20 @ 734 Meander Road	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 274-20 @ 11637 Meadowbrook Avenue NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 283-20 @ 11455 Riverview Road NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 285-20 @ 10848 Settlers Lane	\$35.00
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 289-20 @ 9783 4th Street NE	\$33.25
Cash Payment Invoice 2647	E 100-42401-310 Other Professional Servi 12/2/2020	Pmt 290-20 @ 11345 Crow River Drive NE	\$33.25

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<b>Cash Payment</b>	E 100-42401-310 Other Professional Servi	Pmt 294-20 @ 918 Mallard Street NE				\$33.25
Invoice 2647	12/2/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$1,232.30
Refer	3176 MURPHY, LESLIE					
<b>Cash Payment</b>	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings & Events - 2020				\$270.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$270.00
Refer	3164 PINOR, DAVID					
<b>Cash Payment</b>	E 100-42280-215 Shop Supplies	2 Bottles of Hand Sanitizer				\$16.02
Invoice	11/27/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	\$16.02
Refer	3175 PTM DOCUMENT SYSTEMS					
<b>Cash Payment</b>	E 100-41570-200 Office Supplies (GENER	W-2 (100), 1099 Non Employee Compensation (25) and 1099 Distributions (25) - 2020 Year End Documents				\$127.81
Invoice 0075746	9/22/2020					
Transaction Date	12/10/2020	Due 1/9/2021	Cash	10100	<b>Total</b>	\$127.81
Refer	3157 R & W Welding & Machine, Inc.					
<b>Cash Payment</b>	E 100-43000-220 Repair/Maint Supply (GE	Repair - Straighten Forks				\$45.00
Invoice 131984	11/20/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	\$45.00
Refer	3173 Rademacher Family Ptshp.					
<b>Cash Payment</b>	R 100-34108 Administrative Fees	Return Base Fees for Escrows - Application Changed				\$700.00
Invoice						
<b>Cash Payment</b>	E 818-48200-810 Refunds & Reimburseme	Return Escrows - Application Changed				\$2,750.00
Invoice		Project 208278				
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	\$3,450.00
Refer	3174 RANDYS ENVIRONMENTAL SERVI	Ck# 003152E 12/15/2020				
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Disposa	General Trash - City Hall - December 2020				\$237.63
Invoice	11/19/2020					
<b>Cash Payment</b>	E 100-41940-384 Refuse/Garbage Disposa	General Trash - Fire Station - December 2020				\$32.22
Invoice	11/19/2020					
<b>Cash Payment</b>	E 100-43245-384 Refuse/Garbage Disposa	Recycling - November 2020 - 1,109 Carts				\$3,604.25
Invoice	11/19/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$3,874.10
Refer	3172 ROSS, ANTHONY					
<b>Cash Payment</b>	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2020				\$120.00
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	\$120.00
Refer	3147 RUSSELL SECURITY RESOURCE I	Ck# 003145E 12/15/2020				
<b>Cash Payment</b>	E 100-42280-520 Buildings and Structures	Fire Station: 10 Proximity Cards				\$80.00
Invoice A38158	10/5/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	\$80.00
Refer	3166 SCHENDEL, JIM					

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<b>Cash Payment</b>	E 100-41330-111 Committee Wages/Meeti	Planning Commission Meetings - 2020				<b>\$300.00</b>
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	<b>Total</b>	<b>\$300.00</b>
Refer	3173 THE HARTFORD		Ck# 003151E 12/15/2020			
<b>Cash Payment</b>	G 100-21707 Life Ins		STD & LTD - December 2020			<b>\$204.96</b>
Invoice	729167918463	12/1/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$204.96</b>
Refer	3166 THE LEADERSHIP GROWTH GROU					
<b>Cash Payment</b>	G 100-15500 Prepaid Items		B. Hagen: 2021 Leadership Growth Group Books			<b>\$115.94</b>
Invoice	20309b	12/1/2020				
<b>Cash Payment</b>	G 100-15500 Prepaid Items		B. Hagen: 2021 Leadership Growth Group Series			<b>\$600.00</b>
Invoice	21309	12/1/2020				
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$715.94</b>
Refer	3175 VETRANO, DANIELLE					
<b>Cash Payment</b>	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings & Events - 2020				<b>\$270.00</b>
Invoice						
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$270.00</b>
Refer	3160 VISA - BANKWEST					
<b>Cash Payment</b>	E 100-43000-260 Uniforms		B. Desens: Yellow Reflective Safety Jacket			<b>\$69.34</b>
Invoice	9587418	10/23/2020				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies		Orange 28" Cones - Qty 40			<b>\$535.11</b>
Invoice	INV000760793	10/26/2020				
<b>Cash Payment</b>	E 100-42280-520 Buildings and Structures		FD: Faucet for Back Utility Room			<b>\$258.52</b>
Invoice	CP116600	10/26/2020				
<b>Cash Payment</b>	E 100-41940-560 Furniture and Fixtures		A. Biren: Black Mesh Swivel Ergonomic Office Chair			<b>\$98.36</b>
Invoice	9824207	10/26/2020				
<b>Cash Payment</b>	E 100-43000-260 Uniforms		B. Desens: Carhartt Coat, 5 Sweatshirts			<b>\$289.94</b>
Invoice	644866	10/27/2020				
<b>Cash Payment</b>	E 100-43000-260 Uniforms		J. Ramthun: 4 Sweatshirts			<b>\$167.96</b>
Invoice	644866	10/27/2020				
<b>Cash Payment</b>	E 100-43000-260 Uniforms		J. Doboszanski: 4 Sweatshirts			<b>\$167.96</b>
Invoice	644866	10/27/2020				
<b>Cash Payment</b>	E 100-41940-321 Telephone		City Hall Phone Services - 6 Lines - 10/23/2020 - 11/22/2020			<b>\$233.84</b>
Invoice	INV00153706	10/27/2020				
<b>Cash Payment</b>	E 100-43000-321 Telephone		Public Works Phone Services - 2 Lines - 10/23/2020 - 11/22/2020			<b>\$78.83</b>
Invoice	INV00153706	10/27/2020				
<b>Cash Payment</b>	E 100-43000-215 Shop Supplies		Pressure Washer: Kerosene			<b>\$78.29</b>
Invoice	3796	10/27/2020				
<b>Cash Payment</b>	E 100-42220-260 Uniforms		FD: Size 11.5 Wide Leather Structural Boots			<b>\$374.74</b>
Invoice	E2008012	11/2/2020				
<b>Cash Payment</b>	E 100-41410-200 Office Supplies (GENER	2020 General Election: Dinner for Election Judges				<b>\$241.70</b>
Invoice	85	11/3/2020				

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Cash Payment	E 100-41410-200 Office Supplies (GENER	2020 General Election: Lunch for Election Judges				\$265.49
Invoice 1	11/3/2020					
Cash Payment	E 100-41570-200 Office Supplies (GENER	DYMO Address Labels				\$14.99
Invoice 136064284-001	11/4/2020					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Medium Binder Clips, Mini Binder Clips, Small Binder Clips				\$16.60
Invoice 136064285-001	11/4/2020					
Cash Payment	E 100-41570-200 Office Supplies (GENER	Sharpie Permanent Markers				\$1.56
Invoice 136054370-001	11/4/2020					
Cash Payment	E 100-43000-215 Shop Supplies	Snow Plow Marker Guides, 36" Snow Plow Blade Marker in Fluorescent Orange				\$138.46
Invoice 2997839	11/6/2020					
Cash Payment	E 100-41600-310 Other Professional Servi	Microsoft Online Exchange: 27 E-Mail Accounts				\$97.16
Invoice E0600CPHAU	11/13/2020					
Cash Payment	E 100-41600-310 Other Professional Servi	Office 365 Business Software				\$8.86
Invoice E0600CPCH2	11/13/2020					
Cash Payment	E 100-41110-437 Other Miscellaneous	Funeral Flowers for Sandy Greninger's Husband				\$53.69
Invoice	11/2/2020					
Cash Payment	E 100-42220-260 Uniforms	Credit for Tax on 11.5 Wide Leather Structural Boots				-\$25.74
Invoice	11/6/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$3,165.66
Refer	3183 VONCO II, LLC					
Cash Payment	E 603-43000-384 Refuse/Garbage Dispos	Fall 2020 Street Sweepings - 6.96 Ton				\$184.00
Invoice 0000059053	11/22/2020					
Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	Total	\$184.00
Refer	3154 WESTSIDE WHOLESALE TIRE & S	Ck# 003148E 12/15/2020				
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Woodchipper: Tire				\$165.28
Invoice 872854	11/24/2020					
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$165.28
Refer	3170 WRIGHT COUNTY AUDITOR-TREA					
Cash Payment	E 100-42102-310 Other Professional Servi	WC Patrol Services - December 2020				\$9,546.50
Invoice December 2020	11/30/2020					
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$9,546.50
Refer	3145 WRIGHT COUNTY JOURNAL PRES					
Cash Payment	E 818-41970-351 Legal Notices Publishing	PHN: Big Bore BBQ Variance Setback				\$37.38
Invoice	11/30/2020	Project 208290				
Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	Total	\$37.38
Refer	3171 WRIGHT COUNTY JOURNAL PRES					
Cash Payment	G 100-15500 Prepaid Items	Annual Subscription - 2021				\$44.50
Invoice						
Transaction Date	12/9/2020	Due 1/8/2021	Cash	10100	Total	\$44.50
Refer	3144 XCEL ENERGY	Ck# 003144E 12/15/2020				
Cash Payment	E 100-43160-381 Electric Utilities	Xcel Owned Street Lighting 11/03/2020 - 12/02/2020				\$845.93
Invoice 710993185	12/3/2020					



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<b>Cash Payment</b>	E 100-43160-381 Electric Utilities	City Owned Street Lighting 11/03/2020 - 12/02/2020	<b>\$1,141.05</b>
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Invoice 710993185      12/3/2020

Transaction Date	12/7/2020	Due 1/6/2021	Cash	10100	<b>Total</b>	<b>\$1,986.98</b>
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Refer      3169 *ZRUST, TED*

<b>Cash Payment</b>	E 201-41330-111 Committee Wages/Meeti	EDA Meetings - 2020	<b>\$150.00</b>
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Invoice

Transaction Date	12/8/2020	Due 1/7/2021	Cash	10100	<b>Total</b>	<b>\$150.00</b>
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### Fund Summary

	10100 Cash
100 GENERAL FUND	\$59,661.25
201 EDA SPECIAL REVENUE FUND	\$750.00
407 TIF REDEV DIST #1	\$5,645.82
601 WATER ENTERPRISE FUND	\$2,001.00
602 SEWER ENTERPRISE FUND	\$41,747.16
603 STORM WATER ENTERPRISE FUND	\$184.00
818 MISC ESCROWS FUND	\$4,414.88
828 CROW RVR HTS 4TH DEVEL AGRMT	\$78.75
	\$114,482.86

Pre-Written Checks	\$54,197.55	
Checks to be Generated by the Computer	\$60,285.31	
Total	\$114,482.86	

