

**AGENDA
HANOVER CITY COUNCIL
JANUARY 17, 2017**

**MAYOR
CHRIS KAUFFMAN**

**COUNCIL
JOHN VAJDA
DOUGLAS HAMMERSENG
KEN WARPULA
JIM ZAJICEK**

- 1. Call to Order: 6:00 p.m.**
- 2. Approval of Agenda**
- 3. Consent Agenda Items:**
 - a. Approve Minutes of Special January 3, 2017 City Council Meeting (3)**
 - b. Approve Claims as Presented: (6)**

➤ Claims	\$ 84,335.56
➤ Payroll	\$ 7,423.48
➤ P/R taxes & Exp	\$ 2,970.68
➤ Other Claims	\$ 1,927.37
➤ Total Claims	<u>\$ 96,657.09</u>
 - c. Res No 01-17-17-08 – Approving the Hire of Fire Department Member (48)**
 - d. Res No 01-17-17-09 – Approving Hanover Hills Surface Improvement Final Pay Voucher (49)**
- 4. Fire Department Grass Rig/Medical Vehicle Purchase (57)**
- 5. Hennepin County Recycling Grant (82)**
- 6. City Policies Review – Chapters 100-500, 700, 900 (103)**
- 7. Settlers Park Ballfield Redesign Update**
- 8. Reports**
- 9. Adjournment**

To: Mayor Kauffman & Members of the Hanover City Council
From: Brian Hagen, City Administrator
Date: January 12, 2017
Re: Review of January 17, 2017 City Council Work Session Agenda

1. **Call to Order: 6:00 p.m.**
2. **Approval of Agenda**
3. **Consent Agenda Items:** *See enclosed consent packet.*
 - a. **Approve Minutes of Special January 3, 2017 City Council Meeting (3)**
 - b. **Approve Claims as Presented: (6)**

➤ Claims	\$ 84,335.56
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 - c. **Res No 01-17-17-08 – Approving the Hire of Fire Department Member (48)**
 - d. **Res No 01-17-17-09 – Approving Hanover Hills Surface Improvement Final Pay Voucher (49)**
4. **Fire Department Grass Rig/Medical Vehicle Purchase (57)**
Chief Malewicki and Assistant Chief Kottke will be present to discuss.
5. **Hennepin County Recycling Grant (82)**
Hanover’s Recycling Grant Agreement has expired. Enclosed is the proposed replacement grant program through 2020. This proposal shifts focus to 50% funding availability would be for organics.
6. **City Policies Review – Chapters 100-500, 700, 900 (103)**
Policy review will continue. A decision on specific changes will be held.
7. **Settlers Park Ballfield Redesign Update**
An update on the project will be provided. We will further discuss what entails as the project moves forward.
8. **Reports**
9. **Adjournment**

**CITY OF HANOVER
CITY COUNCIL MEETING
JANUARY 3, 2017 – DRAFT MINUTES**

Call to Order/Pledge of Allegiance:

Mayor Chris Kauffman called the regular meeting of Tuesday, January 3, 2017 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Accountant/Deputy Clerk Elizabeth Lindrud, Public Works Supervisor Scott Vogel, and City Attorney Jay Squires. Guests present were Fire Chief Dave Malewicki, Ed Sjolin, Michael Kehn, Brian Gronsberg, Ben Scherer, John Scherer, Liz Scherer, Nels Pyste, Stephanie Gleason, Greg and Rita Willhite, Penny Kauffman, Steve Vrieze, Lyle Wagner, Hennepin County Sheriff and others.

Oath of Office – Kauffman, Hammerseng and Hallstein

Hagen swore in newly elected Mayor Chris Kauffman, Councilors Doug Hammerseng and MaryAnn Hallstein.

Approval of Agenda:

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

Consent Agenda:

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

a. **Approve Minutes of December 20, 2016 City Council Work Session Meeting**

b. **Approve Claims as Presented:**

➤ Claims	\$ 190,367.87
➤ Payroll	\$ 12,409.76
➤ P/R taxes & Exp	\$ 3,844.91
➤ Other Claims	\$ <u>1,672.55</u>
➤ Total Claims	\$ <u>208,295.09</u>

c. **Res No 01-03-17-01 – Approving Change in Signatories**

d. **Res No 01-03-17-02 – Approving City Network Upgrade**

e. **Res No 01-03-17-03 – Approving Residential Waste Hauler Licenses**

f. **Res No 01-03-17-04 – Accepting Donation from Hanover Athletic Association**

Motion carried unanimously.

Citizen’s Forum:

Fire Department Pinning – Ben Scherer & Justin Ray

Fire Chief Dave Malewicki introduced Justin Ray and Ben Scherer as the two newest members for the Hanover Fire Department and congratulated them on completing their one year probationary period. He asked their family members to stand, stating the importance of the family support to the success of the firemen. Malewicki then pinned Ray and Scherer. Council thanked for their service and congratulated them for the completion of their probationary period.

Michael Kehn

Michael Kehn stated that he attended the most recent Gambling Control Board and witnessed the denial of the proposed Hanover Athletic Association fund use for the ballfield redesign. He further explained the Hanover Athletic Association withdrew their proposal and have since voted to terminate the lease agreement with the City of Hanover. Kehn inquired how the City plans to go forward without the lease agreement, he has heard the Hanover Athletic Association plans on giving a donation. He reminded Council of the petitions that were signed to save the oak trees and the Park Board survey that had 70% of the respondents saying the ballfields met the City’s needs. Kehn also addressed safety concerns and that the Comprehensive Plan does not have a ballfield identified. He stated the Hanover Historical Society is against the ballfield

redesign and is proposing the oak grove become a living Veteran's Memorial, but only of the ballfield redesign is stopped, due to public safety concerns.

Stephanie Gleason

Stephanie Gleason stated she wanted to inform the new Council Member of the issues around the ballfield redesign. She explained that now that it is a City project, residents need answers. She inquired as to what data was used to make the decision for the ballfield redesign. She is hoping that Council will represent the residents and reminded Council of the two petitions that were signed in favor of the oak trees and the two surveys that did not show a need for a ballfield. Gleason explained there are currently six ballfields that are safe, with the new design foul balls could go into the playground area. If the trees are taken away, that area can never be used as it is again and that surrounding communities have ballfields that can be used. Gleason asked Council to reconsider retracting this project.

Public Hearings:

None

Unfinished Business:

Res No 01-03-17-05 – Approving Annual Appointments

Stan Kolasa and Michelle Armstrong appointed to new terms on Planning Commission, Mat Boie and Jeff Grupp appointed to new terms on Park Board, and the EDA will remain one member short at this time. Council Liaisons remain the same. Hallstein is appointed to the EDA for the duration of her Council term. Hammerseng was appointed the Vice Mayor. The official newspaper changed from the Crow River News to the Wright County Journal.

MOTION by Hammerseng to approve Res No 01-03-17-05, seconded by Warpula. **Motion carried unanimously.**

Ordinance 2017-01 – Amending Chapter 9, Related to Water & Sewer Service Lines

Hagen explained that the past few winters have been colder than normal and driven frost deeper causing water line freezes. He added there was also a sewer line backup last spring and the Ordinances did not clearly identify which party was responsible for which costs. He stated Ordinance is the same as what was presented for discussion at the last Work Session.

MOTION by Warpula to approve Ordinance 2017-01, seconded by Hallstein. **Motion carried unanimously.**

New Business:

Res No 01-03-17-06 – Approving Lot Combination

Hagen explained that this resolution would combine three lots into one. The lots are located at the corner of CSAH 19 and 5th Street NE and have been sold as one lot in the past. He further explained there is only one buildable lot with road access, that lot would access water access off of the CSAH 19 watermain.

MOTION by Hammerseng to approve Res No 01-03-17-06, seconded by Warpula.

Voting Aye: Hammerseng, Warpula, Zajicek, Hallstein

Abstain: Kauffman

Res No 01-03-17-07 – Approving Wright County Assessors Agreement

Hagen stated that the Wright County Assessor's office increased rates by one dollar per property for 2018 and an additional 50 cent per property for 2019. This comes after several years for remaining flat. New Construction will be \$50 per building, commercial property will be \$150 for the initial assessment.

MOTION by Warpula to approve Res No 01-03-17-07, seconded by Warpula. **Motion carried unanimously.**

Ordinance 2016-11 – Amending Chapter 10, Related to Principal Buildings and Uses

Hagen stated this ordinance amendment was discussed by the Planning Commission and the board is recommending approval. Council asked what cause the notion of principal structures on residential properties. Hagen stated the Planning Commission began by discussing accessory uses, but a question was raised regarding principal uses as well. The Planning Commission is continuing their discussion on accessory uses at this time

Ed Sjolín addressed Council and stated that by allowing this change the 60.9 acre Bechtold property will lose their second building eligibility and require the lot to be split. He explained they currently have an interested buyer who wants to build a home for herself and a second home for her sister on the property.

Squires stated that he would like to review the Ordinance further, he would like to provide an opinion on the interpretation of the ordinance as it is currently written and enforced related to the notion of whether a property would be allowed two houses to be constructed without a split.

Council discussed tabling the Ordinance and having Planning Commission review it again.

MOTION by Warpula to table Ordinance 2016-11, seconded by Zajicek. **Motion carried unanimously.**

Reports

Vogel

- Met with Fehn, they will be done today or tomorrow with the building pad corrections.

Hagen

- Fehn did not run into as much debris as anticipated, however they did find shingles and other roofing material buried at the site. This material was tested and came back positive for asbestos. Fehn and Kinghorn Construction are gathering information to assist us in how to move forward with cleanup.

Lindrud

- Staring year end activities, creating and sending out W2 and 1099 forms.
- Receipted in the GO Bond funds last week for the public works facility project.

Hallstein

- Will miss the first EDA meeting, and the January Work Session.

Hammerseng

- Welcomed Hallstein to Council.

Kauffman

- Would like to start planning for a joint meeting with Council and Planning Commission for the Comprehensive Plan update.

Adjournment

MOTION by Warpula to adjourn at 7:57 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 2016

Batch Name	12/31/16PAY3	Payment	Computer Dollar Amt	\$61,348.88	Posted
Refer	1849	A-1 OUTDOOR POWER, INC.	Ck# 001846E	1/17/2017	
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE Scrapper			\$15.99
Invoice	393070	12/12/2016			
Cash Payment	E 100-45200-220	Repair/Maint Supply (GE Blade-Rotor			\$24.50
Invoice	393070	12/12/2016			
Transaction Date	1/11/2017	Due 0	Cash	10100	Total \$40.49
Refer	1869	ACE HARDWARE			
Cash Payment	E 100-43000-220	Repair/Maint Supply (GE O-Rings			\$1.77
Invoice	68100	12/9/2016			
Transaction Date	1/9/2017	Due 0	Cash	10100	Total \$1.77
Refer	1868	BIFFS INC.	Ck# 001841E	1/17/2017	
Cash Payment	E 100-45200-580	Other Equipment Eagleview Park			\$95.00
Invoice	W623743-IN	1/4/2017			
Transaction Date	1/9/2017	Due 0	Cash	10100	Total \$95.00
Refer	1848	BURSCHVILLE CONSTRUCTION			
Cash Payment	E 100-43122-224	Street Maint Materials Grading of gravel roads			\$1,250.00
Invoice	4183	12/30/2016			
Transaction Date	1/11/2017	Due 0	Cash	10100	Total \$1,250.00
Refer	1850	CARDMEMBER SRVC (CENTRAL B			
Cash Payment	E 100-41570-205	Bank Fees Late Fee			\$35.00
Invoice		12/27/2016			
Cash Payment	E 100-41570-205	Bank Fees Interest Fees			\$14.87
Invoice		12/27/2016			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$49.87
Refer	1848	CARSON, CLELLAND & SCHREDE			
Cash Payment	E 100-41610-304	Legal Fees Legal Support/Work - December 2016			\$14.11
Invoice		12/29/2016			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$14.11
Refer	1862	CENTERPOINT ENERGY			
Cash Payment	E 100-41940-383	Gas Utilities City Hall - 11/28/16 - 12/28/16			\$679.67
Invoice		12/30/2016			
Cash Payment	E 100-42280-383	Gas Utilities Fire Hall - 11/28/16 - 12/28/16			\$393.94
Invoice		12/30/2016			
Transaction Date	1/9/2017	Due 0	Cash	10100	Total \$1,073.61
Refer	1847	CLASSIC CLEANING COMPANY, LL			
Cash Payment	E 100-41940-310	Other Professional Servi Monthly Cleaning Fire Hall - December 2016			\$155.00
Invoice	24506	12/8/2016			
Cash Payment	E 100-41940-310	Other Professional Servi Monthly Cleaning City Hall - December 2016			\$325.00
Invoice	24505	12/8/2016			
Cash Payment	E 100-41940-310	Other Professional Servi Special Cleaning December 10, 17, 24, 31			\$260.00
Invoice	24505	12/8/2016			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$740.00
Refer	1860	COTTENS, INC.			

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Payments

Current Period: December 2016

Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Switch				\$16.99
Invoice	233-52220	12/7/2016				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Insul Sealing Wrap				\$10.49
Invoice	233-52220	12/7/2016				
Cash Payment	E 100-42260-220 Repair/Maint Supply (GE	Dielectric Gr				\$6.29
Invoice	233-52220	12/7/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Accufit Concentio				\$9.99
Invoice	233-54796	12/22/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Vista - Beam (2)				\$45.98
Invoice	233-54796	12/22/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Hybrid Blade 22 (2)				\$29.98
Invoice	233-54796	12/22/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Hybrid Blade 28				\$17.49
Invoice	233-54796	12/22/2016				
Cash Payment	E 100-43000-215 Shop Supplies	Windshield Wash (6)				\$14.94
Invoice	233-54797	12/22/2016				
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$152.15
Refer	1856 CROW RIVER FARM EQUIPMENT					
Cash Payment	E 100-43000-240 Small Tools and Minor E	Equipment Repair				\$115.29
Invoice	181586	12/16/2016				
Transaction Date	1/12/2017	Due 0	Cash	10100	Total	\$115.29
Refer	1851 ECM PUBLISHERS, INC.					
						<u>Ck# 001837E 1/17/2017</u>
Cash Payment	E 100-41970-351 Legal Notices Publishing	PHN - Ordinance 206-10				\$47.49
Invoice	445092	12/29/2016				
Transaction Date	1/4/2017	Due 0	Cash	10100	Total	\$47.49
Refer	1849 GUIDANCE POINT TECHNOLOGIE					
Cash Payment	E 100-41600-310 Other Professional Servi	Renewal of Subscription Services				\$160.00
Invoice	10336	12/28/2016				
Cash Payment	E 100-41600-310 Other Professional Servi	Reviewed Projector Setup				\$135.00
Invoice	10340	12/28/2016				
Transaction Date	1/4/2017	Due 0	Cash	10100	Total	\$295.00
Refer	1855 HANOVER FIRE RELIEF ASSOCIAT					
Cash Payment	E 100-42290-125 Other Retirement Contrib	Fire Contract Contribution - 2nd half 2016				\$5,566.79
Invoice		1/11/2017				
Transaction Date	1/11/2017	Due 0	Cash	10100	Total	\$5,566.79
Refer	1861 HARDWARE HANK					
Cash Payment	E 100-45200-220 Repair/Maint Supply (GE	Misc Builders Hardware				\$8.98
Invoice	1367513	11/30/2016				
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$8.98
Refer	1866 KNIFE RIVER					
Cash Payment	E 418-43121-310 Other Professional Servi	Hanover Hills Surface Improvement Project				\$37,344.91
Invoice	2	12/22/2016				
						Project 208219
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$37,344.91
Refer	1850 MN DEPT OF LABOR AND INDUST					
						<u>Ck# 001847E 1/17/2017</u>
Cash Payment	E 100-42401-310 Other Professional Servi	Surcharge Fees - 4th Qtr 2016 - Confirmation #				\$786.81
Invoice		25399053085				
Invoice		1/11/2017				

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Payments

Current Period: December 2016

Transaction Date	1/11/2017	Due 0	Cash	10100	Total	\$786.81
Refer	1857 <u>NORTHLAND SECURITIES</u>		-			
Cash Payment	E 100-41435-310 Other Professional Servi	Annual Continuing Disclosure Report for 2016				\$435.00
Invoice	4790	1/10/2017				
Transaction Date	1/12/2017	Due 0	Cash	10100	Total	\$435.00
Refer	1841 <u>PIRTEK</u>		Ck# 001833E 1/17/2017			
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	Loader Wing Hoses				\$184.84
Invoice	S2398905	12/1/2016				
Transaction Date	12/30/2016	Due 0	Cash	10100	Total	\$184.84
Refer	1844 <u>THOMPSON, ANDY</u>		-			
Cash Payment	G 100-22000 Deposits	Hall Rental - 12/30/16				\$200.00
Invoice		1/3/2017				
Transaction Date	1/3/2017	Due 0	Cash	10100	Total	\$200.00
Refer	1852 <u>US HEALTHWORKS MEDICAL GRP</u>		-			
Cash Payment	E 100-42210-305 Medical and Dental Fees	Medical Evaluations				\$2,390.00
Invoice		12/19/2016				
Transaction Date	1/11/2017	Due 0	Cash	10100	Total	\$2,390.00
Refer	1846 <u>WRIGHT COUNTY AUDITOR-TREA</u>		-			
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - September 2016				\$33.33
Invoice		1/9/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - October 2016				\$40.00
Invoice		1/9/2017				
Cash Payment	E 100-42102-310 Other Professional Servi	Patrol Fines - December 2016				\$93.32
Invoice		1/9/2017				
Transaction Date	1/11/2017	Due 0	Cash	10100	Total	\$166.65
Refer	1843 <u>WSB & ASSOCIATES, INC.</u>		Ck# 001835E 1/17/2017			
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services - 2016				\$851.00
Invoice		12/29/2016				
Cash Payment	E 401-41950-303 Engineering Fees	CSAH 19 Sidewalk Extension				\$175.50
Invoice		12/29/2016			Project 208224	
Cash Payment	E 418-43121-310 Other Professional Servi	Hanover Hills Surface Improvement Project				\$37.50
Invoice		12/29/2016			Project 208219	
Cash Payment	E 611-41950-303 Engineering Fees	5th Street Watermain Extension				\$294.00
Invoice		12/29/2016			Project 208223	
Cash Payment	E 100-41950-303 Engineering Fees	General Engineering Services - 2016				\$4,490.25
Invoice		12/29/2016				
Cash Payment	E 401-41950-303 Engineering Fees	CSAH 19 Sidewalk Extension				\$667.75
Invoice		12/29/2016			Project 208224	
Cash Payment	E 100-41950-303 Engineering Fees	MS4 Services				\$1,337.00
Invoice		12/29/2016			Project MS4	
Transaction Date	1/3/2017	Due 0	Cash	10100	Total	\$7,853.00
Refer	1867 <u>XCEL ENERGY</u>		-			
Cash Payment	E 100-43160-381 Electric Utilities	City Lights - 12/03/16 - 01/02/17				\$2,121.42
Invoice	529671378	1/3/2017				
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$2,121.42
Refer	1857 <u>ZAJICEK, DEE</u>		-			

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Payments

Current Period: December 2016

Cash Payment	E 100-41330-111 Committee Wages/Meeti	Park Board Meetings - 2016				\$210.00
Invoice	1/5/2017					
Transaction Date	1/5/2017	Due 0	Cash	10100	Total	\$210.00
Refer	1847 ZEP SALES & SERVICE					
Cash Payment	E 100-41940-210 Operating Supplies (GE	43x60 Black Bags (2)				\$119.90
Invoice	9002598075	12/28/2016				
Cash Payment	E 100-41940-210 Operating Supplies (GE	1 Ply KRFT				\$59.90
Invoice	9002598075	12/28/2016				
Cash Payment	E 100-41940-210 Operating Supplies (GE	Shipping				\$25.90
Invoice	9002598075	12/28/2016				
Transaction Date	1/11/2017	Due 0	Cash	10100	Total	\$205.70

Fund Summary

	10100 Cash
611 WATER CAPITAL IMP FUND	\$294.00
418 STREET CAPITAL PROJ FUND	\$37,382.41
401 GENERAL CAPITAL PROJECTS	\$843.25
100 GENERAL FUND	\$22,829.22
	<u>\$61,348.88</u>

Pre-Written Check	\$9,007.63
Checks to be Generated by the Computer	\$52,341.25
Total	<u>\$61,348.88</u>

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Payments

Current Period: January 2017

Batch Name	01/17/17 PAY	Payment	Computer Dollar Amt	\$22,986.68	Posted
Refer	1870 ASPEN EQUIPMENT CO.		-		
Cash Payment	E 100-43000-220 Repair/Maint Supply (GE	2007 Plow Truck Motor			\$585.00
Invoice	10172092	1/4/2017			
Transaction Date	1/9/2017	Due 0	Cash	10100	Total \$585.00
Refer	1853 CENTURY LINK		-		
Cash Payment	E 100-42280-321 Telephone	Fire Hall Landline - 12/28/16 - 01/27/17			\$30.90
Invoice		12/28/2016			
Transaction Date	1/11/2017	Due 0	Cash	10100	Total \$30.90
Refer	1855 CITY OF ST. MICHAEL		-		
Cash Payment	E 100-45500-437 Other Miscellaneous	Library Bond Payment #1 - 2017			\$3,500.00
Invoice	01042017-3	1/4/2017			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$3,500.00
Refer	1854 COLONIAL LIFE		-		
Cash Payment	G 100-21706 Medical/Dental Ins	Supplemental Insurance - January 2017			\$30.26
Invoice	4475836-010132	12/21/2016			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$30.26
Refer	1853 COMCAST		-		
Cash Payment	E 100-41940-321 Telephone	Digital Voice & Internet - January 2017			\$279.96
Invoice		12/25/2016			
Transaction Date	1/4/2017	Due 0	Cash	10100	Total \$279.96
Refer	1854 FINKEN WATER SOLUTIONS		-		
Cash Payment	E 100-42280-220 Repair/Maint Supply (GE	Drinking Water 5 Gallons			\$13.20
Invoice	62109TF	12/12/2016			
Cash Payment	E 100-42280-215 Shop Supplies	Cook & Cold Rental Cooler - January 2017			\$9.50
Invoice	4350202	1/1/2017			
Cash Payment	E 100-42280-215 Shop Supplies	Cook & Cold Rental Cooler - January 2017			\$9.50
Invoice	4350212	1/1/2017			
Transaction Date	1/11/2017	Due 0	Cash	10100	Total \$32.20
Refer	1842 HEINS, DENICE		-		
Cash Payment	E 100-41940-520 Buildings and Structures	Storage - February 2017			\$120.00
Invoice		12/30/2016			
Transaction Date	12/30/2016	Due 0	Cash	10100	Total \$120.00
Refer	1856 ISD 877 - BUFFALO		-		
Cash Payment	E 815-48200-810 Refunds & Reimburseme	Pmt 46-15 - 274 Labeaux Ave			\$1,500.00
Invoice		1/5/2017			
Cash Payment	E 811-48200-810 Refunds & Reimburseme	Pmt 46-15 - 274 Labeaux Ave			\$2,250.00
Invoice		1/5/2017			
Cash Payment	E 817-48200-810 Refunds & Reimburseme	Pmt 46-15 - 274 Labeaux Ave			\$1,000.00
Invoice		1/5/2017			
Transaction Date	1/5/2017	Due 0	Cash	10100	Total \$4,750.00
Refer	1852 KAUL DESIGN GROUP, LLC		-		
Cash Payment	E 201-41330-437 Other Miscellaneous	Priority Maintenance Package - January 2017			\$200.00
Invoice	17-005	1/4/2017			

CITY OF HANOVER

Payments

Current Period: January 2017

Transaction Date	1/4/2017	Due 0	Cash	10100	Total	\$200.00
Refer	1858 MINNESOTA PIPE & EQUIPMENT -					
Cash Payment	E 601-43252-227 Utility Maint Supplies		CI Bottom Plate - Greenhouse			\$23.78
Invoice	0372656	1/9/2017				
Transaction Date	1/12/2017	Due 0	Cash	10100	Total	\$23.78
Refer	1846 MN PUBLIC FACILITIES AUTHORITY Ck# 001836E 1/17/2017					
Cash Payment	E 602-47000-611 Bond Interest		Bond Interest			\$4,522.75
Invoice		1/3/2017				
Transaction Date	1/3/2017	Due 0	Cash	10100	Total	\$4,522.75
Refer	1859 NW HENNEPIN HUMAN SVCS COU Ck# 001840E 1/17/2017					
Cash Payment	E 100-41110-306 Dues & Subscriptions		Membership Contribution - 2017			\$256.00
Invoice		1/6/2017				
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$256.00
Refer	1845 QUIGLEY, MARILYN T -					
Cash Payment	G 100-22000 Deposits		Hall Rental - 01/01/17			\$200.00
Invoice		1/3/2017				
Transaction Date	1/3/2017	Due 0	Cash	10100	Total	\$200.00
Refer	1858 WRIGHT COUNTY AUDITOR-TREA -					
Cash Payment	E 100-42102-310 Other Professional Servi		WC Patrol Services - January 2017			\$8,455.83
Invoice		1/3/2017				
Transaction Date	1/9/2017	Due 0	Cash	10100	Total	\$8,455.83

Fund Summary

	10100 Cash
817 INFRASTRUCTURE ESCROW FUND	\$1,000.00
815 LANDSCAPE ESCROW FUND	\$1,500.00
811 EROSION CONTROL ESCROW FUND	\$2,250.00
602 SEWER ENTERPRISE FUND	\$4,522.75
601 WATER ENTERPRISE FUND	\$23.78
201 EDA SPECIAL REVENUE FUND	\$200.00
100 GENERAL FUND	\$13,490.15
	<u>\$22,986.68</u>

Pre-Written Check	\$8,598.75
Checks to be Generated by the Computer	\$14,387.93
Total	\$22,986.68

CITY OF HANOVER

01/12/17 2:07 PM

Page 1

*Check Summary Register©

Cks 1/17/2017 - 1/17/2017

Name	Check Date	Check Amt	
10100 Cash			
Paid Chk# 001833E PIRTEK	1/17/2017	\$184.84	Loader Wing Hoses
Paid Chk# 001834E Heins, Denise	1/17/2017	\$120.00	Storage - February 2017
Paid Chk# 001835E WSB & ASSOCIATES, INC.	1/17/2017	\$7,853.00	General Engineering Services -
Paid Chk# 001836E MN PUBLIC FACILITIES AUTHOR	1/17/2017	\$4,522.75	Bond Interest
Paid Chk# 001837E ECM PUBLISHERS, INC.	1/17/2017	\$47.49	PHN - Ordinance 206-10
Paid Chk# 001838E KAUL DESIGN GROUP, LLC	1/17/2017	\$200.00	Priority Maintenance Package -
Paid Chk# 001839E CITY OF ST. MICHAEL	1/17/2017	\$3,500.00	Library Bond Payment #1 - 2017
Paid Chk# 001840E NW HENNEPIN HUMAN SVCS C	1/17/2017	\$256.00	Membership Contribution - 2017
Paid Chk# 001841E BIFFS INC.	1/17/2017	\$95.00	Eagleview Park
Paid Chk# 001846E A-1 OUTDOOR POWER, INC.	1/17/2017	\$40.49	Scraper
Paid Chk# 001847E MN DEPT OF LABOR AND INDUS	1/17/2017	\$786.81	Surcharge Fees - 4th Qtr 2016
Paid Chk# 032377 ACE HARDWARE	1/17/2017	\$1.77	O-Rings
Paid Chk# 032378 BURSCHVILLE CONSTRUCTION	1/17/2017	\$1,250.00	Grading of gravel roads
Paid Chk# 032379 CARDMEMBER SERVICE	1/17/2017	\$49.87	Late Fee
Paid Chk# 032380 CARSON, CLELLAND & SCHRED	1/17/2017	\$14.11	Legal Support/Work - December
Paid Chk# 032381 CENTERPOINT ENERGY	1/17/2017	\$1,073.61	Fire Hall - 11/28/16 - 12/28/1
Paid Chk# 032382 CLASSIC CLEANING COMPANY	1/17/2017	\$740.00	Special Cleaning December 10,
Paid Chk# 032383 COTTENS, INC	1/17/2017	\$152.15	Hybrid Blade 28
Paid Chk# 032384 CROW RIVER FARM EQUIPMEN	1/17/2017	\$115.29	Equipment Repair
Paid Chk# 032385 Guidance Point Technologies	1/17/2017	\$295.00	Renewal of Subscription Servic
Paid Chk# 032386 HANOVER FIRE RELIEF ASSOCI	1/17/2017	\$5,566.79	Fire Contract Contribution - 2
Paid Chk# 032387 HARDWARE HANK	1/17/2017	\$8.98	Misc Builders Hardware
Paid Chk# 032388 KNIFE RIVER	1/17/2017	\$37,344.91	Hanover Hills Surface Improvem
Paid Chk# 032389 NORTHLAND SECURITIES	1/17/2017	\$435.00	Annual Continuing Disclosure R
Paid Chk# 032390 THOMPSON, ANDY	1/17/2017	\$200.00	Hall Rental - 12/30/16
Paid Chk# 032391 US HEALTHWORKS MEDICAL G	1/17/2017	\$2,390.00	Medical Evaluations
Paid Chk# 032392 WRIGHT COUNTY AUDITOR-TRE	1/17/2017	\$166.65	Patrol Fines - December 2016
Paid Chk# 032393 XCEL ENERGY	1/17/2017	\$2,121.42	City Lights - 12/03/16 - 01/02
Paid Chk# 032394 ZAJICEK, DEE	1/17/2017	\$210.00	Park Board Meetings - 2016
Paid Chk# 032395 Acuity Specialty Products, Inc	1/17/2017	\$205.70	1 Ply KRFT
Paid Chk# 032396 ASPEN EQUIPMENT CO.	1/17/2017	\$585.00	2007 Plow Truck Motor
Paid Chk# 032397 CENTURY LINK	1/17/2017	\$30.90	Fire Hall Landline - 12/28/16
Paid Chk# 032398 COLONIAL LIFE	1/17/2017	\$30.26	Supplemental Insurance - Janua
Paid Chk# 032399 COMCAST	1/17/2017	\$279.96	Digital Voice & Internet - Jan
Paid Chk# 032400 FINKEN WATER SOLUTIONS	1/17/2017	\$32.20	Drinking Water 5 Gallons
Paid Chk# 032401 ISD 877 - BUFFALO	1/17/2017	\$4,750.00	Pmt 46-15 - 274 Labeaux Ave
Paid Chk# 032402 MINNESOTA PIPE & EQUIPMENT	1/17/2017	\$23.78	CI Bottom Plate - Greenhouse
Paid Chk# 032403 MARILYN T. QUIGLEY	1/17/2017	\$200.00	Hall Rental - 01/01/17
Paid Chk# 032404 WRIGHT COUNTY AUDITOR-TRE	1/17/2017	\$8,455.83	WC Patrol Services - January 2
Total Checks		\$84,335.56	

FILTER: None

CCS Carson, Clelland & Schreder

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

December 29, 2016

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

Client Expense Charges :

	<u>Amount</u>
<u>Criminal Expenses:</u>	
Monthly support fee	14.11
SUBTOTAL:	[14.11]
Total Client Expense Charges	\$14.11
Previous balance	\$14.11
12/29/2016 Payment - thank you	(\$14.11)
Total payments and adjustments	(\$14.11)
Balance due	\$14.11

100-41610-304-14.11
[Signature]

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

JAN 3 2017

#1835

WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2016	Billed to Date November 30, 2016
1272-520	Hennepin CR 19 Trail Project		\$2,632.00	\$247,515.79
2082-013	2016 General Engineering Services <i>100-41950-303</i>	\$851.00	\$26,389.00	\$26,389.00
2082-070	CSAH 19 Sidewalk Extension <i>401-41950-303</i>	\$175.50	\$31,958.75	\$36,599.25
2082-090	Hanover Hills Surface Improvement Project <i>418-43121-303</i>	\$37.50	\$31,804.60	\$40,017.05
2082-100	5th Street Watermain Extension <i>611-41950-303</i>	\$294.00	\$26,787.00	\$26,787.00
2082-110	Ballfield Visualization		\$2,313.50	\$2,313.50
2092-750	MS4 Services		\$7,357.75	\$7,357.75
2931-000	Bridge 92366 Rehabilitation		\$15,916.09	\$54,764.06
Current Invoice Total		\$1,358.00	\$145,158.69	

EA



Building a legacy - your legacy.

477 Temperance Street
St. Paul, MN 55101
Tel: 651-286-8450
Fax: 651-286-8488

December 29, 2016

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

Re: November, 2016 Invoices

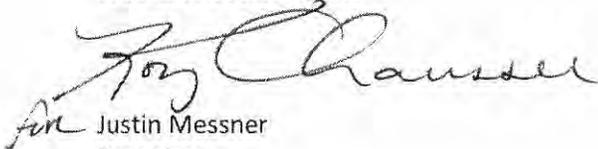
Dear Mr. Hagen:

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

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

Sincerely,

WSB & Associates, Inc.