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\*Check Summary Register©

Batch: 12-15-20 Claims

Name	Check Date	Check Amt	
<b>10100 Cash</b>			
3143e Collaborative Planning LLC	12/15/2020	\$2,598.75	General Planning: November 2020
3144e XCEL ENERGY	12/15/2020	\$1,986.98	Xcel Owned Street Lighting 11/03/2020 - 12/02
3145e RUSSELL SECURITY RESOURC	12/15/2020	\$80.00	Fire Station: 10 Proximity Cards
3146e FASTENAL COMPANY	12/15/2020	\$33.02	Wood Chipper: Taps
3147e GRAINGER	12/15/2020	\$46.60	Christmas Decorations: Fuses
3148e WESTSIDE WHOLESALE TIRE &	12/15/2020	\$165.28	Woodchipper: Tire
3149e BARTELS, TODD	12/15/2020	\$150.00	EDA Meetings - 2020
3150e AT&T MOBILITY	12/15/2020	\$99.16	PW Cell Phones - 9/26/2020 - 10/25/2020
3151e The Hartford	12/15/2020	\$204.96	STD & LTD - December 2020
3152e Randy's Environmental Services	12/15/2020	\$3,874.10	General Trash - City Hall - December 2020
3153e CENTERPOINT ENERGY	12/15/2020	\$982.05	Fire Station Gas Utilities: 10/28/2020 - 11/27/2
3154e CITY OF ST. MICHAEL	12/15/2020	\$42,997.16	SAC Fee - 10791 Settlers Lane North
3155e BLUE TARP FINANCIAL	12/15/2020	\$369.99	10 Ton Porta Power Kit
3160e FINKEN WATER SOLUTIONS	12/15/2020	\$9.50	Cook & Cold Rental Cooler - December 2020
3161e KUITUNEN, DEAN	12/15/2020	\$300.00	Planning Commission Meetings - 2020
3162e CHRISTENSON, MIKE	12/15/2020	\$300.00	Planning Commission Meetings - 2020
35388 ADVANTAGE SIGNS & GRAPHIC	12/15/2020	\$358.30	Trail Crossing Sign - Qty 3, Diagonal Downwar
35389 B & D PLUMBING, HEATING & AI	12/15/2020	\$67.70	City Hall: 1 Box of Pleated Filters 12" x 24" x 2"
35390 BANKWEST - ROCKFORD	12/15/2020	\$5,645.82	T.I.F. Payment #11
35391 BARRETT, GRETCHEN	12/15/2020	\$270.00	Planning Commission Meetings - 2020
35392 BURSCHVILLE CONSTRUCTION	12/15/2020	\$1,130.00	10/13/2020: Grading of Gravel Roads
35393 CARDMEMBER SERVICE	12/15/2020	\$32.77	Non-Oxy Fuel - 2.674 Gallons
35394 CARSON, CLELLAND & SCHRED	12/15/2020	\$162.50	Legal Support / Work - November 2020
35395 CENTURY LINK	12/15/2020	\$45.08	Fire Station Landline - 11/28/2020 - 12/27/2020
35396 CLASSIC CLEANING COMPANY	12/15/2020	\$130.00	Hall Special Cleaning: 11/4/2020 - After Electio
35397 COMCAST	12/15/2020	\$319.17	CH: Digital Voice & Internet - December 2020
35398 Compass Minerals America Inc.	12/15/2020	\$10,619.50	Ice Control Salt - 149.36 Ton @ 71.10 per Ton
35399 COTTENS, INC	12/15/2020	\$166.36	Prem. TR Hyd O
35400 CROW RIVER FARM EQUIPMEN	12/15/2020	\$464.92	PosiLock 104 Puller, Torx Screwdriver Set, 3/8
35401 DISMANG, BRIAN	12/15/2020	\$150.00	EDA Meetings - 2020
35402 Eagle Engraving, Inc.	12/15/2020	\$572.05	Par Tags with Velcro Backing
35403 GRUPP, JEFF	12/15/2020	\$300.00	Park Board Meetings & Events - 2020
35404 Guidance Point Technologies	12/15/2020	\$2,439.82	10/13/2020 - 11/24/2020 On-Site Service: Fire
35405 HANOVER FIRE RELIEF ASSOCI	12/15/2020	\$6,048.00	Fire Contract Contribution - 2nd Half 2020
35406 HARDWARE HANK	12/15/2020	\$14.91	1/4" Drill Bit
35407 HENNEPIN COUNTY TREASURE	12/15/2020	\$8,000.00	Assessment Contract Services for 8/01/2019 -
35408 Holsiin, Alexander	12/15/2020	\$330.00	Park Board Meetings & Events - 2020
35409 JAMISON, SCOTT	12/15/2020	\$300.00	Park Board Meetings & Events - 2020
35410 JOHNSON, JESSICA	12/15/2020	\$180.00	EDA Meetings - 2020
35411 JOINT POWERS WATER BOARD	12/15/2020	\$2,001.00	WAC Fee - 10791 Settlers Lane North
35412 KOLASA, STAN	12/15/2020	\$300.00	Planning Commission Meetings - 2020
35413 LANO EQUIPMENT - LORETTO	12/15/2020	\$400.00	Bobcat Stump Grinder Rental for Tree Clean-U
35414 MENARDS - BUFFALO	12/15/2020	\$162.30	Driveway Markers, Paper Towels, 32 Gallon Tr
35415 METRO WEST INSPECTION SER	12/15/2020	\$1,232.30	Pmt 237-20 @ 10575 Prairie Lane
35416 MURPHY, LESLIE	12/15/2020	\$270.00	Park Board Meetings & Events - 2020
35417 PINOR, DAVID	12/15/2020	\$16.02	2 Bottles of Hand Sanitizer
35418 PTM DOCUMENT SYSTEMS	12/15/2020	\$127.81	W-2 (100), 1099 Non Employee Compensation
35419 R & W Welding & Machine, Inc.	12/15/2020	\$45.00	Repair - Straighten Forks
35420 Rademacher Family Ptshp.	12/15/2020	\$3,450.00	Return Base Fees for Escrows - Application Ch
35421 ROSS, ANTHONY	12/15/2020	\$120.00	EDA Meetings - 2020
35422 SCHENDEL, JIM	12/15/2020	\$300.00	Planning Commission Meetings - 2020
35423 THE LEADERSHIP GROWTH GR	12/15/2020	\$715.94	B. Hagen: 2021 Leadership Growth Group Boo
35424 VETRANO, DANIELLE	12/15/2020	\$270.00	Park Board Meetings & Events - 2020
35425 VISA	12/15/2020	\$3,165.66	2020 General Election: Dinner for Election Jud

CITY OF HANOVER

12/10/20 12:00 PM

Page 2

**\*Check Summary Register©**

Batch: 12-15-20 Claims

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
35426	VONCO II, LLC	12/15/2020	\$184.00	Fall 2020 Street Sweepings - 6.96 Ton
35427	WRIGHT COUNTY AUDITOR-TRE	12/15/2020	\$9,546.50	WC Patrol Services - December 2020
35428	WRIGHT COUNTY JOURNAL PR	12/15/2020	\$81.88	Annual Subscription - 2021
35429	ZRUST, TED	12/15/2020	\$150.00	EDA Meetings - 2020
		<b>Total Checks</b>	<b>\$114,482.86</b>	

FILTER: (([Act Year]='2020' and [period] in (12))) and (Source in ('12-15-20 Claims'))



Carson, Clelland & Schreder

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

November 30, 2020

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

Professional Services

Amount

Criminal

Table with 2 columns: Description and Amount. Rows include dates and descriptions of legal services (e.g., 11/2/2020 Review files, 11/3/2020 Attend arraignments) and a subtotal of 162.50. Total balance due is 263.57.

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.

[Signature]
John J. Thames, City Attorney

E# 100-41610-304
City Attorney
Legal Fees

DEC - 2 2020

# 3143

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE # 2020-215**

**DATE 12/06/2020**

**PROJECT**

General Planning

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	420.00
	Other payments and credits after 11/08/2020 through 12/05/2020	-420.00
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	892.50
	Total Amount Due	892.50

DATE	ACTIVITY	QTY	RATE	AMOUNT	
	<b>City of Hanover:Hanover General Planning:Hanover General Planning Billable Time</b>				
11/03/2020	Review as-built, email to Amy. Review deck and wetlands, email to Amy.	CMN	0:30	105.00	52.50
11/05/2020	Email from Amy, review fence permit, email to Amy.	CMN	0:15	105.00	26.25
11/06/2020	Phone conference with Brian re: various. Emails re: building permits, start review.	CMN	0:45	105.00	78.75
11/09/2020	Various emails re: permits, culdesac.	CMN	0:15	105.00	26.25
11/11/2020	Phone conference with Amy.	CMN	0:15	105.00	26.25
11/12/2020	Phone conference with Brian. Emails re: building permits. Emails re: Council packet.	CMN	0:30	105.00	52.50
11/13/2020	Various emails.	CMN	0:15	105.00	26.25
11/16/2020	Emails re: building permits.	CMN	0:15	105.00	26.25
11/17/2020	Reviewing as-builts and	CMN	1:00	105.00	105.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	foundation plans, phone conference with Nick, various emails. Phone conference with Amy.			
11/18/2020	Various emails. Review fee schedule with Amy.	CMN	0:45 105.00	78.75
11/19/2020	Review checklists, emails with Amy and Nick. Review 3 as-builts, emails to Amy. Review 2 building permits, email to Amy.	CMN	1:00 105.00	105.00
11/20/2020	Various emails.	CMN	0:15 105.00	26.25
11/23/2020	Review as-built, email to Amy. Emails with Amy re: PC meeting. Email re: Bridges, email to Amy. Phone conference with Amy re: fee schedule.	CMN	1:15 105.00	131.25
11/24/2020	Phone conference with Amy. Complete 360 review.	CMN	0:15 105.00	26.25
11/25/2020	Various emails. Emails and calls re: Bridgewater.	CMN	0:15 105.00	26.25
11/30/2020	Phone conference with assisted living developer. Review files, phone conference with Brian, phone conference with developer.	CMN	0:45 105.00	78.75
	<b>Subtotal:</b>			892.50
	<b>SUBTOTAL - City of Hanover: Hanover General Planning: Hanover General Planning</b>			892.50

TOTAL OF NEW CHARGES  
BALANCE DUE

892.50

**\$892.50**

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

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

# INVOICE

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

**INVOICE #** 2020-216  
**DATE** 12/06/2020

**PROJECT**  
 River's Edge *PUD & Preliminary Plat*

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	1,470.00
	Other payments and credits after 11/08/2020 through 12/05/2020	-1,470.00
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	761.25
	<b>Total Amount Due</b>	<b>761.25</b>

DATE	ACTIVITY	QTY	RATE	AMOUNT	
11/03/2020	Phone conference with Jason.	<b>CMN</b>	0:15	105.00	26.25
11/09/2020	Email from Jason, review concept.	<b>CMN</b>	0:15	105.00	26.25
11/12/2020	Edit memo, draft resolutions, prepare for Council packet, email to Amy.	<b>CMN</b>	2:30	105.00	262.50
11/17/2020	Prepare for and attend City Council meeting.	<b>CMN</b>	4:00	105.00	420.00
11/18/2020	Edit preliminary plat resolution, email to all.	<b>CMN</b>	0:15	105.00	26.25

TOTAL OF NEW CHARGES  
 BALANCE DUE

761.25

**\$761.25**

*E# 818-41910-310*

*Misc. Escrows*

*↳ Planning & Zoning*

*↳ Other Prof. Svcs.*

*Project # 208287*

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

# INVOICE

**BILL TO**

City of Hanover  
 PO Box 278  
 Hanover, MN 55341

**INVOICE #** 2020-217  
**DATE** 12/06/2020

**PROJECT**

Bill's Superette

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	78.75
	Other payments and credits after 11/08/2020 through 12/05/2020	-78.75
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	210.00
	Total Amount Due	210.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/04/2020	Various emails. <b>CMN</b>	0:15	105.00	26.25
11/20/2020	Various emails. <b>CMN</b>	0:15	105.00	26.25
11/25/2020	Emails re: application. <b>CMN</b>	0:15	105.00	26.25
11/30/2020	Reviewing application submittal. <b>CMN</b>	1:15	105.00	131.25
	Various emails. Phone conference with Brian and Nick.			

TOTAL OF NEW CHARGES 210.00  
 BALANCE DUE

**\$210.00**

E# 818-41910-310

Misc. Escrows

Project # 208278

↳ Planning & Zoning  
 ↳ Other Prof. Svc.



**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-218

**DATE** 12/06/2020

**PROJECT**  
Big Bore

Site : Building Plan, Variance, Lot Combo

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	26.25
	Other payments and credits after 11/08/2020 through 12/05/2020	-26.25
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	341.25
	Total Amount Due	341.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/04/2020	Various emails. <b>CMN</b>	0:15	105.00	26.25
11/05/2020	Email from Brian, review application. <b>CMN</b>	0:15	105.00	26.25
11/09/2020	Draft public hearing notice, email to newspaper. Prepare mailer, email to Amy. <b>CMN</b>	0:30	105.00	52.50
11/10/2020	Edit mailer, emails with Amy. <b>CMN</b>	0:15	105.00	26.25
11/16/2020	Draft info for webpage, emails with Amy. <b>CMN</b>	0:15	105.00	26.25
11/18/2020	Review application, draft staff report, email to Amy. <b>CMN</b>	0:30	105.00	52.50
11/23/2020	Attend PC meeting. Draft resolution, prepare for Council packets. <b>CMN</b>	1:15	105.00	131.25

TOTAL OF NEW CHARGES  
BALANCE DUE

341.25

**\$341.25**

E # 818-41910-310

Misc. Escrows

↳ Planning : Zoning  
↳ Other Prof. Svcs.

Project # 208290

**Collaborative Planning, LLC**

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

# INVOICE

**BILL TO**

City of Hanover  
PO Box 278  
Hanover, MN 55341

**INVOICE #** 2020-219

**DATE** 12/06/2020

**PROJECT**

Crow River Heights 4th

*Developers Agreement*

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	26.25
	Other payments and credits after 11/08/2020 through 12/05/2020	-26.25
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	78.75
	Total Amount Due	78.75

DATE		ACTIVITY	QTY	RATE	AMOUNT
11/04/2020	Email from Todd, review plans.	<b>CMN</b>	0:15	105.00	26.25
11/05/2020	Email from Nick.	<b>No Charge</b>	0:15	0.00	0.00
11/10/2020	Email from Nick re: comments on revised grading plan.	<b>CMN</b>	0:15	105.00	26.25
11/17/2020	Email from Nick.	<b>CMN</b>	0:15	105.00	26.25

TOTAL OF NEW  
CHARGES  
BALANCE DUE

78.75

**\$78.75**

*E# 828-41910-310*

*CRHW 4th Addition*

*↳ Planning & Zoning*

*↳ Other Prof. Svcs.*

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

# INVOICE

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

**INVOICE #** 2020-220  
**DATE** 12/06/2020

**PROJECT**  
 Hilltop

Site & Building Plan

DATE	ACCOUNT SUMMARY	AMOUNT
11/08/2020	Balance Forward	288.75
	Other payments and credits after 11/08/2020 through 12/05/2020	-288.75
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	183.75
	Total Amount Due	183.75

DATE	ACTIVITY	QTY	RATE	AMOUNT	
11/08/2020	Email to Ann re: septic.	CMN	0:15	105.00	26.25
11/24/2020	Reviewing email from Ann, reviewing ordinances, reviewing sketch plan, phone conference with Brian. Phone conference	CMN	1:30	105.00	157.50

TOTAL OF NEW CHARGES  
 BALANCE DUE

183.75

**\$183.75**

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning  
 ↳ Other Prof. Svcs.

Project # 208281

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

# INVOICE

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

**INVOICE #** 2020-221  
**DATE** 12/06/2020

**PROJECT**  
 River Town Villas Final Plat

DATE	ACCOUNT SUMMARY	AMOUNT
10/05/2020	Balance Forward	656.25
	Other payments and credits after 10/05/2020 through 12/05/2020	-656.25
12/06/2020	Other invoices from this date	0.00
	New charges (details below)	131.25
	Total Amount Due	131.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/17/2020	Reviewing building permits, phone conference with Amy. Phone conference with Tim. Phone conference with Josh.	CMN	1:00	105.00
11/24/2020	Phone conference with Nick.	CMN	0:15	105.00

TOTAL OF NEW CHARGES  
 BALANCE DUE

131.25  
**\$131.25**

E# 818-41910-310

Misc. Escrows

↳ Planning & Zoning  
 ↳ Other Prof. Svcs.

Project # 208258

**Collaborative Planning**  
**Month: November 2020**

Project Name:	Amount:
General Planning	\$ 892.50
Fehn Companies - IUP Expansion	\$ -
JBW Holdings / River Town Villas - Final Plat	\$ 131.25
JP Brooks / Rivers Edge - Concept Plan	\$ -
Mavco Inc / Mercantile Pass - Concept Plan	\$ -
Big Bore BBQ - Site & Building Plan, Variance, Lot Combo	\$ 341.25
Ben & Kristal Sneen / Riverside Estates - Mult. Escrows	\$ -
David & AuriAnna Mooers - On Site Building Variance	\$ -
Hilltop Coffee - Site & Building Plan	\$ 183.75
Hilltop Coffee - Variance	\$ -
Rivers Edge - PUD & Preliminary Plat	\$ 761.25
CRHW 3rd Addition - Developers Agreement	\$ -
CRHW 4th Addition - Developers Agreement	\$ 78.75
Bill's Superette	\$ 210.00
	<hr/>
	\$ 2,598.75

CITY OF HANOVER

Cash Balances

December 2020

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$536,101.36	\$76.16	\$88,073.70	\$448,103.82
107 FIRE DEPT DONATIONS FUND	\$27,738.94	\$0.00	\$0.00	\$27,738.94
201 EDA SPECIAL REVENUE FUND	\$65,393.93	\$0.00	\$750.00	\$64,643.93
205 EDA BUSINESS INCENTIVE FUND	\$196,121.86	\$0.00	\$0.00	\$196,121.86
311 2008A GO CIP REFUNDING BOND	-\$6,477.28	\$0.00	\$0.00	-\$6,477.28
312 2009A GO IMP REFUNDING BOND	\$18,401.05	\$0.00	\$0.00	\$18,401.05
314 2011A GO IMP CROSSOVER REF BD	\$413,433.51	\$0.00	\$0.00	\$413,433.51
315 2016A GO CIP BOND	\$53,215.44	\$0.00	\$0.00	\$53,215.44
401 GENERAL CAPITAL PROJECTS	\$746,842.75	\$0.00	\$0.00	\$746,842.75
402 PARKS CAPITAL PROJECTS	\$108,560.77	\$0.00	\$0.00	\$108,560.77
403 FIRE DEPT CAPITAL FUND	\$407,417.17	\$0.00	\$741,915.00	-\$334,497.83
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$180,215.17	\$0.00	\$10,607.66	\$169,607.51
406 GAMBLING PROCEEDS	\$15,024.28	\$0.00	\$0.00	\$15,024.28
407 TIF REDEV DIST #1	\$12,119.05	\$0.00	\$5,645.82	\$6,473.23
409 MAHLER PIT - 15TH ST IMP FUND	\$108,839.96	\$0.00	\$0.00	\$108,839.96
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$38,209.74	\$0.00	\$0.00	\$38,209.74
418 STREET CAPITAL PROJ FUND	\$386,929.32	\$0.00	\$0.00	\$386,929.32
601 WATER ENTERPRISE FUND	\$1,036,912.66	\$0.00	\$7,751.00	\$1,029,161.66
602 SEWER ENTERPRISE FUND	\$325,023.15	\$0.00	\$60,505.16	\$264,517.99
603 STORM WATER ENTERPRISE FUND	\$200,001.33	\$0.00	\$251.54	\$199,749.79
611 WATER CAPITAL IMP FUND	\$241,064.34	\$0.00	\$0.00	\$241,064.34
612 SEWER CAPITAL IMP FUND	\$2,267,162.32	\$0.00	\$0.00	\$2,267,162.32
613 STORM WATER CAPITAL IMP FUND	\$717,107.01	\$0.00	\$55.10	\$717,051.91
701 RIVER ROAD CEMETERY	\$37,131.74	\$0.00	\$0.00	\$37,131.74
702 CSAH 19 CEMETERY	\$4,550.00	\$0.00	\$0.00	\$4,550.00
811 EROSION CONTROL ESCROW FUND	\$54,123.53	\$0.00	\$0.00	\$54,123.53
815 LANDSCAPE ESCROW FUND	\$54,000.00	\$0.00	\$0.00	\$54,000.00
817 INFRASTRUCTURE ESCROW FUND	\$35,500.00	\$0.00	\$0.00	\$35,500.00
818 MISC ESCROWS FUND	\$96,694.29	\$0.00	\$8,062.88	\$88,631.41
820 BRIDGES TOWNHOMES ESC FUND	\$3,854.45	\$0.00	\$0.00	\$3,854.45
823 CROW RVR HTS WEST 3RD / BACKES	\$11,708.69	\$0.00	\$210.00	\$11,498.69
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$0.00	\$0.00	\$0.00	\$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	\$39,471.94	\$0.00	\$477.75	\$38,994.19
829 RIVER TOWN VILLAS DEVEL AGRMT	\$50,063.44	\$0.00	\$13,944.50	\$36,118.94
830 FEHN COMP 15TH ST DEVEL AGRMT	\$17,522.21	\$0.00	\$2,800.25	\$14,721.96
900 INTEREST	\$11,797.16	\$0.00	\$0.00	\$11,797.16

Cash Balances

December 2020

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
	\$8,511,775.28	\$76.16	\$941,050.36	\$7,570,801.08

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

Source Alt Code	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$556,086.34	\$1,010,873.00	\$454,786.66	55.01%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$52,202.00	\$104,404.00	\$52,202.00	50.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$7,137.33	\$15,000.00	\$7,862.67	47.58%
Source Alt Code TAXES		\$0.00	\$615,425.67	\$1,130,277.00	\$514,851.33	54.45%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$4,467.80	\$0.00	-\$4,467.80	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$0.00	\$3,493.06	\$11,000.00	\$7,506.94	31.76%
SERVICE	R 100-34107 Assessment Search Fees	\$0.00	\$900.00	\$600.00	-\$300.00	150.00%
SERVICE	R 100-34108 Administrative Fees	-\$700.00	\$6,062.00	\$3,000.00	-\$3,062.00	202.07%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$3.75	\$50.00	\$46.25	7.50%
SERVICE	R 100-34206 Other Public Safety Charges	\$0.00	\$610.00	\$0.00	-\$610.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$87,029.58	\$107,573.00	\$20,543.42	80.90%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,035.68	\$6,000.00	\$964.32	83.93%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$1,973.76	\$2,500.00	\$526.24	78.95%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code SERVICE		-\$700.00	\$109,575.63	\$130,723.00	\$21,147.37	83.82%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$266,909.06	\$100.00	-\$266,809.06	66909.06%
MISC	R 100-36210 Interest Earnings	\$0.00	\$11,821.03	\$0.00	-\$11,821.03	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$1,757.01	\$0.00	-\$1,757.01	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$2,250.54	\$400.00	-\$1,850.54	562.64%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$2,821.94	\$9,000.00	\$6,178.06	31.35%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$3,672.42	\$0.00	-\$3,672.42	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39101 Sales of General Fixed Asset	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$289,232.00	\$9,500.00	-\$279,732.00	3044.55%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$6,920.00	\$6,870.00	-\$50.00	100.73%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$3,510.00	\$1,000.00	-\$2,510.00	351.00%
LIC PERM	R 100-32210 Building Permits	\$0.00	\$152,746.72	\$100,000.00	-\$52,746.72	152.75%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$0.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$24.00	\$50.00	\$26.00	48.00%
Source Alt Code LIC PERM		\$0.00	\$164,700.72	\$110,420.00	-\$54,280.72	149.16%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$5,806.00	\$0.00	-\$5,806.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$62,916.50	\$124,773.00	\$61,856.50	50.42%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$776.30	\$1,000.00	\$223.70	77.63%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$43,833.81	\$39,000.00	-\$4,833.81	112.39%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$6,507.73	\$5,500.00	-\$1,007.73	118.32%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$119,840.34	\$170,612.00	\$50,771.66	70.24%
FINES	R 100-35100 Court Fines	\$0.00	\$2,889.39	\$3,000.00	\$110.61	96.31%
Source Alt Code FINES		\$0.00	\$2,889.39	\$3,000.00	\$110.61	96.31%
<b>Fund 100 GENERAL FUND</b>		<b>-\$700.00</b>	<b>\$1,301,663.75</b>	<b>\$1,554,532.00</b>	<b>\$252,868.25</b>	<b>83.73%</b>



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

Source Alt Code	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		-\$700.00	\$1,301,663.75	\$1,554,532.00	\$252,868.25	83.73%