Justin Messner
Associate

Enclosures

kc



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

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

December 29, 2016
Project No: 02082-013
Invoice No: 11

2016 General Engineering Services

Professional Services from November 1, 2016 to November 30, 2016

Professional Personnel

	Hours	Rate	Amount	
Project Management/Coordination				
Hatten, Stephanie	11/29/2016	3.75	85.00	318.75
Update GIS with new flood boundaries provided by FEMA in November.				
Messner, Justin	11/9/2016	.25	147.00	36.75
Review Greenhouse SAC/WAC				
Base Mapping				
Klasen, Kyle	11/23/2016	1.00	158.00	158.00
easement descriptions				
Reese, Brandon	11/17/2016	2.50	85.00	212.50
Drafting D&U easement for Tract B				
Reese, Brandon	11/21/2016	1.00	85.00	85.00
Making changes to the 5th Street Easement				
Totals		8.50		811.00
Total Labor				811.00

Field Services Billing

Council Mtg and/or Planning Commission

	1.0 Meeting @ 40.00	40.00	
Total Field Services		40.00	40.00

Total this Invoice \$851.00

Outstanding Invoices

Invoice Number	Date	Balance
10	12/29/2016	4,490.25
Total		4,490.25

Total Now Due \$5,341.25

Billings to Date

	Current	Prior	Total
Labor	811.00	24,518.00	25,329.00
Expense	0.00	500.00	500.00
Field Services	40.00	520.00	560.00
Totals	851.00	25,538.00	26,389.00

Comments:

Approved by:



Reviewed by: Andrew Brotzler

Project Manager: Justin Messner



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

December 29, 2016
Project No: 02082-070
Invoice No: 13

CSAH 19 Sidewalk Extension

Professional Services from November 1, 2016 to November 30, 2016

Phase 3 Construction
Professional Personnel

			Hours	Rate	Amount	
Project Management/Coordination						
Perkey, Benjamin	11/1/2016		.50	92.00	46.00	
Work Order						
Perkey, Benjamin	11/4/2016		1.00	92.00	92.00	
Work Order						
Administrative						
Pederson, Karla	11/8/2016		.50	75.00	37.50	
Final Pay Voucher						
Totals			2.00		175.50	
Total Labor						175.50
				Total this Phase		\$175.50
				Total this Invoice		\$175.50

Outstanding Invoices

Invoice Number	Date	Balance	
12	11/16/2016	667.75	
Total		667.75	
			Total Now Due
			\$843.25

Billings to Date

	Current	Prior	Total
Labor	175.50	31,677.25	31,852.75
Consultant	0.00	220.00	220.00
Expense	0.00	265.00	265.00
Field Services	0.00	4,261.50	4,261.50
Totals	175.50	36,423.75	36,599.25

Comments: _____

Approved by:

Project	02082-070	HANO - CSAH 19 Sidewalk Extension	Invoice	13
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Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

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

December 29, 2016
Project No: 02082-090
Invoice No: 11

Hanover Hills Surface Improvement Project
Professional Services from November 1, 2016 to November 30, 2016

Phase 3 Construction
Professional Personnel

		Hours	Rate	Amount	
Administrative					
Pederson, Karla	11/17/2016	.50	75.00	37.50	
Final PV and letter to Contractor to AI					
Totals		.50		37.50	
Total Labor					37.50
				Total this Phase	\$37.50
				Total this Invoice	\$37.50

Billings to Date

	Current	Prior	Total
Labor	37.50	34,561.75	34,599.25
Consultant	0.00	2,763.60	2,763.60
Field Services	0.00	2,654.20	2,654.20
Totals	37.50	39,979.55	40,017.05

Comments:

Approved by:

Reviewed by: Andrew Brotzler

Project Manager: Justin Messner



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

December 29, 2016
Project No: 02082-100
Invoice No: 10

5th Street Watermain Extension

Professional Services from November 1, 2016 to November 30, 2016

Phase 2 Final Design

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Messner, Justin 11/10/2016	2.00	147.00	294.00
Resolution and			
Totals	2.00		294.00
Total Labor			294.00

Billing Limits	Current	Prior	To-Date
Total Billings	294.00	24,520.50	24,814.50
Limit			28,600.00
Remaining			3,785.50
		Total this Phase	\$294.00

Billings to Date	Current	Prior	Total
Labor	294.00	19,600.50	19,894.50
Field Services	0.00	4,920.00	4,920.00
Totals	294.00	24,520.50	24,814.50
		Total this Invoice	\$294.00

Billings to Date	Current	Prior	Total
Expense	0.00	250.00	250.00
Labor	294.00	19,600.50	19,894.50
Field Services	0.00	4,920.00	4,920.00
Consultant	0.00	1,722.50	1,722.50
Totals	294.00	26,493.00	26,787.00

Comments:

Approved by:

Project	02082-100	HANO - 5th Street Watermain Extension	Invoice	10
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Reviewed by: Andrew Brotzler
Project Manager: Justin Messner

WSB ▲ City Project Budget Tracking

WSB Project No.	City of Hanover Description	Current Invoice	Year to Date 2016	Billed to Date October 31, 2016
1272-520	Hennepin CR 19 Trail Project		\$2,632.00	\$247,515.79
2082-013	2016 General Engineering Services <i>100-41950-303</i>	\$4,490.25	\$25,538.00	\$25,538.00
2082-070	CSAH 19 Sidewalk Extension <i>400-41950-303</i>	\$667.75	\$31,783.25	\$36,423.75
2082-090	Hanover Hills Surface Improvement Project		\$31,767.10	\$39,979.55
2082-100	5th Street Watermain Extension		\$26,493.00	\$26,493.00
2082-110	Ballfield Visualization		\$2,313.50	\$2,313.50
2092-750	MS4 Services <i>100-41950-303</i>	\$1,337.00	\$7,357.75	\$7,357.75
2931-000	Bridge 92366 Rehabilitation		\$15,916.09	\$54,764.06
Current Invoice Total		\$6,495.00	\$143,800.69	

ESL



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

December 29, 2016
Project No: 02082-013
Invoice No: 10

2016 General Engineering Services
Professional Services from October 1, 2016 to October 31, 2016
Professional Personnel

		Hours	Rate	Amount
Project Management/Coordination				
Alms, William	10/4/2016	.50	112.00	56.00
Public Works Project Handoff				
Alms, William	10/12/2016	1.50	112.00	168.00
Public Works site review				
Alms, William	10/14/2016	.50	112.00	56.00
Public Works site review				
Jaakola, Leena	10/12/2016	3.00	80.00	240.00
Stormwater Review for the resubmittal dated 10/11/16				
Jaakola, Leena	10/13/2016	2.00	80.00	160.00
Stormwater Review for the resubmittal dated 10/11/16				
Messner, Justin	10/10/2016	4.00	147.00	588.00
Prepare Settlers La trail ext plan and quantity				
Messner, Justin	10/11/2016	1.00	147.00	147.00
FEMA resident floodplain mapping				
Messner, Justin	10/12/2016	1.00	147.00	147.00
Gather information for Lamont Ave Development				
Messner, Justin	10/17/2016	2.50	147.00	367.50
PW & JS Stewart Plan Review and Memo				
Messner, Justin	10/18/2016	2.00	147.00	294.00
Floodplain Map				
Messner, Justin	10/19/2016	3.00	147.00	441.00
Floodplain Map				
Newhall, Jacob	10/13/2016	.50	127.00	63.50
Public Works Facility				
Pederson, Karla	10/19/2016	1.00	75.00	75.00
Set up quest number, advertise on Finance & Commerce, PDF project Manual.				
Pederson, Karla	10/20/2016	1.00	75.00	75.00
Open Quest Ad, finalize PDF and upload Hanover Project				
Pederson, Karla	10/27/2016	1.50	75.00	112.50
Addendum for soils correction bid				
Pederson, Karla	10/28/2016	.25	75.00	18.75
email planholder list to Hanover				
Report/Feasibility Study				
Messner, Justin	10/14/2016	1.00	147.00	147.00
Review utility access for Rutter Farm Development				

Meetings

Carlson, Jesse	10/3/2016	1.50	121.00	181.50
Public works facility site visit				
Messner, Justin	10/4/2016	1.00	147.00	147.00
PW Site Review				
Messner, Justin	10/6/2016	2.00	147.00	294.00
City Staff Meeting				
Messner, Justin	10/7/2016	3.00	147.00	441.00
FEMA Floodplain letter and mapping to property owners				

Base Mapping

Thompson, Kathleen	10/5/2016	1.50	127.00	190.50
FEMA maps & LOMA request				

Totals 35.25 4,410.25

Total Labor 4,410.25

Field Services Billing

Council Mtg and/or Planning Commission

2.0 Meetings @ 40.00 80.00

Total Field Services 80.00 80.00

Total this Invoice \$4,490.25

Billings to Date

	Current	Prior	Total
Labor	4,410.25	20,107.75	24,518.00
Expense	0.00	500.00	500.00
Field Services	80.00	440.00	520.00
Totals	4,490.25	21,047.75	25,538.00

Comments:

Revised Invoice. Thank You!

Approved by:

Zey Chaussee

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

November 16, 2016
Project No: 02082-070
Invoice No: 12

CSAH 19 Sidewalk Extension
Professional Services from October 1, 2016 to October 31, 2016

Phase	CMT	CMT	Hours	Rate	Amount	
Professional Personnel						
Project Management / Logging						
Carlson, Joseph	10/10/2016		.50	98.00	49.00	
CMT Coordination & Report Reviews						
Administrative						
Walsh, Tabitha	10/4/2016		.50	65.00	32.50	
Walsh, Tabitha	10/17/2016		.25	65.00	16.25	
	Totals		1.25		97.75	
	Total Labor					97.75
Field Services Billing						
Concrete Test/Cylinders						
10/25/2016			6.0 Cylinders @ 95.00		570.00	
	Total Field Services				570.00	570.00
				Total this Phase		\$667.75
				Total this Invoice		\$667.75

Billings to Date

	Current	Prior	Total
Labor	97.75	31,579.50	31,677.25
Consultant	0.00	220.00	220.00
Expense	0.00	265.00	265.00
Field Services	570.00	3,691.50	4,261.50
Totals	667.75	35,756.00	36,423.75

Comments: _____

Approved by: *Roy Chaussee*

Reviewed by: Andrew Brotzler
Project Manager: Justin Messner



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

November 16, 2016
Project No: 02092-750
Invoice No: 7

MS4 Services
Professional Services from October 1, 2016 to October 31, 2016
Professional Personnel

	Hours	Rate	Amount
SWPPP			
Beckius, Gregory 10/13/2016 MS4 application for reauthorization review.	1.75	74.00	129.50
Johnson, Paul 10/5/2016 MS4 Application Part 2	1.50	105.00	157.50
Johnson, Paul 10/10/2016 MS4 Permit Application	1.50	105.00	157.50
Johnson, Paul 10/17/2016 SWPPP	2.50	105.00	262.50
Johnson, Paul 10/18/2016 SWPPP Application Review and Council MS4 Presentation	4.50	105.00	472.50
Johnson, Paul 10/25/2016 Ms4 SWPPP	1.50	105.00	157.50
Totals	13.25		1,337.00
Total Labor			1,337.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,337.00	6,020.75	7,357.75
Limit			9,300.00
Remaining			1,942.25
Total this Invoice			\$1,337.00

Outstanding Invoices

Invoice Number	Date	Balance
6	10/19/2016	10.00
Total		10.00

Total Now Due \$1,347.00

Comments: Please process payment for Total Now Due \$1,347.00
There was a shortage on inv. #6 payment. See
attached AR Ledger report. Thank you!

Approved by: Ray Chaussee

Project	02092-750	HANO - MS4 Services	Invoice	7
---------	-----------	---------------------	---------	---

Reviewed by: Justin Messner
Project Manager: Jennifer Hildebrand

AR Ledger

Wednesday, November 16, 2016

5:43:51 PM

WSB & Associates, Inc.

Job-to-Date through 11/30/2016

Invoice	Mod/Receipt Detail	Date	Total	Fees	Reimb.	Taxes	Interest	Other
Project Number: 02092-750 HANO - MS4 Services / Principal: Messner / Project Manager: Hildebrand								
Invoice: 000000001								
000000001		3/17/2016	226.25	226.25				
000000001	Rcpt 000001561	4/6/2016	-226.25					
Total for 000000001				226.25				
Invoice: 000000002								
000000002		4/18/2016	1,332.00	1,332.00				
000000002	Rcpt 000001585	5/4/2016	-1,332.00					
Total for 000000002				1,332.00				
Invoice: 000000003								
000000003		5/19/2016	367.50	367.50				
000000003	Rcpt 000001614	6/8/2016	-367.50					
Total for 000000003				367.50				
Invoice: 000000004								
000000004		6/16/2016	3,675.00	3,675.00				
000000004	Rcpt 000001635	6/22/2016	-3,675.00					
Total for 000000004				3,675.00				
Invoice: 000000005								
000000005		7/21/2016	157.50	157.50				
000000005	Rcpt 000001665	8/3/2016	-157.50					
Total for 000000005				157.50				
Invoice: 000000006								
000000006		10/19/2016	262.50	262.50				
000000006	Rcpt 000001758	11/1/2016	-252.50					
Total for 000000006				10.00	262.50			
Project Billed			6,020.75					
Project Received			-6,010.75					
Project Retainage								
Total for 02092-750			10.00	6,020.75				
Total Billed			6,020.75					
Total Received			-6,010.75					
Total Retainage								
Total			10.00	6,020.75				

Payment was \$252.50, but invoice total \$262.50. Please process the difference of \$10 on next payment.

Thank you!

CITY OF HANOVER

Cash Balances

December 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$821,227.39	\$593,101.69	\$391,942.03	\$1,022,387.05
107 FIRE DEPT DONATIONS FUND	\$27,840.89	\$10,000.00	\$0.00	\$37,840.89
201 EDA SPECIAL REVENUE FUND	\$118,820.63	\$22,979.71	\$4,875.00	\$136,925.34
205 EDA BUSINESS INCENTIVE FUND	\$240,084.29	\$1,328.53	\$0.00	\$241,412.82
311 2008A GO CIP REFUNDING BOND	\$48,809.34	\$24,302.00	\$0.00	\$73,111.34
312 2009A GO IMP REFUNDING BOND	\$31,108.69	\$14,169.32	\$0.00	\$45,278.01
313 2010 GO EQUIPMENT CERTIFICATES	-\$13,631.64	\$35,029.21	\$21,397.57	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$341,731.41	\$84,616.03	\$0.00	\$426,347.44
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,014,776.00	\$177,742.50	\$100,834.42	\$1,091,684.08
402 PARKS CAPITAL PROJECTS	\$194,871.78	\$101,254.75	\$296,126.53	\$0.00
403 FIRE DEPT CAPITAL FUND	\$178,856.78	\$15,000.00	\$0.00	\$193,856.78
404 HISTORICAL CAPITAL PROJ FUND	-\$74,211.46	\$79,678.96	\$5,467.50	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,187.39	\$3,475.77	\$6,256.40	\$6,406.76
411 FACILITIES CAPITAL PROJ FUND	\$32,878.56	\$1,637,842.50	\$33,483.75	\$1,637,237.31
417 EQUIPMENT CAPITAL FUND	\$108,669.21	\$0.00	\$0.00	\$108,669.21
418 STREET CAPITAL PROJ FUND	\$392,551.06	\$111,250.00	\$37,382.41	\$466,418.65
601 WATER ENTERPRISE FUND	\$826,938.43	\$7,143.09	\$18,009.00	\$816,072.52
602 SEWER ENTERPRISE FUND	\$310,378.65	\$24,560.02	\$72,602.05	\$262,336.62
603 STORM WATER ENTERPRISE FUND	\$173,735.27	\$3,249.91	\$0.00	\$176,985.18
611 WATER CAPITAL IMP FUND	\$155,605.39	\$0.00	\$294.00	\$155,311.39
612 SEWER CAPITAL IMP FUND	\$1,785,528.56	\$23,172.38	\$0.00	\$1,808,700.94
613 STORM WATER CAPITAL IMP FUND	\$558,286.08	\$0.00	\$6,059.75	\$552,226.33
804 SCHENDELS FIELD ESC FUND	\$148,505.58	\$0.00	\$0.00	\$148,505.58
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$13,476.50	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$31,000.00	\$2,000.00	\$4,000.00	\$29,000.00
815 LANDSCAPE ESCROW FUND	\$33,000.00	\$2,000.00	\$6,000.00	\$29,000.00
817 INFRASTRUCTURE ESCROW FUND	\$15,000.00	\$0.00	\$0.00	\$15,000.00
818 MISC ESCROWS FUND	\$7,945.34	\$2,689.57	\$1,189.91	\$9,445.00
820 BRIDGES TOWNHOMES ESC FUND	\$3,606.26	\$0.00	\$0.00	\$3,606.26
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,955.93	\$0.00	\$0.00	\$11,955.93
900 INTEREST	-\$10,198.17	\$0.00	\$0.00	-\$10,198.17
	\$7,512,751.14	\$2,990,062.44	\$1,005,920.32	\$9,496,893.26

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$342,727.26	\$778,085.08	\$771,014.33	-\$7,070.75	100.92%
TAXES	R 100-31020 Property Taxes - Fire	\$56,419.00	\$112,838.00	\$112,838.38	\$0.38	100.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$10,605.18	\$12,000.00	\$1,394.82	88.38%
Source Alt Code TAXES		\$399,146.26	\$901,528.26	\$895,852.71	-\$5,675.55	100.63%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$730.00	\$8,315.00	\$8,000.00	-\$315.00	103.94%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$400.00	\$400.00	\$0.00	100.00%
SERVICE	R 100-34108 Administrative Fees	\$300.00	\$1,733.00	\$2,000.00	\$267.00	86.65%
SERVICE	R 100-34109 Copies/Faxes	\$2.00	\$126.75	\$50.00	-\$76.75	253.50%
SERVICE	R 100-34207 Fire Protection Services	\$39,728.03	\$104,784.82	\$104,284.82	-\$500.00	100.48%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$5,216.56	\$6,000.00	\$783.44	86.94%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$2,687.44	\$3,000.00	\$312.56	89.58%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$3,700.00	\$2,000.00	-\$1,700.00	185.00%
Source Alt Code SERVICE		\$40,785.03	\$126,963.57	\$125,734.82	-\$1,228.75	100.98%
MISC	R 100-36100 Special Assessments	\$598.30	\$2,012.44	\$0.00	-\$2,012.44	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$74,160.48	\$183,116.96	\$0.00	-\$183,116.96	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$5,164.12	\$1,000.00	-\$4,164.12	516.41%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$5,943.83	\$6,000.00	\$56.17	99.06%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$6,000.00	\$0.00	-\$6,000.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$12,801.00	\$12,801.00	\$6,000.00	-\$6,801.00	213.35%
MISC	R 100-36250 Damage Deposits	\$0.00	\$100.00	\$8,000.00	\$7,900.00	1.25%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$4.49	\$0.00	-\$4.49	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$1,702.00	\$0.00	-\$1,702.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$19,200.00	\$0.00	-\$19,200.00	0.00%
Source Alt Code MISC		\$87,559.78	\$236,044.84	\$21,000.00	-\$215,044.84	1124.02%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$10,420.00	\$10,300.00	-\$120.00	101.17%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$425.00	\$482.00	\$100.00	-\$382.00	482.00%
LIC PERM	R 100-32210 Building Permits	-\$3,491.94	\$183,370.77	\$100,000.00	-\$83,370.77	183.37%
LIC PERM	R 100-32240 Animal Licenses	\$20.00	\$200.00	\$100.00	-\$100.00	200.00%
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	\$420.00	\$1,215.00	\$150.00	-\$1,065.00	810.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$2.00	\$55.00	\$50.00	-\$5.00	110.00%
Source Alt Code LIC PERM		-\$2,624.94	\$197,242.77	\$112,200.00	-\$85,042.77	175.80%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$53,748.00	\$107,496.00	\$107,496.00	\$0.00	100.00%
INTGOVT	R 100-33410 MV Credit	\$848.36	\$1,696.73	\$0.00	-\$1,696.73	0.00%
INTGOVT	R 100-33420 PERA Aid	\$169.50	\$339.00	\$339.00	\$0.00	100.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$5,728.68	\$5,500.00	-\$228.68	104.16%
INTGOVT	R 100-33610 County Grants/Aid for Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$54,765.86	\$154,006.81	\$149,335.00	-\$4,671.81	103.13%
FINES	R 100-35100 Court Fines	\$0.00	\$2,253.76	\$1,500.00	-\$753.76	150.25%
Source Alt Code FINES		\$0.00	\$2,253.76	\$1,500.00	-\$753.76	150.25%
Fund 100 GENERAL FUND		\$579,631.99	\$1,618,040.01	\$1,305,622.53	-\$312,417.48	123.93%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$579,631.99	\$1,618,040.01	\$1,305,622.53	-\$312,417.48	123.93%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$5,086.72	\$10,691.72	\$12,000.00	\$1,308.28	89.10%
COUNCIL	E 100-41110-122 FICA	\$310.31	\$657.82	\$744.00	\$86.18	88.42%
COUNCIL	E 100-41110-123 Medicare	\$72.57	\$153.85	\$174.00	\$20.15	88.42%
COUNCIL	E 100-41110-208 Training and Instructio	\$0.00	\$0.00	\$450.00	\$450.00	0.00%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$200.00	\$7,855.73	\$7,000.00	-\$855.73	112.22%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$11,287.11	\$25,202.92	\$13,915.81	44.78%
Dept 41110 Council		\$5,669.60	\$30,646.23	\$46,570.92	\$15,924.69	65.81%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$3,270.00	\$3,270.00	\$4,000.00	\$730.00	81.75%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$150.00	\$150.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$3,270.00	\$3,270.00	\$4,250.00	\$980.00	76.94%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$7,762.50	\$66,064.55	\$67,275.00	\$1,210.45	98.20%
CITYADM	E 100-41400-121 PERA	\$582.18	\$5,042.94	\$5,045.63	\$2.69	99.95%
CITYADM	E 100-41400-122 FICA	\$481.29	\$4,169.01	\$4,171.05	\$2.04	99.95%
CITYADM	E 100-41400-123 Medicare	\$112.56	\$975.01	\$975.49	\$0.48	99.95%
CITYADM	E 100-41400-134 Employer Paid Life	\$30.67	\$368.04	\$384.00	\$15.96	95.84%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$700.00	\$8,372.06	\$8,400.00	\$27.94	99.67%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$410.00	\$1,500.00	\$1,090.00	27.33%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$0.00	\$249.26	\$500.00	\$250.74	49.85%
Dept 41400 City Administrator		\$9,669.20	\$85,650.87	\$88,251.17	\$2,600.30	97.05%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$992.38	\$1,281.42	\$2,000.00	\$718.58	64.07%
ELECTION	E 100-41410-310 Other Professional Serv	\$101.24	\$4,015.52	\$5,000.00	\$984.48	80.31%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$174.13	\$300.00	\$125.87	58.04%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$0.00	\$1,014.40	\$1,000.00	-\$14.40	101.44%
Dept 41410 Elections		\$1,093.62	\$6,485.47	\$8,300.00	\$1,814.53	78.14%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$4,852.80	\$41,317.32	\$42,059.16	\$741.84	98.24%
CLERICAL	E 100-41430-121 PERA	\$363.96	\$3,153.69	\$3,154.44	\$0.75	99.98%
CLERICAL	E 100-41430-122 FICA	\$300.87	\$2,607.01	\$2,607.67	\$0.66	99.97%
CLERICAL	E 100-41430-123 Medicare	\$70.38	\$609.83	\$609.86	\$0.03	100.00%
CLERICAL	E 100-41430-134 Employer Paid Life	\$116.12	\$1,309.38	\$1,080.00	-\$229.38	121.24%
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	\$700.00	\$8,400.00	\$8,400.00	\$0.00	100.00%
CLERICAL	E 100-41430-208 Training and Instructio	\$0.00	\$255.00	\$500.00	\$245.00	51.00%
CLERICAL	E 100-41430-306 Dues & Subscriptions	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 41430 Clerical Staff		\$6,404.13	\$57,652.23	\$58,661.13	\$1,008.90	98.28%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$935.00	\$1,157.00	\$1,000.00	-\$157.00	115.70%
STAFFEXP	E 100-41435-331 Travel Expenses	\$50.22	\$589.06	\$2,000.00	\$1,410.94	29.45%
Dept 41435 Staff Expenses		\$985.22	\$1,746.06	\$3,300.00	\$1,553.94	52.91%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$5,875.20	\$50,008.08	\$50,918.40	\$910.32	98.21%
ACCTING	E 100-41530-121 PERA	\$440.64	\$3,817.73	\$3,818.88	\$1.15	99.97%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
ACCTING	E 100-41530-122 FICA	\$342.19	\$2,940.74	\$3,156.94	\$216.20	93.15%
ACCTING	E 100-41530-123 Medicare	\$80.03	\$687.79	\$738.32	\$50.53	93.16%
ACCTING	E 100-41530-134 Employer Paid Life	\$81.70	\$980.40	\$504.00	-\$476.40	194.52%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$900.00	\$10,800.00	\$10,800.00	\$0.00	100.00%
ACCTING	E 100-41530-208 Training and Instructio	\$0.00	\$690.00	\$1,000.00	\$310.00	69.00%
ACCTING	E 100-41530-306 Dues & Subscriptions	\$20.00	\$234.98	\$500.00	\$265.02	47.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$2,456.80	\$3,000.00	\$543.20	81.89%
Dept 41530 Accounting		\$7,739.76	\$72,616.52	\$74,436.54	\$1,820.02	97.55%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41540 Auditing		\$0.00	\$29,242.87	\$27,400.00	-\$1,842.87	106.73%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$158.80	\$17,828.05	\$18,000.00	\$171.95	99.04%
Dept 41550 Assessing		\$158.80	\$17,828.05	\$18,000.00	\$171.95	99.04%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$244.59	\$3,076.68	\$4,000.00	\$923.32	76.92%
PURCHASE	E 100-41570-205 Bank Fees	\$67.32	\$169.23	\$100.00	-\$69.23	169.23%
PURCHASE	E 100-41570-207 Computer Supplies	\$999.99	\$5,876.31	\$3,500.00	-\$2,376.31	167.89%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$521.99	\$3,669.91	\$5,800.00	\$2,130.09	63.27%
PURCHASE	E 100-41570-322 Postage	\$60.52	\$2,840.30	\$1,500.00	-\$1,340.30	189.35%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
Dept 41570 Purchasing		\$1,894.41	\$15,632.43	\$18,900.00	\$3,267.57	82.71%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$351.00	\$2,542.23	\$4,000.00	\$1,457.77	63.56%
Dept 41600 Computer		\$351.00	\$2,542.23	\$4,000.00	\$1,457.77	63.56%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$2,365.42	\$21,945.16	\$21,786.56	-\$158.60	100.73%
Dept 41610 City Attorney		\$2,365.42	\$21,945.16	\$21,786.56	-\$158.60	100.73%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$7,956.00	\$21,145.00	\$17,000.00	-\$4,145.00	124.38%
Dept 41910 Planning and Zoning		\$7,956.00	\$21,145.00	\$17,000.00	-\$4,145.00	124.38%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$205.70	\$1,566.53	\$5,000.00	\$3,433.47	31.33%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$5,905.38	\$10,286.01	\$10,000.00	-\$286.01	102.86%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$250.00	\$300.00	\$50.00	83.33%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$1,563.00	\$7,208.33	\$8,400.00	\$1,191.67	85.81%
GOVTBLDG	E 100-41940-321 Telephone	\$279.96	\$3,138.92	\$3,500.00	\$361.08	89.68%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$213.59	\$250.00	\$36.41	85.44%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$6,810.96	\$9,000.00	\$2,189.04	75.68%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$957.20	\$3,046.82	\$5,000.00	\$1,953.18	60.94%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$214.71	\$2,336.35	\$2,400.00	\$63.65	97.35%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$67.98	\$3,401.67	\$5,000.00	\$1,598.33	68.03%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$241.51	\$2,500.00	\$2,258.49	9.66%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$226.16	\$1,000.00	\$773.84	22.62%
Dept 41940 General Govt Buildings/Plant		\$9,193.93	\$38,726.85	\$52,850.00	\$14,123.15	73.28%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$667.50	\$24,350.50	\$25,000.00	\$649.50	97.40%
Dept 41950 Engineer		\$667.50	\$24,350.50	\$25,000.00	\$649.50	97.40%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 41960 Insurance						
INSURANCE	E 100-41960-150 Worker s Comp (GENE	\$0.00	\$8,543.02	\$9,317.50	\$774.48	91.69%
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	\$19,245.09	\$24,740.10	\$5,495.01	77.79%
Dept 41960 Insurance		\$0.00	\$27,788.11	\$34,057.60	\$6,269.49	81.59%
Dept 41970 Legal Publications						
LEGALPUB	E 100-41970-341 Employment	\$0.00	\$273.78	\$250.00	-\$23.78	109.51%
LEGALPUB	E 100-41970-343 Other Advertising	\$0.00	\$39.00	\$250.00	\$211.00	15.60%
LEGALPUB	E 100-41970-351 Legal Notices Publishin	\$229.54	\$1,814.11	\$2,000.00	\$185.89	90.71%
LEGALPUB	E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970 Legal Publications		\$229.54	\$2,126.89	\$3,000.00	\$873.11	70.90%
Dept 42101 Hennepin County Sheriff						
HCSHERIFF	E 100-42101-310 Other Professional Serv	\$17,851.24	\$71,404.96	\$71,404.96	\$0.00	100.00%
Dept 42101 Hennepin County Sheriff		\$17,851.24	\$71,404.96	\$71,404.96	\$0.00	100.00%
Dept 42102 Wright County Sheriff						
WCSHERIFF	E 100-42102-310 Other Professional Serv	\$8,340.65	\$99,167.89	\$98,088.00	-\$1,079.89	101.10%
Dept 42102 Wright County Sheriff		\$8,340.65	\$99,167.89	\$98,088.00	-\$1,079.89	101.10%
Dept 42210 Fire Dept Administration						
FIREADMIN	E 100-42210-103 Part-Time Employees	\$31,640.00	\$31,640.00	\$34,340.00	\$2,700.00	92.14%
FIREADMIN	E 100-42210-122 FICA	\$1,943.10	\$1,943.10	\$2,129.00	\$185.90	91.27%
FIREADMIN	E 100-42210-123 Medicare	\$454.45	\$454.45	\$515.00	\$60.55	88.24%
FIREADMIN	E 100-42210-150 Worker s Comp (GENE	\$0.00	\$7,946.77	\$10,000.00	\$2,053.23	79.47%
FIREADMIN	E 100-42210-200 Office Supplies (GENER	\$45.00	\$240.99	\$200.00	-\$40.99	120.50%
FIREADMIN	E 100-42210-305 Medical and Dental Fee	\$2,390.00	\$4,567.00	\$4,000.00	-\$567.00	114.18%
FIREADMIN	E 100-42210-306 Dues & Subscriptions	\$0.00	\$605.00	\$950.00	\$345.00	63.68%
FIREADMIN	E 100-42210-361 General Liability Ins	\$0.00	\$4,743.07	\$6,119.40	\$1,376.33	77.51%
FIREADMIN	E 100-42210-437 Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42210 Fire Dept Administration		\$36,472.55	\$52,140.38	\$58,253.40	\$6,113.02	89.51%
Dept 42220 Fire Dept Equipment						
FIREEQUIP	E 100-42220-221 Equipment Parts	\$0.00	\$2,790.67	\$15,500.00	\$12,709.33	18.00%
FIREEQUIP	E 100-42220-228 Medical Supplies	\$0.00	\$370.04	\$1,500.00	\$1,129.96	24.67%
FIREEQUIP	E 100-42220-240 Small Tools and Minor	\$0.00	\$537.49	\$850.00	\$312.51	63.23%
FIREEQUIP	E 100-42220-260 Uniforms	\$6,815.00	\$7,559.26	\$4,500.00	-\$3,059.26	167.98%
FIREEQUIP	E 100-42220-580 Other Equipment	\$112.83	\$1,080.91	\$5,000.00	\$3,919.09	21.62%
Dept 42220 Fire Dept Equipment		\$6,927.83	\$12,338.37	\$27,350.00	\$15,011.63	45.11%
Dept 42240 Fire Dept Training						
FIRETRNG	E 100-42240-208 Training and Instructio	\$0.00	\$3,786.87	\$7,500.00	\$3,713.13	50.49%
FIRETRNG	E 100-42240-310 Other Professional Serv	\$729.50	\$2,939.25	\$3,000.00	\$60.75	97.98%
FIRETRNG	E 100-42240-331 Travel Expenses	\$534.96	\$2,137.21	\$1,500.00	-\$637.21	142.48%
Dept 42240 Fire Dept Training		\$1,264.46	\$8,863.33	\$12,000.00	\$3,136.67	73.86%
Dept 42260 Fire Vehicles						
FIREVEH	E 100-42260-212 Motor Fuels	\$534.02	\$2,361.88	\$5,000.00	\$2,638.12	47.24%
FIREVEH	E 100-42260-220 Repair/Maint Supply (G	\$3,001.02	\$11,401.95	\$9,000.00	-\$2,401.95	126.69%
FIREVEH	E 100-42260-240 Small Tools and Minor	\$268.00	\$321.57	\$2,000.00	\$1,678.43	16.08%
FIREVEH	E 100-42260-323 Radio Units	\$400.00	\$3,822.00	\$7,465.00	\$3,643.00	51.20%
Dept 42260 Fire Vehicles		\$4,203.04	\$17,907.40	\$23,465.00	\$5,557.60	76.32%
Dept 42280 Fire Stations and Bldgs						
FIREBLDG	E 100-42280-215 Shop Supplies	\$86.43	\$416.42	\$1,650.00	\$1,233.58	25.24%
FIREBLDG	E 100-42280-220 Repair/Maint Supply (G	\$118.00	\$2,826.52	\$3,500.00	\$673.48	80.71%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$30.90	\$370.73	\$800.00	\$429.27	46.34%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$671.30	\$3,478.45	\$5,000.00	\$1,521.55	69.57%
FIREBLDG	E 100-42280-383 Gas Utilities	\$500.56	\$1,934.77	\$3,000.00	\$1,065.23	64.49%
Dept 42280	Fire Stations and Bldgs	\$1,407.19	\$9,026.89	\$14,125.00	\$5,098.11	63.91%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$38,746.40	\$36,000.00	-\$2,746.40	107.63%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$5,566.79	\$11,133.58	\$11,133.58	\$0.00	100.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$6,100.00	\$6,500.00	\$400.00	93.85%
Dept 42290	Fire Relief Association	\$5,566.79	\$55,979.98	\$53,633.58	-\$2,346.40	104.37%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$13,121.60	\$54,668.74	\$35,000.00	-\$19,668.74	156.20%
Dept 42401	Building Inspection Admin	\$13,121.60	\$54,668.74	\$35,000.00	-\$19,668.74	156.20%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42700	Animal Control	\$0.00	\$250.00	\$500.00	\$250.00	50.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 42800	Cemetery	\$0.00	\$2,173.50	\$2,500.00	\$326.50	86.94%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$12,302.40	\$104,691.94	\$106,604.16	\$1,912.22	98.21%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$1,386.32	\$1,000.00	-\$386.32	138.63%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$880.00	\$13,080.46	\$15,000.00	\$1,919.54	87.20%
PUBWRKS	E 100-43000-121 PERA	\$922.68	\$8,094.97	\$7,995.31	-\$99.66	101.25%
PUBWRKS	E 100-43000-122 FICA	\$817.31	\$7,482.08	\$6,609.46	-\$872.62	113.20%
PUBWRKS	E 100-43000-123 Medicare	\$191.18	\$1,750.03	\$1,545.76	-\$204.27	113.21%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$155.16	\$1,861.92	\$1,584.00	-\$277.92	117.55%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$27.50	\$500.00	\$472.50	5.50%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$1,600.00	\$19,200.00	\$19,200.00	\$0.00	100.00%
PUBWRKS	E 100-43000-208 Training and Instructio	\$0.00	\$1,379.30	\$1,500.00	\$120.70	91.95%
PUBWRKS	E 100-43000-212 Motor Fuels	\$950.46	\$5,217.71	\$7,000.00	\$1,782.29	74.54%
PUBWRKS	E 100-43000-215 Shop Supplies	\$283.26	\$2,657.56	\$2,500.00	-\$157.56	106.30%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$3,334.23	\$11,677.73	\$6,000.00	-\$5,677.73	194.63%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$105.64	\$1,251.85	\$1,500.00	\$248.15	83.46%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$607.48	\$2,576.10	\$5,000.00	\$2,423.90	51.52%
PUBWRKS	E 100-43000-260 Uniforms	\$593.67	\$1,316.22	\$2,000.00	\$683.78	65.81%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$5,375.00	\$18,695.75	\$16,000.00	-\$2,695.75	116.85%
PUBWRKS	E 100-43000-321 Telephone	\$277.89	\$1,880.47	\$2,000.00	\$119.53	94.02%
PUBWRKS	E 100-43000-325 Taxes	\$0.00	\$120.00	\$200.00	\$80.00	60.00%
Dept 43000	Public Works (GENERAL)	\$28,396.36	\$204,347.91	\$203,738.69	-\$609.22	100.30%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	-\$6,329.37	\$32,250.22	\$50,000.00	\$17,749.78	64.50%
Dept 43121	Paved Streets	-\$6,329.37	\$32,250.22	\$50,000.00	\$17,749.78	64.50%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$1,250.00	\$11,179.18	\$10,000.00	-\$1,179.18	111.79%
Dept 43122	Unpaved Streets	\$1,250.00	\$11,179.18	\$10,000.00	-\$1,179.18	111.79%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$9,453.12	\$9,453.12	\$15,000.00	\$5,546.88	63.02%
Dept 43125	Ice & Snow Removal	\$9,453.12	\$9,453.12	\$15,000.00	\$5,546.88	63.02%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$5,641.23	\$26,977.06	\$27,000.00	\$22.94	99.92%
Dept 43160	Street Lighting	\$5,641.23	\$26,977.06	\$27,000.00	\$22.94	99.92%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$2,073.20	\$2,000.00	-\$73.20	103.66%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$6,411.59	\$37,744.71	\$35,000.00	-\$2,744.71	107.84%
Dept 43245	Recycling: Refuse	\$6,411.59	\$37,744.71	\$35,000.00	-\$2,744.71	107.84%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$1,945.91	\$7,016.47	\$8,000.00	\$983.53	87.71%
Dept 45186	Senior Center	\$1,945.91	\$7,016.47	\$8,000.00	\$983.53	87.71%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$74.35	\$1,478.10	\$3,000.00	\$1,521.90	49.27%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$372.94	\$4,598.59	\$6,000.00	\$1,401.41	76.64%
	PARKS E 100-45200-225 Landscaping Materials	\$240.47	\$4,356.35	\$7,000.00	\$2,643.65	62.23%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$462.17	\$2,083.41	\$2,000.00	-\$83.41	104.17%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$400.86	\$1,939.29	\$3,000.00	\$1,060.71	64.64%
	PARKS E 100-45200-440 Programs	\$0.00	\$2,216.47	\$1,000.00	-\$1,216.47	221.65%
	PARKS E 100-45200-580 Other Equipment	\$709.83	\$7,605.57	\$7,000.00	-\$605.57	108.65%
Dept 45200	Parks (GENERAL)	\$2,260.62	\$24,277.78	\$35,800.00	\$11,522.22	67.82%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$857.03	\$10,428.12	\$10,500.00	\$71.88	99.32%
Dept 45500	Libraries (GENERAL)	\$857.03	\$10,428.12	\$10,500.00	\$71.88	99.32%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	-\$100.00	\$3,416.25	\$9,000.00	\$5,583.75	37.96%
Dept 48205	Damage Deposit Refunds	-\$100.00	\$3,416.25	\$9,000.00	\$5,583.75	37.96%
Dept 49360	Transfers Out					
	TRANSFERS E 100-49360-700 Transfers (GENERAL)	\$172,662.50	\$172,662.50	\$0.00	-\$172,662.50	0.00%
Dept 49360	Transfers Out	\$172,662.50	\$172,662.50	\$0.00	-\$172,662.50	0.00%
Dept 49800	Transit (GENERAL)					
	TRANSIT E 100-49800-310 Other Professional Serv	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$250.00	\$1,000.00	\$750.00	25.00%
Fund 100	GENERAL FUND	\$375,252.47	\$1,385,393.43	\$1,309,122.55	-\$76,270.88	105.83%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	December 2016 Amt	2016 YTD Amt	2016 YTD Budget	2016 YTD Balance	%YTD Budget
		\$375,252.47	\$1,385,393.43	\$1,309,122.55	-\$76,270.88	105.83%