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

Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
<b>Fund 100 GENERAL FUND</b>						
<b>Dept 41110 Council</b>						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$4,945.75	\$13,000.00	\$8,054.25	38.04%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$299.15	\$806.00	\$506.85	37.12%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$69.96	\$189.00	\$119.04	37.02%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$550.00	\$2,000.00	\$1,450.00	27.50%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$0.00	\$5,547.68	\$7,500.00	\$1,952.32	73.97%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$271.04	\$2,000.00	\$1,728.96	13.55%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$53.69	\$24,662.64	\$20,000.00	-\$4,662.64	123.31%
<b>Dept 41110 Council</b>		<b>\$53.69</b>	<b>\$36,346.22</b>	<b>\$45,495.00</b>	<b>\$9,148.78</b>	<b>79.89%</b>
<b>Dept 41330 Boards and Commissions</b>						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$2,940.00	\$2,940.00	\$5,000.00	\$2,060.00	58.80%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
<b>Dept 41330 Boards and Commissions</b>		<b>\$2,940.00</b>	<b>\$2,940.00</b>	<b>\$5,700.00</b>	<b>\$2,760.00</b>	<b>51.58%</b>
<b>Dept 41400 City Administrator</b>						
CITYADM	E 100-41400-101 Full-Time Employees R	\$3,153.85	\$76,334.84	\$78,668.00	\$2,333.16	97.03%
CITYADM	E 100-41400-121 PERA	\$236.54	\$5,899.35	\$5,900.00	\$0.65	99.99%
CITYADM	E 100-41400-122 FICA	\$194.44	\$4,849.30	\$4,877.00	\$27.70	99.43%
CITYADM	E 100-41400-123 Medicare	\$45.47	\$1,134.03	\$1,141.00	\$6.97	99.39%
CITYADM	E 100-41400-134 Employer Paid Life	\$28.62	\$673.30	\$674.00	\$0.70	99.90%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$323.07	\$8,076.75	\$8,400.00	\$323.25	96.15%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$725.00	\$1,500.00	\$775.00	48.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$165.00	\$200.00	\$35.00	82.50%
<b>Dept 41400 City Administrator</b>		<b>\$3,981.99</b>	<b>\$97,857.57</b>	<b>\$101,360.00</b>	<b>\$3,502.43</b>	<b>96.54%</b>
<b>Dept 41410 Elections</b>						
ELECTION	E 100-41410-101 Full-Time Employees R	\$0.00	\$3,188.50	\$13,500.00	\$10,311.50	23.62%
ELECTION	E 100-41410-122 FICA	\$0.00	\$172.76	\$837.00	\$664.24	20.64%
ELECTION	E 100-41410-123 Medicare	\$0.00	\$40.42	\$196.00	\$155.58	20.62%
ELECTION	E 100-41410-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-200 Office Supplies (GENER	\$507.19	\$8,222.29	\$5,000.00	-\$3,222.29	164.45%
ELECTION	E 100-41410-310 Other Professional Serv	\$41.40	\$4,353.93	\$5,000.00	\$646.07	87.08%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$61.76	\$200.00	\$138.24	30.88%
ELECTION	E 100-41410-400 Repairs & Maint Cont (	\$400.00	\$1,601.60	\$1,200.00	-\$401.60	133.47%
ELECTION	E 100-41410-437 Other Miscellaneous	\$0.00	\$2,201.88	\$0.00	-\$2,201.88	0.00%
<b>Dept 41410 Elections</b>		<b>\$948.59</b>	<b>\$19,843.14</b>	<b>\$25,933.00</b>	<b>\$6,089.86</b>	<b>76.52%</b>
<b>Dept 41430 Clerical Staff</b>						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,935.10	\$46,444.41	\$49,926.00	\$3,481.59	93.03%
CLERICAL	E 100-41430-121 PERA	\$145.13	\$3,593.89	\$3,744.00	\$150.11	95.99%
CLERICAL	E 100-41430-122 FICA	\$118.88	\$2,943.58	\$3,095.00	\$151.42	95.11%
CLERICAL	E 100-41430-123 Medicare	\$27.80	\$688.48	\$724.00	\$35.52	95.09%
CLERICAL	E 100-41430-134 Employer Paid Life	\$19.14	\$465.90	\$456.00	-\$9.90	102.17%
CLERICAL	E 100-41430-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLERICAL	E 100-41430-151 Med/Dental Insurance	\$323.07	\$8,076.75	\$8,400.00	\$323.25	96.15%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$45.00	\$100.00	\$55.00	45.00%
<b>Dept 41430 Clerical Staff</b>		<b>\$2,569.12</b>	<b>\$62,258.01</b>	<b>\$66,945.00</b>	<b>\$4,686.99</b>	<b>93.00%</b>
<b>Dept 41435 Staff Expenses</b>						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$0.00	\$227.78	\$500.00	\$272.22	45.56%

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

Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$92.01	\$2,000.00	\$1,907.99	4.60%
Dept 41435	Staff Expenses	\$0.00	\$319.79	\$2,800.00	\$2,480.21	11.42%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$2,217.08	\$53,649.00	\$57,920.00	\$4,271.00	92.63%
ACCTING	E 100-41530-121 PERA	\$166.28	\$4,151.91	\$4,344.00	\$192.09	95.58%
ACCTING	E 100-41530-122 FICA	\$137.46	\$3,432.29	\$3,591.00	\$158.71	95.58%
ACCTING	E 100-41530-123 Medicare	\$32.15	\$802.76	\$840.00	\$37.24	95.57%
ACCTING	E 100-41530-134 Employer Paid Life	\$21.84	\$531.80	\$527.00	-\$4.80	100.91%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$322.86	\$8,071.50	\$8,400.00	\$328.50	96.09%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$0.00	\$196.90	\$250.00	\$53.10	78.76%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530	Accounting	\$2,897.67	\$70,836.16	\$76,872.00	\$6,035.84	92.15%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41540	Auditing	\$0.00	\$22,150.00	\$22,000.00	-\$150.00	100.68%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$8,054.96	\$23,207.06	\$23,000.00	-\$207.06	100.90%
Dept 41550	Assessing	\$8,054.96	\$23,207.06	\$23,000.00	-\$207.06	100.90%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$160.96	\$3,236.40	\$3,500.00	\$263.60	92.47%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$79.00	\$200.00	\$121.00	39.50%
PURCHASE	E 100-41570-207 Computer Supplies	\$2,439.82	\$13,708.76	\$8,000.00	-\$5,708.76	171.36%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$176.05	\$3,606.36	\$4,500.00	\$893.64	80.14%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$1,591.14	\$2,500.00	\$908.86	63.65%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41570	Purchasing	\$2,776.83	\$22,221.66	\$21,700.00	-\$521.66	102.40%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$751.02	\$12,084.69	\$6,000.00	-\$6,084.69	201.41%
Dept 41600	Computer	\$751.02	\$12,084.69	\$6,000.00	-\$6,084.69	201.41%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$162.50	\$11,963.61	\$20,000.00	\$8,036.39	59.82%
Dept 41610	City Attorney	\$162.50	\$11,963.61	\$20,000.00	\$8,036.39	59.82%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$892.50	\$18,506.50	\$20,000.00	\$1,493.50	92.53%
Dept 41910	Planning and Zoning	\$892.50	\$18,506.50	\$20,000.00	\$1,493.50	92.53%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$1,393.38	\$3,000.00	\$1,606.62	46.45%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$67.70	\$4,784.35	\$6,000.00	\$1,215.65	79.74%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$775.00	\$550.00	-\$225.00	140.91%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$214.24	\$4,004.12	\$7,500.00	\$3,495.88	53.39%
GOVTBLDG	E 100-41940-321 Telephone	\$582.95	\$5,002.66	\$6,400.00	\$1,397.34	78.17%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$272.25	\$400.00	\$127.75	68.06%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$768.42	\$8,357.15	\$9,000.00	\$642.85	92.86%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$310.59	\$2,373.86	\$5,000.00	\$2,626.14	47.48%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$269.85	\$3,255.39	\$3,000.00	-\$255.39	108.51%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$0.00	\$767.65	\$4,000.00	\$3,232.35	19.19%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$98.36	\$48,054.04	\$2,000.00	-\$46,054.04	402.70%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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

Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 41940	General Govt Buildings/Plant	\$2,312.11	\$79,039.85	\$46,850.00	-\$32,189.85	168.71%
Dept 41950	Engineer					
ENGINEER	E 100-41950-303 Engineering Fees	\$3,029.50	\$19,910.50	\$15,000.00	-\$4,910.50	132.74%
Dept 41950	Engineer	\$3,029.50	\$19,910.50	\$15,000.00	-\$4,910.50	132.74%
Dept 41960	Insurance					
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$14,413.10	\$13,000.00	-\$1,413.10	110.87%
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	\$25,652.62	\$25,000.00	-\$652.62	102.61%
Dept 41960	Insurance	\$0.00	\$40,065.72	\$38,000.00	-\$2,065.72	105.44%
Dept 41970	Legal Publications					
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$494.80	\$300.00	-\$194.80	164.93%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$42.50	\$200.00	\$157.50	21.25%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$0.00	\$196.64	\$2,000.00	\$1,803.36	9.83%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41970	Legal Publications	\$0.00	\$733.94	\$2,750.00	\$2,016.06	26.69%
Dept 42000	Public Safety (GENERAL)					
PUBSAFTY	E 100-42000-437 Other Miscellaneous	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42000	Public Safety (GENERAL)	\$0.00	\$20.00	\$0.00	-\$20.00	0.00%
Dept 42101	Hennepin County Sheriff					
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$0.00	\$63,276.00	\$84,368.00	\$21,092.00	75.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$63,276.00	\$84,368.00	\$21,092.00	75.00%
Dept 42102	Wright County Sheriff					
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$9,546.50	\$116,361.12	\$114,558.00	-\$1,803.12	101.57%
Dept 42102	Wright County Sheriff	\$9,546.50	\$116,361.12	\$114,558.00	-\$1,803.12	101.57%
Dept 42210	Fire Dept Administration					
FIREADMIN	E 100-42210-103 Part-Time Employees	\$0.00	\$20,030.61	\$70,600.00	\$50,569.39	28.37%
FIREADMIN	E 100-42210-122 FICA	\$0.00	\$2,824.86	\$4,377.00	\$1,552.14	64.54%
FIREADMIN	E 100-42210-123 Medicare	\$0.00	\$660.69	\$1,024.00	\$363.31	64.52%
FIREADMIN	E 100-42210-142 Unemployment Benefit	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$10,219.30	\$9,000.00	-\$1,219.30	113.55%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$0.00	\$221.32	\$350.00	\$128.68	63.23%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$0.00	\$5,338.50	\$4,000.00	-\$1,338.50	133.46%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$25.00	\$2,201.00	\$1,000.00	-\$1,201.00	220.10%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$3,639.87	\$5,000.00	\$1,360.13	72.80%
Dept 42210	Fire Dept Administration	\$25.00	\$45,136.15	\$95,651.00	\$50,514.85	47.19%
Dept 42220	Fire Dept Equipment					
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$89,731.83	\$11,500.00	-\$78,231.83	780.28%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$465.00	\$2,629.59	\$1,500.00	-\$1,129.59	175.31%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$44.53	\$1,000.00	\$955.47	4.45%
FIREEQUIP	E 100-42220-260 Uniforms	\$1,797.51	\$51,388.71	\$28,500.00	-\$22,888.71	180.31%
FIREEQUIP	E 100-42220-580 Other Equipment	\$115.90	\$5,541.40	\$5,000.00	-\$541.40	110.83%
Dept 42220	Fire Dept Equipment	\$2,378.41	\$149,336.06	\$47,500.00	-\$101,836.06	314.39%
Dept 42240	Fire Dept Training					
FIRETRNG	E 100-42240-208 Training and Instructio	\$572.05	\$6,415.06	\$7,500.00	\$1,084.94	85.53%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$0.00	\$3,669.28	\$3,380.00	-\$289.28	108.56%
FIRETRNG	E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240	Fire Dept Training	\$572.05	\$10,084.34	\$12,380.00	\$2,295.66	81.46%
Dept 42260	Fire Vehicles					
FIREVEH	E 100-42260-212 Motor Fuels	\$7.48	\$1,166.82	\$3,000.00	\$1,833.18	38.89%

**CITY OF HANOVER**  
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Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$1,674.58	\$6,612.53	\$9,000.00	\$2,387.47	73.47%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$0.00	\$42.99	\$1,000.00	\$957.01	4.30%
FIREVEH	E 100-42260-323 Radio Units	\$0.00	\$42,315.79	\$7,800.00	-\$34,515.79	542.51%
Dept 42260 Fire Vehicles		\$1,682.06	\$50,138.13	\$20,800.00	-\$29,338.13	241.05%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$66.63	\$66.63	\$800.00	\$733.37	8.33%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$9.50	\$3,139.78	\$7,500.00	\$4,360.22	41.86%
FIREBLDG	E 100-42280-321 Telephone	\$45.08	\$1,100.85	\$1,000.00	-\$100.85	110.09%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$273.39	\$3,298.37	\$4,500.00	\$1,201.63	73.30%
FIREBLDG	E 100-42280-383 Gas Utilities	\$198.65	\$1,714.15	\$3,500.00	\$1,785.85	48.98%
FIREBLDG	E 100-42280-520 Buildings and Structure	\$338.52	\$5,776.01	\$0.00	-\$5,776.01	0.00%
Dept 42280 Fire Stations and Bldgs		\$931.77	\$15,095.79	\$17,300.00	\$2,204.21	87.26%
Dept 42290 Fire Relief Association						
FIRERELIEF	E 100-42290-124 Fire Pension Contributio	\$0.00	\$47,833.81	\$39,000.00	-\$8,833.81	122.65%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$6,048.00	\$12,096.00	\$12,096.00	\$0.00	100.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,250.00	\$6,250.00	\$0.00	100.00%
Dept 42290 Fire Relief Association		\$6,048.00	\$66,179.81	\$57,346.00	-\$8,833.81	115.40%
Dept 42401 Building Inspection Admin						
INSPADMN	E 100-42401-310 Other Professional Serv	\$1,232.30	\$35,486.03	\$40,000.00	\$4,513.97	88.72%
Dept 42401 Building Inspection Admin		\$1,232.30	\$35,486.03	\$40,000.00	\$4,513.97	88.72%
Dept 42700 Animal Control						
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42700 Animal Control		\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 42800 Cemetery						
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42800 Cemetery		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works (GENERAL)						
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$5,966.36	\$137,747.19	\$146,116.00	\$8,368.81	94.27%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$6,504.22	\$28,360.00	\$21,855.78	22.93%
PUBWRKS	E 100-43000-121 PERA	\$447.48	\$10,661.72	\$12,834.00	\$2,172.28	83.07%
PUBWRKS	E 100-43000-122 FICA	\$360.75	\$9,058.82	\$11,775.00	\$2,716.18	76.93%
PUBWRKS	E 100-43000-123 Medicare	\$84.36	\$2,118.59	\$2,892.00	\$773.41	73.26%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$59.38	\$1,370.12	\$1,548.00	\$177.88	88.51%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,117.79	\$26,458.17	\$32,400.00	\$5,941.83	81.66%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$3,022.73	\$3,500.00	\$477.27	86.36%
PUBWRKS	E 100-43000-212 Motor Fuels	\$836.55	\$4,885.92	\$12,000.00	\$7,114.08	40.72%
PUBWRKS	E 100-43000-215 Shop Supplies	\$1,049.34	\$5,493.72	\$7,500.00	\$2,006.28	73.25%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$310.37	\$11,181.98	\$12,000.00	\$818.02	93.18%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$358.30	\$1,171.16	\$1,500.00	\$328.84	78.08%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$1,148.00	\$5,745.46	\$10,000.00	\$4,254.54	57.45%
PUBWRKS	E 100-43000-260 Uniforms	\$695.20	\$2,010.07	\$3,000.00	\$989.93	67.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$1,250.00	\$7,907.28	\$7,500.00	-\$407.28	105.43%
PUBWRKS	E 100-43000-321 Telephone	\$343.05	\$4,982.32	\$4,200.00	-\$782.32	118.63%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$134.75	\$200.00	\$65.25	67.38%
PUBWRKS	E 100-43000-381 Electric Utilities	\$349.74	\$4,077.20	\$4,000.00	-\$77.20	101.93%
PUBWRKS	E 100-43000-383 Gas Utilities	\$472.81	\$3,547.36	\$7,000.00	\$3,452.64	50.68%
PUBWRKS	E 100-43000-520 Buildings and Structure	\$0.00	\$785.98	\$0.00	-\$785.98	0.00%

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

Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
Dept 43000	Public Works (GENERAL)	\$14,849.48	\$248,864.76	\$310,325.00	\$61,460.24	80.19%
Dept 43121	Paved Streets					
PAVSTRSTS	E 100-43121-224 Street Maint Materials	\$574.90	\$20,267.58	\$50,000.00	\$29,732.42	40.54%
Dept 43121	Paved Streets	\$574.90	\$20,267.58	\$50,000.00	\$29,732.42	40.54%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$1,130.00	\$6,734.54	\$15,000.00	\$8,265.46	44.90%
Dept 43122	Unpaved Streets	\$1,130.00	\$6,734.54	\$15,000.00	\$8,265.46	44.90%
Dept 43125	Ice & Snow Removal					
SNOWREMO	E 100-43125-224 Street Maint Materials	\$10,619.50	\$12,977.20	\$20,000.00	\$7,022.80	64.89%
Dept 43125	Ice & Snow Removal	\$10,619.50	\$12,977.20	\$20,000.00	\$7,022.80	64.89%
Dept 43160	Street Lighting					
STLGHGTG	E 100-43160-381 Electric Utilities	\$2,105.66	\$24,169.47	\$25,000.00	\$830.53	96.68%
Dept 43160	Street Lighting	\$2,105.66	\$24,169.47	\$25,000.00	\$830.53	96.68%
Dept 43240	Waste (refuse) Disposal					
REFDISPO	E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$3,437.21	\$3,000.00	-\$437.21	114.57%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$3,437.21	\$3,000.00	-\$437.21	114.57%
Dept 43245	Recycling: Refuse					
RECYCLING	E 100-43245-384 Refuse/Garbage Dispos	\$3,604.25	\$39,305.50	\$44,000.00	\$4,694.50	89.33%
Dept 43245	Recycling: Refuse	\$3,604.25	\$39,305.50	\$44,000.00	\$4,694.50	89.33%
Dept 45186	Senior Center					
SRCENTER	E 100-45186-437 Other Miscellaneous	\$0.00	\$6,822.33	\$9,100.00	\$2,277.67	74.97%
Dept 45186	Senior Center	\$0.00	\$6,822.33	\$9,100.00	\$2,277.67	74.97%
Dept 45200	Parks (GENERAL)					
PARKS	E 100-45200-212 Motor Fuels	\$0.00	\$1,338.15	\$2,000.00	\$661.85	66.91%
PARKS	E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$9,369.91	\$6,000.00	-\$3,369.91	156.17%
PARKS	E 100-45200-225 Landscaping Materials	\$0.00	\$2,934.17	\$8,000.00	\$5,065.83	36.68%
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	\$140.65	\$1,752.43	\$2,200.00	\$447.57	79.66%
PARKS	E 100-45200-400 Repairs & Maint Cont (	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PARKS	E 100-45200-440 Programs	\$0.00	\$102.43	\$0.00	-\$102.43	0.00%
PARKS	E 100-45200-580 Other Equipment	\$142.75	\$9,958.48	\$8,000.00	-\$1,958.48	124.48%
Dept 45200	Parks (GENERAL)	\$283.40	\$25,455.57	\$26,200.00	\$744.43	97.16%
Dept 45500	Libraries (GENERAL)					
LIBRARY	E 100-45500-437 Other Miscellaneous	\$0.00	\$10,466.23	\$11,600.00	\$1,133.77	90.23%
Dept 45500	Libraries (GENERAL)	\$0.00	\$10,466.23	\$11,600.00	\$1,133.77	90.23%
Dept 48205	Damage Deposit Refunds					
DMGDEPRF	E 100-48205-810 Refunds & Reimburse	\$0.00	\$4,796.94	\$9,000.00	\$4,203.06	53.30%
Dept 48205	Damage Deposit Refunds	\$0.00	\$4,796.94	\$9,000.00	\$4,203.06	53.30%
Dept 49360	Transfers Out					
TRANSFERS	E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
TRANSIT	E 100-49800-310 Other Professional Serv	\$0.00	\$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	\$86,953.76	\$1,494,945.18	\$1,554,533.00	\$59,587.82	96.17%

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

Dept Abbrev	Account Descr	December 2020 Amt	2020 YTD Amt	2020 YTD Budget	2020 YTD Balance	%YTD Budget
		\$86,953.76	\$1,494,945.18	\$1,554,533.00	\$59,587.82	96.17%

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

**RESOLUTION NO 12-15-20-110**

**DESIGNATING 2021 ELECTION POLLING PLACE**

**WHEREAS**, pursuant to Minnesota State Statute 204B.16, cities are required to designate polling places by December 31<sup>st</sup> of each year.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hanover, Minnesota, hereby designates Hanover City Hall, 11250 5<sup>th</sup> St. NE, as the official polling place for Precincts 1 and 2 for 2021 Elections. Let it be noted that Precinct 3 is designated as a mail ballot precinct.

Adopted by the City Council this 15<sup>th</sup> day of December, 2020.

APPROVED BY:

ATTEST:

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

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



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

**RESOLUTION NO 12-15-20-111**

**APPROVING CONTRACT FOR CONCERT IN THE PARK**

**WHEREAS**, the Hanover Park Board recommends hiring the Mitch Gordon Band to perform at the August 28, 2021 Concert in the Park; and

**WHEREAS**, the contract amount is \$2,500.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the contract with the Mitch Gordon Band in the amount of \$2,500.

**BE IT FURTHER RESOLVED**, that the City Council authorizes its City Administrator to execute the contract on its behalf.

Adopted by the City Council this 15<sup>th</sup> day of August, 2020.

APPROVED BY:

ATTEST:

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

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



2538 Hoyt Ave NW, Maple Lake MN 55358  
[www.mitchgordonband.com](http://www.mitchgordonband.com)  
(320)224-4381

**CONTRACT**

This Employment is being entered into on 11/30/2020 by and between the buyer and the artist. The buyer agrees to hire the artist and the artist agrees to perform for the buyer upon terms and conditions as set forth in this agreement. The agent upon this contract is Mitchel Elsenpeter.

1. **Artist:** Mitch Gordon
2. **Buyer:** Hanover City Hall -Jackie Heinz
3. **Venue:** Settlers Park 11230 Fifth St NE, Hanover, MN 55341
4. **Date of Show:** 8/28/2021
5. **Performance Time:** 6:00p-8:00p one set no breaks
6. **Compensation Agreed:** \$2,500.00
7. **Payment:** Check or Cash (If check written to Mitchel Elsenpeter)
8. **Production:** Full production will be provided by the artist and the stage will be provided by the buyer. The artist will provide their own backline.
9. **Accommodations:** Access into event/parking. Water/Tickets for or adult beverages provided behind stage or in green room.
10. **Additional Comments:** The artist provides a well-respected show during all times. Security will be on staff at all times. If the buyer cancels 60 days prior to the date of the performance the artist will be paid in full.
11. **Power:** 50 amp 220 plug 25ft from the stage (4 prong straight plug)
12. **Rain Policy:** Inclement Weather/Outdoor Shows (if applicable): PURCHASER will supply structure to adequately protect Group/Act equipment from rain, snow, etc. Group/Act will not perform during any hazardous weather conditions issued by the National Weather Service (within reason) ie: thunderstorms, tornado warnings, etc. PURCHASER will seek appropriate shelter and try to resume within 1 hour. If after 1 hour conditions have not cleared and ARTIST deems conditions unsafe to continue performance, contract and pay will be deemed fully earned. A decision must be made prior to setup based on weather conditions by PURCHASER. If PURCHASER then requests an alternate set-up location due to weather conditions, Group/Act has the right to reject location if not practical or feasible for safety of band members and/or equipment. Artist can charge an equipment reset fee of \$200.00/hour for relocation of equipment. If Group fails to perform because of Group issues (sickness, accidents, etc), PURCHASER will be notified and entire deposit will be returned. If buyer cancels for any reason within 60 days of performance, Artist will still be paid in full. Other options are available for entertainment location if need be.
13. **Down Payment:** \$0
14. Both parties have read, understood, and agree to the conditions and terms of this contract.  
Thank you for your support and we look forward to performing at your event!

**Buyer: Jackie Heinz**  
X.....

**Artist: Mitch Gordon**  
x.....Mitch Gordon.....

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

**RESOLUTION NO 12-15-20-112**

**APPROVING HENNEPIN COUNTY ASSESSOR AGREEMENT**

**WHEREAS**, the City of Hanover contracts with Hennepin County to provide assessing services.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the 2021-2024 Hennepin County Assessment Agreement.

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

Adopted by the City Council this 15<sup>th</sup> day of December, 2020.