CITY OF HANOVER

Cash Balances

January 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$1,022,387.05	\$3,067.72	\$30,421.81	\$995,032.96
107 FIRE DEPT DONATIONS FUND	\$37,840.89	\$0.00	\$0.00	\$37,840.89
201 EDA SPECIAL REVENUE FUND	\$136,925.34	\$0.00	\$200.00	\$136,725.34
205 EDA BUSINESS INCENTIVE FUND	\$241,412.82	\$184.30	\$0.00	\$241,597.12
311 2008A GO CIP REFUNDING BOND	\$73,111.34	\$0.00	\$33,937.50	\$39,173.84
312 2009A GO IMP REFUNDING BOND	\$45,278.01	\$0.00	\$120,551.00	-\$75,272.99
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$426,347.44	\$0.00	\$0.00	\$426,347.44
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,091,684.08	\$0.00	\$0.00	\$1,091,684.08
402 PARKS CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
403 FIRE DEPT CAPITAL FUND	\$193,856.78	\$0.00	\$0.00	\$193,856.78
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$6,406.76	\$0.00	\$0.00	\$6,406.76
411 FACILITIES CAPITAL PROJ FUND	\$1,637,237.31	\$0.00	\$0.00	\$1,637,237.31
417 EQUIPMENT CAPITAL FUND	\$108,669.21	\$0.00	\$0.00	\$108,669.21
418 STREET CAPITAL PROJ FUND	\$466,418.65	\$0.00	\$0.00	\$466,418.65
601 WATER ENTERPRISE FUND	\$816,072.52	\$0.00	\$7,042.86	\$809,029.66
602 SEWER ENTERPRISE FUND	\$262,336.62	\$0.00	\$4,522.75	\$257,813.87
603 STORM WATER ENTERPRISE FUND	\$176,985.18	\$0.00	\$0.00	\$176,985.18
611 WATER CAPITAL IMP FUND	\$155,311.39	\$0.00	\$0.00	\$155,311.39
612 SEWER CAPITAL IMP FUND	\$1,808,700.94	\$0.00	\$0.00	\$1,808,700.94
613 STORM WATER CAPITAL IMP FUND	\$552,226.33	\$0.00	\$0.00	\$552,226.33
804 SCHENDELS FIELD ESC FUND	\$148,505.58	\$0.00	\$0.00	\$148,505.58
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$29,000.00	\$0.00	\$2,250.00	\$26,750.00
815 LANDSCAPE ESCROW FUND	\$29,000.00	\$0.00	\$1,500.00	\$27,500.00
817 INFRASTRUCTURE ESCROW FUND	\$15,000.00	\$0.00	\$1,000.00	\$14,000.00
818 MISC ESCROWS FUND	\$9,445.00	\$0.00	\$0.00	\$9,445.00
820 BRIDGES TOWNHOMES ESC FUND	\$3,606.26	\$0.00	\$0.00	\$3,606.26
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,955.93	\$0.00	\$0.00	\$11,955.93
900 INTEREST	-\$10,198.17	\$0.00	\$0.00	-\$10,198.17
	\$9,496,893.26	\$3,252.02	\$201,425.92	\$9,298,719.36

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
TAXES	R 100-31000 Property Taxes - General	\$0.00	\$0.00	\$830,523.52	\$830,523.52	0.00%
TAXES	R 100-31020 Property Taxes - Fire	\$0.00	\$0.00	\$111,200.00	\$111,200.00	0.00%
TAXES	R 100-31800 Franchise Fees	\$0.00	\$0.00	\$12,000.00	\$12,000.00	0.00%
Source Alt Code TAXES		\$0.00	\$0.00	\$953,723.52	\$953,723.52	0.00%
SERVICE	R 100-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SERVICE	R 100-34101 City Hall Rent Revenue	\$50.00	\$50.00	\$9,175.00	\$9,125.00	0.54%
SERVICE	R 100-34107 Assessment Search Fees	\$25.00	\$25.00	\$400.00	\$375.00	6.25%
SERVICE	R 100-34108 Administrative Fees	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
SERVICE	R 100-34109 Copies/Faxes	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
SERVICE	R 100-34207 Fire Protection Services	\$0.00	\$0.00	\$114,324.87	\$114,324.87	0.00%
SERVICE	R 100-34403 Recycling Rev/Reimb	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
SERVICE	R 100-34780 Park Rental Fees	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
SERVICE	R 100-34940 Cemetery Revenues	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Source Alt Code SERVICE		\$75.00	\$75.00	\$136,449.87	\$136,374.87	0.05%
MISC	R 100-36100 Special Assessments	\$0.00	\$0.00	\$740.00	\$740.00	0.00%
MISC	R 100-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$900.00	\$900.00	0.00%
MISC	R 100-36210 Interest Earnings	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
MISC	R 100-36215 Investment Income/Loss	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.00%
MISC	R 100-36230 Contributions and Donations	\$0.00	\$0.00	\$3,600.00	\$3,600.00	0.00%
MISC	R 100-36235 Insurance Dividends	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
MISC	R 100-36250 Damage Deposits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36260 Refunds or Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-36290 Sale of Vehicles/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 100-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	\$0.00	\$22,240.00	\$22,240.00	0.00%
LIC PERM	R 100-32110 Alcoholic Beverages	\$0.00	\$0.00	\$10,370.00	\$10,370.00	0.00%
LIC PERM	R 100-32180 Other Bus. Licenses/Permits	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32210 Building Permits	\$1,292.72	\$1,292.72	\$50,000.00	\$48,707.28	2.59%
LIC PERM	R 100-32240 Animal Licenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
LIC PERM	R 100-32260 Solid Waste Hauler Licenses	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	100.00%
LIC PERM	R 100-32270 Rental Dwelling Licenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIC PERM	R 100-32280 Other Non-Business Lic/Per	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Source Alt Code LIC PERM		\$2,792.72	\$2,792.72	\$62,120.00	\$59,327.28	4.50%
INTGOVT	R 100-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33401 Local Government Aid	\$0.00	\$0.00	\$108,169.00	\$108,169.00	0.00%
INTGOVT	R 100-33410 MV Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTGOVT	R 100-33420 PERA Aid	\$0.00	\$0.00	\$339.00	\$339.00	0.00%
INTGOVT	R 100-33422 State Fire Aid	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
INTGOVT	R 100-33426 State Police Aid	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
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	\$0.00	\$150,008.00	\$150,008.00	0.00%
FINES	R 100-35100 Court Fines	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Source Alt Code FINES		\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Fund 100 GENERAL FUND		\$2,867.72	\$2,867.72	\$1,326,541.39	\$1,323,673.67	0.22%

Revenue Budget by Source - General Fund

Source Alt Code	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$2,867.72	\$2,867.72	\$1,326,541.39	\$1,323,673.67	0.22%

CITY OF HANOVER
Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Fund 100 GENERAL FUND						
Dept 41110 Council						
COUNCIL	E 100-41110-111 Committee Wages/Mee	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0.00%
COUNCIL	E 100-41110-122 FICA	\$0.00	\$0.00	\$682.00	\$682.00	0.00%
COUNCIL	E 100-41110-123 Medicare	\$0.00	\$0.00	\$159.50	\$159.50	0.00%
COUNCIL	E 100-41110-208 Training and Instructio	\$325.00	\$325.00	\$400.00	\$75.00	81.25%
COUNCIL	E 100-41110-306 Dues & Subscriptions	\$3,582.23	\$3,582.23	\$7,500.00	\$3,917.77	47.76%
COUNCIL	E 100-41110-331 Travel Expenses	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
COUNCIL	E 100-41110-437 Other Miscellaneous	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 41110 Council		\$3,907.23	\$3,907.23	\$23,241.50	\$19,334.27	16.81%
Dept 41330 Boards and Commissions						
BRDCOMM	E 100-41330-111 Committee Wages/Mee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
BRDCOMM	E 100-41330-208 Training and Instructio	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.00%
BRDCOMM	E 100-41330-331 Travel Expenses	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
Dept 41330 Boards and Commissions		\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%
Dept 41400 City Administrator						
CITYADM	E 100-41400-101 Full-Time Employees R	\$2,632.40	\$2,632.40	\$69,629.63	\$66,997.23	3.78%
CITYADM	E 100-41400-121 PERA	\$197.43	\$197.43	\$5,222.22	\$5,024.79	3.78%
CITYADM	E 100-41400-122 FICA	\$163.21	\$163.21	\$4,317.04	\$4,153.83	3.78%
CITYADM	E 100-41400-123 Medicare	\$38.17	\$38.17	\$1,009.63	\$971.46	3.78%
CITYADM	E 100-41400-134 Employer Paid Life	\$15.30	\$15.30	\$384.00	\$368.70	3.98%
CITYADM	E 100-41400-151 Med/Dental Insurance	\$334.78	\$334.78	\$8,400.00	\$8,065.22	3.99%
CITYADM	E 100-41400-208 Training and Instructio	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
CITYADM	E 100-41400-306 Dues & Subscriptions	\$149.58	\$149.58	\$500.00	\$350.42	29.92%
Dept 41400 City Administrator		\$3,530.87	\$3,530.87	\$90,962.52	\$87,431.65	3.88%
Dept 41410 Elections						
ELECTION	E 100-41410-200 Office Supplies (GENER	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
ELECTION	E 100-41410-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-351 Legal Notices Publishin	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELECTION	E 100-41410-400 Repairs & Maint Cont (\$1,201.60	\$1,201.60	\$1,300.00	\$98.40	92.43%
Dept 41410 Elections		\$1,201.60	\$1,201.60	\$8,300.00	\$7,098.40	14.48%
Dept 41430 Clerical Staff						
CLERICAL	E 100-41430-101 Full-Time Employees R	\$1,650.00	\$1,650.00	\$43,739.90	\$42,089.90	3.77%
CLERICAL	E 100-41430-121 PERA	\$123.75	\$123.75	\$3,280.49	\$3,156.74	3.77%
CLERICAL	E 100-41430-122 FICA	\$102.30	\$102.30	\$2,711.87	\$2,609.57	3.77%
CLERICAL	E 100-41430-123 Medicare	\$23.93	\$23.93	\$634.23	\$610.30	3.77%
CLERICAL	E 100-41430-134 Employer Paid Life	\$57.39	\$57.39	\$1,440.00	\$1,382.61	3.99%
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	\$334.78	\$334.78	\$8,400.00	\$8,065.22	3.99%
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	\$17.50	\$17.50	\$250.00	\$232.50	7.00%
Dept 41430 Clerical Staff		\$2,309.65	\$2,309.65	\$60,956.49	\$58,646.84	3.79%
Dept 41435 Staff Expenses						
STAFFEXP	E 100-41435-260 Uniforms	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
STAFFEXP	E 100-41435-306 Dues & Subscriptions	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
STAFFEXP	E 100-41435-310 Other Professional Serv	\$150.00	\$150.00	\$0.00	-\$150.00	0.00%
STAFFEXP	E 100-41435-331 Travel Expenses	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 41435 Staff Expenses		\$150.00	\$150.00	\$2,800.00	\$2,650.00	5.36%
Dept 41530 Accounting						
ACCTING	E 100-41530-101 Full-Time Employees R	\$1,997.60	\$1,997.60	\$52,954.72	\$50,957.12	3.77%

CITY OF HANOVER
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Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
ACCTING	E 100-41530-121 PERA	\$149.82	\$149.82	\$3,971.60	\$3,821.78	3.77%
ACCTING	E 100-41530-122 FICA	\$113.29	\$113.29	\$3,283.19	\$3,169.90	3.45%
ACCTING	E 100-41530-123 Medicare	\$26.50	\$26.50	\$767.84	\$741.34	3.45%
ACCTING	E 100-41530-134 Employer Paid Life	\$39.70	\$39.70	\$996.00	\$956.30	3.99%
ACCTING	E 100-41530-151 Med/Dental Insurance	\$430.43	\$430.43	\$10,800.00	\$10,369.57	3.99%
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	\$10.00	\$10.00	\$250.00	\$240.00	4.00%
ACCTING	E 100-41530-310 Other Professional Serv	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41530 Accounting		\$2,767.34	\$2,767.34	\$74,023.35	\$71,256.01	3.74%
Dept 41540 Auditing						
AUDITING	E 100-41540-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41540 Auditing		\$0.00	\$0.00	\$24,300.00	\$24,300.00	0.00%
Dept 41550 Assessing						
ASSESS G	E 100-41550-310 Other Professional Serv	\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41550 Assessing		\$0.00	\$0.00	\$18,000.00	\$18,000.00	0.00%
Dept 41570 Purchasing						
PURCHASE	E 100-41570-200 Office Supplies (GENER	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.00%
PURCHASE	E 100-41570-205 Bank Fees	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
PURCHASE	E 100-41570-207 Computer Supplies	\$1,148.48	\$1,148.48	\$12,000.00	\$10,851.52	9.57%
PURCHASE	E 100-41570-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
PURCHASE	E 100-41570-322 Postage	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
PURCHASE	E 100-41570-570 Office Equip and Furnis	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41570 Purchasing		\$1,148.48	\$1,148.48	\$21,600.00	\$20,451.52	5.32%
Dept 41600 Computer						
COMPUTER	E 100-41600-310 Other Professional Serv	\$262.50	\$262.50	\$4,000.00	\$3,737.50	6.56%
Dept 41600 Computer		\$262.50	\$262.50	\$4,000.00	\$3,737.50	6.56%
Dept 41610 City Attorney						
CITYATNY	E 100-41610-304 Legal Fees	\$0.00	\$0.00	\$22,440.16	\$22,440.16	0.00%
Dept 41610 City Attorney		\$0.00	\$0.00	\$22,440.16	\$22,440.16	0.00%
Dept 41910 Planning and Zoning						
PLANZONG	E 100-41910-310 Other Professional Serv	\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41910 Planning and Zoning		\$0.00	\$0.00	\$29,500.00	\$29,500.00	0.00%
Dept 41940 General Govt Buildings/Plant						
GOVTBLDG	E 100-41940-210 Operating Supplies (GE	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
GOVTBLDG	E 100-41940-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
GOVTBLDG	E 100-41940-306 Dues & Subscriptions	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
GOVTBLDG	E 100-41940-310 Other Professional Serv	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
GOVTBLDG	E 100-41940-321 Telephone	\$279.96	\$279.96	\$3,500.00	\$3,220.04	8.00%
GOVTBLDG	E 100-41940-325 Taxes	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
GOVTBLDG	E 100-41940-381 Electric Utilities	\$0.00	\$0.00	\$11,250.00	\$11,250.00	0.00%
GOVTBLDG	E 100-41940-383 Gas Utilities	\$0.00	\$0.00	\$6,250.00	\$6,250.00	0.00%
GOVTBLDG	E 100-41940-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$3,250.00	\$3,250.00	0.00%
GOVTBLDG	E 100-41940-415 Other Equipment Renta	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
GOVTBLDG	E 100-41940-520 Buildings and Structure	\$240.00	\$240.00	\$4,500.00	\$4,260.00	5.33%
GOVTBLDG	E 100-41940-560 Furniture and Fixtures	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
GOVTBLDG	E 100-41940-580 Other Equipment	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41940 General Govt Buildings/Plant		\$519.96	\$519.96	\$42,300.00	\$41,780.04	1.23%
Dept 41950 Engineer						
ENGINEER	E 100-41950-303 Engineering Fees	\$0.00	\$0.00	\$32,500.00	\$32,500.00	0.00%

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Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 41950	Engineer	\$0.00	\$0.00	\$32,500.00	\$32,500.00	0.00%
Dept 41960	Insurance					
	INSURANCE E 100-41960-150 Worker s Comp (GENE	\$3,066.85	\$3,066.85	\$8,799.31	\$5,732.46	34.85%
	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	\$9,929.39	\$9,929.39	\$18,860.19	\$8,930.80	52.65%
Dept 41960	Insurance	\$12,996.24	\$12,996.24	\$27,659.50	\$14,663.26	46.99%
Dept 41970	Legal Publications					
	LEGALPUB E 100-41970-341 Employment	\$0.00	\$0.00	\$300.00	\$300.00	0.00%
	LEGALPUB E 100-41970-343 Other Advertising	\$40.00	\$40.00	\$50.00	\$10.00	80.00%
	LEGALPUB E 100-41970-351 Legal Notices Publishin	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	LEGALPUB E 100-41970-354 Recording Fees	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 41970	Legal Publications	\$40.00	\$40.00	\$2,850.00	\$2,810.00	1.40%
Dept 42101	Hennepin County Sheriff					
	HCSHERIFF E 100-42101-310 Other Professional Serv	\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42101	Hennepin County Sheriff	\$0.00	\$0.00	\$78,730.52	\$78,730.52	0.00%
Dept 42102	Wright County Sheriff					
	WCSHERIFF E 100-42102-310 Other Professional Serv	\$8,455.83	\$8,455.83	\$101,748.00	\$93,292.17	8.31%
Dept 42102	Wright County Sheriff	\$8,455.83	\$8,455.83	\$101,748.00	\$93,292.17	8.31%
Dept 42210	Fire Dept Administration					
	FIREADMIN E 100-42210-103 Part-Time Employees	\$0.00	\$0.00	\$55,000.00	\$55,000.00	0.00%
	FIREADMIN E 100-42210-122 FICA	\$0.00	\$0.00	\$3,410.00	\$3,410.00	0.00%
	FIREADMIN E 100-42210-123 Medicare	\$0.00	\$0.00	\$797.50	\$797.50	0.00%
	FIREADMIN E 100-42210-150 Worker s Comp (GENE	\$3,179.95	\$3,179.95	\$8,344.11	\$5,164.16	38.11%
	FIREADMIN E 100-42210-200 Office Supplies (GENER	\$0.00	\$0.00	\$200.00	\$200.00	0.00%
	FIREADMIN E 100-42210-305 Medical and Dental Fee	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.00%
	FIREADMIN E 100-42210-306 Dues & Subscriptions	\$0.00	\$0.00	\$950.00	\$950.00	0.00%
	FIREADMIN E 100-42210-361 General Liability Ins	\$2,491.37	\$2,491.37	\$4,553.35	\$2,061.98	54.72%
Dept 42210	Fire Dept Administration	\$5,671.32	\$5,671.32	\$77,254.96	\$71,583.64	7.34%
Dept 42220	Fire Dept Equipment					
	FIREEQUIP E 100-42220-221 Equipment Parts	\$0.00	\$0.00	\$13,500.00	\$13,500.00	0.00%
	FIREEQUIP E 100-42220-228 Medical Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
	FIREEQUIP E 100-42220-240 Small Tools and Minor	\$0.00	\$0.00	\$850.00	\$850.00	0.00%
	FIREEQUIP E 100-42220-260 Uniforms	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	FIREEQUIP E 100-42220-580 Other Equipment	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
Dept 42220	Fire Dept Equipment	\$0.00	\$0.00	\$25,350.00	\$25,350.00	0.00%
Dept 42240	Fire Dept Training					
	FIRETRNG E 100-42240-208 Training and Instructio	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.00%
	FIRETRNG E 100-42240-310 Other Professional Serv	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
	FIRETRNG E 100-42240-331 Travel Expenses	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
Dept 42240	Fire Dept Training	\$0.00	\$0.00	\$17,000.00	\$17,000.00	0.00%
Dept 42260	Fire Vehicles					
	FIREVEH E 100-42260-212 Motor Fuels	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
	FIREVEH E 100-42260-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.00%
	FIREVEH E 100-42260-240 Small Tools and Minor	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	FIREVEH E 100-42260-323 Radio Units	\$0.00	\$0.00	\$7,465.00	\$7,465.00	0.00%
Dept 42260	Fire Vehicles	\$0.00	\$0.00	\$22,965.00	\$22,965.00	0.00%
Dept 42280	Fire Stations and Bldgs					
	FIREBLDG E 100-42280-215 Shop Supplies	\$19.00	\$19.00	\$1,650.00	\$1,631.00	1.15%
	FIREBLDG E 100-42280-220 Repair/Maint Supply (G	\$13.20	\$13.20	\$3,500.00	\$3,486.80	0.36%

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Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
FIREBLDG	E 100-42280-321 Telephone	\$30.90	\$30.90	\$800.00	\$769.10	3.86%
FIREBLDG	E 100-42280-325 Taxes	\$0.00	\$0.00	\$175.00	\$175.00	0.00%
FIREBLDG	E 100-42280-381 Electric Utilities	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.00%
FIREBLDG	E 100-42280-383 Gas Utilities	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
Dept 42280	Fire Stations and Bldgs	\$63.10	\$63.10	\$13,625.00	\$13,561.90	0.46%
Dept 42290	Fire Relief Association					
FIRERELIEF	E 100-42290-124 Fire Pension Contributi	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
FIRERELIEF	E 100-42290-125 Other Retirement Contr	\$0.00	\$0.00	\$11,133.58	\$11,133.58	0.00%
FIRERELIEF	E 100-42290-301 Auditing and Acctg Ser	\$0.00	\$0.00	\$6,500.00	\$6,500.00	0.00%
Dept 42290	Fire Relief Association	\$0.00	\$0.00	\$53,633.58	\$53,633.58	0.00%
Dept 42401	Building Inspection Admin					
INSPADMN	E 100-42401-310 Other Professional Serv	\$0.00	\$0.00	\$17,500.00	\$17,500.00	0.00%
Dept 42401	Building Inspection Admin	\$0.00	\$0.00	\$17,500.00	\$17,500.00	0.00%
Dept 42700	Animal Control					
ANIMCTRL	E 100-42700-310 Other Professional Serv	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42700	Animal Control	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Dept 42800	Cemetery					
CEMETERY	E 100-42800-310 Other Professional Serv	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 42800	Cemetery	\$0.00	\$0.00	\$50.00	\$50.00	0.00%
Dept 43000	Public Works (GENERAL)					
PUBWRKS	E 100-43000-101 Full-Time Employees R	\$4,177.20	\$4,177.20	\$116,803.34	\$112,626.14	3.58%
PUBWRKS	E 100-43000-102 Full-Time Employees O	\$0.00	\$0.00	\$1,050.00	\$1,050.00	0.00%
PUBWRKS	E 100-43000-103 Part-Time Employees	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
PUBWRKS	E 100-43000-121 PERA	\$313.29	\$313.29	\$10,279.11	\$9,965.82	3.05%
PUBWRKS	E 100-43000-122 FICA	\$258.99	\$258.99	\$8,250.88	\$7,991.89	3.14%
PUBWRKS	E 100-43000-123 Medicare	\$60.57	\$60.57	\$2,285.25	\$2,224.68	2.65%
PUBWRKS	E 100-43000-134 Employer Paid Life	\$76.05	\$76.05	\$2,832.00	\$2,755.95	2.69%
PUBWRKS	E 100-43000-142 Unemployment Benefit	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
PUBWRKS	E 100-43000-151 Med/Dental Insurance	\$765.21	\$765.21	\$27,600.00	\$26,834.79	2.77%
PUBWRKS	E 100-43000-208 Training and Instructio	\$950.00	\$950.00	\$2,500.00	\$1,550.00	38.00%
PUBWRKS	E 100-43000-212 Motor Fuels	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
PUBWRKS	E 100-43000-215 Shop Supplies	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
PUBWRKS	E 100-43000-220 Repair/Maint Supply (G	\$585.00	\$585.00	\$6,000.00	\$5,415.00	9.75%
PUBWRKS	E 100-43000-226 Sign Repair Materials	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
PUBWRKS	E 100-43000-240 Small Tools and Minor	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
PUBWRKS	E 100-43000-260 Uniforms	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
PUBWRKS	E 100-43000-310 Other Professional Serv	\$0.00	\$0.00	\$19,000.00	\$19,000.00	0.00%
PUBWRKS	E 100-43000-321 Telephone	\$0.00	\$0.00	\$2,800.00	\$2,800.00	0.00%
PUBWRKS	E 100-43000-325 Taxes	\$38.00	\$38.00	\$200.00	\$162.00	19.00%
Dept 43000	Public Works (GENERAL)	\$7,224.31	\$7,224.31	\$234,100.58	\$226,876.27	3.09%
Dept 43100	Hwys, Streets, & Roads					
HWYROAD	E 100-43100-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43100	Hwys, Streets, & Roads	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43121	Paved Streets					
PAVSTRTS	E 100-43121-224 Street Maint Materials	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43121	Paved Streets	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Dept 43122	Unpaved Streets					
UNPAVSTS	E 100-43122-224 Street Maint Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
Dept 43122	Unpaved Streets	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%

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Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
Dept 43125	Ice & Snow Removal					
	SNOWREMO E 100-43125-224 Street Maint Materials	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43125	Ice & Snow Removal	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 43160	Street Lighting					
	STLGHTG E 100-43160-381 Electric Utilities	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 43160	Street Lighting	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
Dept 43240	Waste (refuse) Disposal					
	REFDISPO E 100-43240-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43240	Waste (refuse) Disposal	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
Dept 43245	Recycling: Refuse					
	RECYCLING E 100-43245-384 Refuse/Garbage Dispos	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
Dept 43245	Recycling: Refuse	\$0.00	\$0.00	\$36,000.00	\$36,000.00	0.00%
Dept 45186	Senior Center					
	SRCENTER E 100-45186-437 Other Miscellaneous	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45186	Senior Center	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.00%
Dept 45200	Parks (GENERAL)					
	PARKS E 100-45200-212 Motor Fuels	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	PARKS E 100-45200-220 Repair/Maint Supply (G	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%
	PARKS E 100-45200-225 Landscaping Materials	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
	PARKS E 100-45200-310 Other Professional Serv	\$0.00	\$0.00	\$6,800.00	\$6,800.00	0.00%
	PARKS E 100-45200-381 Electric Utilities	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
	PARKS E 100-45200-400 Repairs & Maint Cont (\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.00%
	PARKS E 100-45200-440 Programs	\$0.00	\$0.00	\$2,200.00	\$2,200.00	0.00%
	PARKS E 100-45200-580 Other Equipment	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00%
Dept 45200	Parks (GENERAL)	\$0.00	\$0.00	\$36,500.00	\$36,500.00	0.00%
Dept 45500	Libraries (GENERAL)					
	LIBRARY E 100-45500-437 Other Miscellaneous	\$3,500.00	\$3,500.00	\$10,500.00	\$7,000.00	33.33%
Dept 45500	Libraries (GENERAL)	\$3,500.00	\$3,500.00	\$10,500.00	\$7,000.00	33.33%
Dept 48205	Damage Deposit Refunds					
	DMGDEPRF E 100-48205-810 Refunds & Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 48205	Damage Deposit Refunds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out					
	TRANSFERS E 100-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49360	Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49800	Transit (GENERAL)					
	TRANSIT E 100-49800-310 Other Professional Serv	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Dept 49800	Transit (GENERAL)	\$0.00	\$0.00	\$250.00	\$250.00	0.00%
Fund 100	GENERAL FUND	\$53,748.43	\$53,748.43	\$1,326,541.16	\$1,272,792.73	4.05%

Expenditure Budget Report - General Fund

Dept Abbrev	Account Descr	January 2017 Amt	2017 YTD Amt	2017 YTD Budget	2017 YTD Balance	%YTD Budget
		\$53,748.43	\$53,748.43	\$1,326,541.16	\$1,272,792.73	4.05%

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 17th day of January, 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 01-17-17-08

A RESOLUTION APPROVING HIRE OF PROBATIONARY FIREFIGHTER

WHEREAS, the Hanover Fire Department currently has vacancies; and

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

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves the hiring of Lindsey Groves as a Probationary Firefighter, subject to the conditions listed above.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 17th day of January, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator

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

A regular meeting of the City Council of the City of Hanover, Minnesota, was called to order by Mayor Kauffman at 6:00 p.m. in the Council Chambers of the City Hall, in the City of Hanover, Minnesota, on the 17th day of January 2017.

The following Council Members were present:

The following Council Members were absent:

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



RESOLUTION NO 01-17-17-09

**A RESOLUTION APPROVING
HANOVER HILLS SURFACE IMPROVEMENT FINAL PAY VOUCHER**

WHEREAS, the City Engineer of the City of Hanover has reviewed quantities of materials submitted for payment of work completed by Knife River Corporation for work completed on the Hanover Hills Surface Improvement Project previously authorized by Council; and

WHEREAS, staff recommends to make payment as per attached Pay Request #2 - Final, in the amount of \$37,344.91.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hanover, Minnesota, hereby approves Pay Request #2 - Final, as per the attachment.

Council members voting in favor:

Opposed or abstained:

Adopted by the city Council this 17th day of January, 2017.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator



January 4, 2017

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

Re: Pay Voucher No. 2 - Final
Hanover Hills Surface Improvement Project
City of Hanover, MN
WSB Project No. 2082-09

Dear Mr. Hagen:

Three copies of construction Pay Voucher No. 2 (Final) for the above referenced project in the amount of \$37,344.91 are enclosed. The quantities completed to date have been reviewed and agreed upon by the contractor. We hereby recommend that the City of Hanover approve the Final Construction Pay Voucher for Knife River.

We have also enclosed the following required documents:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
3. Consent of Surety to Final Payment certification from the contractor's surety.
4. Two-year maintenance bond.

Please include one executed copy of the pay voucher with the payment to Knife River and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at (651) 286-8465. Thank you.

Sincerely,

WSB & Associates, Inc.

Justin Messner, PE
Project Manager

Enclosures

kkp

JAN 6 2017



CITY OF HANOVER

11250 5th Street NE
Hanover, MN 55341-0278

Project 02082-09 - HANO - HANOVER HILLS SURFACE IMPROVEMENT PROJCT
Final Pay Voucher No. 2

Contractor: Knife River
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Contract No.
Vendor No.
For Period: 8/2/2016 - 11/17/2016
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$491,969.80
Contract Changes	\$0.00
Revised Contract	\$491,969.80

Work Certified To Date

Base Bid Items	\$400,684.08
Backsheet	\$0.00
Change Order	\$0.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$400,684.08

Funds Encumbered

Original	\$491,969.80
Additional	N/A
Total	\$491,969.80

	Work Certified This Pay Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date
02082-09	\$18,221.80	\$400,684.08	\$0.00	\$363,339.17	\$37,344.91	\$400,684.08
Percent Retained: 0%						
Amount Paid This Final Pay Voucher					\$37,344.91	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Approved By Knife River

Project Engineer

Contractor *John F. Quade, President*

Date

Date

City of Hanover

Date

CITY OF HANOVER
 11250 5th Street NE
 Hanover, MN 55341-0278
 Project No. 02082-09
 Final Pay Voucher No. 2

02082-09 Payment Summary

No.	From Date	To Date	Work Certified Per Pay Voucher	Amount Retained Per Pay Voucher	Amount Paid Per Pay Voucher
1	04/19/2016	08/01/2016	\$382,462.28	\$19,123.11	\$363,339.17
2	08/02/2016	11/17/2016	\$18,221.80	(\$19,123.11)	\$37,344.91
Totals:			\$400,684.08	\$0.00	\$400,684.08

02082-09 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Pay Voucher	Total Amount Paid To Date	
UNF	400,684.08	0.00	363,339.17	37,344.91	400,684.08	
Totals:		\$400,684.08	\$0.00	\$363,339.17	\$37,344.91	\$400,684.08

02082-09 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Pay Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
UNF	Unfunded	37,344.91	491,969.80	491,969.80	400,684.08
Totals:		\$37,344.91	\$491,969.80	\$491,969.80	\$400,684.08

CITY OF HANOVER
 11250 5th Street NE
 Hanover, MN 55341-0278
 Project No. 02082-09
 Final Pay Voucher No. 2

02082-09 Project Material Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
Schedule A - Base Bid									
1	2021.501	MOBILIZATION	LUMP SUM	\$7,000.00	1	0	\$0.00	1	\$7,000.00
2	2104.501	REMOVE PIPE CULVERTS	L F	\$15.00	90	0	\$0.00	81	\$1,215.00
3	2104.509	REMOVE SIGN	EACH	\$25.00	14	0	\$0.00	0	\$0.00
4	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$10.00	30	0	\$0.00	0	\$0.00
5	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.50	440	0	\$0.00	0	\$0.00
6	2105.501	COMMON EXCAVATION	CU YD	\$10.00	270	0	\$0.00	0	\$0.00
7	2105.507	SUBGRADE EXCAVATION	CU YD	\$8.00	500	0	\$0.00	0	\$0.00
8	2105.526	SELECT TOPSOIL BORROW (LV)	CU YD	\$30.00	350	14	\$420.00	14	\$420.00
9	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$50.00	10	0	\$0.00	0	\$0.00
10	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED)	TON	\$9.00	700	0	\$0.00	0	\$0.00
11	2215.501	FULL DEPTH RECLAMATION	SQ YD	\$1.50	9985	0	\$0.00	9925.6	\$14,888.40
12	2221.501	AGGREGATE SHOULDERING CLASS 2	TON	\$30.00	430	0	\$0.00	366.02	\$10,980.60
13	2232.501	MILL BITUMINOUS SURFACE (0.5")	SQ YD	\$0.90	15220	0	\$0.00	15280	\$13,752.00
14	2332.604	EDGE MILL BITUMINOUS SURFACE 7' WIDE (0.5" TO 1.75")	SQ YD	\$1.25	14290	0	\$0.00	14261	\$17,826.25
15	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$2.00	3450	0	\$0.00	2595	\$5,190.00
16	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$42.00	3700	0	\$0.00	3436.79	\$144,345.18
17	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$50.00	1250	0	\$0.00	1101.38	\$55,069.00

CITY OF HANOVER
 11250 5th Street NE
 Hanover, MN 55341-0278
 Project No. 02082-09
 Final Pay Voucher No. 2

02082-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
18	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$50.00	1250	0	\$0.00	1142	\$57,100.00
19	2501.511	18" RC PIPE CULVERT CLASS V	LIN FT	\$50.00	64	0	\$0.00	64	\$3,200.00
20	2501.515	18" RC PIPE APRON WITH TRASH GUARD	EACH	\$1,500.00	4	0	\$0.00	4	\$6,000.00
21	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$100.00	20	48	\$4,800.00	48	\$4,800.00
22	2540.602	TEMPORARY MAIL BOX	LUMP SUM	\$200.00	1	0	\$0.00	0	\$0.00
23	2563.601	TRAFFIC CONTROL	LUMP SUM	\$1,400.00	1	0	\$0.00	1	\$1,400.00
24	2564.531	SIGN PANELS TYPE C	SQ FT	\$40.00	68.5	0	\$0.00	0	\$0.00
25	2564.531	SIGN PANELS TYPE D	SQ FT	\$30.00	24.375	0	\$0.00	0	\$0.00
26	2573.502	SILT FENCE, TYPE MACHINE SLICED	LIN FT	\$3.00	360	0	\$0.00	0	\$0.00
27	2573.540	FILTER LOG TYPE WOOD FIBER BIOROLL	LIN FT	\$3.00	600	0	\$0.00	0	\$0.00
28	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$50.00	2	0	\$0.00	0	\$0.00
29	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	\$3.00	180	80	\$240.00	80	\$240.00
30	2575.605	BLOWN COMPOST SEEDING	SQ YD	\$4.00	4160	2845	\$11,380.00	2845	\$11,380.00
31	2582.502	24" SOLID LINE WHITE-EPOXY	LIN FT	\$9.80	126	126	\$1,234.80	126	\$1,234.80
Totals For Section Schedule A - Base Bid:							\$18,074.80		\$356,041.23
Schedule B - Alternate Bid									
32	2021.501	MOBILIZATION	LS	\$750.00	1	0	\$0.00	1	\$750.00
33	2104.509	REMOVE SIGN	EACH	\$25.00	4	0	\$0.00	0	\$0.00
34	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.50	180	0	\$0.00	0	\$0.00
35	2105.501	COMMON EXCAVATION	C Y	\$10.00	30	0	\$0.00	0	\$0.00

CITY OF HANOVER
 11250 5th Street NE
 Hanover, MN 55341-0278
 Project No. 02082-09
 Final Pay Voucher No. 2

02082-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
36	2105.507	SUBGRADE EXCAVATION	C Y	\$8.00	340	0	\$0.00	0	\$0.00
37	2105.522	SELECT GRANULAR BORROW (LV)	C Y	\$16.00	220	0	\$0.00	0	\$0.00
38	2105.603	DITCH CLEANING	L F	\$12.50	500	0	\$0.00	0	\$0.00
39	2211.501	AGGREGATE BASE CLASS 5 (100% CRUSHED)	TON	\$10.00	315	0	\$0.00	0	\$0.00
40	2215.501	FULL DEPTH RECLAMATION	S Y	\$1.50	3020	0	\$0.00	2571.9	\$3,857.85
41	2221.501	AGGREGATE SHOULDERING CLASS 2	TON	\$32.00	50	0	\$0.00	50	\$1,600.00
42	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$2.00	155	0	\$0.00	155	\$310.00
43	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$50.00	380	0	\$0.00	380	\$19,000.00
44	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$50.00	380	0	\$0.00	373.56	\$18,678.00
45	2540.602	TEMPORARY MAIL BOX	LS	\$100.00	1	0	\$0.00	0	\$0.00
46	2563.601	TRAFFIC CONTROL	LS	\$300.00	1	0	\$0.00	1	\$300.00
47	2564.531	SIGN PANELS TYPE C	S F	\$50.00	20.25	0	\$0.00	0	\$0.00
48	2564.531	SIGN PANELS TYPE D	S F	\$55.00	3.75	0	\$0.00	0	\$0.00
49	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$50.00	2	0	\$0.00	0	\$0.00
50	2575.605	BLOWN COMPOST SEEDING	S Y	\$4.00	700	0	\$0.00	0	\$0.00
51	2582.502	24" SOLID LINE WHITE-EPOXY	L F	\$9.80	15	15	\$147.00	15	\$147.00
Totals For Section Schedule B - Alternate Bid:							\$147.00		\$44,642.85
Schedule A - Base Bid									
52	2575.535	WATER (TURF ESTABLISHMENT)	MGAL	\$20.00	280	0	\$0.00	0	\$0.00
Totals For Section Schedule A - Base Bid:							\$0.00		\$0.00
Schedule B - Alternate Bid									

CITY OF HANOVER
 11250 5th Street NE
 Hanover, MN 55341-0278
 Project No. 02082-09
 Final Pay Voucher No. 2

02082-09 Project Material Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Pay Voucher	Amount This Pay Voucher	Quantity To Date	Amount To Date
53	2575.535	WATER (TURF ESTABLISHMENT)	MGAL	\$20.00	45	0	\$0.00	0	\$0.00
Totals For Schedule B - Alternate Bid:							\$0.00		\$0.00
Project Totals:							\$18,221.80		\$400,684.08



Ultimate Safety Concepts, Inc.
DBA: Clarey's Safety Equipment
 1725 Highway 14 East
 Rochester, MN 55904
 507-289-6749 or 800-558-8009 - Fax 507-289-5213



Proudly Serving Our Customers Since 1968

<input type="checkbox"/>	ORDER	<input checked="" type="checkbox"/>	QUOTE
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DATE	1/3/2017	ACCOUNT #	
	BILL TO:	SHIP TO:	
CUSTOMER:	HANOVER FIRE DEPT.		
ADDRESS	369 Labeaux Ave.		
CITY/STATE/ZIP	Hanover, MN		
CONTACT NAME:	Asst Chief Brian Kottke	PO #	
PHONE:	612-384-5161	EMAIL	Brian.hanoverfire@gmail.com
FAX:		SHIPPING CHARGES QUOTED?	

FROM:	Spencer Conrad	612-867-6091 cell	spencerconrad@clareys.com
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NUMBER OF PAGES:	1
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WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING EQUIPMENT:

QUANTI	PART TY	NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	360		ProTek – 1 inch, pistol grip, Bail shutoff, GPM 5-10-24-40 adjustable settings.	\$380.00	
2	DJ800		Firequip – 1 inch, 50 foot white double jacket hose	\$95.00	\$190.00
1	DJ800		Firequip – 1 inch, 100 foot white double jacket hose	\$192.00	



Granite Electronics, Inc.
 535 31st Ave N
 St Cloud, MN 56303
 Phone: (320) 252-1887

QUOTATION
142000366

Bill To:
 Hanover Fire Dept
 PO Box 278
 Hanover, MN 55341

Ship To:
 Hanover Fire Dept
 369 Labeaux Ave
 Hanover, MN 55341

Attn:
Phone:
Email:

Cust Rep: Dan McCoy
Phone: 320-980-0094
Email: DanMcCoy@GraniteElectronics.com

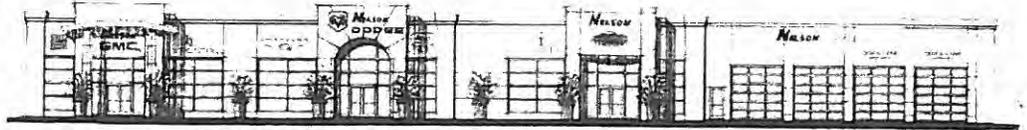
Date: 01/11/2017		Terms: N10
Line	Qty	Description
100	1	REMOVAL AND INSTALLATION Removal of XTL2500 Remote Mount Radio from a 1982 Chevy Pickup and Install into new 2017 Dodge Crew Cab Pickup. Includes Travel to Hanover.
200	1	ANTENNA KIT 806-960 MHZ
300	1	MISC CONNECTORS, SCREWS, WIRE TIES, ETC
400	1	_____

Note:

If any additional parts, cables, etc needed, they will be billed in addition to this quote.

Equipment Totals : \$34.25
Service Totals: \$449.00
Subtotal : \$483.25

Taxes: \$0.00
Grand Total: \$483.25



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER F HanoverFD D28L91

Sold To: Hanover MN Fire Department
Attn: Brian Kottke
Address: Hanover, MN 55341
brian.hanoverfire@gmail.com

Date: 12/26/2016
Phone: 612-384-5161
FAX:
Salesperson: Gerry Worner
Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
HanoverFD D28L91	2017	Dodge Ram	3500 4WD Crew Cab 6.33' bo	New	0
Color: School Bus Yellow/ Black/Diesel Gray vinyl					

Price of Vehicle \$34,046.98
Options & Extras

6.4L V8 Hemi Engine, 6 spd auto trans., Work Grade Vinyl
40/20/40 seat, rear back-up camera, rear park assist,
protection group, On Off Road tires, trailer brake controller,
HD snow plow prep pkg, 220 A alt., skid plates, tow hooks,
rear air suspension, chrome appearance grp w/alum. wheels

Subtotal \$34,046.98
Trade - In
Total Cash Price \$34,046.98

Your Purchase Order #

Project #

Thanks for your business!

Ship To / Lessee / End User: Hanover MN Fire Department
Brian Kottke
Fire Dept

Phone: 612-384-5161
FAX:

Hanover, MN 55341

Signed _____ and initialed _____

Printed Name _____ and Date _____

HanoverFD D28L91.123



Bid Specifications
Rescue / Wildland Fire Truck
City of Hanover, Wright and
Hennepin Counties, Minnesota
11250 5th Street NE
Hanover, MN. 55341

REQUEST FOR QUOTE
RESCUE / WILDLAND FIRE TRUCK
FOR THE CITY OF HANOVER
WRIGHT AND HENNEPIN COUNTIES, MINNESOTA

Submit quote to the City Administrator office of Hanover at brianh@ci.hanover.mn.us by November 17, 2016

Proposals are desired from reputable manufacturers of automotive fire apparatus for the piece of apparatus as follows: **Flatbed with compartments with a 200 gallon capacity wildland slide in skid unit to be installed on Dodge-Ram Crew Cab chassis, and all other appurtenances in accordance with the 8-page specifications that is available at Hanover City Hall. Two inspections are requested while in the fabrication process and assembly of vehicle.**

Project is to completed within 120 days of delivery of the chassis.

Interested bidders may obtain a copy of the specifications at Hanover City Hall, 11250 5th Street NE, Hanover, MN 55341 or by calling (763) 497-3777. Bidders with questions may contact Hanover Fire Chief 2 Brian Kottke at (612) 384-5161 or Brian.Hanoverfire@Gmail.com

DATED: October 18, 2016

BY ORDER OF THE CITY COUNCIL

s/s

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



Date: 11-11-2016

The: City of Hanover, Wright and Hennepin Counties, Minnesota

Address: 11250 5th Street NE

City Hanover State MN Zip Code 55341

If in the event the City of Hanover, Wright and Hennepin Counties, Minnesota and Heiman Fire, Inc., enter into a contract. Please sign both contract copies, retain one for your records and send one copy back to address listed below.

Sincerely

Heiman Fire, Inc.
25814 Rudolph Avenue
Sioux Falls, S.D. 57107

ATTN: Jon Larsen

General Manager
Office: 605-543-5510
Cell: 605-212-9333



For: The City of Hanover, Wright and Hennepin Counties, Minnesota Date: 11-10-2016

Address: 11250 5th Street NE

City: Hanover State: MN Zip 55341

We hereby agree to sell and you agree to purchase, Heiman Wildland Body with compartments to be installed on customer's supplied adequate chassis. Upon your acceptance of this proposal and the proper execution by the City of Hanover, Wright and Hennepin Counties, Minnesota and an authorized employee of Heiman Fire Inc., the following apparatus and equipment will be sold:

Heiman Wildland body per Specifications \$53,122.00

BODY TOTAL **\$53,122.00**

Payment Terms: * 25% due upon receipt of signed contract, balance due upon pickup at our Sioux Falls facility.

Completion to be 120 days from receipt of customer supplied chassis to Heiman's facility.

* This proposal expires 30 days from November 17th 2016 *

Respectfully submitted, Heiman Fire Inc. 25814 Rudolph Ave Sioux Falls, S.D. 57107

General Manger: Jon Larsen  Date 11/10/16

Salesmen: Dave Brunnette

We agree to accept this proposal and enter into contract with signature below.

Name: _____ Title _____
City of Hanover, Wright and Hennepin Counties, Minnesota

Date: _____

Hanover, MN Fire Department

Wildland Unit

CHASSIS

Customer Supplied - Dodge Crew cab



INDEX to Specifications:

- Section No. 1 Fire Pump
- Section No. 2 Gated Suction Inlets, Discharges, & Preconnects
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- Section No. 5 Instrument Panel
- Section No. 6 Apparatus Body & Components
- Section No. 7 Apparatus Body Compartments
- Section No. 8 Tread Bright Overlay, & Trim
- Section No. 9 Electrical Equipment & Battery System
- Section No. 10 Emergency Signal & Lighting Equipment
- Section No. 11 Painting, Decorating, Lettering, & Signs
- Section No. 12 Chassis Modifications & Miscellaneous

Section 1: Fire Pump.

- 1.00 YES The pump shall be a 1 ½ " high pressure four_ stage centrifugal pump powered by a 24 rated Honda gas engine with electric start. BB424 pump, Located: Rear center.
Note: Pump, tank and booster reel shall be mounted and plumbed on a aluminum skid.
- 1.01 YES The pump must deliver the percentage of rated capacity at the pressures listed below:
 103 GPM at 150 pounds net pressure
 94 GPM at 250 pounds net pressure
 65 GPM at 350 pounds net pressure
- 1.02 YES The pump shall be capable of taking suction and discharging water with a lift of 10 feet.
- 1.03 YES Priming Pump: A hand vacuum primer shall be used.
- 1.04 YES Fire pump engine fuel supply to be from a 3 gallon fuel tank with a quick disconnect on the fuel line. Located at the rear of skid
- 1.05 YES Unique blister resistant mechanical rotary seal to prolong pump end longevity.
- 1.06 YES Maintenance free sealed bearing to avoid the need for greasing the pump end in the field.
- 1.07 YES Anodized aluminum impellers and pump body which eliminate galvanic corrosion common with bronze impellers.

Section 2: Gated: Suction Inlets, Discharges, & Preconnects.

- 2.00 YES All quarter turn valves shall be a fire fighting/ repairable brand and be full flow. Each valve shall be plumbed with high pressure hose with stainless steel fittings.
- 2.01 YES **Gated Discharge Outlets.**
- 2.02 YES 1 1/2" gated discharge outlet to hose reel.
- 2.03 YES 1 1" refill / recirculate line to booster tank.
- 2.04 YES 1 1 1/2" gated rear discharge outlets for direct connection
- 2.05 YES 1 1 ½" Pre-Connect going to the hose trough, as directed on line 10.13.
- 2.06 YES A stainless steel manifold system shall be installed for discharges.
- 2.07 YES **Gated Intake Inlets**
- 2.08 YES 2 ½ " gated tank to pump valve.

- 2.09 YES 1_ 2 1/2" _ intake with cap and chain.
- 2.10 YES **Reel**
- 2.11 YES ___1___ electric motor driven hose reel with a reel capacity of ___250___ feet of ___1/2___ inch, high pressure hose and controlled from the pump operator's area. Reel to be mounted on top of the booster tank for rear deployment.
- 2.12 YES Reel rewind button to be located: ___near reel in a convenient location per manufacturer___
- 2.13 YES ___250___ feet of ___1/2___ inch, high pressure hose to be included with the reel set.
- 2.14 YES ___1___ set of each vertical and horizontal chrome hose roller guides. Mounted High on the reel, for rear deployment.
- 2.15 YES ___1___ Heavy duty GUNJET spray gun, model Teejet 43H-AL10.

Section 3: Booster Tank, Valves & Piping

- 3.00 YES Two inch (2") ball valve and piping to be connected with flexible hose from tank to pump. Valve to have control on the valve near pump operator.
- 3.01 YES 1 " booster tank refill ball valve and piping with flexible hose from pump to tank. Valve to have control on the valve near pump operator.

Section 4: Booster Tank Poly & Aluminum Skid

- 4.00 YES Booster tank shall be constructed of poly. This material shall be a non-corrosive product, black in color, and UV stabilized for maximum protection. Make: ___G3___ **LIFETIME WARRANTY** .
- 4.02 YES The Booster Tank shall have the capability of removing the entire lid.
- 4.03 YES There shall be one (1) sump standard per tank drain. All tanks shall have a anti-swirl plate above the sump.
- 4.04 YES Booster tank shall have a capacity of ___200___ Gallons.
- 4.05 YES Booster tank shall be of a shape and design to allow for maximum compartmentation.
- 4.06 YES Water fill towers, located rear on tank.
- 4.07 YES The booster tank baffling system shall meet N.F.P.A. standards.
- 4.08 YES A built in sight glass for water level to be included.

Section 5: Instrument Panel

- 5.03 YES **Discharge pressure gauges.**
- 5.04 YES A gauge for the discharge manifold, 1 total.

Section 6: Apparatus Body & Components, (No Commercial flatbeds)

- 6.00 YES Complete apparatus body, to be module in construction and built separately from chassis. After complete construction of body it shall be properly fastened to the steel chassis frame with u- bolts.
The Apparatus Body shall have a FIVE (5) YEAR WARRANTY.
- 6.05 YES An aluminum flatbed approx 89" L x 84" W, with headache rack shall be installed to customer supplied adequate chassis.

Section 7: Apparatus Body Compartments

- 7.00 YES Compartments to be sweep out design and to be water and dust proof. All compartments shall be made to the maximum practical dimensions to provide maximum storage capacity.
- 7.01 YES Body compartment doors, smooth aluminum, Painted, with (hinged /swing type).
- 7.02 YES **Left Side Body Compartments**
- 7.03 YES 1 storage compartment for, brooms, rakes and swatters, fabricated of 1/8" smooth aluminum (painted), with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.
Approx: 8" T x 17" W x 89" L.
- Note: the above compartment shall have a poly slide out tray, completely removable, the tray has no rollers, it is designed to slide on the compartment floor.
- 7.04 YES 1 compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted SINGLE swing doors, Approx: 30" T x 17" D x 59" L.
- 7.05 YES 1 adjustable shelves.
- 7.06 YES 1 open storage compartment, fabricated of 1/8" slotted Diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the broom/rake compartment. Approx: 30"L x 17" W x 10" T
- 7.07 YES **Right Side Body Compartments**
- 7.08 YES 1 Backboard storage compartment, large enough to hold (2) backboards, fabricated of 1/8" smooth aluminum, (painted) with a painted single hinged door at the rear of the apparatus, located on top of the flatbed and under the side compartment.
Approx. 8" T x 17" W x 89" L.

Note: the above compartment shall have a poly slide out tray, completely removable with (1) divider, location of the divider TBD. Note: the tray has no roller's, it is designed to slide on the compartment floor.

- 7.09 YES ___1___ compartments extending in depth to booster tank shall be fabricated of 1/8" smooth aluminum, painted to match chassis color, with aluminum diamond top and drip rails, and (2) painted ___SINGLE___ swing doors, Approx: 30" T x 17" D x 59" L.
- 7.10 YES ___1___ adjustable shelves.
- 7.11 YES ___1___ open storage compartment, fabricated of 1/8" slotted diamond tread plate, it shall be enclosed on all four side and open on top, located behind the side compartment and on top of the back board compartment. Approx: 30"L x 17" W x 10" T
- 7.12 YES **Hose Trough**
- 7.13 YES ___1___ Poly preconnected hose trough, large enough to hold 150' of 1 1/2" fire hose, located on top of the tank on the right side with rear deployment.

Section 8: Tread bright overlay, & Trim.

8.00 YES Aluminum tread brite safety trim plate shall be constructed of 6061-T6 1/8" Aluminum, and shall be installed in the following areas.

8.01 YES Top of apparatus.

Non-slip Running Boards, Walkways and Rear step.

8.02 YES All exterior surfaces designated as stepping, standing, and walking areas shall have an aluminum non-slip material installed. The non-slip material shall have a raised serrated surface that will allow moisture to drain out either side. The recessed surface shall be one piece solid material to prevent road spray and debris from entering the top surface from below. The non-slip material shall be applied in the stepping surface of The following areas: (NFPA 13-7.3)

8.03 YES Apparatus body rear step shall be constructed with the non-slip aluminum treadplate .

Section 9: Electrical Equipment & Battery System

9.00 YES One rear 6" oval LED stop light on each side.

9.01 YES One rear 6" oval LED turn signal light on each side.

9.02 YES One rear 6" oval LED backup light on each side.

9.03 YES LED - Clearance lights and reflectors to comply with I.C.C. regulations.

- 9.04 YES 1 LED light in each side compartment and activated by an automatic door switch. Note this does not include the backboard and broom compartment.
- 9.05 YES A flashing red warning light on the cab electrical module Marked "DoNot Move Apparatus When Light Is On" illuminates automatically when the parking brake is not engaged to indicate when passenger or equipment doors are open.
- 9.06 YES All electrical equipment to have resetting circuit breakers mounted in a panel box with each circuit labeled.
- 9.07 YES Wiring shall be high temperature, copper, multi-strand SXL crosslink coated wire. Wire shall be function coded every 3 inches for ease of maintenance.
- 9.08 YES All wiring to be protected with automotive type loom with a temperature rating of -30 degree to +194 degree Fahrenheit. Grommets shall be used when wiring through body.
- 9.09 YES Master battery disconnect shall be a Cole Hersey manually operated. Single battery system per NFPA. (Does not apply to chassis factory power).
- 9.10 YES A rocker switch panel shall be located in chassis cab. It shall have lighted switches and lighted identification tags.
- 9.11 YES A green "Battery On" light to be provided on the chassis dash.
- 9.12 YES A license plate light to be provided on the rear of the apparatus body.

Section 10: Emergency Signal & Lighting Equipment

- 10.00 YES Electronic Siren with microphone:
Make: Code 3 Model: 3692 Watts: 100
- 10.01 YES Electronic Speaker mounted in chassis cab grill or front bumper area. Watts: 100
- 10.02 YES Lighting for upper zones A, B, C & D. One (1) Brand Code 3 21TR47A4 - 47" LED light bar with R/C/R.
Mounted: on the roof of the customer's chassis.

Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper rear facing side compartment panel, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on the upper side of the headache rack, (1) on each side.
- 10.03 YES Lighting for lower zones, A.B.C &D: Brand: Code 3, Model TRX6 Red, LED, flashing lights.

Two (2) - Model TRX6 Red LED flashing lights, mounted on front grill, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on front chassis side fender, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted on lower rear of apparatus body, (1) on each side.

Two (2) - Model TRX6 Red LED flashing lights, mounted - rearward of apparatus body, (1) on each side.

- 10.04 YES Two (2) ground lights shall be mounted, below the rear step and activated by a switch on the pump operator's control panel.
- 10.05 YES Ground lights to be provided below the chassis cab doors and activated by a switch whenever the cab doors are opened.
- 10.06 YES 2 Code 3 scene lights, 4" x 6", LED, 12 volt, surface mounted Located on the rear facing panel on the side compartment, (1) on each side.
- 10.07 YES 2 LED work lights, mounted (1) on each back panel of the side compartment, more towards the rear to illuminate pump area, controlled from rear of apparatus.
- 10.08 YES A 12 volt solid state backup alarm with a minimum rating of 97 decibels to be installed.

Section 11: Painting, Printing, Decorating, Lettering, & Signs.

- 11.00 YES The body subframe shall be undercoated with a heavy duty automotive type undercoating before the rubber backing and the compartment are bolted on. After the body has been bolted onto the subframe and all final items have been installed the body shall be undercoated in the same manner.
- 11.01 YES A 4" NFPA Scotchlite reflective stripe shall be installed on the perimeter of the apparatus body and chassis cab.
Style: Standard
- 11.02 YES Chevron Red/Yellow NFPA striping at rear of apparatus bed.
- 11.03 YES Shaded and outlined gold leaf mylar letters shall be applied on the cab as directed by the Fire Department.
- 11.04 YES Lettering shall be as follows: HANOVER – 4" slightly arched
FIRE DEPT. – 3" Straight

(Not to exceed fifty (50) 4" high letters or add for each additional letter).

- 11.05 YES A permanent plate shall be installed in the driver's compartment specifying the maximum number of personnel the vehicle is designed to carry per NFPA standards. It shall be located in an area visible to the driver.
- 11.06 YES An accident prevention sign stating "DANGER", personnel must be seated and seat belts must be fastened while vehicle is in motion, or "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from each seating position.
- 11.07 YES An accident prevention sign stating "DANGER", do not ride on rear step while vehicle is in motion. "DEATH OR SERIOUS INJURY MAY RESULT" shall be provided. It shall be visible from the rear step area of the vehicle.

Section 12: Chassis Modification & Miscellaneous:

- 12.00 YES There shall be rear mud flaps.
- 12.01 YES 2 tow hooks direct off frame, installed on rear of body.
- 12.02 YES 1 Luerne grip step per side to be installed under chassis cab doors.
- 12.03 YES There shall be a Ranch Hand, Legend model, replacement front bumper with brush/grille guard, black powder coated with 2" receiver. Note: the 2" receiver shall be wired with a with quick dis-connects for the portable winch.
- 12.04 YES A 10,000 Warn winch / Multi Mount kit # 90360. It shall be installed in a carrying cradle so as it can be utilized from either the front or rear receiver tube.
- 12.05 YES 2 rear 2" receiver tubes, (1) will be located in a recessed pocket, located in the center of the rear vertical panel above the tailboard with quick dis-connects for the portable winch and (1) located in the centered below the tailboard, wired with a 7 pin trailer wiring harness.

STANDARD 1 YEAR WARRANTY

HEIMAN FIRE EQUIPMENT warrants each new motorized fire apparatus manufactured by Heiman Fire Equipment for a period of ONE YEAR from the date of delivery, except for chassis and other components noted herein which are covered by a separate manufacturer's warranty.

Under this warranty we agree to furnish any parts to replace those that have failed due to defective material or workmanship where there is no indication of abuse, neglect, unusual or other than normal service providing that such parts are, at the option of HEIMAN FIRE EQUIPMENT, made available for our inspection at our request, returned by us with transportation prepaid within thirty days after the date of failure or within one year from the date of delivery of the apparatus to the original purchaser, whichever occurs first, and inspection indicates the failure was attributed to defective material or workmanship.

The warranty on the chassis and chassis supplied components, fire pump, water tank, generator, electrical components, and other devices not manufactured by HEIMAN FIRE EQUIPMENT is limited to the warranty and warranty terms of the manufacturer thereof, and adjustments are to be made directly with the manufacturer by the customer.

This warranty will not apply to any fire apparatus which has been repaired or altered outside our factory in any way, which in our opinion might affect its stability or reliability, unless otherwise pre-approved by authority of Heiman Fire Equipment.

This warranty shall not apply to those items that are usually considered normal maintenance and upkeep services including but not limited to: electrical lamps, valve seals, normal lubrication and/or proper adjustments of minor items.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

This warranty is in lieu of all other warranties, expressed or implied, and all other obligations or liabilities on our part. We neither assume nor authorize any person to assume for us any liability in connection with the sales of our apparatus unless made in writing by HEIMAN FIRE EQUIPMENT.



25814 Rudolph Ave.
Sioux Falls, SD 57107
Ph. 605-543-5510
Fax: 605-543-5543
sales@heimanfire.com

5 YEAR APPARATUS BODY STRUCTURAL WARRANTY

Subject to provisions, limitations, and conditions set forth in this warranty, Heiman Fire Equipment (hereby referred to as 'seller'), hereby warrants to each original purchaser only that each new modular body (exclusive of paint finish, hardware, moldings, windows, internal cabinets, and other accouterments and accessories covered by separate warranties) is structurally sound and will retain its structural integrity for a period of five (5) years. This warranty terminates upon transfer of possession or ownership by original purchaser.

This warranty is conditioned upon normal use and reasonable maintenance of such sub frame; prompt written notice of all defects to seller, no repair or additions there to except by seller or authorized by it; said defect not resulting from misuse, negligence, accident, remount, overloading beyond applicable weight rating by customer or third parties. If any of such conditions are not complied with, this warranty shall become void and unenforceable.

Should repairs become necessary under the terms of the warranty, the extent of that repair shall be determined solely by the seller and shall be performed solely at the Heiman Fire Equipment facility or a repair facility designated by the seller. The expense of any transportation to or from such repair facility shall be that of the purchaser and is not an item covered by this warranty.

Seller reserves the unrestricted right at any time and from time to time to make changes in the design of and/or improvements on its products without thereby imposing any obligation on itself to make corresponding changes or improvements in or on its products therefore manufactured.

EXCLUSIONS AND LIMITATIONS: This manufacturer's warranty is provided in place of any and all other representations or implied warranties. No person is authorized to make any representations or warranty on behalf of Heiman Fire Equipment, or any of its distributors other than set forth in the manufacturer's warranty. Your right to service and replacement of parts on the terms expressly set forth herein are your exclusive remedies and neither the manufacturer nor any of its distributors shall be liable for damages, whether ordinary, incidental, or consequential.

Heiman Fire Equipment will not be liable for consequential damages and under no circumstances will its liability exceed the price for a defective body. The remedies set forth herein are exclusive and in substitution for all other remedies to which the purchaser would otherwise be entitled.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based on or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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5 YEAR PAINT WARRANTY

The Heiman Fire Equipment/ PPG and/or DuPont 5 year Paint Performance Guarantee will cover the areas of the vehicle finished with specific products for a period of 5 years beginning the day the vehicle was delivered from the PPG Certified Original Equipment manufacturer to the vehicle owner.

The refinished areas, as outlined on the Guarantee Certificate, will be covered for the following paint failures:

Guarantee Inclusions:

- Peeling or Delamination of the topcoat and/or other layers of paint
- Cracking or checking
- Loss of gloss caused by defective PPG and/or DuPont Fleet Finishes which are covered by this guarantee

Guarantee Exclusions:

- Paint deterioration caused by blisters or other film degradation due to rust or corrosion originating from the substrate
- Hazing, chalking, or loss of gloss caused by improper care, abrasive polishes, cleaning agents, heavy duty pressure washing, or aggressive mechanical wash systems
- Paint deterioration caused by abuse, accidents, acid rain, chemical fallout, or acts of nature
- Custom finishes, exotic finishes or any finish other than standard refinish procedure
- Finishes on vehicles used for competitive purposes
- Failures resulting from product misuse or abuse
- Repairs done over previously refinished areas unless stripped to bare metal or appropriate substrate
- Claims presented without proper guarantee documentation
- Failure on finishes containing Non-PPG and/or DuPont or Non-PPG and/or DuPont Finishes approved products
- Failure on finishes performed by Non-PPG and/or DuPont Certified Refinish Technicians
- Failure on finishes performed by Non-PPG and/or DuPont Certified Repair Centers
- Failure on finishes performed by PPG and/or DuPont Certified Refinishers who have allowed their certification to expire

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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2 YEAR LETTERING WARRANTY

Heiman Fire Equipment warranty to the original purchaser only, that the lettering and graphics, installed by Heiman Fire Equipment, will remain free from defects for a period of two (2) years under normal use.

Heiman Fire Equipment will replace without charge, repair or make a fair allowance for any defect in material or workmanship demonstrated to its satisfaction to have existed at the time of delivery or not due to misuse, negligence, or accident. If Heiman Fire Equipment elects to repair this item, the extent of such repair shall be determined solely by Heiman Fire Equipment, and shall be performed solely at the Heiman Fire Equipment factory, or at an approved facility. The expense of any transportation to or from such repair facility shall be borne by the purchaser and is not an item covered under this warranty.



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10 YEAR PLUMBING WARRANTY

Heiman Fire Equipment hereby warrants that we or our authorized repair facility will repair, replace, or adjust all parts, found to be defective in factory materials or workmanship, made or supplied by Heiman Fire Equipment for the period of 120 months from the date of purchase. This warranty is limited to the stainless steel components that comprise the foam and or water plumbing system.

This warranty is conditional upon normal and reasonable maintenance, and prompt written notice of all defects to Heiman Fire Equipment. This warranty does not cover defects caused from negligence, accident, over pressurization, or improper use.

Should repairs become necessary under the terms of this warranty, it shall be performed by a Heiman Fire Equipment facility or a facility authorized by Heiman Fire Equipment. The expense for any transportation to or from such facility shall be that of the purchaser. Furthermore, all warranted parts shall become the property of Heiman Fire Equipment.

Heiman Fire Equipment will be given a reasonable opportunity to investigate all claims. The purchaser must commence any action arising out of, based upon or relating to agreement or the breach hereof, within twelve (12) months from the date the cause of the action occurred.



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WARRANTY & Installation Guidelines

COPOLYMER POLYPROPYLENE TANKS

LIMITED LIFETIME SERVICE WARRANTY



G3 Fire® offers a limited lifetime warranty on all copolymer polypropylene water and foam tanks and guarantees the tank to be free of defects in workmanship and material for the normal service life of the original apparatus in which the tank is installed. All copolymer polypropylene tanks must be installed and operated in accordance with the G3 Fire® installation guidelines and procedures and failure to do so may void the warranty. The warranty extends to the original purchaser only, but may be transferred with prior written approval by G3 Fire®, with the exception that the original apparatus manufacturer may assign the warranty to the first titled owner of the apparatus.

Should a defect in material or workmanship occur under warranty, G3 Fire® will cover the cost of repair and complete the repair in a timely manner after the first written notification to G3 Fire®. G3 Fire® has sole discretion to determine if warranty is void due to improper installed and operation, misuse, modification from its designed use, or abuse. Tanks which have been stored improperly and suffered UV damage will not be covered under warranty. For valid service claims outside of North America, G3 Fire® will compensate for reasonable labor and material necessary for the repair. G3 Fire® is not responsible for any travel costs associated with international repair. Serial numbers must be intact for warranty to have effect.

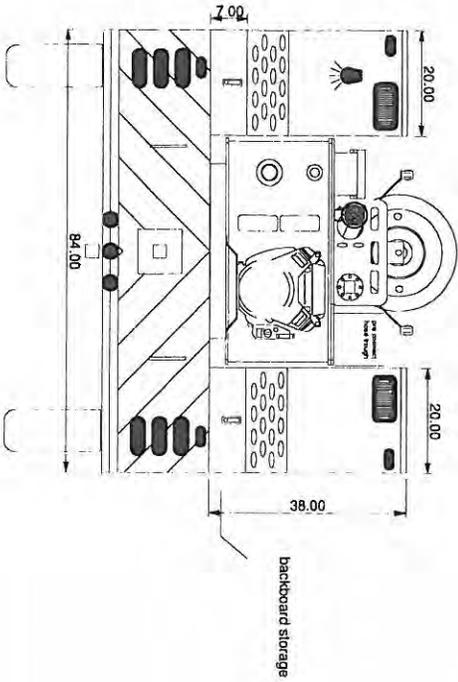
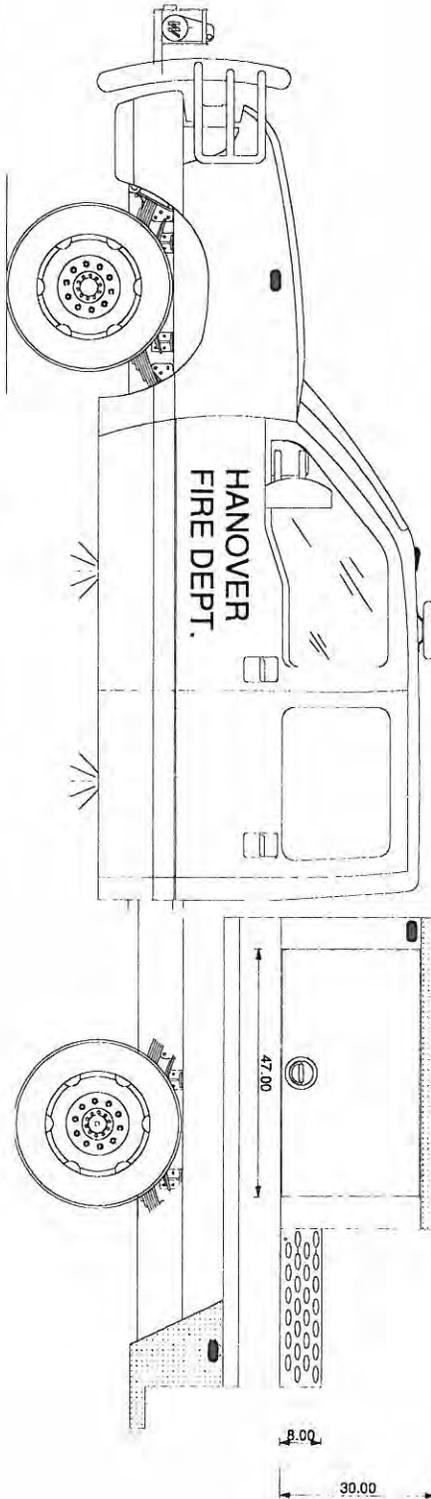
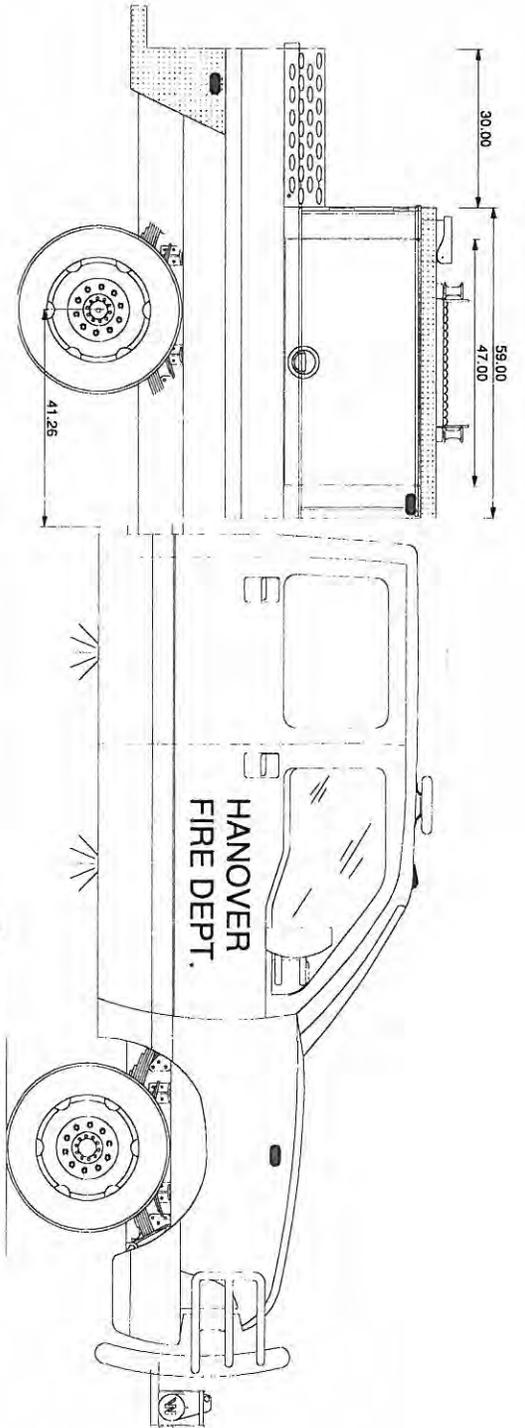
To ensure the highest rates of quality control, all warranty and repairs shall take place at the G3 Fire® facility, or that of an authorized service center. All service requests must be accompanied by a G3 Fire® Repair Request form. The costs associated with making the tank accessible for repair will be equally prorated for the first 5 years of tank service. During that time G3 Fire® will cover reasonable expenses to make the tank accessible for repair.