APPROVED BY:

ATTEST:

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

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

**AGREEMENT**

THIS AGREEMENT, Made and entered into by and between the COUNTY OF HENNEPIN, a political subdivision of the State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF "HANOVER", a political subdivision of the State of Minnesota, hereinafter referred to as "CITY";

WHEREAS, said CITY lies partially within the COUNTY OF HENNEPIN and constitutes a separate assessment district; and

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

WHEREAS, said CITY desires the COUNTY to perform certain assessments on behalf of said CITY; and

WHEREAS, the COUNTY is willing to cooperate with said CITY by completing the assessment in a proper manner;

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

1. The COUNTY shall perform the 2021, 2022, 2023, and 2024 property assessment for the CITY OF HANOVER in accordance with property assessment procedures and practices established and observed by the COUNTY, the validity and reasonableness of which are hereby acknowledged and approved by the CITY. Any such practices and procedures may be changed from time to time, by the COUNTY in its sole judgment, when good and efficient assessment procedures so require. The property assessment by the COUNTY shall be composed of those assessment services

which are set forth in Exhibit A, attached hereto and made a part hereof by this reference, provided that the time frames set forth therein shall be considered to be approximate only.

2. All information, records, data, reports, etc. necessary to allow the COUNTY to carry out its herein responsibilities shall be furnished to the COUNTY without charge by the CITY, and the CITY agrees to cooperate in good faith with the COUNTY in carrying out the work under this Agreement.

3. The CITY agrees to furnish, without charge, secured office space needed by the COUNTY at appropriate places in the CITY's offices. The keys thereto shall be provided to the COUNTY. Such office space shall be sufficient in size to accommodate reasonably one (1) appraiser and any furniture placed therein. The office space shall be available for the COUNTY's use at any and all times during typical business hours, and during all such hours the COUNTY shall be provided with levels of heat, air conditioning and ventilation as are appropriate for the seasons.

4. The CITY also agrees to provide appropriate desk and office furniture as necessary, ~~clerical and secretarial support necessary and reasonable for the carrying out of the work herein, necessary office supplies and equipment~~, copying machines and fax machines and their respective supplies, and telephone and internet service to the COUNTY, all without charge to the COUNTY.

5. It shall be the responsibility of the CITY to have available at the CITY's offices, or via telephone or teleconference, a person who has the knowledge and skill to be able to answer routine questions pertaining to homesteads and property assessment matters. ~~and to receive, evaluate and organize homestead applications. The CITY shall store all homestead applications and homestead data in secure storage meeting the~~

~~requirements set by the COUNTY. It shall also be the responsibility of the CITY to promptly refer any homestead application which needs investigation to the COUNTY.~~

6. In accordance with Hennepin County Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, ex-offender status or national origin; and no person who is protected by applicable Federal or State laws, rules and regulations against discrimination shall be otherwise subjected to discrimination.

7. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of joint venturers or co-partners between the parties hereto or as constituting the CITY as the agent, representative or employee of the COUNTY for any purpose or in any manner whatsoever. Any and all personnel of CITY or other persons, while engaged in the performance of any activity under this Agreement, shall have no contractual relationship with the COUNTY and shall not be considered employees of the COUNTY and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the CITY, its officers, agents, CITY or employees shall in no way be the responsibility of the COUNTY, and CITY shall defend, indemnify and hold the COUNTY, its officials, officers, agents, employees and duly authorized volunteers harmless from any and all such claims regardless of any determination of any pertinent tribunal,

agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Re-employment Compensation, disability, severance pay and retirement benefits.

8. CITY agrees that it will defend, indemnify and hold the COUNTY, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the CITY, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The CITY's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

9. COUNTY agrees that it will defend, indemnify and hold the CITY, its elected officials, officers, agents, employees and duly authorized volunteers harmless from any and all liability (statutory or otherwise) claims, suits, damages, judgments, interest, costs or expenses (including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof) resulting from or caused by the negligent or intentional acts or omissions of the COUNTY, its officers, agents, contractors, employees or duly authorized volunteers in the performance of the responsibilities provided by this Agreement. The COUNTY's liability shall be governed by Minn. Stat. Chapter 466 and other applicable law, rule and regulation, including common law.

10. The COUNTY shall endeavor to perform all services called for herein in an efficient manner. The sole and exclusive remedy for any breach of this Agreement by the COUNTY and for COUNTY's liability of any kind whatsoever, including but not limited to liability arising out of, resulting from or in any manner related to contract, tort, warranty, statute or otherwise, shall be limited to correcting diligently any deficiency in said services as is reasonably possible under the pertinent circumstances.

11. Neither party hereto shall be deemed to be in default of any provision of this Agreement, or for delay or failure in performance, resulting from causes beyond the reasonable control of such party, which causes shall include, but are not limited to, acts of God, labor disputes, acts of civil or military authority, fire, civil disturbance, changes in laws, ordinances or regulations which materially affect the provisions hereof, or any other causes beyond the parties' reasonable control.

12. This Agreement shall commence on August 1, 2020 and shall terminate on July 31, 2024. Either party may initiate an extension of this Agreement for a term of four (4) years by giving the other written notice of its intent to so extend prior to March 1, 2024. If the party who receives said notice of intent to extend gives written notice to the other party of its desire not to extend prior to, April 15, 2024 this Agreement shall terminate on July 31, 2024.

Nothing herein shall preclude the parties, prior to the end of this Agreement, from agreeing to extend this contract for a term of four (4) years. Any extended term hereof shall be on the same terms and conditions set forth herein and shall commence on August 1, 2024. Either party may terminate this Agreement for "just cause", as defined herein. ~~determined by the Commissioner of Revenue after hearing for such a determination is held by the Commissioner of Revenue and which has been attended by representatives of COUNTY and~~



~~CITY or which said representatives had a reasonable opportunity to attend, provided that after such determination, any party desiring to cancel this Agreement may do so by giving the other party no less than 120 days' written notice.~~ If the CITY should cancel this Agreement, as above provided, before the completion of the then current property assessment by the COUNTY, the CITY agrees to defend and hold the COUNTY, its officials, officers, agents, employees and duly authorized volunteers harmless from any liability that might ensue as a result of the non-completion of a property tax assessment.

For the purpose of this Agreement, the term "just cause" shall mean the failure of any party hereto reasonably to perform a material responsibility arising hereunder.

13.A. In consideration of said assessment services, the CITY agrees to pay the COUNTY the sum of Eight Thousand Three Hundred Dollars (\$8,300) for each assessment, provided that any payment for the current year's assessment may be increased or decreased by that amount which exceeds or is less than the COUNTY's estimated cost of appraising new construction and new parcels for the current year's assessment. The amount of any increase or decrease shall be specified in the billing for the current year's assessment.

13.B. Regarding each assessment, in addition to being subject to adjustment in the above manner, said assessment cost of \$8,300 may also be increased by the COUNTY if:

- (1) The COUNTY determines that any cost to the COUNTY in carrying out any aspect of this Agreement has increased, including but not limited to the following types of costs: **new construction and new parcel appraisals, mileage, postage, supplies, labor (including fringe benefits) and other types of costs, whether similar or dissimilar;** and/or
- 2) The COUNTY reasonably determines that other costs should be included in the costs of assessment work.

If the COUNTY desires to increase the assessment cost pursuant to this paragraph 13(B), it shall give written notice thereof by June 15 of any year and such increase shall apply to the assessment for the calendar year next following the current calendar year. Any such notification shall specifically set forth the amount of any new construction and new parcel appraisal charges. Notwithstanding any provisions herein to the contrary, if any such increase, exclusive of any charge for the estimated costs of new construction and new parcel appraisals, exceeds seven and one half percent (7.5%) of the amount charged for the assessment for the then current calendar year, exclusive of any charge for the estimated costs of new construction and new parcel appraisals, the CITY may cancel this Agreement by giving to the COUNTY written notice thereof, provided that said cancellation notice must be received by the COUNTY not later than July 24 of the then current calendar year and said cancellation shall be effective no earlier than five (5) days after the receipt of said notice by the COUNTY and not later than July 31 of said next calendar year. Supportive records of the cost increase will be open to inspection by the CITY at such times as are mutually agreed upon by the COUNTY and CITY.

Failure of the COUNTY to give the CITY a price-change notice by June 15 shall not preclude the COUNTY from giving CITY such notice after said date but prior to ~~August~~ ~~September~~ 1 of any year, provided that if such price increase exceeds said ten (10%) - all as above set forth - the CITY may cancel this Agreement if the COUNTY receives notice thereof not later than thirty-nine (39) days from the date of receipt by the CITY of any said late price-change notice, provided further that any such cancellation shall be effective not earlier than five (5) days after COUNTY's receipt of said cancellation notice and not later than forty-six (46) days after the CITY's receipt of any said price-increase notice.

Payment for each assessment shall be made in the following manner:

Any bill from the COUNTY for the current year's assessment which is received by the CITY before August 18 of the current year shall be due on September 7 1 of said year, provided that the CITY may elect to pay said bill before said date. Any bill received by the city after August 18 shall be due no later than ~~twenty-one (21)~~ **thirty (30)** days after the CITY's receipt thereof.

~~The COUNTY may bill the CITY after the aforesaid dates and in each such case, the CITY shall pay such bill within thirty (30) days after receipt thereof.~~

14. Any notice or demand, which may or must be given or made by a party hereto, under the terms of this Agreement or any statute or ordinance, shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

TO CITY: **City Administrator**  
~~Mayor,~~ City of Hanover  
11250 5th Street NE  
Hanover, MN 55341

TO COUNTY: Hennepin County Administrator  
2300A Government Center  
Minneapolis, MN 55487

copies to: County Assessor  
Hennepin County  
2103A Government Center  
Minneapolis, MN 55487

~~copies to: Assistant County Assessor  
Hennepin County  
2103A Government Center  
Minneapolis, MN 55487~~

Any party may designate a different addressee or address at any time by giving written notice thereof as above provided. Any notice, if mailed, properly addressed, postage prepaid, registered or certified mail, shall be deemed dispatched on the registered date or that stamped on the certified mail receipt and shall be deemed received within the second business day thereafter or when it is actually received, whichever is sooner. Any notice delivered by hand shall be deemed received upon actual delivery.

15. It is expressly understood that the obligations of the CITY under Paragraphs 7, 8, 12, and 13 hereof and the obligations of the CITY which, by their sense and context, are intended to survive the performance thereof by the CITY, shall so survive the completion of performance, termination or cancellation of this Agreement.

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

COUNTY OF HENNEPIN  
STATE OF MINNESOTA

Reviewed by County  
Attorney's Office:

By: \_\_\_\_\_  
Chair of the County Board

Date: \_\_\_\_\_

And: \_\_\_\_\_  
Assistant/Deputy/County Administrator

ATTEST: \_\_\_\_\_  
Deputy/Clerk of the County Board

CITY OF HANOVER

By: \_\_\_\_\_

Its \_\_\_\_\_

And: \_\_\_\_\_

Its \_\_\_\_\_

City organized under:

\_\_\_\_\_ Statutory \_\_\_\_\_ Option A \_\_\_\_\_ Option B \_\_\_\_\_ Charter

**EXHIBIT A**  
**CITY OF HANOVER**

During the contract term, the County shall:

1. Physically inspect and revalue 20% of the real property, as required by law.
2. Physically inspect and value all new construction, additions and renovation.
3. Adjust estimated market values on those properties not physically inspected as deemed necessary per sales ratio analysis.
4. Prepare the initial assessment roll.
5. Print and mail valuation notices.
6. Respond to taxpayers regarding assessment or appraisal problems or inquiries.
7. Conduct valuation reviews prior to Board of Review or Open Book Meetings, as determined by the City – approximate dates: March through May 15.
8. Attend Board of Review or conduct Open Book Meeting. Prepare all necessary review appraisals. Approximate dates: April 1 – May 31.
9. Maintain an updated property file – current values, classification data and characteristic data.
10. Prepare divisions and combinations as required.
11. Administer the abatement process pursuant to Minn. Stat. §375.192.
12. Prepare appraisals; defend and/or negotiate all Tax Court cases.
13. Provide all computer hardware and software applications necessary to complete contracted services.
14. Process all homestead and special program applications.

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

**RESOLUTION NO 12-15-20-113**

**APPROVING WRIGHT COUNTY ASSESSOR CONTRACT**

**WHEREAS**, the City of Hanover contracts with Wright County to provide assessing services.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the 2022-2023 Wright County Assessment Agreement.

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

Adopted by the City Council this 15<sup>th</sup> day of December, 2020.

APPROVED BY:

ATTEST:

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

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



## **MEMORANDUM REGARDING PROPERTY ASSESSMENT CONTRACTS**

November 2, 2020

In October of 2020, the county board reviewed the costs associated with performing the property assessment and the revenue received by the jurisdictions that employ the services of the Wright County Assessor's Office. The Board ratified the contract rates at the October 20<sup>th</sup> meeting. I have enclosed a copy of the assessment contract for the 2022 and 2023 assessment years, feel free to contact me if you have any questions. If you plan to renew your contract with our office, please send a signed copy by January 15, 2021.

### **Findings by the Board included:**

- Local assessors have been retiring, districts that were under contract with local assessors haven't been able to find replacements, requiring the County to hire appraisers to perform the assessment for those districts thereby increasing costs to the County.
- Legislation requires all assessor's to be accredited within four years of hire, resulting in higher up-front expenses for training. Additional continuing education for all assessors is also being mandated by law.

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

- Our office will not be adjusting our rate for the 2022 assessment of \$14 per parcel from the previous assessment year.
- The fee is to be increased to \$15 per parcel for the 2023 assessment. This fee is to be charged on all parcels within each jurisdiction.

In addition, for districts that issue their own building permits:

- The fee for the assessment of any new construction or addition to a residential/commercial/industrial/apartment with a permit value of \$499,999 and under will be increased from \$50 to \$60 per new building/addition.
- The fee for the assessment of any new construction or addition to a commercial/industrial/apartment with a permit value of \$500,000 and greater will be increased from \$150 to \$160.
- Note that most jurisdictions pass these costs on to the property owner as part of the permitting process
- This fee change is in effect for both the 2022 and 2023 assessments.

If you have any questions regarding the contract or these changes, please contact me via email at [Tony.Rasmuson@co.wright.mn.us](mailto:Tony.Rasmuson@co.wright.mn.us) or via phone at 763-682-7372.

Sincerely,

Tony Rasmuson, SAMA  
Wright County Assessor

NOV 06 2020



## **ASSESSMENT SERVICES AGREEMENT**

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

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

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

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

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

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

1. The County shall perform the 2022 and 2023 property assessment for the City/Township in accordance with the property assessment procedures and practices established and observed by the County, the validity and reasonableness of which are hereby acknowledged and approved by the City/Township. The property assessment by the County shall be composed of those assessment services which are set forth in Exhibit A, attached hereto and made a part hereof by reference.

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

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

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

5. This Agreement shall commence on January 2, 2021 and shall terminate on June 30, 2023. Either party may initiate an extension of this Agreement for a term of two years by giving the other party written notice of its intent to extend no less than 120 days prior to the termination of this Agreement. If the party who receives said notice of intent to extend gives written notice

to the other party of its desire not to extend the Agreement at least 60 days prior to the termination of this Agreement, this Agreement shall terminate on June 30, 2023.

6. In consideration of said assessment services, the City/Township agrees to pay the County a fee of \$14.00 per parcel for the 2022 and \$15.00 per parcel for the 2023 assessment. In addition, there will be an additional fee of \$60.00 for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$499,999.00 or less. There will also be an additional fee of \$160.00 per parcel for each new construction residential or commercial/industrial building permit with an estimated construction cost of \$500,000.00 or more. These additional fees shall be only applicable in those cities or townships which issue their own building permits.

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

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


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

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

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officers and delivered on its behalf, this 2<sup>nd</sup> day of Nov, 2020.

WRIGHT COUNTY

Dated: 11/2/2020

By   
Anthony P. Rasmuson  
Wright County Assessor

City of Hanover

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

## **EXHIBIT A**

During the term of this Agreement, the County shall:

1. Physically inspect and value and classify real property, in accordance with State statutes.
2. Physically inspect and value all new construction, additions and renovations.
3. Conduct valuation reviews prior to Board of Review or Open Book Meeting.
4. Attend Board of Review or Open Book Meetings either in person or virtually. Per Board request, make all necessary review appraisals.
5. Keep updated property records including physical characteristics, sales data, current values and classifications.
6. Administer all State mandated property tax programs and maintain proper documentation.
7. Print and mail valuation and classification notices.
8. Respond to taxpayers regarding assessment or appraisal inquiries and concerns.
9. Process all divisions, combinations, new plats, and annexations including revaluation and reclassification of affected parcels.
10. Administer the abatement process pursuant to Minn.Stat. § 375.192 and county abatement policy.
11. Make appraisals for, testify and/or negotiate all District Court and Tax Court filings.
12. Adjust estimated market values on all property annually based upon the market analysis of existing real estate market conditions.

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

**ORDINANCE NO 2020-05**

**AN ORDINANCE ADOPTING THE 2021 CITY OF HANOVER FEE SCHEDULE**

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

Section 1. The City of Hanover 2021 Fee Schedule, as attached, is hereby adopted.

Section 2. This Ordinance shall be effective January 1, 2021 following its passage and publication. Publication may be made in summary form.

Adopted by the Hanover City Council this 15<sup>th</sup> day of December 2020.

APPROVED BY:

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

ATTEST:

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



# City of Hanover

## 2021 Fee Schedule

**CITY HALL RENTAL FEES: Complete payment is due 60 days prior to event.**

**Community Room: No Alcohol**

Damage Deposit	\$	200.00
Rental Fee	\$	300.00

**Community Room: With Alcohol**

Damage Deposit	\$	200.00
Rental Fee	\$	425.00
Set Up Fee	\$	100.00

**Civic & Non-Profit Organizations**

Meet Occasionally with kitchen	\$	50.00 per meeting
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**Other Rental Options**

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

**Organizations Exempt from Rental Fees**

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

*\*If the hall is rented the following day after an event, the organization is responsible for paying for a special cleaning and will be invoiced by the City.*

**SETTLERS PARK SHELTER RENTAL FEES: Full payment is required at time of reservation.**

Damage Deposit	\$	100.00
Rental Fee	\$	135.00 Includes Tax
Funeral Receptions	\$	75.00 Includes Tax

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

**\*\*ALL COMMUNITY ROOM, CONFERENCE ROOM, AND PARK SHELTER RENTALS ARE SUBJECT TO A SANITIZATION FEE.**

# 2021 Fee Schedule

## MISCELLANEOUS FEES:

### Cemetery Lots

Traditional Burial: Resident	\$ 750.00
Traditional Burial: Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee for in-ground burials	\$ 50.00 per trip
Columbarium Niche: Resident	\$ 750.00
Columbarium Niche: Non-Resident	\$ 900.00
Opening/Closing of Columbarium Niche:	
Monday through Friday during business hours	\$ 50.00
Outside of business hours including weekends	\$ 100.00

### Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Compost Site Replacement Key Fob	\$ 5.00
Return/NSF Checks	\$ 30.00
ACH Return Fee	\$ 10.00
Stop Payment Fee	\$ 25.00
Special Assessment Search	\$ 25.00 Per PID#
Administrative Citation of Code Offense	\$ 100.00 First Occurance
Administrative Citation Appeal Hearing to Officer	\$ 50.00 if violation is confirmed
Election Recount	\$ 1,000.00 escrow

*(Discretionary - candidate responsible for actual costs)*

### Staff Billing Rates

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



# 2021 Fee Schedule

## BUILDING PERMITS:

<b>Building Permit Fees</b>	<b>1997 UBC Fee Schedule</b>
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee	plus 25% of 1997 UBC Fee Schedule
Re-inspection Fee	\$ 50.00
Investigation Fee	As determined by the Building Official
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00 plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00 plus current State surcharge
<b>Residential Fireplace Permits</b>	
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule
Gas Fired Mechanical	\$ 85.00 plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00 per unit plus current State surcharge
Residential Water Heater	\$ 50.00 plus current State surcharge
<b>Plumbing Permit</b>	
Residential	\$ 50.00 base fee plus \$9.00 per fixture plus State surcharge
Commercial	1997 UBC Fee Schedule
Mechanical Permit (Commercial)	1997 UBC Fee Schedule
<b>Fire Suppression System Permit</b>	<b>1997 UBC Fee Schedule</b>
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
<b>Fire Alarm System Permit</b>	<b>1997 UBC Fee Schedule</b>
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
<b>Sign Permit</b>	
Permanent Signs	1997 UBC Fee Schedule
<b>Demolition Permit</b>	\$ 100.00 residential
	\$ 200.00 commercial
<b>Fence Permit</b>	
Over 6'	1997 UBC Fee Schedule
Under 6'	Administrative Permit
Residential New Construction Escrows	\$ 5,000.00 per unit
Non-Residential Landscape Escrow	Will handle on case by case basis
Non-Residential Infrastructure Escrow	Will handle on case by case basis
Non-Residential Erosion Control Escrow	Will handle on case by case basis
Escrow Inspection Fee	\$ 50.00 per re-inspection required after initial request

*\*All full-size plan sheets submitted for new construction 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.*

# 2021 Fee Schedule

## DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$ 2,270.00	per unit
Water Trunk Fee	\$ 903.00	per unit
Storm Sewer Trunk Fee	\$ 0.08	per square foot
Park Dedication Fee	\$ 3,272.00	per unit
Storm Warning Siren Fee	\$ 68.63	per acre
<b>Connection Permit Charges:</b>		
Sewer Permit Fee	\$ 125.00	
Sewer Connection Fee (SAC)	\$ 5,749.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$ 2,286.00	per WAC unit
Water Meter Fee: Residential	\$ 650.00	residential
Water Meter Fee: Non-Residential	Will handle on case by case basis	
<b>Utility Rates</b>		
Water Distribution Rates	\$ 1.52	City portion base fee per month
	\$ 1.09	City portion per 1,000 gallons
	Jt. Powers portion per Jt. Powers current fee schedule	
Sewer Rates (City Potion)	\$ 33.36	minimum per month (up to 7,000 gallons)
	\$ 6.63	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 Fee Schedule
Water Shut-off/Turn-on Fee	\$35.00

# 2021 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.

*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.

## FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

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

# 2021 Fee Schedule

## PLANNING AND ZONING:

	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 300.00	\$ 500.00
Comprehensive Plan Amendment	\$ 250.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
Planned Unit Development (PUD)	\$ 300.00	\$ 2,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee &amp; escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 1,500.00
Administrative Site Plan Amendment	\$ 100.00	\$ 200.00
Conditional Use Permit	\$ 300.00	\$ 2,000.00
Interim Use Permit	\$ 300.00	\$ 2,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(up to 10 lots)	\$ 400.00	\$ 5,000.00
(11-100 lots)	\$ 400.00	\$ 5,000.00 plus \$250/lot > 10
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
<b>Preliminary Plat - Commercial/Industrial</b>		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Permitting	\$ 300.00	\$ 2,000.00

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

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

# 2021 Fee Schedule

## OTHER PERMITS/LICENSES:

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

*\*applicant is responsible for any fees charged by the county to review liquor license applications*

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

**RESOLUTION NO 12-15-20-114**

**APPROVING PROPOSAL FROM WSB & ASSOCIATES FOR  
2021 PAVEMENT MANAGEMENT SERVICES**

**WHEREAS**, staff has identified a portion of Riverview Road to receive a mill & overlay project in 2021;  
and

**WHEREAS**, WSB has submitted a proposal to provide engineering services for the 2021 Pavement Management Project.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota, hereby approves the attached proposal from WSB & Associates to provide engineering services on the 2021 Pavement Management project.

Adopted by the City Council this 15<sup>th</sup> day of December, 2020.

APPROVED BY:

ATTEST:

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

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

December 15, 2020

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

Re: Proposal to Provide Professional Engineering Services for the  
2021 Pavement Improvement Project  
City of Hanover, MN

Dear Mayor and Council:

WSB is pleased to present this proposal to the City of Hanover to provide professional engineering services as they relate to the 2021 Pavement Improvement Project. Our scope of work includes the following project tasks:

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

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

#### **PROJECT UNDERSTANDING**

WSB and the Public Works Supervisor reviewed several candidates for street improvements in 2021 and are recommending that the City of Hanover improve the deteriorating road surface on the following street and as shown in **Figure 1**:

- Riverview Rd NE from River Rd to Lift Station

The proposed project is anticipated to consist of a 2-inch bituminous mill & overlay of the pavement area and pedestrian curb ramp improvements at the River Rd NE/River View Rd NE intersection. The City's Pavement Management Plan recommends a mill & overlay for roads that are approximately 20 years old. The pavement on this portion of River View Rd was constructed in 1999 and it is approaching 22 years old. The pavement surface shows some moderate surface distresses which make it an excellent candidate for the mill & overlay treatment.