Any third party charges must be pre-authorized and approved in writing by G3 Fire® before beginning any service/repairs, and any unauthorized third party alterations, repairs, modifications, or actions may void the warranty.

G3 Fire® has the exclusive rights in determining valid warranty service claims. Under no circumstances will G3 Fire® be accountable for an amount exceeding the original purchase price of the copolymer polypropylene tank at the time of manufacture, for any loss or damage occurring from failure of the product such as loss of contents (water, foam, etc.) or any costs in connection with service repairs of the chassis, sub-frames, body, valves, dumps, hoses, or other components.

THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED WHICH EXTEND BEYOND THE DESCRIPTION OF THE FACE HEREOF. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY OR A WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN ADDITION, G3 FIRE® SHALL NOT BE LIABLE FOR ANY DIRECT OR INDIRECT LOSS OR DAMAGE ARISING OUT OF BREACH OF THIS WRITTEN WARRANTY OR ANY IMPLIED WARRANTY. THIS WARRANTY IS IN LIEU OF ALL OTHER OBLIGATION OR LIABILITIES ON THE PART OF G3 FIRE®.

Since some states do not allow limitations on the length of an implied warranty or the exclusion and limitation of incidental or consequential damages, the above limitations may be irrelevant.



	Date	9/28/15
		60" C/A
HANOVER FD		
notes: dimensions shown are subject minor deviations during construction		



Heiman History

Heiman Fire Equipment was founded in 1947 by Jack B. Heiman who, after returning from World War II, inquired about an ad in the Argosy and Sports Afield magazines for a distributor of Fyr Fyter Co. fire extinguishers. Jack began selling Red Ball fire extinguishers in the local area farming community in northwest Iowa. As his sales increased, Jack's father Henry Heiman joined the company and sold supplies to local fire departments until Henry's passing at age 57.

Heiman Fire's original office was the dining room table in Jack and Helen Heiman's home in Ashton, IA. Soon it expanded to the garage, sharing storage space with the other supplies. Later, the family moved to a larger home next door and the office transferred to an upstairs bedroom and the backyard shed became the 'warehouse'. As the business grew, the office and warehouse was moved to downtown Main Street Ashton into the former home of Irene Heiman.

In 1970, after returning home from serving in the Vietnam War, Jack's son, James Heiman (Jim), joined the business and traveled South Dakota as his sales territory. After his father's passing in 1974 at the age of 51, Jim took over the business and began to steadily develop the company. Over the years, each of Jack's nine children also took on various roles in the company.

In 1983, Heiman Inc. moved from the downtown location into the former Ashton motel located on Highway 60. Here, a new warehouse and shipping room was added. The fire equipment catalog sales business and call center is still based in the Ashton location and reaches all 50 states.

Ron Heiman, Jack's youngest son, began his career with Heiman Inc. in 1989 after graduating from Oklahoma State University with a degree in Fire Protection and Safety Engineering. He began his post-education work calling on fire departments throughout Minnesota and Iowa. In 2008 Ron moved from sales manager to president of the company.

In 1999, Heiman Inc. expanded and opened a plant in Sioux Falls, SD where it began fire truck manufacturing, service, and repairs. The warehouse moved to this larger location to better serve our customers.

Since its modest beginnings in 1947, Heiman Fire Equipment has evolved into a multi-faceted company with over 50 employees, 16 fire salesmen in 7 states, and 4 industrial salesmen. In 2009, a fourth generation of the family, Jack's granddaughter, joined the company.

At Heiman Fire Equipment we pride ourselves on maintaining the 'small town' quality and customer service that the company was founded on. Specializing in all aspects of fire equipment from hoses and nozzles to fire apparatus, we are committed to providing the best selection of fire equipment, exceptional customer service, and innovations in fire product technology.

We realize that you have a choice when it comes to purchasing fire equipment. We're confident that you'll be happy with Heiman's quality workmanship and excellent customer service provided by our group of knowledgeable and dedicated employees!

Hennepin County Residential Recycling Funding Policy

January 1, 2017 – December 31, 2020

Board Adopted: November 29, 2016



Public Works
Environment and Energy Department

I. Policy Description

A. Background

The Hennepin County Board of Commissioners has determined that curbside collection of recyclables and organics from Hennepin County residents is an effective strategy to reduce reliance on landfills, prevent pollution, conserve natural resources and energy, improve public health, support the economy, and reduce greenhouse gases. Therefore, the county adopted the goals established in State Statute and by the Minnesota Pollution Control Agency (MPCA) in its Metropolitan Solid Waste Management Policy Plan and developed a Residential Recycling Funding Policy to help reach a 75% recycling rate by 2030.

The county will distribute all Select Committee on Recycling and the Environment (SCORE) funds received from the state to cities for curbside collection of residential recyclables and organics. If cities form a joint powers organization responsible for managing a comprehensive recycling and waste education system for the residents of those cities, the county will distribute recycling and organics grants to that organization. Cities are expected to fulfill the conditions of the policy.

B. Term of the Policy

Hennepin County is committed to implement this policy and continue distributing all SCORE funds received from the state for the purpose of funding curbside residential recycling and organics programs from January 1, 2017 through December 31, 2020. The county may revise this policy if it determines changes are needed to assure compliance with state law and MPCA goals established for metropolitan counties. In the event that SCORE funds are eliminated from the state budget or significantly reduced, the county will consult with municipalities at that time and develop a subsequent recommendation to the board on continuation of this policy and future funding of curbside recycling and organics programs.

C. Grant Agreements

Each municipality seeking funding under the terms of the Residential Recycling Funding Policy must enter into a recycling grant agreement with the county for a term concurrent with the expiration of this policy, December 31, 2020. The grant agreement must be accompanied by a resolution authorizing the city to enter into such an agreement.

D. Fund Distribution

The county will distribute to Hennepin County municipalities 100% of SCORE funds that the county receives from the state. SCORE funds will be dedicated to two different purposes: 1)

curbside recycling and 2) curbside organics recycling. SCORE funds are based on revenue received by the State of Minnesota from the solid waste management (SWM) tax on garbage services. SCORE funds are subject to change based on the SWM tax revenue received by the state and funds allocated by the legislature. Funds distributed to municipalities for the current calendar year will be based on SCORE funds received by the county in the state’s corresponding fiscal year.

II. Recycling

A. Allocation of Funds

The following formula will be utilized to determine a city’s recycling SCORE grant each year.

Percent of SCORE funds allocated to curbside recycling:

2017	80%
2018	70%
2019	60%
2020	50%

City recycling grant calculation:

$$\begin{array}{r}
 \text{Number of households with} \\
 \text{curbside recycling in city} \\
 \hline
 \text{Total number of households} \\
 \text{with curbside recycling in} \\
 \text{county}
 \end{array}
 \times
 \begin{array}{r}
 \text{Total SCORE} \\
 \text{Funds available} \\
 \text{for recycling}
 \end{array}
 =
 \begin{array}{r}
 \text{Recycling grant} \\
 \text{amount available} \\
 \text{to the city}
 \end{array}$$

Eligible residential households are defined as single family through eight-plex residential buildings or other residential buildings where each housing unit sets out its own recycling container for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. The city will report the number in its application for funding.

B. Application for Funding

Each municipality must complete an annual grant application by February 15 to receive funding for that year. The application consists of a web-based report and a planning document provided by the county. The web-based report asks for contract, program, tonnage, and financial

information. The participation rate for the curbside recycling program must also be included in the web-based report. The municipality must calculate its participation rate during the month of October. The methodology for measuring participation must be provided to the county upon request. The planning document asks for a description of activities the city will implement to increase recycling and make progress toward county objectives.

C. Use of Funds

The following requirements apply to the use of recycling funds:

1. All grant funds accepted from the county must be used for waste reduction and recycling capital and operating expenses in the year granted. The county will not reimburse any funds in excess of actual expenses.
2. A municipality or joint powers organization may not charge its residents through property tax, utility fees, or any other method for the portion of its recycling program costs that are funded by county grant funds.
3. Municipalities must establish a separate accounting mechanism, such as a project number, activity number, or fund that will separate recycling revenues and expenditures from other municipal activities, including solid waste and yard waste activities.
4. Recycling and waste reduction activities, revenues, and expenditures are subject to audit.
5. Municipalities that do not contract for curbside recycling services will receive grant funds provided that at least 90% of the grant funds are credited back to residents and the city meets all minimum program requirements. The additional 10% may be used for municipal administrative and promotional expenses.

D. City Requirements

1. Materials Accepted

At a minimum, the following materials must be collected curbside:

- Metal food and beverage cans;
- Glass food and beverage containers;
- Cardboard boxes;
- Newspaper and inserts;
- Mail, office and school papers;

- Cereal, cracker, pasta, cake mix, shoe, gift, and electronics boxes;
- Boxes from toothpaste, medications and other toiletries;
- Magazines and catalogs;
- Aseptic and gable-topped containers; and
- Plastic bottles and containers, #1 – Polyethylene Terephthalate (PET, PETE), #2 High Density Polyethylene (HDPE), #4 – Low Density Polyethylene (LDPE) and #5 – Polypropylene (PP) plastic bottles, except those that previously contained hazardous materials or motor oil.

The county may add materials to this list and require municipalities to begin collection within one year of receiving notification from the county. Municipalities will notify the county if materials not found on this list will be collected.

2. Education and Outreach

The partnership between the county and municipalities has been highly effective in educating residents and motivating behavior change. In order to continue this partnership and increase these efforts, program activities of municipalities must be coordinated with county and regional efforts. Municipalities must adhere to the following requirements:

- a. Use county terminology when describing recycling guidelines, including the description of materials accepted and not accepted, preparation guidelines, and promotional materials;
- b. Use images provided by the county or the Solid Waste Management Coordinating Board (SWMCB) if using images of recyclables;
- c. Provide recycling information on the city's website, including materials accepted and not accepted, a recycling calendar, and links to county resources;
- d. Mail a recycling guide to residents each year using a template developed jointly with the county. The county will design and print the guide. If a municipality does not use the template produced by the county, the municipality may develop its own guide at the municipality's expense, but it must be approved by the county. If the municipality relies on the hauler to provide the recycling guide, this guide requires approval by the county.
- e. Complete two educational activities from a menu of options developed by the county.

Any print material that communicates residential recycling guidelines that were not provided by the county template will require county approval. This does not apply to waste reduction and reuse, articles on recycling that do not include guidelines, or social media posts. The county will respond within five business days to any communication piece submitted.

3. Recycling Performance

On an annual basis, municipal recycling programs must demonstrate that a reasonable effort has been made to maintain and increase the pounds of recyclables per household collected from their residential recycling programs.

If a municipality does not demonstrate measureable progress, a recycling improvement plan must be submitted by the municipality within 90 days of being notified by the county. The recycling improvement plan must be negotiated with the county and specify the efforts that will be undertaken by the municipality to improve its recycling program to yield the results necessary to achieve county objectives.

In cooperation with the county, the municipality may be required to participate in waste and recycling sorts to identify recovery levels of various recyclables in its community. Based on the results of the study, the county and municipality will collaborate to increase the recovery of select recyclable materials being discarded in significant quantities.

E. Grant Payments

The county will make two equal payments to the municipality. One payment will be made after the county receives the application, which consists of the web-based report and the planning document. A second payment will be made after basic program requirements, education and outreach requirements, and recycling performance have been confirmed and approved. If the municipality meets the county requirements, both payments will be made during the same calendar year. Funding will be withheld until the municipality meets the requirements of this policy.

III. Organics Recycling

A. Allocation of Funds

The following formula will be utilized to determine a city's organics recycling SCORE grant each year:

Percent of SCORE funds allocated to curbside organics recycling:

2017	20%
2018	30%
2019	40%
2020	50%

City organics recycling grant calculation:

$$\frac{\text{Number of households with curbside organics in city}}{\text{Total number of households with curbside organics in county}} \times \text{Total SCORE funds available for organics} = \text{Organics grant amount available to the city}$$

If the formula above results in cities receiving grants where the dollar amount per participating household is greater than \$25 per year, then a cap will apply. The funding cap per participating household is \$25 per year. The most the county will grant a city is \$25 per participating household per year. If funds are left over because of the cap, those funds will carry over into the following year’s SCORE funds.

Eligible residential households are defined as single family through eight-plex residential buildings or other residential buildings where the household is signed up for organics service and the household sets out its own container with organics for curbside collection. The number of eligible households will be determined by counting the number of eligible households on September 1 of each funding year. The city will report the number in the application for funding.

B. Application for Funds

Each municipality must complete an annual application provided by the county by September 1 to receive funding. As a part of the application, a city must submit the number of households signed up for and receiving curbside organics service.

C. Use of Funds

The grant funds may be used for program expenses, including the following:

- Discount to new customers
- Discount to existing customers
- Referral incentives
- City contract costs

- Education and outreach
- Compostable bags
- Kitchen containers
- Carts

Program administration is not an eligible expense. Yard waste expenses are not eligible. If organics are co-collected with other waste, the organics expenses must be tracked separately. If a city passes funds through to a hauler, 100% of those funds must be credited to residents' bills.

In addition, the following requirements apply:

- All grant funds must be used during the term of the agreement. Funds not spent must be returned to the county.
- Funds must be expended on eligible activities per Minnesota State Statute 115A.557.
- A municipality or joint powers organization may not charge its residents through property tax, utility fees, or any other method for the portion of its organics program costs that are funded by county grant funds.
- Municipalities must account for organics expenditures separately upon request by the county. Expenditures are subject to audit.

D. Education and Outreach Requirements

The partnership between the county and municipalities has been highly effective in educating residents and motivating behavior change. In order to continue this partnership and increase these efforts, program activities of municipalities must be coordinated with county and regional efforts. The following requirements apply:

1. Use county terminology when describing organics recycling guidelines, including the description of materials accepted and not accepted, preparation guidelines, and promotional materials;
2. Use images provided by the county or the SWMCB if using images of organic materials;
3. Provide organics recycling information on the city's website, including material accepted and not accepted, service options, and links to county resources;
4. Work with the county to develop promotional resources to increase participation.

E. Reporting

A report on the city's organics program must be submitted electronically to the county by February 15 following each year. The report must include, but is not limited to, the following:

Basic Program Information

- Hauler(s)
- Collection method
- Where organics were delivered to and processed
- Is service opt-in or opt-out
- Cost of service to residents; contract cost for city
- How the service was billed
- Items included in service, such as curbside collection, cart, compostable bags, etc.

Results

- Tons
- Number of households signed up
- Average pounds per household per year
- Participation (set-out rate on pickup day)
- Program costs
- How funds were used

F. Grant Payment

The county will make one organics grant payment to a municipality each year. The payment will be made after the county receives the application and confirms that the municipality meets the requirements of this policy.

RESIDENTIAL RECYCLING GRANT AGREEMENT

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487 (“COUNTY”), on behalf of the Hennepin County Environment and Energy Department, 701 Fourth Avenue South, Minneapolis, Minnesota 55415-1600 (“DEPARTMENT”) and the CITY OF HANOVER, 11250 5th Street NE, Hanover, Minnesota 55341 (“CITY”).

The parties agree as follows:

1. TERM AND COST OF THE AGREEMENT

This Agreement shall commence upon execution and expire on December 31, 2020, unless cancelled or terminated earlier in accordance with the provisions herein.

Annual grant payments shall be calculated as set forth in Section 3.

2. SERVICES TO BE PROVIDED

The CITY shall apply for annual grant funds and operate its Recycling Program as more fully described in Attachment A, the Residential Recycling Funding Policy.

3. ALLOCATION OF FUNDS

The COUNTY will distribute to Hennepin County municipalities 100% of SCORE funds that the COUNTY receives from the state. SCORE funds will be dedicated to two different purposes: 1) curbside recycling and 2) curbside organics recycling. SCORE funds are based on revenue received by the State of Minnesota from the solid waste management (SWM) tax on garbage services. SCORE funds are subject to change based on the SWM tax revenue received by the state and funds allocated by the legislature. Funds distributed to municipalities for the current calendar year will be based on SCORE funds received by the COUNTY in the state’s corresponding fiscal year.

Recycling

The following formula will be utilized to determine a CITY’S recycling SCORE grant each year.

Percent of SCORE funds allocated to curbside recycling:

2017	80%
2018	70%
2019	60%
2020	50%

CITY recycling grant calculation:

$$\frac{\text{Number of households with curbside recycling in city}}{\text{Total number of households with curbside recycling in county}} \times \text{Total SCORE funds available for recycling} = \text{Recycling grant amount available to the city}$$

Eligible residential households are defined as single family through eight-plex residential buildings or other residential buildings where each housing unit sets out its own recycling container for curbside collection. The number of eligible households will be determined by counting the number of eligible households on January 1 of each funding year. The CITY will report the number in its application for funding.

The COUNTY will make two equal payments to the CITY. One payment will be made after the COUNTY receives the application, which consists of the web-based report and the planning document. A second payment will be made after basic program requirements, education and outreach requirements, and recycling performance have been confirmed and approved. If the CITY meets the COUNTY requirements, both payments will be made during the same calendar year. Funding will be withheld until the CITY meets the requirements of the Residential Recycling Funding Policy.

Organics

The following formula will be utilized to determine a CITY’S organics recycling SCORE grant each year.

Percent of SCORE funds allocated to curbside organics recycling:

2017	20%
2018	30%
2019	40%
2020	50%

CITY organics recycling grant calculation:

$$\frac{\text{Number of households with curbside organics in city}}{\text{Total number of households with curbside organics in county}} \times \text{Total SCORE funds available for organics} = \text{Organics grant amount available to the city}$$

If the formula above results in the CITY receiving a grant where the dollar amount per participating household is greater than \$25 per year, then a cap will apply. The funding cap per participating household is \$25 per year. The most the COUNTY will grant a CITY is \$25 per participating household per year. If funds are left over because of the cap, those funds will carry over into the following year's SCORE funds.

Eligible residential households are defined as single family through eight-plex residential buildings or other residential buildings where the household is signed up for organics service and the household sets out its own container with organics for curbside collection. The number of eligible households will be determined by counting the number of eligible households on September 1 of each funding year. The CITY will report the number in the application for funding.

The COUNTY will make one organics grant payment to the CITY each year. The payment will be made after the COUNTY receives the application and confirms that the CITY meets the requirements of the Residential Recycling Funding Policy.

4. PROFESSIONAL CREDENTIALS

INTENTIONALLY OMITTED

5. INDEPENDENT CITY

CITY shall select the means, method, and manner of performing the services. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting CITY as the agent, representative, or employee of COUNTY for any purpose. CITY is and shall remain an independent contractor for all services performed under this Agreement. CITY shall secure at its own expense all personnel required in performing services under this Agreement. CITY's personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or Minnesota Statutes, chapter 176 (which may be referred to as the "Workers' Compensation Act"), on behalf of any personnel, including, without limitation, claims of discrimination against CITY, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

6. INDEMNIFICATION

CITY shall defend, indemnify, and hold harmless COUNTY, its present and former officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of CITY, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of CITY to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of CITY personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of the provisions set forth herein.

7. INSURANCE

A. With respect to the services provided pursuant to this Agreement, CITY shall at all times during the term of this Agreement and beyond such term when so required have and keep in force the following minimum insurance coverages or CITY's actual insurance limits for primary coverage and excess liability or umbrella policy limits, whichever is greater:

	<u>Limits</u>
1. Commercial General Liability on an occurrence basis with contractual liability coverage:	
General Aggregate	\$2,000,000
Products—Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,500,000
Each Occurrence—Combined Bodily Injury and Property Damage	1,500,000
2. Workers' Compensation and Employer's Liability:	
Workers' Compensation	Statutory
Employer's Liability. Bodily injury by:	
Accident—Each Accident	500,000
Disease—Policy Limit	500,000
Disease—Each Employee	500,000

3.	Professional Liability—Per Claim	1,500,000
	Aggregate	2,000,000

The professional liability insurance must be maintained continuously for a period of two years after the expiration, cancellation or termination of this Agreement.

- B. An umbrella or excess policy is an acceptable method to provide the required commercial general insurance coverage.

The above establishes minimum insurance requirements. It is the sole responsibility of CITY to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Upon written request, CITY shall promptly submit copies of insurance policies to COUNTY.

CITY shall not commence work until it has obtained required insurance and filed with COUNTY a properly executed Certificate of Insurance establishing compliance. The certificate(s) must name Hennepin County as the certificate holder, and as an additional insured for the commercial general liability coverage required herein. A self-insured retention (SIR) applicable to the commercial liability coverage is not acceptable, unless expressly agreed to in writing by COUNTY. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will endeavor to mail to COUNTY thirty (30) day prior written notice in the event of cancellation/termination of any described policies. If CITY receives notice of cancellation/termination from an insurer, CITY shall fax or email a copy of the notice to COUNTY within two business days.

CITY shall furnish to COUNTY updated certificates during the term of this Agreement as insurance policies expire. If CITY fails to furnish proof of insurance coverages, COUNTY may withhold payments and/or pursue any other right or remedy allowed under contract, law, equity, and/or statute.

CITY waives all rights against COUNTY, its officials, officers, agents, volunteers, and employees for recovery of damages to the extent that damages are covered by insurance of CITY.

8. DUTY TO NOTIFY

CITY shall promptly notify COUNTY of any claim, action, cause of action or litigation brought against CITY, its employees, officers, agents or subcontractors, which arises out of the services described in this Agreement. CITY shall also notify COUNTY whenever CITY has a reasonable basis for believing that CITY and/or its employees, officers, agents or subcontractors, and/or COUNTY, might become the subject of a claim, action, cause of action, administrative action,

criminal arrest, criminal charge or litigation arising out of and/or related to the services described in this Agreement.

9. DATA

CITY, its officers, agents, owners, partners, employees, volunteers and subCITYs shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For clarification and not limitation, COUNTY hereby notifies CITY that the requirements of Minnesota Statutes section 13.05, subd. 11, apply to this Agreement. CITY shall promptly notify COUNTY if CITY becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data or privacy laws.

Classification of data as trade secret data will be determined pursuant to applicable law and, accordingly, merely labeling data as “trade secret” does not necessarily make the data protected as such under any applicable law.

10. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes section 16C.05, subd. 5, COUNTY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CITY and involve transactions relating to this Agreement. CITY shall maintain these materials and allow access during the period of this Agreement and for six (6) years after its expiration, cancellation or termination.

11. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

- A. CITY binds itself, its partners, successors, assigns and legal representatives to COUNTY for all covenants, agreements and obligations herein.
- B. CITY shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of COUNTY. A consent to assign shall be subject to such conditions and provisions as COUNTY may deem necessary, accomplished by execution of a form prepared by COUNTY and signed by CITY, the assignee and COUNTY. Permission to assign, however, shall under no circumstances relieve CITY of its liabilities and obligations under the Agreement.
- C. CITY shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of COUNTY. Permission to subcontract, however, shall under no circumstances relieve CITY of

its liabilities and obligations under the Agreement. Further, CITY shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between CITY and each subcontractor shall require that the subcontractor's services be performed in accordance with this Agreement. CITY shall make contracts between CITY and subcontractors available upon request. For clarification and not limitation of Section 15E, none of the following constitutes assent by COUNTY to a contract between CITY and a subcontractor, or a waiver or release by COUNTY of CITY's full compliance with the requirements of this Section: (1) COUNTY's request or lack of request for contracts between CITY and subcontractors; (2) COUNTY's review, extent of review or lack of review of any such contracts; or (3) COUNTY's statements or actions or omissions regarding such contracts.

- D. As required by Minnesota Statutes section 471.425, subd. 4a, CONTRACTOR shall pay any subcontractor within ten (10) days of CONTRACTOR's receipt of payment from COUNTY for undisputed services provided by the subcontractor, and CONTRACTOR shall comply with all other provisions of that statute.

12. MERGER, MODIFICATION AND SEVERABILITY

- A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
- B. Any alterations, variations or modifications of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. Except as expressly provided, the substantive legal terms contained in this Agreement including but not limited to Indemnification, Insurance, Merger, Modification and Severability, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope of work, development specification or other development process or document.
- C. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

13. DEFAULT AND CANCELLATION/TERMINATION

- A. If CITY fails to perform any of the provisions of this Agreement, fails to administer the work so as to endanger the performance of the Agreement or otherwise breaches or fails to comply with any of the terms of this Agreement, it

shall be in default. Unless CITY's default is excused in writing by COUNTY, COUNTY may upon written notice immediately cancel or terminate this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for COUNTY to delay payment until CITY's compliance. In the event of a decision to withhold payment, COUNTY shall furnish prior written notice to CITY.

- B. For purposes of this subsection, "Data" means any data or information, and any copies thereof, created by CITY or acquired by CONTACTOR from or through COUNTY pursuant to this Agreement, including but not limited to handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording any form of communication or representation, including electronic media, email, letters, works, pictures, drawings, sounds, videos, or symbols, or combinations thereof.

Upon expiration, cancellation or termination of this Agreement:

1. At the discretion of COUNTY and as specified in writing by the Contract Administrator, CITY shall deliver to the Contract Administrator all Data so specified by COUNTY.
 2. COUNTY shall have full ownership and control of all such Data. If COUNTY permits CITY to retain copies of the Data, CITY shall not, without the prior written consent of COUNTY or unless required by law, use any of the Data for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such Data; and shall not do anything which in the opinion of COUNTY would affect COUNTY's ownership and/or control of such Data.
 3. Except to the extent required by law or as agreed to by COUNTY, CITY shall not retain any Data that are confidential, protected, privileged, not public, nonpublic, or private, as those classifications are determined pursuant to applicable law.
- C. Notwithstanding any provision of this Agreement to the contrary, CITY shall remain liable to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by CITY. Upon notice to CITY of the claimed breach and the amount of the claimed damage, COUNTY may withhold any payments to CITY for the purpose of set-off until such time as the exact amount of damages due COUNTY from CITY is determined. Following notice from COUNTY of the claimed breach and damage, CITY and COUNTY shall attempt to resolve the dispute in good faith.
- D. The above remedies shall be in addition to any other right or remedy available to COUNTY under this Agreement, law, statute, rule, and/or equity.

- E. COUNTY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
- F. This Agreement may be canceled/terminated with or without cause by either party upon thirty (30) day written notice.
- G. If this Agreement expires or is cancelled or terminated, with or without cause, by either party, at any time, CITY shall not be entitled to any payment, fees or other monies except for payments duly invoiced for then-delivered and accepted deliverables/milestones pursuant to this Agreement. In the event CITY has performed work toward a deliverable that COUNTY has not accepted at the time of expiration, cancellation or termination, CITY shall not be entitled to any payment for said work including but not limited to incurred costs of performance, termination expenses, profit on the work performed, other costs founded on termination for convenience theories or any other payments, fees, costs or expenses not expressly set forth in this Agreement.
- H. Upon written notice, COUNTY may immediately suspend or cancel/terminate this Agreement in the event any of the following occur: (i) COUNTY does not obtain anticipated funding from an outside source for this project; (ii) funding for this project from an outside source is withdrawn, frozen, shut down, is otherwise made unavailable or COUNTY loses the outside funding for any other reason; or (iii) COUNTY determines, in its sole discretion, that funding is, or has become, insufficient. COUNTY is not obligated to pay for any services that are provided or costs or expenses or obligations incurred or encumbered after the notice and effective date of the suspension or cancellation/termination. In the event COUNTY suspends, cancels or terminates this Agreement pursuant to this paragraph, COUNTY shall pay any amount due and payable prior to the notice of suspension or cancellation/termination except that COUNTY shall not be obligated to pay any amount as or for penalties, early termination fees, charges, time and materials for services not then performed, costs, expenses or profits on work done.
- I. CITY has an affirmative obligation, upon written notice by COUNTY that this Agreement may be suspended or cancelled/terminated, to follow reasonable directions by COUNTY, or absent directions by COUNTY, to exercise a fiduciary obligation to COUNTY, before incurring or making further costs, expenses, obligations or encumbrances arising out of or related to this Agreement.

14. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement do survive such term, cancellation or termination. Such

provisions include but are not limited to: SERVICES TO BE PROVIDED (as to ownership of property); INDEPENDENT CITY; INDEMNIFICATION; INSURANCE; DUTY TO NOTIFY; DATA; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND CANCELLATION/TERMINATION; MEDIA OUTREACH; and MINNESOTA LAW GOVERNS.

15. CONTRACT ADMINISTRATION

In order to coordinate the services of CITY with the activities of the Environment and Energy Department so as to accomplish the purposes of this Agreement, Ben Knudson, Waste Reduction and Recycling Specialist, or his successor, shall manage this Agreement on behalf of COUNTY and serve as liaison between COUNTY and CITY.

16. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

- A. CITY shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.
- B. CITY shall comply with all applicable conditions of the COUNTY grant.

17. PAPER RECYCLING

COUNTY encourages CITY to develop and implement an office paper and newsprint recycling program.

18. NOTICES

Unless the parties otherwise agree in writing, any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to COUNTY shall be sent to the County Administrator with a copy to the originating COUNTY department at the address given in the opening paragraph of this Agreement. Notice to CITY shall be sent to the address stated in the opening paragraph of this Agreement or to the address stated in CITY's Form W-9 provided to COUNTY.

19. CONFLICT OF INTEREST

CITY affirms that to the best of CITY's knowledge, CITY's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. Should any conflict or potential conflict of interest become known to CITY, CITY shall immediately notify COUNTY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and advise COUNTY whether CITY will or will not resign from the other engagement or representation. Unless waived by COUNTY, a conflict or potential conflict may, in COUNTY's discretion, be cause for cancellation or termination of this Agreement.

20. MEDIA OUTREACH

CITY shall notify COUNTY, prior to publication, release or occurrence of any Outreach (as defined below). The parties shall coordinate to produce collaborative and mutually acceptable Outreach. For clarification and not limitation, all Outreach shall be approved by COUNTY, by and through the Public Relations Officer or his/her designee(s), prior to publication or release. As used herein, the term "Outreach" shall mean all media, social media, news releases, external facing communications, advertising, marketing, promotions, client lists, civic/community events or opportunities and/or other forms of outreach created by, or on behalf of, CITY (i) that reference or otherwise use the term "Hennepin County," or any derivative thereof; or (ii) that directly or indirectly relate to, reference or concern the County of Hennepin, this Agreement, the services performed hereunder or COUNTY personnel, including but not limited to COUNTY employees and elected officials.

21. MINNESOTA LAWS GOVERN

The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.

22. COOPERATIVE PURCHASING

At the time of this Agreement: (1) Hennepin County is a signature party to the Joint Powers Purchasing Agreement (Agreement No. A131396) (the "JPA"); (2) the Minnesota Counties of Anoka, Carver, Dakota, Olmsted, Ramsey, Scott and Washington are signatories to the JPA ("Cooperative Members"); (3) if agreed upon pursuant to a separate agreement between CITY and any Cooperative Member, the JPA allows a Cooperative Member, subject to the terms of the JPA, to purchase the same or substantially similar services based upon terms that are the same or substantially similar to those set forth in this Agreement including but not limited to price/cost; and (4) COUNTY shall have no obligation, liability or responsibility for any order or purchase made under the contract between a Cooperative Member and CITY.

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COUNTY BOARD AUTHORIZATION

Reviewed by the County Attorney's Office

Assistant County Attorney

Date: _____

COUNTY OF HENNEPIN
STATE OF MINNESOTA

By: _____
Chair of Its County Board

ATTEST: _____
Deputy/Clerk of County Board

Date: _____

By: _____
County Administrator

Date: _____

Recommended for Approval

By: _____
Acting Director,
Environment and Energy Department

Date: _____

By: _____
Assistant County Administrator
- Public Works

Date: _____

MUNICIPALITY
CITY warrants that the person who executed this Agreement is authorized to do so on behalf of CITY as required by applicable articles, bylaws, resolutions or ordinances.*

Printed Name: _____

Signed: _____

Title: _____

Date: _____

*CITY shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CITY returns the Agreement to the COUNTY. Documentation is not required for a sole proprietorship.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

CODE OF CONDUCT POLICY

~~Adopted by City Council~~
~~April 5, 2011~~

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100.01 PURPOSE

The Mayor and City Council of the City of Hanover determines that a code of conduct for its members, as well as the members of the various advisory boards and commissions of the City of Hanover, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of Hanover in their government and to encourage its citizens to serve on its council and boards and commissions.

100.02 STANDARDS OF CONDUCT

No elected official or a city advisory board or commission member may knowingly:

- a. Violate the open meeting law.
- b. Participate in a matter that is before the city council or relevant board that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minnesota Statute 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee.
- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.

Except as prohibited by the provisions of Minnesota Statute Section 471.87, there is no violation of item b. of this section for a matter that comes before the council, board, or commission, if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with an elected official under the circumstances described under Minnesota Statute Section 471.88, if proper statutory procedures are followed.

100.03 COMPLAINT, HEARING

Any person may file a written complaint with the city clerk alleging a violation of the aforementioned standards of conduct. The complaint must contain supporting facts for the

allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The city council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of a board or commission from office.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

ELECTRONIC COMMUNICATIONS POLICY

~~Adopted by City Council~~
~~March 15, 2011~~

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200.01 APPLICABILITY

This Policy applies to all members of the Hanover City Council and members of advisory boards and commissions of the City. For purposes of this Policy, reference to “Council Members” includes members of all other City commissions, boards, committees and groups subject to the Open Meeting Law. Reference to the “Council” shall include all such groups and meetings.

This Policy applies to all electronic communications containing government data, as defined by the Minnesota Government Data Practices Act, Minn. Chapter 13, regardless of whether the Council Member is using a City-provided email address and account, his/her personal email address or account, or one provided by his/her employer.

200.02 PURPOSE

This Policy is adopted to increase awareness of the risks associated with Council Members using electronic communications and to set forth the appropriate restrictions on the use of electronic communications in accordance with the Minnesota Open Meeting Law and Minnesota Government Data Practices Act.

Electronic communications may be classified as public data, and thus, may be subject to public disclosure.

200.03 DEFINITIONS

“Electronic communications” include email, instant messaging, chat rooms, and related electronic means of communicating with others.

“City Administrator” means the City Administrator or his/her designee.

200.04 COMMUNICATIONS WITH MEMBERS OF THE PUBLIC

Members of the public cannot require confidentiality when electronically communicating with Council Members on matters of City business. Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender of the recipient as provided by Minnesota Statutes Section 13.601, subd. 2.

200.05 MEETING MATERIALS

Electronic communication of meeting materials should generally be conducted in a one-way communication from the City Administrator (or designated staff liaison) to the Council Members.

- A. Council Members may receive agenda materials, background information, and other materials via email attachment or other electronic means (such as file sharing) from the City Administrator (or designated staff liaison).

- B. If a Council Member has questions or comments about materials received, s/he should inquire via electronic means directly back to the City Administrator (or designated staff liaison). A Council Member should not copy other Council Members on his/her inquiry.
- C. If the clarification is one of value to other Council Members, the City Administrator (or designated staff liaison) may send follow-up materials or information to the Council Members.

Materials relating to agenda items of a meeting must also be made available to the public at the meeting, unless the materials are classified as nonpublic under the Minnesota Government Data Practices Act.

200.06 COMMUNICATIONS DURING COUNCIL MEETINGS

- A. Council Members should not communicate with one another via electronic means during a public meeting.
- B. Council Members should not communicate with any member of City staff via electronic means during a public meeting.
- C. Council Members are encouraged not to communicate with the public via electronic means during a public meeting.

200.07 COMMUNICATIONS OUTSIDE OF FORMAL MEETINGS

- A. Council Members should act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law. Council Members shall not communicate with each other outside of formal meetings for the purpose of avoiding public discussion, to forge a majority in advance of public meetings, or to hide improper influences such as personal or pecuniary interests of the Council Member.
- B. If a Council Member wishes to share information with other Council Members, s/he should do so through the City Administrator (or designated staff liaison). The Council Member may request the City Administrator (or designated staff liaison) distribute materials to others. The communication should not invite response to or discussion between any Council Members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other Council Members.
- C. If a Council Member wishes to address only one other Council Member through electronic means on any topic related to City business, s/he can do so directly, but should be mindful of the following:
 - a. One-to-one communication is preferable.

- b. The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original email to other Council Members.
 - c. The sender of an electronic message should not forward or copy the recipient's reply to any other Council Member.
 - d. If a Council Member receives an electronic communication from any source related to City business and distributed to multiple Council Members (i.e. an email sent to the entire council from a member of the public; or an email sent to three Council Members from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other Council Member.
- D. If a Council Member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums where other Council Members are also likely to participate (such as chat rooms), the Council Member should not reply to any distribution or comment that could be considered deliberation on a matter presently pending before the Council that would foreseeably result in the taking of official Council action when that reply is copied to the entire distribution group, or any part of the group that might include other Council Members. In those situations, the Council Member should instead respond only to the sender of any message or inquiry.

200.08 RETENTION OF ELECTRONIC COMMUNICATIONS

- A. Council Members should provide the City Administrator with a copy of any electronic communication not already maintained by the City that was made or received by the Council Member and becomes part of an official City transaction pursuant to the following retention classifications:
 - a. Complaints – General: General city services, maintenance, repair, citizen complaints. [Retention period: 1 year after action completed.]
 - b. Correspondence – Historical: Correspondence to/from mayor, city administrator. Official correspondence that documents important events or major functions of the office. Usually deals with a specific topic, issue, organization or individual. [Retention period: Permanent.]
 - c. Correspondence – General. [Retention period: 3 years.]
- B. Council Members do not need to retain or provide the City Administrator with electronic communications that do not become part of an official transaction or electronic communications that fall within the following retention classification:
 - a. Correspondence – Messages: Transitory messages, e-mail or phone messages of short-term interest which are considered incidental and non-vital correspondence. [Retention period: Until read.]

200.09 EMAIL COMMUNICATION

- A. Council Members shall conduct email communication via the means of a City issued email address as assigned by the City Administrator and housed on the City's network.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

SOCIAL MEDIA POLICY

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300.01 APPLICABILITY

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Hanover. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

300.02 PURPOSE

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of social media sites by its representatives.

The City wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

300.03 DEFINITIONS

"Social media" are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

"Employees and Agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

300.04 POLICY

The Hanover City Council will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and

information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

Social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Hanover, including a link to the City's official web site.

300.05 RULES OF USE

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Hanover site and will be linked with the official City website (www.hanovermn.org). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.

- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

300.06 PERSONAL SOCIAL MEDIA USE

The City respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Hanover, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Hanover employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy

and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.

300.07 DATA OWNERSHIP

All social media communications or messages composed, sent, or received on city equipment in an official capacity is the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

300.08 FIRE DEPARTMENT USE OF SOCIAL MEDIA

Fire Department members may not use personal devices to share information they witness on scene they have responded to. Electronic devices may be used for the purpose of investigation and training purposes only. The City holds ownership of the content collected. The Chief Officer is responsible for approving content to be posted to Fire Department Social Media sites.

300.08 POLICY VIOLATIONS

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

PERSONNEL POLICY

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Comment [BH1]: Confirm numbering is correct.

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400.01 PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Hanover. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Where these policies differ from state or federal law, the applicable law will be followed.

Except as otherwise prohibited by law, the City of Hanover has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason or without giving notice.

After reading the personnel policy, the employee will be required to sign and submit an acknowledgement form indicating they have read and understand policy. All new and existing employees will be required to sign an acknowledgement form when any part of the current policy is revised.

400.02 SCOPE

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. Members of City Boards, Commissions, and Committees;
3. Consultants or Contractors, including City Attorney;
4. ~~Volunteer fire personnel and other volunteer personnel; and~~
5. ~~Emergency employees~~

Departments may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules, if they exist, by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the employee's immediate supervisor.

400.03 EEO POLICY STATEMENT

The City of Hanover is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Hanover will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic

information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

400.04 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours:

The number of hours an employee is hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least twenty (20) hours per week on a regular basis.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit, with the exception of volunteer fire personnel.

Employee

An individual who has successfully completed all stages of the selection process including the training **or probationary** period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain monetary amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The City contributes a matching amount on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings. These percentages withheld are set by the IRS and may change from year to year.

Fiscal Year

The period from January 1 to December 31.

Full-time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Hours of Operation

The City's regular hours of operation are set by the City Council and may vary by department.

Management Employee

An employee who is responsible for managing a department or division of the City.

Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime or compensatory time at one and one-half (1.5) times their regular hourly wage for all hours worked over forty (40) hours in any given workweek.

Part-time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee

Employees who work only part of the year (one hundred (100) days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A six (6) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training **or probationary** period is the last part of the selection process. Employees with Veteran's Preference are excluded from this in accordance with state law.

Fire Department members will receive a one year minimum probationary period. The training period may be extended up to a maximum of three years.

Transfer

Movement of an employee from one City position to another of equivalent pay

Workweek

A workweek is seven (7) consecutive twenty-four (24) hour periods. For most employees the workweek will run from Saturday through the following Friday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., public works and maintenance).

400.05 CITYWIDE WORK RULES AND CODE OF CONDUCT

Subd. 1. Conduct as a City Employee. In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Hanover. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Hanover. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.

- Maintain good attendance.

Subd. 2. Attendance and Absence. The operations and standards of service in the City of Hanover require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Subd. 3. Access to and Use of City Property. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Subd. 4. Appearance. Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

Subd. 5. Conflict of Interest. City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. Under no circumstances shall an employee use his/her public position to secure special privileges or exemptions for himself/herself or others; use his/her position to solicit personal gifts or favors; or use his/her public position for personal gain.

If an employee has any question about whether a conflict of interest exists, he/she should consult with the City Administrator.

Subd. 6. Gifts. Except as permitted pursuant to Minnesota Statute 471.895, no employee shall accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.

Subd. 7. Disclosure of Non-Public Data. No employee shall disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the city council or committee. In addition, no employee shall disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.

Subd. 8. Falsification of Records. Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Subd. 9. Personal Telephone Calls. Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Electronic Communications Resources Policy for additional information.

Subd. 10. Political Activity. City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Moreover, City employees are prohibited from using City facilities (such as break or eating areas, conference rooms, or offices) or City property (including, but not limited to, telephones, computers, facsimile machines, e-mail systems, interoffice or voicemail, photocopiers, postage, paper or other office supplies) during hours of employment for any political campaign activity. This policy does not prohibit employees from using facilities or property to cast a ballot or vote or attend political or campaign functions held at a City facility outside of work hours.

Subd. 11. Smoking. The City of Hanover observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle. Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

400.06 DATA PRACTICES ADVISORY

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete federal and state reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

Media Requests. All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- ✓ Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.

- ✓ All information must be respectful, professional and truthful. Corrections must be issued when needed.
- ✓ Personal opinions generally don't belong in official city statements. One exception is communications related to promoting a city service. For example, if an employee posted on the city's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.
- ✓ Employees need to notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Data Practices Act.

It is important for city employee to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- ✓ Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- ✓ The City of Hanover expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the city. Do not engage in name-calling or personal attacks.
- ✓ If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the city of Hanover However, these are my own opinions and do not represent those of the City of Hanover."
- ✓ City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participation in personal political activity. For example, a building inspector could not use the city's logo, email or working time to promote his/her side business as a plumber.
- ✓ Personal social media account name or email names should not be tied to the city (e.g., city nameCop).

400.07 EMPLOYEE RECRUITMENT AND SELECTION

Comment [BH2]: FD would follow this same process.

Subd. 1. Scope. The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Subd. 2. Features of Recruitment System. The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file. Veteran's Preference will be applied in accordance with state law where positions are filled through open enrollment.

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

The City Administrator or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Subd. 4. Pre-Employment Medical Examinations. The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

The City of Hanover values each employee and recognizes each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism; resulting in the potential for increased accidents, costs, and risks to the City and to you as an employee. It is the intent of the City to provide a drug-free working environment to help ensure the safety and health of the City employees and others that do business with the City or come in contact with employees. A drug-free workplace is also conducive to efficient and productive work standards and creates a favorable public image. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. The City will comply with the drug and alcohol testing requirements of the U.S. Department of Transportation pursuant to the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 382; Title 49 (49 CFR), Part 40; and any other applicable federal and state laws and regulations. This policy applies to all full-time, regular part-time, part-time and temporary City employees. A list of employee positions subject to CDL drug and alcohol testing is attached as [Appendix A](#) to this policy.

Comment [BH3]: Insert Appendix A

Subd. 5. Selection Process. The selection process will be coordinated by the City Administrator or designee, subject to final hiring approval of the City Council. **The final hiring approval process by the City Council may include participating in final interviews, discussion of top candidates, and setting the final job offer.** Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The Minnesota Veterans Preference Act (VPA) grants most Veterans a limited preference over non-Veterans in hiring and promotion for most Minnesota public employment positions, as granted in Minnesota Statutes [197.48](#), [43A.11](#), and [197.455](#). These statutes may apply to certain spouses of Veterans. The Minnesota VPA Statutes apply to Minnesota public employment, "civil service laws, charter provisions, ordinances, rules or regulations of a county, city, town, school district, or other municipality or political subdivision of this state."

Minnesota Statute 197.447 defines a Veteran as "a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum active duty requirement as defined by Code of Federal Regulations, title 38, section 3.12a, or who has active military service certified under section 401, Public Law 95-202. The active military service must be certified by the United States secretary of defense as active military service and a discharge under honorable conditions must be issued by the secretary." Therefore, to be eligible for any Veteran program with the State of Minnesota, you must meet the definition contained in this statute.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and City of Hanover needs.

Subd. 6. Background Checks. All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Subd. 7. Training or Probationary Period. The training or probationary period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training or probationary periods ~~are~~ **is** six months in duration **and the employee may be terminated during this period.**

The Fire Department is subject to a minimum of one year probation.

400.08 ORGANIZATION

Subd. 1. Job Descriptions. The City will maintain job descriptions for each regular position. Job descriptions for new positions will be developed as needed, but must be approved by the City Council prior to the position being advertised for applications.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, The Fair Labor Standards Act (FLSA) status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position, the existing job description is reviewed by the City Administrator or designee to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. The City Administrator or designee is responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Subd. 2. Assigning and Scheduling Work. Assignment of work duties and scheduling work is the responsibility of the City Administrator.

Subd. 3. Job Descriptions and Classifications. Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Subd. 4. Layoff. The City Administrator will maintain a seniority list. In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

400.09 HOURS OF WORK

Subd. 1. Work Hours. Work schedules for employees will be established by supervisors with the approval of the City Administrator. Work schedules will be assigned in accordance with the business needs of the City, including ensuring coverage during regular business hours. **A typical work schedule for city office employees is 8:00 a.m. – 4:30 p.m. Monday, Wednesday, Thursday, 8:00 a.m. – 5:30 p.m. Tuesdays, and 8:00 a.m. – 3:30 p.m. Fridays. A typical work schedule for public works employees is 8:00 a.m. – 3:30 p.m. Monday through Friday.**

Subd. 2. Meal Breaks and Rest Periods. A fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Subd. 3. Adverse Weather Conditions. City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Public Works and Maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc) will be made by the City Administrator.

Subd. 3. Work Outside of Normal Hours. **Non-exempt Employees who are required to work outside of normal working hours will be compensated for a minimum of a two hour period. Any amount of time worked beyond two hours will be reflected as actual time worked. Attendance at City Council or other City advisory board meetings held outside of normal working hours are not subject to the two hour minimum. Examples of work outside of normal hours includes but not limited to:**

- Answering phone calls
- Assisting with hall rental inquiries
- Assisting with water, sewer, road emergencies
- Monitoring weather and road conditions

400.10 COMPENSATION

Subd. 1. Policy. Full-time employees of the City will be compensated according to the schedule adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

All employees in all departments that are also members of the Hanover Volunteer Fire Department will be compensated in the following manner:

- Should the employee respond to a fire emergency as a member of the Hanover Fire Department during working hours, the employee will be paid according to the employee's current wage. The hours worked responding to the fire emergency will not count as "hours worked" in determining overtime.
- Should the employee respond to a fire emergency outside working hours, the employee will be paid according to the current fire department compensation plan.

Subd. 2. Compensation Program

It shall be the responsibility of the City Administrator to develop and maintain a compensation plan in accordance with state and federal laws for all applicable positions within the City, subject to review and approval by the City Council.

The objectives of the City's compensation plan are as follows:

- To establish and maintain pay opportunities that enable the City of Hanover to attract and retain qualified, reliable and motivated people who are committed to quality and excellence for those we serve.
- To ensure subject to the financial condition of the organization, that employees receive fair and equitable salaries in relation to their individual contributions to organization success.
- To follow the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on skill, effort, responsibility and working conditions.

- To ensure program flexibility necessary to meet changing economic, competitive, technological and regulatory conditions.
- To establish, manage and communicate the compensation and performance management program in a manner that strengthens internal relationships among related and unrelated functions and emphasizes the service expectations of our community.
- To balance compensation and benefit needs with available resources.

The Compensation Plan provides that employees will be assigned an appropriate pay range which corresponds to their job classification. Pay ranges carry minimum and maximum rates of pay. An employee shall not be paid less than the minimum rate nor more than the maximum rate for their assigned job classification, except in certain circumstances as may be referenced in this policy.

There are two components to the compensation system: bi-annual adjustment of salary ranges and merit increase.

Bi-Annual Adjustment of Salary Ranges: Salary ranges for each position shall be reviewed every two years prior to setting the budget for the coming year. Cities of similar size and tax base within the state of Minnesota shall be considered for purposes of this review. The City Council may adopt changes to the salary ranges, or choose not to make changes in any particular review cycle. If the City Council adopts a new range that results in an existing employee being outside of the new range, the City Council shall pass a motion expressing their intent for that employee.

Merit Increase: Increases will be determined, based on the results of a performance evaluation, at an employee's first six month anniversary. After the initial six month anniversary, performance evaluations shall occur annually on or around December 1 of each year with any salary increases effective January 1. If the period between the six month anniversary and December 1 is less than 6 months, any salary increase will be pro-rated accordingly.

Increase levels will be directly correlated to the final score on the employee's performance evaluation. The total of the numeric scores received for each category shall be divided by the number of categories. The resulting scores shall be used to determine the increase level.

Increase levels will correlate to final scores as described below. All increases will be calculated on base wages. Employees with scores that correlate to an increase, but, who are at the maximum of their pay range are only eligible for an increase if Council approves an adjustment to the salary range for that position. Increases will be awarded on January 1 following an employee's annual review.

A final score between...	Merit Increase of...
0-2.00	0%
2.00-2.25	1.0%
2.26-2.50	2.00%
2.51-2.75	3.00%

2.75-3.00	3.50%
3.01-3.25	4.00%
3.26-3.50	4.50%
3.51-4.0	5.00%

Merit Increases shall range from 0 – 5% based on a scale corresponding with the performance evaluation.

The City Administrator will provide a summary of each employee’s performance evaluation and the recommended merit increase to the City Council before approval. The City, as fiscally possible, will budget an annual amount for merit increases. The increase levels available will be based on this annual budget amount. There is no obligation on the part of the City to award merit increases even though an amount is budgeted. Because this program is designed to reward specific behaviors and performance levels, the City is obliged only to approve increases which, in their professional judgment, are truly merited and meet the program purpose and guidelines.

Subd. 3. Paychecks. Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. If the regular payday falls on a holiday, payday will normally be the last regular workday before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the City Administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Subd. 4. Time Reporting. Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their timesheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Subd. 5. Overtime/Compensatory Time. Because of the nature of work, employees may be directed to work overtime on weekends or additional hours during the regular workday. Employees are expected to comply with such directives. The City of Hanover has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

A. Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half (1.5) for all hours worked over forty (40) in one (1) workweek. Vacation, ~~and~~ sick leave, and fire department emergencies do not count toward "hours worked". Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of compensation and computing overtime. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half (1.5) hours off for each hour of overtime worked.

The maximum compensatory time accumulation for any employee is 200 hours total. Once an employee has earned 200 hours of compensatory time in total, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action

Overtime earned will be paid at the rate of time and one-half (1.5) on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Administrator will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time

B. Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one (1) workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Hanover will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).
- The City of Hanover may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Hanover will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness in any matter relating to their employment with the City, but not as a witness against the City, but will require the employee to pay back to the City any amounts received by the employee as

jury fees or witness fees.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

C. All Employees

All employees in all departments, are required to work overtime or hours outside of or in addition to their normally scheduled hours as requested by their supervisors as a condition of continued employment. Refusal to work such hours may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when making such assignments.

400.11 PERFORMANCE REVIEWS

Subd. 1. Process. A performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments. The City Administrator shall solicit the opinions of the City Council as part of the overall review process, and shall take into account progress towards the City Council's goals, progress towards team goals, and the individual job responsibilities of each employee as part of the overall review. Employees are expected to participate in the review process, including providing feedback as part of a discussion of results and future goals.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training or probationary period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing or completion of the evaluation.

400.12 BENEFITS

Subd. 1. Health and Dental Insurance. Full Time exempt and nonexempt employees shall qualify for up to \$700.00 per month employer-paid contribution to single member health and dental insurance coverage OR up to \$900.00 per month for family coverage on the first day of employment. Part Time Employees who work 30 hours or more per week shall qualify for up to \$700.00 per month employer-paid single coverage health and dental insurance OR up to \$900.00 per month employer-paid family coverage at the end of their probationary period. Part Time Employees who work more than 25 hours but less than 30 hours per week shall qualify for pro-rata benefits based upon a 40 hour work week. Premiums above the allotment provided are the sole responsibility of the employee.

The City's only obligation is to purchase a health and dental insurance policy and pay the amounts stated above toward the premium. No claim shall be made against the City as a result of a denial of insurance benefits by an insurance carrier.

Any portion that remains of the \$700.00 OR \$900.00 per month after the payment of health and dental premiums may be used by the employee for the purchase of other supplemental insurance or contributed to a Health Savings Account (HSA) subject to federal limits. Any supplemental insurance premiums not covered by the employee's allotted premium amount is the sole responsibility of the employee.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

Subd. 2. Retirement. The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law.

For information about PERA eligibility and contribution requirements contact the City Administrator.

Subd. 3. Other Benefits. Full-time employees and part-time employees who work thirty (30) or more hours per week are eligible for employer-paid short-term disability insurance, long-term disability insurance , and life insurance benefits.

For information about eligibility and contribution requirements contact the City Administrator.

Subd. 4. Minnesota State Deferred Compensation Plan. Any full-time or part-time employee may elect to participate in this plan. They may make tax deferred contributions, as defined in the Plan, from their income.

400.13 HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving Day (in lieu of Columbus Day)
- Christmas Day

City Hall may be closed at noon on Christmas Eve, but Christmas Eve is not a paid holiday.

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Official holidays, as listed above, will be paid in accordance with the employee's assigned work hours.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday for City operations/facilities that are closed on holidays. When a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Employees will be paid for the holiday if they:

- Have worked the full day before and the full day after the holiday, unless time off has been approved in advance; and
- Had been scheduled to work the day on which the holiday falls or is "observed."

Due to business needs, some employees may be required to work on City holidays. An employee's supervisor or manager will notify the employee if he/she is required to work.

Employees who are required to work on a holiday will receive ~~holiday~~ pay at their regularly calculated rate in addition to pay for ~~hours worked the official holiday~~. Holiday hours count toward hours worked for overtime pay calculations.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

400.14 LEAVES

Subd. 1. Overview. Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Subd. 2. Sick Leave. Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees. *Sick leave is a privilege, not a right.* Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least twenty (20) hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than twenty (20) hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due a medical condition such as an illness, disability or pregnancy, but not limited to only the mentioned conditions.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.

- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members (defined as a spouse, father, mother, sister or brother) to a medical, dental or other care provider appointment.
- To take care of an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.
- Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee must:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury, or the condition of the ill family member; and
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. The maximum accumulation for sick leave is two hundred forty (240) hours. No hours will be accrued exceeding 240 hours. Any unused sick leave shall be paid upon termination.

Subd. 3. Vacation Leave.

Vacation Leave Schedule

<u>Years of Service</u>	<u>Annual Accrual</u>
0-1 Years	40 hours
1-4 Years	80 hours
5-9 Years	120 hours
10+ Years	160 hours

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least twenty (20) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work fewer than twenty (20) hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

Vacation shall be credited to an employee ~~on the first day of employment,~~ after the probationary period has been fulfilled, then again on each employment anniversary date thereafter. Upon completion of the probationary period, an employee will accrue 40 hours of vacation and then follow the accrual rate thereafter. Vacation use is subject to approval by the employee's supervisor.

Requests for vacation in increments of four (4) days or less must be received at least ~~forty-eight (48) hours~~ two business days in advance of the requested time off. If requesting five or more days consecutively, the request must be made at least ten (10) business days in advance. It is desired that the employee provide as much prior notice as possible for Vacation Leave as possible to allow adequate time for planning an adjustment to job duties. This notice may be waived at the discretion of the City Administrator or designee. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of two hundred (200) hours. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination.

Subd. 4. Funeral Leave. Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. Immediate family is defined as the employee's spouse, parents, step-parents, children, step-children, siblings, grandparents, grandchildren, or great-grandchildren; the spouse's parents, step-parents, siblings or grandparents; son-in-law, daughter-in-law or ward of the employee's household.

One (1) funeral leave day will be allowed for death of aunts, uncles, nephews, and nieces.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Subd. 5. Military Leave. State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Subd. 6. Jury Duty. Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to approval by the City Administrator or designee. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Subd. 7. Court Appearances. Employees will be paid their regular wage to testify in court for City-related business, so long as the employee is not testifying against the City or is a plaintiff in the matter pending before the court. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Subd. 8. Job Related Injury or Illness. All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will

report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Subd. 9. Parenting Leave. Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Comment [BH4]: Check to see if this meets FMLA

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave. ~~for which they are unable to work due to medical reasons.~~

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 10 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Subd. 10. Administrative Leave. Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Subd. 11. Adoptive Parents. Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave, as set forth in Subd. 9). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Subd. 12. School Conference Leave. Any employee who has worked half-time or more ~~for more~~ may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly

the operations of the city. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Subd. 13. Bone Marrow Donation Leave. Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the City, to undergo medical procedures to donate bone marrow. The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Subd. 14. Victim or Witness Leave. An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Subd. 15. Leave for Families of Mobilized Military Members. An employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service, will be allowed up to ten (10) working days of a leave of absence without pay. Unless the leave would unduly disrupt the operations of the employer, a leave of absence without pay will be granted to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The employer may limit the amount of leave provided under this subdivision to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.

Subd. 16. Elections/Voting. ~~An employee selected to serve as an election judge pursuant to Minnesota Statutes section 204B.195, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice.~~

An employee who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. The employee's pay shall be reduced the salary or wages of the employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

Comment [BH5]: Updated to match state statute.

Pursuant to Minnesota Statutes section 204C.04, all employees eligible to vote at an election has the right to vote. ~~State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary;~~ An employee who is eligible to vote will be allowed time off with pay to vote during the ~~morning of~~ election day, but must return to work. Employees wanting to take advantage of such leave are ~~required~~ encouraged to work with their supervisors to avoid coverage issues.

Subd. 17. Regular Leave without Pay. The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health and dental insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

400.15 SEXUAL HARASSMENT PREVENTION

Subd. 1. General. The City of Hanover is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Subd. 2. Definitions. To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Subd. 3. Expectations. The City of Hanover recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor;
2. City Administrator;
3. Mayor or City Council member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to your supervisor, City Administrator, Mayor or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

The City has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Subd. 4. Retaliation. The City of Hanover will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

400.16 SEPARATION FROM SERVICE

Subd. 1. Resignations. As provided in section 400.01 of this policy, an employee may terminate employment at any time for any reason. However, employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar day notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay

and any future employment with the City.

Subd. 2. Severance Pay. Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for one hundred percent (100%) of unused accrued vacation, sick leave, and compensatory time.

Subd. 3. Exit Interview. The City Council reserves the right to require an exit interview with any employee in order for that employee to leave the municipal service in good standing.

400.17 DISCIPLINE

Subd. 1. General Policy. Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Hanover. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Subd. 2. No Contract Language Established. As stated in Section 400.01, this policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Subd. 3. Process. The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand

including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both.

Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, violation of policy, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

400.18 GRIEVANCE PROCEDURE

Subd. 1. Process. Employee grievances over discipline must be submitted in writing to the City Administrator.

If the grievance cannot be resolved at the City Administrator level, the grievant and the City Administrator shall present the matter the full City Council for discussion and resolution.

If the City Administrator wishes to grieve his or her own discipline, such a grievance must be submitted in writing directly to the City Council.

Subd. 2. Exceptions. The following actions are not subject to grievance:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

400.19 EMPLOYEE EDUCATION AND TRAINING

Subd. 1. Goal. The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Subd. 2. Policy. The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

- Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and

relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

Continuing Professional Education or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

- Job-Related Meetings
Attendance at professional meetings require the approval of the City Administrator. Advance approval is required to ensure adequate department coverage.
- Request for Participation in Training & Conferences
The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests under five hundred dollars and zero cents (\$500.00) must be approved by the City Administrator. Requests of five hundred dollars and zero cents (\$500.00) or more must be approved by the City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City Administrator for prompt payment.

- Out of State Travel
Attendance at training or conferences out of state is approved only if the training or conference is not available locally. **All requests for out of state travel are reviewed for approval/disapproval by the City Council.**
- Compensation for Travel & Training Time
Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee

providing necessary receipts and appropriate documentation.

Subd. 3. Memberships and Dues. The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per professional organization, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Subd. 4. Travel & Meal Allowance. If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of thirty two dollars and zero cents (\$32.00) per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Subd. 5. Tuition Reimbursement. The City of Hanover encourages the continued education and professional development of its staff by assisting employees with certain tuition expenses. The City of Hanover will assist staff in paying for costs related to education provided that participation is approved in advance under the following criteria and procedures:

- Job-related educational programs must be taken from accredited institutions of higher learning or vocational-technical schools. The City Administrator determines whether or not a course is job-related, with final approval/disapproval provided by the City Council prior to the beginning of any course.
- The employee requesting tuition assistance has completed his or her probationary period, has been appointed as a regular full-time or part-time permanent city employee and employed at least two full years.
- The subject matter of the course work is directly job related. The responsibilities outlined in the position description and annual employee work and training goals will be considered in determining if the request is job related. Courses taken by employee in order to maintain licensing or other professional accreditation will not be eligible under this section unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of

employment.

- The request for tuition assistance must be submitted in writing to the City Administrator. Such requests should include the total dollar amount requested for assistance and a statement of how the education or training is related to the employee's job.
- Course work must be taken at an accredited institution of higher education. An invoice for tuition must be submitted through the accounts payable process. Tuition assistance is not available for the cost of books, supplies or equipment. Following course completion, the employee must submit verification of a passing grade (C or better or a pass in a pass fail system). Reimbursements will be prorated for part-time employees.
- Course work must be scheduled in such a way as to avoid conflict with the employee's normal workday schedule. If they employee cannot avoid conflict and must leave work for class they must take vacation or sick time.

Employees who receive tuition reimbursement, and who do not complete at least three (3) years of employment with the City after such reimbursement, will be required to repay the reimbursement on a pro-rated basis for the three (3) years.

- Up to 12 months after course ends, full repayment
- 12 to 18 months after course ends, 75% repayment
- 18 to 24 months after course ends, 50% repayment
- 24 to 36 months after course ends, 25% repayment
- After 36 months – no repayment

Tuition reimbursement for an individual employee will not exceed \$1,500 per year.

If the employee is involuntarily terminated by the City during the three years, then the employee will not be required to reimburse any portion of the tuition reimbursement paid to them by the City, unless the termination is for cause.

400.20 OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Hanover regard the City as their primary employment responsibility. All outside employment is to be reported to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination from employment with the City.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to

be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another business, individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates an actual conflict of interest or the appearance of a conflict of interest.
- No employee will work for another business, individual or employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates an actual conflict of interest or the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

400.21 DRUG FREE WORKPLACE

Comment [BH6]: Ensure this section and the drug/alcohol testing policy correlate.

In accordance with Federal Law, the City of Hanover has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug abuse as a potential health, safety, and security problem.

Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.
- E. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. Please reference Chapter 900, Drug and Alcohol Testing Policy, of the Hanover Policy Manual, for the requirements under this provision.
- F. All new employees will undergo an initial drug screening as a condition of employment.

400.22 SAFETY POLICY

Subd. 1. Policy. The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor. Please reference Chapter 600, Safety Policy, of the Hanover Policy Manual for additional requirements under this provision.

Subd. 2. Reporting Accidents and Illnesses. Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Subd. 3. Safety Equipment/Gear. Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Subd. 4. Unsafe Behavior. Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

400.23 CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees

who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

400.24 ELECTRONIC COMMUNICATIONS POLICY

Comment [BH7]: Delete this section, address parts in chapter 200 of Hanover policies?

Subd. 1. Introduction. The City of Hanover provides employees with access to and use of a variety of electronic communications resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Use of the City's electronic communications resources in violation of the electronic communications resources policy may lead to discipline, up to and including termination of employment.

Subd. 2. Scope of Coverage/Application. This policy applies to all employees (regular, full-time, seasonal, part-time, temporary), contractors, volunteers, interns, employees of other local or state unit of government working with the City of Hanover, elected officials, and other individuals who have been granted access to and use of the City's electronic communications resources.

Subd. 3. Definitions. For the purpose of this policy, the following definitions apply:

Electronic communications resources are all equipment and software that retain, transmit, copy, modify, analyze or process information in any form. Electronic communications resources include, but are not limited to, the City's telephone system, answering machine, desktop and laptop computers, printers, scanners, modems, facsimile (fax) machines, databases, electronic mail (e-mail) systems and files, pagers, internet access, internet browsers, computer applications, utilities and operating systems.

The **Internet** is a system comprised of, but not limited to, several services which may include the World Wide Web (www), Gopher, File Transfer Protocol (FTP), e-mail, Internet relay chat and telnet, and which is generally reached by City employees via the City's computer system.

Online services include, but are not limited to, any computer network or bulletin board, whether commercial or private, which can be reached via the City's computer system or via modem. Services which are covered under this definition include, but are not limited to, CompuServe, America Online, MSN, Yahoo!, Google, and any bulletin board systems, local or otherwise.

Subd. 4. Use of City's Electronic Communications Resources.

Business Use -- The City's electronic communications resources are City property and intended for City business. These resources are not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All use of City electronic communication resources is subject to management access pursuant to this policy.

Incidental and occasional personal use of electronic communications resources is permitted if it does not interfere with the use of equipment for City purposes and is not excessive, or does not unduly interfere with an employee's work time, job activities, or the job activities of other employees. Such use and any messages or data created or accessed will be treated no differently from other messages or data. If the City's electronic communications resources are used for personal use, the employee assumes personal responsibility for the additional cost of any such personal use and will pay any cost incurred for such use (for example: telephone long distance charges or cellular phone time charges). The City reserves the right to reduce or eliminate any personal uses by an employee on a case - by - case basis, or take disciplinary action as needed or required.

Unacceptable Use -- Unacceptable uses of the City's electronic communications resources include, but are not limited to, the following:

- a. To transmit threatening, abusive, obscene, offensive, lewd, profane or harassing material or communications.
- b. To transmit, receive, access, upload, download, or distribute obscene, pornographic, abusive, or sexually explicit materials or language or any material which suggests any lewd or lascivious act.
- c. Disruption of network services, such as distributing computer viruses.
- d. Sending messages likely to result in the loss of recipients' work or systems, and any other types of use that could cause congestion of the computer system, or otherwise interfere with the work of others.
- e. Use of someone else's identity and/or password for access to information without proper authorization.
- f. Misrepresenting one's identity or affiliation in any communications.
- g. Attempt to evade, disable, or otherwise bypass password or other security provisions of systems on the computer.

- h. Reproduction or distribution of copyrighted materials without proper authorization.
- i. For commercial ventures, personal gains, religious or political causes, or other non-job-related solicitations.
- j. To engage in any form of gambling via communications resources.
- k. To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity.
- l. To secure access to any form of City electronic communications resources without the authorization of the Administrator or designee.
- m. Any use of City electronic communications resources for messages that are, or could reasonably be considered, offensive to another on the basis of race, sex, age, sexual orientation, religious or political beliefs, national origin, marital status, public assistance status or disability.

Subd. 5. Privacy. The City reserves the right, as is reasonably necessary, to search, review, audit, intercept, or access any employee's use of electronic communications resources. All materials created, developed, composed, generated, stored, sent or received using City electronic resources will remain the property of the City of Hanover.

The use of e-mail is not private. Messages sent via e-mail are subject to monitoring, interception, and forwarding which is beyond the control of the person sending the message. Although e-mail messages may appear to the user to have been deleted, the message or the data that it contained may nevertheless continue to exist on the computer system in which the e-mail system operates. Stored e-mail messages and other computerized data are discoverable documents, which may be exchanged in litigation. The content of e-mail messages may subject the sender to civil liability, discipline and criminal sanctions.

Users should be aware that even though they may have a confidential password to access e-mail, this does not suggest that the e-mail is the property right of the employee. The City retains the right to, and shall maintain the ability to, access any employee's e-mail or other electronic data on devices. An employee assigned a computer access account is responsible for all usage of that resource. Users should not share their passwords with anyone other than their supervisor and must take all reasonable precautions for password protection and maintenance.

The contents of electronic data sent by, between, and/or to individuals covered by this policy may be disclosed within or outside the City without the permission of the individual at any time for any purpose deemed necessary by the City, subject to any limitations imposed by law, including but not limited to the Minnesota Government Data Practices Act. Under the Minnesota Government Data Practices Act, the public has broad access to government records. Government records include data that is in the possession of the government "regardless of its

physical form, storage media, or conditions of use." Electronic data, including e-mail messages, is treated as government records subject to data practices requests.

Employees who resign, are terminated, laid off, suspended, or otherwise cease (permanently or temporarily) their employment with the City of Hanover have no right to the contents of their e-mail messages or any other data or files existing on the computer system, and shall not be allowed access to the computer system. Supervisors may access an employee's e-mail or any other data or files existing on the computer system if employees are on leave of absence, vacation or otherwise absent, or at any other time that the supervisor deems necessary for the City's business purposes.

Subd. 6. Security Measures. The user must scan application executables (.exe) or data files from all outside sources, including the Internet, with anti-virus software before first use.