### **PROJECT APPROACH/SCOPE OF SERVICES**

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

#### **1. Project Management**

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

#### **2. Data Collection**

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

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

#### **3. Meetings**

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

- 1 neighborhood meeting
- 2 meetings with City staff to discuss final design
- Attend bid opening
- City Council meeting to accept plans/specs and authorize ad for bid
- City Council meeting to review bids and award contract for construction
- Preconstruction meeting with contractor
- City Council meeting to accept the improvements and make final payment to the contractor.

#### **4. Topographic Survey**

WSB will perform a topographic survey of the project area to collect only the pertinent information needed for the construction plans. Elements collected in the survey will include streets, driveways, water valves, and manholes/catch basins. In addition to information collected during the topographic survey, previous record drawings will be reviewed and utilized in the design.

#### **5. Final Design**

The final design shall be based on discussions and review by City Staff

- A. Title Sheet/Index Map** – Plan title sheet with index and location map. The sheet shall identify the general project area to be reconstructed.
- B. General Layout** – Overall layout of project area.
- C. Construction Notes and Details** – City of Hanover standard details shall be used and any standard City notes. If there is no existing detail or note for a given



situation, WSB shall provide the information for City review and approval. Typical street sections shall be included in these sheets.

- D. Traffic Control / Staging Plan** – A traffic control plan and staging plan, noting detours and construction stage necessary during construction, shall be developed and coordinated with the City.
- E. Removal/Demolition Plan** – Plan sheets shall be based on information gathered during the topographic survey. Items to be removed, demolished, or salvaged shall be identified on this plan.
- F. Street and Utility Plan / Profile** – Plans shall indicate all new street widths, right-of-way width, driveway replacements, and culvert replacements. Any signage that needs to be added or replaced on this project shall be identified in these plan sheets.
- G. Storm Water Pollution Prevention Plan (SWPPP)** – Plan sheets containing erosion and sedimentation control strategies and notes for construction operations. SWPPP is required per the Minnesota Pollution Control Agency (MPCA) NPDES Storm Water Permit.
- H. Project Manual** – The project manual shall contain all project documents pertinent to construction including: advertisement for bids, bidding instructions, bid proposal form, bonding documents, contract agreements, insurance certificates, general conditions, technical specifications, appendices and any other information required by the City of Hanover. The specifications shall be written to conform to the City of Hanover's standards and format.

## **6. Permitting**

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

- NPDES Storm Water Permit (MPCA)

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

## **7. Project Bidding**

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

## **8. Construction Staking**

WSB will provide location and offset stakes for project roads and infrastructure during construction. One (1) set of stakes will be provided per project component and location. Additional staking will be at the contractor's expense.

## **9. Construction Inspection and Administration**

WSB will provide on-site construction inspection for a period of two weeks during construction activities. In addition, we will perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and

specifications. WSB will track material quantities and prepare construction pay vouchers for the City's approval.

**SCHEDULE**

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

Topographic & existing conditions survey..... December 2020  
Approve plans/authorize advertisement for bid .....February 2, 2021  
Receive bids/award project..... March 2021  
Begin construction..... May/June 2021  
Final completion of construction ..... July/August 2021

**PROPOSED FEE**

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

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
1	TOPOGRAPHIC & EXISTING CONDITIONS SURVEY	\$2,378
2	FINAL DESIGN & BIDDING	\$7,203
3	CONSTRUCTION STAKING	\$1,212
4	MATERIAL TESTING	\$1,875
5	CONSTRUCTION INSPECTION/ADMINISTRATION	\$11,268
<b>TOTAL PROPOSED FEE</b>		<b>\$23,936</b>

We propose to complete Tasks 1 through 5 as indicated on an hourly not-to-exceed fee of \$23,936.

If additional work outside of the above-described scope, it will proceed only after City approval. WSB would work with the City to define the scope of any additional work for City approval. This additional work would be billed on an hourly basis in accordance with WSB's 2021 Fee Schedules.

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

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

Sincerely,

WSB

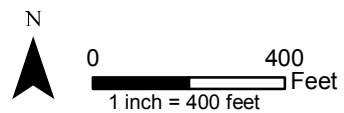


Nick Preisler, PE  
Project Engineer



# Project Location Map

2021 Pavement Improvement Project  
Hanover, MN



**OPINION OF PROBABLE COST**

WSB Project: 2021 Pavement Improvement Project  
 Project Location: Hanover, MN  
 City Project No.:  
 WSB Project No.:

Design By: NNP  
 Checked By:  
 Date: 12/9/2020

Item No.	MnDOT Specification No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
<b>A. Surface Improvements</b>						
1	2021.501	MOBILIZATION	LS	1	\$ 15,000.00	\$ 15,000.00
2	2104.502	REMOVE CASTING	EACH	12	\$ 250.00	\$ 3,000.00
3	2104.502	SALVAGE SIGN	EACH	4	\$ 55.00	\$ 220.00
4	2104.503	REMOVE CURB & GUTTER	LF	30	\$ 9.00	\$ 270.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF	60	\$ 5.00	\$ 300.00
6	2104.503	REMOVE BITUMINOUS PAVEMENT	SY	38	\$ 12.00	\$ 456.00
7	2104.518	REMOVE CONCRETE WALK	SF	100	\$ 2.25	\$ 225.00
8	2123.510	COMMON LABORERS	HOURL	6	\$ 115.00	\$ 690.00
9	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	6	\$ 165.00	\$ 990.00
10	2221.507	SHOULDER BASE AGGREGATE (CV) CLASS 5	CY	48	\$ 42.00	\$ 2,016.00
11	2231.604	BITUMINOUS PATCH SPECIAL	SY	56	\$ 65.00	\$ 3,640.00
12	2232.504	MILL BITUMINOUS SURFACE (2")	SY	7900	\$ 2.50	\$ 19,750.00
13	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	719	\$ 3.50	\$ 2,516.50
14	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	893	\$ 80.00	\$ 71,440.00
15	2504.602	ADJUST VALVE BOX	EACH	4	\$ 250.00	\$ 1,000.00
16	2506.502	CASTING ASSEMBLY		12	\$ 875.00	\$ 10,500.00
17	2506.602	CHIMNEY SEAL	EACH	12	\$ 225.00	\$ 2,700.00
18	2521.518	6" CONCRETE WALK	SF	100	\$ 14.00	\$ 1,400.00
19	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	30	\$ 32.00	\$ 960.00
20	2540.601	MAILBOX (TEMPORARY)	LS	1	\$ 1,200.00	\$ 1,200.00
21	2563.601	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$ 5,000.00
22	2564.602	INSTALL SIGN	EACH	4	\$ 85.00	\$ 340.00
23	2573.502	STORM DRAIN INLET PROTECTION	EACH	4	\$ 200.00	\$ 800.00
24	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	500	\$ 3.50	\$ 1,750.00
25	2574.507	BOULEVARD TOPSOIL BORROW	CY	64	\$ 35.00	\$ 2,240.00
26	2575.605	BLOWN COMPOST SEEDING	SY	569	\$ 6.00	\$ 3,414.00
27	2582.518	CROSSWALK MULTI COMP GR IN	SF	90	\$ 10.00	\$ 900.00
<b>CONSTRUCTION TOTAL</b>						<b>\$ 152,717.50</b>
<b>CONTINGENCY TOTAL (10%)</b>						<b>\$ 15,271.75</b>
<b>SUBTOTAL</b>						<b>\$ 167,989.25</b>
<b>ENGINEERING &amp; INDIRECT COSTS(14.25%)</b>						<b>\$ 23,936.00</b>
<b>TOTAL</b>						<b>\$ 191,925.25</b>

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

**RESOLUTION NO 12-15-20-115**

**ADOPTING HISTORIC BRIDGE LIGHTING POLICY**

**WHEREAS**, the City of Hanover accepted a donation of upgraded Historic Bridge Lights that have the ability to change colors; and

**WHEREAS**, Chapter 2400 – Historic Bridge Lighting Policy has been established to provide guidance as to when the lighting is to change colors.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Hanover, Minnesota hereby adopts the attached Chapter 2400 – Historic Bridge Lighting Policy.

Adopted by the City Council this 15<sup>th</sup> day of December, 2020.

APPROVED BY:

ATTEST:

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

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

**CITY OF HANOVER**

**WRIGHT / HENNEPIN COUNTIES**

**HISTORIC BRIDGE LIGHTING POLICY**

DRAFT

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DRAFT

### **2400.01 PURPOSE**

The purpose of this policy is to establish criteria and a schedule for changing the coloring of the Historic Bridge Lighting.

### **2400.02 CRITERIA FOR ESTABLISHING A LIGHTING SCHEDULE**

- Recognize and support national holidays or other nationally recognized major events.
- Recognize and support local event importance.
- Recognize and support public schools serving the City of Hanover who are participating in major events.
- Other events or situations deemed important and deserving support as determined by the City Council.

### **2400.03 BRIDGE LIGHTING SCHEDULE**

The following schedule is established to determine dates where the lighting is to be adjusted to recognize and support holidays or other events deemed important. The lighting description is to provide a general example of what is expected.

- December 31 - January 1: twinkly/firework visual white lights
- February 14: solid red & white
- May 31 – July 4: solid red, white and blue
- Hanover Harvest Festival Week: solid fall colors/logo colors
- September 11: solid red, white and blue
- November 11: solid red, white and blue
- December 1 – December 30: multicolored lights
- Major School Events: solid school colors
- Other Council Directed Events: color established by Council
- Dates not established above: solid soft white

### **2400.04 PROCEDURE TO ADJUST SCHEDULE**

The Historic Bridge Lighting typically will not be adjusted for reasons other than what has been established above. In certain circumstances, the City Council may determine an event or situation is warranted to adjust the bridge lighting. If a special circumstance is approved, it will be for a specific date request for that year. Should the Council desire, the policy may be amended to add



the event/date to the annual lighting schedule. The public may attend a City Council meeting to formally request a change to the bridge lighting.

**2400.05 AMENDMENTS**

The City reserves the right to amend this policy at any time.

DRAFT

**CITY OF HANOVER  
2021 ANNUAL APPOINTMENTS**

Mayor:	Chris Kauffman	4 Year Term 2021-2024
Council:	Ken Warpula	4 Year Term 2019-2022
	Jim Zajicek	4 Year Term 2019-2022
	MaryAnn Hallstein	4 Year Term 2021-2024
	Thomas Dierberger	4 Year Term 2021-2024

**APPOINTMENTS**

Vice-Mayor: [redacted] 2021

Planning Commission: (3 Year Terms)

	Jim Schendel	2019-2021
	Mike Christenson	2019-2021
	Stan Kolasa	2020-2022
	Gretchen Barrett	2020-2022
	[redacted]	2021-2023

Council Liaison:	[redacted]	2021
Alternate Liaison:	[redacted]	2021

Park Board: (3 Year Terms)

	Leslie Murphy	2019-2021
	Jeff Grupp	2020-2022
	Alexander Holslin	2020-2022
	[redacted]	2021-2023
	[redacted]	2021-2023

Council Liaison:	[redacted]	2021
Alternate Liaison:	[redacted]	2021

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

	Jessica Johnson	2016-2021
	Brian Dismang	2017-2022
	Todd Bartels	2018-2023
	Ted Zrust	2018-2023
	Tony Ross	2018-2023
	Ken Warpula	2019-2022 (Council Member)
	[redacted]	2021-20xx (Council Member)

Joint Powers Water Board:  
[redacted] and [redacted]

Wright County Transit Advisory Committee (WCAT):  
[redacted] 2021-2022

Safety Committee:

City Hall Staff

Fire Department:

Fire Chief:	Dave Malewicki	2019-2021
Chief 2:	Toby Heinz	2020-2021
Captain 1		2021-2022
Captain 2	Adam Lange	2020-2021
Captain 3		2021-2022
Lieutenant		2021
Lieutenant		2021
Lieutenant		2021

Fire Relief Association:

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)  
Springsted (Bonds and Other)

Official Depositories:

BankWest, MidWestOne Bank, Financial Security Bank, First National Bank of Elk River, UBS Financial, Minnesota Municipal Money Market Fund

Official Newspaper:

Wright County Journal Press

Animal Control:

Monticello Impound

Official Radio Station:

WCCO-830 AM

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