Supervisors may review the usage of the City's electronic communications resources, usage of the City's access to the Internet or online services and data or files stored on the computer system by employees they supervise to determine whether there have been any breaches of security, violations of City policy or policies, or other violation of duty on the part of the employee.

The City, at its discretion, may also use computer programs that monitor the usage of and storage of data or files on the City's electronic communications resources and the City's access to the Internet and other Online services, for purposes of assuring system security and compliance with City policies.

Subd. 7. Software Use. Only software purchased by or licensed to the City can be installed on City computers. The use of this software must be in compliance with the license agreement and cannot be copied to multiple computers, unless so permitted by the licensor. Employee-owned software, shareware, or freeware can only be installed on city computers with prior authorization of the City Administrator.

Subd. 8. Internet Use.

Business Use -- The City of Hanover provides certain employees with access to and use of the Internet if necessary for business purposes. All of the provisions of this policy apply to Internet use. Internet resources are provided to employees in an effort to allow them to be more efficient, productive, and to have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Employees are expected and required to use the Internet in a manner consistent with their position and work responsibilities with the City.

Access -- Approval by the City Administrator is required to acquire access to the Internet and/or Online services.

Monitoring Use -- Employees should be aware that it is possible to track Internet sites visited by a particular workstation. The City reserves the right to access, monitor, and disclose all Internet and online services for any purpose not specifically prohibited by

statute or regulation that have been accessed by a City employee. The City retains the right to keep, retrieve, and monitor all access to Internet or online service activity by any City employee. Restrictions may be placed on use of the Internet or online services to protect the City and its resources. Inappropriate use of the City's Internet resources may result in discipline up to and including discharge of employment.

Subd. 9. Laptop/Portable Computer Use. It is the responsibility of the employee using the City's laptop computer or other portable equipment to keep the equipment in a safe environment, protected to the extent possible from theft or damage. All data collected, stored, processed, or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Practices Act. Additional software or programs may not be loaded on portable computers without prior authorization from the City Administrator or designee. Any copying of software on portable computers for personal use is prohibited. Any non-business use of portable computers is prohibited. Any use of portable computers by unauthorized persons is prohibited. Employees must immediately notify the Administrator if portable computers are damaged or stolen.

Subd. 10. Computer Use. Computers are provided to employees to be used as tools to help perform their job responsibilities. This equipment belongs to the City and has the same restrictions as set forth in Section 400.24, subd. 9 for laptop and portable computers.

Subd. 11. Purchasing. Purchasing of data processing hardware and software shall be processed through the City Administrator for review based on need and appropriateness, procurement of quotations, and processing for approval by the City Council, with all such purchases subject to the City's purchasing policy.

Subd. 12. Telephone and Fax Machine Usage. In addition to the provisions above, the following policies apply:

Business use -- The City's telephone system and equipment are designed for City business use.

Personal calls -- The City does understand that employees occasionally need to use the City phone system to make or receive personal phone calls. The employee should attempt to make and receive personal phone calls during non-working hours (breaks or lunch). Excessive use of the City phone system for personal calls is prohibited and may lead to disciplinary action.

Long distance personal phone calls -- Employees who find it necessary to make a personal long distance call must reimburse the City for the call within 60 days of making the call. It is the employee's responsibility to notify the Administrator or designee of the date and time of the call and request cost information of any personal long distance calls made, as necessary.

Personal use of fax machines -- Employees shall reimburse the City at the designated rate set for the use of fax machines. Reimbursement shall be made at the time of use.

Subd. 13. Penalties. Any violations of this policy may result in discipline in accordance with the City of Hanover Personnel Policy and/or other applicable rules. Violations may be grounds for discipline up to and including dismissal. Violations of this policy may be referred for criminal prosecution if there is cause to believe the activity complained of constitutes a crime.

400.25 OFFICIALS UNDER WORKERS COMPENSATION ACT

Pursuant to Minnesota Statutes, Section 176.011, subd. 9, the elected officials of the City and those municipal officers appointed for a regular term of office or to complete the unexpired portion of a regular term of office are hereby included in the coverage of the Minnesota Worker's Compensation Act.

400.26 EMERGENCY CLOSING POLICY

Subd. 1 Purpose. The City recognizes that certain situations may arise as a result of weather conditions and other emergency events which result in the closure of certain city facilities. This policy sets forth the conditions, process, and impact on the employee's affected by these situations.

Subd. 2 Procedure. It is the City's policy to continue to provide appropriate levels of services to the community during periods of inclement weather or emergencies. The City will make all attempts to keep its facilities open during normal business hours even though an emergency may exist. The City acknowledges that there may be adverse weather or other emergency conditions (Emergencies) in which employees may need to be excused from work. The City recognizes that the safety of its employees and their dependents is very important. The following Emergency Closing Policy applies to all employees except those employees in departments that are expected to remain open and on duty during such emergencies.

- A. In the event of an emergency, the City Administrator and/or Mayor may declare a State of Emergency. The City Administrator will communicate the declaration of a State of Emergency to all department heads. The City Administrator, or his/her designee, will post a notice of the State of Emergency on the door of City Hall, update the mail greeting on the City's phone system, e-mail the members of the City Council informing them of the State of Emergency, and post notice on the City's official website.
- B. When a State of Emergency is declared, each employee may determine whether he/she will remain at work or utilize appropriate leave. If an employee determines that his/her safety or the safety of his/her dependents may be jeopardized if the employee reports to work or if at work, remains on duty, the employee may request authorized emergency leave. An employee with authorized emergency leave must utilize vacation or compensatory time for the time away from work. If the employee does not have vacation or compensatory time, the emergency leave will be unpaid.

400.27 AUTHORITY

This policy shall be in full force and effect from the date of its adoption by resolution of the City Council. Changes can be made at any time at the discretion of the Council by resolution setting forth the changes to be made. The City Administrator and City Council are responsible for interpretation of these policies and shall have final decision-making authority on any disputes as to the interpretation of these policies.

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the City of Hanover's Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that the City of Hanover is an "at will" employer and as such employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states the City of Hanover's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the City for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____

CITY OF HANOVER
WRIGHT / HENNEPIN COUNTIES
STATE OF MINNESOTA

FIRE DEPARTMENT POLICY

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500.01 PURPOSE

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Hanover Fire Department. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previously adopted policies. In addition to these policies, Fire Department members are expected to conform to all other City of Hanover policies and Hanover Fire Department Standard Operating Guidelines.

Where these policies differ from state or federal law, the applicable law will be followed.

Except as otherwise prohibited by law, the City of Hanover has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason or without giving notice.

After reading the Fire Department Policy, the employee will be required to sign and submit an acknowledgement form indicating they have read and understand policy. All new and existing employees will be required to sign an acknowledgement form when any part of the current policy is revised.

500.02 SCOPE

These policies apply to all employees of the City of Hanover Fire Department.

The department may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules, if they exist, by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the employee's immediate supervisor.

500.03 EEO POLICY STATEMENT

The City of Hanover is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Hanover will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

500.04 CODE OF CONDUCT

- I fully realize and accept the responsibilities that my membership requires and shall faithfully perform the duties assigned to me.
- I shall respond promptly and safely to all calls when possible.

- I shall do my work at fires and drills in a quick, orderly, and quiet manner.
- I shall give strict obedience to the orders of the officers in charge and the chain of command.
- I shall do my share of the work that is required in loading hose, cleaning equipment, and in all the less spectacular tasks that are part of firefighting.
- I shall refrain from using profane or unreasonable language while at fires, drills, and meetings.
- I shall report for drills, unless excused by a superior officer, and shall practice earnestly and do all in my power to make our department an efficient organization.
- I shall conduct myself at all times in a manner that is in keeping with the responsibilities of a firefighter.
- I shall remember that I am in the eyes of the public, on and off duty and shall conduct myself so as to bring credit to the fire department.
- If at any time I feel that I cannot comply with the rules and regulations of this department, I shall voluntarily resign.

500.05 MEMBERSHIP REQUIREMENTS

The department shall consist of a total number of members the Council deems necessary for adequate fire protection of the Hanover Fire Service Area.

New members have minimum one year probation. Probation may be extended up to three years at the discretion of the Fire Chief. The probationary period shall be utilized to learn from an assigned mentor about fire service duties, and to complete Fire Fighter I & II and EMR trainings. All three training programs must be passed prior to end of probation. An optional E.M.T. certification is offered after the fifth year of employment.

Members must attain and maintain the following:

- Firefighter I State Certification
- Firefighter II State Certification
- First Responder State Certification

500.06 MEETINGS AND DRILLS

The regular meeting of the department shall be held on the second Tuesday of each month beginning at 8 p.m. or such time mutually agreed upon by members of the department. Special meetings may be called at any time by the Chief at their discretion.

Members who are absent for three consecutive maintenance/training meetings without excuse may be subject to disciplinary actions.

Regular drills of the department shall be on the last Thursday of the month at 7 p.m. Medical trainings shall be on the third Tuesday of February, April, June, August, October and December. Trainings can and may be added or changed at the Chief's discretion.

The Chief or Training Officer may approve excuses before drills to members. Members must make eight of twelve trainings per year, while not missing more than two in a row.

Any member may make up and receive credit for the training if they receive the same or better training. That training may be from an outside source as long as it is approved in advance by the Chief or Training Officer. Credit will be given as in house credit.

All drills shall begin promptly at the time designated.

Any member who notifies the chief officer of a satisfactory reason for his or her late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

Any member who notifies the chief officer of a satisfactory reason for his or her leaving early may be given drill credit. Determination of a "satisfactory reason" will be left to the discretion of the Chief or Training Officer in charge of the drill. The Chief or Training Officer shall make note of that fact in the drill report.

Drill credit shall be withheld for a member that does not participate in the drill, unless the Fire Chief otherwise orders.

Determination of equivalency drill credits for activities other than regular department drills, will be made by the Training Officer and the Fire Chief.

MANDATORY DRILL LIST

- Blood borne pathogens
- SCBA/Search and Rescue/RIT
- Pumper/Truck Driver
- Ventilation
- Haz-mat Operations/Awareness
- Confined Space
- Right to Know

500.07 ATTENDANCE

Subd. 1. Response to a Fire Call. All members are required to maintain 30% attendance of fire calls. This will be reviewed quarterly by the Chief or designee. Members will be given credit for fire calls when on approved fire department business.

Subd. 2. Monthly Meetings. All members are required to attend 50% of meetings in the fiscal year. No member shall be excused except in the case of a sickness, absence from the City, or absolute necessity. All excuses must be made to the Fire Chief or another Officer of the department. Members arriving fifteen minutes late shall not receive meeting credit. However, any member who notifies the Chief Officer of a satisfactory reason for the late arrival may be given credit for the meeting. If refusal of credit for tardiness happens, the Chief shall make note in the meeting record.

Comment [BH1]: If meetings are not required for continued employment, do we eliminate this section, or do we change title to maintenance/training meetings?

Subd. 3. Drill Attendance. All members are required to attend a minimum of 66% of (e.g. 8of12) drills in a calendar year, while not missing more than 2 in a row. The Chief Officers will review this requirement on a quarterly basis. All mandatory drills must be attended or made up. Mandatory drills are required per OSHA and NFPA standards. All outside training unless approved for make-up shall not count towards the required minimum hours, but shall be added to your training record. Members arriving fifteen minutes after the start of the drill shall not receive drill credit. However, any member who notifies the chief officer of a satisfactory reason for his late arrival after the drill begins may be given drill credit. If a member is refused credit for tardiness, the Chief or Training Officer in charge of the drill shall make note of that fact in the drill record.

500.08 BENEFITS

Members receive additional benefits as follows:

- Smoke Eater – Accidental Death and Dismemberment
- Minnesota Public Safety Officer’s Benefit
- Federal Public Safety Officer’s Benefit – Death Benefit

500.09 UNIFORM REQUIREMENTS

PURPOSE: To project and maintain a positive and professional image the following uniform policies and procedures will be strictly adhered to.

Personal appearance: Hair, beards and mustaches shall be neatly trimmed. Mustaches and beards shall not interfere with the wearing of any personal protective equipment. Longer hair shall be tied back in a manner that is professional in appearance and so as not to interfere with wearing of PPE. Jewelry, if worn, shall be conservative in nature. Stud or other small earrings may be worn. No hoop type or other dangling earrings may be worn. Piercings shall not interfere with the wearing of PPE during calls or training. Necklaces shall not be worn outside the t-shirt or any other uniform shirt. Make-up and other cosmetic products, if worn, shall be conservative in nature. Any visible tattoos that are in any manner considered vulgar shall be covered during public appearances.

Class A Uniform: The class A or dress uniform shall consist of the following:

Short sleeve dark blue department supplied uniform shirt. The department issued badge shall be worn over the supplied badge tab. The badge can be shined with mild soap and water and a soft cloth. The right sleeve shall have only the approved Hanover fire patch centered on the sleeve approximately one half inch below the shoulder seam. The left sleeve shall have only the supplied American Flag centered on the sleeve approximately one half inch below the shoulder seam. The supplied nametag shall be centered and placed approximately one eighth of an inch above the right breast pocket. Any other approved citation bar or years of service pin shall be centered and approximately one eighth of an inch above the nametag. A necktie of matching material and color may be added. A clean, white crew neck t-shirt shall be worn under the class A shirt and its sleeves shall not extend past the sleeves of the class A shirt. The t-shirt shall be supplied by the member at his/her expense. The uniform pants shall be supplied by the

Comment [BH2]: Do we implement when certain uniforms shall be worn? I.e. Class B at meetings and drills?

department. They shall be consistent in color with the uniform shirt. The uniform shirt and pants shall be cleaned and pressed as per the manufacturer. The uniform belt shall be supplied by the department and be black in color with a basket weave pattern and a silver toned buckle. Footwear shall be supplied by the firefighter / member and shall be of black shineable leather and/or nylon combination, with no visible buckles logos or colored thread or colored laces except black. Shoes shall be buff shined for all public appearances. No other items shall be added to the uniform without the approval of a Chief Officer.

Class B uniform: Shall consist of the department approved T-shirt, sweatshirt, golf shirt, varsity style dress jacket or pullover and Class A pants, shorts or blue jeans that are in a state of good repair and consistent color, or other special event clothing. The class B uniform may be worn in lieu of the Class A uniform with officer approval when deemed more appropriate. The department approved cap may also be worn. No other cap may be worn at any public event without approval by the Board of Review or Chief Officer.

Class C uniform: shall consist of all department supplied Gear for structural firefighting and will be worn at all fires, rescues involving danger to firefighters and motor vehicle accidents. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class D uniform: Shall consist of all fire department issued gear for fighting grass I wild land fires. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Class E uniform: Shall consist of all department issued gear for water I ice rescue. The Chief or Officer in charge of the scene may amend items worn as long as personnel safety is not compromised.

Use of the Fire department name or logo: Any clothing or equipment using the Fire department name or Logo must be approved by the Chief Officer a Chief Officer may temporarily approve some items for a special event.

Professional behavior: It is the expectation that while on or off duty and wearing any fire department related gear or clothing that all members shall behave in a professional and appropriate manner that reflects well on the department and the communities we serve.

Safety Vest: A department issued safety vest shall be worn when the member is exposed to vehicle traffic.

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

**ASSESSMENT POLICY FOR
PUBLIC INITIATED IMPROVEMENTS**

~~Adopted by City Council
February 16, 1999~~

~~Amended by the City Council
June 6, 2000
April 5, 2005
April 18, 2006~~

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300.01 GENERAL POLICY STATEMENT

The purpose of this assessment policy is to determine a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by City of Hanover (“City”) for levying special assessments are those specified by Minnesota Statutes, Chapter 429, which provide that all or part of the cost of improvements may be assessed against benefiting properties. This policy is set forth subject to Minnesota State Law, Federal Law and Hanover City Ordinances.

While establishing the authority by which communities may proceed to construct public facility projects, the statutes provide no guide as to how costs are to be apportioned. Therefore, it is the responsibility of the local legislative body to establish a fair and reasonable method by which properties will be assessed.

Three basic criteria must be satisfied before a particular parcel can be validly assessed. They are:

1. The land must have received benefit from the improvement.
2. The amount of the assessment must not exceed the benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

The test for determining the validity of a special assessment is whether the improvement for which the assessment was levied has increased the market value of the property against which the assessment operates in at least the amount of the assessment. It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the determining factor in determining the amount to be assessed. However, in most cases the method for determining the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement, as long as the cost does not exceed the increase in market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether or not the costs of the project may exceed the special benefits to the property, the City Council should obtain such appraisals as may be necessary to support the proposed assessment.

The project cost shall include, but not be limited to the following:

1. Construction Cost
2. Engineering Fees
3. Administrative Fees
4. Right-of-Way Acquisition/Condemnation Costs
5. Legal Fees

6. Capitalized Interest

Initiation of public improvement projects can be undertaken by any of the three following ways:

- A. **Direct Action of the City Council** - The City Council may decide an improvement is necessary or desirable for the community.
- B. **Property Owner Petition** - The City Council may decide on an improvement after receiving a petition for said improvement by the owners of not less than 35% in frontage of the real property abutting on the streets named in the petition as the location of the improvement. In addition, all owners of real property abutting upon any street named as the location of any improvement may petition the City Council to construct the improvement and to assess the entire cost against their property. In the later case, the City Council may, without a public hearing, adopt a resolution determining such fact and ordering the improvement.
- C. **Developer Request** - A developer who is the owner of all the property within the proposed subdivision may petition the City Council to construct the improvement and to assess the entire cost against the developer's property pursuant to Minnesota Statutes Chapter 429. In such event, the City may, without a public hearing, adopt a resolution determining such fact and ordering the improvement. However, a developer's agreement shall be negotiated and executed prior to said authorization.

The City must recover the expense of installing public improvements, if undertaken, while ensuring that each parcel pays its fair share of a project cost in accordance with these assessment guidelines. While there is not a perfect assessment policy, it is important that assessments be implemented in a reasonable, consistent and fair manner. There may be exceptions to the Assessment Policy or unique situations or circumstances which may require special consideration and discretion by City Staff and the City Council.

The Assessment Policy statement, in brief summary, consists of five main sections addressing purpose, method of assessment, improvement type and correlating application, assessment conditions and a supplementary guide section. A glossary section, devoted to specialized terms and definitions, is included as an index. The Assessment Policy is intended to serve as a guide to a systematic assessment process for the City of Hanover, Wright/Hennepin Counties, Minnesota.

300.02 METHODS OF ASSESSMENT

The nature of an improvement determines the method of assessment. The objective is to choose the assessment method which will arrive at a reasonable, fair and equitable assessment which will be uniform upon the same class of property within the assessed area. The most frequently recognized assessment methods are: the unit assessment; the front footage assessment; and the area assessment. Depending upon the individual project, any one or a combination of these methods may be utilized to arrive at an appropriate cost distribution. City Staff will consider all methods and weigh their applicability to the project. A description of each assessment and its

corresponding policy application is presented. Separate sections will identify the appropriate match-up of method with a specific type of project and analyze why each is generally used.

- A. **Unit Assessment** - A unit assessment shall be derived by dividing the total project cost by the number of Residential Equivalent Density (RED) units in the project area. A RED unit is defined as a single family residential unit. All platted and unplatted property will be assigned RED unit values equivalent to the underlying zoning. When the existing land use is less than the highest and best permitted use, the City Council may consider the current use as well as the full potential of land use in determining the appropriate number of RED units. Otherwise, RED units will be considered equivalent to the Metropolitan Council SAC units and will apply on a per unit basis, subject to adjustment by the Council for any inequities:

The unit approach has proven to be the best method in those instances whereby the improvement largely benefits everybody to the same degree and the cost of the improvement is not generally effected by parcel size.

- B. **Area Assessment** - The assessable area shall be expressed in terms of the number of acres or the number of square feet subject to assessment; Trunk Storm Sewer improvements are often assessed using this method. When determining the assessable area, the following considerations will be given:

1. **Ponding Assessment Consideration** - Lakes, ponds and swamps may be considered part of the assessable area of a parcel. However, the property owner has the option of providing a storm water ponding easement to the City for the land under the lake, pond or swamp if integrated into the storm water management system. If such ponding easement is accepted based upon its functional integration into the storm water management system, a reduction in area equal to the area of the easement for the lake, pond or swamp will be subtracted from the gross acreage assessment of the parcel. Lots utilizing a ponding area for the purpose of density credit shall be charged for that area within the portion of the easement necessary to meet minimum lot standards.

2. **Park Dedication Assessment Consideration** - When park land is dedicated as part of a residential development, as required by the Park Comprehensive Plan, the developer shall not be assessed an acreage charge on the portion of land dedicated.

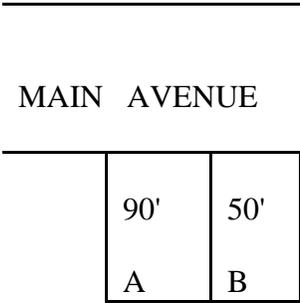
- C. **Front Footage Assessment** - The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall NOT be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature, differ considerably in shape and area. The selection of the

appropriate procedure will be determined by the specific configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted. Categorical type descriptions are as follows:

1. Standard Lots
2. Rectangular Variation Los
3. Triangular Lots
4. Curved Lots
5. Irregularly Shaped Lots
6. Corner Lots
7. Flag Lots
8. Double Frontage Lots

The ultimate objective of these procedures is to arrive at a fair and equitable distribution of cost whereby consideration is given to lot size and all parcels are comparably assessed. The following procedures will apply when calculating adjusted front footages:

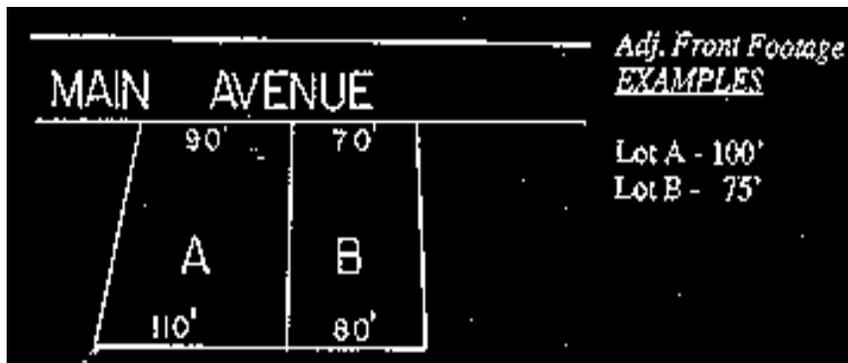
1. **Standard Lots** - In this instance, the adjusted front footage for rectangular lots will be the actual front footage of the lot. The frontage measured shall be the lot width at the front lot line.



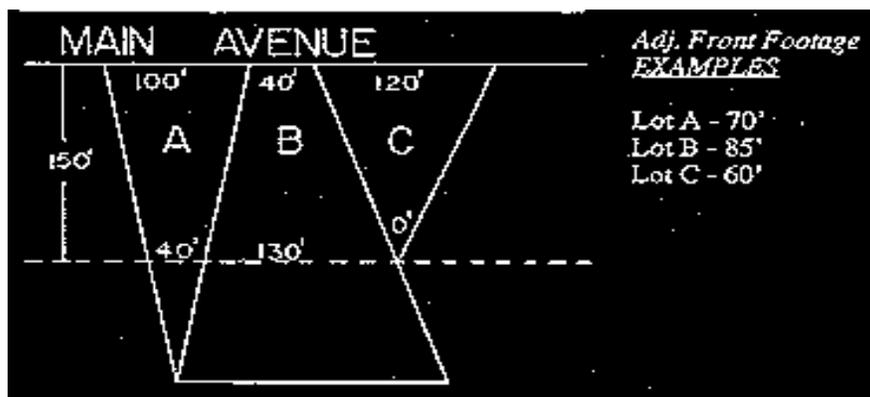
*Adj. Front
Footage
EXAMPLES*

Lot A - 90'
Lot B - 50'

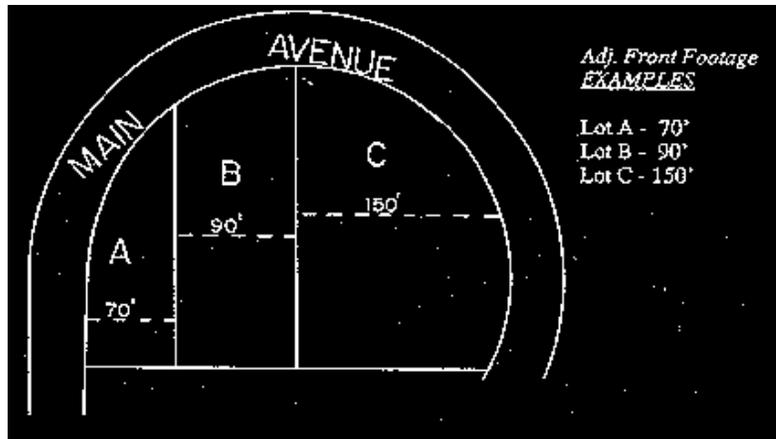
2. **Rectangular Variation Lots** - For a lot which is approximately rectangular and uniform in shape, the adjusted front footage is computed by averaging the front and back sides of the lot. This method is used only where the divergence between front and rear lot lines is 20 feet or less.



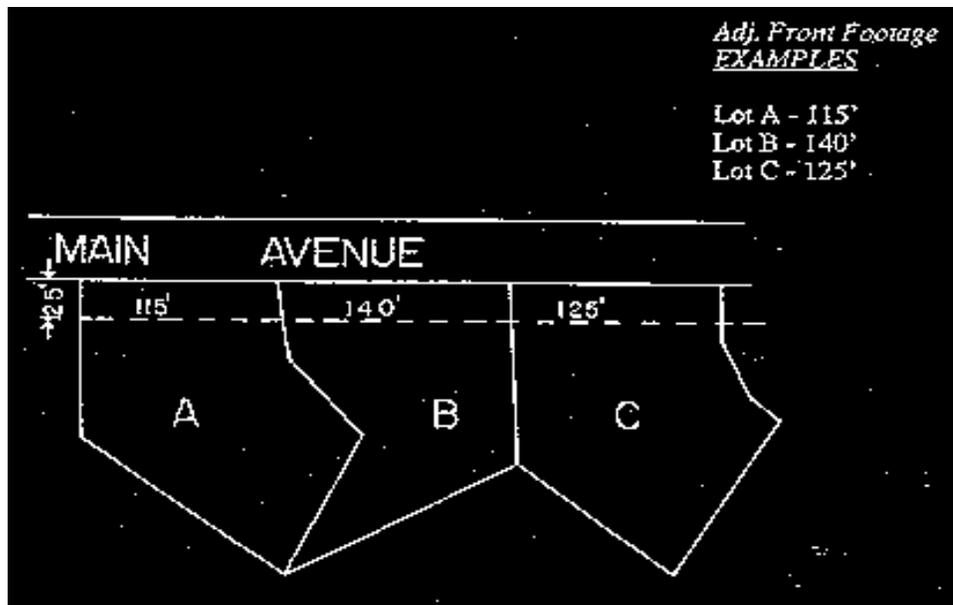
3. **Triangular Lots** - For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. The measurement at the back lot width shall not exceed a maximum distance in depth of 150 feet.



4. **Curved Lots** - In certain situations such as those where lots are located along meandering trail system streets, road patterns created curvilinear frontages. In such instances, the adjusted front footage will be the width of the lot measured at the midpoint of the shortest side lot.



5. **Irregularly Shaped Lots** - In many cases, unplatted parcels that are legally described by a metes and bounds description, are irregular and odd shaped. The adjusted front footage will be calculated by measuring the lot width at the 25 foot building setback



6. **Corner Lots**

- a. **Residentially Zoned Corner Lots** - The adjusted front footage will be calculated based on the side with an access to the street. If both sides have access, then both sides shall be assessed. Such corner lots shall be assessed once when the improvements abut the access side(s).
- b. **Commercial & Industrial Zoned Corner Lots** - No allowance

relief will be granted because of the higher inherent property value associated with improved traffic frontage and greater visibility along business district and industrial park intersections. The adjusted front footage calculation shall be the entire frontage measured along the setback line comprising the building envelope. In the case of frontage on three (3) or more sides of a lot, the frontage calculation shall be based on all sides.

7. **Flag Lots** - Properties which utilize a narrow private easement or maintain ownership of such access to their property, thereby having a small frontage on a street, will be assigned an adjusted front footage equal to the average front footage in the area.

8. **Double Frontage Lots** - If a parcel, other than a corner lot, comprises frontage on two streets, then an adjusted front footage assessment will be charged along each side that has an access point to the street. If, however, only one (1) street access exists at the time of the assessment, and another access is added in the future, the future access would be charged a proportional amount based on the life of the street improvements.

Example:

If a lot that was assessed on one side only is subdivided, the lot(s) that gain access to a street will each be assessed the same amount as the existing larger lot at the time of subdivision. Street improvement assessments will be reduced by the ratio of years since the original assessment divided by 20 years. For example, if a \$5,000 street improvement is assessed for a particular lot; if the improvement occurred on both sides of the lot and it is subdivided 5 years after the assessment, the new assessment would be $\$5,000 - \$5,000 \times 5/20 = \$3,750$

300.03 POSSIBLE IMPROVEMENT TYPE APPLICATION

- A. **Bridge Installation** - The project cost of a bridge is confined to a very limited and restricted area. The benefit conferred to property owners bears little relationship to property size. Rather the benefit is provided on an equal and proportionate basis to the affected property owners. Therefore, the unit assessment basis will be used as the most representative and cost-effective method of distribution.
- B. **Street, Curb and Gutter, Sidewalk/Bike Path Installation** - The cost of the original installation of these improvements shall be recovered by the adjusted front footage method. The front footage rate shall be determined by dividing the project cost by the total number of adjusted front feet in the project area.
- C. **Street Resurfacing** - Street resurfacing is commonly known and referred to as street overlaying whereby a new layer of road material such as bituminous asphalt is installed over an existing paved road to a specific thickness or in the case where the bituminous pavement has deteriorated to such a condition that complete reconstruction is necessary. (If street construction is done over a non-bituminous surface, i.e. gravel, sand, etc., then the assessment shall be for 100% of the total project cost.)

Street resurfacing shall be treated as a general maintenance expense which shall be 100% supported by taxes through a special levy spread over the entire City. No assessments will be associated with sealcoating.

~~Street overlay improvements of presently paved streets in the City of Hanover shall be assessed at 100% of the total project cost against the benefiting properties or a unit charge as determined by the City Council. Assessments shall be determined by the adjusted front footage method. All assessments shall be on a current basis and shall not be subject to a maximum footage or deferred classification.~~

- D. **New Street Construction** - The construction of a wholly new roadway, reconstruction of an existing roadway and resurfacing, or conversion of a gravel

to a paved road all with the addition of City utilities shall be considered separate from a street resurfacing. In assessing such construction the City Council shall take into account the benefit conferred on different classes of property due to the new construction. The following factors shall be taken into account in order to arrive at an equitable assessment.

1. The classification of the road as a minor collector or local. Normally, existing residential properties benefited by improvements to a collector street will benefit less than commercial or industrial properties.
 - a. Existing residential properties may be assessed up to 35% of the actual costs of road construction of minor collector streets apportioned to their property. The remainder of that cost is assumed to be a benefit to the City in general. However, any additional benefit conferred by sanitary sewer, water or storm sewer improvements within the project which provide additional particular benefit to an existing residential property may be assessed above the 35%.
 - b. Existing residential properties may be assessed up to 100% of the actual road cost of local roads, subject to City Council determination of benefit, if any, that should be more equitably spread over the City in general.
 - c. Existing commercial or industrial properties may be assessed up to 100% but not less than 50% of the cost of actual road construction and related utility costs for construction of a new minor collector roadway apportioned to their property and which also benefits other properties.
 - d. Existing commercial or industrial properties will be assessed 100% of the actual road construction costs for local roads as apportioned to their property if it is determined that said construction primarily benefits their property or is made necessary by the use or contemplated use of the property.
 - e. If it is determined that any portions of any minor collector street or local road and related utilities are required primarily as the result of the use or contemplated use of commercial, industrial, institutional or new residential property and that said property is the primary beneficiary of the improvements (as determined by the City Council) the property will be assessed 100% of its apportioned share of the costs of the project.
 - f. If new construction or substantial reconstruction of portions of an existing minor collector or local street are required solely due to

commercial or industrial uses or new residential construction 100% of the cost of the improvements should be assessed against the property requesting the improvements or proposing the use. Prior to making such improvements, the City shall enter into a written Agreement with the benefited property owner in which the property owner agrees to the assessment and waives any right to appeal the amount. If a Developer's Agreement is required for the proposed use, the agreement to and waiver of assessment will be contained in the Developer's Agreement.

- g. In the event that the City is requested to make improvements to portions of a minor collector street or local street which primarily benefits the requesting party but may benefit other parties in the immediate future, the City may agree in writing reimburse the requesting party for a portion of the cost subject to actual collection of funds by the City from other benefiting properties.
- E. **Sealcoating Street Improvements** - Sealcoating shall be treated as a general maintenance expense which shall be 100% supported by taxes through a special levy spread over the entire City. No assessments will be associated with sealcoating.
- F. **Sanitary Sewer & Water Lateral Improvements** - Lateral lines are eight inches (8") in diameter in residential areas, and not larger than 12 inches (12") for Commercial and Industrial areas. For purpose of specific benefit determination, the lateral cost of sewer and water improvements will be assessed on an adjusted front footage basis, or on a unit basis if deemed appropriate by the City Council.
- G. **Sanitary Sewer & Water Trunk Improvements** - Trunk sewer and water mains are usually larger than eight inches in diameter and are designed to carry larger volumes of flow than are necessary within an immediate property area in order to serve additional service areas in the City. The difference between a normal sized lateral and the actual sized trunk represents "trunk oversizing". The cost in extra pipe sizing and depth shall be paid from the City's Trunk System Reserve Fund.

The purpose of the Trunk System Reserve Fund will be to pay for central system improvements such as non-assessed trunk mains, lateral looping, forcemains and pumping stations which are essential for the functional operation of the entire municipal system. Revenue sources to support this Fund shall be derived principally from the trunk fees and non-dedicated sewer and water connection fees. Enterprise fund transfers may occasionally be necessitated to provide interim financing.

300.04 ASSESSMENT CONDITIONS

- A. **Term of Assessments** - Special assessments may be collected in equal annual installments of principal, or of principal and interest, for a period of years as

indicated for the following types of improvements.

1. Street Improvements - Up to 20 years
2. Sanitary Sewer & Water Laterals - Up to 20 years
3. Storm Sewer Improvements - Up to 20 years
4. Delinquent Connection Fees, Utilities - 1 year
5. Nuisance Abatements - 1 year

If various improvements are made within one project, the terms of the installments shall be determined by the City Council.

- B. **Interest Rate** - The interest rate charged on assessments for all projects financed by debt issuance shall be two percent (2%) greater than the net interest rate of the bond issue. This is necessary in order to insure adequate cash flow when the City is unable to reinvest assessment prepayments at an interest rate sufficient to meet the interest cost of debt or when the City experiences problems of payment collection delinquencies. Interest on initial special assessment installments shall begin to accrue from the date of the resolution adopting the assessment. Owners must be notified by mail of any changes adopted by the City Council regarding interest rates or prepayment requirements which differ from those contained in the notice of the proposed assessment.
- C. **Payment Procedures** - The property owner has five available options when considering payment of assessments.
1. **Tax Payment** - If no action is undertaken by the property owner, then special assessment installments will appear annually on the individual's property tax statement for the duration of the assessment term.
 2. **Full Payment** - No interest will be charged if the entire assessment is paid off within 30 days from the date of adoption of the assessment roll.
 3. **Partial Payment** - The property owner has a one time opportunity to make a partial payment reduction of any amount against his/her assessment. This option may only be exercised within the 30-day period immediately following adoption of the assessment roll.
 4. **Prepayment** - The property owner may at any time prior to November 15 of the initial year prepay the balance of the assessment with interest accrued to December 31 of that year. The property owner may also choose to pay the remaining assessment balance at any time, with the exception of the current year's installment of principal and interest.
- D. **Appeal Procedures** - No appeal may be taken as to the amount of any

assessment adopted unless a written objection signed by the affected property owner is filed with the City Clerk's office prior to the assessment hearing or presented to the presiding officer at the hearing. The property owner may appeal the assessment to District Court by serving notice of the appeal upon the Mayor within 30 days after the adoption of the assessment and filing such notice with the District Court within 10 days after service of the appeal upon the Mayor.

- E. **Reapportionment Upon Land Division** - When a tract of land against which a special assessment has been levied is subsequently divided or subdivided by plat or otherwise, the City Council may, on application of the owner of any part of the tract or on its own motion, equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The City Council may require furnishing of a satisfactory surety bond in certain cases as specified in Minnesota Statutes Section 429.071, Subd. 3. Notice of the apportionment and of the right to appear shall be mailed to or personally served upon all owners of any part of the tract. In most cases, dividing the assessment balance evenly on a unit or lot basis would result in an equitable apportionment. If equitable in a particular case, such a procedure would be most practical and administratively effective.

300.05 SUPPLEMENTAL ASSESSMENT POLICY GUIDELINES

- A. **Areas Partially Served by Utilities** - Any tract of land, lot or parcel whereby a project improvement such as a sewer or water lateral or ending street terminus does not extend fully past or beyond the property shall be considered served, benefited and assessed accordingly. The current special assessment shall be subject to an adjusted front footage not to exceed 150 feet and a maximum current acreage of 2.5 acres, provided said assessment does not exceed the benefit conferred up the affected property. If an improvement benefits non-abutting properties which may be served by the improvement when later extensions or improvements are made but are not initially assessed or did not directly pay for the improvement, the City may assess these properties at the time of the later extensions or improvements at the original assessment rate plus interest. However, proper notice must be given of that fact at the time of making the extensions or improvements to the previously unassessed non-abutting properties.
- B. **Preliminary Plat Consideration** - Land could be considered for assessment based on preliminary plat consideration. This consideration will occur only when the following scenarios exist: (1) the City Council has approved a preliminary plat, and (2) a public hearing ordering the improvement project has not yet occurred. In the event this exists, assessment frontages may be calculated based upon the proposed lot configuration within the preliminary plat. Road right-of-way within the proposed street alignments will not be subject to assessment.

C. **Tax Exempt Property** - Other than land under City ownership, there are three categories of tax exempt properties. Said properties shall be assessed as follows:

1. **Church and school property** shall be assessed in the same manner as commercial and industrial zoned property, as long as the assessments do not exceed the benefits conferred. Acreage assessments shall be based upon the gross acreage of the site. Adjusted front footage shall be similarly calculated along the building setback line in its entirety.
2. **State land** is normally exempt from assessment unless otherwise negotiated or agreed upon by the affected State agency.
3. **County land** is subject to assessment and shall be assessed in the same manner as commercial and industrial zoned property, as long as the assessments do not exceed the special benefits conferred.

D. **Municipal Property Assessments** - City owned property is divided into three classifications for the purpose of determining assessment participation. They are:

1. **Public Facility Land**

Public Facility property is defined as land utilized for public buildings such as city halls, fire halls, libraries, maintenance garages, municipal parking lots etc. Public facility property within a project area will participate in the total assessable cost of an improvement and will be treated in the same manner as any other benefited parcel.

2. **Public Right-of-Way**

Public right-of-way property for the specific purpose of utility placement or street construction will be exempt from assessment.

3. **Park Land**

Park Land assessment eligibility is further categorized according to the following descriptions:

a. **Community Parks** are characterized by a higher degree of intense public use and are relatively large in area size. They are normally associated with athletic events and sporting activities i.e., softball, football, baseball, hockey, etc. Park lands of this nature will be subject to assessments. Because community parks provide City-wide benefit, the cost of these assessments shall be recovered by a special levy upon the ad valorem taxes.

b. **Neighborhood Parks** accommodate open space objectives within

residential development and are passive in use as indicated by such features as playground structures. Because neighborhood parks are commonly used by the immediate residents of the area, such park land will not be assessed if it comprises less than twenty-five (25%) of the total assessed area. Large parks representing an area greater than twenty-five (25%) of the aggregate project area shall participate in the assessment process in the same manner as community parks.

- c. **Parkland Dedication** is required either in the form of cash in lieu of land or a land grant. The developer shall be responsible for the payment of all special assessments existing at the time of dedication. Depending upon the amount of land involved, the development may not be assessed trunk acreage for that portion exceeding the minimum percentage dedication requirement for park purposes.
- E. **Tax Forfeiture Assessments** - When a parcel of tax forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the City may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.
- F. **Deferment.** The Council may defer payment of special assessments and storm sewer charges for a period not exceeding fifteen years in the following instances:
- a. When the property affected is the homestead of the owner and the owner is 65 years of age or older; and/or
 - b. When the property affected is the homestead of the owner and the owner is retired as a result of permanent and total disability.

The person who receives a deferment pursuant to this provision may not have an annual income that exceeds the HUD Section 8 Income Limits for the Minneapolis-St. Paul metropolitan area as set annually by the US Department of Housing and Urban Development.

Deferments will be granted upon the owner's certification of the required qualifications on a form to be provided by the City. The certification may be made at any time following the adoption of the assessment and must be renewed annually by the owner during the term of the deferment, but no later than September 30 of each year.

Deferred assessments and charges will accrue simple interest during the deferment period at the rate established for the payment of assessments when the assessment or storm sewer charge was adopted.

A one-time five-year hardship extension beyond the initial 15 years will be granted upon compliance with all of the following:

- a. The owner must continue to comply with the requirements relating to age, homestead and income set forth above.
- b. The owner's minimum age must be 80. If an eligible person becomes deceased and the decedent's spouse does not meet the age requirement, this requirement will be waived in order to avoid a hardship to the surviving spouse;
- c. The owner must provide copies of his/her/their federal income tax forms for three years immediately preceding the hardship request;
- d. The owner must furnish a statement of all current assets and the nature of their liquidity, showing that other financial resources are not available for payment of the special assessments;
- e. The bond account established for each special assessment levy in question must be sufficient to discharge all city obligations incurred for the sale of the bonds; and
- f. The years allowed for paying the unpaid amounts at the end of the five-year extension may not be fewer than 10 if the property cannot be further divided, or fewer than 5 if the property is further divisible.

The special assessment balance at the end of the year-year extension may not be greater than 50 percent of the market value of the property as estimated to the end of the five-year extension. Further, the special assessment balance at the end of the five-year extension may not result in annual installments of more than \$20,000 based on the remaining years allowed for re-spreading the unpaid amount.

- G. **Assessment Review Committee** - Before any assessment hearing, a review committee will be established by the City Council to assist staff in its evaluation of all properties in accordance with this Policy and review the staff prepared proposed assessment rolls. This committee shall consist of the Mayor, City Administrator, City Engineer, and one member of the City Council appointed by the City Council.

300.06 DEFINITIONS

ADJUSTED FOOTAGE **FRONT** The number of feet actually utilized in calculating an assessment for a particular property. This may differ from the actual front footage of the property.

ASSESSMENT	A dollar amount charged against a property receiving an improvement benefit.
DRAINAGE DISTRICT	An area defined by the City Engineer which shall form the physical boundaries where benefit exists within a storm sewer project. Property to be included within a district shall be all land which contributes to storm water runoff as well as land serving as a collector basin for storing such water. Natural geographical features normally form these boundaries.
LATERAL	A lateral sewer is designed to collect the sewage from a project area for conveyance to a trunk facility. A water lateral is sized to provide water in sufficient volumes and pressure as required to serve a defined project area.
NUISANCE ABATEMENTS	The elimination of a nuisance whereby the City on behalf of the property owner as authorized by ordinance to eliminate problems such as junk, weeds, dead trees, etc. The City may collect the charges for all or any part of the cost of eliminating any such nuisance by levying a special assessment against the property benefited.
OVERSIZING	A pipe which is designed and constructed larger and/or deeper than necessary to serve a specific project area.
PUBLIC IMPROVEMENT	A project undertaken by the City under the authority granted in M.S.A. 429.021 for the purpose of installation of improvements such as street, curb & gutter, sewer, water, etc. A public hearing shall be conducted to determine the necessity and common good of the project as it affects the community. Upon authorization, the City will proceed with construction and administration of the project.
TRUNK	Water and sewer lines that are large mains requiring greater size capacity and deeper pipe construction than the immediate surrounding area requires. However, trunk lines may also be used to provide lateral service as well.
UTILITY IMPROVEMENT	A defined area within which all AREA properties are deemed to have been served by an improvement project and are considered to receive benefit.

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

DRUG AND ALCOHOL TESTING POLICY

*Adopted by City Council
November 7, 2012*

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Comment [BH1]: Identify Fire Department Policy separate from other staff.

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900.01 WORK UNDER A COMMERCIAL DRIVERS LICENSE (CDL)

The City of Hanover values each employee and recognizes each person's need for a safe and healthy work environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism; resulting in the potential for increased accidents, costs, and risks to the City and to you as an employee. It is the intent of the City to provide a drug-free working environment to help ensure the safety and health of the City employees and others that do business with the City or come in contact with employees. A drug-free workplace is also conducive to efficient and productive work standards and creates a favorable public image. City employees who drive and/or operate equipment under a commercial driver's license (CDL) are subject, by law, to specific drug and alcohol testing requirements. The City will comply with the drug and alcohol testing requirements of the U.S. Department of Transportation pursuant to the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 382; Title 49 (49 CFR), Part 40; and any other applicable federal and state laws and regulations. This policy applies to all full-time, regular part-time, part-time and temporary City employees. A list of employee positions subject to CDL drug and alcohol testing is attached as Appendix A to this policy.

Nothing contained in this policy is intended to create a contract between the City and any of its employees. This policy can be interpreted and/or revised at any time, as the City Council deems appropriate.

900.02 PROHIBITED CONDUCT

Employees are required to be in suitable mental and physical condition at work, capable of performing their jobs satisfactorily and behaving properly. No employee shall be under the influence of alcohol or any drug, including any prescribed or over-the-counter medication which impairs or adversely affects the employee's ability to perform a safety sensitive function, while the employee is working or operating the City of Hanover's vehicle, machinery or equipment. No employee shall report for duty with an alcohol concentration of 0.02 or greater. No employee shall use alcohol for 8 hours following an accident which involved the loss of human life or the receipt of a citation for a moving traffic violation, or until undergoing a post-accident test. No employee shall use, or have in their possession, alcohol or prohibited drugs while the employee is working; except substances containing alcohol which are commonly used in the performance of the employee's duties, such as windshield washer fluid, denatured alcohol, fuel line antifreeze, room deodorizers, etc.; or when the employee is properly disposing of items which contain alcohol in the course of his/her job duties.

Employees who engage in any of the preceding will be removed from their duties, required to take a drug and/or alcohol test, and may be referred to a substance abuse professional.

900.03 ALCOHOLISM AND DRUG DEPENDENCY

The City recognizes alcoholism and drug dependency, as an illness for which there is effective treatment and rehabilitation. Persons who suspect that they may have an alcoholism or a drug

dependency problem, even in its early stages, are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to arrest the problem as early as possible. Any persons having these problems will receive the same careful consideration and opportunity to participate in a treatment program that is presently extended under the City of Hanover's existing benefit plan to those having other disabilities. The benefits and insurance coverage that are described and provided under the City of Hanover's benefit plan will be available for covered individuals who accept medically approved treatment of alcoholism or drug dependency. No employee with an alcohol or drug dependency problem will have his/her job security or promotional opportunities jeopardized by a request for diagnosis and treatment.

Employees who are diagnosed with alcohol or drug dependency will be given time off for rehabilitative treatment as provided under the City of Hanover's Sick Leave Policy and/or Family and Medical Leave Policy. A common form of substance abuse treatment is outpatient care. Through outpatient programs, substance abusers are able to receive care while continuing to be employed at their regular jobs and live at home.

Although alcoholism and drug dependency is considered a disability, the City will hold an alcoholic or drug dependent employee to the same qualifications, job requirements and standards of conduct as other employees, even if unsatisfactory performance is caused by the alcoholism or drug dependency. The City will not tolerate abuse of alcohol or drugs on the job or on City premises.

900.04 TESTING PROGRAM FOR EMPLOYEES WHO WORK UNDER A COMMERCIAL DRIVERS LICENSE (CDL)

City employees who drive and/or operate equipment under a CDL license are subject, by law, to six specific types of drug and alcohol testing as follows:

- 1) Pre-employment Testing. A pre-employment drug test will be conducted when an individual is conditionally offered any position which requires a CDL, including full-time, regular part-time, part-time and temporary positions. The offer for employment will be conditioned on the results of the drug test, as well as on drug and alcohol test information from all of the applicant's previous employers within the preceding two years. A pre-employment drug test will also be conducted when a current employee becomes subject to the testing program as the result of a change in job description or work assignment. Such test shall be administered prior to the first time the employee performs a safety-sensitive function. Safety-sensitive functions for employees with a CDL include all driving time, any time the driver is waiting to be dispatched, any time spent inspecting, servicing, conditioning, loading or unloading any commercial motor vehicle, or any time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The City of Hanover will not allow an employee who is subject to a pre-employment test to perform safety-sensitive functions without a verified negative test result. The City of Hanover will provide a prospective employee with the results of his/her pre-

employment drug test when the applicant is notified of the City of Hanover's decision regarding their employment application.

- 2) **Post-accident Testing.** When an accident involving a City of Hanover vehicle occurs, the City will require a drug and alcohol test on each surviving employee who was performing a safety sensitive function with respect to the vehicle, if the accident involved the loss of human life; or if the employee received a citation for a moving traffic violation arising from the accident.

The employee(s) involved will remain readily available for such testing or may be deemed to have refused to submit to testing. However, the employee(s) is allowed to get necessary emergency medical attention for injured people, or if necessary, to leave the scene of an accident for the period necessary to obtain assistance in responding to the accident. The City of Hanover will provide the employee(s) involved with necessary information, procedures and instructions to comply with the testing requirements. The drug and alcohol tests must be obtained as soon as practicable after the incident. In the case of a conscious but hospitalized employee, the City will request that the hospital obtain a sample and, if necessary, reference will be made to the DOT drug testing requirements. If the employee is unconscious or otherwise unable to evidence consent to the procedure, the hospital shall collect the sample. Post-accident alcohol tests conducted by law enforcement personnel using an Evidential Breath Testing Device will be considered acceptable.

- 3) **Random Testing.** The random testing program for all employees who work under a CDL will be conducted through the City's Drug and Alcohol Testing Consortium using a computer-based random number generator that is matched with the identification number of each employee in the pool. Tests will be unannounced and spread reasonably throughout the calendar year. As a result of the random selection process, an employee may be tested more than once or not at all during the calendar year. An employee selected for random drug or alcohol testing will proceed to the test site immediately upon notification from a Department Head or City Administrator.
- 4) **Reasonable Suspicion Testing.** When a trained City of Hanover representative has reason to believe that an employee is using a prohibited drug, or is using alcohol in a prohibited manner, or is in possession of prohibited drugs or alcohol while the employee is at work, the employee will be required to take a drug or alcohol test (whichever is appropriate). The decision to test must be based on specific contemporaneous, describable observations concerning the appearance, behavior, speech or body odors, etc. of the employee. Reasonable suspicion testing may be directed during, just before, or just after the employee is performing safety-sensitive functions. A representative will transport the employee to be tested to and from the testing site. The trained City representative will make a written and signed record of the observations leading to a reasonable suspicion test within 24 hours of the observations.

- 5) Return to Duty Testing. Any employee who has engaged in prohibited drug or alcohol use (positive drug test or alcohol test at 0.04 or above) must undergo a drug or alcohol test before returning to duty. The drug test must indicate a verified negative result for drug use. The alcohol test must indicate an alcohol concentration of less than 0.02.
- 6) Follow-up Testing. Following a determination by a substance abuse professional that an employee needs help in resolving drug or alcohol abuse problems, the City will administer unannounced follow-up drug or alcohol testing as directed by the substance abuse professional. At least 6 tests are required in the first 12 months following the employee's return to duty. The substance abuse professional may require both alcohol and drug tests. Follow-up alcohol testing will be conducted only just before, while, or just after the employee performs safety-sensitive functions.

900.05 DRUG TESTING PROCEDURES

Upon notification that a drug test is required, employees will report immediately to the City's collection site, **Buffalo Occupational Health (Allina Clinic), 303 Catlin St., Buffalo, MN 55313**. Since delay in reporting to the collection site after notification can adversely affect the outcome of a test result, the maximum time allowed for employees to report for drug testing will be travel time plus thirty (30) minutes. Drug testing will be performed utilizing urine samples and done in accordance with the procedures and protocol established by the Association of Minnesota Counties and in conformance with the Code of Federal Regulations Title 49 (49 CFR), Part 382 and Part 40. A standard drug testing custody and control form will be used which identifies data on the donor and on the specimen collection and transfer process. In order to ensure the accuracy of the screening or to provide possible alternate medical explanations to the review of the test results, all employees will have the opportunity, prior to testing, to indicate on the "Employee Screening Acknowledgment and Consent Form" any and all prescription drugs or over-the-counter medications taken within the last sixty (60) days and to explain the circumstances surrounding the use of such drugs to the MRO (medical review officer).

A securely wrapped, clean, specimen bottle will be provided to the employee. The bottle will only be unwrapped immediately before being given to the employee and in the presence of the employee to be tested. The specimen bottle will have a tamper proof seal. Unless there is reason to believe that a particular individual may alter or substitute the specimen, as specifically described in the Consortium manual, collection procedures will allow for individual privacy. A split sample method of collection will be used. Tests for marijuana, cocaine, opiates, amphetamines and phencyclidine (also known as PCP or angel dust) will be performed. If the test result of the primary specimen is positive, the employee may request, within 72 hours after being notified of the test result, that the Medical Review Officer (MRO) direct a different DHHS-certified (Department of Health and Human Services) laboratory to test the split specimen. If the result of the second test fails to confirm the drugs found in the primary sample, the test is considered to be negative. Action required by the regulations, as the result of a positive drug test is not stayed pending the result of the test of the split specimen. However, if an employee was relieved of duties without pay, or used sick leave or vacation leave while suspended, regular pay will be reinstated if the retest is negative.

900.06 TESTING LABORATORY

Specimens taken by the collection agency will be sent to a designated testing laboratory for analysis. The drug-testing lab shall be secure at all times and will restrict access to specifically authorized individuals whose authorization is documented. Test results will be reviewed and certified before submittal to the MRO. Only confirmed positive specimens will be reported positive for a specific drug. Employee test records will be maintained in confidence, except as required by federal regulations. Information related to a positive drug test will be disclosed to the individual, the employer, and/or the decision maker in a lawsuit or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test. The testing laboratory for the City is:

FirstLab
Highpoint Business Campus
100 Horizon Drive, Suite 102
Chalfont, PA 18914
Phone: (800) 732-3784

900.07 MEDICAL REVIEW OFFICER (MRO)

An essential part of the drug-testing program is the final review of positive results from the laboratory. A positive test result does not automatically identify an employee or applicant as having used drugs. Therefore, a Medical Review Officer (MRO), will review the test results, verify the lab report and assessment, conduct a medical interview with the individual tested, review the individual's medical history, and review all medical records made available by the individual, prior to giving the results to The City of Hanover. The MRO shall be a licensed physician with knowledge of substance abuse disorders and a detailed knowledge of possible alternate medical explanations of a positive result. The MRO will keep records of positive drug test results for five years and negative and canceled drug test results for one year. The MRO cannot release individual drug test results, except as provided by federal regulations, without first obtaining a specific, written authorization from the tested employee. Nothing, however, shall prohibit an MRO from releasing, to the employer or to officials of the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the controlled substances testing program, information relating to test results. A complete listing of the medical review duties and notifications to the employer are listed in the City's Drug and Alcohol Testing Policy.

The MRO for the City:

FirstLab
Highpoint Business Campus
100 Horizon Drive, suite 102
Chalfont, PA 18914
Phone (888) 676-7616

900.08 ALCOHOL TESTING PROCEDURES

Upon notification that an alcohol test is required, employees will report immediately to the City's collection site, Buffalo Occupational Health (Allina Clinic), 303 Catlin St., Buffalo, MN 55313. Since delay in reporting to the collection site after notification can adversely affect the outcome of a test result, the maximum time allowed for employees to report for alcohol testing will be travel time plus thirty (30) minutes. Alcohol testing will be performed using breath or saliva samples, as determined by the testing laboratory, and done in accordance with the procedures and protocol established by the City's Drug and Alcohol Testing Policy and in conformance with the Code of Federal Regulations Title 49 (49CFR), Part 382 and Part 40.

Both a Breath Alcohol Technician (BAT) and the employee will complete sections one and two, respectively, of the Breath Alcohol Testing Form. If a breath test is conducted, an individually sealed mouthpiece will be opened in front of the employee and will be attached to the Evidential Breath Testing Device. If a saliva test is used, a screening test technician who has completed a course of instruction and demonstrated a proficiency in using the device will conduct it. The testing location will provide the employee with privacy sufficient to prevent unauthorized people from seeing or hearing test results. The only time a test will be conducted outside of the selected testing site will be when it is essential to perform the test at the scene of an accident. The City of Hanover will attempt to provide the employee with the greatest privacy possible under such circumstances in an effort to prevent unauthorized people from seeing or hearing test results. If the result of the test is an alcohol concentration of less than 0.02, the Breath Alcohol Technician will date and sign the certification on the Breath Alcohol Testing Form. The employee will also sign and date the certification. If the test result is an alcohol concentration of less than 0.02, such test is considered negative and no further testing is authorized for that particular test session. The results will be transmitted to the City and maintained in accordance with applicable law. If the result of the initial test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed.

900.09 CONFIRMATION TESTS

If the result of the initial test is an alcohol concentration of 0.02 or greater, another alcohol test will be completed to confirm the results. The Breath Alcohol Technician will wait at least 15 minutes, but no longer than 30 minutes, after the completion of the initial test before administering the confirmation test. The employee is not to eat, drink, put any object or substance in his/her mouth, and not to belch during the waiting period before the confirmation test. The reason for the waiting period and restrictions on the employee's activities during that time is for the employee's benefit to prevent any accumulation of mouth alcohol leading to an artificially high reading. A new mouthpiece will be used for the confirmation test and the same procedures will be used for administering the confirmation test as were used in administering the initial test. If the initial and confirmation test results are not the same, the confirmation test result is considered to be the final result upon which any action in regard to the employee will be based.

If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the Breath Alcohol Technician will, if practicable, begin a new test using a new Breath Alcohol Testing Form.

900.10 EFFECT OF USE, REFUSAL OR FAILURE

Any job applicant who has been conditionally offered a position with the City, and who refuses or fails a pre-employment drug test, or who does not authorize access to his/her CDL related drug and alcohol information from previous employers, will not be hired.

Compliance with the drug and alcohol testing requirements of this policy is a condition of employment for the City employees who work under a CDL. Refusal to submit to an alcohol or drug test by a current employee will result in immediate termination of employment. Refusal to submit to a test includes failure to provide adequate breath for testing, failure to provide adequate urine for testing, or failure to otherwise cooperate with the testing process in a way that prevents the completion of the test, unless such failure is the result of a medical condition which prevents the employee from providing adequate breath or urine, as determined by a licensed physician.

An employee whose test results indicate an alcohol concentration of 0.02 or greater, but less than 0.04, will not be allowed to resume their duties until the start of their next regularly scheduled duty period, and/or not less than 24 hours following the alcohol test. An employee required to take time off due to this test result will be allowed to use accrued sick leave or vacation time for any regularly scheduled time within this 24-hour period. An employee whose test results indicate an alcohol concentration of 0.02 or greater, but less than 0.04, twice in any 24 month period will be relieved of their duties and referred to a substance abuse professional for evaluation. An employee whose test results indicate an MRO verified positive test for the use of drugs, or an alcohol concentration of 0.04 or greater, will be relieved of their duties and referred to a substance abuse professional for evaluation.

Employees referred for evaluation must immediately cease any substance abuse, must comply with all conditions of any treatment and/or rehabilitation program that may be recommended by the substance abuse professional, and must subject themselves to return to duty testing and periodic unannounced testing, as directed by the substance abuse professional, for a period not to exceed 60 months. Participation in a substance abuse treatment and/or rehabilitation program will not result in disciplinary action. However, the employee may not return to duty until the MRO or substance abuse professional makes a determination the employee is fit for duty. This may, or may not, be immediately upon receiving a subsequent verified negative test result for the use of drugs, or an alcohol concentration of less than 0.02, and compliance with the recommendation of the substance abuse professional, such as enrollment in an outpatient treatment program. Successful completion of the prescribed program will be required for the employee to continue employment with the City. Employees who undergo substance abuse treatment and/or rehabilitation under this policy and who continue to work must meet all established standards of conduct and job requirements.

In addition to the above consequences of refusing or failing an alcohol or drug test, an employee covered by this policy may be subject to the penalties found in 49 U. S. C. 521 (b); including

civil penalties for knowing and willful violations ranging from \$500 to \$2,500 and criminal penalties with a maximum fine of \$5,000 or imprisonment for up to 90 days, or both.

An employee required to take time off for evaluation, treatment and/or rehabilitation due to substance abuse will be allowed to use sick leave, vacation time and/or family and medical leave as they would for any other serious health condition. *If the City requires an evaluation by a substance abuse professional, the City would pay the expenses of the evaluation. The expenses of the substance abuse treatment and/or rehabilitation program shall be paid for entirely by the employee with the employee's health insurance provider funding a portion as provided in the employee's Certificate of Coverage.* If an employee has been referred for evaluation, is undergoing substance abuse treatment and/or rehabilitation, or has returned to duty upon successfully completing such treatment and/or rehabilitation; and a subsequent test is verified by the MRO as positive, or results in an alcohol concentration of 0.02 or greater, employment will be terminated. If the employee either refuses to participate in the treatment and/or rehabilitation program prescribed or fails to successfully complete the program, as evidenced by withdrawal from the program or by a positive test result on a confirmatory test after completion of the program, employment will be terminated.

Nothing in this policy limits the right of the City to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test, including conviction of any criminal drug statute for a violation occurring in the workplace.

900.11 SUPERVISOR TRAINING

Each Department Head who will determine whether an employee must submit to a reasonable suspicion drug or alcohol test will receive at least one hour of training each for alcohol and controlled substances on specific physical, behavioral, speech and performance indicators.

900.12 RECORDKEEPING

All records concerning drug and alcohol testing, evaluation, treatment and rehabilitation will be kept confidential, except as required by federal regulations. The records to be kept by the City include all records related to the collection process, all records related to the employee's test results, records related to other violations of the law governing drug or alcohol programs, evaluation records and reports pertaining to a substance abuse professional's determination of an employee's need for assistance, records and reports concerning an employee's compliance with the recommendations of a substance abuse professional, and education and training records.

The City will not release employee information that is contained in drug or alcohol program records, except as required by law to federal, state and local officials with regulatory authority over the City or its employees, or expressly authorized by the employee. Employees are entitled, upon written request, to obtain copies of any records pertaining to their own use of drugs or alcohol, including any test records. The City will provide records to the employee's subsequent employer(s) upon written request from the employee and only as expressly authorized by the terms of the employee's request. The City may provide information to an employee or decision maker when a proceeding has been initiated by, or on behalf of the employee, which arises from

the results of a drug or alcohol test given by the City, or from the City's determination that the employee has engaged in prohibited conduct under this policy. Such proceedings may pertain, but are not limited to, workers compensation, unemployment compensation or other benefits sought by the employee.

For all job applicants who have conditionally been offered a position which involves working under a Commercial Drivers License (CDL), the City will obtain, with the employee's consent, information on the employee's positive drug test results, alcohol test results of 0.04 or greater and refusals to be tested for drugs or alcohol within the preceding two years. The City will maintain written, confidential records with respect to each past employer contacted. If the City obtains information showing a verified positive drug test result, an alcohol test result of 0.04 or greater, or a refusal to be tested, there must also be information on a subsequent substance abuse professional's evaluation and resulting treatment, if any. If access to this information is not provided, or if an applicant who has a positive test result has not participated in and successfully completed a treatment and/or rehabilitation program as directed by their substance abuse professional, the City's conditional offer of employment will be withdrawn.

900.13 SUBSTANCE ABUSE PREVENTION INFORMATION AND TRAINING

As part of the City's continuing policy to ensure fair treatment of our employees, we understand that there may be questions and concerns involving the City's drug and alcohol testing policies and programs. This policy will be provided to each covered City employee.

Any employee who has engaged in prohibited conduct will be advised by their Department Head or the City Administrator of resources available to the employee in evaluating and resolving drug or alcohol abuse problems, including names, addresses, and phone numbers of substance abuse professionals and counseling and treatment programs. The choice of substance abuse professional and treatment services will be made by the employee. *The expenses of a City required evaluation by a substance abuse professional will be paid by the City.* The expenses of the substance abuse treatment and/or rehabilitation program shall be paid for entirely by the employee with the employee's health insurance provider funding a portion as provided in the Certificate of Coverage.

900.14 EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK AND PERSONAL LIFE

The effects of the misuse of alcohol and illegal drugs extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our roadways and workplace. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer and employees in the form of higher health insurance rates. Alcohol remains the number one abused drug in America.

Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects above described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

900.15 SIGNS AND SYMPTOMS OF AN ALCOHOL OR DRUG PROBLEM

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Multiple substance abuse is abuse of more than one drug, either at the same time or over a period of time and it involves any combination of:

- Alcohol
- Prescription drugs
- Over-the-counter drugs
- Illegal drugs

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects and dangers.

Multiple substance abuse often begins with the abuse of a single substance. This may happen because once a person begins to rely on a drug, abuse of additional substances becomes more likely. People who abuse one substance are at a high risk for developing dependence and tolerance for other substances.

900.16 METHODS OF PREVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. If you suspect that you may have an alcohol or drug problem, even in its early stages, please seek assistance from a qualified professional. If you think someone else has an alcohol or drug problem, don't make excuses for him or her, don't do their work for them, and don't look the other way. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse. If you notice the signs and symptoms of alcohol or drug abuse in a coworker, report those signs and symptoms to your Department Head.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The City's policy requires that the person with a problem be evaluated by a professional, such as a physician, psychologist, or other persons with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

900.17 SOURCES OF HELP AND INFORMATION

LOCAL:

Minnesota Teen Challenge www.mntc.org (651) 315-8768
See your Department Head or City Administrator for a current list

NATIONAL:

Alcoholics Anonymous	www.chicagoaa.org	1-800-371-1475
Al-Anon (families of alcoholics)		1-800-356-9996
Alcohol Hotline	www.alcoholhotline.com	1-866-925-4030
American Council on Alcoholism	www.alcoholscreening.org	1-800-527-5344
National Alcohol Substance Abuse Information Center		1-800-784-6776
National Council on Alcoholism	www.ncadd.org	1-800-622-2255
National Clearinghouse for Alcohol and Drug Information		1-800-729-6686
Cocaine Hotline	www.cocainehotline.com	1-800-262-2463
National Federation of Parents for Drug-Free Youth		1-800-554-5437
Parents Resource Institute for Drug Education (PRIDE)		1-800-668-9277

900.18 DEFINITIONS

ALCOHOL: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol's, including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy.

ALCOHOL USE: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

BREATH ALCOHOL TECHNICIAN (BAT): An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

CANCELED OR INVALID TEST: In drug testing, a drug test that has been declared invalid by a Medical Review Officer (MRO). A canceled test is neither a positive, nor a negative test. A sample that has been rejected for testing by a laboratory is treated the same as a canceled test. In alcohol testing, a test that is deemed to be invalid by the Breath Alcohol Technician (BAT). It is neither a positive, nor a negative test.

CHAIN OF CUSTODY: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

COLLECTION SITE: A place designated by the City where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs, or a breath (or saliva) sample to be analyzed for the presence of alcohol.

COMMERCIAL MOTOR VEHICLE: A motor vehicle with a gross combination weight of 26,001 or more pounds, including a towed unit with a gross weight rating of more than 10,000 pounds; or a motor vehicle designed to transport 16 or more passengers, including the driver; or a motor vehicle required to be placarded under regulation of hazardous materials.

CONFIRMATION TEST: In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the initial or screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.) In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

CRIMINAL DRUG STATUTE: A federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

DHHS: The Department of Health and Human Services or any designee of the Secretary of the Department of Health and Human Services.

DRUGS: In regard to this policy, drugs means the following drugs or classes of drugs: marijuana metabolites, cocaine metabolites, opiate metabolites, amphetamines and phencyclidine (also known as PCP or angel dust).

EBT (EVIDENTIAL BREATH TESTING DEVICE): A testing device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

INITIAL TEST (OR SCREENING TEST): In drug testing, an immunoassay screen to eliminate "negative" urine specimens from further analysis. In alcohol testing, an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

MEDICAL REVIEW OFFICER (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

POSITIVE TEST RESULT: A finding of the presence of alcohol or drugs, or their metabolites, in the sample tested in levels at or above the threshold detection levels set by the Commissioner of the Minnesota Department of Health and Human Services.

REASONABLE SUSPICION: A basis for forming a belief based on specific facts and rational inferences drawn from those facts by a trained City representative.

REFUSAL TO SUBMIT (to an alcohol or drug test): Refusal to take a test or failure to provide adequate breath or urine for testing, or failure to otherwise cooperate with the testing process in a way that prevents the completion of the test, unless such failure is the result of a medical condition which prevents the employee from providing adequate breath or urine, as determined by a licensed physician.

SAFETY SENSITIVE FUNCTIONS: Any time an employee who works under a commercial drivers license (CDL) is required to be ready to work in or on commercial motor vehicle, including

- 1) All time the employee is waiting to be dispatched (unless the City has relieved the employee from duty);
- 2) All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3) All driving time;
- 4) All time in or on any commercial motor vehicle
- 5) All time supervising, assisting, or attending the loading or unloading of a vehicle, or remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded;
- 6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

SPECIMEN BOTTLE: The bottle that, after being labeled and sealed according to proper procedures, is used to transmit a urine sample to the laboratory.

SPLIT SAMPLE (METHOD OF COLLECTION): The process of dividing a single urine specimen into two separate parts so that if the initial test result is positive, a confirmation test may be performed on the second part of the original sample.

SUBSTANCE ABUSE PROFESSIONAL: A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and

Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

SUBSTANCE ABUSE TREATMENT AND/OR REHABILITATION: Any care, therapy, counseling, medicine, treatment, rehabilitation or other type of assistance that is recommended by the substance abuse professional.

UNDER THE INFLUENCE: Having the presence of a drug or alcohol at or above the level of a positive test result.

900.19 APPENDIX A: EMPLOYEE POSITIONS SUBJECT TO DRUG AND ALCOHOL TESTING

- 1) Public Works Maintenance Worker (Full-time, Part-time & Seasonal)
- 2) Public Works ~~Lead Maintenance~~ Supervisor

900.19 APPENDIX B: EMPLOYEE ACKNOWLEDGEMENT OF NOTIFICATION

Each employee subject to this policy will sign the following acknowledgement, and such acknowledgement will be maintained in each employee's personnel file.

EMPLOYEE ACKNOWLEDGEMENT OF NOTIFICATION

I, the undersigned employee of the City of Hanover, hereby certify that I have been informed of my obligations regarding the use of drugs and/or alcohol as they pertain to working for the City. I understand and agree to submit to the provisions and testing requirements of the City Drug and Alcohol Policy for Employees Who Work Under a Commercial Drivers License (CDL).

I have received a copy of the City's Drugs and Alcohol Policy For Employees Who Work Under a Commercial Drivers License (CDL) and understand the consequences of a positive drug or alcohol test. I understand that I cannot perform any job for the City when under the influence of drugs or alcohol. Additionally, I understand that I will be referred to a substance abuse professional for evaluation if my test results indicate a verified positive drug test or a confirmed alcohol concentration of 0.04 or greater.

I understand that if I am required to undergo random testing, as per the provisions of the City's Drugs and Alcohol Policy For Employees Who Work Under a Commercial Drivers License (CDL), my name and social security number will be included in a state-wide pool of employees for purposes of random testing.

I understand that state law requires the City to allow me to list medications I am taking, or have recently taken, which may influence the results of a drug test.

Executed this _____ day of _____, 20 _____.

Name of Employee _____

Signature of Employee _____